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
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,

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
# School of Business

## Accounting

### Certificate

**Career Opportunities:**
- Accounting Clerk
- Bookkeeper

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

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

**Certificate Courses**

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
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<td>A177 Payroll Accounting</td>
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<td>A269 Income Tax</td>
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<td>B336 Introduction to Business</td>
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<td>B200 Principles of Management</td>
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<td>D181 Excel</td>
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<tr>
<td>D279 Computer Focused Principles</td>
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<tr>
<td>E242 Career Development</td>
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</table>

**Total Certificate Credits** 39*

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

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

### Diploma

**Career Opportunities:**
- Accounting Clerk
- Bookkeeper
- Auditing Clerk
- Bank Teller
- Accounts Management Trainee

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

#### IN ADDITION TO ALL CERTIFICATE COURSES

**General Education Courses**

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<thead>
<tr>
<th>LOWER DIVISION</th>
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<td>Communication (Select 1 course)</td>
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<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
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<tr>
<td>Systems Concepts</td>
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</tr>
<tr>
<td>Accounting Capstone</td>
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<tr>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>Business Law</td>
<td>4</td>
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<tr>
<td>Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>Financial Markets and Institutions</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Diploma Credits**
- General Education Credits 12
- Major and Core Credits 61
- **Total Diploma Credits** 73*

* 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.

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

### Associate’s Degree

**Career Opportunities:**
- Accounting Clerk
- Auditing Clerk
- Bookkeeper
- Bank Teller
- Account Management Trainee

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

#### IN ADDITION TO ALL DIPLOMA COURSES

**General Education Courses**

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<th>CREDITS</th>
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<td>Humanities (Select 2 courses)</td>
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<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
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<tr>
<td>Social Sciences (Required courses)</td>
<td>8</td>
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<tr>
<td>Business Law</td>
<td>4</td>
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<tr>
<td>Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>Financial Markets and Institutions</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Associate’s Degree Credits**
- General Education Credits 32
- Major and Core Credits 61
- **Total AAS Degree Credits** 93*

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

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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.
BACHELOR’S DEGREE

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

Total Bachelor’s Degree Credits 181*

PUBLIC ACCOUNTING BACHELOR’S DEGREE

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

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

IN ADDITION TO ALL ACCOUNTING BS DEGREE COURSES

CPA COURSES

UPPER DIVISION
A315 Government and Not-for-profit Accounting 4
A322 Risk Management for Accountants 4
A400 CPA Exam Preparation 2
A402 Advanced Auditing II 4
A410 Advanced Federal Tax Theory 4
A415 Financial Statement Analysis 4
A432 Accounting Fraud Investigation 4
A440 Accounting Research Methods and Techniques 4
B333 Principles of Management II 4
B360 Operations Management 4
B370 Organizational Behavior Analysis 4
B400 Organizational Development 4
B492 Contemporary Leadership Challenges 4

Total Public Accounting Degree Credits 32
Lower Division General Education Credits 24
Upper Division General Education Credits 61
Lower Division Major and Core Credits 61
Upper Division Major and Core Credits 114

TOTAL PUBLIC ACCOUNTING BS DEGREE CREDITS 231*

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

This program is only available at the Moorhead campus.

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

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

BUSINESS DIPLOMA

CAREER OPPORTUNITIES:
- Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

Total Diploma Credits
- General Education Credits 12
- Major and Core Credits 47
- TOTAL DIPLOMA CREDITS 59*

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

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
Humansities (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
Business Administration Specialization
A177 Payroll Accounting 4
B119 Customer Service 4
D279 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
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
B140 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
B281 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 42 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

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<th>COURSE CODE</th>
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MAJOR AND CORE COURSES

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<td>B492</td>
<td>Contemporary Leadership Challenges</td>
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Business Management Specialization

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<td>B360</td>
<td>Operations Management</td>
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<td>B404</td>
<td>Negotiation and Conflict Management</td>
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<td>B415</td>
<td>Risk Management</td>
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Human Resources Specialization

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<td>Human Resource Information Systems</td>
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<td>B433</td>
<td>Human Resource Recruitment and Selection</td>
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Information Technology Specialization

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<td>N410</td>
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Internet Marketing Specialization

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<th>COURSE CODE</th>
<th>COURSE NAME</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>B364</td>
<td>Internet Marketing, Public Relations and Social Media</td>
<td>4</td>
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<tr>
<td>B423</td>
<td>Internet Law</td>
<td>4</td>
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<tr>
<td>B434</td>
<td>Web Analytics</td>
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</tr>
<tr>
<td>B442</td>
<td>Advanced Search Engine Marketing Strategies</td>
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</table>

Total Bachelor’s Degree Credits

<table>
<thead>
<tr>
<th>CATEGORY</th>
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<tbody>
<tr>
<td>Lower Division General Education Credits</td>
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<tr>
<td>Upper Division General Education Credits</td>
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</tr>
<tr>
<td>Lower Division Major and Core Credits</td>
<td>47</td>
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<tr>
<td>Lower Division Specialization Credits</td>
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<tr>
<td>or Unrestricted Electives</td>
<td>11-12</td>
</tr>
<tr>
<td>Upper Division Major and Core Credits</td>
<td>51</td>
</tr>
<tr>
<td>Upper Division Specialization Credits</td>
<td>16-17</td>
</tr>
</tbody>
</table>

TOTAL BS DEGREE CREDITS: 181-183*  

SEE PAGE 42 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.

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

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

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

FOUNDATION COURSES
B080  Reading and Writing Strategies  4
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
B165  Introduction to Human Resource Management  4
B230  Principles of Finance  4
B233  Principles of Management  4
B267  Employment Law  4
B271  Professional Communication  4
D132  Computer Applications and Business Systems Concepts  3
E242  Career Development  2
G148  General Psychology  4
H200  US Healthcare Systems  4
H210  Marketing and Communications in Healthcare  4
M120  Medical Terminology  4
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
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  63
TOTAL BS DEGREE CREDITS  180 *

SEE PAGE 42 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.

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
D124 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 42 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

SCHOOL OF BUSINESS
MISSION STATEMENT

The Rasmussen College School of Business prepares students for an ever-changing business environment. This goal is accomplished by offering market-focused skills and leading-edge programs that address the global marketplace. We measure our success by the academic performance, commitment to lifelong learning, and professional contributions of our graduates. Graduates of the School of Business will be active contributors and leaders in their chosen fields and diverse communities.
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 Microeconomics
G204 Macroeconomics

MAJOR AND CORE COURSES

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

SEE PAGE 42 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**

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

**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.

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**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**

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
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<tbody>
<tr>
<td>English Composition (Required course)</td>
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<tr>
<td>G124 English Composition</td>
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</tr>
<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
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**MAJOR AND CORE COURSES**

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B245 Online Multimedia Marketing</td>
<td>4</td>
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<tr>
<td>B273 Internet Business Models and E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>B281 Public Relations and Advertising</td>
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</tbody>
</table>

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

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

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
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 courses) 8
G203 Macroeconomics
G204 Microeconomics

MAJOR AND CORE COURSES

LOWER DIVISION
B105 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 42 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

CERTIFICATE

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

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

TOTAL CERTIFICATE CREDITS 36*

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

In addition to the courses listed, at designated points in their programs of study students are required to complete 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.

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

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

Child care facilities and the states in which they are located establish qualifications for staff that work with children, and often implement guidelines regarding age, education, experience, background and professional development. Students must determine the licensure requirements in the state and facility in which they intend to work.
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  Involving Parents of English Language Learners 4
EC243  Curriculum and Instruction for English Language Learners 4

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

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

SEE PAGE 42 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
EC280  Early Childhood Education Capstone 2

Child Development Specialization
EC280  Early Childhood Education Capstone 2

English Language Learner Specialization
EC280  Early Childhood Education Capstone 2

Child with Special Needs Specialization
EC280  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 42 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.

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

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

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

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- D132 Computer Applications and Business Systems Concepts 3
- E242 Career Development 2
- M120 Medical Terminology 4
- M140 Basic ICD-9-CM Coding 4
- M140A Intermediate ICD-9-CM Coding 3
- M141 Ambulatory Care Coding 3
- M209 Medical Insurance and Billing 3
- M232 Pathophysiology 5
- M243 Health Information Law and Ethics 4
- M251 Medical Coding Practicum 1
- M3135 Pharmacology for the Allied Health Professional 4

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

**TOTAL CERTIFICATE CREDITS**
40*

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

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

MEDICAL BILLING AND CODING DIPLOMA

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

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

**GENERAL EDUCATION COURSES**

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

**MAJOR AND CORE COURSES**

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

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

**TOTAL DIPLOMA CREDITS**
56*

* 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 and Moorhead applicants must also submit to a Minnesota Department of Human Services background check.

**OUR CREDENTIAL LADDER GUIDES YOU TO EARN**

**BACHELOR’S DEGREE**

**ASSOCIATE’S DEGREE**

**DIPLOMA**

**CERTIFICATE**

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

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES</th>
<th>LOWER DIVISION</th>
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<tbody>
<tr>
<td>Humanities (Select 2 courses)</td>
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<tr>
<td>Social Sciences (Select 2 courses)</td>
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**MAJOR AND CORE COURSES**

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

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

**SEE PAGE 42 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 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 (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 Social Security number verification. Applications must also submit a resume. 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.

HIM BS graduates will be able to communicate with all levels (clinical, financial, and administrative) of an organization that utilizes patient data in daily operations and decision making. Graduates will be skilled and competent in developing information policy, designing and managing information systems, as well as functioning in a technologically advanced and changing work environment.

Graduates can 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 attributes and possess 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**

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

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

**Total Bachelor's Degree Credits**
- Lower Division General Education Credits: 32
- Upper Division General Education Credits: 24
- Lower Division Major and Core Credits: 58
- Upper Division Major and Core Credits: 66
- **TOTAL BS DEGREE CREDITS: 180**

**SEE PAGE 42 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 HHT 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 Social Security number verification. Applications 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 42 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:
• 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
M135 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 42 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.
DIPLOMA

CAREER OPPORTUNITIES:
• Medical Assistant  • Medical Office Administrative Assistant

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

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
E242  Career Development  2
M120  Medical Terminology  4
M200  Medical Office Procedures  4
M230  Medical Law and Ethics  4
M232  Pathophysiology  5
M410  Clinical Skills I  4
M415  Pharmacology for the Allied Health Professional  4
M416  Clinical Skills II  4
M425  Laboratory Skills for Medical Assisting  4
M424  Human Anatomy and Physiology I  5
M4242  Human Anatomy and Physiology II  5
M4265  Medical Assistant Externship  8

Additional Required Course in either Track I or Track II
Track I (required for students enrolled at Moorhead campus)
M4250  Radiography Skills  3
Track II (required for students enrolled at Fargo or Bismarck)
M130  Medical Writing, Style and Grammar  3

Total Diploma Credits
General Education Credits  4
Major and Core Credits  56
TOTAL DIPLOMA CREDITS  60*

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.

This program requires specific immunizations prior to professional practice experience.

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

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Rockford, and 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).

Medical Assisting students must receive the first injection of the Hepatitis B immunization series prior to week 5 of the Clinical Skills I course. Prior to the student beginning their externship, the full three injection series of the Hepatitis B immunization and all other program required immunizations must be completed. Medical Assisting students must successfully complete all Medical Assisting competencies before they will be eligible for graduation.

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

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

AAS DEGREE

CAREER OPPORTUNITIES:
• Medical Assistant  • Medical Office Administrative Assistant

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

IN ADDITION TO ALL DIPLOMA COURSES

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

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

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

SEE PAGE 42 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.

This program requires specific immunizations prior to professional practice experience.

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

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Rockford, and 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 and Moorhead applicants must also submit to a Minnesota Department of Human Services background check.
MEDICAL LABORATORY TECHNICIAN  AAS DEGREE

CAREER OPPORTUNITIES:
• Medical Laboratory Technician

OBJECTIVE:
Graduates of this program know medical terminology, anatomy, and safety standards and practices. They can operate and maintain equipment in the medical laboratory, collect and analyze specimen samples for diagnosis, and assist members of the healthcare team in delivering service to patients. Graduates value critical thinking 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

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
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<tr>
<td>G124</td>
<td>English Composition</td>
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<tr>
<td>C210</td>
<td>Communication (Select 1 course)</td>
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<tr>
<td>C211</td>
<td>Humanities (Select 2 courses)</td>
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<tr>
<td>C215</td>
<td>Math/Natural Sciences (Required courses)</td>
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<tr>
<td>G215</td>
<td>Introduction to Human Biology</td>
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<tr>
<td>G233</td>
<td>College Algebra</td>
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<td>G215</td>
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LOWER DIVISION

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<td>E242</td>
<td>Career Development</td>
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<td>M120</td>
<td>Medical Terminology</td>
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<td>MA241</td>
<td>Human Anatomy and Physiology I</td>
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<td>MA242</td>
<td>Human Anatomy and Physiology II</td>
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<td>ML100</td>
<td>Introduction to Clinical Laboratory Science</td>
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<td>ML150</td>
<td>Clinical Chemistry I</td>
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<td>Hematology I</td>
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<td>ML152</td>
<td>Urinalysis</td>
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<td>ML153</td>
<td>Clinical Microbiology I</td>
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<td>Clinical Chemistry II</td>
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<td>Immunology</td>
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<td>ML205</td>
<td>Immunohematology</td>
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<td>ML206</td>
<td>Clinical Microbiology II</td>
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<td>ML281</td>
<td>Clinical Practicum I</td>
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<td>ML292</td>
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<td>PB105</td>
<td>Phlebotomy</td>
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Total Associate's Degree Credits

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<tr>
<td>Major and Core Credits</td>
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<td>TOTAL AAS DEGREE CREDITS</td>
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</table>

SEE PAGE 42 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 Moorhead applicants must also submit to a Minnesota Department of Human Services background check.
SURGICAL TECHNOLOGIST AAS DEGREE

CAREER OPPORTUNITIES:
• Surgical Technologist
• Surgical Assistant

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

GENERAL EDUCATION COURSES
English Composition (Required course) 4
G124 English Composition 4
Communication (Select 1 course) 4
G215 Introduction to Human Biology 8
Humanities (Select 2 courses) 8
Math/Natural Sciences (*Required, select one additional course) 8
G148 General Psychology 8

MAJOR AND CORE COURSES
LOWER DIVISION
G132 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

This program is only available at the Moorhead campus.

SEE PAGE 42 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.
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 Moorhead applicants must also submit to a Minnesota Department of Human Services background check.
CRIMINAL JUSTICE AAS DEGREE
CORRECTIONS • HOMELAND SECURITY • LAW ENFORCEMENT • 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, 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
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
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
J211 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

Law Enforcement Specialization
J122 Crime Scene to Conviction: Critical Skills in Documentation 4
J222 Practical Psychology for Law Enforcement 4
J226 Legal Code for Law Enforcement 4

Psychology Specialization
H520 Community Psychology 4
H527 Social Psychology 4
H528 Abnormal Psychology 4

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

TOTAL AAS DEGREE CREDITS 91*

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

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS
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

SECONDARY EDUCATION COURSES

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
J129 Policing in America 4
J131 Criminal Law and Procedures: Crime and the Courtroom 4
J200 Domestic Violence 4
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J250 Drugs and Crime 4
J255 Ethics in Criminal Justice 4
J280 Contemporary Issues in Criminal Justice Capstone 4

UPPER DIVISION
J326 Criminal Behavior: Profiling Violent Offenders 4
J331 Constitutional Law 4
J350 Cultural Diversity and Justice 4
J352 Victims in Criminal Justice 4
J355 Realities of Crime and Justice 4
J360 Statistics in Criminal Justice 4
J385 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 5

UNRESTRICTED ELECTIVE CREDITS *** 12

TOTAL BS DEGREE CREDITS 180*

See page 42 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.

** 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.
### Certificate in Human Services

**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**
- GI48 General Psychology 4

**Major and Core Courses**
- E242 Career Development 2

**Total Certificate Credits**
General Education Credits 4
Major and Core Credits 34
**Total Certificate Credits 38**

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

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

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

### Diploma in Human Services

**Career Opportunities:**
- Community Service Specialist
- Human Service Assistant

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

**In addition to all certificate courses**
- GENERAL EDUCATION COURSES
  - LOWER DIVISION
    - English Composition (Required course) 4
    - Communication (Select 1 course) 4
    - Math/Natural Sciences (Select 1 course) 4
  - MAJOR AND CORE COURSES
    - Lower Division Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
    - Total Diploma Credits 74

* 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 in Human Services

**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, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

**In addition to all diploma courses**
- GENERAL EDUCATION COURSES
  - LOWER DIVISION
    - Humanities (Select 2 courses) 8
    - Math/Natural Sciences (Select 1 course) 4
    - Social Sciences (Required course) 4
  - Total Associate’s Degree Credits 22
- Major and Core Credits 36
**Total AAS Degree Credits 90**

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

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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
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
J235 Ethics in Criminal Justice 4
LE240 Minnesota Criminal Code 2
LE245 Minnesota Traffic Code 2

TOTAL CERTIFICATE CREDITS 36

This program is only available at the Moorhead campus.

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

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

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check and must also submit to a Minnesota Bureau of Criminal Apprehension background check.
**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
- D124 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

**MAJOR AND CORE COURSES**
**LOWER DIVISION**
- D132 Computer Applications and Business Systems Concepts 3
- E242 Career Development 2
- J151 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
- PL151 Real Estate Law 4
- PL161 Corporate Law 4
- PL226 Law Office Technology: Cyberspace and the Paralegal Profession 4
- PL228 Torts: Auto Accidents and Other Legal Injuries 4
- PL230 Family Law 4
- PL235 Legal Research 4
- PL240 Legal Writing 4

Choose either Track I or Track II

**Track I**
- PL290 Paralegal Internship 5

**Track II**
- PL280 Paralegal Capstone 5

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

*This program is only available at the Moorhead campus.

**SEE PAGE 42 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.

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 Legal Real Estate Law 4
PL216 Corporate Law 4

Chose either Track I or Track II

Track I
PL290 Paralegal Internship 5

Track II
PL280 Paralegal Capstone 5

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

TOTAL CERTIFICATE CREDITS 61*

This program is only available at the Moorhead campus.

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS
* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

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

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

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition
Communication (Required course) 4
G141 Introduction to Communication
Humanities (Select 2 courses) 8
Math/Natural Sciences (Required courses) 8
G216 Introduction to Human Biology
G233 College Algebra
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
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 42 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 to graduate in this program (G216, G142, G148, G215, and G233) or transfer in the equivalent. In addition, the student 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.

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.
GAME AND SIMULATION PROGRAMMING  BS DEGREE

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

OBJECTIVE:
Graduates of this program understand and 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 of 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
G124 English Composition 4
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural 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 Proproduction 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
K302 Graphics Development with OpenGL 4
K303 Game and Simulation Lighting Techniques 4
K324 Portfolio, Package and Publish 4
K346 Practical Game Development 4
K355 Game Planning and Development Strategies 4
K360 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
N480 Applications of Physics for Game and Simulation Production 4
N495 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 42 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.

888-5-RASMUSSEN
SOFTWARE APPLICATION DEVELOPMENT CERTIFICATE

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

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

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

MAJOR AND CORE COURSES

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

Total Certificate Credits
General Education Credits 5
Major and Core Credits 35

TOTAL CERTIFICATE CREDITS 40

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

MAJOR AND CORE COURSES

LOWER DIVISION
MH100 Precalculus 3
MH200 Calculus I 4
MH210 Calculus II 4

Total Associate’s Degree Credits
General Education Credits 45
Major and Core Credits 46

TOTAL AS DEGREE CREDITS 91

SEE PAGE 42 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
N380 Mobile Platform Development 4
N361 Algorithm Analysis 4
N401 Artificial Intelligence 4
N402 Network Systems Design 4
N403 Advanced Mobile Application Development 3
N436 Simulation Analysis and Design 4
N461 Computer Graphics Programming 4
N471 Engineering Virtual Worlds 4
N480 Senior Computer Science Capstone 3

UNRESTRICTED UPPER DIVISION ELECTIVE CREDITS 4

Total Bachelor’s Degree Credits 180

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

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INFORMATION SYSTEMS MANAGEMENT DIPLOMA – NETWORK ADMINISTRATION

CAREER OPPORTUNITIES:
• Network System Administrator

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. They understand how efficiencies gained from appropriate application of technology can directly affect business performance. 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
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 42 FOR GENERAL EDUCATION COURSE SELECTIONS

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

CAREER OPPORTUNITIES:
• Network and Computer Systems 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
N308 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 42 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 DIPLOMA – NETWORK SECURITY

CAREER OPPORTUNITIES:
• Network Security Specialist

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know techniques 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*

* 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*

* 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 – NETWORK SECURITY

CAREER OPPORTUNITIES:
• Network Security Specialist

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology and secure network infrastructures add value to the business process. Graduates can apply learned techniques used by industry leading professionals to keep a network secure. They understand the configuration and setup of a network and server environment and how to utilize software to monitor and evaluate network security. 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.

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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

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
K313 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

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

TOTAL BS DEGREE CREDITS 181*

SEE PAGE 42 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
COMPUTER INFORMATION TECHNOLOGY
CERTIFICATE • DIPLOMA • AAS DEGREE

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
B273 Internet Business Models and E-Commerce 4
D132 Computer Applications and Business Systems Concepts 3
D181 Excel 3
D187 Professional Presentations 3
D284 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.

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
B119 English Composition (Required course) 4
D124 English Composition 4
D350 Communication (Select 1 course) 4
W108 Math/Natural Sciences (Select 1 course) 4

MAJOR AND CORE COURSES

LOWER DIVISION
B271 Professional Communication 4
B293 Business Ethics 4
N127 Microsoft Windows Workstations 3
N133 Networking Fundamentals 3
N145 Fundamentals of PC Hardware and Software 4
N228 Microsoft Windows Server 3
N290 Information Technology Capstone 2

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

TOTAL DIPLOMA CREDITS 71*

SEE PAGE 42 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
– 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.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
Social Sciences (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Writing and Reading Composition (Select 2 courses) 8

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

TOTAL AAS DEGREE CREDITS 91*

SEE PAGE 42 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
## DATABASE ADMINISTRATION
### DIPLOMA • AAS DEGREE

#### INFORMATION SYSTEMS MANAGEMENT

**DIPLOMA – DATABASE ADMINISTRATION**

**CAREER OPPORTUNITIES:**
- Database Administrator

**OBJECTIVE:**
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates 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
- 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
- E142 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 58
- **TOTAL DIPLOMA CREDITS** 66*

#### 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 56
- **TOTAL AAS DEGREE CREDITS** 90*

**SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS**

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

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### INFORMATION SYSTEMS MANAGEMENT DIPLOMA – WEB PROGRAMMING

#### CAREER OPPORTUNITIES:
- Web Developer

#### OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates 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

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
<th>Course Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English Composition (Required course)</td>
<td>4</td>
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<tr>
<td>G124 English Composition</td>
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<td></td>
</tr>
<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
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#### MAJOR AND CORE COURSES

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<thead>
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<th>LOWER DIVISION</th>
<th>Course Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</td>
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<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>N140</td>
<td>Logic and Troubleshooting</td>
<td>4</td>
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<tr>
<td>S0225</td>
<td>Object-Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>W103</td>
<td>Relational Databases</td>
<td>3</td>
</tr>
<tr>
<td>W110</td>
<td>JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>W114</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>W116</td>
<td>Introduction to Web Design Software</td>
<td>3</td>
</tr>
<tr>
<td>W118</td>
<td>Introduction to HTML</td>
<td>3</td>
</tr>
<tr>
<td>W125</td>
<td>Introduction to Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>W201</td>
<td>Advanced Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>W210</td>
<td>Java I</td>
<td>3</td>
</tr>
<tr>
<td>W215</td>
<td>PERL/CGI</td>
<td>3</td>
</tr>
<tr>
<td>W216</td>
<td>PHP/MySQL</td>
<td>3</td>
</tr>
<tr>
<td>W250</td>
<td>Web Programming Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

#### Total Diploma Credits
- General Education Credits 8
- Major and Core Credits 50
- **Total Diploma Credits 68**

#### IN ADDITION TO ALL DIPLOMA COURSES

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

#### ASSESSMENT CRITERIA

- 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 – 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.

