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, the College is committed to preparing students to be active, productive and successful contributors to a global community.

PURPOSE

To accomplish our mission, Rasmussen College has 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 residential and online, engage in an active assessment program that evaluates student learning, effective teaching, and institutional progress. The information gathered assists the College as it formulates long and short-range plans, anticipates challenges, and strives to meet the goals of the institution.
BOARD OF DIRECTORS

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– Chairman, Rasmussen, Inc.
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– President, Rasmussen College

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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 Paperwork
- 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.
  – 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.

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.
### PRIMARY SOURCES OF FINANCIAL AID AND HOW TO APPLY

Each campus has a professionally staffed Student Financial Services Office designed to help you apply for federal, state, and private assistance. The primary purpose of financial aid is to help students who otherwise would not be able to attend a post-secondary institution to meet the cost of higher education. The basic responsibility for financing your education lies with you and your family. Aid is based upon documented financial need — the difference between the cost of college and your ability to pay for it. Potential costs include books, tuition, supplies, room and board, transportation, living expenses, and child care costs.

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

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gift Aid</td>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$555 - $5,550</td>
</tr>
<tr>
<td></td>
<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>
</tr>
<tr>
<td></td>
<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>$1,200</td>
</tr>
<tr>
<td></td>
<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>
</tr>
<tr>
<td>Employment</td>
<td>Federal Work Study</td>
<td>Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.</td>
<td>Varies</td>
</tr>
<tr>
<td></td>
<td>MN State Work Study*</td>
<td>Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.</td>
<td>Varies</td>
</tr>
<tr>
<td>Federal Loan Programs</td>
<td>Federal Subsidized Stafford Loan Program</td>
<td>Payment deferred until six months after student leaves college or attains less than half time. Need-based calculation.</td>
<td>1st Year - $3,500, 2nd Year - $4,500, 3rd Year+ - $5,500</td>
</tr>
<tr>
<td></td>
<td>Federal Unsubsidized Stafford Loan Program</td>
<td>Principal and interest may be deferred until after student leaves college or attends less than half time.</td>
<td>Same as subsidized limits with additional $2,000 for Dependent. Independent: 1st &amp; 2nd Year $6,000, 3rd Year &amp; above $7,000.</td>
</tr>
<tr>
<td></td>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>For credit-worthy parents of dependent undergraduates.</td>
<td>Up to college cost of attendance.</td>
</tr>
<tr>
<td>Veterans’ Benefits</td>
<td>Veterans’ Benefits</td>
<td>Veterans and dependents of veterans, including Guard and Reserve Component.</td>
<td>Monthly benefit based on service contributions</td>
</tr>
<tr>
<td>Minnesota State Loan Programs*</td>
<td>Student Educational Loan Fund (SELF)*</td>
<td>Supplemental, variable interest rate loan, allows deferment of principal while in college, requires credit-worthy co-signer.</td>
<td>$7,500 per grade level</td>
</tr>
</tbody>
</table>

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

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

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

Grade Point Achievement Scholarships
If you are like most students, you don’t have a pile of cash lying around to pay for college. So you’ll be glad to know that, based on your high school cumulative GPA, Rasmussen College offers scholarship opportunities of up to $10,000 for incoming first-year students. Following is a quick look at the available Grade Point Achievement scholarships. Ask your Program Manager for all the details and an application form.

Grade point average is based upon a 4.0 scale. Other grade point scales will be converted to a 4.0 scale to determine award. Eligibility guidelines for the Grade Point Achievement Scholarships are as follows:

• Eligible students must be current-year graduating high school seniors.
• Students must apply for and begin classes during the summer quarter, early fall quarter or fall quarter immediately following their graduation from high school.
• Award amounts are determined upon receipt of the student’s official final transcript from high school.
• All recipients will be notified of the award in writing and all funds are paid directly to the College. Award amounts for Associate Degree students are prorated equally among the student’s first five quarters of attendance. Award amounts for Bachelor Degree students are prorated equally among the student’s first 10 quarters of attendance. Award amounts for Certificate Program students are prorated and will then be divided over three quarters. Award amounts for Diploma Program students are prorated and will be divided over four quarters. For example, a Diploma Gold Circle award recipient who applied between January 30 and April 30 would receive $2,000 divided by five, or $400 a quarter for four quarters or a total of $1,600.
• Student must carry a minimum of nine credits per full quarter or seven for a mid-start term, maintain satisfactory academic progress, and not be on Academic Warning/Probation, or the award is forfeited from that point forward.
• Awards are forfeited if attendance is discontinued or interrupted for Associate Degree seeking students. Bachelor’s Degree seeking students may interrupt attendance a maximum of two instances, with each instance no more than one quarter and not more than once in any one calendar year.

<table>
<thead>
<tr>
<th>If your cumulative Grade Point Average upon graduation is between:</th>
<th>You will receive the following Scholarship:</th>
<th>If you apply for admission prior to January 30, your award is:</th>
<th>If you apply for admission between January 30, and April 30, your award is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.00 – 2.74</td>
<td>Success Award</td>
<td>Associates $1,000</td>
<td>$600</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $2,000</td>
<td>$1,200</td>
</tr>
<tr>
<td>2.75 – 2.99</td>
<td>Achievement Award</td>
<td>Associates $1,500</td>
<td>$1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $3,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>3.00 – 3.24</td>
<td>Silver Circle Award</td>
<td>Associates $2,000</td>
<td>$1,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $4,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>3.25 – 3.49</td>
<td>Gold Circle Award</td>
<td>Associates $2,500</td>
<td>$2,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $5,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>3.50 – 3.74</td>
<td>Platinum Circle Award</td>
<td>Associates $3,000</td>
<td>$2,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $6,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>3.75 – 3.99</td>
<td>Director’s Award</td>
<td>Associates $4,000</td>
<td>$3,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $8,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>4.00</td>
<td>President’s Award</td>
<td>Associates $5,000</td>
<td>$4,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $10,000</td>
<td>$8,000</td>
</tr>
</tbody>
</table>

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.

Corporate Discount
Some companies receive a tuition discount 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:

• Grade Point Achievement Scholarship
• Early Honors Program
• 10% Military Discount
• Corporate Discount

Recipients of the 110th Anniversary Scholarships are eligible to receive another scholarship (such as the High School GPA Scholarship) for a total of two scholarship fund sources.
ACCOUNTING BS Degree

BS 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; and operate effectively within a continually changing environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, leadership, and 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
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math (Required course) 4
G233  College Algebra
Natural Sciences (Select 1 course) 4
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

See page 42 for General Education Course Selections.

UNRESTRICTED ELECTIVE CREDITS 20

Major and Core 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
D181  Excel 3
E242  Career Development 2

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
B340  Business Law II 4
B351  Management of Information Systems 4
B444  Statistics for Managers 4
B460  Strategic Management 4

Total Degree Credit Hours
Total lower division general education credits 32
Total upper division general education credits 24
Total lower division major/core credits 40
Unrestricted elective credits 20
Total upper division major/core credits 64

TOTAL BS DEGREE CREDITS 180 *

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 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 STEP 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 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.
ACCOUNTING AAS Degree

Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
</tr>
</tbody>
</table>

General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B232</td>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>G203</td>
<td>Macroeconomics</td>
<td>8</td>
</tr>
<tr>
<td>G204</td>
<td>Microeconomics</td>
<td>8</td>
</tr>
</tbody>
</table>

Total general education credits 32

See page 42 for General Education Course Selections.

Major and Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A140</td>
<td>Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>A141</td>
<td>Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>A177</td>
<td>Payroll Accounting</td>
<td>4</td>
</tr>
<tr>
<td>A269</td>
<td>Income Tax</td>
<td>4</td>
</tr>
<tr>
<td>A276</td>
<td>Financial Investigation</td>
<td>4</td>
</tr>
<tr>
<td>A280</td>
<td>Accounting Capstone</td>
<td>2</td>
</tr>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B232</td>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B234</td>
<td>Business Law</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>
<td>4</td>
</tr>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>D181</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>D279</td>
<td>Computer Focused Principles</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>F108</td>
<td>Financial Markets and Institutions</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL AAS DEGREE CREDITS 93 *

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.

- Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.

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

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

AAS 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 critical thinking, communication, diverse perspectives, technology and information literacy, and the ability to relate accounting concepts to the world around them.

School of Business Mission Statement

The Rasmussen 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.
Business Management BS Degree
Business Management • General Business • Human Resources • Information Technology • Internet Marketing

BS 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 critical thinking, communication, diverse perspectives, technology and information literacy, leadership, integrity, and lifelong learning.

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

Upper Division
- Communication (Select 1 course) 4
- Humanities (Select 2 courses) 8

Major and Core Courses
Lower Division
- A140 Financial Accounting I 4
- A141 Financial Accounting II 4
- B136 Introduction to Business 4
- B165 Introduction to Human Resource Management 4
- B230 Principles of Finance 4
- B232 Principles of Marketing 4
- B233 Principles of Management 4
- B234 Business Law 4
- B271 Professional Communication 4
- B280 Business Capstone 2
- B293 Business Ethics 2
- D132 Computer Applications and Business Systems Concepts 3
- E242 Career Development 2

Upper Division
- A330 Managerial Accounting Theory and Practice 4
- B323 Advanced Principles of Marketing 4
- B351 Management of Information Systems 4
- B352 International Business 4
- B370 Organizational Behavior Analysis 4
- B371 Research and Report Writing 4
- B420 Organizational Development 4
- B421 Statistics for Business 4
- B440 Managing a Diverse Workforce 4
- B460 Strategic Management 4
- B491 Legal and Ethical Environment of Business 4
- B492 Contemporary Leadership Challenges 4
- B498 Management Capstone 3

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 the quarter in which they finish the Bachelor's Degree requirements to graduate from a Bachelor's Degree program.
Students have the opportunity to participate in an optional internship/externship project.

Business Management Specialization
(Students will complete these additional courses)
- B242 Multicultural Communications for Business 4
- B250 Training and Development 4
- B333 Principles of Management II 4
- B360 Operations Management 4
- B404 Negotiation and Conflict Management 4
- B415 Risk Management 4
- B474 Small Business Management I 4

Total Credits 28

General Business Specialization
(Students will complete these additional courses)
- 3 Upper Division Business Electives 12
- Unrestricted Electives 16

Total Credits 28

Human Resources Specialization
(Students will complete these additional courses)
- B242 Multicultural Communications for Business 4
- B375 Advanced Human Resource Management 4
- B390 Human Resource Information Systems 4
- B404 Negotiation and Conflict Management 4
- B433 Human Resource Recruitment and Selection 4
- B433 Compensation Administration 4
- B461 Labor Relations Management 4

Total Credits 28

Information Technology Specialization
(Students will complete these additional courses)
- B216 Network Fundamentals for Business Professionals 3
- B220 Project Planning and Documentaion 4
- N300 Introduction to Computer Science Concepts 3
- N330 MIS Techniques 3
- N340 Information Technology Project Management 4
- N400 Programming Languages Principles 3
- N410 Database Management and Administration 3
- N420 Network Security and Cryptography 3
- N430 Computer Forensics 3

Total Credits 29

Internet Marketing Specialization
(Students will complete these additional courses)
- B228 Search Engine Marketing 4
- B273 Internet Business Models and E-Commerce 4
- B364 Internet Marketing, Public Relations and Social Media 4
- B422 Website Development for Business 4
- B423 Internet Law 4
- B434 Web Analytics 4
- B442 Advanced Search Engine Marketing Strategies 4

Total Credits 28

Total Degree Credit Hours
- Total lower division general education credits 32
- Total upper division general education credits 24
- Total lower division major/core credits 47
- Total upper division major/core credits 51
- Total specialization credits 28-29

TOTAL BS DEGREE CREDITS 182-183

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

BUSINESS MANAGEMENT AAS Degree
• Business Administration • Call Center Management • Child Development • Entrepreneurship • Human Resources • Internet Marketing • Marketing and Sales

Foundation Courses
B180 Reading and Writing Strategies 4
B099 Foundations of Math 4

General Education Courses
English Composition (Required course) 4
G124 English Composition 4
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math (Required course) 4
G233 College Algebra 4
Natural Sciences (Select 1 course) 4
Social Sciences (Required courses) 8
G203 Microeconomics 4
G204 Microeconomics 4

Total general education credits: 32
See page 42 for General Education Course Selections.

Major and Core Courses
A140 Financial Accounting I 4
A141 Financial Accounting II 4
B136 Introduction to Business 4
B165 Introduction to Human Resource Management 4
B230 Principles of Finance 4
B232 Principles of Marketing 4
B233 Principles of Management 4
B234 Business Law 4
B271 Professional Communication 4
B280 Business Capstone 2
B293 Business Ethics 4
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2

Business Administration Specialization
(Students will complete these additional courses)
A177 Payroll Accounting 4
B119 Customer Service 4
D181 Excel 3
D279 Computer Focused Principles 3

TOTAL AAS DEGREE CREDITS: 93*

Call Center Management Specialization
(Students will complete these additional courses)
B272 Call Center Strategic Leadership 4
B275 Call Center Customer Service Representative Skills 4
B276 Call Center Labor Force Management 4
B278 Call Center Operations Management 4

TOTAL AAS DEGREE CREDITS: 95*

Child Development Specialization
This specialization is available only to residents of Florida, Minnesota, North Dakota, and Wisconsin. It is only offered at the Moorhead site. In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a background check.
(Students will complete these additional courses)
EC100 Foundations of Child Development 4
EC110 Early Childhood Education Curriculum and Instruction 4
EC120 Health, Safety, and Nutrition 4
EC211 Dynamics of the Family 4

TOTAL AAS DEGREE CREDITS: 95*

Entrepreneurship Specialization
(Students will complete these additional courses)
B146 Introduction to Entrepreneurship 4
B240 Entrepreneurial Product and Service Planning 4
B244 Entrepreneurial Finance: Capitalization for the Entrepreneur 4

TOTAL AAS DEGREE CREDITS: 91*

Human Resources Specialization
(Students will complete these additional courses)
B249 Risk Management and Insurance 4
B250 Training and Development 4
B267 Employment Law 4
B268 Compensation and Benefits Management 4

TOTAL AAS DEGREE CREDITS: 91*

Internet Marketing Specialization
(Students will complete these additional courses)
B228 Search Engine Marketing 4
B245 Online Multimedia Marketing 4
B273 Internet Business Models and E-Commerce 4

TOTAL AAS DEGREE CREDITS: 95*

Marketing and Sales Specialization
(Students will complete these additional courses)
B140 Sales Techniques 4
B263 Principles of Advertising 4
B273 Internet Business Models and E-Commerce 4
R200 Principles of Retailing 4

TOTAL AAS DEGREE CREDITS: 95*

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

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

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

C A T A L O G & S T U D E N T H A N D B O O K

RASMUSSEN COLLEGE NORTH DAKOTA

SCHOOL OF BUSINESS

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 critical thinking, communication, diverse perspectives, technology and information literacy, and lifelong learning.

Entrepreneurship Specialization

Advantages:
• Marketing Assistant
• Sales Representative
• Benefits Administrator
• Call Center/Telecommunications Manager
• Human Resource Assistant
• Benefits Administrator
• Sales Representative
• Internet Sales & Marketing Associate
• E-Marketing Coordinator/Web Analyst
• Marketing Assistant

School of Business Mission Statement
The Rasmussen 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.
HEALTHCARE MANAGEMENT BS Degree

Moorhead Campus Only

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. They value lifelong learning, honesty, and integrity in applying their management expertise to serve the healthcare community.

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 (Required course) 4
G233 College Algebra
Natural Sciences (Select 1 course) 4
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

See page 42 for General Education Course Selections.

Major and Core Courses
Lower Division
A140 Financial Accounting I 4
A141 Financial Accounting II 4
B136 Introduction to Business 4
B165 Introduction to Human Resource Management 4
B230 Principles of Finance 4
B233 Principles of Management 4
B267 Employment Law 4
B271 Professional Communication 4
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
G148 General Psychology 4
H200 US Healthcare Systems 4
H210 Marketing and Communications in Healthcare 4
M120 Medical Terminology 4
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 Degree Credit Hours
Total lower division general education credits 32
Total upper division general education credits 24
Total lower division major/core credits 61
Total upper division major/core credits 63

TOTAL BS DEGREE CREDITS 180 *

This degree program is only offered at the Moorhead campus.

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.

• Students must complete the senior seminar 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 STEP 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, applicants to this program must successfully complete and pass a criminal background check.
## School of Education Mission Statement

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

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

This program is available only to residents of Florida, Illinois, Minnesota, North Dakota, and Wisconsin. Early Childhood Certificate is offered at Bismarck, Fargo and Moorhead campuses; Early Childhood Education Diploma and AAS offered at Moorhead only.

### 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. 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 critical thinking, communication, and professionalism in the workplace. Students are prepared for the national Child Development Associate (CDA) credential.

In addition to all Certificate Courses

<table>
<thead>
<tr>
<th>Diploma Courses</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>D132 Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E170 Introduction to Undergraduate Research</td>
<td>2</td>
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<tr>
<td>G174 English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G141 Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G233 College Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL DIPLOMA CREDITS** 71*

<table>
<thead>
<tr>
<th>Child and Family Studies Specialization</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC225 Parent Education and Support</td>
<td>4</td>
</tr>
<tr>
<td>EC230 Guiding Children’s Behavior</td>
<td>4</td>
</tr>
<tr>
<td>EC232 Child and Family Advocacy</td>
<td>4</td>
</tr>
<tr>
<td>G142 Introduction to Sociology</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL DIPLOMA CREDITS** 71*

<table>
<thead>
<tr>
<th>Child Development Specialization</th>
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</thead>
<tbody>
<tr>
<td>EC210 Infant and Toddler Development</td>
<td>4</td>
</tr>
<tr>
<td>EC211 Dynamics of the Family</td>
<td>4</td>
</tr>
<tr>
<td>EC212 Emerging Literacy Through Children’s Literature</td>
<td>4</td>
</tr>
<tr>
<td>EC252 The Exceptional Child</td>
<td>4</td>
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</tbody>
</table>

**TOTAL DIPLOMA CREDITS** 71*

<table>
<thead>
<tr>
<th>English Language Learner Specialization</th>
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</tr>
</thead>
<tbody>
<tr>
<td>EC240 Introduction to English Language Learners</td>
<td>4</td>
</tr>
<tr>
<td>EC241 Language and Literacy Acquisition</td>
<td>4</td>
</tr>
<tr>
<td>EC242 Involving Parents of English Language Learners</td>
<td>4</td>
</tr>
<tr>
<td>EC243 Curriculum and Instruction for English Language Learners</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL DIPLOMA CREDITS** 71*

<table>
<thead>
<tr>
<th>Child with Special Needs Specialization</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC250 Advocating for Children with Special Needs</td>
<td>4</td>
</tr>
<tr>
<td>EC251 The Inclusive Classroom</td>
<td>4</td>
</tr>
<tr>
<td>EC252 The Exceptional Child</td>
<td>4</td>
</tr>
<tr>
<td>EC253 Curriculum and Instruction for Children with Special Needs</td>
<td>4</td>
</tr>
</tbody>
</table>

**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 STEP placement exam or by successful completion of Foundation Courses.

### 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 critical thinking, communication, diverse perspectives, technology and information literacy, professionalism in the workplace, and lifelong learning. Students are prepared for the national Child Development Associate (CDA) credential.

In addition to all Certificate and Diploma Courses

**TOTAL AAS DEGREE CREDITS** 91*

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</tbody>
</table>

**TOTAL AAS DEGREE CREDITS** 91*

*In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.

- Students must complete the freshman seminar as part of certificate course requirements the quarter they are scheduled for the E240 Career Development course.
- Students must complete the sophomore seminar the quarter in which they finish the diploma course requirements.
- Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.

### Foundation Courses

**TOTAL FOUNDATION CREDITS** 38*

<table>
<thead>
<tr>
<th>B080 Reading and Writing Strategies</th>
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</thead>
<tbody>
<tr>
<td>B099 Foundations of Math</td>
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</table>

<table>
<thead>
<tr>
<th>C120 Health, Safety, and Nutrition</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>C180 Knowledge: Extremity I</td>
<td>6</td>
</tr>
<tr>
<td>C181 Application: Extremity II</td>
<td>6</td>
</tr>
<tr>
<td>C182 Reflection: Extremity III</td>
<td>6</td>
</tr>
<tr>
<td>EC200 Observation and Assessment in Early Childhood Education</td>
<td>4</td>
</tr>
<tr>
<td>EC290 Early Childhood Capstone</td>
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</tbody>
</table>

**TOTAL CERTIFICATE CREDITS** 38*

### General Education Courses

**TOTAL GENERAL EDUCATION CREDITS** 20

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

Note: Students who take Principles of Economics may not take Microeconomics or Microeconomics. Students in the Child and Family Studies Specialization may not count Introduction to Sociology as a general education Social Science requirement.

### Child and Family Studies Specialization

**TOTAL AAS DEGREE CREDITS** 91*

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<td>EC253 Curriculum and Instruction for Children with Special Needs</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL AAS DEGREE CREDITS** 91*

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

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**TOTAL AAS DEGREE CREDITS** 91*
HEALTH INFORMATION MANAGEMENT BS Degree
Moorhead Campus Only

BS Degree

Career Opportunities:
- Medical Records Manager
- Privacy Officer
- Risk Management Officer
- Clinical Data Analyst
- Corporate Compliance Officer

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

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 (Required course)  4
G233  College Algebra
Natural Sciences (Required course)  8
G150  Structure and Function of the Human Body
Social Sciences (Select 2 courses)  8
NOTE: Students who take Principles of Economics may not take Microeconomics or Macroeconomics

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
See page 42 for General Education Course Selections.

This program requires specific immunizations prior to professional practice experience.

This program is only available at the Moorhead campus.

Entrance Requirements for Health Information Management Bachelor's Program Applicants pursuing admittance into the Health Information Management BS degree must possess an AAS in Health Information Technology/Management from a CAHIIM accredited program earned within the past 5 years or have an AAS degree and possess a current RHIT credential. If the degree was obtained over 5 years ago, the student needs to have work experience in the health information industry within the last 5 years and approval by the Program Coordinator.

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

Total Degree Credit Hours
Total lower division general education credits 32
Total upper division general education credits 24
Total lower division major/core credits 58
Total upper division major/core credits 66

TOTAL BS DEGREE CREDITS 180

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 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 STEP 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.
# 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, use and understand scanning technology, navigate an electronic health record, manage a file room, and release medical information under appropriate circumstances. They value critical thinking, communication, diverse perspectives, technology and information literacy, ethical and professional behavior in the workplace, and the confidentiality of patient information.

## Foundation Courses
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080 Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>B099 Foundations of Math</td>
<td>4</td>
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</table>

## General Education Courses
### English Composition (Required course)
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124 English Composition</td>
<td>4</td>
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</table>

### Communication (Select 1 course)
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>M120 Medical Terminology</td>
<td>4</td>
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<tr>
<td>M140 Basic ICD-9-CM Coding</td>
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<tr>
<td>M140A Intermediate ICD-9-CM Coding</td>
<td>3</td>
</tr>
<tr>
<td>M141 Ambulatory Care Coding</td>
<td>3</td>
</tr>
<tr>
<td>M208 Introduction to Health Information Management</td>
<td>4</td>
</tr>
<tr>
<td>M209 Medical Insurance and Billing</td>
<td>3</td>
</tr>
<tr>
<td>M211 Quality Analysis and Management</td>
<td>4</td>
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<tr>
<td>M218 Management of Health Information Services</td>
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<tr>
<td>M229 Healthcare Information Technologies</td>
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<tr>
<td>M232 Pathophysiology</td>
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<td>M243 Health Information Law &amp; Ethics</td>
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<td>M251 Medical Coding Practicum</td>
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<td>M252 Health Information Practicum</td>
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<tr>
<td>MA135 Pharmacology for the Allied Health Professional</td>
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### Math (Required course)
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G233 College Algebra</td>
<td>4</td>
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</table>

### Natural Sciences (Required course)
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G150 Structure and Function of the Human Body</td>
<td>4</td>
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</table>

### Social Sciences (Select 2 courses)
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G150 Structure and Function of the Human Body</td>
<td>4</td>
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</tbody>
</table>

### Humanities (Select 2 courses)
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124 English Composition</td>
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<tr>
<td>G124 English Composition</td>
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</tbody>
</table>

### TOTAL GENERAL EDUCATION CREDITS 32

## Major and Core Courses
<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>D152 Computer Applications and Business Systems Concepts</td>
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<tr>
<td>E242 Career Development</td>
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<tr>
<td>H200 US Healthcare Systems</td>
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<tr>
<td>M120 Medical Terminology</td>
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<tr>
<td>M140 Basic ICD-9-CM Coding</td>
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<tr>
<td>M140A Intermediate ICD-9-CM Coding</td>
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<tr>
<td>M141 Ambulatory Care Coding</td>
<td>3</td>
</tr>
<tr>
<td>M208 Introduction to Health Information Management</td>
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</tr>
<tr>
<td>M209 Medical Insurance and Billing</td>
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</tr>
<tr>
<td>M211 Quality Analysis and Management</td>
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<tr>
<td>M218 Management of Health Information Services</td>
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<tr>
<td>M229 Healthcare Information Technologies</td>
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<tr>
<td>M232 Pathophysiology</td>
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<tr>
<td>M243 Health Information Law &amp; Ethics</td>
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<tr>
<td>M251 Medical Coding Practicum</td>
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<td>M252 Health Information Practicum</td>
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<tr>
<td>MA135 Pharmacology for the Allied Health Professional</td>
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</tbody>
</table>

## 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 STEP placement exam or by successful completion of Foundation Courses.

**The Health Information Technician Associate Degree Program offered at the Brooklyn Park, Eagan, Bloomington, Lake Elmo/Woodbury, Mankato, and St. Cloud Campuses in Minnesota — the Rockford Campus in Illinois — and the Green Bay Campus in Wisconsin — is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The Health Information Technician Associate’s Degree offered at the Aurora Campus in Illinois is in Candidacy Status for accreditation by the Commission on Health Informatics and Information Management Education (CAHIIM).**

This program requires 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 attend a programmatic orientation.

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This program is only available at the Bismarck and Moorhead campuses. In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.

- Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.

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NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics.

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* CredittotalsdonotincludeFoundationCourses.Studentsmusteither demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.

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** The Health Information Technician Associate Degree Program offered at the Brooklyn Park, Eagan, Bloomington, Lake Elmo/Woodbury, Mankato, and St. Cloud Campuses in Minnesota — the Rockford Campus in Illinois — and the Green Bay Campus in Wisconsin — is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The Health Information Technician Associate’s Degree offered at the Aurora Campus in Illinois is in Candidacy Status for accreditation by the Commission on Health Informatics and Information Management Education (CAHIIM).**

This program requires 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 attend a programmatic orientation.
MEDICAL ADMINISTRATION • Diploma • AAS Degree

Diploma

Career Opportunities:
• Medical Administrative Assistant/Secretary
• Medical Coder/Biller
• Medical Receptionist

Objective:
Graduates of this program understand the procedures of medical offices in a variety of healthcare settings. They know medical terminology, anatomy, pathology, and basic concepts of health-information management. Graduates can perform medical coding, transcription, billing, and general medical office procedures. They value critical thinking, communication, diverse perspectives, technology and information literacy, 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

Diploma Courses
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
G141 Introduction to Communication 4
G150 Structure and Function of the Human Body 4
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 58*

AAS Degree

Career Opportunities:
• Medical Office Manager
• Medical Coder/Biller
• Medical Administrative Assistant/Secretary
• 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 critical thinking, communication, diverse perspectives, technology and information literacy, ethical and professional behavior in the workplace, and the confidentiality of patient information.

