



**RASMUSSEN**  
COLLEGE

# MINNESOTA CATALOG 2013-14



# MISSION

Rasmussen College is dedicated to serving our communities by recognizing the diverse needs of individuals.

We encourage personal and professional development through respect, appreciation, and a commitment to general education as a foundation for lifelong learning.

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

# PURPOSES

TO ACCOMPLISH OUR MISSION, RASMUSSEN COLLEGE ESTABLISHED THESE PURPOSES:

- 1 Educational Excellence:** Rasmussen College creates a teaching/learning community that is challenging, stimulating, and student-focused. This is accomplished through an integrated system of accessible resources, interactive classes, and a rigorous curriculum.
- 2 Learning Environment:** Rasmussen College provides learning opportunities in an environment of mutual respect in an unbiased atmosphere that prepares students for challenging careers and lifelong learning.
- 3 Professional Development:** The institutional culture of Rasmussen College provides and supports ongoing opportunities for professional growth for students and employees, preparing well-rounded individuals who contribute to our global community.
- 4 Modern Technology:** Rasmussen College supports the use of modern technology as a tool to enhance student learning and enrich the classroom environment, as well as empower students to adapt in an ever-changing workforce. The College is committed to student development through the implementation of virtual classrooms utilizing the online learning modality.
- 5 Service to Communities:** Rasmussen College creates and maintains a collaborative community where students, employees, businesses, industries, professional associations/communities, and other institutions of higher learning benefit from shared knowledge and experience.
- 6 Assessment and Planning:** Rasmussen College students, both on campus and online, engage in an active assessment program that evaluates student learning, effective teaching, and institutional progress. The information gathered assists Rasmussen College as it formulates long and short-range plans, anticipates challenges, and strives to meet the goals of the institution.

## 2013-2014 ACADEMIC CALENDAR

- Summer Quarter  
July 8 – September 22
- Early Fall Quarter  
August 12 – September 22
- Fall Quarter  
October 7 – December 22
- Early Winter Quarter  
November 12 – December 22
- Winter Quarter  
January 6 – March 23
- Early Spring Quarter  
February 10 – March 23
- Spring Quarter  
April 7 – June 22
- Early Summer Quarter  
May 12 – June 22
- Summer Quarter  
July 7 – September 21

## COLLEGE HOLIDAYS

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day  
and the following Friday
- Christmas Day

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# WELCOME TO RASMUSSEN COLLEGE



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

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

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

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

*Sincerely,*

A handwritten signature in black ink that reads "Kristi Waite". The signature is fluid and cursive, written in a professional yet personal style.

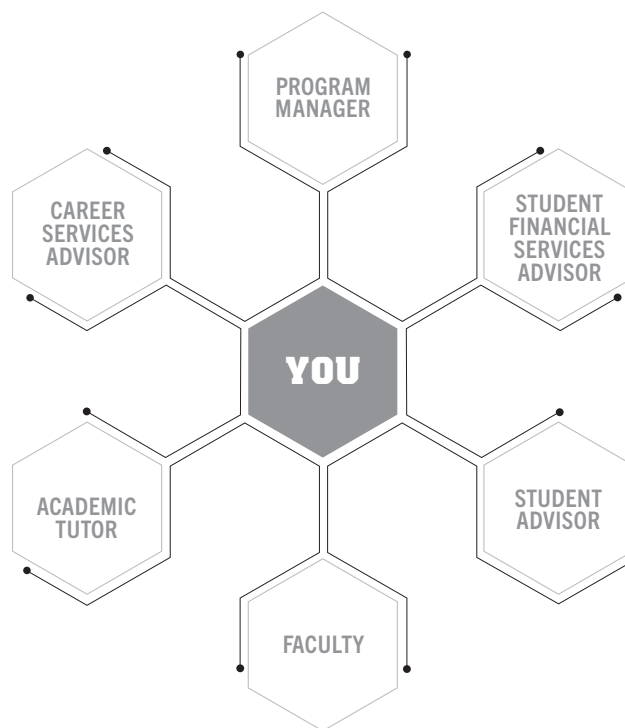
**Kristi A. Waite**  
President, Rasmussen College

# LEARN WITH SUPPORT GRADUATE WITH CONFIDENCE

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

At no additional cost to you, our team of **SUPPORT+** professionals—from your program manager, to your career services advisor, to everyone in between—is there to help you succeed in your classes and in your career.

**Our dedicated team of faculty and staff** provides exceptional customized support to help you reach your academic and career goals. Your **SUPPORT+** team includes:



## PROGRAM MANAGER

- Helps you determine the degree that is right for you
- Assists you in completing your application
- Provides you with guidance throughout your college career

## STUDENT FINANCIAL SERVICES ADVISOR

- Helps you navigate the financial aid and FAFSA application process
- Answers questions about your award letter and the GI Bill
- Guides you to available scholarship, loan, and grant opportunities

## STUDENT ADVISOR

- Develops course schedule for your My Degree Plan
- Works with you to determine a balanced course load
- Ensures course availability throughout your degree timeline

## FACULTY

- Incorporates industry experience in the classroom
- Helps you become proficient with course material
- Works with you to develop career-specific skills