#### GENERAL EDUCATION COURSES

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

#### Total Associate’s Degree Credits
- General Education Credits 32
- Major and Core Credits 60
- **Total AAS Degree Credits 92**

#### IN ADDITION TO ALL DIPLOMA COURSES

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

#### ASSOCIATE’S DEGREE

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rasmussen.edu
### 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
- 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
- M130 Technology’s Role in the 21st Century 2
- M111 Introduction to Computer Graphics 3
- NM113 Introduction to Multimedia Design 3
- NM121 Typography 3
- NM124 Color Theory and Techniques 3
- NM130 Audio/Video Editing 3
- NM141 Digital Media Production 3
- NM252 Fundamentals of Web Authoring and Design 3
- NM262 Digital Media Assembly 3
- NM272 Multimedia Technologies 3

**Specialization Courses**
- NM110 Drawing Design and Art Theory 3
- NM131 Introduction to 3D Arts and Animation 3
- NM240 3-Dimensional Animation 3

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

**Total Diploma Credits** 71

### Web Design

**Career Opportunities:**
- Graphic Designer
- Print and Digital Designer
- Website Designer

**Objective:**
Graduates of this program know basic theories of visual and interactive media design 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
- 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
- M130 Technology’s Role in the 21st Century 2
- M111 Introduction to Computer Graphics 3
- NM113 Introduction to Multimedia Design 3
- NM121 Typography 3
- NM124 Color Theory and Techniques 3
- NM130 Audio/Video Editing 3
- NM141 Digital Media Production 3
- NM252 Fundamentals of Web Authoring and Design 3
- NM262 Digital Media Assembly 3
- NM272 Multimedia Technologies 3

**Specialization Courses**
- NM115 Networking and Internet Technologies 3
- NM250 Dynamic Content Management 3
- NM260 Server Side Scripting 3

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

**Total Diploma Credits** 71

*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
• Website Designer
• Art Director
• Multimedia Artist and Animator

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Humanities (*Required course, select 1 additional course) 8
G147 Art Appreciation* 4
Math/Natural Sciences (Select 1 course) ** 4
Social Sciences (Select 2 courses) 8
MAJOR AND CORE COURSES
LOWER DIVISION
Digital Design and Animation Specialization
NM280 Multimedia Portfolio Development 2
Web Design Specialization
NM280 Multimedia Portfolio Development 2
Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 61
TOTAL AAS DEGREE CREDITS 93*

SEE PAGE 42 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
• Website Designer
• Senior Art Director
• Multimedia Artist and Animator
• Visual Media Producer
• Web Operations Manager

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES
UPPER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8
MAJOR AND CORE COURSES
UPPER DIVISION
N301 The Business of Digital Media 4
N305 Figure Drawing 4
N310 The Study of Animation 4
N315 Flash Animation 4
N320 Polygon Modeling 4
N325 Advanced Methods of Computer Graphics 4
N335 Digital Photography 4
N345 Advanced HTML Coding with CSS 4
N350 Concept Development for Digital Media 4
N405 Advanced Applications of Digital and Experimental Art 4
N415 Digital Effects Creation 4
N425 Storyboard Development for Digital Media 4
N435 Digital Video/Audio Project 4
N440 Web Design Project 4
N441 3D Game Character Creation 4
N445 Animation Graphics Project 4
Total Bachelor’s Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 61
Upper Division Major and Core Credits 64
TOTAL BS DEGREE CREDITS 181*

SEE PAGE 42 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.
GENERAL EDUCATION COURSE SELECTIONS

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

LOWER DIVISION

English Composition
G124 English Composition

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

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

Math/Natural Sciences
G150 Structure and Function of the Human Body
G152 Scientific Literacy
G180 General Education Mathematics
G215 Introduction to Human Biology
G233 College Algebra
G239 Introduction to Astronomy
G245 Introduction to Geology

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

UPPER DIVISION

Communication
G324 Advanced Composition
G332 Visual Communication in the Media

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

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

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

See specific course requirements on program pages.

GENERAL EDUCATION REQUIREMENTS FOR RASMUSSEN COLLEGE CREDENTIALS

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

COMPUTER SCIENCE BS DEGREE AND SOFTWARE APPLICATION DEVELOPMENT AS DEGREE

LOWER DIVISION

English Composition
G124 English Composition*

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

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

Math/Natural Sciences
G150 Structure and Function of the Human Body
G152 Scientific Literacy
G215 Introduction to Human Biology
G233 College Algebra
G239 Introduction to Astronomy
G245 Introduction to Geology
G246 Advanced Algebra*
G247 Introduction to Discrete Mathematics*

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

UPPER DIVISION

Communication
G324 Advanced Composition
G332 Visual Communication in the Media

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

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

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

*Required courses

See specific course requirements on program pages.

PRACTICAL NURSING
AAS DEGREE PROGRAM

English Composition
G124 English Composition

Communication
G141 Introduction to Communication

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

Math/Natural Sciences
G215 Introduction to Human Biology
G233 College Algebra

Social Sciences
G142 Introduction to Sociology
G148 General Psychology

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 qualitative and quantitative research; and/or how social, cultural, and political factors influence social and historical change.
Most programs use a combination of lecture and laboratory methods. In a year-long period, particularly in a technology-intensive learning environment, is defined as either lecture or laboratory. Depending primarily on whether new material is introduced. Lecture - Class setting in which the student is instructed in the theory, principles, and history of an academic or vocational subject. The student should expect a requirement of two hours of outside preparation for each hour of lecture instruction. Some lecture classes have additional time scheduled without additional charge to the student to provide for individualized coaching. Laboratory is a setting in which the student applies information and demonstrates, tests, or practices for reinforcement previously acquired through lecture or outside reading. An instructor is normally present in the laboratory setting, but for coaching and clarification rather than for presentation of new material. Two hours of laboratory have the credit equivalency of one hour of lecture. Internship (also externship or practicum) is program-related work experience with indirect instructor supervision and employer assessment. Usually coupled with lecture sessions in which the workplace experience is discussed. Three hours of internship have the credit equivalency of one hour of lecture. The individual student’s ability to attain the necessary competencies may influence the number of clock hours necessary to complete an individual course. Prerequisites may be waived in unusual circumstances, but only with the consent of the instructor and approval of the Academic Dean or Campus Director.

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

CEC890 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 hour clock hours of lecture. 25 clock hours of laboratory, or 30 clock hours of internship, externship, practicum contained in a quarter, or the equivalent may be directed study. Numbers are expected to spend at least two hours in out-of-class preparation and completion of assignments for each hour they spend in class.

Clock Hour - Equal to 50 minutes of instruction.

How to read course descriptions
Course description numbers that 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.

A - Accounting
B - Business
C - Computers
D - Early Childhood Education
E - Family and Consumer Sciences
F - Banking and Finance
G - General Education
H - Healthcare Management
HI - Health Information Management
HS - Human Services
J - Criminal Justice
L - Law Enforcement
M - Medical/Legal Studies
MA - Medical Assistance
MH - Medical Technology
ML - Medical Laboratory Technician
N - Network
NM - Multimedia
NU - Nursing
PL - Paralegal
PN - Practical Nursing
PT - Pharmacy Technician
S - Secretarial/Office Administration
SD - Technology and Design
ST - Surgical Technology
W - Web Programming

A410 Financial Accounting I
40 hours, 4 credits
This course defines accounting objectives and their relation to business. The student will be taught the fundamental principles of bookkeeping. The trial balance, working papers, financial statements, and completing an accounting cycle are introduced. The course will emphasize valuing assets, including property, plant and equipment, inventory, and accounts receivable, and will address the classification of accounts, notes, payroll liabilities, and monthly adjustments. Prerequisite: none

A411 Financial Accounting II
40 hours, 4 credits
This course is a further continuation of Financial Accounting I and will stress financial statement analysis for partnerships and corporations. It will also emphasize corporate accounting, corporate issuing and investing in debt and equity securities, financial and cash-flow analysis, and decision-making. The course will include manufacturing accounting methods used for budgeting and forecasting. Prerequisite: Financial Accounting I

A177 Payroll Accounting
40 hours, 4 credits
Focus is on computing and paying of wages and salaries, social security taxes and benefits, federal and state employment insurance taxes, and payroll accounting systems and records. Prerequisite: Financial Accounting I

A290 Income Tax
40 hours, 4 credits
This course is designed to provide knowledge of the rights, options, and responsibilities in filing returns for the individual and small businesses. Prerequisite: Financial Accounting II

A275 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 expand in areas of revenue, 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 fork/Associate’s degree students.

A315 Governmental and Not-for-Profit Accounting
40 hours, 4 credits
This course is a study of accounting principles as they apply to governmental organizations and not-for-profit entities. Prerequisite: Financial Accounting II

A322 Risk Management for Accountants
40 hours, 4 credits
This course will cover topics such as culture and corporate risk, risk categorization, risk strategy, risk evaluation, enterprise risk management, audit functions, treatment, reporting, and decision making. Prerequisites: Advanced Auditing Concepts and Standards; Managerial Accounting Theory and Practice

A330 Managerial Accounting Theory and Practice
40 hours, 4 credits
This course provides a survey of the theory and applications of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control. Prerequisite: Financial Accounting II

A340 Advanced Auditing Concepts and Standards
40 hours, 4 credits
This course provides a survey of the theory and application of auditing principles. Topics include audit risk, audit sampling, and management of the financial control. Topics include how to identify, measure, and accumulate direct and indirect costs, how to apply burden, introduction to job costing 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, corporations, and partnerships. Prerequisite: Taxation of Individuals

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

A370 Intermediate Financial Reporting I
40 hours, 4 credits
This course provides a review of accounting theory, its conceptual framework, and how to understand and analyze financial reports, including income statements, the statement of cash flows, and the balance sheet. Prerequisite: Financial Accounting II

A375 Intermediate Financial Reporting II
40 hours, 4 credits
This course builds on Intermediate Financial Reporting I. Topics include stockholder’s equity, valuation of assets and liabilities, interpretation of financial statements, accounting changes and errors, and prior period adjustments. Prerequisite: Intermediate Financial Reporting I

A380 Intermediate Financial Reporting III
40 hours, 4 credits
Intermediate Financial Reporting III builds on Intermediate Financial Reporting II and explores advanced financial principles, processes, and procedures related to how organizations measure key financial objectives, including revenue, cash, and taxes. The development and challenges concerning international accounting standards is also studied. An application of international accounting standards is intertwined through each lesson. Prerequisite: Intermediate Financial Reporting II

A400 CPA Exam Preparation
40 hours, 4 credits
The CPA exam preparation course provides students with a comprehensive review of topics tested on the CPA examination. Students learn through lecture as well as problem solving. Prerequisite: This is the last course students take in the program.

A402 Advanced Auditing II
40 hours, 4 credits
The study in greater depth and breadth of generally accepted auditing standards and their applications with emphasis on internal auditing, operational auditing, and integrity auditing. Prerequisite: Advanced Auditing Concepts and Standards

A406 Cost Accounting Principles and Applications
40 hours, 4 credits
This course provides a survey of the theory and application of cost accounting principles and applications. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control. 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, inventory costs, cash flows, and quality control. An understanding of this emphasis will be placed on quality and its impact in securing a strategic advantage for manufacturing and service operations.
Prerequisite: Intermediate Financial Reporting II

A420 Accounting Information Systems
40 hours, 4 credits
An advanced course that further develops an understanding of the elements, relationships, and issues associated with manual and computerized accounting information systems. Practical 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 an analysis. It provides students with an overview of the accounting practices of multinational enterprises and the preparation and presentation of financial statements in different nations. Topics covered include international corporate taxation, transfer pricing, foreign currency translation, financial disclosure, and international accounting harmonization.
Prerequisite: Advanced Financial Accounting

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

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

A490 Accounting Capstone II
40 hours, 4 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting BS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, interpersonal communication and class presentation. Students have the opportunity to participate in an optional internship/externship project.
Prerequisite: Intended for student’s last quarter

B080 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 Business
40 hours, 4 credits
This course is a study of the fundamentals of mathematics in the following areas: addition, subtraction, multiplication, division, fractions, decimals, and percentages.
Prerequisite: Placement determined by Rasmussen College entrance placement exam score

B1101 Customer Service
40 hours, 4 credits
This course covers the basic concepts of essential communication skills needed in business to interact/work effectively with individuals and/or groups. Special areas of emphasis include solving problems, developing a customer service strategy, coping with challenging customers, increasing customer retention and surveying customer satisfaction.
Prerequisite: none

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

B140 Sales Techniques
40 hours, 4 credits
An introductory course in sales emphasizing the principles and practices of a professional salesperson. Course focus is on the information, skills, and activities necessary for success in today’s marketplace.
Prerequisite: none

B146 Introduction to Entrepreneurship
40 hours, 4 credits
Students will learn the basic concepts of entrepreneurship. Through real-life case studies, students will examine entrepreneurship as a means to executing against market opportunities. They will explore entrepreneurship for products and services across industries, sectors, markets, and regions. Students will also review the lifecycle of entrepreneurial business development.
Prerequisite: Introduction to Business

B185 Introduction to Human Resource Management
40 hours, 4 credits
This course is an introduction to the management and leadership of an organization’s human resources. It explores the importance of establishing or 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 IT Professionals
40 hours, 3 credits
This course teaches the foundations of networks in a business context. The course covers Local Area Networks and Wide Area Networks and includes how communication is accomplished in those environments and how they are used to support business processes.
Prerequisite: Computer Applications and Business Systems Concepts

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

B228 Search Engine Marketing
40 hours, 4 credits
This course combines a unique mix of business, writing, and technical skills as students develop an understanding of the basics of search marketing, a search marketing program, and the steps involved in the execution and tracking of success. This course will assist students in understanding the complexities and similarities of online marketing, vehicles, paid marketing, organic marketing, and how to purchase online media for the purpose of creating a quality marketing mix.
Prerequisite: Internet Business Models and E-Commerce

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

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

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

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

B235 Introduction to Organizational Leadership
40 hours, 4 credits
This course provides students with an opportunity to learn the fundamental theory and practical application of organizational leadership in the context of diversity. Emphasis is placed on a foundation in theoretical concepts and their practical applications to enable students to understand the dynamic and constantly 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 will explore the ways in which products and services are developed. They will review the various methods used to identify market opportunities, to engage in market sizing, and to develop an understanding of the competition. Students will develop a 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: Capitalization for the Entrepreneur
40 hours, 4 credits
Students will examine the ways in which entrepreneurial ventures are financed. They will explore how to raise both start-up and operating capital. Students will participate in a simulation designed to teach them the value of financial management and the practical use of tools such as pro forma 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. It explores the means and external factors influence employee behavior, and the role of adult learning in training. Students will examine how training needs are determined, best practices in developing and implementing training programs, and how to evaluate training efforts.
Prerequisite: Introduction to Human Resource Management

B267 Employment Law
40 hours, 4 credits
Students will develop an understanding of selected legal issues involved in the 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 both feasible strategies and avoid cutting corners in the short-run, which can ultimately result in major disasters.
Prerequisite: Introduction to Human Resource Management

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Course Descriptions

B265 Compensation and Benefits Management
40 hours, 4 credits

This course content addresses the trends and evolution of compensation and benefits at both the strategic and operational dimensions. Evaluation of compensation is 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 provides written and oral 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: Introduction to Human Resource Management

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 technology. 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-Commerce.

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 these employees develop 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 marginal to the overall success of the business. As such, this course will focus on the forecasting of labor force needs, staffing requests, understanding of daily service management requirements, and the benefits and barriers to the incorporation of automated software tools to assist in this process.

Prerequisite: none

B278 Call Center Operations Management
40 hours, 4 credits

This course provides an introduction to technologies and tools available for call centers and their applications. Starting with the importance of site selection, facility design and management, this course will progress systematically through the process of developing a call center from conception to execution.

Prerequisite: none

B280 Business Capstone
20 hours, 2 credits

This course is designed to allow students to integrate the knowledge and skills gained in the Business Management Associate’s Degree program. Through case analysis, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core business concepts via completion of a Capstone project. Students have the opportunity to participate in an optional internship/externship project.

Prerequisite: Intended for last quarter of student’s program

B281 Public Relations and Advertising Strategies
40 hours, 4 credits

Students will study the similarities and differences between public relations, advertising and promotional marketing and how to differentiate between a target audience and a target market. Marketing interactions with associated stakeholders, including current and new customers, shareholders; the media, financial analysts 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

B283 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

B322 Advanced Principles of Marketing
40 hours, 4 credits

This course examines developing, designing, and implementing marketing programs, processes, and activities. Key areas of focus include capturing market insights, brand building strategies, market segmentation, and delivering and communicating value. This course includes 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 change management. This course includes educational resources from Harvard Business Publishing.

Prerequisite: Principles of Management

B343 Business Law II
40 hours, 4 credits

This course is a continuation of the study of fundamentals of law. This includes study of the types of business organizations, property laws, wills, trusts, estate planning, bankruptcy, creditor and debtor relationships, commercial paper, securities regulation contracts, and other areas of business law.

Prerequisite: Principles of Management

B351 Management of Information Systems
40 hours, 4 credits

Students are introduced to the foundations of management information systems. This includes current trends, fundamental MIS technology concepts, applications for business functions, and management practice. Students will gain exposure to analyzing, utilizing, and supervising integrated management information systems.

Prerequisites: Computer Applications and Business Systems Concepts; Introduction to Business

B352 International Business
40 hours, 4 credits

This course provides management students with an introduction to international economic, political, cultural and business environments. Students will develop a basic understanding and appreciation of the myriad factors involved in managing people within a global workforce.

Prerequisite: Principles of Management

B360 Operations Management
40 hours, 4 credits

In this course students examine the operation function of managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered will include designing and managing operations; purchasing raw materials; controlling and maintaining inventories; and producing goods or services that meet customers’ expectations. Quantitative modeling will be used for solving business problems.

Prerequisite: Introduction to Business

B364 Internet Marketing, Public Relations, and Social Media
40 hours, 4 credits

This course is designed to give students an in-depth understanding of E-Marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives. Key areas of focus include email marketing, social media, and online PR.

Prerequisite: Internet Business Models and E-Commerce

B370 Organizational Behavior Analysis
40 hours, 4 credits

This course is designed to explore human behavior in work settings from an interdisciplinary perspective. The following topics will be studied and analyzed from a management perspective: organizational structure, leadership, power, conflict, management, individual differences, dynamics, motivation, morale, and communication.

Prerequisite: Introduction to Business

B371 Research and Report Writing
40 hours, 4 credits

Students will learn research and report writing for academic settings. Topics will include qualitative and quantitative research methodology, literature reviews, information literacy, and academic report writing.

Prerequisite: English Composition or Professional Communication

B375 Advanced Human Resource Management
40 hours, 4 credits

The purpose of this course is to enable the student to develop a broad exposure to new approaches, techniques, and future trends in the management of personnel. This course includes a study of the major functions in personal management including job analysis, manpower planning, selection of personnel, performance evaluation, training and wage and salary administration.

Prerequisites: Principles of Management; Introduction to Human Resource Management

B390 Human Resource Information Systems
40 hours, 4 credits

This course examines the role of human resource information systems in today’s organizations and the human resource departments. Key areas of focus include human resource information systems design, acquisition, and implementation. The role of these systems in talent acquisition and management is also examined.

Prerequisites: Computer Applications and Business Systems Concepts; Introduction to Human Resource Management

B404 Negotiation and Conflict Management
40 hours, 4 credits

This course will focus on negotiation and conflict management in business and other organizational settings. The emphasis is on gaining understanding of the negotiation process and developing effective negotiation and conflict management skills.

Prerequisite: Introduction to Business

B415 Risk Management
40 hours, 4 credits

This upper-level business course explores the elements of risk management and insurance essential to the business environment. This course will develop the rationale for risk-management systems and examine the environments in which they operate. Students will learn, analyze, and evaluate approaches to measuring and managing risks in various business environments.

Prerequisite: Introduction to Human Resource Management

B420 Organizational Development
40 hours, 4 credits

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

Prerequisite: 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
Course Descriptions

B423 Internet Law
40 hours, 4 credits
This course gives students an in-depth understanding of Internet law and how it applies to online commerce and today’s business transactions.
Prerequisite: Business Law

B433 Human Resource Recruitment and Selection
40 hours, 4 credits
This course introduces students to the basic principles and techniques of staffing the workplace. Students will analyze theories and strategies utilized in staffing, planning, recruiting, and selection and performance assessment. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Principles of Management; Introduction to Human Resource Management

B434 Web Analytics
40 hours, 4 credits
This course teaches the fundamentals of how to use web analytics concepts, tools, and techniques to harness the power of an organization’s website to create measurable business value, increase customer retention, and build customer loyalty.
Prerequisites: 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.
Prerequisites: Principles of Management

B442 Advanced Search Engine Marketing Strategies
40 hours, 4 credits
This course is designed to give students an in-depth understanding of search engine optimization and search engine marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives.
Prerequisite: Search Engine Marketing:

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

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

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

B491 Legal and Ethical Environment of Business
40 hours, 4 credits
This course provides an overview of the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Principles of Management; Business Law

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

B498 Management Capstone
30 hours, 3 credits
In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, synthesizing, 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

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

D181 Excel
40 hours, 3 credits
This course is designed to give students the opportunity to develop the skills needed for the Access portion of the Microsoft Office suite. Students will learn how to use the E242 Career Development course.

D185 Freshman Seminar
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.
Prerequisites: Principles of Management

D190 Excel
40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Excel. Students will be introduced to electronic spreadsheet features ranging from the data input and manipulation to charting and PivotTables. This course is designed to help prepare students for the Excel portion of the Microsoft Office Specialist certification exam.
Prerequisite: Computer Applications and Business Systems Concepts

D191 Professional Presentations
30 hours, 3 credits
This course is designed to incorporate two Microsoft Office presentation programs into a single, powerful tool that can be used to create professional presentations. Students will learn to use PowerPoint and Publisher as partners in creating multidimensional presentations.
Prerequisite: Computer Applications and Business Systems Concepts

D293 Access
40 hours, 3 credits
This course is designed to teach students to accomplish common accounting functions through the use of the computer. Students will learn to maintain accounting records on a computer, input and process information and produce standard accounting reports. This course covers common accounting functions such as maintaining accounts receivable, accounts payable and general ledgers.
Prerequisite: Financial Accounting I

E185 Freshman Seminar
40 hours, 3 credits
This seminar course examines current issues in the management field. The course is highly interactive in that both students and faculty are actively engaged in researching, presenting, and discussing course materials. In addition to gaining in-depth exposure to a current key topic in the field, students learn to become active and effective members of a professional learning community.
Prerequisite: Principles of Management

E270 Sophomore Seminar
40 hours, 4 credits
This seminar course challenges students at the end of their sophomore year to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. Students must complete the sophomore seminar the quarter in which they finish the Diploma course requirements.