In addition to all Diploma Courses

General Education Courses
English Composition (Required course) 4

Humanities (Select 2 courses) 8
Math (Required course) 4
G233 College Algebra

Social Sciences (Select 2 courses) 8
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

TOTAL GENERAL EDUCATION CREDITS 24
See page 42 for General Education Course Selections.

Major and Core Courses
M251 Medical Coding Practicum 1
MA135 Pharmacology for the Allied Health Professional 4
S120 Word for Windows 3

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 STEP 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.
SCHOOL OF HEALTH SCIENCES

MEDICAL OFFICE ASSISTANT • Diploma • AAS Degree
Moorhead Campus Only

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 critical thinking, effective communication, diverse perspectives and medical ethics as they pertain to the medical assisting career.

Foundation Courses
B080  Reading and Writing Strategies  4
B099  Foundations of Math  4

Diploma Courses
E242  Career Development  2
G124  English Composition  4
M120  Medical Terminology  4
M200  Medical Office Procedures  4
M230  Medical Law and Ethics  4
M232  Pathophysiology  5
MA110  Clinical Skills I  4
MA135  Pharmacology for the Allied Health Professional  4
MA145  Clinical Skills II  4
MA235  Laboratory Skills for Medical Office Assisting  4
MA265A  Medical Office Assistant Externship  8
MA241  Human Anatomy & Physiology I  5
MA242  Human Anatomy & Physiology II  5
MA250  Radiography Skills  3

TOTAL DIPLOMA CREDITS  60*

** Medical Office Assistant students must receive the first injection of the Hepatitis B series prior to the start of Clinical Skills I. Prior to the student beginning externship, the full three injection series of the Hepatitis B immunization must be completed. In addition to fulfilling Rasmussen College’s general graduation requirements, Medical Office Assistant students must successfully complete all Medical Office Assistant competencies and receive CPR and first-aid certification before they will be eligible for graduation.

*** All Medical Office Assistant students are required to attend the Medical Office Assistant Programmatic Orientation within the first quarter of the program.
All Medical Office Assistant 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.

The Medical Assisting Diploma program at the Bloomington, Brooklyn Park, Eagan, Green Bay, Mankato, and St. Cloud Campuses; and the Medical Assisting AAS Degree program at the Lake Elmo/Woodbury and the Medical Office Assisting AAS Degree Program Moorhead campuses is 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).

AAS Degree

Career Opportunities:
• Medical Office Administrative Assistant
• Phlebotomist
• Patient Care Technician

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, communication, diverse perspectives, technology and information literacy, and medical ethics as they relate to the medical assisting career and the global community.

In addition to all Diploma Courses

General Education Courses
Communication (Select 1 course)  4
Humanities (Select 2 courses)  8
Math (Required course)  4
G233  College Algebra  4
Natural Sciences (Select 1 course)  4
Social Sciences (*Required, Select 1 additional course)  8
G148  General Psychology*  4

Total general education credits  28

See page 42 for General Education Course Selections.

Major and Core Courses
D132  Computer Applications and Business Systems Concepts  3

TOTAL AAS DEGREE CREDITS  91*

This program is only available at the Moorhead campus.
In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.
• Students must complete the sophomore seminar the quarter in which they finish the diploma course requirements.
• Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.
* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.
This program requires 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.
MEDICAL LABORATORY TECHNICIAN AAS Degree

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, communication, diverse perspectives, technology and information 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.

Foundation Courses
B080  Reading and Writing Strategies  4
B099  Foundations of Math  4

General Education Courses
English Composition (Required course)  4
G124  English Composition  4
Communication (Select 1 course)  4
Humanities (Select 2 courses)  8
Math (Required course)  4
G233  College Algebra  4
Natural Sciences (Required course)  4
G215  Introduction to Human Biology  4
Social Sciences (Select 2 courses)  8
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

Total general education credits  32
See page 42 for General Education Course Selections.

Major and Core Courses
D152  Computer Applications and Business Systems Concepts  3
E242  Career Development  2
M120  Medical Terminology  4
M241  Human Anatomy and Physiology I  5
M242  Human Anatomy and Physiology II  5
M100  Introduction to Clinical Laboratory Science  3
M150  Clinical Chemistry I  3
M151  Hematology I  3
M152  Urinalysis  3
M153  Clinical Microbiology I  3
M201  Clinical Chemistry II  4
M202  Hematology II  4
M203  Immunology  4
M205  Immunochemistry  3
M206  Clinical Microbiology II  4
M291  Clinical Practicum I  12
M292  Clinical Practicum II  12
PB105  Phlebotomy  3

TOTAL AAS DEGREE CREDITS  111

This program is only available at the Bismarck and Moorhead campuses.

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

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

The Medical Laboratory Technician Program at the Bismarck, 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, Rosemont, IL, 60018. (773) 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.
SURGICAL TECHNOLOGIST AAS Degree
Moorhead Campus Only

Major and Core Courses
- D132 Computer Applications and Business Systems Concepts 3
- E242 Career Development 2
- M120 Medical Terminology 4
- M232 Pathophysiology 5
- MA135 Pharmacology for Allied Health Professionals 4
- MA241 Human Anatomy & Physiology I 5
- MA242 Human Anatomy & Physiology II 5
- ST102 Microbiology for Surgical Technologists 3
- ST105 Introduction to Surgical Technology 3
- ST112 Surgical Procedures I 4
- ST203 Surgical Procedures II 4
- ST207 Surgical Procedures III 4
- ST215 Surgical Tech Practicum I 8
- ST220 Surgical Tech Practicum II 8

TOTAL AAS DEGREE CREDITS 94

This program is only available at the Moorhead campus.

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.

Students must complete the junior seminar the quarter in which they finish the Associate's Degree requirements to graduate from an Associate's Degree program.

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

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.

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
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math (Required course) 4
G233 College Algebra
Natural Sciences (Required course) 4
G215 Introduction to Human Biology
Social Sciences (Required, Select 1 additional course) 8
G148 General Psychology

Total general education credits 32

See page 42 for General Education Course Selections.
Criminal Justice BS Degree

Client Services/Corrections • Criminal Offenders • Homeland Security • Investigation/Law Enforcement

BS Degree

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. They value critical thinking, communication, diverse perspectives, technology and information literacy, lifelong learning, honesty, and integrity in the criminal justice system.

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 Class List 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.

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 (Required course) 4
- G233 College Algebra 4

Natural Sciences (Select 1 course) 4
- 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

See page 42 for General Education Course Selections.

UNRESTRICTED ELECTIVE CREDITS*** 12

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

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

Choose either Track I or Track II

Track I (not available in Rasmussen College Online)
- J480 Criminal Justice Internship 9

Track II
- J457 Criminal Justice Senior Thesis 4
- J453 Criminal Justice Seminar 5

Client Services/Corrections Specialization
- (students will complete these additional courses) 4
- J340 Women and Criminal Justice 4
- J345 Diversion and Rehabilitation 4
- J425 Community Corrections 4
- J435 Special Populations in Criminal Justice 4

Total Credits 16

Criminal Offenders Specialization
- (students will complete these additional courses) 4
- J330 Organized Criminal Syndicates 4
- J430 Forensic Psychology 4
- J440 Special Offenders: Sex Offenders 4
- J445 Special Offenders: Serial Killers 4

Total Credits 16

Homeland Security Specialization***
- (students will complete these additional courses) 4
- J332 Homeland Security Policy 4
- J335 Risk Analysis 4
- J405 Emergency Management 4
- J420 Crimes, Across Borders 4

Total Credits 16

Investigation/Law Enforcement Specialization
- (students will complete these additional courses) 4
- J305 Examination of Forensic Science 4
- J320 Criminal Investigations 4
- J325 Criminal Evidence 4
- J430 Forensic Psychology 4

Total Credits 16

Total Degree Credit Hours
- Total lower division general education credits 32
- Total upper division general education credits 24
- Total lower division major/core credits 47
- Total upper division major/core credits 49
- Total unrestricted elective credits 12
- Credits in specialization 16

TOTAL BS DEGREE CREDITS 180*

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 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 STEP placement exam or by successful completion of Foundation Courses.

** Additional training may be required.

*** Students taking the Homeland Security specialization must take as their electives J330 Introduction to Homeland Security, J230 Terrorism, and J245 Security Challenges.

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

#### CRIMINAL JUSTICE AAS Degree
- Corrections
- Homeland Security
- Law Enforcement
- Psychology

<table>
<thead>
<tr>
<th>Foundation Courses</th>
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<tbody>
<tr>
<td>B080 Reading and Writing Strategies</td>
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<tr>
<td>B099 Foundations of Math</td>
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<tr>
<th>General Education Courses</th>
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<tr>
<td>English Composition (Required course)</td>
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<tr>
<td>G124 English Composition</td>
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<tr>
<td>Communication (Select 1 course)</td>
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<td>B002 Introduction to Communication</td>
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<td>Humanities (Select 2 courses)</td>
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<td>Math (Required course)</td>
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<td>G233 College Algebra</td>
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<tr>
<td>Natural Sciences (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>G142 Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G148 General Psychology</td>
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</tr>
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</table>

**Total general education credits:** 32

See page 42 for General Education Course Selections.

<table>
<thead>
<tr>
<th>Major and Core Courses</th>
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<tbody>
<tr>
<td>J112 Introduction to Undergraduate Research</td>
<td>4</td>
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<tr>
<td>J242 Career Development</td>
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<tr>
<td>J100 Introduction to Criminal Justice</td>
<td>4</td>
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<tr>
<td>J104 Criminology: Motives for Criminal Deviance</td>
<td>4</td>
</tr>
<tr>
<td>J115 Introduction to Corrections</td>
<td>4</td>
</tr>
<tr>
<td>J120 Policing in America</td>
<td>4</td>
</tr>
<tr>
<td>J131 Criminal Law and Procedures: Crime and the Courtroom</td>
<td>4</td>
</tr>
<tr>
<td>J255 Ethics in Criminal Justice</td>
<td>4</td>
</tr>
</tbody>
</table>

### Corrections Specialization
- Students will complete these additional courses:
  - J121 Case Management: Strategies for Rehabilitation
  - J122 Counseling Clients
  - J200 Domestic Violence
  - J213 Juvenile Justice: Delinquency, Dependency, and Diversion
  - J230 Drugs and Crime

**TOTAL AAS DEGREE CREDITS:** 91*

### Homeland Security Specialization
- Students will complete these additional courses:
  - J130 Introduction to Homeland Security
  - J200 Domestic Violence
  - J213 Juvenile Justice: Delinquency, Dependency, and Diversion
  - J230 Terrorism
  - J245 Security Challenges
  - J250 Drugs and Crime

**TOTAL AAS DEGREE CREDITS:** 91*

### Law Enforcement Specialization
- Students will complete these additional courses:
  - J122 Crime Scene to Conviction: Critical Skills in Documentation
  - J200 Domestic Violence
  - J213 Juvenile Justice: Delinquency, Dependency, and Diversion
  - J222 Practical Psychology for Law Enforcement
  - J226 Legal Code for Law Enforcement
  - J250 Drugs and Crime

**TOTAL AAS DEGREE CREDITS:** 91*

### Psychology Specialization
- Students will complete these additional courses:
  - HS260 Community Psychology
  - HS270 Social Psychology
  - HS280 Abnormal Psychology
  - J200 Domestic Violence
  - J213 Juvenile Justice: Delinquency, Dependency, and Diversion
  - J250 Drugs and Crime

**TOTAL AAS DEGREE CREDITS:** 91*

*In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.

- Students must complete the junior seminar the quarter in which they finish the Associate's Degree requirements to graduate from an Associate's Degree program.

**Criminal Justice Professional Peace Officer Education (PPOE):**
This program meets peace officer training standards established by the Minnesota Peace Officer Standards and Training (MNPOST) 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 (MNPOST) 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. Practical “skills” coursework meeting PPOE objectives. Students must provide the Rasmussen College Law Enforcement PPOE 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 PPOE 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.

**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 processes work from law enforcement, to the courts, and through the corrections system. They can apply critical thinking to issues in criminal justice such as law enforcement, corrections, security, juvenile justice, and domestic violence. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity in the criminal justice system.

**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

**Additional training may be required**
## HUMAN SERVICES • Certificate • Diploma • AAS Degree

### Certificate

**Career Opportunities:**
- Program Assistant Specialist

**Objective:**
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, community and service networking. 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. They value critical thinking, communication, and providing services to individuals or groups with varying needs.

### Diploma

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

**Objective:**
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. They can apply critical thinking to issues in human services such as education, training and self development, facilitation of services, advocacy, organizational participation, and community living skills and supports. They value critical thinking, communication, and providing services to individuals or groups with varying needs.

### In addition to all Certificate Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>B119</td>
<td>Customer Service</td>
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<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>J213</td>
<td>Juvenile Justice: Deinquency, Dependency, and Diversion</td>
<td>4</td>
</tr>
<tr>
<td>J250</td>
<td>Drugs and Crime</td>
<td>4</td>
</tr>
<tr>
<td>HS294</td>
<td>Internship for Human Services</td>
<td>9</td>
</tr>
<tr>
<td>HS295</td>
<td>Human Services Capstone</td>
<td>5</td>
</tr>
</tbody>
</table>

**TOTAL DIPLOMA CREDITS** 74*

### AAS Degree

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

**Objective:**
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. They can apply critical thinking to issues in human services such as education, training and self development, facilitation of services, advocacy, organizational participation, and community living skills and supports. They value critical thinking, communication, diverse perspectives, technology and information literacy, and providing services to individuals or groups with varying needs.

**In addition to all Certificate and Diploma Courses**

### General Education Courses

<table>
<thead>
<tr>
<th>Type</th>
<th>Course Code</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>B080</td>
<td>Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HS100</td>
<td>Introduction to Human Services</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HS110</td>
<td>Cultural Diversity in Human Services</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HS115</td>
<td>Introductory Strategies to Crisis Intervention</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HS250</td>
<td>Organization and Leadership in Human Services</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HS260</td>
<td>Community Psychology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HS280</td>
<td>Abnormal Psychology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>J121</td>
<td>Case Management: Strategies for Rehabilitation</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>J211</td>
<td>Counseling Clients</td>
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</table>

**TOTAL AAS DEGREE CREDITS** 90*

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

### Diploma Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>J213</td>
<td>Juvenile Justice: Deinquency, Dependency, and Diversion</td>
<td>4</td>
</tr>
<tr>
<td>J250</td>
<td>Drugs and Crime</td>
<td>4</td>
</tr>
<tr>
<td>HS294</td>
<td>Internship for Human Services</td>
<td>9</td>
</tr>
<tr>
<td>HS295</td>
<td>Human Services Capstone</td>
<td>5</td>
</tr>
</tbody>
</table>

**TOTAL DIPLOMA CREDITS** 74*

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 the quarter they finish the course.
- Students must complete the sophomore seminar the quarter in which they finish the diploma course requirements.
- Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.

### See page 42 for General Education Course Selections.

### Criminal Apprehension background check.

Applicants to this program must successfully complete and pass a criminal background check and students seeking to be police officers in Minnesota must also submit to a Minnesota Bureau of Criminal Apprehension background check.
LAW ENFORCEMENT AAS Degree

Moorhead Campus Only

Foundation Courses
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

General Education Courses
English Composition (Required course) 4
G124 English Composition
Communication (Select 1 course) 4
G233 College Algebra
Humanities (Select 2 courses) 8
Math (Required course) 4
G233 College Algebra
Natural Sciences (Select 1 course) 4
G142 Introduction to Sociology
G148 General Psychology

Total general education credits 32
See page 42 for General Education Course Selections.

Major and Core Courses
D132 Computer Applications and Business Systems Concepts 3
J100 Introduction to Criminal Justice 4
J120 Policing in America 4
J122 Crime Scene to Conviction: Critical Skills in Documentation 4
J131 Criminal Law and Procedures: Crime and the Courtroom 4
J200 Domestic Violence 4
J212 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J222 Practical Psychology for Law Enforcement 4
J255 Ethics in Criminal Justice 4
LE210 Traffic Enforcement: Managing Traffic Violators 3
LE219 Firearms I: Fundamentals of Armed Police Response 2
LE220 Firearms II: Tactics for Combat Gunfighting 2
LE227 Use of Force I: From Empty Hands to TASEs 2
LE228 Use of Force II: Winning Violent Confrontations 2
LE233 Crime Scene Response: The Real CSI 3
LE240 Minnesota Traffic Code 2
LE245 Minnesota Criminal Code 2
LE284 Patrol Practicals: Handling Calls in Progress 4
LE290 Law Enforcement Capstone 2

TOTAL AAS DEGREE CREDITS 91*

This program is only available at the Moorhead campus.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course.

- Students must complete the junior seminar 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 STEP placement exam or by successful completion of Foundation Courses.

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. 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 PPOE file maintained at Rasmussen College. 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.

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

AAS Degree

Career Opportunities:
- Police Officer
- Deputy Sheriff
- Law Enforcement Officer
- State Trooper
- Conservation Officer

Objective:
Graduates of this program know the history and development of the criminal justice system and the role of law enforcement in the system. They understand the legal process from arrest, to the courts, and through the corrections system. They understand the policy and practice of traffic enforcement, firearms use, defensive tactics, investigations, and pursuit driving, and can perform skills in each area. They value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity in the criminal justice system. Graduates will be eligible to take the Minnesota Professional Peace Officer (POST) licensing exam.
LAW ENFORCEMENT ACADEMIC Certificate
Moorhead Campus Only

Certificate

Career Opportunities:
- Police Officer
- Deputy Sheriff
- Law Enforcement Officer
- State Trooper
- Conservation Officer

Objective:
Graduates of this program know the history and development of the criminal justice system, and the role of law enforcement in the system. They understand the legal process from arrest, to the courts, and through the corrections system. They can apply critical thinking to issues including policing, criminal law and procedure, documentation, and legal code for law enforcement. They value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity in the criminal justice system. Upon completing this program and additional required practical skills coursework, graduates will be eligible to take the Minnesota Professional Peace Officer (POST) licensing exam.

Major and Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J100</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J120</td>
<td>Policing in America</td>
<td>4</td>
</tr>
<tr>
<td>J122</td>
<td>Crime Scene to Conviction: Critical Skills in Documentation</td>
<td>4</td>
</tr>
<tr>
<td>J131</td>
<td>Criminal Law and Procedures: Crime and the Courtroom</td>
<td>4</td>
</tr>
<tr>
<td>J200</td>
<td>Domestic Violence</td>
<td>4</td>
</tr>
<tr>
<td>J213</td>
<td>Juvenile Justice: Delinquency, Dependency, and Diversion</td>
<td>4</td>
</tr>
<tr>
<td>J222</td>
<td>Practical Psychology for Law Enforcement</td>
<td>4</td>
</tr>
<tr>
<td>J255</td>
<td>Ethics in Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>LE240</td>
<td>Minnesota Criminal Code</td>
<td>2</td>
</tr>
<tr>
<td>LE245</td>
<td>Minnesota Traffic Code</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE CREDITS 36

This program is only available at the Moorhead 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 an admissions representative and complete a Rasmussen College placement test as part of the admissions process. 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. 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. 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.

Program-specific Law Enforcement (LE) coursework is available only at the Eagan, MN campus.
# School of Justice Studies

## Paralegal AAS Degree

**Moorhead Campus Only**

### Foundation Courses
- B080 Reading and Writing Strategies 4
- B099 Foundations of Math 4

### General Education Courses

<table>
<thead>
<tr>
<th>Category</th>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required course)</td>
<td>G124 English Composition</td>
<td>4</td>
</tr>
<tr>
<td>Communication (Select 1 course)</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Humanities (Select 2 courses)</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>Math (Required course)</td>
<td>G233 College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>Natural Sciences (Select 1 course)</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Social Sciences (Required courses)</td>
<td>G142 Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>G148 General Psychology</td>
<td>8</td>
</tr>
</tbody>
</table>

**Total general education credits** 32

See page 42 for General Education Course Selections.

### Major and Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
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<tr>
<td>J131</td>
<td>Criminal Law and Procedures: Crime and the Courtroom</td>
<td>4</td>
</tr>
<tr>
<td>PL100</td>
<td>Introduction to Law and the Legal System</td>
<td>4</td>
</tr>
<tr>
<td>PL121</td>
<td>Civil Litigation and Procedure I</td>
<td>4</td>
</tr>
<tr>
<td>PL122</td>
<td>Civil Litigation and Procedure II</td>
<td>4</td>
</tr>
<tr>
<td>PL142</td>
<td>Contracts: Managing Legal Relationships</td>
<td>4</td>
</tr>
<tr>
<td>PL143</td>
<td>Paralegal Ethics</td>
<td>4</td>
</tr>
<tr>
<td>PL215</td>
<td>Real Estate Law</td>
<td>4</td>
</tr>
<tr>
<td>PL216</td>
<td>Corporate Law</td>
<td>4</td>
</tr>
<tr>
<td>PL219</td>
<td>Law Office Technology</td>
<td>4</td>
</tr>
<tr>
<td>PL228</td>
<td>Torts: Auto Accidents and Other Legal Injuries</td>
<td>4</td>
</tr>
<tr>
<td>PL230</td>
<td>Family Law</td>
<td>4</td>
</tr>
<tr>
<td>PL235</td>
<td>Legal Research</td>
<td>4</td>
</tr>
<tr>
<td>PL240</td>
<td>Legal Writing</td>
<td>4</td>
</tr>
</tbody>
</table>

Choose either Track I or Track II

**Track I (not available in Rasmussen College Online)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL290</td>
<td>Paralegal Internship</td>
<td>5</td>
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</table>

**Track II**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL280</td>
<td>Paralegal Capstone</td>
<td>5</td>
</tr>
</tbody>
</table>

**TOTAL AAS DEGREE CREDITS** 94*

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### AAS Degree

**Career Opportunities:**
- Paralegal
- Legal Assistant
- Legal Secretary
- Compliance Specialist

**Objective:**
Graduates of this program know the principles of legal research and writing. They understand criminal, family, corporate, and real estate law. They can provide services in all areas of the legal system, such as courts, law firms, and government agencies, under the supervision of an attorney. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity. Paralegals may not provide legal services directly to the public, except as permitted by law.
PARALEGAL Certificate
Moorhead Campus Only

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 critical thinking, communication, diverse perspectives, technology and information literacy, and integrity. Paralegals may not provide legal services directly to the public, except as permitted by law.

Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
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</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
</tr>
</tbody>
</table>

Major and Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PL100</td>
<td>Introduction to Law and the Legal System</td>
<td>4</td>
</tr>
<tr>
<td>PL121</td>
<td>Civil Litigation and Procedure I</td>
<td>4</td>
</tr>
<tr>
<td>PL122</td>
<td>Civil Litigation and Procedure II</td>
<td>4</td>
</tr>
<tr>
<td>PL142</td>
<td>Contracts: Managing Legal Relationships</td>
<td>4</td>
</tr>
<tr>
<td>PL145</td>
<td>Paralegal Ethics</td>
<td>4</td>
</tr>
<tr>
<td>PL219</td>
<td>Law Office Technology</td>
<td>4</td>
</tr>
<tr>
<td>PL228</td>
<td>Torts: Auto Accidents and Other Legal Injuries</td>
<td>4</td>
</tr>
<tr>
<td>PL230</td>
<td>Family Law</td>
<td>4</td>
</tr>
<tr>
<td>PL235</td>
<td>Legal Research</td>
<td>4</td>
</tr>
<tr>
<td>PL240</td>
<td>Legal Writing</td>
<td>4</td>
</tr>
</tbody>
</table>

Electives (choose 1 course, for 4 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL215</td>
<td>Real Estate Law</td>
<td>4</td>
</tr>
<tr>
<td>PL216</td>
<td>Corporate Law</td>
<td>4</td>
</tr>
</tbody>
</table>

Choose either Track I or Track II

Track I (not available in Rasmussen College Online)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL290</td>
<td>Paralegal Internship</td>
<td>5</td>
</tr>
</tbody>
</table>

Track II

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL280</td>
<td>Paralegal Capstone</td>
<td>5</td>
</tr>
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</table>

TOTAL CERTIFICATE CREDITS

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>61*</td>
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</tbody>
</table>

This program is only offered at the Moorhead campus.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP 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 Program Requirements

Admission to 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
Moorhead Campus Only

Major and Core Courses
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 AAS DEGREE CREDITS 96

This program is only available at the Moorhead campus.

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.

Students must complete the junior seminar 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 (G124, G141, G142, G148, G215, and G233) or transfer in the equivalent. Credits accepted in transfer must meet the institution’s guidelines for transfer.

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

This program is only offered during the day at the Blaine, Brooklyn Park, Eagan, Mankato, 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.

AAS Degree

Career Opportunities in:
- Hospital
- Assisted Living
- Clinic
- Dental Office
- Long-Term Care
- Physician’s Office

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.

General Education Courses

English Composition (Required course) 4
G124 English Composition
Communication (Required course) 4
G141 Introduction to Communication
Humanities (Select 2 courses) 8
G233 College Algebra
Math (Required course) 4
G142 Introduction to Sociology
G148 General Psychology
Natural Sciences (Required course) 4
G215 Introduction to Human Biology
Social Sciences (Required course) 8
G141 Introduction to Communication
Total general education credits 32

See page 42 for General Education Course Selections.
COMPUTER SCIENCE BS Degree
Moorhead Campus Only

BS Degree

Career Opportunities:
- Software Engineer
- Application Integration Engineer
- Software Architect
- Software Developer
- Applications Developer
- Web Programmer

Objective:
Graduates of this program understand and can apply theoretical concepts in the development of course projects 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 programming 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 testing, develop program documentation and flow charts, and apply best practices in the software development process. The program will enhance critical thinking and reasoning faculties, problem solving skills, information literacy, and communication competence, enabling students to excel in the software application development industry. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, collaborative team strategies for project completion, standard industry ethical practices, and lifelong learning.

General Education Courses

Lower Division

English Composition (Required courses)
- G124 English Composition
- G126A English Composition

Communication (Select 1 course)
- G224 Introduction to Critical Thinking

Humanities (Select 2 courses)
- G246 Advanced Algebra
- G247 Introduction to Discrete Mathematics

Natural Sciences (Select 1 course)

Social Sciences (Select 2 courses)
- NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

Upper Division

Communication (Select 1 course)

Mathematics (Select 2 courses)

Math/Natural Sciences (Select 1 course)

Social Sciences (Select 2 courses)

UNRESTRICTED UPPER DIVISION ELECTIVE CREDITS

See page 42 for General Education Course Selections.

Major and Core Courses

Lower Division

E242 Career Development
- 2

MH000 Precalculus
- 3

MH200 Calculus I
- 4

MH210 Calculus II
- 4

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

Upper Division

MH300 Applied Discrete Mathematics
- 4

MH310 Probability and Statistics
- 4

N207 Software Systems Principles
- 3

N208 Operating Systems Design
- 4

N222 Web Application Architecture and Design
- 4

N341 Software Systems Engineering
- 4

N358 Database Systems Design
- 4

N360 Mobile Platform Development
- 4

N361 Algorithm Analysis
- 4

N401 Artificial Intelligence
- 4

N402 Network Systems Design
- 4

N403 Advanced Mobile Application Development
- 3

N436 Simulation Analysis and Design
- 4

N461 Computer Graphics Programming
- 4

N471 Engineering Virtual Worlds
- 4

N480 Senior Computer Science Capstone
- 3

Total Degree Credit Hours

Total lower division general education credits
- 45

Total upper division general education credits
- 24

Total lower division major/core credits
- 46

Total upper division major/core credits
- 61

Unrestricted upper division elective credits
- 4

TOTAL BS DEGREE CREDITS
- 180

Entrance requirements for Software Application Development Associate’s and Computer 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 each program. Also required are two letters of reference and a 750-word essay. Please speak with a Program Manager for details.