## ACADEMIC TUTOR

- Provides 24/7 math assistance for introductory algebra and college algebra
- Offers tutoring assistance seven days per week in English, anatomy and physiology, economics, general chemistry, biology, and Spanish
- Available online and on campus—chat, call, email, or schedule a tutoring session

## CAREER SERVICES ADVISOR

- Develops your professional career-seeking skills
- Helps you prepare your resume and create your professional portfolio
- Provides you with guidance on your career choices and networking opportunities

## PERSONAL SUPPORT CENTER

- Technical support specialists available 24/7
- Helps with software installation and web browser configuration
- Troubleshoots Internet connectivity, password reset, online course access, and other technical issues

## ONLINE LEARNING CENTER

- Schedules faculty and student tutoring
- Provides study aids, writing assistance, time management, and test-taking strategies
- Offers convenient, 24-hour turnaround on comprehensive writing quality reviews

## MANAGER OF STUDENT RECORDS

- Evaluates your transcripts for transfer credit
- Records credentials on your transcript as you achieve them
- Monitors graduation requirements

**SCHOOL OF BUSINESS**

**ACCOUNTING • CERTIFICATE • DIPLOMA • AAS DEGREE • BS DEGREE**

**CERTIFICATE**

**CAREER OPPORTUNITIES:**

- Accounting Clerk
- Bookkeeper

**OBJECTIVE:**

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

**FOUNDATION COURSES**

B080	Reading and Writing Strategies	4
B087	Practical Math	4

**CERTIFICATE COURSES**

**LOWER DIVISION**

A140	Financial Accounting I	4
A141	Financial Accounting II	4
A177	Payroll Accounting	4
A269	Income Tax	4
B136	Introduction to Business	4
B233	Principles of Management	4
B271	Professional Communication	4
D132	Computer Applications and Business Systems Concepts	3
D181	Excel	3
D279	Computer 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 during the quarter in which they are scheduled for the E242 Career Development course.

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

**DIPLOMA**

**CAREER OPPORTUNITIES:**

- Accounting Clerk
- Bookkeeper
- Bank Teller
- Accounts Management Trainee

**OBJECTIVE:**

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**

English Composition (Required course)	4
G124 English Composition	4
Communication (Select 1 course)	4
Math/Natural Sciences (Select 1 Math course; College Algebra recommended)	4

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

A276 Financial Investigation	4
A280 Accounting Capstone	2
B232 Principles of Marketing	4
B234 Business Law	4
B293 Business Ethics	4
F108 Financial Markets and Institutions	4

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

**TOTAL DIPLOMA CREDITS 73\***

**SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

**ASSOCIATE'S DEGREE**

**CAREER OPPORTUNITIES:**

- Accounting Clerk
- Auditing Clerk
- Bookkeeper
- Bank Teller
- Account Management Trainee

**OBJECTIVE:**

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

**IN ADDITION TO ALL DIPLOMA COURSES**

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**

Humanities (Select 2 courses)	8
Math/Natural Sciences (Select 1 course)	4
Social Sciences (Select 2 of the following courses)**	8
G123 Principles of Economics	
G142 Introduction to Sociology	
G203 Macroeconomics	
G204 Microeconomics	

**Total Associate's Degree Credits 32**  
**General Education Credits 61**  
**Major and Core Credits 93\***

**TOTAL AAS DEGREE CREDITS 93\***

**SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

\*\*It is recommended students complete their Social Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.

**SCHOOL OF BUSINESS**

**MISSION STATEMENT**

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



**BACHELOR’S DEGREE**

**CAREER OPPORTUNITIES:**

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

**OBJECTIVE:**

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

**IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES**

**GENERAL EDUCATION COURSES**

**UPPER DIVISION**

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

**MAJOR AND CORE COURSES**

**UPPER DIVISION**

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

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

**TOTAL BS DEGREE CREDITS 181\***

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

**PUBLIC ACCOUNTING BACHELOR’S DEGREE**

**CAREER OPPORTUNITIES:**

- Certified Public Accountant
- Public Accountant
- Management Accountant
- Government Accountant
- Internal Auditor

**OBJECTIVE:**

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

**IN ADDITION TO ALL ACCOUNTING BS DEGREE COURSES**

**CPA COURSES**

**UPPER DIVISION**

A315 Government and Not-for-profit Accounting	4
A322 Risk Management for Accountants	4
A400 CPA Exam Preparation	2
A402 Advanced Auditing II	4
A410 Advanced Federal Tax Theory	4
A415 Financial Statement Analysis	4
A432 Accounting Fraud Investigation	4
A440 Accounting Research Methods and Techniques	4
B333 Principles of Management II	4
B360 Operations Management	4
B370 Organizational Behavior Analysis	4
B420 Organizational Development	4
B492 Contemporary Leadership Challenges	4

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

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

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

**SCHOOL OF BUSINESS**

**BUSINESS MANAGEMENT**  
 CERTIFICATE • DIPLOMA • AAS DEGREE • BS DEGREE

**BUSINESS CERTIFICATE**

**CAREER OPPORTUNITIES:**

- Entry-level Business Assistant

**OBJECTIVE:**

Graduates of this program know concepts in accounting, business, business ethics, business law, and finance. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities.