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

EC110 Early Childhood Education Curriculum and Instruction
40 hours, 4 credits
This course promotes the development of young children in the academic, social, and emotional domains. It examines developmentally appropriate methods for writing and assessing behavioral objectives, lesson plans, and activity goals. Various curriculum models will be reviewed. Strategies to enhance early childhood family involvement will be emphasized.
Prerequisite: Foundations of Child Development

EC121 Health, Safety, and Nutrition/CDA Application
40 hours, 4 credits
This course examines the role of early childhood professionals working in the field via the policies and procedures governed by the State. Students will learn guidelines for establishing safe environments. They will also learn strategies for implementing health policies, controlling disease, establishing proper nutrition, and responding to children’s special health concerns. Students will carry out a 2-hour field observation in the field of education.
Prerequisites: Foundations of Child Development

EC180 Knowledge: Externship 1
180 hours, 6 credits
Under externship supervision, the student will observe and implement developmentally appropriate practices while interacting with children and adults.
Prerequisite: none
EC181 Application: Externship II  180 hours, 6 credits

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

Prerequisite: Knowledge: Externship I

EC182 Reflection: Externship III  180 hours, 6 credits

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

Prerequisite: Application: Externship II

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

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

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

EC210 Infant and Toddler Development  40 hours, 4 credits

This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. This course will introduce the philosophy and theory behind primary care, continuity of care, and respectful care as it relates to brain and attachment research. Explores ways of creating environments for infant/toddler group care which foster optimal social/emotional, physical, and cognitive development.

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

EC211 Dynamics of the Family  40 hours, 4 credits

This course will focus on the dynamics of the family and the family’s influence on the growth and development of children. The history of family systems, child rearing, and parenting styles will be discussed. The course will explore issues that families of today face.

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

EC212 Emerging Literacy Through Children’s Literature  40 hours, 4 credits

This course covers the history, selection, and integration of literature and language in the early childhood education curriculum. Topics include developmentally appropriate children’s literature and the use of books and other media to enhance language and literacy in the early childhood setting. Strategies for enhancing emerging literacy through techniques such as selecting appropriate books for storytelling, reading aloud, puppetry, and flannel-board use will be emphasized.

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

EC215 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

EC220 Guiding Children’s Behavior  40 hours, 4 credits

Students will explore how to use guidance in the early childhood setting, with an emphasis on understanding why young children exhibit certain behaviors and how we can meet the child’s needs effectively and with support. Students will learn how to provide positive guidance to young children with challenging behavior.

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

EC232 Child and Family Advocacy  40 hours, 4 credits

Students will explore and develop skills to advocate for children and families. They will 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 children. They will examine a range of communication styles, learning styles, and behaviors that affect English language teaching and learning. They will analyze the development of English language skills in all domains through social and cultural lenses.

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

EC241 Language and Literacy Acquisition  40 hours, 4 credits

Students will examine how infant, toddler, preschool, and school-aged English Language Learners acquire language and literacy. They will be exposed to early childhood programs that support children’s home languages, and explore how to create an environment that sustains English Language Learners.

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

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

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

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

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 practice in the context of educating dual language learners.

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

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

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

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

EC251 The Inclusive Classroom  40 hours, 4 credits

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

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

EC252 The Exceptional Child  40 hours, 4 credits

This course is designed to explore the benefits of inclusion in the early childhood setting. Students will develop an understanding of exceptional 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

EC259 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 of

F105 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 humanitarian goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.

Prerequisite: none

G126A English Composition  2 40 hours, 4 credits

This course builds on students’ understanding of the writing process through an exploration of various writing strategies and research. Students will analyze readings and apply critical reading and writing skills. This course will develop argumentative writing and application of research.

Prerequisite: English Composition

G141 Introduction to Communication  40 hours, 4 credits

This course will introduce students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socioeconomic status, and gender influence communication. Students will focus on developing an awareness of the effects of various types of communication on themselves and others. They will also develop practical skills for improving their ability to communicate in personal, social and professional contexts. Specific topics will include perception, self-concept, verbal and non-verbal communication, effective listening and communicating in culturally diverse settings.

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

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G146 Human Geography 40 hours, 4 credits
This course will introduce students to the systematic study of patterns and processes that have shaped human understanding, use, and alteration of Earth's surface. Students will employ spatial concepts and landscape analysis to examine human social organization and its environmental consequences.
Prerequisite: none

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

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

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

G149 Technology and Society 40 hours, 4 credits
Students will examine the relationships, benefits, historical significance, and effects technology has on society. This course will investigate the local, national and global impact of technology on both individual and global cultures. This course introduces students to basic diversity and technology terms and concepts. Students will examine the influences that emerging technologies have on diversity awareness, the digital divide, and intercultural knowledge.
Prerequisite: none

G162 Introduction to Sociology 40 hours, 4 credits
This course introduces students to basic sociological terms and concepts. Students will understand how to apply sociological concepts and theories to analyze the structure and relationships of social institutions and the process of social change. Students will explore a variety of topics of sociological interest, including socialization, social inequality, social movements, and the impact of technology and social change on society.
Prerequisite: none

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, urogenital, 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

G180 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. 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 editorial skills so that each writer may revise and improve his/her work. Students will compose a minimum of 6000 words over the course of the program.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

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

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

G215 Introduction to Human Biology 50 hours, 4 credits
Students will examine the influences that emerging health sciences, including socialization, social inequality, social movements, and the impact of technology and social change on society.
Prerequisite: none

G216 Introduction to Geology 40 hours, 4 credits
This course presents the development and evolution of the American national government and the legal processes and procedures of our representative democracy, including its ties to culture, politics and policies, political parties, and state and local governments.
Prerequisite: none

G245 Introduction to Astronomy 40 hours, 4 credits
This course will present students with a broad understanding of communication in a variety of contexts. Students will learn the processes and strategies of oral communication by exploring speech anxiety, audience analysis, and organizational speech patterns. Students will conduct research, use supporting materials, and use effective language to develop and present a narrative, informative and persuasive speech.
Prerequisite: none

G246 Advanced Algebra 40 hours, 4 credits
This course will review algebraic techniques 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: 1600 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 amidst a variety of human cultures, values, and perspectives within the United States.
Prerequisite: none
G324 Advanced Composition
40 hours. 4 credits
This advanced writing course is intended to help students further develop and refine their writing, researching, and analytic thinking through the application of these skills to various rhetorical situations. To achieve these goals, students will be expected to develop their ability to present their views in an organized, unified, and coherent manner to diverse audiences.
Prerequisite: English Composition
G328 Human Uses of the Environment
40 hours. 4 credits
This course provides an in-depth exploration of the integrated relationship between human life and the surrounding environment, beginning with a study of the fundamental concepts and principles of ecology. Topics that are interwoven throughout the course include principles of ecology as seen in the structure and function of the ecosystem; pollution of air, soil and water resources; population explosion and the relationship of people, disease, and food production; and environmental controls necessary for survival.
Prerequisite: none
G330 American Literature
40 hours. 4 credits
This course surveys authors, genres, and movements in American literature from 1865 to the present. The course examines the works of Realism, Naturalism, Modernism, and Post-Modernism/Post-Structuralism. Students will engage in critical readings of exemplary literary texts from a diverse group of authors that have influenced American literature since the Civil War. Students will analyze how these works of literature exemplify particular historical moments in U.S. history, as well as how they communicate pertinent cultural issues such as gender, race, ethnicity, class, religion, sexual identity, community, region, and nation. In their study of the broad range of American fiction, poetry, and drama since 1865, students will analyze literary, aesthetic, and critical developments.
Prerequisites: English Composition: Introduction to Literature
G332 Visual Communication in the Media
40 hours. 4 credits
This course examines how people understand their world through visual images. Students will examine how people visually gather, process, and interpret information presented through media sources.
Prerequisite: none
G333 American Religious History
40 hours. 4 credits
A survey of the contribution of religion to American culture, including the differences between rural and urban society, the development of religious freedom and the rise of a “secular religion.” Examines the emergence of new forms of belief and practice and the variety of religious issues confronting American society today.
Prerequisite: none
G335 Contemporary World Literature: 1900 to the Present
40 hours. 4 credits
This course explores how authors from around the world have engaged with important themes and historical events throughout the twentieth century. In studying these texts, students will examine the interplay of fiction and history, the varieties of literary style, and the qualities that link as well as distinguish works from different cultures. Students will respond to texts critically in discussion and essays, as well as research critical evaluations of literary topics. Authors, etc.
Prerequisite: English Composition
G346 Physical Geography
40 hours. 4 credits
This course presents a study of the development and distribution of landforms, climates, minerals, soils and water resources. Interrelationships between the physical environment and regional patterns formed by these elements are analyzed against man’s utilization of them.
Prerequisite: none
G350 Conservation of Resources
40 hours. 4 credits
The purpose of this course is to provide students with important principles of ecology and resource management. Emphasis will be on local, national, and global environment problems and possible solutions to these problems.
Prerequisite: none
G380 Visions of America Since 1495
40 hours. 4 credits
Since the end of World War II, popular culture has become an especially significant aspect of American history and an important element in many of our lives. Consequently, this course will explore the ways in which popular culture has represented and mediated conflicts and tensions post-World War II. Through this lens, issues of gender and family relationships, as well as class and racial politics, will be discussed. The dual role of television as a reflective and manipulative force in the suburban family and the role Hollywood films played in the popular culture will be examined.
Prerequisite: none
G401 Comparative Politics
40 hours. 4 credits
This course will introduce students to the field of comparative politics by examining classification of political systems according to institutional and developmental characteristics. Causes, effects, and outcomes 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 individuals’ work and family responsibilities. An emphasis is placed on female labor force participation.
Prerequisite: none
G434 Gender in Math and Science
40 hours. 4 credits
This course examines the personal and collective educational experiences, career paths, and discoveries of female researchers, teachers, and practitioners in the fields of mathematics and science.
Prerequisite: none
G435 Literature of American Minorities
40 hours. 4 credits
This course introduces students to a variety of texts by American minority authors from the mid-19th century to the present. The central focus of this course will be on literary responses to social marginalization based on race/ethnicity, gender, national origin, sexuality/sexual orientation, ability, and other factors. Students will study the effects of exclusionary and oppressive practices, both historical and present day, on writers’ perceptions and literary representations of their times, contexts, and identity. Students will also be introduced to samples of the most common critical-theoretical approaches to the primary texts they will study in this class.
Prerequisite: English Composition
G440 Political Thought
40 hours. 4 credits
This course explores how authors from around the world have engaged with important themes and historical events throughout the twentieth century. In studying these texts, students will examine the interplay of fiction and history, the varieties of literary style, and the qualities that link as well as distinguish works from different cultures. Students will respond to texts critically in discussion and essays, as well as research critical evaluations of literary topics. Authors, etc.
Prerequisite: 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
H310 Introduction to Healthcare Administration
40 hours. 4 credits
This course provides an exploration of the administrative principles and practices within healthcare organizations. Emphasis is placed on organization, structure, and operation of healthcare facilities. Management principles will be applied to case studies of healthcare industry scenarios.
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 containment, capital budgeting, and general principles of accounting applied in the healthcare environment. Students will discuss the development and management of department budgets, and the common sources of healthcare revenues and expenses.
Prerequisites: Introduction to Healthcare Administration; Financial Accounting II
H330 Quality Improvement in Healthcare
40 hours. 4 credits
This course examines methods for assuring quality in healthcare and the statistical applications of measuring outcomes. There will be 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, from local, state, and federal government to the accreditation agencies of healthcare organizations. Issues and methods for compliance with the many laws and regulations are examined. The course provides an overview of the impact of regulatory agencies on the operation of healthcare facilities. Corporate ethics and responsibilities and the operation of healthcare as a business is explored. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Introduction to Healthcare Administration or Introduction to Health Information Management
H350 Healthcare Statistics
40 hours. 4 credits
Students will learn and apply the common terms, formulae, and computations used in healthcare statistics through effective data collection, interpretation of information, and the display of data.
Prerequisites: Introduction to Healthcare Administration or Introduction to Health Information Management; College Math Course
H360 Healthcare Planning and Policy Management
40 hours. 4 credits
This course provides a study of current healthcare-policy issues affecting the U.S. healthcare system and the politics that drive policy and planning of healthcare delivery. The influence of participants outside the healthcare industry and the various levels of government involved in policymaking will be examined. Economic theory, trends, and the future of healthcare will be explored.
Prerequisite: Introduction to Healthcare Administration
H400 Healthcare Information Systems 40 hours, 4 credits
The Healthcare Information Systems course focuses on how healthcare institutions can use technology and information processes and solutions to assist in the diagnosis of diseases and the documentation of patient records and other data. It also addresses the strategies and techniques healthcare business professionals can use to help increase the quality of healthcare services and the efficiency with which the services are delivered.
Prerequisite: 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 is an exploration of the application of ethical theories and principles to ethical problems in the healthcare field. 
Prerequisite: Program Admission.

H430 Healthcare Information Systems 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 intranet and internet applications to facilitate the electronic health record. Interpretation of the derivation and use of standards to achieve interoperability of healthcare information systems will be explored.
Prerequisite: Program Admission

H435D Reimbursement Methodologies 40 hours, 4 credits
A study on managing the use of clinical data required in prospective payment systems and other reimbursement systems in healthcare. Topics will include compliance strategies and reporting, chargemaster management, casemix management, the audit process, and the National Correct Coding Initiative. Students will explore payment systems such as PPS, DRGs, APCs, RBRVS, and RUGs.
Prerequisite: Program Admission

H440 Electronic Data Security 40 hours, 3 credits
A study of data protection methods and monitoring including physical, technical, and managerial safeguards. Risk assessment, audit and control programs, contingency planning, and data recovery is included. Internet, web-based, and e-Health security is explored. Students will learn to enforce confidentiality and security measures to protect electronic health information and protect data integrity and validity.
Prerequisite: Program Admission

H450 Applied Research in Health Information Management 40 hours, 4 credits
Students will complete a research project specific to HIM and will present their research to classmates and instructors using a webinar environment. Data analysis and presentation techniques will be used. Topics explored will be in adherence to Institutional Review Board protocols and research design and methods. Knowledge-based research techniques, research protocol data management, and national guidelines regarding human subject’s research.
Prerequisite: Program Admission

H460 Health Information Technology 40 hours, 4 credits
A study of the various clinical, administrative, and speciality 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

H480 Project Management 40 hours, 4 credits
A study of project management concepts, techniques, and tools for managing projects. Topics covered include: project planning, organization, and control; project scheduling; project cost management; and risk management. Students will work in teams to develop a comprehensive project plan for a simulated project. Focus will be on understanding and applying project management concepts and techniques.
Prerequisite: Program Admission

H490 Healthcare Administration Capstone 30 hours, 3 credits
This online course is designed to allow students to integrate the knowledge and skills gained in the Healthcare Management BS program. Through case analysis, class discussion, and a research project, students will synthesize and demonstrate their understanding of core healthcare-management concepts via completion of a Capstone project approved by the instructor. 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 and in their last or second-to-last quarter
HS115 Introductory Strategies to Crisis Intervention
40 hours. 4 credits
This course sets the foundation for students to develop the morals, ethics, and attitude necessary to strategically help those in crisis situations. The values and ethics intrinsic to the human services profession will be explored, as well as developing interpersonal communication skills. Students will explore how human services professionals function as change agents and must therefore attain and develop a core of intervention knowledge, theory, and skills to effectively deal with people in crisis. The ability to create genuine and empathic relationships with others is central to those entering the human services field. Intervention strategies are also explored. Prerequisite: Introduction to Human Services

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

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

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

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

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

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

J106 Introduction to Criminal Justice
40 hours. 4 credits
An introductory course designed to provide students with a general foundation of knowledge in the criminal justice field. Course participants will explore the different parts of the criminal justice system, their interrelationships, and the role of each in the criminal justice process. Students will examine the historical basis for the contemporary American legal system, policing styles and the evolution of crime prevention, the structure of the judicial system and its professional participants from pre-sentencing through post-conviction, corrections strategies for criminal offenders, and special considerations for juveniles in the criminal justice system.

Prerequisite: none.

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

J155 Introduction to Corrections
40 hours. 4 credits
A general overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophies, practices and procedures. The concepts of retribution and rehabilitation are examined. For residential only, this course includes a fieldwork assignment. Prerequisite: Introduction to Criminal Justice

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

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

J122 Legal Principles in Corrections
40 hours. 4 credits
Students will examine the process and effects of counseling, assessment tools, methods of evaluation, and case plans are explored. They will consider a variety of counseling settings, including prisons, jails, group homes, in-patient and outpatient treatment centers, and halfway houses, as places of rehabilitation and counseling. Students will explore diverse clients including juveniles and adults, men and women, and people from various cultures.

J123 Juvenile Justice: Delinquency, Dependency, and Diversion
40 hours. 4 credits
An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment.

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

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

Prerequisite: Introduction to Criminal Justice or Introduction to Law and the Legal System.

J130 Domestic Violence
40 hours. 4 credits
This course examines violence in the family, social and legal relations within families; theories and solutions on family violence; survivors and the consequences of victimization; legal responses: the role of the police: when law enforcement responds; recognizing child abuse; recognizing elder abuse; associated crimes and stalking and domestic homicide.

Prerequisite: Introduction to Criminal Justice

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

Prerequisite: Introduction to Corrections or Introduction to Human Services

J212 Legal Principles in Corrections
40 hours. 4 credits
Students will examine constitutional amendments regarding correctional management in various settings. They will explore concepts of offenders’ rights and the mechanics of writing, and proper operational procedures in a correctional setting. They will review principles as applied to special populations of offenders.

Prerequisite: Introduction to Corrections

J213 Juvenile Justice: Delinquency, Dependency, and Diversion
40 hours. 4 credits
An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment.

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

J214 Psychology of Crime and Criminal Justice
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, it's 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
J220 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, officer behavior-modification approaches, and officer coping methods. They will review the short- and long-term physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.
Prerequisite: Policing in America

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

J230 Terrorism 40 hours, 4 credits
Students in this course will receive an in-depth overview of terrorism, both domestic and international. (This course is designed to provide students the very basic knowledge on how to react to acts of terrorism and gain insight into terrorists’ perceptions and motivations.) The course will touch on the causes and motives that drive perceptions and motivations. It will also examine the necessary impacts of terrorism on the criminal justice system. The course will focus on the physical, organization, law, and risk. Defense basics will be explored internally and externally. Specific threats to transportation, cargo, and information from terrorism will be reviewed. This course concludes with a critical look at the future of security.
Prerequisite: Introduction to Criminal Justice

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

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 response will be analyzed. An overview of the theories of use, drug business, and drug law enforcement will be explored. Such recent developments as “club drugs,” inhalants, herbal stimulants, and designer drugs will also be discussed.
Prerequisite: 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 Criminal Justice 40 hours, 4 credits
This course examines the complexities of the Bill of Rights and the application of those rights to the criminal justice system. The analysis of case studies will allow students to apply criminal law and procedure to fieldwork examination of criminal-justice issues.
Prerequisite: Criminal Law and Procedures; Crime and the Courtroom (except for students enrolled in the Cyber Security Program)

J292 Homeland Security Policy 40 hours, 4 credits
Students will gain an understanding of the identification and management of hazards, vulnerabilities, and risks, which is critical to comprehensive management through analysis and evaluation.
Prerequisite: Constitutional Law

J320 Criminal Behavior: Profiling Violent Offenders 40 hours, 4 credits
This course will examine criminal behavior by crime type and criminal profile. Crimes such as stalking, arson, murder, and sexual assault will be examined through case files to enhance investigation and prosecution techniques. Students will analyze psychological profiles and behavior patterns.
Prerequisite: Criminality: Motives for Criminal Behavior (except for students enrolled in the Cyber Security Program)
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 crimes will be explored.
Prerequisites: Criminal Behavior: Profiling Violent Offenders; General Psychology

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

J444 Special Offenders: Serial Killers
40 hours, 4 credits
Students will explore issues and controversies involved in serial killer cases or mass murder investigations. They will cover topics including maintaining justice, victim’s rights, interrogation techniques, media coverage of crimes, and grief.
Prerequisites: Criminology: Motives for Criminal Deviance; Criminal Behavior: Profiling Violent Offenders

J453 Criminal Justice Seminar
50 hours, 5 credits
This course provides students with the opportunity to explore an area of criminal justice that is of specific interest for their career or an area of interest relevant in the field. Topics may include any area of justice 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.
Prerequisites: Statistics in Criminal Justice; Research Methods in Criminal Justice

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

J480 Criminal Justice Internship
40 hours, 4 credits
This course provides students with an opportunity to apply their learning through an internship experience involving participant observation in a professional criminal justice setting. During the internship experience, students will concurrently participate in discussions, journaling, and related coursework to integrate their academic and internship experiences.
Prerequisite: Controversial 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. Critical 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: Controversial Issues in Criminal Justice Capstone

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.
Prerequisite: Traffic Code or enrolled in Certificate

LE250 Medical Terminology
50 hours, 5 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 anatomical 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 lead to accurate and appropriate medical documents being transcribed or edited. Common English language needs for transcription are explored, as well as correct use of number formatting, capitalization and abbreviations. Alike words will be studied and practiced and a medical terminology review will be mandatory.
Prerequisite: none

M140 Basic ICD-9-CM Coding
40 hours, 4 credits
This course provides an in-depth study of the International Classification of Diseases, 9th Edition (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