This program is only available at the Moorhead campus.

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.

- Students must complete the senior seminar the quarter in which they finish the Bachelor’s Degree requirements to graduate from a Bachelor’s Degree program.
SOFTWARE APPLICATION DEVELOPMENT AS Degree
Moorhead Campus Only

General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required courses)</td>
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<td></td>
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<tr>
<td>G124</td>
<td>English Composition</td>
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<tr>
<td>G126A</td>
<td>English Composition 2</td>
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<tr>
<td>Communication (Select 1 course)</td>
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<td></td>
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<tr>
<td>Humanities <strong>(Required course, Select 2 additional courses)</strong></td>
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<td></td>
</tr>
<tr>
<td>G224</td>
<td>Introduction to Critical Thinking*</td>
<td>3</td>
</tr>
<tr>
<td>Math (Required courses)</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>G246</td>
<td>Advanced Algebra</td>
<td>3</td>
</tr>
<tr>
<td>G247</td>
<td>Introduction to Discrete Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences (Select 1 course)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Social Sciences (Select 2 courses)</td>
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<tr>
<td>G224</td>
<td>Introduction to Critical Thinking*</td>
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<td>Advanced Algebra</td>
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<td>Total general education credits</td>
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See page 42 for General Education Course Selections.

Section Major and Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
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<td>Career Development</td>
<td>2</td>
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<tr>
<td>MH100</td>
<td>Precalculus</td>
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<tr>
<td>MH200</td>
<td>Calculus I</td>
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<tr>
<td>MH210</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>N137</td>
<td>Programming I</td>
<td>4</td>
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<tr>
<td>N142</td>
<td>Foundations of Software Design</td>
<td>3</td>
</tr>
<tr>
<td>N207</td>
<td>Programming II</td>
<td>4</td>
</tr>
<tr>
<td>N210</td>
<td>Introduction to Computer Systems</td>
<td>4</td>
</tr>
<tr>
<td>SD110</td>
<td>Discrete Structures for Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>SD140</td>
<td>Mobile Application Development</td>
<td>3</td>
</tr>
<tr>
<td>SD225</td>
<td>Object-Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>W109</td>
<td>Relational Databases</td>
<td>3</td>
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<tr>
<td>W114</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>W210</td>
<td>Java I</td>
<td>3</td>
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</tbody>
</table>

TOTAL AS DEGREE CREDITS 91

Entrance requirements for Software Application Development
Associate’s and Computer 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 each program. Also required are two letters of reference and a 750-word essay. Please speak with a Program Manager for details.

This program is only available at the Moorhead campus.

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.

- Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.

Career Opportunities:

- Programmer Analyst
- Applications Developer
- Business Systems Analyst
- Software Developer

Objective:

Graduates of this program understand basic computer software and hardware concepts. They can design and implement computer programs, plan digital and software architecture, and evaluate programs to improve performance. They are also able to manage software design projects. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and business and professional skills.
DIGITAL DESIGN AND ANIMATION BS Degree
Moorhead Campus Only

BS Degree

Career Opportunities:
- 3D Modeler
- Character Animator
- Graphic Designer
- Web Designer
- 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 and can apply this understanding to multimedia projects. Graduates can develop and guide visual designs and digital projects from concept to product using techniques from both traditional art and multimedia design, and industry-standard software tools and applications. They have skills in critical thinking, communication, and project management, and can apply these skills to serve their businesses. They can apply, analyze, and evaluate theories and techniques of digital design and animation. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, lifelong learning, collaborative project development, and honesty and integrity in applying their multimedia design and animation skills to supporting users and businesses.

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)
Humanities (**Required course, Select 1 additional course)  4
G147  Art Appreciation*  4
Math (Required course)  4
G233  College Algebra  4

Natural Sciences (Select 1 course)  4

Social Sciences (Select 2 courses)  8
NOTE: Students who take Principles of Economics may not take Microeconomics or Macroeconomics

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

See page 42 for General Education Course Selections.

Major and Core Courses
Lower Division
B136  Introduction to Business  4
B220  Project Planning and Documentation  4
B271  Professional Communication  4
B273  Internet Business Models and E-Commerce  4
E242  Career Development  2

N150  Technology’s Role in the 21st Century  2
N1111  Introduction to Computer Graphics  3
N1113  Introduction to Multimedia Design  3

N1121  Typography  3
N1122  Digital Publishing  3
N1124  Color Theory and Techniques  3
N1130  Audio/Video Editing  3
N1141  Digital Media Production  3
N1252  Fundamentals of Web Authoring and Design  3
N1262  Digital Media Assembly  3
N1272  Multimedia Technologies  3
N1280  Multimedia Portfolio Development  2

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

Elective Courses (Select one of the following elective groups)

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

Group II
NM115  Networking and Internet Technologies  3
NM250  Dynamic Content Management  3
NM260  Server Side Scripting  3

Total Degree Credit Hours
Total lower division general education credits  32
Total upper division general education credits  24
Total lower division major/core credits  52
Total upper division major/core credits  64
Total elective credits  9

TOTAL BS DEGREE CREDITS 181 *

This program is only available at the Moorhead campus.

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.

- Students must complete the senior seminar 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 STEP placement exam or by successful completion of Foundation Courses.
GAME AND SIMULATION PROGRAMMING BS Degree
Moorhead Campus Only

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 (Required course)  
G233  College Algebra
Natural Sciences (Select 1 course)  4
Social Sciences (Select 2 courses)  8
NOTE: Students who take Principles of Economics may not take Macroeconomics or 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

See page 42 for General Education Course Selections.

Major and Core Courses
Lower Division
D132  Computer Applications and Business Systems Concepts  3
E170  Introduction to Undergraduate Research  2
E242  Career Development  2
N137  Programming I  4
N138  Game Preproduction  4
N139  Game Design Theory I  4
N150  Technology’s Role in the 21st Century  2
N180  Math for Game and Simulation Production I  4
N205  Platform Design and Human-Computer Interaction  4
N206  Data Structures  4
N207  Programming II  4
N225  Interactive Storytelling  3
N266  Console Development  4
N276  Applied Game and Simulation Theory  4
N296  Math for Game and Simulation Production II  4
S140  Mobile Application Development  3
S225  Object-Oriented Programming  3
W114  Fundamentals of Programming  3
W210  Java I  3

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

Total Degree Credit Hours
Total lower division general education credits  32
Total upper division general education credits  24
Total lower division major/core credits  64
Total upper division major/core credits  60

TOTAL BS DEGREE CREDITS  180*

This program is only available at the Moorhead campus.

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.
• Students must complete the senior seminar 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 STEP placement exam or by successful completion of Foundation Courses.
MULTIMEDIA TECHNOLOGIES • Diploma • AAS Degree
• Digital Design and Animation • Web Design

Diploma

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

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

Digital Design and Animation Specialization
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 critical thinking and communication.

Diploma Courses
- 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
- G124 English Composition 4
- G141 Introduction to Communication 4
- G233 College Algebra 4
- N150 Technology’s Role in the 21st Century 2
- NM110 Drawing Design and Art Theory 3
- NM111 Introduction to Computer Graphics 3
- NM113 Introduction to Multimedia Design 3
- NM121 Typography 3
- NM122 Digital Publishing 3
- NM124 Color Theory and Techniques 3
- NM130 Audio/Video Editing 3
- NM131 Introduction to 3D Arts and Animation 3
- NM141 Digital Media Production 3
- NM240 3-Dimensional Animation 3
- NM252 Fundamentals of Web Authoring and Design 3
- NM262 Digital Media Assembly 3
- NM272 Multimedia Technologies 3

TOTAL DIPLOMA CREDITS 71*

Web Design Specialization
Objective:
Graduates of this program know basic theories of visual and interactive media design and portfolio development. They can create multimedia projects involving video and audio assets. Graduates value critical thinking and communication.

Diploma Courses
- 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
- G124 English Composition 4
- G141 Introduction to Communication 4
- G233 College Algebra 4
- N150 Technology’s Role in the 21st Century 2
- NM110 Drawing Design and Art Theory 3
- NM111 Introduction to Computer Graphics 3
- NM113 Introduction to Multimedia Design 3
- NM115 Networking and Internet Technologies 3
- NM121 Typography 3
- NM122 Digital Publishing 3
- NM124 Color Theory and Techniques 3
- NM130 Audio/Video Editing 3
- NM141 Digital Media Production 3
- NM250 Dynamic Content Management 3
- NM252 Fundamentals of Web Authoring and Design 3
- NM260 Server Side Scripting 3
- NM262 Digital Media Assembly 3
- NM272 Multimedia Technologies 3

TOTAL DIPLOMA CREDITS 71*

AAS Degree

Career Opportunities:
- Graphic Designer
- Graphic Artist & Interactive Media Developer
- 3D Character Modeler
- Interactive Multimedia Specialist
- Website Designer

Objective:
Graduates of this program know basic theories of visual and interactive media design, project management, and portfolio development. They understand business and can apply this understanding to multimedia projects. They can create multimedia projects involving traditional art techniques, video, and audio assets. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and lifelong learning.

In addition to all Diploma Courses

General Education Courses
- Humanities (Select 1 course) 8
- G147 Art Appreciation* 4
- Natural Sciences (Select 1 course) 4
- Social Sciences (Select 2 courses) 8

NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

Total additional general education credits 20
See page 42 for General Education Course Selections.

Additional Major and Core Course

Digital Design and Animation Specialization
- NM280 Multimedia Portfolio Development 2

TOTAL AAS DEGREE CREDITS 93*

Web Design Specialization
- NM280 Multimedia Portfolio Development 2

TOTAL AAS DEGREE CREDITS 93*

In addition to the courses listed, at designated points in their program of study students are required to complete with a passing grade a seminar course.
- Students must complete the sophomore seminar the quarter in which they finish the diploma course requirements.
- Students must complete the junior seminar the quarter in which they finish the Associate's Degree requirements to graduate from an Associate's Degree program.

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.
SCHOOL OF TECHNOLOGY AND DESIGN

INFORMATION SYSTEMS MANAGEMENT AAS Degree

- Computer Information Technology
- Computer Information Technology with Multimedia
- Database Administration
- IP Telephony
- Network Administration
- Network Security
- Web Programming

Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
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General Education Courses

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<tr>
<th>Course</th>
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<tr>
<td>English Composition (Required course)</td>
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<td>G124</td>
<td>English Composition</td>
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<td>Communication (Select 1 course)</td>
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<tr>
<td>G233</td>
<td>College Algebra</td>
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<tr>
<td>Natural Sciences (Select 1 course)</td>
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<tr>
<td>Social Sciences (Select 2 courses)</td>
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NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

Total general education credits: 32

See page 42 for General Education Course Selections.

Major and Core Courses

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>B119</td>
<td>Customer Service</td>
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</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>
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<tr>
<td>B293</td>
<td>Business Ethics</td>
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<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
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<td>N140</td>
<td>Logic and Troubleshooting</td>
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Computer Information Technology with Multimedia

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<tr>
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<tbody>
<tr>
<td>B273</td>
<td>Internet Business Models and E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>D181</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>D187</td>
<td>Professional Presentations</td>
<td>3</td>
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<tr>
<td>D283</td>
<td>Access</td>
<td>3</td>
</tr>
<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
<td>3</td>
</tr>
<tr>
<td>N133</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>N145</td>
<td>Fundamentals of PC Hardware and Software</td>
<td>4</td>
</tr>
<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
<td>3</td>
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<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
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<tr>
<td>S120</td>
<td>Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>W108</td>
<td>Introduction to Website Design</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL AAS DEGREE CREDITS: 91*

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. Graduates know how businesses utilize information systems, how technology adds value to business processes, and how to engage in IT support. Graduates value critical thinking, communication, and business and professional skills.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B273</td>
<td>Internet Business Models and E-Commerce</td>
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<tr>
<td>D181</td>
<td>Excel</td>
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<td>D187</td>
<td>Professional Presentations</td>
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<tr>
<td>D283</td>
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<td>3</td>
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<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
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<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
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</tr>
<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
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<tr>
<td>S120</td>
<td>Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>W108</td>
<td>Introduction to Website Design</td>
<td>3</td>
</tr>
<tr>
<td>W208</td>
<td>Advanced Website Design</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL AAS DEGREE CREDITS: 90*

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 know how to store, organize, and manage data for an organization, as well as create data backups, test their effectiveness, test the data integrity, and ensure the security of sensitive information within a database. Graduates value critical thinking, communication, and business and professional skills.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
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</tr>
<tr>
<td>N136</td>
<td>Operating Systems Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>N209</td>
<td>PHP/MySQL Administration</td>
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<tr>
<td>N236</td>
<td>Database Security</td>
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<tr>
<td>N273</td>
<td>Business Intelligence Reporting</td>
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</tr>
<tr>
<td>N274</td>
<td>SQL Server Administration</td>
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<tr>
<td>N290</td>
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<tr>
<td>W109</td>
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<td>W114</td>
<td>Fundamentals of Programming</td>
<td>3</td>
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<tr>
<td>W125</td>
<td>Introduction to Visual Basic</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL AAS DEGREE CREDITS: 90*

IP Telephony

Career Opportunities:
- Network Administrator with VoIP

Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know how to support and coordinate technology and communication hardware. This includes creating voice, video, and other communication systems, as well as installing and maintaining these programs. Graduates value critical thinking, communication, and business and professional skills.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
<td>3</td>
</tr>
<tr>
<td>N133</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>N145</td>
<td>Fundamentals of PC Hardware and Software</td>
<td>4</td>
</tr>
<tr>
<td>N159</td>
<td>Technology’s Role in the 21st Century</td>
<td>2</td>
</tr>
<tr>
<td>N164</td>
<td>Voice Over IP Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>N235</td>
<td>Cisco Networking Fundamentals and Routing</td>
<td>3</td>
</tr>
<tr>
<td>N264</td>
<td>IP Telephony</td>
<td>3</td>
</tr>
<tr>
<td>N265</td>
<td>Quality of Service (QoS)</td>
<td>3</td>
</tr>
<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL AAS DEGREE CREDITS: 90*

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.

- Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.
## 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. Graduates understand how businesses utilize information systems, how technology adds value to business processes, and how network administrators are accountable for a business’s network running uninterrupted. Graduates value critical thinking, communication, and business and professional skills.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
<td>3</td>
</tr>
<tr>
<td>N133</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>N145</td>
<td>Fundamentals of PC Hardware and Software</td>
<td>4</td>
</tr>
<tr>
<td>N150</td>
<td>Technology’s Role in the 21st Century</td>
<td>2</td>
</tr>
<tr>
<td>N208</td>
<td>Linux Administration</td>
<td>3</td>
</tr>
<tr>
<td>N226</td>
<td>Windows Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>N235</td>
<td>Cisco Networking Fundamentals and Routing</td>
<td>3</td>
</tr>
<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL AAS DEGREE CREDITS** 90*

---

## 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 used by industry-leading professionals to keep a network safe. Graduates value critical thinking, communication, and business and professional skills.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
<td>3</td>
</tr>
<tr>
<td>N133</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>N141</td>
<td>Networking Security</td>
<td>3</td>
</tr>
<tr>
<td>N145</td>
<td>Fundamentals of PC Hardware and Software</td>
<td>4</td>
</tr>
<tr>
<td>N150</td>
<td>Technology’s Role in the 21st Century</td>
<td>2</td>
</tr>
<tr>
<td>N226</td>
<td>Windows Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>N235</td>
<td>Cisco Networking Fundamentals and Routing</td>
<td>3</td>
</tr>
<tr>
<td>N253</td>
<td>Managing Information Security</td>
<td>3</td>
</tr>
<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL AAS DEGREE CREDITS** 90*

---

## 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 know a variety of interactive tools and technologies to build robust web applications and user-friendly web interfaces, and they possess a comprehensive skill set in web programming, project management, and website creation. Graduates value critical thinking, communication, and business and professional skills.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SD225</td>
<td>Object-Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>W109</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>W290</td>
<td>Web Programming Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL AAS DEGREE CREDITS** 92*

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.

- Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.
## SOFTWARE SYSTEMS DESIGN AAS Degree

• Embedded Systems

### Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
</tr>
</tbody>
</table>

### General Education Courses

<table>
<thead>
<tr>
<th>Category</th>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>Communication</td>
<td></td>
<td>(Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
<td>(Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>Math</td>
<td></td>
<td>(Required course)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td></td>
<td>(Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>Social Sciences</td>
<td></td>
<td>(Select 2 courses)</td>
<td>8</td>
</tr>
</tbody>
</table>

**NOTE:** Students who take Principles of Economics may not take Macroeconomics or Microeconomics.

### Total general education credits

32

See page 42 for General Education Course Selections.

### Major and Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</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>
<td>4</td>
</tr>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems</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>
</tr>
</tbody>
</table>

### Embedded Systems Specialization

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SD100</td>
<td>Fundamentals of Computer-Integrated Electronics</td>
<td>3</td>
</tr>
<tr>
<td>SD110</td>
<td>Discrete Structures for Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>SD120</td>
<td>Software Quality Assurance</td>
<td>3</td>
</tr>
<tr>
<td>SD130</td>
<td>Microcontroller Embedded Systems</td>
<td>3</td>
</tr>
<tr>
<td>SD140</td>
<td>Mobile Application Development</td>
<td>3</td>
</tr>
<tr>
<td>SD200</td>
<td>Assembly Language Programming</td>
<td>3</td>
</tr>
<tr>
<td>SD210</td>
<td>Digital Circuit Design</td>
<td>3</td>
</tr>
<tr>
<td>SD220</td>
<td>Real-Time Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>SD225</td>
<td>Object-Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>SD230</td>
<td>Microcontroller Embedded Systems II</td>
<td>3</td>
</tr>
<tr>
<td>SD290</td>
<td>Software Systems Design Capstone</td>
<td>2</td>
</tr>
<tr>
<td>W114</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL AAS DEGREE CREDITS**

92*

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

---

### AAS Degree

**Career Opportunities:**

• Software Design Engineer
• Computer Programmer
• Embedded Systems Engineer

**Objective:**

Graduates of this program understand basic computer software and hardware concepts. They can design and implement computer programs, plan digital and software architecture, and evaluate programs to improve performance. They are also able to manage software design projects. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and business and professional skills.

**In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.**

• Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.

---

**This program NOT available at the Bismarck campus.**
ACCOUNTING • Certificate • Diploma

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.

Foundation Courses
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

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

TOTAL CERTIFICATE CREDITS 39*

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.

- Students must complete the freshman seminar as part of certificate course requirements for the quarter they are scheduled for the E242 Career Development course.

Diploma

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

Objective:
Graduates of this program learn to manage accounts receivable and accounts payable. They learn to prepare tax returns and financial statements, and use computer applications proficiently. They know financial and managerial accounting concepts as related to the business environment. Graduates value critical thinking, communication, and the ability to relate accounting concepts to the world around them.

In addition to all Certificate Courses

Diploma Courses
A276 Financial Investigation 4
A280 Accounting Capstone 2
B232 Principles of Marketing 4
B234 Business Law 4
B293 Business Ethics 4
F108 Financial Markets and Institutions 4
G124 English Composition 4
G141 Introduction to Communication 4
G233 College Algebra 4

TOTAL DIPLOMA CREDITS 73*

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 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 STEP placement exam or by successful completion of Foundation Courses.
BUSINESS • Certificate • Diploma

- Business Administration • Call Center Management • Child Development
- Entrepreneurship • Human Resources • Internet Marketing • Marketing and Sales

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 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 critical thinking, communication, and lifelong learning.

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 critical thinking, communication, and lifelong learning.

In addition to all Certificate Courses

Business Administration Specialization
(students will complete these additional courses)

- A177 Payroll Accounting
- B119 Customer Service

TOTAL DIPLOMA CREDITS 73*

Internet Marketing Specialization
(students will complete these additional courses)

- B228 Search Engine Marketing
- B245 Online Multimedia Marketing
- B273 Internet Business Models and E-Commerce

TOTAL DIPLOMA CREDITS 75*

Marketing and Sales Specialization
(students will complete these additional courses)

- B140 Sales Techniques
- B263 Principles of Advertising
- B273 Internet Business Models and E-Commerce

TOTAL DIPLOMA CREDITS 75*

Entrepreneurship Specialization
(students will complete these additional courses)

- B244 Entrepreneurial Finance

TOTAL DIPLOMA CREDITS 71*

Human Resources Specialization
(students will complete these additional courses)

- B268 Compensation and Benefits Management

TOTAL DIPLOMA CREDITS 75*

Child Development Specialization
This specialization is available only to residents of Florida, Minnesota, North Dakota, and Wisconsin.

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

- EC110 Early Childhood Education Curriculum and Instruction
- EC120 Health, Safety, and Nutrition
- EC211 Dynamics of the Family

TOTAL DIPLOMA CREDITS 75*

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 the quarter they are scheduled for the E242 Career Development course.

School of Business Mission Statement

The Rasmussen 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.
MEDICAL BILLING AND CODING  •  Certificate  •  Diploma

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 principals, 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 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

Certificate Courses
- D132  Computer Applications and Business Systems Concepts  3
- E242  Career Development  2
- G150  Structure and Function of the Human Body  4
- M120  Medical Terminology  4
- M140  Basic ICD-9-CM Coding  4
- M140A  Intermediate ICD-9-CM Coding  3
- M141  Ambulatory Care Coding  3
- M208  Introduction to Health Information Management  4
- M209  Medical Insurance and Billing  3
- M232  Pathophysiology  5
- M243  Health Information Law and Ethics  4
- M251  Medical Coding Practicum  1

TOTAL CERTIFICATE CREDITS  40*

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 principals, 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 critical thinking, communication, ethical and professional behavior in the workplace and the confidentiality of patient information.

In addition to all Certificate Courses

Diploma Courses
- G124  English Composition  4
- G141  Introduction to Communication  4
- G233  College Algebra  4
- MA135  Pharmacology for the Allied Health Professional  4

TOTAL DIPLOMA CREDITS  56*

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 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 STEP placement exam or by successful completion of Foundation Courses.
Certificate

Career Opportunities:
- Security Professional

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

In addition to all Certificate Courses

Corrections Specialization
(students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>J121</td>
<td>Case Management: Strategies for Rehabilitation</td>
<td>4</td>
</tr>
<tr>
<td>J211</td>
<td>Counseling Clients</td>
<td>4</td>
</tr>
<tr>
<td>J212</td>
<td>Legal Principles in Corrections</td>
<td>4</td>
</tr>
<tr>
<td>J213</td>
<td>Juvenile Justice: Delinquency, Dependency, and Diversion</td>
<td>4</td>
</tr>
<tr>
<td>J250</td>
<td>Drugs and Crime</td>
<td>4</td>
</tr>
<tr>
<td>J280</td>
<td>Contemporary Issues in Criminal Justice Capstone</td>
<td>4</td>
</tr>
</tbody>
</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 the quarter they are scheduled for the E242 Career Development course.

Diploma

Career Opportunities:
- Security Professional
- Corrections Specialist

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

Certificate Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
</tr>
</tbody>
</table>

Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E170</td>
<td>Introduction to Undergraduate Research</td>
<td>2</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>J100</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J106</td>
<td>Criminology: Motives for Criminal Deviance</td>
<td>4</td>
</tr>
<tr>
<td>J115</td>
<td>Introduction to Corrections</td>
<td>4</td>
</tr>
<tr>
<td>J120</td>
<td>Policing in America</td>
<td>4</td>
</tr>
<tr>
<td>J131</td>
<td>Criminal Law and Procedures: Crime and the Courtroom</td>
<td>4</td>
</tr>
<tr>
<td>J200</td>
<td>Domestic Violence</td>
<td>4</td>
</tr>
<tr>
<td>J255</td>
<td>Ethics in Criminal Justice</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE CREDITS 39*

TOTAL DIPLOMA CREDITS 71*

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 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 STEP 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.

Criminal Justice Professional Peace Officer Education (PPOE)

Students seeking licensing as professional peace officers must take the Law Enforcement specialization, 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 “Web” 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.

Homeland Security Specialization
(students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>J130</td>
<td>Introduction to Homeland Security</td>
<td>4</td>
</tr>
<tr>
<td>J213</td>
<td>Juvenile Justice: Delinquency, Dependency, and Diversion</td>
<td>4</td>
</tr>
<tr>
<td>J230</td>
<td>Terrorism</td>
<td>4</td>
</tr>
<tr>
<td>J245</td>
<td>Security Challenges</td>
<td>4</td>
</tr>
<tr>
<td>J250</td>
<td>Drugs and Crime</td>
<td>4</td>
</tr>
<tr>
<td>J280</td>
<td>Contemporary Issues in Criminal Justice Capstone</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL DIPLOMA CREDITS 71*

Law Enforcement Specialization
(students will complete these additional courses)

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<tr>
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<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>J122</td>
<td>Crime Scene to Conviction: Critical Skills in Documentation</td>
<td>4</td>
</tr>
<tr>
<td>J213</td>
<td>Juvenile Justice: Delinquency, Dependency, and Diversion</td>
<td>4</td>
</tr>
<tr>
<td>J222</td>
<td>Practical Psychology for Law Enforcement</td>
<td>4</td>
</tr>
<tr>
<td>J226</td>
<td>Legal Code for Law Enforcement</td>
<td>4</td>
</tr>
<tr>
<td>J250</td>
<td>Drugs and Crime</td>
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Psychology Specialization
(students will complete these additional courses)

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<tr>
<td>G233</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>HS260</td>
<td>Community Psychology</td>
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<td>HS270</td>
<td>Social Psychology</td>
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<tr>
<td>HS280</td>
<td>Abnormal Psychology</td>
<td>4</td>
</tr>
<tr>
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TOTAL DIPLOMA CREDITS 71*

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 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 STEP 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.

Criminal Justice Professional Peace Officer Education (PPOE)

Students seeking licensing as professional peace officers must take the Law Enforcement specialization, 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 “Web” 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.
SOFTWARE APPLICATION DEVELOPMENT Certificate
Moorhead Campus Only

Certificate

Career Opportunities:
• Programmer Analyst
• Applications Developer
• Business Systems Analyst
• Software Developer

Objective:
Graduates of this program understand basic computer software and hardware concepts. They can design and implement computer programs, plan digital and software architecture, and evaluate programs to improve performance. They are also able to manage software design projects. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and business and professional skills.

Major and Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G246</td>
<td>Advanced Algebra</td>
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</tr>
<tr>
<td>N137</td>
<td>Programming I</td>
<td>4</td>
</tr>
<tr>
<td>N142</td>
<td>Foundations of Software Design</td>
<td>3</td>
</tr>
<tr>
<td>N207</td>
<td>Programming II</td>
<td>4</td>
</tr>
<tr>
<td>N210</td>
<td>Introduction to Computer Systems</td>
<td>4</td>
</tr>
<tr>
<td>SD110</td>
<td>Discrete Structures for Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>SD140</td>
<td>Mobile Application Development</td>
<td>3</td>
</tr>
<tr>
<td>SD225</td>
<td>Object-Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>W109</td>
<td>Relational Databases</td>
<td>3</td>
</tr>
<tr>
<td>W114</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>W210</td>
<td>Java I</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE CREDITS 40

This program is only available at the Moorhead campus.

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.

- Students must complete the freshman seminar as part of certificate course requirements the quarter they are scheduled for the E242 Career Development course.

Entrance requirements for Software Application Development Associate’s and Computer 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 each program. Also required are two letters of reference and a 750-word essay. Please speak with a Program Manager for details.
# INFORMATION SYSTEMS MANAGEMENT

## Certificate • Diploma

- Computer Information Technology • Computer Information Technology with Multimedia
- Database Administration • Network Administration • Network Security • Web Programming

### Computer Information Technology - Certificate

**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. Graduates know how businesses utilize information systems, how technology adds value to business processes, and how to engage in IT support.