**FOUNDATION COURSES**

B080	Reading and Writing Strategies	4
B087	Practical Math	4

**CERTIFICATE COURSES**

**LOWER DIVISION**

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

**TOTAL CERTIFICATE CREDITS 37\***

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

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

**BUSINESS DIPLOMA**

**CAREER OPPORTUNITIES:**

- Management Trainee

**OBJECTIVE:**

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**

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

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

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

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

**SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

**SCHOOL OF BUSINESS**

**MISSION STATEMENT**

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



**EARN AS YOU LEARN**

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



**BUSINESS MANAGEMENT ASSOCIATE'S DEGREE****CAREER OPPORTUNITIES:**

- Customer Service Representative
- Administrative Assistant
- Call Center Representative
- Sales Representative

**OBJECTIVE:**

Graduates of this degree program know major concepts in accounting, business, business ethics, business law, and finance. They can demonstrate management skills including planning and decision making, organizing, controlling, and leading employees. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

**IN ADDITION TO ALL DIPLOMA COURSES****GENERAL EDUCATION COURSES****LOWER DIVISION**

Humanities (Select 2 courses) 8

Math/Natural Sciences 4

(Select 1 Math course; College Algebra recommended)

Social Sciences (Select 2 of the following courses)\*\* 8

G123 Principles of Economics

G142 Introduction to Sociology

G203 Macroeconomics

G204 Microeconomics

**MAJOR AND CORE COURSES****LOWER DIVISION**

A177 Payroll Accounting 4

B119 Customer Service 4

D279 Computer Focused Principles 3

**Total Associate's Degree Credits**

**General Education Credits** 32

**Major and Core Credits** 58

**TOTAL AAS DEGREE CREDITS** 90\*

**SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

\*\*It is recommended students complete their Social Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.

**BUSINESS MANAGEMENT BACHELOR'S DEGREE****CAREER OPPORTUNITIES:**

- Executive Administrative Assistant
- Account Manager
- Sales Manager
- General and Operations Manager
- Assistant Manager

**OBJECTIVE:**

Graduates of this program know concepts in management, organizational leadership, and business ethics. They understand finance and accounting, and advanced management theories and techniques that can be incorporated in a variety of fields. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; infuse their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate efficiently within a continually changing environment. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways.

**IN ADDITION TO ALL ASSOCIATE'S DEGREE COURSES****GENERAL EDUCATION COURSES****UPPER DIVISION**

Communication (Select 1 course) 4

Humanities (Select 2 courses) 8

Math/Natural Sciences (Select 1 course) 4

Social Sciences (Select 2 courses) 8

**MAJOR AND CORE COURSES****UPPER DIVISION**

A332 Accounting for Business Managers 4

B316 Applied Management Principles 4

B323 Advanced Principles of Marketing 4

B351 Management of Information Systems 4

B352 International Business 4

B360 Operations Management 4

B370 Organizational Behavior Analysis 4

B371 Research and Report Writing 4

B404 Negotiation and Conflict Management 4

B415 Risk Management 4

B420 Organizational Development 4

B421 Statistics for Business 4

B439 Business Law and Ethics 4

B440 Managing a Diverse Workforce 4

B460 Strategic Management 4

B492 Contemporary Leadership Challenges 4

B498 Management Capstone 3

**Total Bachelor's Degree Credits**

**Lower Division General Education Credits** 32

**Upper Division General Education Credits** 24

**Lower Division Major and Core Credits** 58

**Upper Division Major and Core Credits** 67

**TOTAL BS DEGREE CREDITS** 181\*

**SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

**SCHOOL OF BUSINESS**

**HEALTHCARE MANAGEMENT BS DEGREE**

**CAREER OPPORTUNITIES:**

- Health and Human Services Manager
- Compliance Analyst
- Home Care Manager
- Physician Office Manager

**OBJECTIVE:**

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

**FOUNDATION COURSES**

B080 Reading and Writing Strategies	4
B087 Practical Math	4

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**

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

**UPPER DIVISION**

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

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

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

**UPPER DIVISION**

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

<b>Total Bachelor's Degree Credits</b>	
Lower Division General Education Credits	32
Upper Division General Education Credits	24
Lower Division Major and Core Credits	61
Upper Division Major and Core Credits	63

**TOTAL BS DEGREE CREDITS 180 \***

**SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

\*\*It is recommended students complete their Social Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.

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

**SCHOOL OF BUSINESS**

**MISSION STATEMENT**

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

# HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP

## CERTIFICATE • DIPLOMA • AAS DEGREE

### BUSINESS CERTIFICATE

**CAREER OPPORTUNITIES:**

- Entry-level Business Assistant

**OBJECTIVE:**

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

**FOUNDATION COURSES**

- B080 Reading and Writing Strategies
- B087 Practical Math

**CERTIFICATE COURSES**

**LOWER DIVISION**

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

**TOTAL CERTIFICATE CREDITS**

37\*

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

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

### HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP DIPLOMA

**CAREER OPPORTUNITIES:**

- Management Trainee

**OBJECTIVE:**

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**

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

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

- B165 Introduction to Human Resource Management 4
- B235 Introduction to Organizational Leadership 4
- B250 Training and Development 4
- B267 Employment Law 4