M140A Intermediate ICD-9-CM Coding
40 hours, 3 credits
This course is a continuation of Basic ICD-9-CM Coding 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 groupware software will be introduced as well as the use of registries and working with medical terms.
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
60 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. Students will be expected to focus on spelling and pronunciation.
Prerequisites: Medical Writing, Style and Grammar; Introduction to Medical Transcription; Medical Terminology; Keyboarding I, 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 third party payers, insurance terminology, and medical billing. They will learn skills including claim forms preparation and processing, and electronic claim submission, and will review introductory medical coding. They will also examine plan options, payer requirements, state and federal regulations, and abstracting of source documents.
Prerequisite: Medical Terminology
M211 Quality Analysis and Management
40 hours, 4 credits
This course covers quality improvement methodologies used in acute and long-term care, and 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
M218 Management of Health Information Services
40 hours, 4 credits
The study of management, supervision, and human resource principles with application to health information service departments in various healthcare settings. Students will learn how to measure and manage productivity of HIM staff and explore the HIM management role in relation to other hospital departments.
Pre- or Co-requisite: Introduction to Health Information Management
M229 Healthcare Information Technologies
40 hours, 4 credits
This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines.
Prerequisites: Introduction to Health Information Management: Computer Applications and Business Systems Concepts
M230 Medical Law and Ethics
40 hours, 4 credits
A study of the United States legal system and court process with emphasis on legal and ethical issues within the healthcare environment. Fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics will be covered. The course will include a project that is specific to the student’s program of study.
Prerequisite: none
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 Structure and Function of the Human Body
M243 Health Information Law and Ethics
40 hours, 4 credits
A study of the impact of the United States legal system and various healthcare regulations and ethics on the health information management environment. Fraud and abuse, patient privacy and confidentiality, protected health information, release of information, and professional practice law and ethics will be explored.
Prerequisite: none
M251 Medical Coding Practicum
30 hours, 1 credit
This course offers a simulated practical experience utilizing medical records and coding software in an online setting under the direction of a Coding Instructor.
Pre-or Co-requisite: Ambulatory Care Coding
M252 Health Information Practicum
60 hours, 2 credits
A simulated practical experience exploring a virtual hospital and clinic and using software and practical 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
M260 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 good standing-to-last quarter.
M410 Clinical Skills I
60 hours, 4 credits
In this course students will begin their study of the essential and basic core of front-office and back-office medical-assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including coding, transcription, legal, and medical terminology.
Pre or Co-requisite: Ambulatory Care Coding
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 be required to use laboratory equipment and safety and issue of patient confidentiality. They will learn about laboratory equipment and safety, and issue of patient confidentiality. They will learn to collect specimen samples by venipuncture and patient instruction and perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing.
Prerequisite: Clinical Skills I
Pre or Co-requisite: Pathophysiology
MA241 Human Anatomy and Physiology I
80 hours, 5 credits
In this course students will begin their study of the structure and function of the human body. They will examine topics including basic chemistry and cell biology, tissues, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body. They 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 Anatomy (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, lympathic 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
MA445 Clinical Skills II
60 hours, 4 credits
Students will continue their study of the essential and basic core of back-office medical assisting skills. They will master knowledge and skills including patient examination and assessment, performing electrocardiography, performing venipuncture, performing medication administration, minor surgical procedures, procedures for medical emergencies, first aid and CPR, and behaviors influencing health. They will also learn basic steps for finding employment and advancing in their careers. Students will follow applied-learning approaches to all skill development and performance objectives.
Prerequisite: Clinical Skills I
Pre or Co-requisite: Pathophysiology
M250 Medical Law and Ethics
40 hours, 3 credits
This comprehensive study for limited scope of practice in radiography. Skills and processes covered will be: radiation protection, equipment operation and quality control, image production and evaluation, and patient care and education, along with radiographic procedure modules that will cover each anatomical 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.
Prerequisites: Human Anatomy and Physiology II
MA265 Medical Assistant Externship
240 hours, 8 credits
Students will engage in an 11-week on-the-job Medical Assisting training experience in a physician’s office/clinic or medical 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 student 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 skin test within 6 months of starting externship; Completion of all immunizations or verifications of immunity required by program and site. Successful completion of background check (clear background check obtained); Attendance at Rasmussen College Externship meeting held by Program Coordinator; Attendance at externship site orientation (if required by site); Successful completion of all Medical Assisting core courses except Career Development and Seminar courses; Approval of Medical Assisting Program Coordinator
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 graph plotting, both manual and through the use of graphing calculators. Students will develop solution sets for equations and inequalities.
Prerequisite: Advanced Algebra
MH200 Calculus I
40 hours, 4 credits
This course takes students into a deeper and more rigorous framework of the Fundamental Theorem of Calculus. Topics including limits, derivatives, and methods of integration. Students will cover numeric, graphical, and symbolic approaches to problem-solving for real-world scenarios. Technology including graphing calculators and computer applications will be used to solve problems and properly interpret results.
Prerequisite: Pre-calculus
MH210 Calculus II
40 hours, 4 credits
In this continuation of the topics investigated in Calculus I, students will further explore the methods of integration and the applications of integrals as well as power series and methods of differentiation. This course will cover the topics of convergence and divergence, and students will understand whether improper integrals are convergent or divergent.
Prerequisite: Calculus I

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

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

ML100 Introduction to Clinical Laboratory Science
40 hours, 3 credits
An introduction to laboratory medicine and the profession of clinical laboratory science. This course will emphasize professionalism, laboratory safety, and routine laboratory procedures including quality control and lab math.
Prerequisite: Program admission

ML150 Clinical Chemistry I
40 hours, 3 credits
An introduction to analytical techniques, instrumentation, and basic principles of clinical chemistry methods. Presents the theory and application of biochemical analytes, including clinical significance and normal reference ranges.
Prerequisite: Introduction to Clinical Laboratory Science
Co-requirements: Human Anatomy and Physiology I and College Algebra

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

ML152 Urinalysis
40 hours, 3 credits
An introduction to urinalysis and body-fluid analysis. Includes anatomy and physiology of the kidney, and physical, chemical, and microscopic analysis of urine, cutaneous 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 microbial 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 specialized hematology procedures. Presents white blood cell function, hemopoiesis and associated diseases. The student laboratory focuses on identifying normal and abnormal white blood cell morphology and the evaluation of stained blood smears. Coagulation principles and techniques will be included.
Prerequisite: Hematology I

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

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

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

ML251 Clinical Practicum I
380 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 affiliates

ML292 Clinical Practicum II
380 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

N107 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.
Prerequisites: 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. This course will cover the design networks both cabled and wireless. Students will learn basic troubleshooting of a network and how to maintain it. The course will reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course helps prepare students to take the CompTIA Network+ certification exam.
Prerequisites: Fundamentals of PC Hardware and Software

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 computer 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

N138 Game Preproduction
40 hours, 3 credits
This course has been designed to teach the student the fundamental philosophies of game design and apply them in a hands-on manner using a step-by-step process that develops problem solving strategies. The techniques taught in this course exist to provide the practical resources needed to build a firm understanding of game development from a production standpoint. In addition, the information this course provides is a grounded study for any real life application where inspiration must combine with practical knowledge and application to create a marketable product.
Prerequisite: Game Design Theory I

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

N140 Logic and Troubleshooting
40 hours, 4 credits
This course provides students 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, students will complete puzzle-solving exercises and activities that illustrate effective reasoning processes. Students will be exposed to multiple real-world scenarios in which they will troubleshoot technological problems, and apply lessons learned in order to anticipate potential failure concerns. By the end of 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

N141 Networking Security
40 hours, 3 credits
This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. Students will learn to create secure communications for remote e-mail, the Web, and file transfer of wireless and wired data. They will understand the concepts of physical security and disaster recovery. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, this course helps prepare students to take the CompTIA Security+ exam.
Prerequisite: Networking Fundamentals

N142 Foundations of Software Design
40 hours, 3 credits
This course introduces students to fundamental aspects of programming as it relates 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, procedures and functions, utilizing handlers, conditions, and loops, and data types. The course will also provide students with an understanding of software engineering by having them write small but useful computer programs using pseudo-code as well as a high-level programming language.
Prerequisite: none
N145 Fundamentals of PC Hardware and Software 60 hours. 4 credits
This course provides an overview of the hardware and software components of a computer system. Students will learn about the fundamentals of computer hardware, including the CPU, RAM, storage devices, and input/output devices. Prerequisite: None.

N205 Platform Design and Human-Computer Interaction 60 hours. 4 credits
This course explores the design of human-computer interaction, including the principles of interface design, user experience, and accessibility. Students will learn about user-centered design methods and tools. Prerequisite: Programming I.

N207 Programming II 60 hours. 4 credits
This course builds upon Programming I and introduces more advanced programming concepts. Topics include object-oriented programming, data structures, and algorithms. Prerequisite: Programming I.

N220 Windows Active Directory 60 hours. 4 credits
This course covers the implementation and management of Windows Active Directory, including directory services, security, and group policy. Prerequisite: N228 Microsoft Windows Server

N225 Cisco Networking Fundamentals and Routing 40 hours. 3 credits
This course introduces the fundamentals of computer networking, focusing on the OSI model, network devices, and routing protocols. Prerequisite: Programming II.

N349 SQL Administration 60 hours. 4 credits
This course covers the administration and management of SQL databases, including data modeling, transaction processing, and security. Prerequisite: N150 Technology's Role in the 21st Century.

N209 PHP/MySQL Administration 60 hours. 4 credits
This course covers the development of web applications using PHP and MySQL. Topics include server-side scripting, user authentication, and database integration. Prerequisite: Programming I.

N253 Managing Information Security 30 hours. 3 credits
This course provides an overview of information security, including threat modeling, risk assessment, and incident response. Prerequisite: Game Preproduction.

N228 Microsoft Windows Server 40 hours. 3 credits
This course covers the installation and configuration of Microsoft Windows Server, including network services, security policies, and backup. Prerequisite: Programming II.

N255 Business Intelligence Reporting 40 hours. 3 credits
This course introduces students to the field of business intelligence, focusing on data visualization and reporting tools. Prerequisite: Programming II.

N259 Human-Computer Interaction 40 hours. 3 credits
This course explores the design of interactive systems, including user interface design, accessibility, and usability testing. Prerequisite: Programming II.
Course Descriptions

N260 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 computer graphics methods used to render realistic images of scenes applied to the OpenGL system. Much of this involves solutions to problems such as how we represent 3D models, describe their position and motion in 3D, project them into 2D images, and render these 2D projections with pixels. We will also consider photometric problems, such as how we represent light, model the way objects reflect light, and the path that light takes as it refracts through the scene. Prerequisite: Programming II

N303 Software Systems Principles
40 hours. 3 credits
This course provides a historical perspective of programming languages and their development. Students will study techniques of language translation including lexical analysis, grammar, syntax, and parsing. Topics include the structure and functionality of modern operating system software with an emphasis on concurrent process execution, process scheduling, communication, and API services. The design and development of programs using dedicated OS features is also considered. Prerequisite: Introduction to Computer Systems

N304 Operating Systems Design
50 hours. 4 credits
In the course, students learn how operating systems such as Windows, Linux, and the Mac OS X are a fundamental component of all computing systems. This course explores how operating systems are responsible for managing the running processes as well as the sharing of system resources such as the printers and storage over network infrastructures. The course provides an in-depth exploration of the design and implementation of modern operating systems. Topics include the evolution of operating systems, scheduling, paging, input/output devices, virtual memory, files, synchronization, and security. Prerequisite: Software Systems Principles

N305 Figure Drawing
60 hours. 4 credits
Figure Drawing will emphasize the traditional and realistic approaches used to draw the human figure accurately. There will be an emphasis on gesture, proportions and form development using the human figure in studio and in public settings. The basic structural and anatomical concepts will be covered along with the in-depth study of motion and gesture drawing skills. Prerequisite: Color Theory and Techniques

N306 Advanced Network Security
50 hours. 4 credits
This course provides a detailed examination of techniques and concepts surrounding the topic of network defense. Students will learn how to implement strategies for information asset security, utilizing industry tools and techniques. Both hardware and software issues within the field of Information Security will be explored. Students will examine a range of network security topics including virtual private networks, intrusion detection, cloud data security, and incident response strategies. Prerequisites: Cisco Networking Fundamentals and Routing: Networking Security

N310 The Study of Animation
60 hours. 4 credits
This course is intended for students with an animation/multimedia background, who want to understand how animation works. From basic theory to execution, the students will develop a sense of observation and timing as it relates to animation. Students will work on various motion through watching actual animation pieces as well as taking part in exercises that demonstrate animation in action. This course also emphasizes artistic and creative thinking through the study of storytelling, acting, character development, and dramatic structure. Prerequisite: none

N311 Game and Simulation Lighting Techniques
60 hours. 4 credits
This course provides an introduction to 3D modeling, 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 layering are covered in detail in this course. Prerequisite: Graphics Development with OpenGL

N312 Advanced Networking
50 hours. 4 credits
This course offers an in-depth study of current networking technologies. Topics include OSI model, communication protocols, routing protocols, WAN architecture (ATM, VPN, MPLS, and hybrid networks), Wireless and Wi-Fi. Prerequisite: Virtualization

N313 Introduction to Information Systems Security
40 hours. 3 credits
This course provides an overview of security challenges and strategies of countermeasure in the information systems environment. Topics include definition of terms, concepts, elements, and goals incorporating industry standards and practices with a focus on availability, vulnerability, integrity, and confidentiality aspects of information systems. Prerequisite: none

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. The course will then explore the use of different elements and incorporating sound and video and testing Flash movies. Also, students explore the steps in creating Flash productions from start-to-finish, including site map and navigation building, button making and output. Prerequisite: Multimedia Technologies

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. 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 designs for network enabled software systems and applications. Distributed designs allow applications to span multiple machines and require deliberately planned design approaches. Students will learn to build systems that are scalable, reliable, and secure when implemented within network infrastructures. Topics include object-oriented programming to networking 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/software inventory creation, 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, contacts and connections, and the important demos and elevator pitch. Students will learn how to develop an industry-specific resume, how to best present their skills in a portfolio, and how to package themselves as a top candidate for a position. Students will create a polished resume and cover letter and learn networking skills for their area of interest in game or simulation production. Prerequisite: Multiple Player Game Programming

N325 Advanced Methods of Computer Graphics
60 hours. 4 credits
This course is designed for photographers and artists, who wish to go well beyond the basics of Photoshop. In addition to covering more sophisticated methods of color correction, image manipulation and printing, students will learn scanning, digital camera usage, the mechanics of calibration and other advanced advanced sets of controls in Photoshop, all within a framework of artistically professional sensibility which will allow the student to develop their own professional work. Prerequisite: Introduction to Computer Graphics

N326 Legal and Security Issues
40 hours. 4 credits
This course offers an overview of the legal processes involved in implementing and maintaining an E-commerce website. In addition, this course examines the security issues involved in maintaining a web or intranet/internet site and potentials for misuse. Prerequisite: none

N329 GIS 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 array systems, fiber channel, (SCSI, SAS, and SATA). Students will be able to design a data center for both operational efficiency (Green IT), and to provide adequate fault tolerance and capacity for anticipated growth. Prerequisite: 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 for information systems. Elements of a business impact analysis, business continuity plan, and disaster recovery plan will be discussed. Prerequisite: none

N335 Digital Photography
60 hours. 4 credits
This course teaches 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. Throughout the course students will gain a firm foundation on the fundamental differences between digital photography and traditional film, and learn and apply professional manual film including lighting and print. Prerequisite: Audio/Video Editing

N340 Information Technology Project Management
40 hours. 4 credits
This course introduces 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 to select appropriate planning techniques and software. Students will plan and propose a project appropriate to their fields of study. Prerequisite: Computer Applications and Business Systems Concepts

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COURSES

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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 password policies and firewall 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 such as variables, objects, loops, and transitions are all explored. Sketches, source imagery, and audio are developed to effectively communicate ideas for intended media. Documentation techniques are employed to chart progress with character and scene design, as well as cameras and lighting.
Prerequisite: none

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, animation, pre-visualization, and transitions are all explored. Students will develop their own original game ideas.

N352 Game Planning and Development Strategies 60 hours, 4 credits
In this course students will cover the planning of the game and simulation development process from high-level design to low-level implementation. The course touches on topics covered in previous courses, including graphics, development of assets and the asset pipeline, interface design, and artificial intelligence to better understand the different game development methodologies. The process of developing a game or simulation will be covered from the design and development documents through quality assurance testing, including the risks and benefits of different types of iterative development cycles.
Prerequisite: Game Audio Assets

N355 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 operations 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 infrastructure of information technology infrastructure (ITIL) public framework of best practices in IT support management. Topics include incident and problem management, configuration and change management, and help desk management. Students will design a knowledge base for tracking, and trending problems so that solutions can be implemented proactively to prevent problems and increase customer satisfaction.
Prerequisite: Customer Service

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

N365 Experimental Art 40 hours, 4 credits
This course provides a detailed exploration of algorithm design and analysis, including greedy, 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

N367 Technical Writing 20 hours, 2 credits
This course is designed to teach students best practices in authoring technical documentation. Topics include targeting your audience, organizing, glossaries, appropriate use of graphics, tables, lists, wikis, and cross referencing. Students will be able to determine when and how to write a white paper, and will understand the pros and cons of wikis and other documentation portals.
Prerequisite: English Composition

N368 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, organizations, and people communicate. With this information came new threats, threats, and vulnerabilities for web-based applications and the people who use them. This course presents security strategies to mitigate the risks associated with web applications and social networking.
Prerequisite: N370 Virtualization

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), software vs. client/role desktop virtualization (BBC & VDI) and virtual appliances. Students will gain hands-on experience with deploying and managing virtual systems and applications.
Prerequisite: Networking Fundamentals

N401 Artificial Intelligence (AI) 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 parsing, 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 transfer protocols, and services of the Internet such as the World Wide Web. Students will develop programs that run concurrently running computers within various network configurations.
Prerequisite: Operating Systems Design

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

N404 Cloud Computing 40 hours, 4 credits
This course offers an in-depth study of current cloud computing technologies and services. Topics include cloud networking, cloud bridging, virtualization of application delivery controllers (ADCs) and WAN optimization controllers (WOCs), 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
This course covers the principles, the approaches, and the methodology in auditing information systems to ensure the processes and the procedures are in compliance with pertinent laws and regulatory provisions especially in the context of information systems security (ISS).
Prerequisite: none

N410 Database Management and Administration 40 hours, 3 credits
This course covers the essentials of database management 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.
Prerequisite: 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 effects in film and video at an advanced, post-production level. Learn professional methods of controlling digital and video representation, and 3D effects. Master the digital workflow by compositing footage, digital imagery and CG. Topics include virtual cinematography, morphing, lighting, rendering, particle effects, dynamics, camera properties, motion tracking, and filters.
Prerequisite: Polygon Modeling
N416 Access Controls. Authentication, and PKI (30 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 and public key cryptography, digital signatures, secret sharing, security protocols, formal methods for analyzing network security, electronic mail security, firewalls, intrusion detection, Internet privacy and public key infrastructures.
Prerequisite: Computer Applications and Business Systems Concepts

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

N422 Enterprise Application Support (40 hours, 4 credits)
This course introduces students to the challenges of supporting complex enterprise applications like E-commerce and ERP systems. Topics include application architecture concepts (front-end, middleware, backend, and client/server), working with application specialists, application performance monitoring (end-to-end), security, support and maintenance, and disaster recovery.
Prerequisites: 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 include 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 to visually represent staging and camera movement. Specific attention will be paid to utilizing storyboards for shot types, angles, cuts, and transitions. Students will analyze existing storyboard samples as a guide to creating their own storyboard project. During the course the students will also examine cinematic visual techniques and terminology.
Prerequisite: Multimedia Portfolio Development

N430 Computer Forensics (40 hours, 4 credits)
This course examines computer literacy and digital forensic techniques dealing with computer forensic evidences. Students will learn how to do digital forensic evidences, file systems, and how to document the evidence. Popular file systems are examined. Reporting issues in the legal system are discussed.
Prerequisite: Computer Applications and Business Systems Concepts

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

N432 Information Technology Management Capstone (20 hours, 2 credits)
This course summarizes key learning throughout the student’s program. Students apply what they’ve learned by completing a network operations plan. The plan will include details of hardware, software, infrastructure design, security, disaster recovery and support/service management.

N433 Network Security and Cryptography (50 hours, 4 credits)
This advanced course in Network Security and Cryptography is designed to train students to create a final product that exemplifies the aesthetic and technical aspects of digital video recording, non-linear editing, special effect generation, and production of video (and associated audio) using After Effects, Premiere, Sound Forge and Director. Also considered will be the preparation of digital video for use in interactive media such as CD, DVD and Web casts. Students will produce a final project on DVD. Students may work as a team on this project.
Prerequisites: 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 Design

N437 Linux Security Strategies (40 hours, 4 credits)
This course is an introduction to the securing of Linux platforms and applications. Areas of study include identifying and examining methods of securing Linux platforms and applications and implementing those methods.
Prerequisite: Multimedia Technologies

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

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

N443 Service Management (40 hours, 4 credits)
This course provides a more in-depth exploration of the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT service management. Topics include incident and service level agreements, SLAs, and availability and capacity infrastructure management. Students will write SLAs covering incident response times, availability, and capacity/infrastructure 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, texture, and lighting techniques. Students are expected to explore various aspects of modeling and textures 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 digital game. It covers areas such as performance tuning, debugging, designing for test, pipeline management and distribution, study of software architecture design between platforms, object-oriented practices for game play, asset management and coding best practices. 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 issues such as audio hardware and common hardware configurations and loading sounds in ADFPCM format. Students will explore play back “one shot” and looping sounds; and stream audio from an external device. They will then use these building blocks to write a low-level sound engine that will be implemented into a game engine.

N458 Systems Monitoring (50 hours, 4 credits)
This course is designed to teach students to identify performance bottlenecks, benchmark performance and implement key performance improvement techniques to proactively identify and react to changes in the environment. Topics include network infrastructure monitoring, security monitoring, performance tuning, and metrics and reporting.
Prerequisite: Advanced Networking

N459 ISS Capstone (40 hours, 3 credits)
This course encompasses all the accumulated knowledge obtained from the entire ISS curriculum and requires the student to respond to a RFP for information systems security consulting.
Prerequisite: This course is designed to be taken at the end of the program

N460 Application of Physics for Game and Simulation Production (60 hours, 4 credits)
An important aspect in a game or simulation is to be able to render what is happening in the game in realistic terms based on standard real physics principles. This course is designed to allow the game or simulation programmer to be able to translate the ideas and sequences of a game into realistic actions. Key components in this class will be the opportunity for students to develop tools, demos, and working games that utilize and follow real physics.
Prerequisite: Programming II

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

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 implementation of design 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
70 hours, 4 credits
This course demonstrates advanced techniques for computer game design and programming. Techniques used in game engines, such as: animation scripts, autonomous character behaviors, building structures for interactive system, solving multiplayer interface and social issues are covered in the course. Students utilize these skills to produce a final project, demonstrating comprehension of the process of professional game creation.
Prerequisite: Multiplayer Game Programming
N471 Engineering Virtual Worlds
50 hours, 4 credits
In this course, students will learn how to create multi-user virtual worlds. Virtual worlds allow network-connected users to interact in real time within shared two-dimensional and three-dimensional environments. Students will gain an understanding of how virtual worlds change the concept of “interface” to one of “location.” The course will explore several types of worlds, the technologies and methodologies for building worlds, and ways in which communities are hosted in local and remote configurations.
Prerequisite: Programming II
N480 Senior Computer Science Capstone
30 hours, 3 credits
The Senior Computer Science Capstone course provides a culminating and integrative educational experience. While participating in a team environment, students will design and implement large-scale software projects utilizing the skills and techniques they have mastered throughout their program of study. Class and small group meetings will be used for teams to demonstrate the progress of their projects as well as for the teams to meet and work. Team meetings outside of regularly scheduled class sessions will be required.
Prerequisite: Must fail in last quarter of study
NM110 Drawing and Art Theory
40 hours, 3 credits
This course introduces the fundamentals of drawing through the use of five elements of art (line, space, value, form and texture). A series of exercises and assignments focuses on various applications involving form, lighting, perspective, figure drawing and historical studies.
Prerequisite: Color Theory and Techniques
NM111 Introduction to Computer Graphics
40 hours, 3 credits
This course gives students an overview of desktop publishing and other graphic software that enables them to use the computer as a graphic design tool. Additional topics include file management, the Internet, basic keyboarding, and basic troubleshooting. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: none
NM113 Introduction to Multimedia Design
40 hours, 3 credits
This course is designed to provide the student an overview and exposure to the basic multimedia concepts and software. Students examine introductory theory and concepts of four tracks in multimedia: Web, Interactive, Video, and 3D. Prerequisite: Introduction to Computer Graphics. All multimedia elements are stressed throughout the class with an emphasis on trouble shooting and problem solving. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Computer Graphics
NM115 Networking and Internet Technologies
40 hours, 3 credits
This course provides students with a practical understanding of the structure and operation of the Internet, including various communications and data-transfer protocols, an overview of programming for the Internet, how to manage Internet security and e-commerce. Further, students will explore in-depth a variety of methodologies and methodologies such as network protocols and topologies as well as a range of security considerations. Students will be able to demonstrate proficiency in working with the Internet as a useful repository of desired information.
Prerequisite: none
NM121 Typography
40 hours, 3 credits
This course focuses on the fundamentals of typography and introduces the students to aspects of type for display and text design. Students become familiar with the categories of type and a variety of font families. They also become proficient at choosing fonts to match a specific message. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Computer Graphics
NM122 Digital Publishing
40 hours, 3 credits
This course utilizes techniques associated with designing computer graphics and page make-up for desktop publishing. Emphasis is on the exploration of illustration, photo retouching and manipulation, and working toward finished results primarily in printed form as well as web. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Typography
NM124 Color Theory and Techniques
40 hours, 3 credits
This course introduces basic compositional principles of harmony and contrast through the practice of color 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 and video editing using non-linear editing software on the desktop. Exercises in production and post-production techniques will be applied for various delivery media. Students produce and edit a series of short videos for video, disk and Internet applications. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Digital Media Production
NM131 Introduction to 3D Arts and Animation
40 hours, 3 credits
This course introduces students to the standards for designing relational databases. The course focuses on record creation, modification, and deletion as well as report generation and database design. In addition, Structured Query Language is utilized to obtain dynamic information for multimedia authoring.
Prerequisite: Fundamentals of Web Authoring and Design
NM250 Dynamic Content Management
40 hours, 3 credits
This course introduces students to the standards for designing relational databases. The course focuses on record creation, modification, and deletion as well as report generation and database design. In addition, Structured Query Language is utilized to obtain dynamic information for multimedia authoring.
Prerequisite: Fundamentals of Web Authoring and Design
NM252 Fundamentals of Web Authoring and Design
40 hours, 3 credits
This course provides an overview of essential concepts and principles of pharmacology as applied in the nursing management of client care, to include an overview of drug classifications, drug actions/interactions, and therapeutic and adverse reactions to medications. Students demonstrate proficiency with the use of problem solving skills and mathematical calculations necessary to perform the nursing role. This course provides the foundation for subsequent coursework.
Prerequisite: none
NU115 Comprehensive Pharmacology Lab
40 hours, 2 credits
This course prepares the student to administer medications. The six “rights” of administration, dosage calculation, routes of administration, proper use and storage of medications, patient observation and documentation are included. Clinical skills are practiced in the nursing lab. This course includes the practice and demonstration of medication administration.
Co-requisite: Comprehensive Pharmacology
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
P8015 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
Course Descriptions