### Foundation Courses
- B080 Reading and Writing Strategies 4
- B099 Foundations of Math 4

### Certificate Courses
- B119 Customer Service 4
- B136 Introduction to Business 4
- B273 Internet Business Models and E-Commerce 4
- D152 Computer Applications and Business Systems Concepts 3
- D181 Excel 3
- D187 Professional Presentations 3
- D283 Access 3
- E242 Career Development 2
- N140 Logic and Troubleshooting 4
- S120 Word for Windows 3
- W108 Introduction to Website Design 3

**TOTAL CERTIFICATE CREDITS** 36*

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

### Diploma Courses
- B119 Customer Service 4
- B136 Introduction to Business 4
- B273 Internet Business Models and E-Commerce 4
- B275 Internet Business Models and E-Commerce 4
- B293 Business Ethics 4
- D132 Computer Applications and Business Systems Concepts 3
- D181 Excel 3
- D187 Professional Presentations 3
- D283 Access 3
- E242 Career Development 2
- G124 English Composition 4
- G141 Introduction to Communication 4
- G233 College Algebra 3
- N127 Microsoft Windows Workstations 3
- N133 Networking Fundamentals 3
- N140 Logic and Troubleshooting 3
- N145 Fundamentals of PC Hardware and Software 3
- N228 Microsoft Windows Server 2
- N290 Information Technology Capstone 3
- S120 Word for Windows 3
- W108 Introduction to Website Design 3

**TOTAL DIPLOMA CREDITS** 70*

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.
Database Administration • Diploma
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 demonstrate proficiency in analyzing business needs, preparing requirement specifications, and selecting and implementing database technologies to meet those needs.

Foundation Courses
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

Diploma Courses
B119 Customer Service 4
B136 Introduction to Business 4
B20 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
G124 English Composition 4
G233 College Algebra 4
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 66*

Network Administration • Diploma
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. Graduates understand how businesses utilize information systems, how technology adds value to business processes, and how network administrators are accountable for a business’s network running uninterrupted. Graduates value critical thinking, communication, and business and professional skills.

Foundation Courses
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

Diploma Courses
B119 Customer Service 4
B136 Introduction to Business 4
B20 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
G124 English Composition 4
G233 College Algebra 4
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 66*

Network Security • Diploma
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 demonstrate that they are technical professionals who can establish, maintain, monitor, and support network environments.

Foundation Courses
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

Diploma Courses
B119 Customer Service 4
B136 Introduction to Business 4
B20 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
G124 English Composition 4
G233 College Algebra 4
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
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 66*

Web Programming • Diploma
Career Opportunities: • Web Developer
Objective: Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates are skilled in the use of a variety of development tools and technologies to build robust web applications and user-friendly web interfaces, and they possess a comprehensive understanding of web programming, project management, and website creation. Graduates value critical thinking, communication, and business and professional skills.

Foundation Courses
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

Diploma Courses
B119 Customer Service 4
B136 Introduction to Business 4
B271 Professional Communication 4
B293 Business Ethics 4
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
G124 English Composition 4
G233 College Algebra 4
N140 Logic and Troubleshooting 4
S0225 Object-Oriented Programming 3
W019 Relational Databases 3
W110 JavaScript 3
W114 Fundamentals of Programming 3
W116 Introduction to Web Design Software 3
W118 Introduction to HTML 3
W125 Introduction to Visual Basic 3
W201 Advanced Visual Basic 3
W210 Java I 3
W215 Perl/CGI 3
W216 PHP/MYSQL 3
W290 Web Programming Capstone 2

TOTAL DIPLOMA CREDITS 68*

* Credit totals do not include Foundation Courses. Students must either demonstrate proficiency in the subject matter in Foundation Courses through a STEP 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 AS and all Nursing Programs)

<table>
<thead>
<tr>
<th>Lower Division</th>
<th>Upper Division</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Composition</strong></td>
<td><strong>Communication</strong></td>
</tr>
<tr>
<td>G124 English Composition</td>
<td>G324 Advanced Composition</td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
<td><strong>Visual Communication in the Media</strong></td>
</tr>
<tr>
<td>G125 Humanities</td>
<td>G332 Human Communication</td>
</tr>
<tr>
<td>G145 Film Appreciation</td>
<td><strong>American Literature</strong></td>
</tr>
<tr>
<td>G147 Art Appreciation</td>
<td>G333 Contemporary World Literature: 1900 to the Present</td>
</tr>
<tr>
<td>G151 Music Appreciation</td>
<td>G420 Studies in American Literature and Culture</td>
</tr>
<tr>
<td>G155 Introduction to Philosophy</td>
<td>G435 Literature of American Minorities</td>
</tr>
<tr>
<td>G201 Creative Writing</td>
<td>G440 Political Thought</td>
</tr>
<tr>
<td>G220 Writing About Literature</td>
<td><strong>Humanities</strong></td>
</tr>
<tr>
<td>G224 Introduction to Critical Thinking</td>
<td>G215 Introduction to Human Biology</td>
</tr>
<tr>
<td>G225 Ethics</td>
<td>G425 Human Anatomy and Physiology I</td>
</tr>
<tr>
<td>G230 Introduction to Literature</td>
<td>MA241 Human Anatomy and Physiology I</td>
</tr>
<tr>
<td>G238 Conversational Spanish</td>
<td>MA242 Human Anatomy and Physiology II</td>
</tr>
</tbody>
</table>

### Natural Sciences

<table>
<thead>
<tr>
<th><strong>Lower Division</strong></th>
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<tbody>
<tr>
<td><strong>Structure and Function of the Human Body</strong></td>
<td><strong>Advanced Composition</strong></td>
</tr>
<tr>
<td>G150 Structure and Function of the Human Body</td>
<td>G346 Physical Geography</td>
</tr>
<tr>
<td><strong>Introduction to Zoology</strong></td>
<td><strong>Conservation of Resources</strong></td>
</tr>
<tr>
<td>G170 Introduction to Zoology</td>
<td>G350 Conservation of Resources</td>
</tr>
<tr>
<td><strong>Introduction to Astronomy</strong></td>
<td><strong>Gender in Math and Science</strong></td>
</tr>
<tr>
<td>G239 Introduction to Astronomy</td>
<td>G364 Gender in Math and Science</td>
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<tr>
<td><strong>Introduction to Geology</strong></td>
<td><strong>Need for Geology</strong></td>
</tr>
<tr>
<td>G245 Introduction to Geology</td>
<td>G365 Social Problems</td>
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### Social Sciences

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<tr>
<td><strong>Principles of Economics</strong></td>
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<tr>
<td>G123 Principles of Economics</td>
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<tr>
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<td><strong>American U.S. National Government</strong></td>
<td><strong>Film Appreciation</strong></td>
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<td>G147 Film Appreciation</td>
</tr>
<tr>
<td><strong>United States History: 1900 to the Present</strong></td>
<td><strong>Music Appreciation</strong></td>
</tr>
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<td>G270 United States History: 1900 to the Present</td>
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See specific course requirements on program pages.

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### General Education Course Selections: Nursing Degree Programs

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</table>

See specific course requirements on program pages.
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 considered entry level courses. Course description numbers that range from 200-299 are considered more advanced courses and may function as second-year courses or capstone courses. Course description numbers that range from 300-399 are considered upper division courses that may function as third-year courses. Course description numbers that range from 400-499 are considered advanced upper division courses that may function as fourth-year requirements for a Bachelor’s Degree.

A140 Financial Accounting I
40 hours, 4 credits
This course defines accounting objectives and their relation to business. The student will be taught the fundamental principles of bookkeeping. The trial balance, working papers, financial statements, and completing an accounting cycle are introduced. The course will emphasize valuing assets, including property, plant and equipment, inventory, and accounts receivable, and will address the classification of accounts, notes, payroll liabilities, and monthly adjustments.
Prerequisite: none

A141 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 and taxes, and payroll accounting systems and records.
Prerequisite: Financial Accounting I

A269 Income Tax
40 hours, 4 credits
Course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business.
Prerequisite: Financial Accounting II

A276 Financial 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 adequate 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 inter-personal communication and class presentations. Students have the opportunity to participate in an optional internship/externship project.
Prerequisite: Offered last or second-to-last quarter for Associate's Degree students.
Co-requisite: Sophomore Seminar

A322 Risk Management for Accountants
40 hours, 4 credits
This course will cover topics such as culture and appetite, risk categorization, risk strategy, risk evaluation, enterprise risk management, audit functions, treatment, reporting, and decision making.
Prerequisites: 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 management of professional accounting principles. Topics include: cost behavior, 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 includes a study of auditing standards and procedures and an integration of professional ethics within the auditing discipline. Emphasis is placed on analytical thinking, evaluation of business risks, and internal control practices and a thorough study of Sarbanes Oxley and other relevant laws and regulations as they relate specifically to public tax practitioners.
Prerequisite: Financial Accounting II

A360 Taxation of Individuals
40 hours, 4 credits
This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business. Focus is on income exclusions, deductions, exemptions, credits, property, gift, estate tax and depreciation.
Prerequisite: Financial Accounting II

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

A375 Intermediate Financial Reporting II
40 hours, 4 credits
This course builds on Intermediate Financial Reporting I. Topics include 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 financial objectives, including revenue, cash, and taxes. The development and challenges concerning international accounting standards is also studied. An application of international standards is interwoven through each lesson.
Prerequisite: Intermediate Financial Reporting II

A400 Cost Accounting Principles and Applications
40 hours, 4 credits
This course provides a survey of the theory and application of cost accounting principles. Topics include cost behavior, production costing methods, data processing, economic analysis, budgeting, and management and financial control. Topics include how to identify, measure, and allocate indirect and indirect costs, how to apply burdens, 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

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 control, scheduling, and quality control. An interweaving emphasis will be placed on quality and its impact in securing a strategic advantage for manufacturing and service entities.
Prerequisite: Intermediate Financial Reporting II

A420 Accounting Information Systems
40 hours, 4 credits
An advanced course that further develops an understanding of computer elements, relationships, and issues associated with manual and computerized accounting information systems.
Prerequisite: Management of Information Systems

A425 Corporate Fraud Examination
40 hours, 4 credits
This course is a study of the internal audit principles, practices and control evaluations that are utilized to ensure accountability, responsibility and ethical operations within an organization.
Prerequisite: Auditing Concepts and Standards

A430 International Accounting
40 hours, 4 credits
This course includes a study of the international audit principles, practices and control evaluations that are utilized to ensure accountability, responsibility and ethical operations within an organization.
Prerequisite: Auditing Concepts and Standards
**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, inter-personal communication and class presentation. Students have the opportunity to participate in an optional internship/externship project.
Prerequisite: Intended for student’s last quarter

**B080 Reading and Writing Strategies** 40 hours, 4 credits
This course develops students’ reading and writing skills in preparation for college-level coursework. Through review of grammar, punctuation, and the writing process, students will enhance their ability to compose sentences, paragraphs, and short essays. The study of active reading strategies will provide students with the tools necessary for comprehending college-level texts. Prerequisite: Placement determined by placement test score.

**B098 Foundations of English II** 40 hours, 4 credits
This course emphasizes mastery of grammar and punctuation usage, paragraph structure, and strategy. Prerequisite: Placement determined by placement test score.

**B099 Foundations of Math** 40 hours, 4 credits
This course is a study of the fundamentals of mathematics in the following areas: addition, subtraction, multiplication, division, fractions, decimals, and percentages. Prerequisite: Placement determined by placement test score.

**B119 Customer Service** 40 hours, 4 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 computers communicate 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 teaches the foundations of networks in a business context. The course covers Local Area Networks and Wide Area Networks and includes how computers communicate in those environments and how they are used to support business processes.
Prerequisite: Computer Applications and Business Systems Concepts

**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

**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 and creating and evaluating proposals, media purchasing and online public relations.
Prerequisite: Principles of Finance

**B249 Risk Management and Insurance** 40 hours, 4 credits
This course covers the general principles of risk management and insurance. Topics include the relationship of risk transfer, risk avoidance, and risk retention to risk management and loss control methods as used for decision making in human resources and finance. Emphasis is placed on the risk management process which includes the identification of risks, evaluation of risks, and selection of an appropriate management response, implementation, and evaluation.
Prerequisite: Introduction to Human Resource Management

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

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

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 inception to execution.
Prerequisite: none

B300 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 an externship project.
Prerequisite: Students must be enrolled in the Business Associate’s Degree program and in their last or second-to-last quarter.
Co-requisite: Sophomore Seminar

B303 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

B306 Operations Management
40 hours, 4 credits
In this course students examine the operations function of managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered will include designing and managing operations; purchasing raw materials; controlling and maintaining inventories; and producing goods or services that meet customers’ expectations. Quantitative modeling will be used for solving business problems.
Prerequisite: Introduction to Business

B310 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

B315 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.
Prerequisite: Computer Applications and Business Systems Concepts, Introduction to Business

B325 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

B330 Advanced Principles of Financial Management
40 hours, 4 credits
This course is designed to explore human behavior in work settings from an interdisciplinary perspective. The following topics will be studied and analyzed from a management perspective: organizational structure, leadership, power, conflict management, individual and group dynamics, motivation, morale, and communication.
Prerequisite: Introduction to Business

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

B350 Human Resource Management
40 hours, 4 credits
This course examines the role of human resource information systems in today’s organizations and human resource departments. Key areas of focus include human resource information system design, acquisition, and implementation. The role of these systems in talent acquisition and management is also examined.

B360 Operations Management
40 hours, 4 credits
This course provides an in-depth understanding of E-Marketing strategies and techniques for website design and development. Key areas of focus include email marketing, social media, and online PR.
Prerequisite: Internet Business Models and E-Commerce

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 and group 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
This course presents an examination of current moral obligation, right and wrong action, and good and bad ethical issues that arise in the world of business, 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 inception to execution.
Prerequisite: none

B380 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 an externship project. Students have the opportunity to participate in an optional internship/externship project.
Prerequisite: Students must be enrolled in the Business Associate’s Degree program and in their last or second-to-last quarter.
Co-requisite: Sophomore Seminar

B390 Human Resource Information Systems
40 hours, 4 credits
This course is designed to give students an in-depth understanding of E-Marketing strategies and techniques for website design and development. Key areas of focus include email marketing, social media, and online PR.
Prerequisite: Internet Business Models and E-Commerce

B400 Managing a Diverse Workforce
40 hours, 4 credits
This course is designed to give students an in-depth understanding of E-Marketing strategies and techniques for website design and development. Key areas of focus include email marketing, social media, and online PR.
Prerequisite: Internet Business Models and E-Commerce

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

B415 Risk Management
40 hours, 4 credits
This course provides a broad exposure to new approaches, techniques, and future trends in the management of personnel. This course includes a study of the major functions in personnel management including job analysis, manpower planning, selection of personnel, performance evaluation, training and wage and salary administration.
Prerequisite: Principles of Management and Introduction to Human Resource Management; or Management of Health Information Services

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

B422 Website Development for Business
40 hours, 4 credits
This course teaches students the business strategies and techniques for website design and development. Key areas include usability studies, information architecture design, and working with information technology professionals to develop the website. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Advanced Search Engine Marketing Strategies; Web Analytics

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.
Prerequisite: Principles of Management, 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.
Prerequisite: Search Engine Marketing; Internet Business Models and E-Commerce

B440 Managing a Diverse Workforce
40 hours, 4 credits
This course is designed to give students an in-depth understanding of E-Marketing strategies and techniques for website design and development. Key areas of focus include email marketing, social media, and online PR.
Prerequisite: Internet Business Models and E-Commerce

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
COURSE DESCRIPTIONS

**B453 Compensation Administration**

40 hours, 4 credits

This course addresses tangible and intangible compensation components 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

**B461 Labor Relations Management**

40 hours, 4 credits

This course deals with the relationship of labor unions and management, the fundamentals of collective bargaining and labor legislation. The structure and growth of unions as well as the relationships and problems that exist among private and public sector organizations, the labor force, and government are surveyed. This course includes educational resources from Harvard Business Publishing.

Prerequisite: Principles of Management

**B474 Small Business Management I**

40 hours, 4 credits

This course is a study of the factors involved in starting and managing a small to medium-sized business. Emphasis is on the conduct of a pre-business feasibility study, and start-up of the business, successful management and options for succession or termination. Students will prepare a sample business plan.

Prerequisite: Principles of Management

**B491 Legal and Ethical Environment of Business**

40 hours, 4 credits

This course presents an overview of the law, legal system, and ethical issues that 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.

Prerequisites: Business Ethics; Business Law

**B492 Contemporary Leadership Challenges**

40 hours, 4 credits

This seminar course examines current issues within the management field. This course is highly interactive in that both students and faculty are actively engaged in researching, presenting, and discussing course materials. In addition to gaining in-depth exposure to a current key topic in the field, students learn to become active and effective members of a professional learning community.

Prerequisite: Principles of Management

**B498 Management Capstone**

30 hours, 3 credits

In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, contemplating, and applying theoretical concepts studied throughout their degree in creating a solution for an actual management need. This course is designed to be taken during the student’s last semester. Students have the opportunity to participate in an optional internship/externship project.

Prerequisite: Business Bachelors student in last or second-to-last quarter.

**D132 Computer Applications and Business Systems Concepts**

40 hours, 3 credits

This course teaches students basic to advanced computer concepts and skills, including creating and modifying Word documents, designing databases, spreadsheet creation and analysis, using the Internet and E-Commerce tools, and creating presentations with enhanced features and web tools.

Prerequisite: none

**D181 Excel**

40 hours, 3 credits

This course is designed to investigate the advanced applications and concepts available in Microsoft Office Excel. Students will be introduced to electronic spreadsheet features ranging from the data input and manipulation to charting and PivotTables. This course is designed to help prepare students for the Excel portion of the Microsoft Office Specialist certification exam.

Prerequisite: Computer Applications and Business Systems Concepts

**D187 Professional Presentations**

40 hours, 3 credits

This course is designed to incorporate two Microsoft Office presentation programs into a single, powerful tool that can be used to create professional presentations. Students will learn to use PowerPoint and Publisher as partners in creating multidimensional presentations.

Prerequisite: Computer Applications and Business Systems Concepts

**D279 Computer Focused Principles**

40 hours, 3 credits

This course is designed to teach students to accomplish common accounting functions through the use of the computer. Students will learn to maintain accounting records on a computer, input and process information and produce standard accounting reports. This course covers common accounting functions such as maintaining accounts receivable, accounts payable and general ledgers.

Prerequisite: Financial Accounting

**D281 Access**

40 hours, 3 credits

This course is designed to investigate the advanced applications and concepts available in Microsoft Office Access. Students will be introduced to database management features ranging from the creation and modification of databases to maintaining data integrity. This course is designed to help prepare students for the Access portion of the Microsoft Office Specialist certification exam.

Prerequisite: Computer Applications and Business Systems Concepts

**E170 Introduction to Undergraduate Research**

20 hours, 2 credits

This course, students will use a variety of Rasmussen College library & World Wide Web resources to develop and hone information literacy skills. Students will be expected to use these skills in all courses at Rasmussen College.

Prerequisite: none

**E185 Freshman Seminar**

0 credits

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

Prerequisite: none

**E242 Career Development**

20 hours, 2 credits

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

Prerequisite: none

**E270 Sophomore Seminar**

0 credits

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

**E320 Junior Seminar**

0 credits

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

**E410 Senior Seminar**

0 credits

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

**EC100 Foundations of Child Development**

40 hours, 4 credits

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

Prerequisite: none

**EC101 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 setting and assessing behavioral objectives, lesson plans, and activity goals. Various curriculum models will be reviewed. Strategies to enhance parent and family involvement will be emphasized.

Prerequisite: Foundations of Child Development

**EC120 Health, Safety, and Nutrition**

40 hours, 4 credits

This course examines the role of early childhood professionals working in the field via the policies and procedures governed by the state. Students will learn guidelines for establishing safe environments. They will also learn strategies for implementing health policies, controlling disease, establishing proper nutrition, and responding to children’s special health concerns. Students will carry out a 2-hour field observation in the field of education.

Prerequisite: Foundations of Child Development

**EC180 Knowledge: Externship I**

180 hours, 6 credits

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

Prerequisite: none

**EC181 Application: Externship II**

180 hours, 6 credits

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

Prerequisite: Knowledge: Externship I

**EC182 Reflection: Externship III**

180 hours, 6 credits

Students continue 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

**EC210 Infant and Toddler Development**

40 hours, 4 credits

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

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

**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

**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, making aloud, puppetry, and funnel-board use will be emphasized.

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

**EC225 Parent Education and Support**

40 hours, 4 credits

Students will investigate how resources are assessed, allocated, and utilized within families. They will explore strategies that helping families manage resources through various problem-solving methods.

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

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

EC240 Introduction to English Language Learners
40 hours, 4 credits
Students will explore effective ways to adapt English language instruction to teach learners in our increasingly diverse population of young children and families. They will examine a range of communication styles, learning styles, and behaviors that affect English language teaching and learning. They will analyze the development of English language skills in all domains through social and cultural lenses.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

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

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

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

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

EC251 The Inclusive Classroom
40 hours, 4 credits
Students will learn 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

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

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

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

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

F111 Introduction to Banking
40 hours, 4 credits
This course is the standard introduction to the banking profession. It touches on nearly every aspect of banking, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.
Prerequisite: none

F212 Fundamentals of Consumer Lending
40 hours, 4 credits
This course provides the basic knowledge about consumer credit. It will cover terminology, basic categories of consumer credit, determining credit worthiness, and the application process includes the origin of regulations protecting consumer credit transactions, and reviews specific regulations that apply to consumer credit.
Prerequisite: Introduction to Banking

F213 Introduction to Mortgage Lending
40 hours, 4 credits
This course examines mortgage lending, not only from the aspect of lending to individuals for the purchase of a residence, but also that of providing loans for apartment buildings and loans for real estate developers and builders. It covers construction and permanent financing for residential property; real estate law; documentation; mortgage loan servicing; the secondary mortgage market; the role of government in mortgage lending; and residential real estate as an investment.
Prerequisite: Introduction to Banking

F215 Principles of Banking Law
40 hours, 4 credits
This course will guide students through the legal and regulatory issues. Every part of the banking process, from taking deposits and making loans to operating safe deposit boxes and offering trust services, is governed by laws for the purpose of protecting consumers or maintaining the safety and soundness of the bank.
Prerequisite: Introduction to Banking

F216 Principles of Economics
40 hours, 4 credits
Introduction to national income theories, price theories and behavior of the firm under varying economic conditions. Includes the economic roles of business, government and households; economic fluctuations and growth; money and banking; and international economics.
Prerequisite: none

G123 English Composition
40 hours, 4 credits
Introduction to national income theories, price theories and behavior of the firm under varying economic conditions. Includes the economic roles of business, government and households; economic fluctuations and growth; money and banking; and international economics.
Prerequisite: none

G124 English Composition
40 hours, 4 credits
This course is intended to help students develop their ability to write and express ideas in an organized, unified, coherent manner that reflects an appropriate awareness of purpose and audience. Through writing, reading, and discussion, students will learn to synthesize their thoughts as they communicate more effectively. Course concepts are applied to essays, research projects, and specialized writing. Regular writing and revision will improve students’ grammar, punctuation and usage skills.
Prerequisite: Passing grade in Reading and Writing Strategies or placement determined by STEP assessment 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 and literary literacy and the pursuit of humanitarian goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.
Prerequisite: none

G126 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
We 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 Reading and Writing Strategies or placement determined by STEP assessment score.

G142 Introduction to Sociology
40 hours, 4 credits
This course introduces students to basic sociological terms and concepts. Students will understand how to apply sociological concepts and theories and analyze the structure and relationships of social institutions and the process of social change. Students will explore a variety of topics of sociological interest, including socialization, social inequality, social movements, and the impact of technology and social change on society.
Prerequisite: none

G145 Film Appreciation
40 hours, 4 credits
Students will study different elements, forms, techniques and styles of film and will learn a critical approach to film and the motion picture 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

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

G147 Art Appreciation
40 hours, 4 credits
Students will examine the historical, social, and technological aspects that contribute to understanding the function and meaning of art in this course. Using a global and thematic approach, students will be introduced to the basic elements of art, while learning about a full range of media used to make art, and the fundamental concepts of art criticism. Western and non-Western art is represented, with a strong emphasis on a global perspective in relation to culture, communication, politics, and economics.
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 behavior, theories of human development and intelligence, concepts of motivation and emotions, the science of sensation and perceptions, and the current practices pertaining to psychological disorders, therapies, and treatments.
Prerequisite: none
COURSE DESCRIPTIONS