**Total Diploma Credits**

8

**General Education Credits**

53

**Major and Core Credits**

61\*

**TOTAL DIPLOMA CREDITS**

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

### HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP ASSOCIATE'S DEGREE

**CAREER OPPORTUNITIES:**

- Compensation, Benefits, and Job Analysis Specialist
- Training and Development Specialist
- Human Resources, Training, and Labor Relations Specialist

**OBJECTIVE:**

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

**IN ADDITION TO ALL DIPLOMA COURSES**

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**

- Communication (Select 1 course) 4
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Select 1 course) 4
- Social Sciences (Select 2 of the following courses)\*\* 8
- G123 Principles of Economics
- G142 Introduction to Sociology
- G203 Macroeconomics
- G204 Microeconomics

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

- B230 Principles of Finance 4
- B280 Business Capstone 2

**Total Associate's Degree Credits**

32

**General Education Credits**

59

**Major and Core Credits**

91\*

**TOTAL AAS DEGREE CREDITS**

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

\*\*It is recommended students complete their Social Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.

SCHOOL OF BUSINESS

### MISSION STATEMENT

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

**SCHOOL OF BUSINESS**

**MARKETING • CERTIFICATE • DIPLOMA • AAS DEGREE**

**BUSINESS CERTIFICATE**

CAREER OPPORTUNITIES:

- Entry-level Business Assistant

OBJECTIVE:

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

FOUNDATION COURSES

B080	Reading and Writing Strategies	4
B087	Practical Math	4

CERTIFICATE COURSES

**LOWER DIVISION**

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

**TOTAL CERTIFICATE CREDITS 37\***

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

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

**MARKETING DIPLOMA**

CAREER OPPORTUNITIES:

- Management Trainee

OBJECTIVE:

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

GENERAL EDUCATION COURSES

**LOWER DIVISION**

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

MAJOR AND CORE COURSES

**LOWER DIVISION**

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

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

**TOTAL DIPLOMA CREDITS 57\***

**SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

**SCHOOL OF BUSINESS**  
**MISSION STATEMENT**

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

## MARKETING ASSOCIATE'S DEGREE

### CAREER OPPORTUNITIES:

- Marketing Coordinator
- Marketing Specialist
- Electronic Commerce Specialist

### OBJECTIVE:

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

### IN ADDITION TO ALL DIPLOMA COURSES

#### GENERAL EDUCATION COURSES

##### LOWER DIVISION

Communication (Select 1 course)	4
Humanities (Select 2 courses)	8
Math/Natural Sciences (Select 1 course)	4
Social Sciences (Select 2 of the following courses)**	8
G123 Principles of Economics	
G142 Introduction to Sociology	
G203 Macroeconomics	
G204 Microeconomics	

#### MAJOR AND CORE COURSES

##### LOWER DIVISION

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

<b>Total Associate's Degree Credits</b>	<b>32</b>
General Education Credits	32
Major and Core Credits	59