PL210 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

PL211 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

PL212 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

PL215 PL142 Contracts: Managing Legal Relationships
40 hours, 4 credits
This course provides a strong theoretical and practical foundation in relationship law. Both the law and practice books. Legal encyclopedias, treatises, and state specific source materials and how and when they are used to resolve these issues with sound moral decisions and proper responses.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate PL145 Paralegal Ethics
40 hours, 4 credits
This course provides a strong theoretical and practical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in paralegal studies, but also how to resolve these issues with sound moral decisions and proper responses.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate PL215 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 appraisals and other real estate related documents. The student will have a working knowledge of title searches and a thorough understanding of closing procedures. The student will also become familiar with mortgage foreclosures, landlord/tenant law, and zoning regulations.
Prerequisite: Introduction to Law and the Legal System

PL216 Corporate Law
40 hours, 4 credits
This course will provide students an overview of the formation, operation, and dissolution of 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

PL226 Law Office Technology: Cyberspace and the Paralegal Profession
40 hours, 4 credits
This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law-oriented computer software applications. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time, and docket management and computer-based legal research and document movement.
Prerequisite: Introduction to Law and the Legal System

PL228 Torts: Auto Accidents and Other Legal Injuries
40 hours, 4 credits
This course examines the fundamentals of tort law and provides a basic understanding of the principles of tort litigation. Through classroom discussions, projects and supervised library research, students will develop an overview of causes of actions in torts and their relevance to the paralegal.
Prerequisite: Introduction to Law and the Legal System

PL230 Family Law
40 hours, 4 credits
This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to perform research relative to the practice of family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, cohabitation, divorce, annulment, custody and support, adoption, guardianship and paternity. Students will draft pleadings and documents including antenuptial and property settlement agreements.
Prerequisite: Introduction to Law and the Legal System

PL235 Paralegal Internship
50 hours, 5 credits
This course provides real world experience on the job with the guidance of an attorney, judge or legal professional.
Prerequisites: Introduction to Law and the Legal System

PL240 Legal Writing
40 hours, 4 credits
After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and to an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written opinions. Students will use the results of their research from the Legal Research course in connection with at least three (3) significant writing projects, including memoranda of law. High level communication skills will be developed to effectively communicate in writing to different potential readers, including clients, attorneys in an office, trial court judges, and appellate panel judges. Analysis and preparation of high level legal content as well as formatting, citation rules, and other items needed for writing in this field will be developed.
Prerequisites: Introduction to Law and the Legal System

PL280 Paralegal Capstone
50 hours, 5 credits
This course will provide students with an opportunity to integrate learning, skills and theoretical knowledge from the Paralegal program in the form of real-world paralegal activities-simulated in the online environment. In this capstone course, students will be able to apply their knowledge and skills in a realistic, simulated environment. As the course comes to completion, students will be expected to complete a comprehensive research paper or project that demonstrates their understanding of the Paralegal program and the ability to apply skills learned in the Paralegal program.
Prerequisites: Introduction to Law and the Legal System

PL300 Introduction to Law and the Legal System
40 hours, 4 credits
This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law-oriented computer software applications. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time, and docket management and computer-based legal research and document movement.
Prerequisite: Introduction to Law and the Legal System

PL320 Paralegal Internship
120 hours, 5 credits
This course provides students an opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship.
Prerequisite: Students must be enrolled in their last or second-to-last quarter

PL325 Paralegal Internship
120 hours, 5 credits
This course provides students an opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship.
Prerequisite: Students must be enrolled in their last or second-to-last quarter

PN115 Nursing I
50 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 transfusion 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

PN120 Psychosocial Nursing
60 hours, 5 credits
This course presents an overview of the underlying principles of psychiatric/mental health nursing and how these concepts transcended practice settings: it is comprised of both a theory and clinical component. Content includes therapeutic interventions, 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-requisites: Nursing I; General Psychology

PN125 Nursing II
80 hours, 6 credits
This course is a continuation of Nursing I and is comprised of both a theory and a clinical component. Content includes medical/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 respiratory, musculoskeletal, urologic, and endocrine systems.

Co-requisites: Nursing I; Psychosocial Nursing

PN130 Maternal - Child Nursing
60 hours, 5 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 the pediatric patient as well as sexual and fertility issues. Emphasis is placed on family-centered care. Obstetrical content includes progression through pregnancy, childbirth, and postpartum care including newborn and high-risk infant care. Pediatric content includes concepts of growth and development and fundamentals of health maintenance, health promotion, and disease prevention.
Prerequisite: Nursing I

Co-requisites: Nursing II

PN135 Nursing III
120 hours, 6 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 the pediatric patient as well as sexual and fertility issues. Emphasis is placed on family-centered care. Obstetrical content includes progression through pregnancy, childbirth, and postpartum care including newborn and high-risk infant care. Pediatric content includes concepts of growth and development and fundamentals of health maintenance, health promotion, and disease prevention.
Prerequisite: Nursing II

Co-requisites: Nursing III

PN140 Geriatric Nursing
50 hours, 5 credits
This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to perform research relative to the practice of family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, cohabitation, divorce, annulment, custody and support, adoption, guardianship and paternity. Students will draft pleadings and documents including antenuptial and property settlement agreements.
Prerequisite: Introduction to Law and the Legal System

PN145 Family Law
40 hours, 4 credits
This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to perform research relative to the practice of family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, cohabitation, divorce, annulment, custody and support, adoption, guardianship and paternity. Students will draft pleadings and documents including antenuptial and property settlement agreements.
Prerequisite: Introduction to Law and the Legal System

PN150 Nursing IV
80 hours, 6 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 the pediatric patient as well as sexual and fertility issues. Emphasis is placed on family-centered care. Obstetrical content includes progression through pregnancy, childbirth, and postpartum care including newborn and high-risk infant care. Pediatric content includes concepts of growth and development and fundamentals of health maintenance, health promotion, and disease prevention.
Prerequisite: Nursing I

Co-requisites: Nursing II

PN155 Nursing V
120 hours, 6 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 the pediatric patient as well as sexual and fertility issues. Emphasis is placed on family-centered care. Obstetrical content includes progression through pregnancy, childbirth, and postpartum care including newborn and high-risk infant care. Pediatric content includes concepts of growth and development and fundamentals of health maintenance, health promotion, and disease prevention.
Prerequisite: Nursing II

Co-requisites: Nursing IV

PN160 Geriatric Nursing
50 hours, 5 credits
This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to perform research relative to the practice of family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, cohabitation, divorce, annulment, custody and support, adoption, guardianship and paternity. Students will draft pleadings and documents including antenuptial and property settlement agreements.
ST106 Fundamentals of Surgical Technology
40 hours, 3 credits
This course will provide an understanding of medical terminology and pharmacology as they relate to surgical technology. Students will be introduced to the medical field and will gain exposure to surgical procedures.
Prerequisite: Surgical Technology I and II as well as explore specialty surgery areas.

ST125 Surgical Microbiology
20 hours, 2 credits
This course will be designed to educate the student in the understanding of the disease-causing organisms that may present with a surgical patient or develop post-surgery as an acquired infection. This course specifically addresses the needs of the surgical technologist in maintaining aseptic technique and caring for surgical patients before, during, and after surgery.
Prerequisite: Medical Terminology; Human Anatomy and Physiology I.

ST203 Surgical Procedures II
60 hours, 4 credits
This course will expand on the duties and responsibilities of 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 Technology I and II.
Prerequisite: Surgical Procedures I.

ST207 Surgical Procedures III
60 hours, 4 credits
This course will expand on the duties and responsibilities of the role of scrub or circulator in the field of surgical technology. Students will continue to apply knowledge gained in Surgical Procedures I and II as well as explore specialty surgery areas. This course is a preparatory class for Surgical Technology I and II.
Prerequisite: Surgical Procedures I.

ST108 Fundamentals of Surgical Technology
80 hours, 5 credits
This course will cover the student to surgical technology and prepare them for scrub and circulator duties as well as Surgical Procedures I and Surgical Technology I and II. Topics include standards of conduct, special populations, safety standards, equipment, biomedical science, asepsis, and sterile technique. Students will describe surgical techniques, anesthesia, and instrumentation.
Prerequisite: Fundamentals of Surgical Technology.

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

ST125 Medical Terminology
40 hours, 3 credits
This course is designed to provide the student with a clinical experience that includes a solid introduction to the operating room, and to scrub and circulating routines. This course functions to expand and apply knowledge gained in the Surgical Procedures courses. One of the assumptions of this curriculum is that the student who has passed the Clinical Readiness portion of the program will be ready to apply knowledge by scrubbing and circulating in a supervised setting beginning Week 1 of this course.
Prerequisite: Successful completion of all ST core courses except Surgical Tech Practicum I, Career Development and Seminar courses.

ST220 Surgical Tech Practicum II
250 hours, 8 credits
This course is designed to provide the student with a clinical experience that includes a solid introduction to the operating room, and to scrub and circulating routines. This course functions to expand and apply knowledge gained in the Surgical Procedures courses. One of the assumptions of this curriculum is that the student who has passed Surgical Tech 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
This course provides an overview of the World Wide Web and an introduction to HTML, JavaScript, and web design principles. The course also introduces students to web-authoring tools that facilitate and enhance page creation.
Prerequisite: Computer Applications and Business Systems Concepts.

W109 Relational Databases
40 hours, 3 credits
This course covers relational databases and their efficient design. The course will include the definition of tables and indexes, logical and physical design, the E-R model, and transaction management. The use of Structured Query Language (SQL) will be emphasized.
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++ and C. Focusing on Object-Oriented Programming techniques, the course provides an understanding of programming constructs such as handlers, loops, conditions, and variables. Additionally, the use of pre-code and exercises will allow students to manipulate these constructs without requiring that they have previous experience with program code. 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.

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 W3C and XHTML coding standards. The course is a step-by-step approach for learning how to create, format, and enhance a webpage using HTML.
Prerequisite: none.

W125 Introduction to Visual Basic
40 hours, 3 credits
This course will help students to learn to create basic applications using Visual Basic. This course incorporates the basic concepts of programming, problem solving, and understanding logic, as well as the design techniques of an object-oriented language. Topics in the course include programming interfaces and development, control, properties, and decisions making structures, looping structures, and database access files.
Prerequisite: Fundamentals of Programming.

W201 Advanced Visual Basic
40 hours, 3 credits
This course is the second class in a series of Visual Basic course.
Prerequisite: Fundamentals of Programming.

W210 Java I
40 hours, 3 credits
Students will work with the Java programming language to learn about Java bytecode programs and how they are executed within a Java virtual machine. Students will study class libraries and gain an understanding of how they perform important computing tasks, how they interact with computer hardware and operating systems, and how they handle deficiencies encountered on computing platforms. Concepts such as Graphical User Interfaces, multimedia development, and web programming will be explored as well as the use of Java in programming the development of applications for mobile devices.
Prerequisite: Object-Oriented Programming.

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

W216 PHP/MySQL
40 hours, 3 credits
This course covers the use of PHP scripting language and the MySQL database to create dynamic web pages. 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.

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.
STUDENT INVESTMENT DISCLOSURE INFORMATION

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

Our on-time completion and placement rates exceed the national averages of 22% and 74%, respectively. With our SUPPORT+ team members working one-on-one with you, including our student advisors and career services advisors, we help support your success. Contact a program manager to learn more about how you can become a Rasmussen College graduate.

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<th>SDC Code</th>
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<th>Rasmussen Placement Rate (%)</th>
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<th>Private Loan</th>
<th>Institutional Loan</th>
<th>North Dakota Tuition and Fees</th>
<th>North Dakota Books and Supplies</th>
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<td>92.9%</td>
<td>$25,439</td>
<td>$0</td>
<td>$0</td>
<td>$31,500</td>
<td>$2,400</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management Call Center Management</td>
<td>Associate's</td>
<td>43-4161</td>
<td>40.3%</td>
<td>92.9%</td>
<td>$25,439</td>
<td>$0</td>
<td>$0</td>
<td>$31,850</td>
<td>$2,400</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management Child Development</td>
<td>Associate's</td>
<td>43-4161</td>
<td>40.3%</td>
<td>92.9%</td>
<td>$25,439</td>
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<td>$31,850</td>
<td>$2,400</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management Entrepreneurship</td>
<td>Associate's</td>
<td>43-4161</td>
<td>40.3%</td>
<td>92.9%</td>
<td>$25,439</td>
<td>$0</td>
<td>$0</td>
<td>$31,850</td>
<td>$2,400</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management Human Resource</td>
<td>Associate's</td>
<td>43-4161</td>
<td>40.3%</td>
<td>92.9%</td>
<td>$25,439</td>
<td>$0</td>
<td>$0</td>
<td>$31,850</td>
<td>$2,400</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management Internet Marketing</td>
<td>Associate's</td>
<td>43-4161</td>
<td>40.3%</td>
<td>92.9%</td>
<td>$25,439</td>
<td>$0</td>
<td>$0</td>
<td>$31,850</td>
<td>$2,400</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management Marketing and Sales</td>
<td>Associate's</td>
<td>43-4161</td>
<td>40.3%</td>
<td>92.9%</td>
<td>$25,439</td>
<td>$0</td>
<td>$0</td>
<td>$31,850</td>
<td>$2,400</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management Business Management</td>
<td>Bachelor's</td>
<td>11-2021</td>
<td>73.4%</td>
<td>91.3%</td>
<td>$38,831</td>
<td>$0</td>
<td>$0</td>
<td>$60,060</td>
<td>$4,700</td>
<td>$0</td>
</tr>
</tbody>
</table>
### Loans and Financial Aid

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### Tuition and Fees

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<table>
<thead>
<tr>
<th>SCHOOL OF BUSINESS</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 Loans</th>
<th>Institutional Loans</th>
<th>North Dakota Tuition and Fees</th>
<th>North Dakota Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Management Human Resources</td>
<td>Bachelor's</td>
<td>11-2021</td>
<td>73.4%</td>
<td>91.3%</td>
<td>$38,831</td>
<td>$0</td>
<td>$0</td>
<td>$60,060</td>
<td>$4,700</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management Information Technology</td>
<td>Bachelor's</td>
<td>11-2021</td>
<td>73.4%</td>
<td>91.3%</td>
<td>$38,831</td>
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<td>$0</td>
<td>$60,370</td>
<td>$4,800</td>
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</tr>
<tr>
<td>Business Management Internet Marketing</td>
<td>Bachelor's</td>
<td>11-2021</td>
<td>73.4%</td>
<td>91.3%</td>
<td>$38,831</td>
<td>$0</td>
<td>$0</td>
<td>$60,060</td>
<td>$4,700</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management</td>
<td>Certificate</td>
<td>43-601</td>
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<td>NA*</td>
<td>NA*</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
</tr>
<tr>
<td>Business Management</td>
<td>Diploma</td>
<td>43-6011</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>Business Management</td>
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<td>11-911</td>
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<td>83.3%</td>
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<tr>
<td>Business Management</td>
<td>Diploma</td>
<td>13-1071, 13-1151, 13-1141</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>$2,400</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management</td>
<td>Diploma</td>
<td>13-1071, 13-1151, 13-1141</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$31,850</td>
<td>$2,400</td>
<td>$0</td>
<td>$0</td>
</tr>
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<td>Marketing</td>
<td>Associate's</td>
<td>41-3011</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$19,950</td>
<td>$1,500</td>
<td>$0</td>
</tr>
<tr>
<td>Marketing</td>
<td>Diploma</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$75,330</td>
<td>$6,000</td>
<td>$0</td>
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</tbody>
</table>

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

*Information about median loan amounts, on-time completion rates, and placement rates are unavailable for new programs.
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<table>
<thead>
<tr>
<th>SCHOOL OF EDUCATION</th>
<th>Degree Level</th>
<th>SOC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>North Dakota Tuition and Fees</th>
<th>North Dakota Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Education Child and Family Studies</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>73.2%</td>
<td>97.2%</td>
<td>$18,916</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education Child Development</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>73.2%</td>
<td>97.2%</td>
<td>$18,916</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education Child w/ Special Needs</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>73.2%</td>
<td>97.2%</td>
<td>$18,916</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education English Language Learner</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>73.2%</td>
<td>97.2%</td>
<td>$18,916</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education - Child and Family Studies</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$21,390</td>
</tr>
<tr>
<td>Early Childhood Education - Child Development</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$21,390</td>
</tr>
<tr>
<td>Early Childhood Education - Child with Special Needs</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$21,390</td>
</tr>
<tr>
<td>Early Childhood Education - English Language Learner</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$21,390</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)
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<table>
<thead>
<tr>
<th>SCHOOL OF HEALTH SCIENCES</th>
<th>Degree Level</th>
<th>SOC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loan</th>
<th>Private Loan</th>
<th>Institutional Loan</th>
<th>North Dakota Tuition and Fees</th>
<th>Net Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Information Management</td>
<td>Bachelor's</td>
<td>29-2071</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$59,400</td>
<td>$4,900</td>
</tr>
<tr>
<td>Health Information Technician</td>
<td>Associate's</td>
<td>29-2071</td>
<td>49.8%</td>
<td>86.4%</td>
<td>$24,589</td>
<td>$0</td>
<td>$31,500</td>
<td>$2,500</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Administration</td>
<td>Associate's</td>
<td>43-6013</td>
<td>32.3%</td>
<td>80.6%</td>
<td>$28,281</td>
<td>$0</td>
<td>$31,500</td>
<td>$2,600</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Administration</td>
<td>Diploma</td>
<td>43-6013</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,300</td>
<td>$1,700</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>Associate's</td>
<td>31-9092</td>
<td>50.0%</td>
<td>88.7%</td>
<td>$23,425</td>
<td>$0</td>
<td>$31,500</td>
<td>$2,600</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>Diploma</td>
<td>31-9092</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$18,600</td>
<td>$1,400</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
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<td>76.7%</td>
<td>$22,857</td>
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<td>$14,000</td>
<td>$1,200</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>Diploma</td>
<td>29-2071</td>
<td>0.0%</td>
<td>76.7%</td>
<td>$22,857</td>
<td>$0</td>
<td>$19,600</td>
<td>$1,600</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Laboratory Technician</td>
<td>Associate's</td>
<td>29-2012</td>
<td>79.1%</td>
<td>81.8%</td>
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<td>$0</td>
<td>$38,850</td>
<td>$2,600</td>
<td>$0</td>
</tr>
<tr>
<td>Surgical Technologist</td>
<td>Associate's</td>
<td>29-2055</td>
<td>44.3%</td>
<td>94.9%</td>
<td>$25,503</td>
<td>$0</td>
<td>$10,096</td>
<td>$2,200</td>
<td>$0</td>
</tr>
</tbody>
</table>

*NA*: Not Available
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<table>
<thead>
<tr>
<th>SCHOOL OF JUSTICE STUDIES</th>
<th>Degree Level</th>
<th>SOC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loan</th>
<th>Institutional Loans</th>
<th>North Dakota Tuition and Fees</th>
<th>North Dakota Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>$31,850</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>$31,850</td>
<td>$2,400</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>
<td>$25,398</td>
<td>$0</td>
<td>$31,850</td>
<td>$2,400</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice Psychology</td>
<td>Associate’s</td>
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<td>49.2%</td>
<td>86.1%</td>
<td>$25,398</td>
<td>$0</td>
<td>$31,850</td>
<td>$2,400</td>
<td>$0</td>
</tr>
<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>
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<td>$58,960</td>
<td>$4,600</td>
<td>$0</td>
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<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>$58,960</td>
<td>$4,600</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>$58,960</td>
<td>$4,600</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>$58,960</td>
<td>$4,600</td>
<td>$0</td>
</tr>
<tr>
<td>Human Services</td>
<td>Associate’s</td>
<td>21-1093</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>Diploma</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$31,500</td>
<td>$2,300</td>
<td>$0</td>
</tr>
<tr>
<td>Law Enforcement Academic</td>
<td>Certificate</td>
<td>33-3011, 33-3051, 33-9099</td>
<td>77.8%</td>
<td>78.8%</td>
<td>$6,305</td>
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<td>$12,600</td>
<td>$1,000</td>
<td>$0</td>
</tr>
<tr>
<td>Law Enforcement Academic</td>
<td>Certificate</td>
<td>33-3011, 33-3051, 33-9099</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$12,600</td>
<td>$1,000</td>
<td>$0</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>Associate’s</td>
<td>33-3011, 33-3051, 33-9099</td>
<td>67.4%</td>
<td>100%</td>
<td>$22,524</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<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>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Paralegal</td>
<td>Associate’s</td>
<td>23-2011, 23-2099</td>
<td>64.6%</td>
<td>86.2%</td>
<td>$24,902</td>
<td>$0</td>
<td>$32,900</td>
<td>$2,400</td>
<td>$0</td>
</tr>
<tr>
<td>Paralegal</td>
<td>Certificate</td>
<td>23-2011, 23-2099</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$21,350</td>
<td>$1,500</td>
<td>$0</td>
</tr>
</tbody>
</table>
The information below details our student completion rate, our college-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

Our on-time completion and placement rates exceed the national averages of 22% and 74%, respectively. With our SUPPORT+ team members working one-on-one with you, including our student advisors and career services advisors, we help support your success. Contact a program manager to learn more about how you can become a Rasmussen College graduate.

LOANS AND FINANCIAL AID
Our SUPPORT+ team 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 NURSING</th>
<th>Degree Level</th>
<th>SCC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loan</th>
<th>Institutional Loan</th>
<th>North Dakota Tuition and Fees</th>
<th>North Dakota Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical Nursing</td>
<td>Associate's</td>
<td>29-2061</td>
<td>91.7%</td>
<td>97.9%</td>
<td>$17,585</td>
<td>$0</td>
<td>$33,600</td>
<td>$2,300</td>
<td>$0</td>
</tr>
</tbody>
</table>

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

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

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

Our on-time completion and placement rates exceed the national averages of 22% and 74%, respectively. With our SUPPORT+ team members working one-on-one with you, including our student advisors and career services advisors, we help support your success. Contact a program manager to learn more about how you can become a Rasmussen College graduate.