G150 Structure and Function of the Human Body
40 hours, 4 credits
This course provides a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems.
Prerequisite: none
G151 Music Appreciation
40 hours, 4 credits
Students will study the development of representative musical styles and techniques in this course. Students will learn about the formal structure of music and the significant figures that have shaped the various periods in musical history.
Prerequisite: none
G155 Introduction to Philosophy
40 hours, 4 credits
This course provides students with an introductory understanding of the fundamental questions of philosophy, and an opportunity to develop their own attitudes and beliefs as they seek greater knowledge. Some of the topics students will explore include what it means to be human, the nature of reality, what is truth, morality, free will, and the nature of the self. Significant figures that have played a vital role in developing various fields of philosophy will also be introduced.
Prerequisite: none
G170 Introduction to Geology
40 hours, 4 credits
In this course students will explore introductory topics in the biology of animals. Students will learn about the structure, function, and physiology of animals, and their role in the Earth’s ecosystems. Students will also have an opportunity to study animal genetics, growth, and behavioral and reproductive patterns in this course.
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.
Prerequisites: Passing grade in Reading and Writing Strategies or placement determined by STEP assessment score.
G203 Macroeconomics
40 hours, 4 credits
In this course, students will learn the fundamentals of macroeconomics, which deals with the economy as a whole. An overview of the American economy will be explored through a study of basic supply and demand analysis and a review of fiscal and monetary policy to phases of the business cycle. Unemployment, inflation, GDP, and policy decisions which affect the American economy at home and abroad will be covered.
Prerequisite: none
G204 Microeconomics
40 hours, 4 credits
Students will be introduced to the field of microeconomics in this course, including theories of production, determination of prices, and distribution of income. The course 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 explore fundamental concepts of human biology. They will examine cell structure and function, body systems, and biochemistry. They will also learn basic concepts of genetics and evolution. Students will explore the relationship of human populations and the ecosystems they inhabit.
Prerequisites: none
G220 Writing About Literature
40 hours, 4 credits
This course is designed to expose the student to both a variety of literary forms and important writing topics such as symbolism, myth, and character. Utilizing writing as a major mode of thinking, continued emphasis is placed on construction and composition, including word usage, grammar and sentence analysis. A documented research paper is required.
Prerequisite: English Composition
G224 Introduction to Critical Thinking
40 hours, 4 credits
A study of the rules of valid judging and reasoning, both inductive and deductive, in a traditional, language-centered context rather than a symbolic context. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements. Logical analysis is used to solve problems dealing with our knowledge of reality.
Prerequisite: English Composition
G225 Ethics
40 hours, 4 credits
This course is designed as a study of ethical practices and principles and its relationship to personal and social morality. Emphasis is placed upon the application of ethical theories to problems faced in business and society.
Prerequisite: none
G227 Oral Communication
40 hours, 4 credits
This course will present students with a broad understanding of communication in a variety of contexts. Students will learn the processes and strategies of oral communication by exploring speech anxiety, audience analysis, and organizational speech patterns. Students will research, use supporting materials, and use effective language to develop and present a narrative, informative and persuasive speech.
Prerequisite: none
G230 Introduction to Literature
40 hours, 4 credits
This course offers an introduction to the most common literary genres: fiction, poetry, drama, and literary non-fiction. Students will study the basic elements of each genre, learn how to compare genres, become familiar with sample texts that illustrate the particularities of each genre, and practice the skills of analyzing and writing about literary texts. Reading and analysis of texts will include a variety of literary forms and periods. Students will engage in approaches to determine literary meaning, form, and value.
Prerequisite: none (English Comp. recommended)
G233 College Algebra
40 hours, 4 credits
This course provides students with the skills to achieve mastery of algebraic terminology and applications including, but not limited to, real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems.
Prerequisite: Passing grade in Foundations of Math or placement determined by STEP assessment score.
G238 Conversational Spanish
40 hours, 4 credits
This course focuses on common words and phrases students need to develop a working vocabulary which will enable them to communicate with Spanish-speaking individuals. They will examine the basic elements of each language. Although oral communication is stressed, included is an overview of Spanish grammar, phonetic pronunciation and Hispanic culture.
Prerequisite: none
G239 Introduction to Astronomy
40 hours, 4 credits
Examines astronomical phenomena and concepts, including the solar system, stars, and galaxies; aspects of planetary motion, atoms and radiation, and the origin and evolution of the universe.
Prerequisite: none
G242 American/U.S. National Government
40 hours, 4 credits
This course presents the development and evolution of the American national government with emphasis on the structures and processes of our representative democracy, including its ties to culture, politics, morality, and principles and its relationship to personal and social morality. Emphasis is placed upon the application of ethical theories to problems faced in business and society.
Prerequisite: none
G245 Introduction to Geology
40 hours, 4 credits
Examines the geologic principles from a physical or historical perspective. Includes such topics as the formation of rocks and minerals; internal and external processes modifying the earth’s surface and phenomena; and the evolutionary history of the earth, including its life forms, oceans and atmosphere.
Prerequisite: none
G246 Advanced Algebra
50 hours, 5 credits
This course is designed to expose the student to both a variety of literary forms and important writing topics such as symbolism, myth, and character. Utilizing writing as a major mode of thinking, continued emphasis is placed on construction and composition, including word usage, grammar and sentence analysis. A documented research paper is required.
Prerequisite: Passing grade in Foundations of Math or placement determined by STEP assessment score.
G247 Discrete Introduction to Discrete Mathematics
40 hours, 4 credits
This course provides the basis for proper mathematical reasoning in a computer science framework. Topics include propositional and predicate logic, proof strategies and inductive reasoning, sets, functions, elementary counting techniques, and number systems.
Prerequisite: Calculus I; Discrete Structures for Computer Science
G270 United States History: 1900 to the Present
40 hours, 4 credits
This course presents the development and evolution of the United States during the 20th century up until the present day. The political, social, and economic events of this time will be explored amid a variety of human cultures, values, and perspectives within the United States.
Prerequisite: none
G324 Advanced Composition
40 hours, 4 credits
This advanced writing course is intended to help students further develop and refine their writing, researching, and analytical skills, through the application of the 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
G229 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 the air and water resources; population explosions and the relationship of people, disease, and food production; and environmental controls necessary for survival.
Prerequisite: none
G310 American Literature
40 hours, 4 credits
This course surveys authors, genres, and movements in American literature from 1865 to the present, including representative works of Realism, Naturalism, Modernism, and Post-Modernism/Post-Structuralism. Students will engage in critical readings of exemplary literary texts from diverse groups 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.
Prerequisite: English Composition, Introduction to Literature
G312 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
G313 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
G315 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 us as distinguished from generic differences. 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 environmental problems and possible solutions to these problems.
Prerequisite: none
G351 Geography of the United States and Canada
40 hours, 4 credits
This course presents a comprehensive study of the physical, economic, and social character of the geographic regions of the U.S. and Canada and their significance in the economic and political affairs of the world.
Prerequisite: none
G360 Contemporary World Religions
40 hours, 4 credits
This course explores the unity and diversity of religious traditions in a global context in order to understand the mutual interactions between religions and cultures. Emphasis is placed on the role of religions in shaping human values which can either create or resolve social conflicts, and the impact these values can have on issues of race, ethnicity and religious diversity in a multicultural world.
Prerequisite: none

G365 Social Problems
40 hours, 4 credits
This course is designed to acquaint students with the causes, consequences and solutions surrounding current social problems in the US. Issues such as crime, poverty, prejudice and discrimination, pollution and environmental degradation, drug abuse, mental illness and others will be explored.
Prerequisite: Introduction to Sociology

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

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

G420 Studies in American Literature and Culture
40 hours, 4 credits
A variable topics course examining issues, movements, forms or themes that cross traditional period boundaries. Topics may include the city and the country in American fiction, Southern masculinity, reading and literacy in America, representations of class and religion in American literature, the body and technology, American regionalism, the Pragmatist tradition, and the nature and eco-criticism in American letters.
Prerequisite: Introduction to Literature

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 data representation, 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 literary responses to social marginalization based on race/ethnicity, gender, national origin, sexuality/ssexual 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.

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

G460 Introduction to Microbiology
70 hours, 5 credits
This course provides an introduction to microbiology that emphasizes the effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism; requirements for control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminthes; interactions with and impacts of microbes on humans, including mechanisms of pathogenicity.
Prerequisite: none

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

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
A study of 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, RBVUs, and RUCs.

Prerequisites: Introduction to Health Information Management, Medical Insurance and Billing, Medical Coding Practicum

A lab based course focusing on the use and application of electronic health records. Projects will be completed to simulate real-world activities that occur in the health information department and healthcare facility that will require critical thinking and problem solving.

Prerequisites: Healthcare Information Technologies; Health Information Practicum

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, RBVUs, and RUCs.

Prerequisites: Introduction to Health Information Management, Medical Insurance and Billing, Medical Coding Practicum

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.

Prerequisites: Healthcare Information Technologies; Health Information Practicum

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 processes and policies, research design and methods, knowledge-based research techniques, research protocols, and data recovery is included.

Prerequisites: Healthcare Statistics; Introduction to Healthcare Administration

A 120-hour practical experience that focuses on the management of an HIM department. This field experience will take place in a hospital or medical center setting supervised by an HIM Director or Supervisor. The student must find and secure the site by networking early in their program. The experience will include operational and managerial experience and an administrative project that will benefit the clinical site.

Prerequisites: none

This course sets the foundation for students to develop the morals, ethics, and attitude necessary to strategically help those in crisis situations. The values and ethics intrinsic to the human services profession will be explored, as well as developing interpersonal communication skills. Students will explore how human services professionals function as change agents and must therefore attain and develop a core of intervention knowledge, theory, and skills to effectively deal with people in crisis. The ability to create genuine and empathetic relationships with others is central to those entering the human services field role. Intervention strategies are also explored.

Prerequisites: Introduction to Human Services

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

Prerequisites: General Psychology

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.

Prerequisites: none

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.

Prerequisites: Introduction to Criminal Justice

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

Prerequisites: Introduction to Criminal Justice

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.

Prerequisites: Students must be in their last or second-to-last quarter.
J213 Criminal Law and Procedures: Crime and the Courtroom
40 hours, 4 credits
This course explores the importance of the victim in the criminal justice process, from point of contact with the police to their presence as an advocate in the courtroom. Students will examine how principles of psychology relate to law-enforcement duties and responsibilities. They will review procedures in a correctional setting. They will examine the causes, criminal behavior, and criminal profile of offenders. Crimes such as stalking, arson, murder, and sexual assault will be examined through case files to enhance investigative methods. Students will develop skills for proper eyewitness identification and interrogation of crime suspects and witnesses. They will also explore best practices for conducting investigations with special populations.
Prerequisite: Introduction to Criminal Justice
J230 Terrorism
40 hours, 4 credits
This course will examine serial behavior by crime type and criminal profile. Crimes such as stalking, arson, murder, and sexual assault will be examined through case files to enhance investigative methods. Students will critically examine the role of forensic science in the criminal justice process and the court of law. They will learn skills to aid in planning for natural or man-made disaster recovery, and for crisis management.
Prerequisite: Terrorism
J231 Critical Thinking: Profiling Violent Offenders
40 hours, 4 credits
This course will examine serial behavior by crime type and criminal profile. Crimes such as stalking, arson, murder, and sexual assault will be examined through case files to enhance investigative methods. Students will apply ideas from psychology 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
J212 Juvenile Justice: Delinquency, Dependency, and Diversion
40 hours, 4 credits
This course provides an in-depth overview of terrorism, both domestic and international. This course is designed to provide students the necessary skills to recognize acts of terrorism and gain insight into terrorists’ motivations. The course will touch on the causes and motives that drive terrorists, their methods of operation, and the impact of terrorism on the United States and abroad. Students will examine the necessity of planning protocols within the governmental regulatory framework. Students will come to understand and appreciate the complexities of contemporary and national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism.
Prerequisite: Introduction to Criminal Justice
J245 Security Challenges
40 hours, 4 credits
This course will examine the field of security and the security challenges faced in the current world situation. Both public and private security issues will be evaluated based on organization, law, and risk. Defense basics will be covered externally 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
This 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, police implications of drugs 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,” hallucinogens, herbs, and their effects will 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 and the Courtroom
J280 Contemporary Issues in Criminal Justice
Capstone
40 hours, 4 credits
The capstone class examines the future of the criminal justice system. The current cutting-edge technology in different fields within the criminal justice system is discussed along with insights from accomplished scholars of what the near future holds. Methods and philosophies that will govern the criminal justice field in the near future are introduced along with discussions of the ethical, legal, and political ramifications expected. This course includes ten hours of field experience.
Prerequisite: Introduction to Criminal Justice, students must be enrolled in the Criminal Justice Program and in their last or second to last quarter
Co-requisite: Sophomore Seminar
J200 Domestic Violence
40 hours, 4 credits
Students will critically examine the role of forensic science in the criminal justice process and the court of law. They will review historical events in criminalistics, and analyze problems in forensic science in order to formulate recommendations for change. They will also explore best practices and the future of forensic science.
Prerequisite: Constitutional Law
J230 Criminal Investigations
40 hours, 4 credits
Students will learn to conduct full criminal investigations. They will examine various techniques, methods, and processes for interviewing and interrogating crime suspects and witnesses. They will also explore techniques for conducting investigations with special populations.
Prerequisite: Constitutional Law
J325 Criminal Evidence
40 hours, 4 credits
This course will familiarize students with the fundamentals of criminal evidence as it pertains to the legal presentation of evidence in criminal trials, and with the role of legal counsel. Constitutional issues involving evidence are examined. Different varieties of evidence, from hearsay to physical evidence, are examined. Trial procedures such as expert-witness testimony, police testimony, and testimonial privileges are analyzed.
Prerequisites: Criminal Law and Procedures: Crime and the Courtroom
J326 Criminal Behavior: Profiling Violent Offenders
40 hours, 4 credits
This course will examine serial behavior by crime type and criminal profile. Crimes such as stalking, arson, murder, and sexual assault will be examined through case files to enhance investigative methods. Students will analyze psychological profiles and behavior patterns.
Prerequisite: Criminal Law and Procedures: Crime and the Courtroom
J330 Organized Criminal Syndicates
40 hours, 4 credits
This course examines organized criminal activity in the 21st century, from street gangs to terrorist organizations. Students will examine the cause of organized crime, in addition to the investigation, prosecution, and sentencing of syndicates.
Prerequisites: Criminology; Motives for Criminal Deviance
J345 Diversion and Rehabilitation
40 hours, 4 credits
This course examines the role of women as offenders, victims, and professionals in criminal justice. Theories and research that have differentiated women in the criminal-justice system will be explored. The role of female criminality and criminal-justice professionals will be examined and analyzed.
Prerequisite: Domestic Violence
J350 Cultural Diversity and Justice
40 hours, 4 credits
This course will examine the true picture and statistics of minority representation at every point in the criminal justice process, from point of contact with the police to incarceration and the death penalty. The course includes a comprehensive examination of unbiased racial and ethnic theories, and research and practice of behavior and victimization affecting the criminal justice system.
Prerequisite: Ethics in Criminal Justice
J352 Victims in Criminal Justice
40 hours, 4 credits
This course explores the importance of the victim in the criminal-justice system's process. The victim's role in the criminal-justice process, and movements and legislation regarding victims' impact on judicial proceedings are examined. A variety of crimes and types of victims is explored.
Prerequisite: none
J331 Constitutional Law
40 hours, 4 credits
This course challenges students to examine 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.
Prerequisites: Criminal Law and Procedures: Crime and the Courtroom
J332 Homeland Security Policy
40 hours, 4 credits
Students will receive an overview of homeland security policy at the federal, state, and local levels. They will examine four key security components: risk education, preparedness, public warning, and protective actions. They will also explore the coordination of strategy and policy across national and homeland security disciplines, including law enforcement, public education, medical, public health, emergency management (including FEMA), information operations, defense, diplomacy, commerce, transportation, and intelligence.
Prerequisite: Terrorism
J335 Risk Analysis
40 hours, 4 credits
Students will examine the importance of risk management through analysis and evaluation as a means of ensuring the protection of communities, facilities, and personnel. They will gain an understanding of the identification and assessment of hazards, vulnerabilities, and risks, which is critical to comprehensive management of security operations. They will learn skills to aid in planning for natural or man-made disaster recovery, and for crisis management.
Prerequisites: Introduction to Homeland Security, Security Challenges
J340 Women and Criminal Justice
40 hours, 4 credits
This course examines the role of women as offenders, victims, and professionals in criminal justice. Theories and research that have differentiated women in the criminal-justice system will be explored. The role of female criminality and criminal-justice professionals will be examined and analyzed.
Prerequisite: Domestic Violence
J345 Diversion and Rehabilitation
40 hours, 4 credits
Students will examine counseling and intervention methods used for adult and juvenile, and male and female offenders. They will explore theories proven by research and applied to treatment. They will critically evaluate evidence-based policy, best practices, program evaluations, and “what works” in both social service and criminal justice systems.
Prerequisites: Juvenile Justice: Delinquency, Dependency, and Diversion; Domestic Violence
J350 Cultural Diversity and Justice
40 hours, 4 credits
This course will examine the true picture and statistics of minority representation at every point in the criminal justice process, from point of contact with the police to incarceration and the death penalty. The course includes a comprehensive examination of unbiased racial and ethnic theories, and research and practice of behavior and victimization affecting the criminal justice system.
Prerequisite: Ethics in Criminal Justice
J352 Victims in Criminal Justice
40 hours, 4 credits
This course explores the importance of the victim in the criminal-justice system's process. The victim's role in the criminal-justice process, and movements and legislation regarding victims' impact on judicial proceedings are examined. A variety of crimes and types of victims is explored.
Prerequisite: none
COURSE DESCRIPTIONS

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

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

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

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

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

J415 Crime Prevention 40 hours, 4 credits
This course will explore the goals and types of various crime-prevention strategies. Physical environments and crime, neighborhood crime prevention, the media, and crime displacement will be explored. The course will examine persons and conditions associated with high rates of deviance.
Prerequisite: 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 rotating 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 supervised 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

J433 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.
Prerequisites: Criminal Behavior: Profiling Violent Offenders

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

J445 Special Offenders: Serial Killers 40 hours, 4 credits
Students will explore issues and controversies involved in serial killer cases or mass murder investigations. They will cover topics including maintaining justice, victim’s rights, interrogation techniques, media coverage of crimes, and grief.
Prerequisites: Criminal Psychology: Motives for Criminal Behavior in the Criminal Justice System, 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 to their career or an area of relevant interest in the field. Topics may include any area of justice studies, with the approval of the instructor. Students will conduct a thorough review of 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 250 hours, 9 credits
This course provides students with an opportunity to apply their learning through an internship experience involving participant observation in a professional criminal justice setting. During the internship experience, students will concurrently participate in discussions, journaling, and related coursework to integrate their academic and internship experiences.
Prerequisite: Contemporary Issues in Criminal Justice Capstone; Student in last or second-to-last quarter.

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

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

LE219 Firearms I: Fundamentals of Armed Police Response 40 hours, 2 credits
Students will learn the fundamental principles of marksmanship for firearms competency, and will progress to police-specific skills needed for proficiency in firearms use. They will practice the care and maintenance of firearms.
Prerequisites: Ethics in Criminal Justice, Practical Psychology for Law Enforcement; or enrolled in certificate

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

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

LE228 Use of Force II: Winning Violent Confrontations 40 hours, 2 credits
Students will study on fundamental police defensive tactics to synthesize physical knowledge with use-of-force decision-making. They will learn decision-making skills in ambiguous use-of-force incidents, demonstrating their ability to assess situations, respond appropriately, apply reasonable force, and articulate their reasoning. They will use practical application exercises and scenario-based training to maximize training effects.
Prerequisite: Use of Force I; From Empty Hands to TASERS

LE233 Crime Scene Response: The Real CSI 60 hours, 3 credits
Students will examine the investigation processes for crime scenes and crashes. They will explore issues of scene science, evidence collection, handling, and processing, and documentation. They will discuss legal issues of crime scene processing, and review basic investigation and reporting forms and the reporting requirements established by statute and policy.
Prerequisites: Ethics in Criminal Justice, Practical Psychology for Law Enforcement; or enrolled in certificate

LE240 Minnesota Criminal Code 20 hours, 2 credits
Students will examine Minnesota criminal code and related statutes to gain a thorough understanding of police 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: none

LE245 Minnesota Traffic Code 20 hours, 2 credits
Students will examine Minnesota criminal code and related statutes to gain a thorough understanding of police 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.

LE384 Patrua Practicals: Handling Calls in Progress 80 hours, 4 credits
Students will synthesize learning from all areas of training. They will respond to realistic calls for service and apply their knowledge of law enforcement to achieve resolution of a variety of common policing scenarios. They will discuss fire, arson, and explosives response. They will review principles of good judgment and decision-making, and will articulate their enforcement choices and the potential legal implications of each. Students will also learn fundamental driving principles for routine and high-speed pursuit driving, and will apply these principles in laboratory exercises. They will discuss the legal and policy aspects of police pursuits and effective call response.
Prerequisites: Use of Force I; From Empty Hands to TASERS; Firearms I: Fundamentals of Armed Police Response; Traffic Enforcement: Managing Traffic Violators; Crime Scene Response: The Real CSI; or enrolled in certificate

LE390 Law Enforcement Capstone 20 hours, 2 credits
Students will examine the future of law enforcement by reviewing the topical areas of law enforcement required for success in the field. They will discuss current employment opportunities, certification requirements, and application and hiring processes. They will review specialty areas for successful certification and licensing, and discuss the potential ethical, legal, social, and political ramifications for the future.
Prerequisites: Students must be enrolled in the Law Enforcement program and in their last or second to last quarter
M120 Medical Terminology
40 hours, 4 credits
This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomic roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation.
Prerequisite: none

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

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

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

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

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

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

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

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

M209 Medical Insurance and Billing
40 hours, 3 credits
In this course students will receive an introduction to common 3rd party payers, insurance terminology, and medical billing. They will learn skills including claim forms, insurance coverage, and medical billing errors. 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. Students will learn how to measure and manage productivity of HIM staff and explore the HIM management role in relation to other hospital departments.
Prerequisite: Introduction to Health Information Management

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.
Prerequisite: Introduction to Health Information Management (or co-requisite)

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.
Prerequisite: 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 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: Introduction to Health Information Management

M251 Medical Coding Practicum
30 hours, 1 credit
This course offers supervised practical experience in an online setting, with a minimum of 30 hours of practical experience in medical coding under the direction of a college HIT/Coding instructor. The practicum offers the student experience as a medical coder using actual or simulated medical documentation, encoder software, and practice and guidance for preparing for a credentialed exam.
Prerequisite: Ambulatory Care Coding

M252 Health Information Practicum
60 hours, 2 credits
A simulated practice 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

M290 Medical Administration Capstone
10 hours, 1 credit
This capstone class is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administrative, and medical office management skills.
Prerequisite: Medical Administration student in last or second-to-last quarter.
Co-requisite: Sophomore Seminar

MA110 Clinical Skills I
60 hours, 4 credits
In the first year of the student 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 communication and technology, patient centered care, safety and emergency plans, patient assessments and encounters, medical documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. They will follow applied-learning approaches to all skill-development and performance objectives.
Pre- or Co-requisite: Human Anatomy and Physiology I, Medical Terminology, Attendance of Programmatic Orientation in first quarter

MA135 Pharmacy for the Allied Health Professional
40 hours, 4 credits
Students in this course will learn the pharmacy technology concepts necessary for a variety of allied-health programs. They will study drugs according to their therapeutic applications. They will examine pertinent pharmacology and diseases before discussing the pharmacology of the drug. Students will also learn basic regulations that apply to drugs.
Prerequisites: Medical Terminology; Human Anatomy and Physiology I, or Structure and Function of the Human Body

MA143 Clinical Skills II
60 hours, 4 credits
Students will continue their study of the essential and basic core of front-office medical assisting skills. They will master knowledge and skills including patient examination and assessment, performing electrocardiograph, 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.
Prerequisites: Clinical Skills I; Human Anatomy and Physiology I; Medical Terminology

MA218 Introduction to Microbiology
70 hours, 4 credits
This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism; requirements for and control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminthes; interactions with and impact of microbes on humans, including mechanisms of pathogenicity.
Prerequisite: none

MA225 Laboratory Skills for Medical Office Assisting
60 hours, 4 credits
In this course students will study medical laboratory procedures and techniques that are significant to medical and laboratory assisting. This course includes exposure to other healthcare professionals. They will learn about laboratory equipment and safety, and issues of patient confidentiality. They will learn to collect specimen samples, and to perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing.
Prerequisite: Clinical Skills II
Pre- or Co-requisite: Pathophysiology

MA241 Human Anatomy and Physiology II
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, and will learn medical terminology is emphasized. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, dissection activities, and a study of the structure and function of the human body. A body system approach to learning will include the interummy, skeletal, muscular, nervous, sensory, and endocrine systems of the body, and will learn medical terminology is emphasized. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, dissection activities and study of anatomical models.
Prerequisite: Introduction to Human Biology (except for students enrolled in the Medical Office Assisting program.)
MA242 Human Anatomy and Physiology II
80 hours, 3 credits
This course, students will continue their study of human anatomy and physiology begun in Human Anatomy and Physiology I. They will examine the circulatory, lymphatic and immune, respiratory, urinary, digestive, and reproductive systems, as well as fluid and electrolyte balance, acid-base balance, and nutrition and metabolism. Students will complete laboratory exercises coordinated with course content including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: Human Anatomy and Physiology I

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

MA263A 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: All Hepatitis B injections are completed; successful completion of background check; Attendance at Rasmussen Externship Meeting held prior to course or Program Coordinator; Attendance at externship site orientation (if required by site); Successful completion of all Medical Assisting core courses except Career Development; Approval of Medical Assisting Program Coordinator. Completion of a 2-Step MantiouX screening test within 6 months of starting externship.

MH100 Precalculus
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

MH 200 Calculus I
40 hours, 4 credits
This course takes students into a deeper exploration of functions within the framework of the Fundamental Theorem of Calculus. Topics include limits, derivatives, and integrals of integration will be discussed. Students will cover numerical, 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: Precalculus

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 how to determine integrals are convergent or divergent.
Prerequisite: Calculus I

MH300 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 I

MH310 Probability and Statistics
40 hours, 4 credits
This course explores the concepts of conditional probability, random variables, expectations and distributions, 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 manual compliance.
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.
Prerequisites: Introduction to Clinical Laboratory Science Co-requisites: 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 methodology. Presents red-blood-cell function, hematopoiesis, and associated diseases. The student laboratory focuses on identifying normal and abnormal red-blood-cell morphology and the evaluation of stained blood smears. 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
Exploring concepts learned in Clinical Microbiology I, this course provides further instruction in basic microbiology with emphasis placed on viruses, fungi and parasites. Epidemiology and infection control will be introduced. A student laboratory will be utilized for experiences in fundamental microbiology techniques.
Prerequisite: Microbiology I

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

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

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

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

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

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

N138 Game Preproduction
40 hours, 4 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 deals with 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 is designed for 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
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 access, e-mail, the Web, directory and file transfer, and wireless data. They will understand the concepts of physical security and disaster recovery. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, this course helps prepare students to take the CompTIA Security+ exam.

Prerequisite: Networking Fundamentals

N142 Foundations of Software Design
40 hours, 3 credits
This course introduces students to fundamental aspects of programming as it is related to proper software design concepts. Students will gain an understanding of how computational techniques are applied in solving a variety of problems. Topics will include variables, procedural abstraction utilizing handlers, conditionals, 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
In this course, students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and the software used to support the hardware. Additions which are covered include the relationship between computer hardware and software, computer networks and peripherals, virus protection, disaster recovery and maintenance planning. Finally, the student will learn about and conduct the responsibilities of a professional PC technician. To reinforce the materials in this course, the instructor will assign direct hands-on projects to be performed in a physical or remote lab setting. This course helps prepare students to take both parts of the A+ certification exam. Each student will assemble a computer using prescribed parts and materials.

Prerequisite: Logic and Troubleshooting

N150 Technology’s Role in the 21st Century
20 hours, 2 credits
This course provides a broad overview of major technology trends and developments in the late 20th and 21st centuries with their cultural, economic, and societal impact. Topics include the uses of technology tools in science, industry, education, and the arts. Categories such as communications, commerce, and quality of life will be explored as students review the scope and application of technological within the context of everyday life.

Prerequisite: none

N164 Voice Over IP Fundamentals
40 hours, 3 credits
The goal of this course is to introduce students to Voice over IP (VoIP) communications and the different features and benefits inherent in deploying communications in this way. Students will learn the differences inherent between Public Switched Telephone Networks (PSTN) and VoIP systems. They will discover the signaling that is done with VoIP and learn about the configuration issues when switching over to a system to VoIP.

Prerequisite: Networking Fundamentals

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

Prerequisite: College Algebra

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

Prerequisite: Programming II

N206 Data Structures
60 hours, 4 credits
This course is designed to be an introduction to data structures using C++. Topics to be covered include lists, stacks, and queues. In addition, additional time is spent on templates and algorithmic analysis as it relates to recursion.

Prerequisite: Programming I

N207 Programming II
60 hours, 4 credits
This course is a continuation of Programming I. Topics that will be covered in this course include design analysis, inheritance, and the use of templates in programming. A look at input/output issues is also included along with a look at advanced topics in C++ programming and a brief look at how C++ can start to be utilized in game programs.

Prerequisite: Programming I

N208 Linux Administration
40 hours, 3 credits
This course is designed to introduce the Linux operating system. The students will learn to install, configure, maintain, administer, and use programming features of the Linux operating system. Students will learn how to download and install source application from the Internet, run Windows emulation, and apply Linux in the enterprise network environment. This course uses a combination of reading, lecture, Internet-based research, and lab work to reinforce the course materials. Further, this course helps prepare students to take an industry accepted Linux certification exam.

Prerequisite: Fundamentals of PC Hardware and Software

N209 PHP/MySQL Administration
60 hours, 4 credits
Students learn the fundamental areas of two widely used web application database tools, PHP and MySQL, for implementing and managing database-driven websites. Topics will include PHP scripting and advanced administration of MySQL database applications to be utilized through the Internet.

Prerequisite: SQL Server Administration

N210 Introduction to Computer Systems
40 hours, 4 credits
This course is an introduction to the study of software control over the various hardware components of a computer’s architecture—the CPU, RAM, and system bus. Topics include development of C language programs with a pseudo-code foundation, C programming, debugging, and the bus level, comparison of procedural languages to machine language, and the development of machine and assembly language programs using multiple addressing modes, branching, and subroutine calls.