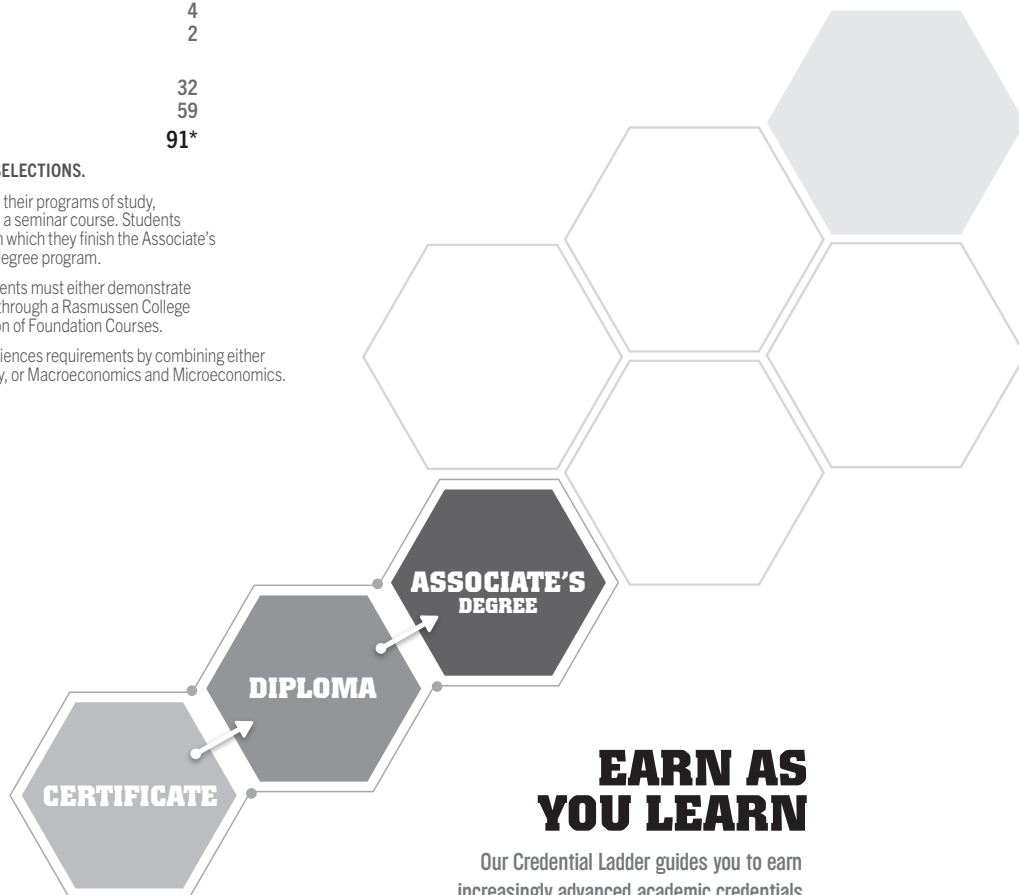
**TOTAL AAS DEGREE CREDITS 91\***

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

\*\*It is recommended students complete their Social Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.



## EARN AS YOU LEARN

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

**SCHOOL OF DESIGN**

**MULTIMEDIA TECHNOLOGIES • DIPLOMA • AAS DEGREE  
DIGITAL DESIGN AND ANIMATION BS DEGREE**

**MULTIMEDIA TECHNOLOGIES DIPLOMA**

**DIGITAL DESIGN AND ANIMATION**

CAREER OPPORTUNITIES:

- Graphic Designer
- Print and Digital Designer
- 3D Artist

OBJECTIVE:

Graduates of this program know basic theories of visual and interactive media design. They can create multimedia projects involving traditional art techniques, video, and audio assets. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

FOUNDATION COURSES

B080 Reading and Writing Strategies	4
B087 Practical Math	4

GENERAL EDUCATION COURSES

**LOWER DIVISION**

English Composition (Required Course)	4
G124 English Composition	
Communication (Select 1 course)	4
Math/Natural Sciences	4
(Select 1 Math course; College Algebra recommended)	

MAJOR AND CORE COURSES

**LOWER DIVISION**

B136 Introduction to Business	4
B220 Project Planning and Documentation	4
B271 Professional Communication	4
B273 Internet Business Models and E-Commerce	4
E242 Career Development	2
N150 Technology's Role in the 21st Century	2
NM111 Introduction to Computer Graphics	3
NM113 Introduction to Multimedia Design	3
NM121 Typography	3
NM122 Digital Publishing	3
NM124 Color Theory and Techniques	3
NM130 Audio/Video Editing	3
NM141 Digital Media Production	3
NM252 Fundamentals of Web Authoring and Design	3
NM262 Digital Media Assembly	3
NM272 Multimedia Technologies	3

**SPECIALIZATION COURSES**

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

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

**TOTAL DIPLOMA CREDITS 71\***

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

**WEB DESIGN**

CAREER OPPORTUNITIES:

- Graphic Designer
- Print and Digital Designer
- Website Designer

OBJECTIVE:

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

FOUNDATION COURSES

B080 Reading and Writing Strategies	4
B087 Practical Math	4

GENERAL EDUCATION COURSES

**LOWER DIVISION**

English Composition (Required Course)	4
G124 English Composition	
Communication (Select 1 course)	4
Math/Natural Sciences	4
(Select 1 Math course; College Algebra recommended)	

MAJOR AND CORE COURSES

**LOWER DIVISION**

B136 Introduction to Business	4
B220 Project Planning and Documentation	4
B271 Professional Communication	4
B273 Internet Business Models and E-Commerce	4
E242 Career Development	2
N150 Technology's Role in the 21st Century	2
NM111 Introduction to Computer Graphics	3
NM113 Introduction to Multimedia Design	3
NM121 Typography	3
NM122 Digital Publishing	3
NM124 Color Theory and Techniques	3
NM130 Audio/Video Editing	3
NM141 Digital Media Production	3
NM252 Fundamentals of Web Authoring and Design	3
NM262 Digital Media Assembly	3
NM272 Multimedia Technologies	3

**SPECIALIZATION COURSES**

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

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

**TOTAL DIPLOMA CREDITS 71\***

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

**MULTIMEDIA TECHNOLOGIES ASSOCIATE'S DEGREE**

**CAREER OPPORTUNITIES:**

- Graphic Designer
- Art Director
- Website Designer
- Multimedia Artist and Animator

**OBJECTIVE:**

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

**IN ADDITION TO ALL DIPLOMA COURSES**

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**

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

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

**Digital Design and Animation Specialization**

NM280 Multimedia Portfolio Development	2
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**Web Design Specialization**

NM280 Multimedia Portfolio Development	2
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Total Associate's Degree Credits

General Education Credits	32
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Major and Core Credits	61
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**TOTAL AAS DEGREE CREDITS 93\***

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

**DIGITAL DESIGN AND ANIMATION BACHELOR'S DEGREE**

**CAREER OPPORTUNITIES:**

- Graphic Designer
- Senior Art Director
- Visual Media Producer
- Website Designer
- Multimedia Artist and Animator
- 3D Animator