<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>Recession Placement Rate (%)</th>
<th>Federal Student Loan</th>
<th>Private Loan</th>
<th>Institutional Loans1</th>
<th>North Dakota Tuition and Fees</th>
<th>North Dakota Books and Supplies1</th>
<th>Room and Board2</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>$59,440</td>
<td>$4,800</td>
<td>$0</td>
</tr>
<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>
<td>NA*</td>
<td>$24,850</td>
<td>$1,900</td>
<td>$0</td>
</tr>
<tr>
<td>Digital Design and Animation</td>
<td>Bachelor’s</td>
<td>27-1014</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$59,830</td>
<td>$5,000</td>
<td>$0</td>
</tr>
<tr>
<td>Game and Simulation Programming</td>
<td>Bachelor’s</td>
<td>15-1199</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$59,640</td>
<td>$4,800</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management Network Security</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>
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<td>$0</td>
<td>$31,500</td>
<td>$2,600</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management Computer Information Technology</td>
<td>Associate’s</td>
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<td>46.5%</td>
<td>81.1%</td>
<td>$23,802</td>
<td>$0</td>
<td>$0</td>
<td>$31,850</td>
<td>$2,600</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management Database Administration</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>$31,500</td>
<td>$2,500</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management Database Administration</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$23,100</td>
<td>$1,900</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management Network Administration</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>$31,500</td>
<td>$2,600</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management Network Administration</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$23,100</td>
<td>$2,000</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management Web Programming</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>$32,200</td>
<td>$2,700</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management Web Programming</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$23,800</td>
<td>$2,100</td>
<td>$0</td>
</tr>
</tbody>
</table>
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 TECHNOLOGY AND DESIGN</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 Loans 4</th>
<th>Institutional Loans 5</th>
<th>North Dakota Tuition and Fees 6</th>
<th>North Dakota Books and Supplies 7</th>
<th>Room and Board 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Systems Management Computer Information Technology</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$24,850</td>
<td>$2,100</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Information Systems Management Computer Information Technology</td>
<td>Certificate</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>$12,600</td>
<td>$1,100</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Information Systems Management Network Security</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$23,100</td>
<td>$2,000</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Information Technology Management</td>
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<td>15-1152, 15-1142, 15-1179</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$59,400</td>
<td>$5,000</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Multimedia Technologies Digital Design and Animation</td>
<td>Associate’s</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>37.8%</td>
<td>80.8%</td>
<td>$22,783</td>
<td>$0</td>
<td>$32,550</td>
<td>$2,800</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Multimedia Technologies Digital Design and Animation</td>
<td>Diploma</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$24,850</td>
<td>$2,200</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Multimedia Technologies Web Design</td>
<td>Associate’s</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>37.8%</td>
<td>80.8%</td>
<td>$22,783</td>
<td>$0</td>
<td>$32,550</td>
<td>$2,800</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Multimedia Technologies Web Design</td>
<td>Diploma</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$24,850</td>
<td>$2,200</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Software Application Development</td>
<td>Associate’s</td>
<td>15-1021, 15-1132</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$31,850</td>
<td>$2,500</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Software Application Development</td>
<td>Certificate</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$14,000</td>
<td>$1,200</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Software Systems Design Embedded Systems</td>
<td>Associate’s</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$14,000</td>
<td>$1,200</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

1 The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)
2 Internal placement rate methodology can be found at Rasmussen.edu/SID
3 Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans)
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5 Median amount that completers owe to Rasmussen College upon graduation
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*Information about median loan amounts, on-time completion rates, and placement rates are unavailable for new programs.
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.
ADMISSIONS REQUIREMENTS

Background Checks
For some programs, Rasmussen College requires applicants to pass a background check before admission. Note that “passing” a criminal background check is determined by Rasmussen College, in its sole discretion. The background check is designed to alert students to issues that may impair their ability to complete technical, experiential 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
• Child Development Specialization
• Criminal Justice
• Early Childhood Education
• Fire
• Health Information Management
• Health Information Technicians
• 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
• 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 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 to attend while attending studies for that program, and any financial aid funds disbursed must be returned to the lender. This also applies to a student whose appeals are denied. If a student is determined ineligible for admission, the following must be completed:

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

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

If a student chooses not 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 not be eligible to receive an aid application until the student is determined to be eligible either through a clear or possible outcome letter or successful completion of the appeals process. This process may delay a student’s funding until the background check process is complete.

The College will send either a possible outcome letter, or a pre-adverse action letter to all applicants whose background check reveals a potential problem. A possible issue letter informs applicants that a potential problem revealed in the background check can prevent the student from completing practicum activities, field trip experiences and/or finding employment in-field after graduation. Applicants who receive a possible issue letter must acknowledge the issue and make an informed decision to continue with the program, or they may choose to change programs.

A pre-adverse action letter informs the student that the College has a reason to believe that the student’s continued enrolment in the course or program action may delay a student’s funding until the background check process is complete.

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

Immunization Requirements
Minnesota (Minn. Educ. Code § 121A. 33) requires proof that all students born after 1956 are vaccinated against diphtheria, tetanus, mumps, rubella, chickenpox, measles, and hepatitis B. Students otherwise exempted from the requirements above, they will be scheduled for 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 addition to other entrance requirements, Health Sciences and Nursing programs may require vaccinations 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 Placement Exam score at a level acceptable for admission into the College 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 must pay a $75 non-refundable testing fee (covering the exam, and a study guide to be issued to the student) at time of scheduling. Applicants will take the Evolve A2 at a Rasmussen College campus. To be considered for admissions, applicants must achieve a score of 75% in the areas of Math, Vocabulary, Reading, and Grammar.

Applicants who achieve the required Evolve A2 score will be contacted by the College to complete the following:

- Application
- Application fee
- Background screening
- Any additional program-specific requirements as specified at the time of enrollment. A Health Physical may be required and completed within the six months prior to Internship/Practicum as specified by the clinical facility.

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

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

Applicants accepted into their program will receive a letter from the College in the mail.

The College may choose two additional applicants as alternates to join the program if another applicant is deemed ineligible or decides not to begin class. These two alternates must complete all the necessary steps for admission. Alternates will be informed of the opportunity for enrollment into the next cohort provided they remain eligible for admission.

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

Applying For Admission into the School of Nursing

Applicants pursuing 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. Applicants with lower than admissible scores may choose to repeat the placement test once an English Composition and 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 qualify admission into the program.

2. 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 also attend programmatic orientation as well as any general orientation or risk being dismissed as an applicant.

Entrance Requirements for Software Application Development Technology and Information Science Bachelor’s Programs

Minimum scores of 22 on the Math portion and 25 on the Writing portion of the STEP test are required for entry into 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 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.

Rasmussen College Early Honors Program

High school seniors who have reached the minimum age of 16 have the opportunity to earn college credit through Rasmussen College’s Early Honors Program.

The Early Honors Program is a great way for high school students to experience college while still supported by high school staff and mentors. Try a course that may not be offered at the high school, or explore a possible future career by taking an introductory course.

Early Honors coursework is available both on-campus and online to high school seniors who have reached the minimum age of 16. Enrollment in the Program is dependent on space availability.

Rasmussen College Early Honors Programs 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. Students must begin the first quarter they have reached the minimum age of 16. Enrollment in the Program is dependent on space availability.
- Students must complete the 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 meet with the DOA and Dean before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule. If approved, 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. If approved, the student must continue in the Early Honors Program. Students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.
- Students may take up to 4 credits per quarter without a tuition charge. The student must meet with the DOA and Dean before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule. If approved, the student must continue in the Early Honors Program. Students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.
- Students must cover the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The College will provide specific information on each course, including textbook prices and technology requirements.
- Students will receive college credit towards a degree, diploma, or certificate at Rasmussen College for all successfully completed courses. Students who elect to pursue their education at another academic institution will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.
- Students will receive high school dual enrollment credit for successfully completed Early Honors 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.
Each campus has a professionally
staffed Student Financial Services
Office designed to help you apply for
federal, state, and private assistance.
The primary purpose of financial aid is
to help students who otherwise would
not be able to attend a post-secondary
institution to meet the cost of higher
education. The basic responsibility
for financing your education lies with
you and your family. Aid is based upon
documented financial need — the
difference between the cost of college
and your ability to pay for it. Potential
costs include books, tuition, supplies,
room and board, transportation, living
expenses, and child care costs.

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

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

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GIFT AID</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$575 - $5,550</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000 based on availability</td>
<td>Free Application for Federal Student Aid (FAFSA) - Awarded by the College</td>
</tr>
<tr>
<td>ND State Grant</td>
<td>Gift aid based upon undergraduate student status with ND residency. Student must attend full time to receive and is notified by the state regarding eligibility.</td>
<td>$1200</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>MN State Grant*</td>
<td>Grant based on financial need and the student’s individual tuition and fees. Must be an undergraduate student with MN residency. Student is notified by the College regarding eligibility.</td>
<td>Amounts calculated based on length of degree and current state legislative provisions</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
</tbody>
</table>

| **EMPLOYMENT**                               |                                |                 |                                                  |
| Federal Work Study                          | Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available. | Varies | Free Application for Federal Student Aid (FAFSA) - Awarded by the College |
| MN State Work Study*                        | Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available. | Varies | Free Application for Federal Student Aid (FAFSA) - Awarded by the College |

| **FEDERAL LOAN PROGRAMS**                   |                                |                 |                                                  |
| Federal Subsidized Stafford Loan Program     | Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation. | 1st Year - $3,500 2nd Year - $4,500 3rd Year+ - $5,500 | Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender |
| Federal Unsubsidized Stafford Loan Program   | Principal and interest may be deferred until after student leaves college or attends less than half time. Same as subsidized limits with additional $2,000 for Dependent. Independent: 1st & 2nd Year $6,000 3rd Year & above $7,000. | | Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender |
| Federal Parent Loan for Undergraduate Students (PLUS) | For credit-worthy parents of dependent undergraduates. | Up to college cost of attendance, PLUS application and | Promissory Note processed through College and Lender |

| **VETERANS’ BENEFITS**                      |                                |                 |                                                  |
| Veterans’ Benefits                          | Veterans and dependents of veterans, including Guard and Reserve Component. | Monthly benefit based on service contributions | Veterans Administration or Veterans Service Officer |

| **MINNESOTA STATE LOAN PROGRAMS**           |                                |                 |                                                  |
| Student Educational Loan Fund (SELF)*       | Supplemental, variable interest rate loan, allows deferment of principal while in college, requires credit-worthy co-signor. | $7500 per grade level | SELF application processed through College and the Higher Education Services Office |

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

*These programs are available only for Moorhead site students.
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 Entrace Placement Exam Re-test Policy

The goal of developmental education is to provide students with a solid foundation of 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 its students, and to providing educational opportunities to those who enroll. All new students who enroll in a degree program, or Certificate, will be required to take the Rasmussen College Entrance Placement Exam reading, writing, and math placement tests. Applicants providing a college transcript* indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete College entrance placement examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the reading and writing sections of the placement examination. Students who have not completed a college placement purposed required to complete the math portion of the placement examination.

Returning students who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundation courses are prerequisites, or their equivalents, do not need to take the College entrance placement examination. Returning students who have not successfully completed the Foundation courses, their equivalents, or the courses for which Foundation courses are prerequisites must take the College entrance placement examination. Coursework in Math or English that is numbered below 100 is considered to be developmental. College entrance placement examination scores are used to appropriately place students in English and Math courses according to skill level. See Entrance Assessment Table for placement scores.

These credits are not counted toward graduation, and each must be passed with a grade of ‘S’ in order for the student to proceed to the next course in the sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the Foundation courses. Students who test at remediation level, and 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. Students who place below the level of B080 Reading and Writing Strategies and are not admitted to Rasmussen College may, after three months, have the option to re-take the assessment test. The College entrance placement examination may not be taken for initial credit after the start of a Foundation level course.

The College entrance placement examination may not be taken for initial credit 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 grade reports for courses completed at regionally or nationally accredited institutions of higher education, 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 B099. A “full quarter” excludes the mid-quarter start.

Foundation Course Grading

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

2. Students automatically pass B080 Reading and Writing Strategies if they achieve a score of 25 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 these courses. In such cases, the final exam counts as 40% of their overall grade, with their weekly work comprising the remaining 60%.

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

| Grade | SX | UX
|-------|----|----|
| Reading and Writing Strategies | 73% | 70%
| Foundations of Math | 73% | 70%

Common Grading System Percentage Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 to 100</td>
</tr>
<tr>
<td>A-</td>
<td>87 to 89</td>
</tr>
<tr>
<td>B+</td>
<td>80 to 86</td>
</tr>
<tr>
<td>B</td>
<td>79 to 83</td>
</tr>
<tr>
<td>B-</td>
<td>78 to 82</td>
</tr>
<tr>
<td>C+</td>
<td>78 to 77</td>
</tr>
<tr>
<td>C</td>
<td>76 to 77</td>
</tr>
<tr>
<td>C-</td>
<td>70 to 72</td>
</tr>
<tr>
<td>D+</td>
<td>69 to 72</td>
</tr>
<tr>
<td>D</td>
<td>66 to 69</td>
</tr>
<tr>
<td>D-</td>
<td>62 to 65</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
</tr>
</tbody>
</table>

Point Scale

Alphabetical Grading System

Grade of SX applies to Foundation and College Experience courses. Grade of UX applies to Foundation and College Experience courses.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.50</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Very Good</td>
</tr>
<tr>
<td>B-</td>
<td>2.75</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.50</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Average</td>
</tr>
<tr>
<td>C-</td>
<td>1.75</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.50</td>
<td>Below Average</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Failure</td>
</tr>
<tr>
<td>F/FA</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

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

Nursing Programs Grade Scale

Students are required to earn at least a “C” in their Nursing courses. This applies to all NUR, HUN, PNP, and PN coursework level 100 through 4999.

The grading scale for these courses is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 to 94</td>
</tr>
<tr>
<td>A-</td>
<td>92 to 90</td>
</tr>
<tr>
<td>B+</td>
<td>90 to 87</td>
</tr>
<tr>
<td>B</td>
<td>86 to 83</td>
</tr>
<tr>
<td>B-</td>
<td>82 to 80</td>
</tr>
<tr>
<td>C+</td>
<td>79 to 77</td>
</tr>
<tr>
<td>C</td>
<td>76 to 73</td>
</tr>
<tr>
<td>C-</td>
<td>Below 73</td>
</tr>
</tbody>
</table>

Health Sciences Programs Grade Scale

Students must maintain a 78% average on all quizzes and exams, assignments, etc., before any extra credit will be applied if earned or available provided all work has been submitted in a timely fashion.

Clinical learning performance is graded as satisfactory or unsatisfactory. Satisfactory performance in the clinical area is required to earn a passing grade in the course. Failure to pass the clinical component will result in failure of the Nursing course.

It should be noted that space may not be available for the student needing to repeat a course. Priority will not be given to those needing to repeat a course due to failure. Students that fail a course twice will be terminated from the Nursing program.

All grades are to be credits successfully completed with the exception of the ‘W’/’WD and the ‘U’/’UN which is counted as an attempted course for the purpose of maximum time frame and percentage of course completion may have an effect on achieving satisfactory progress. See “Standards of Satisfactory Progress for Institutional and Financial Aid Guidelines.”

Repeating Courses Policy

Students who are meeting Satisfactory Academic Progress may re-take courses up to three times, but only at regular tuition rates. Students repeating a course for a second time may count the credits for that course in a financial aid award calculation only if the original grade earned is an “F/FA.” A third attempt at a failed course will not be eligible for any financial aid. If a student elects to repeat a course for which a grade above “F/FA” was earned, the credits are not included in the financial aid award calculation, thereby making the student responsible for payment out-of-pocket at regular tuition rates. The credits for all repeated courses along with the credits from prior attempts will be included in credits attempted for the purposes of determining Satisfactory Academic Progress. The highest grade earned from a repeated course will be used in the calculation of...
Academic Information and College Policies

Academic Progress as defined in the College Catalog, a student who is changing to a lower credential program must have a cumulative grade point average of 2.0 to receive a Degree, Diploma, or Certificate and instructors will take the following into consideration when granting an incomplete:

a. The work to be completed must be requested within 10% is assessed for each additional day the work
b. The student will learn substantive be completed by the deadline within the same program, or a student who is selecting a different specialization within the same program, or a student who is changing to a lower credential program must have a cumulative grade point average of 2.0 to receive a Degree, Diploma, or Certificate and instructors will take the following into consideration when granting an incomplete:

a. The work to be completed must be requested within 80% of the original course grade.

b. The student will learn substantive knowledge or gain substantially greater skills or gain substantially greater knowledge or gain substantially greater skills or gain substantially greater

c. The student will demonstrate a commitment to completing work in a time efficient manner.

d. Granting the incomplete is truly in the best interest of the student.

3. By completing the work, one of the following will apply:

i. The student will learn substantive knowledge or gain substantially greater skills or gain substantially greater

ii. The student will learn higher level thinking skills or gain substantially greater skills or gain substantially greater

iii. The student will learn higher level thinking skills or gain substantially greater

4. Allowing the student extra time compensates for events or conditions not within the student’s control (i.e., illness, emergencies, etc.) as opposed to compensating for poor planning, attendance, or failure to take assignments seriously.

5. Incompletes may not be granted only for the sake of improved cumulative grade point average unless there is no other way for the student to make up “extra credit” work.

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

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

Policy for Change of Grade

On occasion it is appropriate to change a final grade submitted on the subject matter.

Incompletes may not be granted only for the sake of improved cumulative grade point average unless there is no other way for the student to make up “extra credit” work.

In the event of a grade change, the incomplete grade must be completed within two weeks of the last day of class. An incomplete grade not completed by the deadline will be changed to an “FA” (or the calculated alternate grade designated by the instructor on the incomplete form) and will be included in the cumulative grade point average.

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

Policy for Change of Grade

On occasion it is appropriate to change a final grade submitted on the subject matter.

In the event of a grade change, the incomplete grade must be completed within two weeks of the last day of class. An incomplete grade not completed by the deadline will be changed to an “FA” (or the calculated alternate grade designated by the instructor on the incomplete form) and will be included in the cumulative grade point average.

Circumstances that may warrant a change of grade include:

- Emergency situations that prevent a student from requesting a change in grade by the deadline of the course.

- Situations involving miscommunications, misplaced assignments, or technical difficulties beyond the control of the student.

- Accommodation for special circumstances such as short-term disability or family leave.

- Students must contact their instructors within one week of the start of a subsequent term regarding grade changes. Instructors will have one week from the end of the course to consider any requests for grade changes.

- Students must complete all of their program requirements at Rasmussen College and the information provided in the appeal letter

A complete description and requirements of the program change appeal process is available through the Campus Registrar. A clearance background check is required for enrollment in certain programs. This background check is included in the background check section of the catalog. Students who do not successfully pass a background check will be terminated from the College.

Grading Requirements

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

Independent Study Policy

Independent study applies when a student contracts to meet regularly with a qualified instructor to fulfill the assignments, tests, projects, and other tasks necessary to achieve the performance objectives of a given course. Independent study requires a student to be motivated and organized. Because an independent study does not provide the student with the classroom environment, the instructor is expected to evaluate the student’s progress and to supply feedback on an ongoing basis. The grades assigned for independent study will be determined by the student and instructor. The grades assigned for independent study will be determined by the student and instructor.
ACADEMIC INFORMATION AND COLLEGE POLICIES

**Academic Overload Policy**
An academic or credit overload occurs when a student registers for more than 23 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 of 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 total credits in the approved quarter. The student must apply for approval no later than week six (6) of the quarter prior to applying for an overload.

To apply for an overload, the student must obtain the signature of the Student Advisor and 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 of 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 total credits in the approved quarter. The student must apply for approval no later than week six (6) of the quarter prior to applying for an overload.

**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 sixth 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.

Students who fail to notify the College that they wish to withdraw from a class are still scheduled in the class. The credits for all courses will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

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 mid-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 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.

Students who fail to notify the College that they wish to withdraw from a class are still scheduled in the class. The credits for all courses will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

**Course Withdrawals**
The credits for all courses in which the last date of attendance was after the drop deadline will be counted in the cumulative credits attempted.

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

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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 three components are as follows:

1. **GPA.** Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00.

2. **Pace/Cumulative Completion Rate (CCR).** This is the pace at which a student progresses through a program. CCR is calculated by dividing cumulative credits earned by cumulative credits attempted within a program (e.g., 6 credits earned ÷ 12 credits attempted = 50%). Minimum standards are listed in the chart below.

<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% = 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 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.

**Appeals:** A student may appeal his/her assigned status of Not Eligible for Financial Aid to the Academic Review Committee, which will determine whether mitigating circumstances exist, and, if so, will forward the appeal to the Vice President of Compliance and Financial Services. All appeals must be made in writing and must address the nature of the circumstances that the student believes warrant exception to the policy stated above. All appeals will be reviewed and ruled on within ten business days, and students will be notified in writing regarding the outcome of the appeal. The ruling of the Vice President of Compliance and Financial Services is final and cannot be appealed.

**Financial Aid Probation:** If a student fails to make Satisfactory Academic Progress, but submits a successful appeal and has his/her eligibility for aid reinstated, he/she will be placed on Financial Aid Probation. A student is eligible for financial aid during the Financial Aid Probation period. At the end of the Financial Aid Probation period, the student must meet minimum SAP requirements to be eligible for further financial aid funding. A student who fails to meet either the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Probation period is not eligible for financial aid.

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 progress requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Academic Progress calculations for a re-entering student who changes programs will include only the grades and credits attempted and earned for courses that are part of the student’s new program. Standard CCR requirements will be followed from the re-entry point and for each quarter thereafter. If other courses have been taken at another institution and can be transferred in, the courses will be included in SAP calculations as described elsewhere in this section. A student terminated due to SAP may re-enter the College unless he/she has completed coursework elsewhere that is acceptable for transfer into the College and will bring the student back into good standing.
Transfer of Previously Earned College Credit and Prior Learning and Waivers

Academic Information And College Policies

General Transfer Credit Policy

• Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.

• Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.

• Students must request that official transcripts containing coursework for review be sent directly to Rasmussen College. It is the student’s responsibility to ensure that all official transcripts have been received by Rasmussen College.

• As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.

• A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credit conditionally awarded through the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College prior to the completion of the student’s first quarter, after which the student will be required to complete the necessary credits in order to receive the degree.

• College-level courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be considered for college 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 Technology 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 Surgical Technology and 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 or block transfer of credit.

• Students eligible and approved for the Surgical Technologist AAS Complete Block Transfer must only complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.

• Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.5 quarter credits. The calculated number is rounded down. Transfer credits based on a different unit of credit than quarters will be subject to conversion prior to being transferred.

• International transcripts must be evaluated by a NACES approved organization (National Association of Credential Evaluation Services) to ensure the student’s transfer credit is equivalent to Rasmussen College course content. The evaluation is the student’s responsibility.

• Transfer credit is evaluated based on the program in which the student is enrolled.

• Credits earned at Rasmussen College will be transferred to the student’s (Rasmussen) major or field of study. However, Rasmussen College does not accept any core course transfers. For Associate Nursing program only, there is a five (5) year limit on Anatomy & Physiology, Microbiology, Human Biology, and Nutrition courses. All grades must be at a C or higher.

• Health Sciences core courses as designated by course prefix, have a five (5) year transfer limit.

• The following courses in the Medical Assisting Program are not transferable: MA170 Medical Skills I, MA145 Clinical Skills II, MA225 Laboratory Skills. and MA285 Medical Assisting Externship.

• Transfer of credit for Medical Laboratory Technician and Surgical Technology core courses (ML and ST prefixes) has a one (1) year limit. Students who have completed similar work course that exceeds the one (1) year limit can test-out of the course with a 73% or greater score on a course assessment. All transfers or test-outs into the Medical Laboratory Technician and Surgical Technology programs are based on program space availability.