Prerequisite: Foundations of Software Design

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

Prerequisite: Game Preproduction

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

Prerequisite: Microsoft Windows Server

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

Prerequisite: Fundamentals of PC Hardware and Software

N234 Microsoft Exchange Server
40 hours, 3 credits
In this course students will learn the skills 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: Multiplayer Game Programming

N235 Managing Information Security
30 hours, 3 credits
Information security is not only an IT, but a management issue. Therefore, this course introduces students to a detailed examination of the system-wide perspective of information security. They begin with the strategic planning process for security, which includes an examination of the policies, procedures and staffing for Windows Servers. In addition, the design of profiles, password policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database security.

Prerequisite: SQL Server Administration

N249 Portfolio, Package and Publish
40 hours, 4 credits
This course covers the basic principles of database security and auditing as well as implementation considerations for business databases. It covers security architecture and operating system security fundamental. In addition, the design of profiles, password policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database security.

Prerequisite: SQL Server Administration

N253 Managing Information Security
30 hours, 3 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: Multiplayer Game Programming

N264 IP Telephony
40 hours, 3 credits
This course will serve as the foundation for learning Cisco Call Manager Express and Cisco Unity Express in different network configurations and environments. In this first of a two course sequence students will learn how to install and initially configure these two products in typical network environments. Students will also learn about the various phone options and features currently available to organizations implementing IP Telephony.

Prerequisite: Voice Over IP Fundamentals
 COURSE DESCRIPTIONS

N265 Quality of Service (QoS)  40 hours, 3 credits
This course will look at how Quality of Service can affect not only IP-based applications running on a network but also general network performance. Various tools and procedures are introduced in this course for dealing with congestion, traffic policing and shaping, and utilizing drop policies where appropriate. In addition, there will be an attention paid to the topic of QoS on the LAN, and why it is an important topic to consider and review for overall network performance.
Prerequisite: IP Telephony

N266 Console Development  60 hours, 4 credits
One aspect of creating games is determining how they will work with different consoles from various manufacturers. This course guides the student through the various parts of a console that will have an impact on the game (memory, processing, storage, and debugging to name a few). This systematic approach will allow the game programmer to determine what modifications and changes need to be made as games become part of the game libraries for different vendors.
Prerequisite: Programming II

N272 SQL Server Development  40 hours, 3 credits
This course seeks to prepare the students for programming in the SQL Server environment. Students will learn how to manipulate and work with database objects to create and alter tables as needed. In addition, students taking this class will learn to modify queries, work with constraints, and deal with normalization issues as they learn to program in this environment.
Prerequisite: SQL Server Administration

N273 Business Intelligence Reporting  40 hours, 3 credits
The goal of this course is to allow students to understand what business intelligence is and how it affects the success or failure of organizations. In particular, this course will focus on business intelligence using industry-standard reporting tools as the basis for deriving this information.
Prerequisite: SQL Server Administration

N274 SQL Server Administration  40 hours, 4 credits
The goal of this course is to prepare individuals to work with and administer SQL Server. Students will learn how to install and maintain SQL Server and also how to use various tools helpful in creating backups, promoting security, and to enhance availability and performance of the database.
Prerequisite: Relational Databases

N276 Applied Game and Simulation Theory  40 hours, 4 credits
This course covers the applications for and the development of simulations from game-like “Sims” to educational and military simulations. This course combines reading and critical thinking skills with hands on development of simulations with a 3D game engine. Students will study the theory behind the production of different types of simulations as they learn to apply software to create short simulations.
Prerequisite: Platform Design and Human-Computer Interaction

N280 Graphics Development with DirectX  60 hours, 4 credits
During this course the fundamentals of DirectX are examined and backed up by a solid foundation in software engineering practices. The student will gain a professional game developer understanding of how DirectX (the most current version) works. The student will also be able to deliver a programming knowledge of DirectX and will have a practical, Software Engineering approach to creating software.
Prerequisites: Math for Game and Simulation Production II, Data Structures

N281 Game Design Theory II  40 hours, 4 credits
During this course we will explore the more advanced aspects of gaming and the history and cultural impact of interactive simulations and video games. As an advanced theory course discussions will cover researching the cultural, business, and technical perspectives involved with production and simulation production. Insights into design, production, marketing, and sociocultural impacts of interactive entertainment and communication will also be considered.
Prerequisite: Game Design Theory

N285 Game and Simulation Marketing  40 hours, 4 credits
This course examines the combination of art, science, commerce and culture and its effects on shaping the production, marketing, distribution, and consumption of contemporary media. It combines perspectives on media industries and systems with an awareness of the creative process, the audience, and trends shaping content. The focus of this course is on the rapidly growing segment of entertainment media known as computer gaming.
Prerequisite: none

N286 Math for Game and Simulation Production II  40 hours, 4 credits
This course builds on topics introduced in Math for Game and Simulation Production I. These topics include graphing and solving equations; polynomial, rational, logarithmic, and exponential functions; analytic geometry; and determining equations from the shape of a graph.
Prerequisite: Math for Game and Simulation Production I

N290 Information Technology Capstone  20 hours, 2 credits
This course summarizes key learning throughout the student’s program. Students apply what they’ve learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.
Prerequisite: This course is intended to be completed in the student’s last quarter.
Co-requisite: Freshman Seminar

N300 Introduction to Computer Science Concepts  40 hours, 3 credits
Course covers basic computer organization, computer languages and software, language translation and interpretation, object oriented design, object oriented programming, classes, objects, and inheritance, and file systems.
Prerequisite: Computer Applications and Business Systems Concepts

N301 The Business of Digital Media  40 hours, 4 credits
This course is designed to prepare students for multiple levels of digital production: from the creation of computer games to advertising, digital imaging, and even designing interactive web applications. This course will introduce the student to the business requirements of the digital media industry.
Prerequisite: Software Systems Principles

N302 Graphics Development with OpenGL  60 hours, 4 credits
The goal of the course is to teach fundamental principles of computer graphic algorithms in relation to video game and simulations. The focus is on graphics methods used to render realistic images of scenes applied to the OpenGL system. Much of this involves 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 an historical perspective of programming languages and their development. Students will study techniques of language translation including lexical analysis, grammar, syntax, and parsers. Topics include the structure and functionality of modern operating systems 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 processors 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 an in depth study of motion and gesture drawing skills.
Prerequisite: Color Theory and Techniques

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

N311 Game and Simulation Lighting Techniques  60 hours, 4 credits
This course provides an introduction to 3D modeling, with an emphasis on using real-time shaders with DirectX 9.0. The fundamentals of DirectX 9 are covered along with how to do the shader programming to achieve more realistic “looks” in games. 3D lightning, texturing, alpha blending, and stenciling are covered in detail in this course.
Prerequisite: Graphics Development with OpenGL

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

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

N321 3D Content Creation  60 hours, 4 credits
During this course, students will learn about the primary industry software tools used in the creation of 3D objects and textures. Students will work with industry standard 3D applications in order to create and manipulate two- dimensional texture mapping and three-dimensional models for video game production. Through the use of this software and programming experience a student will be able to bridge the gap between the programming and designer cohorts.
Prerequisite: Game Preproduction

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

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

N330 MIS Techniques  40 hours, 3 credits
This course is an introduction to computer use required of users and developers of management information systems. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Computer Applications and Business Systems Concepts

N335 Digital Photography  60 hours, 4 credits
This course shows students how to evaluate images for communicative effectiveness and aesthetic appeal. They will also digitize images, object and manipulate them in the computer, and output them for on-screen and printed use. Through the course students will gain a firm foundation on the fundamental differences between digital photography and traditional manual film including lighting and print.
Prerequisite: Audio/Video Editing
This course will introduce students to the processes of project planning from the early stages of brainstorming through project planning including creating timetables, resource management, and implementation, along with the benefits of project planning tools. Students will learn to create and utilize project management software and techniques. Students will plan and propose a project appropriate to their fields of study.

Prerequisite: Computer Applications and Business Systems Concepts

Course Description:

This course provides an introduction to project planning from the early stages of brainstorming through project planning, including creating timetables, resource management, and implementation. Students will learn to create and utilize project management tools and techniques. They will plan and propose a project appropriate to their fields of study.

Prerequisites: Computer Applications and Business Systems Concepts

N345 Advanced HTML Coding with CSS

This course covers the use of HTML and CSS for web design and development. Students will learn to create responsive web pages using HTML5 and CSS3. Topics include HTML5 semantic elements, CSS3 styling, responsive design, and web development best practices.

Prerequisite: None

N346 Practical Game Development

This course covers the designing and implementation of game development processes for different platforms. Students will learn to use game engines such as Unity and Unreal Engine to create 2D and 3D games. Topics include game design, level design, scripting, and game mechanics.

Prerequisites: None

N350 Concept Development for Digital Media

This course introduces students to the process of concept development for digital media projects. Students will learn to create visualizations and storyboards to convey their ideas to clients and stakeholders.

Prerequisites: None

N355 Game Planning and Development Strategies

This course covers the planning and development process of video games and simulations. Students will learn to use game engines such as Unity and Unreal Engine to create 2D and 3D games. Topics include game design, level design, scripting, and game mechanics.

Prerequisites: None

N358 Database Systems Design

This course covers the design and implementation of database systems. Students will learn to create relational databases using SQL, design database schemas, and write queries to retrieve data.

Prerequisites: Computer Applications and Business Systems Concepts

N400 Database Systems Engineering

This course covers the design and implementation of database systems. Students will learn to create relational databases using SQL, design database schemas, and write queries to retrieve data.

Prerequisites: Computer Applications and Business Systems Concepts

N401 Artificial Intelligence

This course covers the design and implementation of database systems. Students will learn to create relational databases using SQL, design database schemas, and write queries to retrieve data.

Prerequisites: None

N402 Network Systems Design

This course covers the design and implementation of network systems. Students will learn to create network topologies, design network protocols, and write scripts to configure and manage network devices.

Prerequisites: Computer Applications and Business Systems Concepts

N403 Advanced Mobile Application Development

This course covers the design and implementation of mobile applications. Students will learn to create applications for different mobile platforms using frameworks such as React Native and Flutter.

Prerequisites: None

N406 Mobile Platform Development

This course covers the design and implementation of mobile applications. Students will learn to create applications for different mobile platforms using frameworks such as React Native and Flutter.

Prerequisites: None

N410 Database Management and Administration

This course covers the design and implementation of database systems. Students will learn to create relational databases using SQL, design database schemas, and write queries to retrieve data.

Prerequisites: Computer Applications and Business Systems Concepts

N415 Digital Effects Creation

This course covers the design and implementation of database systems. Students will learn to create relational databases using SQL, design database schemas, and write queries to retrieve data.

Prerequisites: None
This course introduces students to the fundamentals of 3-dimensional computer modeling and how it applies to a multimedia project. Using basic modeling techniques and utilizing texture, lighting, and environmental effects, students model and render 3-dimensional forms to create surreal and realistic images. This course will provide training in a variety of industry-accepted Autodesk 3D design software.

Prerequisite: Introduction to Multimedia Design

**NM141 Digital Media Production**

60 hours, 4 credits

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

**Prerequisite: Introduction to Multimedia Design**

**NM240 3-Dimensional Animation**

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

**Prerequisite: Introduction to 3D Arts and Animation**

**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 focuses on the students’ basic authoring skills by focusing on the demands, details, and subtleties of creating web pages. HTML and supplemental client-side scripting are the primary focus of the course. In addition, processes of graphic and multimedia creation – including interactivity, color, file management and formats, testing, publishing, and publicizing are addressed. Students use interactivity and multimedia elements to enhance their site design.

**Prerequisite: Introduction to Multimedia Design**

**NM260 Server Side Scripting**

40 hours, 3 credits

This course focuses on dynamic interactive websites from a multimedia perspective. Emphasis is on data driven pages, interactivity through client side scripting, dynamic web content, and database access through server side scripting.

**Prerequisites: Dynamic Content Management, Fundamentals of Web Authoring and Design**

**NM262 Digital Media Assembly**

40 hours, 3 credits

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

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

NU205 Human Nutrition 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 legal 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

NU212 Civil Litigation and Procedure II 40 hours, 4 credits
Students will learn the lawyer's role 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

NU213 Corporate Law 40 hours, 4 credits
This course will provide an overview of the legal sources materials and how and when they are incorporated in the legal research process will be examined. Students will gain an understanding of the principles of tort law and the role of the paralegal in handling legal issues. Paralegal students will gain an appreciation of the legal system's essential history, the working structure of government, and the role of the paralegal in the legal system, to include the impact of ethics on the paralegal.

PL105 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 cross 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

PL111 Civil Litigation and Procedure I 40 hours, 4 credits
Students will learn the lawyer's role and paralegal's 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

PL112 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 procedures, trial procedure, post-trial procedures, and initial appellate documents.
Prerequisite: Civil Litigation and Procedure I

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

PL146 Paralegal Ethics 40 hours, 4 credits
This course provides an overview of the legal system's essential history, the working structure of government, and the role of the paralegal in the legal system, to include the impact of ethics on the paralegal.

PL155 Real Estate Law 40 hours, 4 credits
This course provides the basics 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 perrations 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
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ST105 Introduction to Surgical Technology
70 hours, 3 credits
This course will introduce the student to the field of surgical technology and prepare them to become a part of the operating room team. Areas explored in this course are medical terminology for the operating room, introduction to microbiology, medical and surgical asepsis, operating room design, and surgical equipment, patient care, procedures, and instrumentation. 
Prerequisites: Medical Terminology

ST112 Surgical Procedures I
70 hours, 4 credits
This course will orient the student to surgical technology and prepare them for scrub and circulator duties as well as Surgical Practicum I. Topics include standards of conduct, special populations, safety standards, biomedical medicine, asepsis and sterile technique, anesthesia, and instrumentation.
Prerequisite: Introduction to Surgical Technology

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

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

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

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

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

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

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

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

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

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

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

W208 Advanced Website Design
40 hours, 3 credits
Students learn how to use web publishing tools used most often by professional designers. Topics include advanced techniques for the design, layout, and authoring of webpages.
Prerequisite: Introduction to Website Design

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

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

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

W290 Web Programming Capstone
20 hours, 2 credits
This course summarizes key learning throughout the student’s program. Students apply what they have learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.
Prerequisites: Java I; PERL/CGI. This course is intended to be completed in the student’s last quarter.
Co-requisite: Freshman Seminar
Rasmussen College Admissions
Nondiscrimination Policy
Rasmussen College is committed to the principle of equal opportunity and equal treatment in any aspect of its programs. Rasmussen College admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status in all the rights, privileges, programs, and other activities generally accorded or made available to students at Rasmussen College. Rasmussen College does not discriminate against individuals on the basis of race, color, sex, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status in the administration of its educational policies, admissions policies, scholarship and loan programs, and other Rasmussen College administered programs and activities. Otherwise qualified persons are not subject to discrimination on the basis of disability.

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

Class Content
The College reserves the right at any time to make changes to improve the quality or content of the programs of study offered. The College reserves the right to cancel any classes or programs where enrollment is under 12 students.

Class Standing
Rasmussen College determines class standing by the number of credit hours a student has completed. The College assigns class standings according to the following criteria:
- Freshman: 0-36 credits completed
- Sophomore: 37-72 credits completed
- Junior: 73-129 credits completed
- Senior: 130 or more credits completed

College Acceptance or Rejection of Application for Admission
The College will notify each applicant in writing of acceptance or rejection based on fulfillment of the following requirements:
- Completed application form and enrollment paperwork
- Application fee received by College
- An attestation of high school graduation or equivalency. If any information provided on the attestation is found to be false, the student will be subject to immediate dismissal from the College, all credits will be invalid and any financial aid will have to be repaid.
- Completed Entrance Placement Examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College.

Rasmussen College Experience Course successful completion. All prospective students, except as noted below, of Rasmussen College must successfully complete the College Experience Course with a cumulative average of 80% or higher in order to continue the enrollment process. Students who do not successfully pass the College Experience Course with a score of 80% or higher on the first attempt will be allowed one additional opportunity to re-take the course three months after the start of the first attempt. The following students are exempt from the College Experience Course requirement: graduates of Rasmussen College from the last two years, Early Honors program and Individual Progress students and re-entry students who have already successfully completed the College Experience Course. Exempt students will be required to successfully complete the EdVantage Experience Course.

- All financial arrangements are complete, submitted and verified.
- For selected programs, applicants must also pass a criminal background check. See additional information.

- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technology, 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:
  - Grade point average of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
  - TOEFL test score of 500 paper-based or 171 computer-based.
  - Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Fact Sheet 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 an F-1 Student Status. It certifies that (1) you are expected to complete a full-time student degree or certificate program 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.

The College reserves the right to reject any applicant on the good faith belief that the applicant is seeking to enroll at Rasmussen College other than to obtain an educational degree or credential or if the College determines that admission of the applicant would create a potential danger or disruption to the College or its existing students, staff and faculty.

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

Background Checks
For some programs, Rasmussen College requires applicants to pass a background check before admission. Note that “background” including criminal background check is determined by Rasmussen College, in its sole discretion.

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 Human Services, Medical Assisting, Medical Laboratory Technician, Pharmacology, Surgical Technology, and Surgical Technologist programs must also submit to a Minnesota Department of Human Services background check, in addition to the general background check.

A student enrolling in any of the designated programs must complete a Background Check Attestation. Campus 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 particular program, he/she is also not eligible for financial aid while attending school for that program, and any financial aid funds disbursed must be returned to the lender. This also applies to a student whose appeals are denied. If a student is determined ineligible for admission, the following must be completed:

- All Title IV, state and grant aid (Grants, Scholarships and VA) must be returned.
- The student must return all course materials.
- If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course materials.
- If a student chooses to appeal their termination from 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 have his/her aid submitted until the student is determined to be eligible either through a clear or possible letter or successfully going through the appeals process. The process may delay a student’s funding until the background check process is complete.

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

A pre-adverse action letter informs the student that the College is about to take adverse action by either not allowing the applicant to enroll in a certain program, or removing a student from a certain program, based on the background check. After receiving a pre-adverse letter the student may contact the background check firm directly to dispute the information contained in the background check. Within five days of sending the pre-adverse action letter the College will send the student an adverse action letter indicating the action to be taken. The Director of Admissions will contact the applicant to explain the options available.

If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The College will review the appeal and issue a final decision. A student’s request which has been denied the right to request for one request for reconsideration of their appeal, but must provide supplemental or additional information to support such a request for reconsideration.
Applicants who wish to repeat the Evolve A2 to increase their score must submit a $20 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. Students accepted into their program will receive a letter from the College via certified mail.

The College may choose two additional applicants as alternates to join the program if another applicant is deemed ineligible or decides not to begin class.

These two alternates must complete all the necessary steps for admission. Alternates will be guaranteed the opportunity for enrollment into the next cohort provided they remain eligible for admission.

Applicants 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 the School of Nursing, Mobility Nursing or Professional Nursing Program must complete the following steps in order to be deemed eligible for admission.

1. STEP Entrance/Placement Exam: An applicant must achieve an acceptable score on the STEP entrance/placement exam above that requiring a Foundation course as detailed in the current Rasmussen College Catalog. Applicants must be able to qualify for Math coursework and English Composition even if plans are to transfer credits from a previously attended program. Former or current students that have taken the STEP and have scored above that requiring a Foundation course are not required to repeat the STEP Test. Once it has been determined that an applicant has scored sufficiently on the STEP, the School of Nursing Entrance Exam may be scheduled.

2. School of Nursing Entrance Exam. Applicants who have successfully completed the STEP will be given access by the admissions office to the online registration process for the School of Nursing Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a nursing program of study for which they qualify. Applicants not meeting the exam score requirements determined by Rasmussen College at its sole discretion upon first attempt may register for one additional attempt. Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing.

3. Complete Application Requirements: Applicants successful in completing the STEP and the School of Nursing Entrance Exam must complete the following prior to being deemed eligible for an interview with the Dean of Nursing:

• Rasmussen College Application
• Submit Official College Transcripts
• High School Academic and attestation of high school graduation. The STEP entrance exam may not be retaken for initial placement purposes after the start of a Foundation level course. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the Foundation courses. Students who test at remediation level, and who wish to transfer courses that have Foundation courses as prerequisites, must first successfully complete the Foundation courses. Students enrolled in Foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in a degree program.

Entrance requirements for Software Application Development Associate’s and Computer Science Bachelor’s Programs
Minimum score of 12 on the Math portion and 25 on the Writing portion of the STEP test are required for entry into each program. Also required are two letters of reference and a 750-word essay. Please present a program of study.

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

Entrance Requirements for Health Information Management Bachelor’s Program
Applicants pursuing admittance into the Health Information Management BS degree must possess an AAS in Health Information Technology/Management from a CAHIM accredited program or have an AAS degree and possess a current RHIT credential.

Individual Progress
Students may enroll in one or more courses at a time, or in succeeding quarters, without enrolling in a program of study. To be considered for admission, individual progress students must complete the application form and attestation of high school graduation. The STEP test is not required for IP students. Individual progress coursework is assessed at the full cost per credit for each course. Individual progress students remain enrolled at Rasmussen College as long as they continue to select coursework and meet all additional requirements. Upon successful completion of their courses, individual progress students will receive a letter grade and be awarded credits. To enroll in a program at Rasmussen College, students must complete all remaining programmatic application requirements (including the STEP test). Eligible individual progress courses will be applied to the overall program, and count as credits attempted and earned for purposes of Satisfactory Academic Progress (SAP).

Immunization Requirements
Only those students born after 1957 are required to receive the varicella vaccine. Immunization of students at the Moorhead campus must submit the required vaccination information within 45 days after their first enrollment, or they cannot remain enrolled. Please see the campus for a list of possible exceptions. In addition to other entrance requirements, Health Sciences and Nursing programs may require specific immunizations upon enrollment. Please see your campus for details.

Developmental Education and STEP Retest Policy
The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into Foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students and providing educational opportunities to those who enroll. All new students who enroll in a degree, diploma, or certificate program are required to take the STEP reading, writing, and math placement tests. 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 STEP test. Returning students who have not successfully completed the Foundation courses, their equivalents, or the courses for which Foundation courses are prerequisites must take the STEP test. Coursework in Math or English that is numbered below 100 is considered to be developmental. STEP scores are used to appropriately place students in English and math courses according to skill level. Please 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 to proceed to the next course in the sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the Foundation courses. Students who test at remediation level, and who wish to transfer courses that have Foundation courses as prerequisites, must first successfully complete the Foundation courses. Students enrolled in Foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in a degree 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 initial STEP entry exam may not be retaken for initial placement purposes after the start of a Foundation level course. On occasion, however, an exception may be allowed prior to the start of a quarter. Such retests are only granted if extenuating circumstances exist that lead the College to determine a retest is needed to accurately determine the student’s ability level. If a student should be required to retest, such a retest may be allowed, at the discretion of the Academic Dean.

Foundation Courses Timeframe
To help ensure student success, students requiring a foundation course must complete one such course in the first full quarter of enrollment. Additionally, all required foundation courses must be taken in the student’s first two full quarters of enrollment. If a student withdraws from or does not pass a Foundation course, the student must successfully complete that course in the subsequent full quarter of enrollment or the student will be dismissed from the college. Foundation courses are B080 and B089. A “full quarter” excludes the mid-quarter start.
The document provides a detailed explanation of the grading system and policies at Rasmussen College. It includes information on how grades are recorded, access to technology, and educational support for students with disabilities. The grading system is described with symbols for different grades and percentages, and there are rules for repeating courses, auditing classes, and making late submissions. The document also covers the appeal process for grade changes and the impact of incomplete grades on financial aid calculations. Overall, the policies are designed to ensure fairness, support student success, and maintain high academic standards.
Circumstances where a grade change may be authorized include:

- Administrative error regarding grades will be corrected by administrative staff as soon as they are identified.
- If the original instructor is no longer available to submit a grade change (for example, an adjunct instructor no longer employed at the College), the Academic Dean must determine if a grade change is appropriate.
- The Dean may authorize grade changes in order to settle academic appeals.

Program Changes

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

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

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

A complete description and requirements of the program change appeal process is available through the Campus Registrar. A clear background check is required for enrollment in certain programs as determined in the background check section of the catalog. Students who do not successfully pass a background check will be terminated from the College. All program change approvals must be received prior to the first week of break prior to the start of the quarter in which the student wants to change programs.

If a student chooses to change his/her academic program, the student must complete the current program curriculum requirements. On occasion, a student may remain in his/her original catalog, assuming the desired program is still offered. A student who chooses to change programs must provide written authorization in the form of a completed change of status form and new enrollment paperwork.

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 credits 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.

Independent Study Policy

Independent study applications when a student contracts to meet regularly with a qualified instructor to fulfill the assignment tests, projects, and other tasks necessary to achieve the performance objectives of a given course. Independent study requires a student to be motivated and organized. Because an independent study does not provide the student with the classroom interaction normally experienced in higher education, it is to be offered only when there is no alternative and as infrequently as possible.

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

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

Independent studies must meet the following guidelines:

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

1. When and where they will meet each week.
2. Weekly objectives for work to be completed based upon the same weekly objectives defined by the syllabus for an on-site class.
3. Progress checks to be reviewed by the Dean.
4. Standards of academic quality for the work to be completed.
5. Deadline for all work to be completed at the end of the quarter.

Transfer of Previously Earned College Credit and Prior Learning Assessments

- 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 original 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 Commission on Higher Education Accreditation (CHEA) will be considered for college transfer.
- Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
- Students in the Medical Assisting, Medical Laboratory Technician, and Associate 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.
- Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.5 quarter credits. The calculated number is rounded down. Transfer credits based on a different unit of credit than quarter credits will be subject to 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 credit transfer is equivalent to Rasmussen course content. The evaluation is the student’s responsibility.
- Transfer credit is evaluated based on the program in which the student is enrolled.
- Credits earned at Rasmussen College will be transferred directly from one Rasmussen College campus to another. Only the classes that are applicable to the current program will be posted or calculated.
- Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average, but will be counted in the student’s cumulative grade-point average. Grade-point averages and grades from courses taken at any of the Rasmussen College campuses, which pertain to the current program, will be computed in the student’s final grade-point average.
- General education credits may be considered for transfer regardless of completion date.
- Credits in information technology or computer science/ computer applications must have been earned within the previous three (3) years of the assessment date.
- Associate Nursing Program (prefixes of PN/NU and NUR/PRN in Florida) will 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 C or higher.
- Health Sciences core courses as designated by course prefix, have a three (3) year transfer limit.
- The following courses in the Medical Office Assistant Program are not transferable: MA 110 Clinical Skills I, MA 145 Clinical Skills II, MA223 Laboratory Skills, and MA242A/C Medical Office Assistant Externship.
- Transfer of credit for Medical Laboratory Technician and Surgical Technician core courses (ML and ST prefixes) is subject to successful completion of skills validation and program space availability.
- Seminar Courses cannot be transferred in from another institution of higher learning.
- For students in MN who enroll in the Law Enforcement Associate’s, Law Enforcement Academic Certificate, or Law Enforcement Skills Certificate programs, transfer credits for law enforcement specific classes can only be accepted if the incoming course is from a regionally accredited college that is POST Board approved. Students who have credits that are not transferable are eligible to demonstrate competency by completing the course on the test of the College.

2+2 Matriculation for Baccalaureate Candidates

For students who have completed an associate’s degree, who enroll in a Rasmussen College baccalaureate degree in a similar program area (i.e., business degrees are required for business, accounting for accounting), and have transferred in the required prerequisites that require completion of the foundations courses or passing the STEP exam, the student successfully completes the necessary foundations courses or passes the placement exam, the College will then post the transfer credit pertaining to the specific course.