**OBJECTIVE:**

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

**IN ADDITION TO ALL ASSOCIATE'S DEGREE COURSES**

**GENERAL EDUCATION COURSES**

**UPPER DIVISION**

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

**MAJOR AND CORE COURSES**

**UPPER DIVISION**

N301 The Business of Digital Media	4
N305 Figure Drawing	4
N310 The Study of Animation	4
N315 Flash Animation	4
N320 Polygon Modeling	4
N325 Advanced Methods of Computer Graphics	4
N335 Digital Photography	4
N345 Advanced HTML Coding with CSS	4
N350 Concept Development for Digital Media	4
N405 Advanced Applications of Digital and Experimental Art	4
N415 Digital Effects Creation	4
N425 Storyboard Development for Digital Media	4
N435 Digital Video/Audio Project	4
N440 Web Design Project	4
N441 3D Game Character Creation	4
N445 Animation Graphics Project	4

Total Bachelor's Degree Credits

Lower Division General Education Credits	32
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Upper Division General Education Credits	24
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Lower Division Major and Core Credits	61
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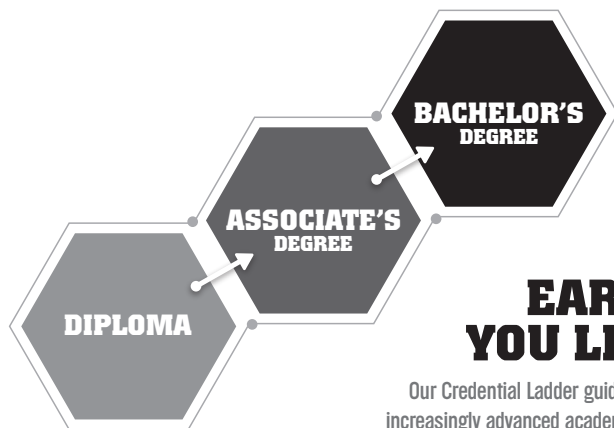
Upper Division Major and Core Credits	64
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**TOTAL BS DEGREE CREDITS 181\***

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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



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**SCHOOL OF EDUCATION**

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

**CERTIFICATE**

**CAREER OPPORTUNITIES:**

- Early Childhood Teacher’s Aide

**OBJECTIVE:**

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

**FOUNDATION COURSES**

<b>B080</b> Reading and Writing Strategies	<b>4</b>
<b>B087</b> Practical Math	<b>4</b>

**CERTIFICATE COURSES**

**LOWER DIVISION**

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

**Choose either Track I \*\* or Track II**

**Track I \*\***

<b>EC180</b> Knowledge: Externship I	<b>6</b>
<b>EC181</b> Application: Externship II	<b>6</b>
<b>EC182</b> Reflection: Externship III	<b>6</b>

**Track II**

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

**TOTAL CERTIFICATE CREDITS 36\***

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

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

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

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

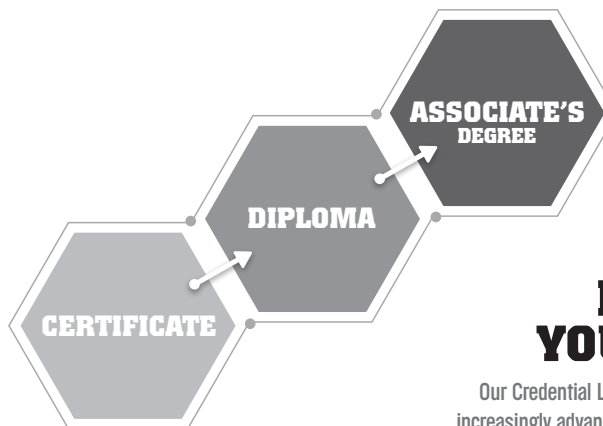
In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.

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

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

**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.



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



## DIPLOMA

### CAREER OPPORTUNITIES:

- Early Childhood Teacher's Aide

### OBJECTIVE:

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

### IN ADDITION TO ALL CERTIFICATE COURSES

#### GENERAL EDUCATION COURSES

##### LOWER DIVISION

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

#### MAJOR AND CORE COURSES

##### LOWER DIVISION

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

##### Child and Family Studies Specialization

EC225 Parent Education and Support	4
EC230 Guiding Children's Behavior	4
EC232 Child and Family Advocacy	4
G142 Introduction to Sociology	4

##### Child Development Specialization

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

##### English Language Learner Specialization

EC240 Introduction to English Language Learners	4
EC241 Language and Literacy Acquisition	4
EC242 Involving Parents of English Language Learners	4
EC243 Curriculum and Instruction for English Language Learners	4

##### Child with Special Needs Specialization

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

##### Total Diploma Credits

General Education Credits	12
Major and Core Credits	57
<b>TOTAL DIPLOMA CREDITS</b>	<b>69*</b>

#### SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

## ASSOCIATE'S DEGREE

### CAREER OPPORTUNITIES:

- Early Childhood Teacher
- Teacher's Assistant
- Early Childhood Special Education Assistant
- Preschool Teacher

### OBJECTIVE:

Graduates of this program know child development and apply best practices to their work in the early childhood field. They understand developmentally appropriate practices, positive guidance, partnering with parents and observation and assessment of young children. They can plan and implement activities, materials and interactions that promote children's healthy development while supporting a safe environment. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy and diversity awareness skills and their significance in academic and workplace situations. Students are prepared for the National Child Development Associate (CDA) credential.