• Seminar Courses cannot be transferred in from another institution of higher learning.

• For students in MN who enroll in the Law Enforcement Associate’s, Law Enforcement Academic Certificate, or Law Enforcement Skills Certificate programs, transfer credit for law enforcement specific courses (J or L prefixes) can only be accepted if the incoming course is from a regionally accredited college that is POST Board approved. Students who have credits that are non-transferable are eligible to demonstrate competency by completing the course specific test out. if available.

2-2+Matriculation for Baccalaureate Candidates

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

Rasmussen College AAS/AS graduates will receive actual credits earned up to 55 credits (57 in Illinois).

• A block of up to 91 quarter credits for graduates from outside institutions will be awarded.

• If a student has more AAS/AS credits than the enrollment program requires, the student may have fewer upper-division courses to take. The School Director will provide a list of courses for reduction when needed. This applies only to the Business Management BS degree.

• If the student has taken all of the required upper division courses and is still short credits, the remaining credits will be fulfilled by taking unrequired electives.

• Students must complete the required number of total credits in the program to earn a Rasmussen College Bachelor of Science degree.

• For the Bachelor in Computer Science, the 2 year degree must be in an equivalent computer science field and have a programming course comparable to Programming II and a math course comparable to Calculus II in order to qualify. If the student does not meet the 2-2+ policy, the student cannot apply.

• For the Bachelor in Health Information Management, qualifying Associate’s degrees must have a strong CHI or Health Informatics accredited and earned within the past 5 years. If the degree was obtained over 5 years ago, the student needs to have work experience in the health informatics industry within the last 5 years and be approved by the Program Coordinator. The student may also enroll if he/she has an RHIT credential and an earned Associate degree in any field. If so, the student needs to submit his/her AHIIMA membership card, showing it as current.

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

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

2) Business Programs:
   a) Business Management AAS/AS – Transfer 40 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 81 credits (83 in Illinois). In addition, these students will need to take Medical Terminology, Medical Office Procedures and Medical Law and Ethics in the core.
   b) Accounting AAS/AS – Transfer 44 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 76 credits (78 in Illinois). In addition, these students will need to take Introduction to Human Resource Management, Medical Terminology, Medical Office Procedures and Medical Law and Ethics in the core.

3) The remaining core content necessary for the Healthcare Management degree will be provided in the 300 and 400 level core courses.

General Transfer Block Transfer for Baccalaureate Candidates

For students with a conferred degree, general education coursework will be transferred as a block of credits. Students with a conferred degree or degree sought through Rasmussen College:

• Confirmed Associate’s degrees may be posted as a 32-credit (34-credit in Illinois) general education block.

• Confirmed Baccalaureate degrees may be posted as a 56-credit block (58-credit block in Illinois) comprised of 32 lower-level and 24 upper-level credits (34 lower-level and 26 upper level credits in Illinois). This block applies only to the Business Management BS degree.

• All required general education courses must be met due to accreditation requirements.

• For those students without an earned degree, successfully completed general education credits will be applied.

Bachelor Complete Block Policy

For students who have successfully earned credits at one or more accredited institutions and do not have a conferred degree OR for students who have a conferred Associate’s degree, but not in a similar field as the Bachelor’s degree they are enrolled in.

• Students may transfer up to 121 credits (67% maximum of a Rasmussen College program).

• Course by Course transfer guidelines apply to required classes.

• Required general education courses must still be met.

• Transfer for upper division courses will be done on a case by case basis.

• Students must meet pre-requisite requirements for upper division coursework.

• Students may transfer up to 41 unrestricted division core credits.

• Unless a course has been transferred, a student must take all required upper-division courses.

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

• This policy is not applicable to the Health Information Management BS degree.
Transfer to Other Colleges
Graduates or students who would like to transfer credits earned at Rasmussen College to another school should understand that the decision to accept transfer credits is always at the discretion of the receiving institution. Please contact the Registrar with questions about transfer to other colleges.

Transcripts
Transcripts for graduates and students who have completed their course of study are provided without charge. However, a fee of $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.

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. In some cases, healthcare information technologies, Pharmacy Software/Automation/Insurance Billing, Career Development, praxis, or designated core curriculum courses are not available for credit by examination.

Medical Coding Practicum Waiver
Students with a minimum cumulative GPA of 3.0 in a specific area of study or those who have completed their course of study may request a waiver for the Medical Coding practicum coursework. Students must complete and submit the required paperwork to their Program Coordinator/Advisor prior to the start of the quarter of the practicum.

Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student’s employer. The Program Coordinator/Advisor will inform the Campus Registrar of the result of the evaluation.

If the waiver is granted, the grade will be posted on the current transcript as a Course Waiver (CW).

Foundation 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; 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 Network Technician (CCENT); or CW JavaScript certification.

Course waivers will be considered for specific courses within the School of Technology and Design, subject to the certification.

Certifications must have been earned within the last three years.

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

School of Health Sciences Waivers
Course waivers will be considered for students who have earned the Certified Coding Specialist (CCS) or CCS-P from AHIMA. In addition, an X-ray operator license may also be considered.

Certifications must be current.

Course waivers will be considered for specific courses related to the certification.

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

College Equivalency Credit
Credit for coursework through college-equivalency programs will be posted on student transcripts as Test-Out credits (TO) and will not be assigned letter grades or applied to cumulative grade point average. Rasmussen College recognizes the following college 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.

Credits for military service may be awarded upon review of a military transcript.

Rasmussen College follows the American Council of Education (ACE) recommendations on transfer credit. The credits are usually listed on Sailor/Marine Clinical Officer Education Registry Transcript (SMART), Defense Activity for Non-Traditional Education Support (DANTES) transcript, College Level Examination Program (CLEP) score, Coast Guard Institute (CGI) transcript, Army American Council on Education 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 school should understand that the decision to accept transfer credits is always at the discretion of the receiving institution. Please contact the Registrar with questions about transfer to other colleges.

Transcripts
Transcripts for graduates and students who have completed their course of study are provided without charge. However, a fee of $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.

EXTERNSHIPS, PRACTICUMS, AND CLINICALS
Health Sciences Externships, Practicums, and Clinicals
Externships, clinicals and practicums for Health Sciences programs are to be conducted in Rasmussen-approved locations. Each academic site will be established utilizing an agreement to determine the responsibilities of the practicum partner. Rasmussen College, and the participating student. Students may need to travel out of the immediate area to complete practicum activities. The cost of any such travel is the responsibility of the student. Practicums/Externships in Health Sciences programs have attendance expectations that differ from the general Rasmussen College Attendance Policy. These attendance policies can be found in the program-specific manuals/handbooks.

In order to successfully complete a practicum experience, students must complete the required number of practicum hours for the course. Students who do not complete all required practicum hours during the quarter in which the course is scheduled will fail the practicum course.

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

Often, students will be offered a position towards the end of their rotation. It must be understood 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.
Academic Information

Rasmussen College Academic Integrity Policy

I. Introduction

As an institution of higher learning, Rasmussen College is committed to promoting standards of behavior and actions consistent with the highest business and personal ethics. Students of Rasmussen College commit to holding themselves and their peers to the foremost level of academic integrity, and accept responsibility should behaviors and actions fall short of the College’s expectations.

II. Definitions

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

b) Cheating: Distributing or receiving answers or information to any academic exercise from another student in which the student is not expressly permitted to work jointly with others.

c) Impersonation: Assuming another student’s identity or allowing another person to complete an academic exercise on one’s own behalf.

d) Using or attempting to use unauthorized materials, texts, devices, notes, information or study aids in any academic exercise (i.e., assignments, discussions, tests, quizzes, papers, presentations, reports).

e) Collusion: Knowingly assisting, attempting to assist, or receiving assistance from another student or student to commit academic misconduct, or conspiring with any other person in or outside of the College to commit misconduct.

f) Destruction, Theft, Obstruction, Interference: Seeking to gain unfair academic advantage by destroying, damaging, or stealing equipment or products of any academic exercise; or obstructing or interfering with an instructor’s ability to perform his/her duties.

g) Fabrication, Falsification, Forgery: Deliberately falsifying, altering, or inventing student records, information, or citations.

h) Dress Code: The College encourages students to dress in a manner consistent with the College’s atmosphere by organizing campus events.

III. Violations

A. Students who violate the Academic Integrity policy faces severe penalty from the College.

B. A student receiving notice of the immediate prior offense.

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

V. Appeal: A student who disagrees with a ruling of Academic Misconduct has one week to appeal the ruling to his/her Dean. All appeals are reviewed by the Academic Integrity Committee, which has one week from the time that they receive the appeal to thoroughly investigate and rule on the appeal. If the issue remains unresolved, the student may submit a written report to the Assistant Dean of Academic Affairs thereafter. Response will be given within 30 days.

VI. Conduct/Dismissal

Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an encompassing policy regarding student conduct. The College reserves the right to suspend or terminate any student whose conduct is detrimental to the educational environment. Conduct/dismissal guidelines for School of Health Sciences students enrolled in the Medical Assisting, Health Information Technician/Management, Medical Laboratory Technician and Surgical Technology programs can be found in each programmatic handbook provided at programmatic orientation.

A. Students, faculty, or staff that is detrimental within the classroom environment.

1. That interferes with the well-being of the fellow students and/or faculty and staff members.

2. That causes damage to the appearance or structure of the College facility and/or its equipment.

B. Students who copy or otherwise plagiarize the assignments/projects of other students or professionals for the course will be assessed a penalty.

C. By students who otherwise display conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.

Students, employees and guests using Rasmussen networks are reminded from viewing inappropriate material or visiting sites which have been identified as facilitating the violation of copyright/intellectual property permissions or other serious illegal activity. Prohibited material could include pornographic images, illegal file sharing programs (such as the illegal downloading and sharing of music), or other violations of the Rasmussen College Acceptable Use Policy. Violations will result in the loss of network 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 admission into or affiliation with any organization operating under the sanction of the College. This policy applies to any student or other person who may be associated with any student organization. Violation of this policy may result in disciplinary action including but not limited to suspension and/or termination from school or employment. The Campus Director of the College shall be responsible for the administration of this section.

Dress Code

The College encourages students to dress as they see fit when they work and to start acquiring a wardrobe suitable for employment after graduation.

Some Health Sciences programs have uniform requirements. Please see your Program Manager or Program Coordinator for details.

Minimum Technical Requirements

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

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

Student Senate

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

The representatives include: President, Vice President, Treasurer, and Secretary. Student Senate is open to all students, however student groups vary from campus to campus. Therefore, students should see their Campus Director for information regarding student groups.

Exit Interviews

Students contemplating the termination of their education at Rasmussen College should contact the Dean or Campus Director or the Director of Student Affairs, and then the Student Financial Services Office. Academic and financial aid files are reviewed until both exit interviews have been completed.

All students graduating or withdrawing (that have financial aid) are required to attend a mandatory exit interview. During this interview, students receive information regarding their loan (s) including address and telephone numbers of lenders, deferment requests, a list of loan service companies, sample repayment guide, loan consolidation information, and review of loan terms.

The Student Financial Services Office is available for assistance for the duration of your student loan.

Rasmussen College reserves the right to withhold the release of academic, and other records, pending settlement of any amount due the College.

Circulation Policy

Circulation Policy

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 educational and information needs of our online and residential communities.

In support of this mission, we:

Expand career 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 the solicitation and validation of resource and 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 from library holdings:

- Rasmussen College students and alumni in good financial standing with the College
- Rasmussen College faculty and staff in good standing with the library
- Community, consortia, and interlibrary loan patrons in good standing with the library

A patron in good standing with the library is defined as a person who has no overdue items and owes no fees toward damaged or lost items. A library user is responsible for any items checked out in his/her name. Rasmussen College reserves 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, except where noted on a patron's records. 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 Restriction of Borrower Privileges

Users will receive a reminder 2 days in advance of an item’s due date.

Following the grace period (5 days for circulating items, 10 hours for special materials), items are considered overdue and borrower privileges will be restricted until items are returned or fees are paid due to the borrower.

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 vary from $5.00 per individual item. The library will charge $55.00, or the cost of replacing the item plus a $5.00 processing fee.

In the event that a library material is returned damaged, the borrower will be charged a fee to repair or replace the damaged item. In the event that an irreplaceable item is damaged, the library will assess a $55.00 fee.
Non-Discrimination Policy

Rasmussen is strongly committed to providing equal employment opportunity for all employees and applicants for employment. For us, this is the only acceptable way to operate our College. Rasmussen employment practices conform both with the letter and spirit of federal, state, and local laws and regulations regarding non-discrimination in employment, compensation, and benefits.

Anti-Harassment and Sexual Violence Policy

It is Rasmussen’s policy and responsibility to provide our employees and students an environment that is free from harassment. Rasmussen’s policy expressly prohibits harassment of employees or students on the basis of gender. Harassment undermines our College community morale and our commitment to treat each person with dignity and respect. This policy is related to and is in conformity with the Equal Opportunity Policy of Rasmussen College to which we are committed to employ, 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. All employees and students are required to report any incident of potential sexual harassment. The College community is expected to take action against an individual for reporting sexual harassment.

Informal Resolution

Any person in the Rasmussen community may discuss an informal complaint with the Campus Director, Regional Vice President, or President. Whether or not a person consults with a school official, he/she has the option of making an informal complaint formal according to the procedures outlined below.

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

No retaliatory actions may be taken against any member of the College community merely because he/she is or has been the object of such a complaint.

Informal Resolution

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

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

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

3. Do to a sexual harassment/violence information center or discuss the matter with a friend.

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

5. Any employee, faculty member, staff member, or student is encouraged to discuss incidents of sexual harassment with the Campus Director, Regional Vice President, or College President.

A complaint will be investigated by a person who has been sexually harassed or has been sexually assaulted, and at the request of the complainant or by an advisor as a record of the complaint. The statement may be prepared by the complainant or by a person with whom the individual has confided in a confidential manner.

Incidents should be reported within 30 days. At any time during the procedures, the person bringing a complaint and the person against whom the complaint is made may have a representative present during the meeting with the Campus Director.

Resolutions and Informal Complaints

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

1. If the person who discusses an informal complaint with an advisor is willing to be identified to others but not the person against whom the informal complaint is made, the College will make record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences. While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed, the College will make a confidential record of the circumstances (signed by the complainant) and suggest and/or undertake appropriate discussions with the persons involved.

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

Definitions

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement;

2. Submission to or rejection of such conduct by an individual’s work or academic performance or creating an intimidating, hostile, or offensive working environment.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

4. Such behavior is found to be pervasive, severe, or persistent, or so as to have the purpose or effect of creating a hostile work or educational environment.

Sexual assault: Sexual activity, including sexual penetration or sexual conduct carried out under coercion, in the threat of a weapon, or the threat of bodily harm, through a position of power, or mentally or physically disabled or helpless constitutes criminal sexual conduct.

In the previous two years of any nature, including prior sexual contact with the victim/survivor is not an accepted defense for sexual assault. The victim/survivor does not need to prove that she/he resisted and another witness is not necessary to prove sexual assault. The relative age of the persons involved, the victim/survivor’s fear of bodily harm or self or another, the threat of theft or weapon or weapon or the threat of intentional or impeding or blocking movements.

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

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

There are basically two types of sexual harassment:

1. Quot pro quo” harassment, where submission to harassment is used as the basis for employment decisions. Employee benefits such as promotions, better working hours, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promises an employee a raise if she goes on a date with him as long as he tells her that she will fire him if she does not have sex with her.

2. Hostile work environment,” where the harassment creates an offensive and unpleasant work environment for the person complained against.

Hostile work environment harassment consists by virtue of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar, lewd comments or jokes, or unwanted touching or fondling all fall into this category.

For further information please refer to the EEOC’s website at www.eeoc.gov or call the EEOC Public Affair’s Distribution Center at 800-669-3362 (voice), 800-336-3000 (TTY). Sexual orientation harassment: Sexual harassment includes harassment based on sexual orientation. Sexual orientation harassment is unwanted sexual conduct that is directed at an individual because of his/her sexual orientation and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

Romantic/sexual relationships between superior and subordinate: Substantial relationships are involved when the personal, romantic, or sexual relationships where a power differential exists between the involved parties.

The respect and trust academically faculty member or other employee by a student, as well as the power exercised by faculty in giving grades.

Formal Complaints by Students and Employees

a. A formal complaint of sexual harassment must include the name of the person who is making the complaint specifying the incident(s) of sexual harassment. The statement may be prepared by the complainant or by an advisor as a record of the complaint. It may be addressed to the Campus Director or other manager who will immediately report such complaint to an Executive Vice President or President and the Human Resource Director or Corporate Counsel. The Human Resource Director and/or Corporate Counsel, with the assistance of the Campus Director or other manager will formally investigate the complaint and present the findings and recommendations to an Executive Vice President or President.

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

1. The person who is first contacted, after initial discussions with the complainant, will inform the College specifying the individuals involved. Rasmussen will decide whether the circumstances reported in the complaint warrant a formal investigation or an informal inquiry.

2. If the circumstances warrant an investigation, Rasmussen will inform the person complained against of the name of the person making the complaint as well as the substance of the complaint. The person complained against will then limit the investigation to what is necessary to resolve the complaint or make a recommendation. It is not necessary for the College to speak to any people other than those involved in the complaint. They will do so only after informing the complaining person and the person complained against.

Rasmussen College cannot override fines incurred at other libraries for Interlibrary Loan items lost or returned late.

Library fees are assessed through the Department of Student Financial Services. Rasmussen reserves the right to charge fees for the settlement of any amount due to the College.

Academic Information and College Policies

Rasmussen College cannot override fines incurred at other libraries for Interlibrary Loan items lost or returned late.
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, to investigate the complaint and make its recommendations within 60 days from the time the formal investigation is initiated.

5. If a formal complaint has been proceded by an informal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.

6. After an investigation of the complaint the College will:
   a. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that harassment has occurred and report its findings and the resolution to an Executive Vice President or President; or
   b. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President; or
   c. Report to an Executive Vice President or President 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.

2. The prompt assistance of campus management in preserving, for a period of at least 60 days after the incident, any evidence the victim may possess or control to prevent its destruction or disappearance.

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

4. Notice to a sexual assault victim of the outcome of any college 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 request of the victim, in notifying the appropriate law enforcement officials of a sexual assault incident.

6. A sexual assault victim’s participation in and the attendance at the proceeding of the complainant’s attorney or other support person at any college or college facility disciplinary proceeding concerning a sexual assault complaint.

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

8. The assistance of campus and/or 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 another campus.

9. Further information can be obtained from either of the following sources:
   a. Minnesota Department of Human Rights
   b. The College
   190 E 5th Street, Suite 700
   St. Paul, MN 55101
   1-800-657-3704 • (651) 256-6500
   http://www.humanrights.state.mn.us/
   Office of Justice Programs
   (651) 201-7310 • (600) 247-0390
   Website: www.opi.state.mn.us

Fact sheets associated with unlawful use, possession, distribution of illicit drugs and alcohol may be obtained from:
   a. The College Director or the Human Resources Department
   b. Rasmussen College considers these fact sheets an integral part of the Drug-Free College and Workplace Policy.

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 college property or corporate offices while under the influence of intoxicants, drugs or any other controlled substances.

2. The use, manufacturing, furnishing, possession, nondrug 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 housing.

Rasmussen College has the right to:

1. Discipline employees, including dismissal, for felony convictions regarding 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 1988 and the 2332b(g)(5)(B) and 2331 of title 18, U.S. Code.

We recommend that any person observing any of the above changes in someone who appears to be under the influence of drugs and alcohol call 911 or go to the nearest hospital emergency room for professional help. It is illegal to sell alcohol to anyone under 21 years of age. A person cannot have a blood alcohol concentration of 0.08 or over in a vehicle and operate the vehicle. A person under 21 cannot purchase or consume any alcohol.

Students and Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to the College or on its campus, parking areas, anywhere within the building(s), or while participating in College-related activities. Students and Employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of employment.

As a condition of employment, employees must answer questions of this policy or the College will take one or more of the following actions within 30 days with respect to any employee who violates this policy:

1. Reporting the violation to law enforcement officials.

2. Taking appropriate disciplinary action against such employee, up to and including expulsion or termination of employment.

3. Requiring such employee to participate in a substance use disorder rehabilitation program approved for such purposes by a federal, state, local, health, law enforcement, or other appropriate agency.

In compliance with the law, this institution will make a good faith effort to maintain a drug- and alcohol-free college and work place through implementation of the preceding policy and will establish and maintain a drug- and alcohol-free awareness program.

Family Educational Rights and Privacy Act (FERPA)

Rasmussen College is a participant in the Family Educational Rights and Privacy Act (FERPA) and takes its responsibilities under the Act seriously.

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

1. The right to inspect and review the student’s education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar, business office, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make a determination as to whether the student has the right to access to the record and if appropriate, permit such access.

2. The right to request the amendment of the student’s educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend that record if they believe it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of its decision and advise the student of his or her right to a hearing regarding the requested 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 is 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 unit personnel and other such laws) with whom the institution has had a prior relationship and with whom the institution has contracted (such as an attorney, auditor, or collector); or a person performing an audit or other working with the institution; or a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

4. The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student’s education records to the Attorney General of the United States or to the: student’s or parent’s 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 previous paragraph, it is not required to notify the student of the disclosure of this information.

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

a. Grand Jury Subpoenas – The institution may disclose education records to the entity or person designated as state’s or federal grand jury subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution’s response.
Academic Information and College Policies

6. The right to disclose – without the written consent or knowledge of the student or parent – information in education records to “appropriate parties” in connection with a complaint under the FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office. U.S. Department of Education, 400 Maryland Avenue, SW. Washington, DC 20202-4605.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office. U.S. Department of Education, 400 Maryland Avenue, SW. Washington, DC 20202-4605.

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

Directory Information
Directory information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The school requires that such requests be made in writing to the Campus Director within fifteen (15) days after the student starts classes. Directory Information includes: Student’s name, date of birth, address(es); course of study; extracurricular activities; degrees and/or awards received; last school attended; dean’s list or equivalent; attendance status (full-time, part-time); and dates of attendance (the period of time a student attended Rasmussen College not to include specific current or former student’s records). Students may request the release of Directory Information to non-school officials with legitimate educational interests and others as outlined above. To do so, a student must make the request in writing to the Business Office. Once granted, the permanent part of the student’s record until the student instructs the institution, in writing, to have the information removed.

Grievance Procedure
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 mean ten days. Students are assured that no adverse action will be taken by the College or any of its representatives for registering a grievance.

Arbitration (Not applicable to North Dakota residents.)
Any controversy or claim arising out of, or relating to a current or former student’s recruitment by, enrollment in, or education at Rasmussen College (“Controversy or Claim”), shall be resolved in accordance with the procedures in the Grievance Policy published in the 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 take place in the state for which the controversy or claim is not otherwise resolved in accordance with the procedures in the Grievance Policy published in the current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state laws on arbitration. Judgment on the arbitrator’s decision by the arbitrator may be entered in any court having jurisdiction thereof.