The following Early Childhood Education extension courses cannot be transferred into the program from another program: EC1800 Knowledge: Exstellship I (EC1800 in FL, EC187 Application: Exstellar II (EC1861 in FL, EC182 Reflection: Exstellar III (EC1862 in FL)

Course By Course Transfer

• Course by course transfer credits from regionally or nationally accredited institutions of higher learning will be evaluated on a course-by-course basis.
• Courses that are comparable in content will be accepted.
• Courses that are not comparable in content will be accepted.
• Only courses completed with a grade of C or higher will be eligible for transfer credit.
• All grades must be C or higher.
• Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average.
• Grade-point averages and grades from courses taken at any of the Rasmussen College campuses, which pertain to the current program, will be computed in the student’s final grade-point average.

General Education courses may be considered for transfer Regardless of completion date.

Credits in information technology or computer science/ computer applications must have been earned within the previous three (3) years of the assessment date.

- Associate Nursing Program (prefixes of PN/NU and NUR/PRN in Florida) will 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 C or higher.

- Health Sciences core courses as designated by course prefix, have a three (3) year transfer limit.

The following courses in the Medical Office Assistant Program are not transferable: MA 110 Clinical Skills I, MA 145 Clinical Skills II, MA223 Laboratory Skills, and MA242A/C Medical Office Assistant Externship.

- Transfer of credit for Medical Laboratory Technician and Surgical Technician core courses (ML and ST prefixes) is subject to successful completion of skills validation and program space availability.

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

- For students in MN who enroll in the Law Enforcement Associate’s, Law Enforcement Academic Certificate, or Law Enforcement Skills Certificate programs, transfer credits for law enforcement specific classes can only be accepted if the incoming course is from a regionally accredited college that is POST Board approved. Students who have credits that are not transferable are eligible to demonstrate competency by completing the course on the test of the College.

- For students in MN who enroll in the Law Enforcement Associate’s, Law Enforcement Academic Certificate, or Law Enforcement Skills Certificate programs, transfer credits for law enforcement specific classes can only be accepted if the incoming course is from a regionally accredited college that is POST Board approved. Students who have credits that are not transferable are eligible to demonstrate competency by completing the course on the test of the College.
ACADEMIC INFORMATION AND COLLEGE POLICIES

If a student has more AAS/AS credits than the enrolling program requires, then the student may have fewer upper-division courses to take. The School Director will provide a list of courses for reduction when needed.

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

Students must complete the required number of total credits in the program to earn a Rasmussen College Bachelor 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 these conditions are not met, the 2-2 policy cannot be applied.

For the Bachelor in Health Information Management, qualifying associate degrees have to be from a CAHIM accredited program 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 information industry within the last 5 years and be approved by the Program Coordinator. The student may also enroll if he/she has an RHIA credential and an earned Associate degree in any field. If so, the student needs to submit his/her AHIMA membership card, showing it as current.

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

1) Health Sciences Programs (Medical Assisting AAS, Health Information Technician AAS, Medical Administration AAS, Pharmacy Technician AAS) – Transfer 45 lower level core credits in a block transfer and 32 lower level General Education credits for a total of 77 credits. 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 – Transfer 49 lower level core credits in a block transfer and 32 lower level General Education credits for a total of 81 credits. In addition, these students will need to take Medical Terminology, Medical Office Procedures and Medical Law and Ethics in the core.
   b) Accounting AAS – Transfer 44 lower level core credits in a block transfer and 32 lower level General Education credits for a total of 76 credits. 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.

4) For students transferring credits in from the medical field with Medical Assisting or Health Information Technician AAS/AS degrees the degree must have been earned from an institution with programmatic accreditation.

General Education Block Transfer for Bachelor's Degree Candidates
For students with a conferred degree, general education coursework will be transferred as a block regardless of conferred degree or degree sought through Rasmussen College.

• Confined associates degrees may be posted as a 32 credit general education block.
• Confined baccalaureate degrees may be posted as a 60 credit block (32 lower level, 24 upper level).
• 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 course by course basis.

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

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

• Unless a course has been transferred, a student must take all courses required in the program.

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

• This policy is not applicable to the Health Information Management BS degree.

Medical Office Assistant Associate Degree Complete Block Transfer Policy
A total block transfer of 54 core credits may be allowed into the Medical Office Assistant AAS program if one of the following criteria is met:

1) Graduated from a CAAHEP or ABHES accredited MA diploma or certificate program within the past 3 years and holds a current CMA/RMA certification, or

2) Graduated over 3 years ago from a CAAHEP or ABHES accredited MA diploma or certificate program, but has worked as an MA within the past 3 years and holds a current CMA/RMA certification.

Students may seek a course-by-course transfer credits or course waiver for MA250 (Radiography Skills) only if they have a limited scope x-ray operators certificate.

Students will need to complete 32 general education credits and E242 (Career Development).

RN to Bachelor of Science Nursing (RN to BSN) Policy
For students who have an unencumbered Registered Nurse license and have successfully completed an associate’s degree in field, they will receive a block transfer of 113 or 109 credits, depending on state.

Florida students will receive a block of 32 lower division general education classes plus a block of 81 lower division core classes.

Minnesota residents will receive 77 lower division core, 32 lower division GE, and will need to complete 4 credits of unrestricted electives.

• Students who have the RN license alone will receive a block transfer of 81 (FL) or 77 (MN) lower division core credits. The 32 credits of lower division general education will need to be completed, unless transferred in from a college transcript.

• Upper division coursework, both core and general education, is transferable and follows the standard Course by Course Transfer Policy. All grades must be C or higher.

• There are no time limit restrictions on transfer of upper division coursework.

• There is no restriction on the total number of credits that may be transferred.

• RN license is not available to Wisconsin residents.

Mobility Practical Nursing Block
Students who have successfully completed a practical nursing program and hold a current MN practical nursing license will receive credit in the mobility program for the following courses through block transfer:

• NU115 Comprehensive Pharmacology
• NU120 Adult Medical Surgical Nursing I
• NU125 Clinical Nursing Skills I
• NU110 Critical Thinking in Nursing
• NU205 Medical Terminology, Medical Office Procedures and Medical Law and Ethics in the Medical Assisting program.

Surgical Technologist AAS Complete Block Policy
Students who have graduated from a CAAHEP or ABHES accredited surgical technology diploma or certificate program and hold the CST (MSTSIA) certification will receive a total block transfer of 60 credits. Students will receive a block of 4 natural sciences general education credits plus a block of 56 core credits. Students will need to complete 28 core general education credits and E642 Career Development.

Credit by Examination
Enrolled students may request credit examination for lower division courses if an exam has been developed. Credit by examination is not offered for upper division courses.

• An examination score of 83% or higher is required to earn credit by examination.

• The examination grade will be posted as Test-out (TO) on the student transcript.

• Credits earned count in the 67% transfer maximum.

• Credit by Examination will not count as credits for financial-aid eligibility.

• A credit by examination may be taken only once for each course.

• If a student has already attempted the course, as indicated by a posted W/WD or F/FA grade, no test-out attempt will be allowed.

• The following are not available for credit by examination: Program-specific Massage Therapy, Medical Laboratory Technician, Surgical Technologist, and Nursing courses, and 200-level Pharmacy Technology courses. In addition, the Healthcare Information Technologies and Pharmacy Software/Insurance/Billing, and Success Strategies, Career Development, practicum, or designated capstone courses are not available for credit by examination.

Medical Coding Practicum Waiver
Students with a minimum cumulative GPA of 3.0 to their program major courses may request a waiver for the Medical Coding practicum coursework. Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the practicum.

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

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

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

• Students who have earned a CDA Credential within the past three years, awarded by The Council for Professional Experiential Learning (CPPEL); or CIW JavaScript certification.

• Students who have a minimum cumulative GPA of 3.0 to their program major courses may request a waiver for the Medical Coding practicum coursework. Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the practicum.

• If the waiver is granted, the grade 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 Networking Technician (CCENT); or CIW JavaScript certification.

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

• Certifications must have been earned within the last three years.

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

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

• Certifications must be current.

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

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

College Equivalency Credit
Credits earned through college-equivalency programs will be posted on student transcripts as Test-Out credits (TO) and will not be accepted lower grades or applied to cumulative grade-point average. Rasmussen College recognizes the following college equivalencies:

• Advanced Placement (AP) exams administered by The College Board. A score of 3 or higher required. Applicable to General Education areas only.

• Level-1 Examination Program (CLEP) examinations administered by The College Board. A score of 50 or higher required. Applicable to General Education areas only.

• DSST, DANTES, Excelsior College Exams. Passing scores are determined by the individual test requirements. Applicable to General Education areas only.

• College credit for military service may be awarded upon review of a military transcript. Rasmussen College follows the American Council of Education (ACE) recommendations on transferring credit. These credits are usually listed on a Joint Service Transcript (JST), or Army American Council on Education Registry Transcript (SMART), Defense Activity for Non-Traditional Education Support (DANTES) transcript, College Level Examination Program (CLEP) score, Coast Guard Institute (CGI) transcript, Army American Council on Education Registry Transcript System (AARTS) transcript and/or Community College of the Air Force (CCAF) transcript.

• Prior Learning Assessment (PLA) credits may be earned through going by the PLA process as established by The Council for Adult Experiential Learning (CAEL).

• Other types of college-equivalency courses and/or examinations may be evaluated for eligibility by the Campus Registrar.

Prerequisites
In order to take a course listing a prerequisite, the student must have received a passing grade in the prerequisite.

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 reflect 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 differences between creative and critical thinking, the elements associated with various art forms; and/or the function of creative production and expression in society.

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

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

General Education Requirements for Rasmussen College Credentials

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

AS degree candidates must successfully complete thirty-two (32) credits of general education coursework distributed across the following categories: English Composition, Communication, Humanities, Mathematics, Natural Sciences, and Social Sciences. AS degree candidates must successfully complete five (5) credits of general education coursework distributed across the same categories.

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

Health Sciences Externships, Practicums, and Clinicals

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

In order to successfully complete a practicum 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 remuneration during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution.

Often, students will be offered a position towards the end of the 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.

School of Business Mission Statement

The Rasmussen 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.

School of Education Mission Statement

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

Early Childhood Education Program Conceptual Framework

The Early Childhood Education Program at Rasmussen College prepares skilled teachers with a strong theoretical foundation and an understanding of the relationship between theory, teaching, learning, and professionalism. We ensure students receive rich opportunities for practical application in externship experiences. We are committed to teaching and using positive interpersonal communication skills in a diverse environment.

Graduation 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.

Students must understand that the decision to accept transfer credits is the responsibility of the College, and to indicate if they will be absent or tardy. It is the responsibility of the student to contact the instructor and to get the assignments and information missed.

Rasmussen College uses a standard grading scale for its courses (although some programs may be required to follow additional standards), and attendance is not used as a method of evaluation for course grades. Faculty are required to keep accurate attendance records. Students are responsible for submitting to the Business Office. Rasmussen College makes attendance records available to supporting agencies and prospective employers. Students must maintain regular attendance. Students who attend classes for an academic standing to remain eligible for financial aid.

If a student has not been in attendance in a course within 14 days of their last date of attendance in that course, he or she may be withdrawn from the course. If the student has not been in attendance in any courses within 14 days of their last day of attendance, he or she may be withdrawn from the College. Upon withdrawal a student’s financial aid eligibility will be adjusted according to the Institution’s refund policy as described in the College catalog and will be assigned grades according to the Rasmussen College Drop Class Policy. Practicums/Externships in Health Sciences programs have attendance expectations that differ from the attendance policy above. These attendance policies can be found in the program-specific manuals/handbooks.

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, 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 dispersed 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.

Rasmussen College Academic Integrity Policy

I. Introduction

As an institution of higher learning, Rasmussen College is committed to preparing students to be active, productive and successful contributors to a global community. In pursuit of this commitment, students, faculty and staff of Rasmussen College are expected to uphold the highest standards of 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 behavior 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.
Academic Misconduct

A student who violates the Academic Integrity policy shall be responsible for the administration of this policy. This policy applies to any student conduct. The College reserves the right to suspend or terminate any students whose conduct is detrimental to the educational environment. Conduct/Dismissal

Appeal:

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

Conduct/Dismissal:

Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an all encompassing policy regarding student conduct. The College reserves the right to suspend or terminate any students whose conduct is detrimental to the educational environment. Conduct/Dismissal Guidelines for School of Health Sciences

Students enrolled in the Medical Office Assistant, Health Information Technician/Management, Medical Laboratory Technician and Surgical Technologist programs will be found in each programmatic handbook provided at programmatic orientation. This includes, but is not limited to, conduct:

By students, faculty, or staff that is detrimental within the educational environment.

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

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

By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.

By students who otherwise conduct detrimental to their own academic progress or that of others in the field for which they are being educated.

Students, employees and guests using Rasmussen College networks to access the internet are prohibited from viewing inappropriate material or from material which have been identified as facilitating the violation of copyright/intellectual property protections or other suspicious/illegal activity. Prohibited material could include pornographic images, illegal file sharing programs (the illegal downloading and sharing of music), or other violations of the Rasmussen College Acceptable Use Policy. Violations will be reported to the loss of network privileges and possibly other penalties, up to and including dismissal.

Anti-Hazing Policy:

It shall be the policy of the College to strictly prohibit any action or situation which may recklessly or intentionally endanger the mental, physical health or safety of its students 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 who is a member of any organization which is associated with any student organization. Violation of this policy may be punished by disciplinary action including but not limited to suspension and/or termination from school and employment. The Campus Director of the College shall be responsible for the administration of this policy.

Dress Code

The College encourages students to dress as if they were going to work and to start acquiring a wardrobe suitable for employment after graduation.

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

Drop/Add Class Policy

Course registration practices ensure that the College is able to provide quality instruction through obtaining a minimal 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/D on their transcript. The student's grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

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 be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Mid-quarter drop/add period

Students may add courses through the second day of the mid-quarter term and may drop a course through the first Friday of the mid-quarter term, which is the close of the drop/add period. When a student notifies the College of withdrawal from a class:

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student's transcript and tuition will not be charged.

2. Following the first week of the mid-quarter and on or before the third Friday of the quarter, students will receive a W/D on their transcript. The student's grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

3. Following the third week of the mid-quarter, students will receive an F/FA for any classes dropped. The student's grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Course withdrawals:

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

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 to high school seniors who have reached the minimum age of 16 and may be taken on-campus or online with enrollment in the program dependent on space availability.

Rasmussen College Early Honors Program Terms and Conditions:

Students must meet the following criteria and expectations to participate in the Rasmussen College Early Honors Program:

Students must complete an Early Honors Program Application, which includes a high school attestation indicating expected graduation date. Early Honors students are not required to submit an application fee.

- Students must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).

- Students must submit a signed Early Honors High School Approval Form.

- Students must be a high school senior and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00. Proof of GPA must be validated by a High School Counselor or Administrator or official school transcript.

- Students must score at least a 20 on the writing portion of the Rasmussen College STEP assessment to be accepted to the Early Honors Program.

The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of entry.

A maximum of 20 Early Honors students will be accepted per quarter, per campus.

To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.

Seniors may take up to 4 credits per quarter without a tuition charge. The student must meet the W/D and Dean approval before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule. After receiving a grade of B or higher in his/ her first class, the student can request a second class for the second quarter. A maximum of 24 credits per student can be taken in the Early Honors Program.

Applicants will be accepted on a space-available basis for each course selected.

Early Honors students must meet all course prerequisites as listed in the catalog. Nursing courses designated with “PN,” “PRN” or “RUR” are not available to Early Honors students.

Students must cover the 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 toward 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 college credit towards a degree, diploma, or certificate at Rasmussen College for all successful complete 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 may apply to a full program of study by completing an Application for Admission and submitting an application fee.

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: admissions and graduation requirements, academic calendar, course descriptions and content, courses offered, online courses and programs, and statement of tuition and fees. For current calendars, students are required to obtain a copy of the schedule of classes for the term in which they enroll. The courses listed in this catalog are intended as a general indication of Rasmussen College’s curricula. Courses and programs
are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary. Students who meet the minimum admission requirements will be able to complete their program at Rasmussen College even if the program is discontinued. Rasmussen College reserves the right to cancel any class because of under-enrollment or non- availability of qualified faculty and to add or to delete certain courses, programs, or areas of study. To make faculty changes, and to modify tuition charges, interest charges, fees, and book prices.

Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impair one’s eligibility to sit for these exams or to secure employment in one’s chosen career field.

Pharmacy Technician students convicted of non-drug-related felonies may not be eligible to sit for the Pharmacy Technician Certification Board (PTCB) exam. Pharmacy Technician students convicted of drug- or pharmacy-related felonies cannot sit for the PTCB exam.

Students seeking licensing as professional peace officers in Minnesota must complete the required Law Enforcement coursework at Rasmussen College or transfer in the equivalent. In addition, these students must complete an officially recognized first aid course in First Responder, Emergency Medical Technician, or Emergency Response to be eligible to sit for the Peace Officer Standards and Training (POST) licensing exam. Students must provide Rasmussen College with a copy of their required first aid certification (such as a copy of their first-responder card) for inclusion in the student file at Rasmussen College.

Rasmussen College reserves the right to deny admission to applicants whose total credentials reflect an inability to perform the duties of the program. Rasmussen College reserves the right to deny admission to applicants who are not American citizens or who do not meet those requirements. Students in Health Sciences programs and Nursing programs must complete the required Law Enforcement coursework at Rasmussen College or transfer in the equivalent.

The administration of Rasmussen College reserves the right to address any issue in this catalog or its operations regarding its meaning.

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 resident 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.

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 and activities.

The Student Senate meets on a regular basis. Students are encouraged to participate in the open forum discussions or may petition to be one of the board representatives.

The representatives include: President, Vice President, Treasurer, and Secretary.

Student Senate is open to all students, however student groups vary from campus to campus. Therefore, students should see their Campus Director for information regarding student groups.

Exit Interviews

Students contemplating the termination of their education at Rasmussen College should contact the Dean or Campus Director, and then the Student Financial Services Office. Academic and financial aid files are not complete until both exit interviews have been completed. All students graduating or withdrawing (that have financial aid) are required to attend a mandatory exit interview. During this interview, students receive information regarding their loan(s) including address and telephone numbers of lenders, deferment requests, a list of qualifications, a sample repayment guide, loan consolidation information, and review of loan terms.

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

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

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

Rasmussen College shall refund tuition and other charges for student groups of notification 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 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 officially withdraw.

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

• Any promissory note instrument received as payment of tuition or other charge will not be negotiated prior to completion of 50% of the course.

Cancellation, Termination, Refund Policy (Alabama Resident Students Only)

Students may cancel enrollment at any time, complying with the notification procedures established by the school. Refunds of unearned prepaid tuition, fees, and other charges shall be made in the following manner within 30 days of the last day of attendance:

a. If cancellation occurs within the first seven (7) hours of enrollment date, all money paid by the prospective student shall be refunded.

b. If cancellation occurs after seven to twenty-four (24) hours of enrollment date, but before classes begin or correspondence materials are delivered, a refund shall be made of all money paid, except the registration fee.

c. If cancellation occurs after classes begin or after shipment of correspondence materials, a proportionate refund will be made of all unearned prepaid tuition, fees, and charges for books and supplies not issued to the student. Once books and supplies are issued and received by students, these become the property of students and refunds and charges are made only at the discretion of the private school.

d. A full refund is due students whose contracted educational services are denied by the school as a result of economic or academic fraud as defined in the Code of Alabama §16-46-1(7) and (8) (1975).

Alabama Residents: School of Education

Alabama Students: Contact the Teacher Education and Certification Division of the Alabama State Department of Education at (334) 242-0035 or www.alsde.edu to verify that these programs qualify for teacher certification, endorsement, and/or salary benefits.
ACADEMIC INFORMATION AND COLLEGE POLICIES

Rasmussen College uses the state-mandated refund policy to determine the amount of institutional charges it can retain. The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan, and withdrew on or before completing 60% of the quarter.

The percentage of Title IV aid to be returned is determined by dividing the number of calendar days remaining in the quarter by the number of total calendar days in the quarter. Scheduled breaks of five or more consecutive days are excluded. If funds are refunded to a student because of a credit balance on the student’s account, the student may be required to repay some of the federal grants if they withdraw.

A student withdrawing from school may be eligible for post-withdrawal disbursements according to federal regulations.

A post-withdrawal disbursement occurs when a student who withdrew earned more than had been disbursed prior to the withdrawal. Post-withdrawal disbursements are made first from available grant funds before available loan funds, and must be done within 45 days of the school’s determination that the student withdrew. In addition, loan post-withdrawal disbursements must be done within 45 days of the student’s determination that the student withdrew. Rasmussen College credits the student’s account for any outstanding current period charges. If there is any remaining post-withdrawal disbursement to be made to the student, an offer is made to the withdrawn student in writing (letter sent to student) within 30 days of the school’s determination that the student withdrew.

The letter explains the type and amount of fund available and explains to the student the option to accept or decline all or part of the monies. A 14-day response time is given to the student for their decision. If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled. Federal regulations dictate the specific order in which funds must be repaid to the Title IV programs by both the school and the student, if applicable. Rasmussen College follows this mandate by refunding monies in the following sequence: Unsubsidized Stafford Loans, Subsidized Stafford Loans, and PLUS Loans, Pell Grant, FSEOG, and then other Title IV programs.

Rasmussen College uses the software and printed worksheets provided by the U.S. Department of Education to document the Return of Title IV Funds Calculation along with the Post-Withdrawal Disbursement Tracking Sheet.

Military Leave and Refund

Rasmussen College supports its students who are also members of the armed forces. Military service members who are given official orders to deploy for state or federal needs, as well as their spouses, who cannot complete the academic quarter due to the deployment may withdraw without penalty from any or all classes in which they are enrolled, even if the established deadline for withdrawal has passed. These students are entitled to a full refund of tuition and mandatory fees for the term, subject to applicable laws governing federal or state financial aid programs and allocation or refund as required under those programs. The student will receive a grade of “W”.

Any tuition refund will be calculated according to federal guidelines, and any remaining balance will be returned in accordance with the student’s Excess Funds Form (completed upon enrollment).

Students in good standing who withdraw under this policy may be readmitted and re-enroll under the catalog that is current at the time of re-enrollment, without penalty or re-determination of admission eligibility, within one year following their release from active military service. Programs with specialized admission requirements are excluded from this policy; students in these programs must meet any additional requirements at the time of re-enrollment.

Military Leave of Absence and Medical Withdrawal Policy

Medical Leave: Each leave will be for one quarter and can be extended through the following quarter. No-leave may extend for more than two consecutive quarters, although there is no limit to the number of quarters that a student may accumulate.

Medical leave is intended for students who need to take time away from Rasmussen College for health reasons. Medical Withdrawals may be of the following:

1. Medical Withdrawal: intended for students who do not plan to return to Rasmussen College.
2. Involuntary Medical Withdrawal: Initiated by campus Administration for students who are suspended or are dismissed due to conduct policy violations, or who pose a direct threat to themselves or others.

Medical Leave is intended for students who need to take time away from Rasmussen College for health reasons. Medical Withdrawals may be of the following:

Applying for a leave or withdrawal:

To apply for a Medical Leave or Medical Withdrawal the student must submit the application form from the Campus Accommodations Officer, have it signed by the appropriate person(s) and return the completed form to the Campus Accommodations Officer.

When a Student Wants to Return After a Medical Leave of Absence

To return from Medical Leave, the student must contact the Campus Accommodations Officer prior to the first day of classes to complete a re-admission application. Additionally, the Campus Accommodations Officer must receive a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the professional therapist/physician believes the student is able to return to Rasmussen College.

Students must be cleared by all of the following once the re-admission application is received: Dean, Student Financial Services Office and Campus Director.

Military Leave

Any remaining refund monies will then be applied to reduce the student’s Federal Pell Grant award.

1. A grade of “WX” will be recorded for each course for which the student was registered if the student takes Medical Leave or Medical Withdrawal from the College at any time following the first week of the quarter.

Veterans Refund

In the event a veteran discontinues training for any reason, the College will retain a $10 registration fee. Any student other than a veteran who is laid off and paid for by the veteran become the property of the veteran. The remaining amount of prepaid tuition will be refunded on a pro-rated basis computed to the date of discontinuance of training.

Library Fine Policy

Rasmussen College Library System reserves the right to collect late fees for Rasmussen College Library materials that are kept out past the due date without renewal. The current fine rate is as follows: for all circulating books, videos, audiotapes, and CD-ROMs there is a $5 a day grace period; after the grace period the charge is $20.25 a day for 10 days; the maximum late fine is $22.50. For reference books and reserve materials there is a 10 hour grace period beyond the 24 hour check-out period. After the grace period the charge is $22.00 per hour for 5 hours; the maximum late fine is $110.00.

Rasmussen College cannot override fines incurred at other libraries. The maximum fine for interlibrary loans is $110.00.

For unpaid fines on materials checked out on Rasmussen ID cards the College receives bills. The patrons incurring these bills should be held accountable for their payment so that the College does not have to cover fees.

The College may ensure that students pay their fines at Rasmussen College library or other libraries by withdrawing the student’s grade report, transcript, diploma, degree or certificate.

There are many instances when campus libraries may check out materials for patrons from other libraries with an institutional card. The College believes that this is an extension of its services and that it benefits the busy patrons who are unclear how to navigate a variety of different library databases. When fines are incurred in these instances and the librarian is unable to get the other library to dismiss the fines, either Rasmussen College will pay the fine or the patron will be notified of the amount of the fine owed and held accountable by the College.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Rasmussen College, O’Donnell Center and other programs and applications created online, pose risks the student may encounter on Rasmussen’s campus. Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.

Non-Discrimination Policy

Rasmussen is strongly committed to providing equal employment opportunities to all applicants for employment. For us, this is the only acceptable way to operate our College.

Rasmussen employment practices conform both with the letter and spirit of federal, state, and local laws and regulations regarding non-discrimination in employment, compensation, and benefits.
This policy covers actions of all students and employees, whether co-worker, manager or any other person doing business with or for Rasmussen.

Informal Complaints

Members of this College community who believe they have been sexually harassed or have been the victim of sexual assault may properly turn for assistance to the Campus Director, Regional Vice President, Executive Vice President or President. Whether or not a person consults with a school official, he/she has the option of making an informal or formal complaint according to the procedures outlined below.

No retaliatory actions may be taken against any person because he/she makes such a complaint or against any member of 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 to discourage that person from doing business with or for Rasmussen.

Informal Resolution

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

1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop.
2. Writing a letter to the person or talking to the person’s supervisor can also be effective.
3. Go to a sexual harassment/violence information center or discuss the matter with a friend or counselor.
4. Talk to others who might also be victims of harassment.

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

A Campus Director contacted by a person who may have been subjected to sexual harassment will give advice and guidance on both informal and formal procedures for solving the problem.

During the informal inquiry process, all information will be kept confidential to as great a degree as legally possible.

Specific circumstances, including the names of the people involved, will be reported to anyone else, except the President, Executive Vice President and the Human Resources Director and Corporate Counsel, without the written permission of the person making the complaint. However, if in the course of the inquiry Rasmussen College finds that the circumstances warrant a formal investigation, it will be necessary to inform the person complained against.

Incidents should be reported within 30 days.

At any time during the procedures, both the person bringing a complaint and the person against whom the complaint is made may have a representative present in discussions with the Campus Director.

Resolutions and Informal Complaints

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

If the person who discusses an informal complaint with an advisor is willing to be identified to others but not the person against whom the informal complaint is made, the College will make record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences.

While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, they will be protected to as great a degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the College’s obligation to act upon the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the College and those involved in the investigation.

If the person bringing the complaint is willing to be identified to the person against whom the complaint is made and wishes to attempt resolution of the problem, the College will make a confidential record of the circumstances (signed by the complainant) and suggest and/or undertake appropriate discussions with the persons involved.

When a number of people report incidents of sexual harassment that have occurred 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 complainants.