### IN ADDITION TO ALL DIPLOMA COURSES

#### GENERAL EDUCATION COURSES

##### LOWER DIVISION

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

Students in the Child and Family Studies Specialization may not count Introduction to Sociology as a general education Social Science requirement.

#### MAJOR AND CORE COURSES

##### LOWER DIVISION

<b>Child and Family Studies Specialization</b>	
EC295 Summative Project for Early Childhood Education	2
<b>Child Development Specialization</b>	
EC295 Summative Project for Early Childhood Education	2
<b>English Language Learner Specialization</b>	
EC295 Summative Project for Early Childhood Education	2
<b>Child with Special Needs Specialization</b>	
EC295 Summative Project for Early Childhood Education	2

##### Total Associate's Degree Credits

General Education Credits	32
Major and Core Credits	59

**TOTAL AAS DEGREE CREDITS 91\***

#### SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

SCHOOL OF HEALTH SCIENCES

HEALTH SCIENCES • CERTIFICATES • AS DEGREE

CERTIFICATES

CAREER OPPORTUNITIES:

- Phlebotomist
- Laboratory Assistant
- EKG Technician
- Patient Care Technician
- Personal Care Aide
- Phlebotomy Services Representative
- Monitor Technician
- Cardiovascular Technician
- Patient Care Assistant
- Healthcare Associate

FOUNDATION COURSES

B080 Reading and Writing Strategies	4
B099 Foundations of Math	4

GENERAL EDUCATION COURSES

LOWER DIVISION

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

MAJOR AND CORE COURSES

LOWER DIVISION

E242 Career Development	2
M100 Customer Service in Healthcare	1
M120 Medical Terminology	4
M230 Medical Law and Ethics	4

PATIENT CARE TECHNICIAN TRACK

OBJECTIVE:

Graduates of the Patient Care Technician Certificate program know how to perform a variety of patient care duties in a number of clinical settings. They have learned to assist physicians and other health care professionals with medical procedures. Graduates value their ability to positively impact the patient experience and provide care in multiple settings.

EK100 Introduction to Electrocardiograms	4
PB105 Phlebotomy	3
PC150 Patient Care Skills I	3
PC250 Patient Care Skills II	5
PC290 Patient Care Tech Externship and Capstone	4
<b>TOTAL CERTIFICATE CREDITS</b>	<b>38*</b>

EKG TECHNICIAN TRACK

OBJECTIVE:

Graduates of the EKG Technician Certificate program know how to effectively operate electrocardiography (EKG) equipment on a diverse patient population. Graduates have learned detailed information about the cardiovascular system and are able to apply their knowledge to obtain accurate testing results. They value their interactions with patients and the health care team in multiple health care settings.

EK100 Introduction to Electrocardiograms	4
EK115 Cardiovascular Anatomy and Pathology	4
EK200 Advanced Electrocardiograms	4
EK290 EKG Externship and Capstone	4
M105 Introduction to Electronic Health Records	3
<b>TOTAL CERTIFICATE CREDITS</b>	<b>38*</b>

PHLEBOTOMY TRACK

OBJECTIVE:

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

M105 Introduction to Electronic Health Records	3
PB100 Introduction to Laboratory Processing	4
PB105 Phlebotomy	3
PB205 Phlebotomy II	4
PB290 Phlebotomy Externship and Capstone	5
<b>TOTAL CERTIFICATE CREDITS</b>	<b>38*</b>

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

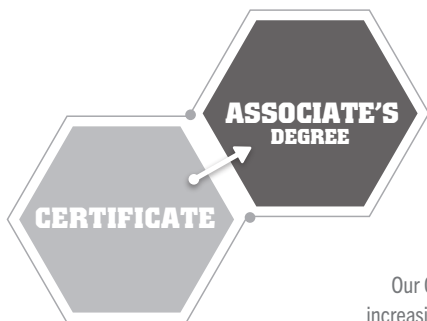
In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a Minnesota Department of Human Services background check.

This program is not available at the Moorhead campus. The Mankato and St. Cloud campuses only offer the Health Sciences Associate's Degree and Phlebotomy Certificate track.

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

Lab work for the EKG Technician Certificate track is only available at the Blaine campus.

Lab work for the Patient Care Technician Certificate track is only available at the Blaine and Bloomington campuses.



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**ASSOCIATE’S DEGREE**

**CAREER OPPORTUNITIES:**

- Phlebotomist
- Laboratory Assistant
- EKG Technician
- Patient Care Technician
- Personal Care Aide
- Phlebotomy Services Representative
- Monitor Technician
- Cardiovascular Technician
- Patient Care Assistant
- Healthcare Associate

**OBJECTIVE:**

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**

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

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

H200 US Healthcare Systems	4
M232 Pathophysiology	5
MA135 Pharmacology for the Allied Health Professional	4

<b>Total Associate’s Degree Credits</b>	
General Education Credits	48
Major and Core Credits	24
Track Credits	19

**TOTAL AS DEGREE CREDITS 91\***

**SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS**

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

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

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

This program is not available at the Moorhead campus. The Mankato and St. Cloud campuses only offer the Health Sciences Associate’s Degree and Phlebotomy Certificate track.

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

Lab work for the EKG Technician Certificate track is only available at the Blaine campus.