State Contact Information for Student Complaints *

ALABAMA
Alabama Commission on Higher Education
P.O. Box 20200
Montgomery, AL 36102-2000
http://www.acche.com/complaintform.aspx

ARIZONA
Arizona State Board for Private Postsecondary Education
1400 W. Washington Street, Room 260
Phoenix, AZ 85007
azsbo.state.az.us/student_info/compliance.asp

ARKANSAS
Arkansas Higher Education Coordinating Board
Arkansas Department of Higher Education
114 East Capitol Ave
Little Rock, AR 72201
adhe_info@adhe.edu
http://www.adhe.edu/SiteCollectionDocuments/ AcademicAffairs.Division/ICA%20Rule%20 and%20Regulations/APPEX%201.pdf
Arkansas Office of Private Career Education
501 Woodland, Suite 3125
Little Rock, AR 72201
sbcpe@education.arkansas.gov
http://www.sbcpe.org/complaint_process.html

CALIFORNIA
California Bureau of Private Postsecondary Education
P.O. Box 980818
Sacramento, CA 95820-0818
bbpe@idca.ca.gov

COLORADO
Colorado Department of Higher Education
1550 Broadway, Suite 1600
Denver, Colorado 80202
http://highered.colorado.gov/Academics/ Complaints/default.html

CONNECTICUT
Connecticut Department of Higher Education
61 Woodland Street
Hartford, CT 06105-2256
info@ctdoe.org
http://www.cook.ct.gov/DOE/Consumer
Connecticut Department of Consumer Protection
165 Capitol Avenue, Room 100
Hartford CT 06106
trade.practice.committee@ct.gov
Consumer Complaint Hotline: (800) 842-6249

DELAWARE
Delaware Higher Education Office
Carvel State Office Building, 5th Floor
820 N. French Street
Wilmington, DE 19801-3509
dhe@doe.k12.de.us

Delaware-Attorney General
6th Floor, 920 N. Market Street
Wilmington, DE 19801-1801
Delaware Attorney General
http://www.delaware.gov/privatelawyers/766-06106
Consumer Protection Section

DISTRICT OF COLUMBIA
District of Columbia Office of the State Superintendent of Education, Education Licensure Commission
8th Floor, First Street NE
Washington, DC 20002

FLORIDA
Florida Commission on Independent Education
325 W. Gaines Street, Suite 1414
Tallahassee, FL 32399-2000
Commissioner@fldoe.org
http://www.fldoe.org/c/e/complaint.asp
ACADEMIC INFORMATION AND COLLEGE POLICIES

RHODE ISLAND
Rhode Island Board of Governors for Higher Education
Shepard Building
80 Washington Street
Providence, RI 02903
http://www.riag.state.ri.us/documents/consumer/ConsumerComplaintForm.pdf

SOUTH CAROLINA
South Carolina Commission on Higher Education
1533 Main Street, Suite 200
Columbia, SC 29201
http://www.cche.sc.gov/AcademicAffairs/License/Complaint_procedures_and_form.pdf

SOUTH DAKOTA
South Dakota Board of Regents
306 E. Capitol Ave, Suite 200
Pierre, SD 57501-2545
South Dakota Office of Attorney General
1333 Main Street, Suite 200
Pierre, SD 57501-2545
http://www.schev.edu/forms/

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

A copy of the consortium agreement is kept on file at each campus. Students have the right to review and acknowledge the agreement prior to taking courses at other campuses.

TUITION
All new and re-entering students as of January 2012:

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Texas Workforce Commission</td>
<td>$395 per credit</td>
</tr>
<tr>
<td>Career Schools and Colleges - Room 226-T</td>
<td></td>
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<tr>
<td>101 East 5th Street</td>
<td></td>
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<tr>
<td>Austin, Texas 7876-0001</td>
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<tr>
<td><a href="http://www.twc.state.tx/ovcs/proschools/ps/40a.pdf">http://www.twc.state.tx/ovcs/proschools/ps/40a.pdf</a></td>
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<tr>
<td>Texas Higher Education Coordinating Board</td>
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<tr>
<td>1200 E. Anderson Lane</td>
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<tr>
<td>Austin, Texas 7875</td>
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<tr>
<td>Office of the General Consumer Protection</td>
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<tr>
<td>Division</td>
<td></td>
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<tr>
<td>PO Box 12548</td>
<td></td>
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<tr>
<td>Austin, TX 7871-2548</td>
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<tr>
<td><a href="https://www.taag.state.tx.us/consumer/ComplaintForm.pdf">https://www.taag.state.tx.us/consumer/ComplaintForm.pdf</a></td>
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<tr>
<td>Utah Division of Consumer Protection</td>
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<tr>
<td>180 East 300 South</td>
<td></td>
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<tr>
<td>Salt Lake City, Utah 84111</td>
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<tr>
<td><a href="http://consumerprotection.utah.gov/">http://consumerprotection.utah.gov/</a></td>
<td></td>
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<tr>
<td>index.html</td>
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<tr>
<td>Vermont</td>
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<td>Vermont Department of Education</td>
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<td>State of Education</td>
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<td>Vermont Department of Education</td>
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<tr>
<td>120 State Street</td>
<td></td>
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<tr>
<td>Montpelier, VT 05620-2501</td>
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<tr>
<td>Attorney General's Office</td>
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<tr>
<td>109 State Street</td>
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<tr>
<td>Montpelier, VT 05630-1001</td>
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<tr>
<td>Virginia</td>
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<tr>
<td>State Council of Higher Education for Virginia</td>
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<tr>
<td>101N, 14TH ST</td>
<td></td>
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<tr>
<td>James Monroe Building</td>
<td></td>
</tr>
<tr>
<td>Richmond, VA 23219</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:communications@schve.edu">communications@schve.edu</a></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.schve.edu/forms/">http://www.schve.edu/forms/</a></td>
<td></td>
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<tr>
<td>StudentComplaintInformation.pdf</td>
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<tr>
<td>Wisconsin</td>
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<tr>
<td>Wisconsin Educational Approval Board</td>
<td></td>
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<tr>
<td>201 West Washington Ave., 3rd Floor</td>
<td></td>
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<tr>
<td>Madison, WI 53703</td>
<td></td>
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<tr>
<td><a href="mailto:nlabmail@eab.state.wi.us">nlabmail@eab.state.wi.us</a></td>
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<tr>
<td><a href="http://eab.state.wi.us/resources/complaint.asp">http://eab.state.wi.us/resources/complaint.asp</a></td>
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<tr>
<td>Wyoming</td>
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<tr>
<td>Wyoming Department of Education</td>
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<tr>
<td>2300 Capitol Avenue</td>
<td></td>
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<tr>
<td>Hathaway Building, 2nd Floor</td>
<td></td>
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<tr>
<td>Cheyenne, WY 82002-0050</td>
<td></td>
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<tr>
<td>Attorney General's Office</td>
<td></td>
</tr>
<tr>
<td>123 Capitol Building</td>
<td></td>
</tr>
<tr>
<td>200 W. 24th Street</td>
<td></td>
</tr>
<tr>
<td>Cheyenne, WY 82002</td>
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<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition Rate</th>
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<tbody>
<tr>
<td>Medical Office Assistant</td>
<td>$310 per credit</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>$310 per credit</td>
</tr>
<tr>
<td>Professional Nursing</td>
<td>$395 per credit</td>
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<tr>
<td>There is a required course materials fee of $100 per course.</td>
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<tr>
<td>Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course materials fee of $100 for every course over four courses.</td>
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<tr>
<td>Continuously enrolled students in certificate, diploma and associate programs will not be subject to a tuition increase for two years from the time they begin their program of study. Continuously enrolled students in bachelor programs will not be subject to tuition increase for four years from the time they begin their program of study.</td>
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<tr>
<td>Individual Progress students will be charged $395 per credit, plus the cost of books and other fees.</td>
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</tr>
<tr>
<td>Students not enrolled in an eligible program who elect to take courses without earning college credit are charged $275 per credit hour, plus the cost of books and other fees. This non-credit option is not available for courses beginning with a “CC” “NM” “NU” “PN” “PT” “ST” “ML” and “W”. Students who elect to complete courses on a non-credit basis are not guaranteed full technology access, every effort will be made to provide technology resources. Transcripts denote a “ZP” upon completion of the course. Students may choose to convert the “ZP” to a letter grade and earn credit for an additional cost of $75 per credit hour.</td>
<td></td>
</tr>
</tbody>
</table>

WASHINGTON
Washington Higher Education Coordinating Board
901 Lakeridge Way
PO Box 45305
Olympia, WA 98504-3430
http://www.hesc.wa.edu/achieves/daa/ConsumerInformation.asp

Washington Workforce Training and Education Coordinating Board
128 10th Avenue SW, PO Box 43105
Olympia, WA 98504-3305
workforce@wbt.wa.gov
http://www.wbt.wa.gov/PSC_Complaints.asp

Washington State Office of the Attorney General
125 Washington Street SE, PO Box 40100
Olympia, WA 98504-0000
http://fortress.wa.gov/atg/formhandlers/ag/ContactForm.aspx?subject=Consumer%30Protection(email)

WEST VIRGINIA
West Virginia Higher Education Policy Commission
1018 Kanawha Blvd E., Ste 700
Charleston, WV 25301-2800
Community and Technical College System of West Virginia
1018 Kanawha Blvd E., Ste. 700
Charleston WV 25301
West Virginia Office of the Attorney General
125 Washington Street SE, PO Box 40100
Olympia, WA 98504-0000
http://fortress.wa.gov/atg/formhandlers/ag/ComplaintForm.asp (complaint form)

Refunds
The State of North Dakota Cancellation, Termination, Refund Policy
(Bismarck Campus and Fargo Site students)
Rasmussen College shall refund tuition and other charges when written notice of cancellation is given by the student, in accordance with the following schedule:

- When notice is received prior to or within seven days after completion of the first day of instruction, all tuition and other charges must be refunded to the student.
- When notice is received prior to or within thirty days after completion of the first day of instruction, or prior to the completion of one-fourth of the educational services, all tuition and other charges except twenty-five percent thereof must be refunded to the student.
- When notice is received upon or after completion of one-fourth of the educational services, but prior to the completion of one-half of the educational services, all tuition and other charges except fifty percent thereof must be refunded to the student.
- When notice is received upon or after the completion of fifty percent of the educational services, no tuition or other charges may be refunded to the student.
- Student refunds are made within 45 days of the date of determination of withdrawal if the student does not provide the school with notice of withdrawal.
- The refund policy is not linked to compliance with the College’s regulations or rules of conduct.
- The provisions of this section do not prejudice the right of any student to recovery in an action against any postsecondary educational institution for breach of contract or fraud.

Refund of Book and Supply Costs
(Bismarck Campus and Fargo Site students)
The cost of books and supplies is included in tuition. Students are welcome to return books and supplies within 30 days of the date of withdrawal for consideration of a refund.

If books and supplies are not returned unused or in a condition such that they can be returned to the supplier, the student will be assessed $100 per course for those books and supplies.

The State of Minnesota Cancellation, Termination, Refund Policy
(Moorhead Site students)
If a student is cancelled or terminated, for whatever reason, the following apply:

- Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. A student in any term who withdraws from the College must give written notice to the College. Date of withdrawal is the last day of recorded attendance.
- The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the cases where the notice is hand carried, it shall occur on the date the notice is delivered to the College.
- Notwithstanding anything to the contrary, if a student 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 shall be assessed a fee of $100 per course for those books and supplies.
- All prepaid tuition is refundable.
Cancellation, Termination, Refund Policy

(Alabama Resident Students Only)

Students may cancel enrollment at any time. Cancellation shall be made in the following manner:

1. If a cancellation occurs within sixty (60) days of the enrollment date, all money paid by the prospective student shall be refunded.

2. If a cancellation occurs after sixty (60) days of the enrollment date, all money paid by the prospective student shall be refunded, except the registration fee.

3. If a cancellation occurs after classes begin or after shipment of course materials, a pro rata refund will be made of all unearned prepaid tuition, fees and other charges shall be refunded in the manner set forth in subsection (30) of the state law.

4. Refunds of any remaining refund monies will then be applied to the quarter in which he or she returns to Rasmussen College until all outstanding financial obligations are satisfied.

Alabama Residents: School of Education

Alabama Residents: Contact the Teacher Education Program and the School of Education as a result of economic or academic fraud as defined in the Code of Alabama §16-46-17(1) and (6) (1975).

Retirement of Title IV Funds Policy

If a student with an extenuating situation and that the professional therapist/physician believes the student is able to return to Rasmussen College. The student will receive a grade of WX.

Students in good standing who withdraw under circumstances beyond the student’s control, will be treated as a drop/withdrawal for federal and state financial aid programs. The student will receive a grade of WX.

Military Leave and Refund

Rasmussen College supports its students who are also members of the armed forces. Military service members who are given official orders to change their state or federal orders, as well as their spouses, who cannot complete the academic quarter due to the deployment may withdraw without penalty from any or all courses in which they are enrolled, even if the established deadline for withdrawal has passed. These students are entitled to a full refund of tuition and mandatory fees for the term, subject to applicable state and federal aid programs and allocation or refund as required under those programs. The student will receive a grade of WX. Any refunds will be calculated according to federal guidelines, and any remaining balance will be returned in accordance with the student’s Excess Funds Form (completed upon enrollment).

The letter explains the type and amount of fund that is being requested.

Any remaining refund monies will then be applied to the quarter in which he or she returns to Rasmussen College.

Involuntary Medical Withdrawal Appeal Process

A student who is placed on an Involuntary Medical withdrawal may appeal the decision to the College President within three (3) business days (excluding weekends and federal and state holidays) of the decision. The appeal should be made in writing and should set forth the basis for the appeal. The College President or designee has (3) business days to receive the appeal (excluding weekends and federal holidays). The College President or designee may extend the time limits set forth above as necessary. While the appeal is pending, the original decision of Campus Administration will stand.

When a Student Wants to Return After an Involuntary Medical Withdrawal

- re-enrollment will require a completed re-enrollment application from the student along with a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the professional therapist/ physician believes the student is able to return to Rasmussen College.

Students must be cleared by all of the following once the re-enrollment application is received:

- Dean, Student Financial Services Office and Campus Director.

Federal Distribution of Funds Policy

Once the refund liability for a particular student has been determined under Title IV, the refund shall be distributed back to the various programs in the following manner:

- All refund monies shall first be applied to reduce the student’s Federal Pell Grant award.
- Any remaining refund monies will then be applied to reduce the student’s Federal Subsidized Stafford, Federal Direct Subsidized Stafford, and Federal Direct PLUS loans received on behalf of the student.
- Other Federal SFA Programs authorized by Title IV Higher Education Act.

Non Federal Refund Distribution Policy

If the disbursement is made by the Florida State Assistance Grant (FSAG) while the student is enrolled, no refund will be due. If the disbursement is made while the student is no longer in attendance, a full refund to the FSAG program is due. A student must be attempting a minimum of six credits per quarter to be eligible to receive Federal Pell Grant funds.

If a student with an extenuating situation and that the professional therapist/physician believes the student is able to return to Rasmussen College. The student will receive a grade of WX. Students must be cleared by all of the following once the re-enrollment application is received:

- Dean, Student Financial Services Office and Campus Director.

Policy Regarding Grades in the Event of a Medical Leave of Absence or Medical Withdrawal

If a student takes Medical Leave or a Medical Withdrawal on or before the close of the drop/add period the course(s) will be dropped without being recorded on the student’s transcript and tuition will not be charged.

A grade of “WX” will be recorded for each course for which a student was enrolled if the student takes Medical Leave or Medical Withdrawal from the College at any time during the academic year.

NOTE: Official transcripts will not be released by Rasmussen College until all outstanding financial obligations have been met.

The usual rules for transferring credit to Rasmussen College for courses taken elsewhere while on leave may apply. Academic work done by the student while on Medical Leave or while on Medical Withdrawal from the College.

All academic probation, warnings and dismissals take precedence over any Medical Leaves or Medical Withdrawals. If a student is already on probation or is placed on probation while on leave, the conditions of his or her probation are continued to the quarter in which he or she returns to the College.
For Minnesota Campuses

Refunds for state aid programs are calculated on a proportional basis. To calculate the minimum refund due to the Minnesota State Grant Program, the SELF Loan Program, and other Minnesota State Aid Programs (with the exception of the State Work Study Program), the following formula is used:

Amount of funds (financial aid and cash) applied to institutional charges (including post-withdrawal disbursements of Title IV aid applied to institutional charges) less:

Amount of institutional charges that the student can retain per our state mandated refund policy less:

Amount of Institutional Share of the Title IV Refund

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

These ratios are then multiplied against the remaining refund due to the State Aid Programs to determine the proportional minimum refund due to both the State Grant and SELF Programs.

If the student received funds from other State Aid Programs, those refunds would be calculated in the same manner.

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

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

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

For North Dakota Campuses

If the disbursement is made of the North Dakota State Grant while the student is enrolled full-time, no refund is due. If the disbursement is made while the student is no longer in attendance, a full refund to the North Dakota State Grant program is due.

For Illinois 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 pro rata basis computed to the date of discontinuance of training.

ACCREDITATION, LICENSING, APPROVALS AND OWNERSHIP

Rasmussen College is accredited by the Higher Learning Commission and a member of the North Central Association.

The College is approved by the Minnesota State Grant Program, the Minnesota State Loan Program, the Minnesota State Authorization Network, the State of Wisconsin’s Office of Superintendent of Public Instruction (OSPI) and the State of Illinois’ Office of Student Assistance Programs.

The Health Information Technician Associate Degree program is accredited by the Brooklinn Park/Magle Grove, Bloomington, Eagan, Lake Elmo/ Woodbury, Mankato, and St Cloud Campuses in Minnesota

- the Aurora/Kaperveil and Rockford Campuses in Illinois

- the Green Bay Campus in Wisconsin – and the Rasmussen College Online Program.

The Surgical Technologist AAS program at the Fort Meyers, Ocala and New Port Richay 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, 7777策略s Sweden Pike, Suite 314 North Falls Church, VA 22243 (703) 917-9503

The Surgical Technology Associate Degree program at the St. Cloud, Waseca campuses in Minnesota are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahp.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

- Commission on Accreditation of Allied Health Education Programs (CAAHHEP), 5555 Park Street Clearwater, FL 33755 (727) 216-2350 www.caahep.org

The Medical Laboratory Technician program at the Green Bay, Lake Elmo/ Woodbury, Mankato,

- Moorhead and St. Cloud campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 E River Road, Rosemount, MN 55068. (713) 744-8880

- National Accrediting Agency for Clinical Laboratory Sciences 5600 E River Road Rosemount, MN 55068-1116

(713) 744-8880

- Fax: (713) 744-8888

Programs or courses not listed above are not programaccredited.

Registration

Rasmussen College is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 13B.51 to 13B.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.


Rasmussen College is registered with the Iowa College Student Aid Commission.

- Iowa College Student Aid Commission PO Box 8939 Madison, WI 53708-8935 (608) 296-2152

- State of Wisconsin Educational Approval Board Madison, WI 53703 (608) 296-1996

The State of Wisconsin Educational Approval Board has approved all of Rasmussen College’s programs except the Law Enforcement AAS degree and certificates.

The Arkansas Higher Education Coordinating Board has certified Rasmussen College to offer the following degree programs by distance technology to 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).


The 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 implemented by the State and institutional and program certification as defined in Arkansas Code 6-1301.

Authorization

- Bismarck campus and Fargo site

- North Dakota State Board of Education and Technical Education State Capitol, 15th Floor. 600 East Boulevard Avenue, Dept. 270 Bismarck, ND 58505-0610 (701) 328-3180

Approved For:

- Veterans’ Benefits by the North Dakota State Approving Agency

- Veterans’ Benefits by the Minnesota State Approving Agency

- Minnesota Board of Nursing

ACADEMIC INFORMATION AND COLLEGE POLICIES

RASMUSSEN COLLEGE NORTH DAKOTA

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 campus crime prevention strategies, Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/ drug abuse.

State of Ownership

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

Corporate Officers:

- Michael Locke, Chairman, President, Chief Executive Officer, Secretary

- Patrick D. Branham, Chief Financial Officer, Treasurer

- Michael J. Malee, Vice President

Limitations

This catalog was prepared using information current at the time of publishing; however all information contained herein is subject to change without notice at the discretion of the College. This includes but is not limited to the following: admission and graduation requirements, academic calendar, course descriptions and content, course offerings, online course and programs, and statement of tuition and fees. For current calendars, students should refer to a copy of the schedule of classes for the term in which they are attending. Course offerings are intended as a general indication of Rasmussen College’s curricula. Courses and programs are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary. Students who maintain continuous enrollment will be able to complete their program at Rasmussen College even if the program is discontinued. Rasmussen College reserves the right to cancel any class because of under-enrollment or availability of selected faculty and to add or to delete certain courses, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and book prices.

Many employers’ certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impair one’s eligibility to sit for these exams or to secure employment in one’s chosen career field.

Pharmacy Technician students convicted of non-drug related felonies may not be eligible to sit for the Pharmacy Technician Certification Board (FTCB) exam. Pharmacy Technician students convicted of drug: or pharmacy-related felonies AN NOT ELIGIBLE to sit for the 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. 

Rasmussen College with a copy of their required first aid certification (such as a copy of their first responder card) for inclusion in the student’s file at Rasmussen College. Some skills training providers may require additional academic coursework. Skills training cannot be completed online.

Rasmussen College reserves the right to deny admission to applicants whose total credentials may not meet the needs 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.

Students seeking professional peace officer licenses in Minnesota must complete the required Law Enforcement coursework at Rasmussen College or transfer in the equivalent.
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MINNESOTA

BLAINE
3629 95th Avenue NE
Blaine, MN 55404
651-687-9000

BLOOMINGTON
4400 West 76th Street
Bloomington, MN 55435
952-545-2000

BROOKLYN PARK/MAPLE GROVE
8301 93rd Avenue North
Brooklyn Park, MN 55445
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
8585 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

BISMARK
1701 East Century Avenue
Bismarck, ND 58503
701-530-8600

FARGO
4012 19th Avenue SW
Fargo, ND 58103
701-277-3889

GREEN BAY
904 South Taylor Street
Green Bay, WI 54303
920-593-8400

WAUSAU
1101 Westwood Drive
Wausau, WI 54401
715-841-8000

WASHINGTON/GRAND FORKS
330 10th Avenue North
Grand Forks, ND 58203
701-780-5332

ILLINOIS

AURORA/NAPERVILLE
2363 Sequoia Drive
Aurora, IL 60506
630-888-3500

MOKENA/TINLEY PARK
8650 West Spring Lake Road
Mokena, IL 60448
815-534-3300

ROCKFORD
6000 East State Street
Rockford, IL 61109
815-335-4700

ROMEOVILLE/JOLIET
1400 West Normantown Road
Romeoville, IL 60446
815-306-2600

NEOPORT RICHEY/WEST PASCO
8651 Citizens Drive
New Port Richey, FL 34654
727-942-0069

OCALA SCHOOLS OF NURSING
2100 SW 22nd Place
Ocala, FL 34471
352-629-1941

OCALA
4755 SW 48th Court
Ocala, FL 34474
352-629-1941

FORT MYERS/NAPLES
2363 Sequoia Drive
Ft Myers, FL 33906
239-477-2100

LAND O’LAKES/EAST PASCO
1800 Antibiotics Boulevard
Land O’Lakes, FL 33558
813-435-3601

NEW PORT RICHEY/WEST PASCO
8651 Citizens Drive
New Port Richey, FL 34654
727-942-0069

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 Oak Boulevard
Tampa, FL 33610
813-960-7600

FLORIDA

FORT MYERS
9160 Forum Corporate Pkwy. W
Fort Myers, FL 33905
239-477-2100

WAUSAU
1101 Westwood Drive
Wausau, WI 54401
715-841-8000

WISCONSIN

APPLETON
3500 3500 East Destination Drive
Appleton, WI 54915
920-750-5900

GREEN BAY
904 South Taylor Street
Green Bay, WI 54303
920-593-8400

WAUSAU
1101 Westwood Drive
Wausau, WI 54401
715-841-8000

ONLINE

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4042 Park Oak Boulevard
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