Definitions

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or advancement, (b) submission or rejection of such conduct by an individual’s work or academic performance or creating an intimidating, hostile, or offensive work or academic environment.

This policy prohibits behavior such as, but not limited to:

1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Verbal sexual advances or propositions;
5. Displaying sexually suggestive objects, pictures, cartoons or posters (including by electronic means);
6. Sexually offensive comments, graphic verbal commentary about an individual’s body or dress, sexually explicit jokes and innuendos, and other sexually-oriented statements; and
7. Physical conduct, such as: touching, assault, or impeding or blocking movements.

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. It is the responsibility of the supervisor, or staff who will bear the burden of accountability because of his/her special power and responsibility, and it is exceedingly difficult to use mutual consent as a defense. Therefore, anyone should be aware of the risks and consequences involved in entering a romantic/sexual relationship where there is a superior/subordinate relationship.

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

Having a previous relationship of any nature, including prior sexual contact with the victim/survivor is not an accepted defense for sexual assault. The victim/survivor does not need to prove that the relationship existed and witness is not needed to prosecute the case. The relative age of the persons involved, the victim/survivor’s fear of bodily harm to self or another, the use of threat to use a weapon by the perpetrator, the expectation of either physical or emotional anguish upon the victim/survivor are among the factors taken into account by state laws on Criminal Sexual Conduct and under the Crime Victims Bill of Rights.

Formal Complaints by Students and Employees

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

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

1. The person who is first contacted, after initial discussions with the complainant, will inform the College specifying the individuals involved. Rasmussen will decide whether the circumstances are such that the complainant will 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 College will then limit the investigation to what is necessary to resolve the complaint or make a recommendation. If it is necessary for the College to speak to any people other than those involved in the complaint, they will do so only after informing the complaining person and the person complained against.

3. The College’s first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.

4. The College will be in communication with the complainant until the complaint is resolved. The complaint will be informed of procedures being followed throughout the investigation although not of the specific conversations held with the person complained against.

Claims of consensual sexual/romantic sexual relationships will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are filed. It is therefore extremely important that the supervisor, or staff who will bear the burden of accountability because of his/her special power and responsibility, and it is exceedingly difficult to use mutual consent as a defense. Therefore, anyone should be aware of the risks and consequences involved in entering a romantic/sexual relationship where there is a superior/subordinate relationship.

2011—2012 CATALOG & STUDENT HANDBOOK
5. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and make its recommendations within 60 days from the time the formal investigation is initiated.

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

c. After an investigation of the complaint the College will:
   1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that a violation occurred and report its findings and the resolution to an Executive Vice President or President; or
   2. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President; or
   3. Report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.

Victims’ Rights Under Sexual Assault Policy

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

1. The victim is aware that criminal charges can be made in addition to the right to assistance from the Office of the Crime Victims’ Rights Ombudsmen.
2. The prompt assistance of campus administration, or Rasmussen College at the request of the victim, in notifying the appropriate law enforcement officials of a sexual assault incident;
3. A sexual assault victim’s participation in and the presence of the victim’s attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint;
4. Notice to a sexual assault victim of the outcome of any campus or college facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;
5. The complete and prompt assistance of campus administration, or Rasmussen College at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;
6. The assistance of campus administration or Rasmussen College in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding;
7. The assistance of campus and/or other Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim’s request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes; and
8. Further information can be obtained from either of the following sources:
   a. Minnesota Department of Human Rights
   190 E 5th Street, Suite 700
   St. Paul, MN 55101
   1-800-557-3794 • (651) 296-5663
   TTY (651) 296-1283
   http://www.humanrights.state.mn.us/
   Office of Justice Programs
   (651) 201-7310 • (800) 247-0390
   Website: www.spo.state.mn.us

   b. The campus administration will inform victims of their rights under the Crime Victims Bill of Rights, including the right to assistance from the Office of the Crime Victim Ombudsman and the Crime Victims Reimbursement Fund. For further information refer to the Office of the Crime Victim Ombudsman website at:
   http://www.spo.state.mn.us/ (651-642-0550) or the Crime Victims Reimbursement Fund website at:
   http://www.spo.state.mn.us/MCVRF/ (651-282-6256).

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

Drug Abuse Policy

Rasmussen College is committed to providing a safe, drug-free environment for its students and employees and to protecting its business from unnecessary financial loss due to drug or other intoxicant use among its employees. This policy is based in substantial part on Rasmussen’s concern regarding the safety, health and welfare of its employees and their families, its students and the community.

Consistent with this commitment, Rasmussen College strictly prohibits:

1. The presence of employees or students on campus or in corporate offices while under the influence of intoxicants, drugs or other controlled substances.
2. The use, manufacturing, furnishing, possessing, transporting, offering, selling, or controlling intoxicants in any manner, in any amount, or at any time on Rasmussen College campuses or in Rasmussen College corporate offices.

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 1989, 34 CFR Part 86, this institution is hereby declared a drug- and alcohol-free college and workplace. For more information visit the U.S. Department of Education’s High Education Center for Alcohol and Other Drug Prevention website at www.ed.gov/.

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 including living situations, parking areas, any 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 abide by the terms of this policy or the College will take one or more of the following actions within 30 days with respect to any employee who violates this policy by:

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 abuse 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.

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

The Federal Government has taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws affect several areas of our lives. For instance, the Department of Housing and Urban Development which provides public housing funds, has the authority to evict residents found to be involved in drug related crimes in or near the public housing premises.

Businesses with federal contracts are subject to a loss of those contracts if they do not promote a drug-free environment. In our particular situation, students involved with drugs could lose their eligibilities for financial aid. Further, they could also be denied other federal benefits, disability, retirement, health, welfare, and Social Security. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.

Drugs and alcohol are highly addictive and injurious to the person and can cause harmful effects to virtually every aspect of a person’s life, i.e., relationships, family, job, school, physical, and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, inattentive, anxious, or experience sexual indifference. Loss of physical coordination and appetite, go into a coma, experience convulsions, or even death.

Persons who use drugs and alcohol face not only health risks, but their ability to function in their personal and professional lives can be impaired as well. Some examples of this are hunger, sleep disorders, or a feeling of being “burnt out”, being preoccupied with plans for the next drink, or “high” or slowed reflexes that can be especially dangerous while driving.

Alcohol related driving deaths are the top killers of 15 to 24 year olds.

There are danger signals that could indicate when someone is in trouble with drugs or alcohol:

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

We recommend that any person observing any of the above changes in any employee or student of Rasmussen College immediately notify their Campus Director or the Human Resources Department.

Weapons Policy

Rasmussen College prohibits the possession of weapons of any kind inside campus buildings. Prohibited items include but are not limited to firearms, BB/pellet guns, sling shots, paint guns, arrows, swords, and knives other than cooking utensils and utility/pocket knives with a blade length of 3 inches or less. This policy applies to all staff, faculty, students and visitors with the exception of licensed peace officers and law enforcement/security agents as allowed by applicable statute. The approved storage and use of weapons for training purposes as part of a School of Justice Studies program is also permitted. This policy includes both campus buildings and offsite events sponsored and controlled by the College including graduation ceremonies, internships, and clinical sites. The policy does not include Rasmussen College parking lots, where weapons are allowed to be stored in private vehicles unless prohibited by a separate parking ramp owner/operator. Rasmussen policy defers to agency site-specific rules regarding School of Justice Studies training facilities.
b. Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution’s response. Notification requirements nor recordation requirements apply.

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

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 an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals.” Imminent danger of student or others must be present.

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.

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 Director of the school 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 attends or attended Rasmussen College not to include specific daily records of attendance). Students may restrict the release of Directory Information except to 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 filed this becomes a permanent part of the student’s record until the student instructs the institution, in writing, to have the request removed.

Grievance Policy

It is the policy of Rasmussen College that students should have an opportunity to present school related complaints through grievance procedures. The College will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

An appropriate grievance is defined as a student’s expressed feeling of dissatisfaction regarding any interpretation or application of College’s 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” mean ten days.

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

Grievance Procedure

In the event an applicant, student, graduate, former student, other party who has dealings with the College feels his/her rights have been violated, the following procedures should be followed:

1. The individual must first try to resolve the issue with the other member involved.

2. If the matter is not resolved to the person’s satisfaction he/she has the option to follow the appropriate steps:
   a. Requests for further action on educational issues should be made to the Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   b. Students who feel they have an appropriate non-academic grievance should see the Campus Director for their campus. The Campus Director will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   c. If the grievance is still not resolved, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.

Students or other interested parties may also contact:

- Minnesota Office of Higher Education
  1430 Energy Park Drive, Suite 350
  St. Paul, MN 55108-3227
  (651) 642-0567

- North Dakota State Board for Career and Technical Education
  State Capitol, 15th Floor
  600 East Boulevard Avenue, Dept. 270
  Bismarck, ND 58505-0610
  (701)328-3180

- The Higher Learning Commission (www.nhlcch.org), a commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500
  Chicago, IL 60604-1411
  (800) 621-7440 or (312) 263-0456

Appeal Procedure

Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. Individuals who feel they have been unjustly treated can request the Campus Director to hear their appeal.

For appeals involving academic issues such as final grades, students should appeal first to their instructor within one week of the start of a subsequent term. If the issue remains unresolved after an appeal to the instructor, who will have one week from the time they are contacted by students to consider any such appeals, students should appeal to the Dean for their campus. If the issue remains unresolved after a thorough investigation of the matter by the Dean, who will have one week from the time they are contacted by students to consider any such appeals, students may submit a written statement of appeal to the Assistant Vice President of Academic Affairs thereafter. Response will be given within 30 days.

If individuals wish to appeal a decision or request a hearing for any other perceived violation of rights, written statements of appeal must be submitted to the Vice President of Student Affairs within 15 calendar days of the issue in question. Response will be given within 30 days.

Arbitration

(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 first in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. If, following completion of the Grievance Policy procedures, any current or former student (the “Student”) or Rasmussen College remains dissatisfied, then the Controversy or Claim, in accordance with the Enrollment Agreement, shall be resolved by binding arbitration administered in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Arbitration shall be the sole remedy for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party’s actual damages. The arbitrator also shall have no authority to award attorney’s fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly circumstanced Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator’s fees and administrative costs of arbitration charged by the American Arbitration Association but otherwise the Student and Rasmussen College shall bear their own costs and expenses of the arbitration, including attorney’s fees. Except as may be required by law, no party to the arbitration nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both the Student and Rasmussen College.

Disclosure Policy

Availability of financial information regarding the College may be requested from the Chief Financial Officer.

Statement of Ownership


Corporate Officers:
- Robert E. King, Chairman
- J. Michael Locke, President, Chief Executive Officer, Secretary
- Susan Falotico, Executive Vice President, Chief Financial Officer, Assistant Secretary
- Kristi A. Waite, Executive Vice President, President/CEO of Rasmussen College, Inc.; and President of Rasmussen College
- Craig E. Pines, Executive Vice President
Accreditation, Licensing & Approvals

**Accreditation**

Rasmussen College is accredited by the Higher Learning Commission and a member of the North Central Association 230 South LaSalle Street, Suite 7-50 Chicago, IL 60604-1411 (800) 621-7440 or (312) 263-0456; The Health Information Technician Associate Degree Program offered at the Brooklyn Park, Eagan, Bloomington, Lake Elmo/Woodbury, Mankato, Online, and St. Cloud campuses in Minnesota – the Rockford Campus in Illinois – and the Green Bay Campus in Wisconsin – is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The Health Information Technician Associate’s Degree offered at the Aurora campus is in candidacy status for accreditation by the Commission on Health Informatics and Information Management Education (CAHIIM). 

- Commission on Accreditation for Health Informatics and Information Management Education 233 N. Michigan Ave., 21st Floor Chicago, IL 60601-5800 (312) 233-1100 The Medical Assisting AAS Degree Program at the Brooklyn Park, Eagan, Bloomington, Green Bay, Mankato, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahеп.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).
- Commission on Accreditation of Allied Health Education Programs 1361 Park Street Clearwater, FL 33756 (727) 210-2350 The Surgical Technologist AAS program at the Brooklyn Park, Moorhead and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahеп.org), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARCSSTA).
- Commission on Accreditation of Allied Health Education Programs (CAAHЕP) 1361 Park Street Clearwater, FL (727) 210-2350 www.caahеп.org The Medical Laboratory Technician Program at the Bismarck, Lake Elmo/Woodbury, Mankato, Moorhead, and St. Cloud Campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NCACLS).
- National Accrediting Agency for Clinical Laboratory Sciences 5600 N River Road Rosemont, IL 60018-5119 Phone: (703) 714-8880 Fax: (703) 714-8886 Programs or campuses listed below are not programmatically accredited.

**Registration**

Rasmussen College is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

- Minnesota Office of Higher Education 1361 Park Street, Suite 7-50 St. Paul, MN 55103-5227 (651) 442-5033

**Licensing**

Rasmussen College is licensed as a private career school with the State of Wisconsin Educational Approval Board. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. The education programs may not meet the needs of every student or employer.

- Wisconsin Department of Regulation & Licensing P.O. Box 8935 Madison, WI 53708-8935 (608) 266-2112
- State of Wisconsin Educational Approval Board 30 West Mifflin Street Madison, WI 53708-8969 (608) 266-1996 The State of Wisconsin Educational Approval Board has approved all of Rasmussen College’s programs except the Law Enforcement AAS degree and certificates.

**Authorization**

- Bismarck campus (and Fargo site):
  - North Dakota State Board for Career and Technical Education State Capitol, 15th Floor, 600 East Boulevard Avenue, Dept. 270 Bismarck, ND 58505-0610 (701) 224-3180
- Approved For:
  - Veterans’ Benefits by the North Dakota State Approving Agency
  - Veterans’ Benefits by the Minnesota State Approving Agency
  - Minneapolis Board of Nursing

Rasmussen College is currently authorized or licensed to operate in: Alabama, Florida, Illinois, Iowa, Kansas, Minnesota, North Dakota, Wisconsin, and Wyoming. Rasmussen College will continue to monitor developments in state laws in each state in which it enrolls students and, if authorization or licensure is becomes necessary, will work to obtain such additional approvals.

- States do not require specific authorization or licensure for their residents to enroll in online programs.

**State Contact Information for Student Complaints**

**ALABAMA**


**ALASKA**

Alaska Commission on Postsecondary Education PO Box 11005 Juneau, AK 99811-0505 customer.service@alaska.org

Alaska Office of Attorney General Consumer Protection Unit 1031 W. Fourth Avenue, Suite 200 Anchorage, AK 99501 attorney.general@alaska.gov http://www.tw.state.ak.us/pdf/consumer/FORM_complaint.pdf

**ARIZONA**


**ARKANSAS**

Arkansas Higher Education Coordinating Board Arkansas Department of Higher Education 114 East Capital Ave Little Rock, AR 72201 ADHE_Info@adhe.edu http://www.adhe.edu/SiteCollectionDocuments/AcademicAffairsDivision/REACH%20Rules%20and%20Regulations/APPENDIX.pdf

Arkansas State Board of Private Career Education 501 Woodlane, Suite 312 Little Rock, AR 72201 sbpcr@arkansastate.com http://www.sborne.com/complaint_process.html

**CALIFORNIA**

California Bureau of Private Postsecondary Education P.O. Box 980918 W. Sacramento, CA 95798-0818 bpep@ca.ca.gov http://www.bpep.ca.gov/forms__pubs/complaint.pdf

**COLORADO**


**CONNECTICUT**

Connecticut Commission of Higher Education 61 Woodland Street Hartford, CT 06105-2336 info@cthe.org


**DELAWARE**

Delaware Higher Education Office Carvel State Office Building, 5th Floor 820 N. French Street Wilmington, DE 19801-3509 dveoh@del.state.de.us

Delaware Attorney General Consumer Protection Wisconsin: 820 N. French Street, 5th Floor Wilmington, DE 19801 consumer.protection@state.de.us

**DISTRICT OF COLUMBIA**


**FLORIDA**

Florida Commission on Independent Education 325 W. Gaines Street, Suite 1414 Tallahassee, FL 32319-0400 Commission@flodie.org http://www.flodie.org/complaint.asp

**GEORGIA**


**HAWAII**

Hawaii State Board of Education P.O. Box 2369 Honolulu Hawaii 96804 ocp@hawaii.edu http://hawaii.edu/ocp/student_complaint

**IDAHO**

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

**ILLINOIS**

Illinois Board of Higher Education 113 S. Dearborn Chicago, Illinois 60601 (312) 879-4000

Illinois Board of Education 401 N. Sharp Street Springfield, Illinois 62707

Illinois State Board of Education 500 N. 1st Street Springfield, IL 62706 webprod1.isbe.net/contact/isbe/ (email)

Illinois Attorney General Consumer Fraud Bureau 500 South Second Street Springfield, IL 62706 http://www.illinoisattorneygeneral.gov/about/email_consumers.jsp


Illinois Consumer Fraud Hotline: (800) 243-0618

**INDIANA**

Indiana Commission on Proprietary Education Attn: Director of Regulatory Compliance 302 W Washington Street, Room E201 Indianapolis IN 46204 http://www.in.gov/cpe/files/sf39280-complaint.pdf

**IOWA**

Iowa Student Aid Commission 603 E. 12th Street, 5th Floor Des Moines, IA 50319 info@iowacollegesaid.org


**KANSAS**

Kansas Board of Regents 1000 SW Jackson Street, Suite 520 Topeka, KS 66621-1568 http://www.kansasregents.org/resources/PDF/5240-ComplaintProcedureForm.pdf

**KENTUCKY**

Kentucky Board on Postsecondary Education 1024 Capital Center Dr., #230 Frankfort, KY 40601-7512

Kentucky Board of Proprietary Education 911 Leawood Drive Frankfort, KY 40601-3319

http://www.kyattorneygeneral.gov/Risk/rdkyles/1BBIC6201-8F89-43A3-8957-ABD0B8053890/Complainform.doc

Office of the Attorney General Capitol Suite 118 700 Capital Avenue Frankfort, Kentucky 40601-3449 consumer.protection@ky.gov

http://www.kyattorneygeneral.gov/Risk/rdkyles/1BBIC6201-8F89-43A3-8957-ABD0B8053890/Complainform.doc
Rasmussen College Standards of Satisfactory Academic Progress (SAP)

Introduction: Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe. A lack of satisfactory progress will likely jeopardize a student’s ability to complete their chosen program. In order to be eligible for financial aid at Rasmussen College, a student must establish and maintain Satisfactory Academic Progress. When an individual becomes a student at Rasmussen College, the student accepts the responsibility to meet the standards of Satisfactory Academic Progress. Students are evaluated for SAP on a quarterly basis, and Rasmussen College expects students to progress through programs based on the standards listed in this catalog.

Methodology: Mid-quarter and final grade reports are compiled and prepared by Rasmussen College academic/student services staff and available to all students. Cumulative grade point averages and successful course completion of credits attempted are monitored quarterly and students not meeting the standards are notified. At this time an academic plan will be created describing the steps a student needs to take to meet SAP standards during the upcoming term. Rasmussen staff will attempt to meet in person or via phone with the student regarding this plan; if the student does not respond, a copy of the plan will be sent via email and mailed to the student’s home address. The student must sign and return it to the dean or campus director by the first Friday of next quarter in order to remain an enrolled student.

All grades relate to credits successfully completed with the exception of the “W/D/W/DX” and “U/UN/UNX” which are counted as attempted courses for the purpose of maximum time frame and percentage of course completion and may have an effect on assessing satisfactory progress. Courses that have been transferred from other institutions will be listed on the student’s transcript with a “TR” designation. Courses for which a student has received credit by examination will be listed as “DO” (Test-Out) on the student’s transcript. Grade points from institutions other than Rasmussen College and credit by examination will not be computed in the Rasmussen College grade point average, but they will be counted as credits attempted and earned for determining Satisfactory Progress. All credits that are considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are therefore also treated as credits attempted.

Rasmussen College Standards of Satisfactory Academic Progress (SAP)

SAP Components: All students must comply with the following three components that are used to measure a student’s Satisfactory Progress (SAP) towards the completion of a degree or certificate:

1. GPA. Rasmussen College students are required to achieve and maintain a cumulative Grade Point Average (CGPA) as defined in the chart below. CGPA is determined by grades earned in courses that have been completed. The minimum CGPA requirement is applied based on where the student is in their program as shown in the chart below. A CGPA equal to or greater than 2.00 is required for graduation. In addition, at the end of the second academic year (6 quarters), students must have a CGPA equal to or greater than 2.00 to be making satisfactory academic progress.

2. Pace/Cumulative Completion Rate (CCR). This is the pace at which a student progresses through a program. CCR is calculated by cumulative credits earned divided by cumulative credits attempted within a program. Credits accepted into transfer into the College and credits earned by examination are considered as part of the credits attempted and earned for CCR calculation. Minimum standards are listed in the chart below.

3. Duration of Eligibility. This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program. Total credits are indicated for each program listing in the catalog. Credits accepted for transfer into the College and credits earned by examination are considered as part of the credits attempted and earned for purposes of determining the maximum program time frame and duration of eligibility. A student cannot exceed 150 percent of the maximum time frame.

The following grades will not be considered as credits successfully completed or earned: F/Fx, U/Ax, W/Dx, W/UNx, or UNx. In addition, Foundation courses are not included in the maximum number of credits attempted or successfully completed toward completion of the degree when assessing satisfactory progress.

Students who fail a class are allowed to repeat the class one time. The credits are counted in the financial aid award. Students who wish to repeat a course, and have earned above a failing grade, are responsible for paying for the class out of pocket in this instance. These credits cannot be included in the student’s financial aid award. Failed course credits count as credits attempted that are not earned. If a student repeats a failed course, the failing grade will be removed and replaced with the grade from the course when repeated and the student’s CGPA will be recalculated to reflect the new letter grade. Financial Aid Warning: If a student’s CGPA falls below the standards listed in the chart, 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. At this time a notice of Financial Aid Warning will be sent to the student and the student must work with academic support staff regarding the conditions of their status and be advised of a plan to return to good standing. A student is eligible for Title IV financial aid during the Financial Aid Warning period. At the end of the warning period the student must meet minimum SAP requirements for the student to be eligible for further Title IV funding.

A student who fails to meet the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Warning period will not be eligible for financial aid. Not Eligible for Title IV Financial Aid: A student who fails to meet the minimum Satisfactory Academic Progress requirements at the end of either the warning or probation period and does not successfully appeal will not be eligible for further Title IV financial aid funding. Students are not allowed to be on Financial Aid Warning for more than one quarter at their own expense.

Students who withdraw from the institution and later re-enter the College in the same program are treated as continuing students and must meet progress requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Progress calculations for re-entering students who change programs will include only the grades and credits attempted and earned for courses that are part of the student’s new program; standard CGPA 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, they will be included in SAP calculations as described elsewhere in this section. A student may not re-enter the College unless they have completed coursework elsewhere that would be acceptable for transfer into the College and would bring the student back into good standing.

<table>
<thead>
<tr>
<th>Percentage of credits attempted toward maximum credit time frame</th>
<th>Minimum Cumulative Required GPA</th>
<th>Minimum Cumulative Required Credit Hours Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 25%</td>
<td>1.50</td>
<td>25</td>
</tr>
<tr>
<td>Greater than 25%, up to 50%</td>
<td>1.75</td>
<td>50</td>
</tr>
<tr>
<td>Greater than 50%</td>
<td>2.00</td>
<td>67</td>
</tr>
</tbody>
</table>

Washington Workforce Training and Education Coordinating Board
128 10th Avenue SW, PO Box 43105
Olympia, WA 98504-3105
workforce@wta.wa.gov
http://www.wta.wa.gov/PSC_Complaints.asp (instructions)

Washington State Office of the Attorney General
1215 Washington Street SE, PO Box 40100
Olympia, WA 98504-0100
https://fortress.wa.gov/atp/formhandler/agu/ComplaintForm.aspx (complaint form)

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
Consumer Protection Division
PO Box 1789
Charleston, WV 25326-1789

Wisconsin
Wisconsin Educational Approval Board
30 W. Mifflin St., 9th Floor
P.O. Box 8696
Madison, WI 53708
email: web.state.wi.us
http://eab.state.wi.us/resources/complaint.asp

Wyoming
Wyoming Department of Education
2300 Capital Avenue
Cheyenne, WY 82002-0850

Attorney General’s Office
121 Capital Building
200 W. 24th Street
Cheyenne, WY 82002
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SCHOOL OF EDUCATION

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B.A., DePaul University-Greencastle
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B.A., West Virginia Wesleyan College
Twin Cities

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B.A., Calvin College
Bismarck

Beth Willoughby
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B.A.A.S., University of Houston
Fargo/Moorhead

Lisa Limnud
Academic Support Librarian
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Fargo/Moorhead

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B.A., University of Iowa
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Learning Center Manager
B.A., University of Central Florida
Online

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Twin Cities

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B.A., Calvin College
Bismarck

Beth Willoughby
Reference Librarian
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B.A.A.S., University of Houston
Fargo/Moorhead

Lisa Limnud
Academic Support Librarian
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Fargo/Moorhead

Beth Marie Gooding
Librarian
M.S., M.L.S., Indiana University
B.A., University of Iowa
Online

Jennifer Stoker
Learning Center Manager
B.A., University of Central Florida
Online
### Campus Locations

#### Minnesota
- **Blaine**
  - Address: 3629 95th Avenue NE
  - Phone: 763-795-4720
- **Bloomington**
  - Address: 4400 West 78th Street
  - Phone: 952-545-2000
- **Brooklyn Park**
  - Address: 8301 93rd Avenue North
  - Phone: 763-493-4500
- **Eagan**
  - Address: 3500 Federal Drive
  - Phone: 651-687-9000
- **Lake Elmo/Woodbury**
  - Address: 8665 Eagle Point Circle
  - Phone: 651-295-6600
- **Mankato**
  - Address: 130 Saint Andrews Drive
  - Phone: 507-625-6556
- **Moorhead**
  - Address: 1250 29th Avenue South
  - Phone: 218-304-6200
- **St. Cloud**
  - Address: 226 Park Avenue South
  - Phone: 320-251-5600

#### Illinois
- **Aurora/Naperville**
  - Address: 2363 Sequoia Drive
  - Phone: 630-888-3500
- **Mokena/Tinley Park**
  - Address: 8650 West Spring Lake Road
  - Phone: 815-534-3300
- **Rockford**
  - Address: 6000 East State Street
  - Phone: 815-316-4800
- **Romeoville/Joliet**
  - Address: 1400 West Normantown Road
  - Phone: 815-306-2600

#### North Dakota
- **Bismarck**
  - Address: 1701 East Century Avenue
  - Phone: 701-530-9600
- **Fargo**
  - Address: 4012 19th Avenue SW
  - Phone: 701-277-3889

#### Florida
- **Fort Myers**
  - Address: 9160 Forum Corporate Pkwy.
  - Phone: 239-477-2100
- **Land O’Lakes**
  - Address: 8661 Citizens Drive
  - Phone: 813-435-3601
- **New Port Richey**
  - Address: 4042 Park Oaks Boulevard
  - Phone: 813-841-8000

#### Wisconsin
- **Appleton**
  - Address: 3500 East Destination Drive
  - Phone: 920-750-5900
- **Green Bay**
  - Address: 904 South Taylor Street
  - Phone: 920-593-8400
- **Waupun**
  - Address: 1101 Westwood Drive
  - Phone: 715-641-8000

#### Online
- **Fort Myers**
  - Phone: 888-5-RASMUSSEN
- **Land O’Lakes**
  - Phone: 888-5-RASMUSSEN
- **New Port Richey**
  - Phone: 888-5-RASMUSSEN
- **Ocala**
  - Phone: 888-5-RASMUSSEN
- **Tampa/Brandon**
  - Phone: 888-5-RASMUSSEN

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