Lab work for the Patient Care Technician Certificate track is only available at the Blaine and Bloomington campuses.



SCHOOL OF HEALTH SCIENCES

**MEDICAL BILLING AND CODING • CERTIFICATE • DIPLOMA**  
**HEALTH INFORMATION TECHNICIAN AAS DEGREE**  
**HEALTH INFORMATION MANAGEMENT BS DEGREE**

**MEDICAL BILLING AND CODING CERTIFICATE**

CAREER OPPORTUNITIES:

- Medical Coder
- Medical Coder/Biller

OBJECTIVE:

Graduates of this certificate program know how to code healthcare data using ICD and CPT coding principles, and understand how these skills contribute to other areas in the healthcare facility. Students know how to navigate a health record and abstract information necessary to correctly code the medical information. They know medical terminology, anatomy, pathology and the effective use of medical coding software available. They value the ability to effectively communicate, ethical and professional behavior in the workplace and the confidentiality of patient information.

FOUNDATION COURSES

B080 Reading and Writing Strategies	4
B087 Practical Math	4

GENERAL EDUCATION COURSES

LOWER DIVISION

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

MAJOR AND CORE COURSES

LOWER DIVISION

D132 Computer Applications and Business Systems Concepts	3
E242 Career Development	2
M120 Medical Terminology	4
M121 Anatomy and Pharmacology for Coders	3
M131 ICD-CM Coding	4
M132 ICD-PCS Coding	4
M141 Ambulatory Care Coding	3
M209 Medical Insurance and Billing	3
M232 Pathophysiology	5
M243 Health Information Law and Ethics	4
M251 Medical Coding Practicum	1

<b>Total Certificate Credits</b>	<b>4</b>
<b>General Education Credits</b>	<b>4</b>
<b>Major and Core Credits</b>	<b>36</b>
<b>TOTAL CERTIFICATE CREDITS</b>	<b>40*</b>

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

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

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

**MEDICAL BILLING AND CODING DIPLOMA**

CAREER OPPORTUNITIES:

- Medical Coder
- Medical Coder/Biller

OBJECTIVE:

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

GENERAL EDUCATION COURSES

LOWER DIVISION

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

MAJOR AND CORE COURSES

LOWER DIVISION

M208 Introduction to Health Information Management	4
<b>Total Diploma Credits</b>	
<b>General Education Credits</b>	<b>16</b>
<b>Major and Core Credits</b>	<b>40</b>
<b>TOTAL DIPLOMA CREDITS</b>	<b>56*</b>

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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



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## HEALTH INFORMATION TECHNICIAN ASSOCIATE'S DEGREE

### CAREER OPPORTUNITIES:

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

### OBJECTIVE:

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

### IN ADDITION TO ALL DIPLOMA COURSES

#### GENERAL EDUCATION COURSES

##### LOWER DIVISION

Humanities (Select 2 courses)	8
Social Sciences (Select 2 courses)	8

#### MAJOR AND CORE COURSES

##### LOWER DIVISION

H200 US Healthcare Systems	4
M211 Quality Analysis and Management	4
M218 Management of Health Information Services	4
M229 Healthcare Information Technologies	4
M252 Health Information Practicum	2

<b>Total Associate's Degree Credits</b>	
General Education Credits	32
Major and Core Credits	58

**TOTAL AAS DEGREE CREDITS 90\***

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

This program may require specific immunizations prior to professional practice experience.

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

## HEALTH INFORMATION MANAGEMENT BACHELOR'S DEGREE

### 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, financial literacy, knowledge creation skills, lifelong learning, communication, diverse perspectives, technology and information literacy, ethical and professional practice, and confidentiality of patient information.

### IN ADDITION TO ALL ASSOCIATE'S DEGREE COURSES

#### GENERAL EDUCATION COURSES

##### UPPER DIVISION

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

#### MAJOR AND CORE COURSES

##### UPPER DIVISION

B375 Advanced Human Resource Management	4
H330 Quality Improvement in Healthcare	4
H340 Regulation and Compliance in Healthcare	4
H350 Healthcare Statistics	4
H420 Advanced Healthcare Law and Ethics	4
HI300 Information and Communication Technologies	4
HI305 Health Information Management Systems	4
HI320 Data, Information, and File Structures	4
HI330 Financial Management of Health Information Services	4
HI340 Project Management	4
HI350 Electronic Health Record Application	4
HI360 Reimbursement Methodologies	4
HI400 Electronic Data Security	3
HI410 Applied Research in Health Information Management	4
HI420 Health Information Management Professional Practice Experience	4
HI430 Strategic Planning and Development	4
HI435 Health Data Management	2
HI450 Health Information Management Alternative Facility Professional Practice Experience	1

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

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

This program is not available online to residents of some states. Please speak with your Program Manager to determine your eligibility for enrollment.

This program requires specific immunizations prior to professional practice experience.

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

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

The Health Information Management BS Degree program is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

SCHOOL OF HEALTH SCIENCES

**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 the importance of effective written and interpersonal communication, critical thinking, ethical and professional behavior in the workplace, and the confidentiality of patient information.

FOUNDATION COURSES

B080	Reading and Writing Strategies	4
B087	Practical Math	4

GENERAL EDUCATION COURSES

LOWER DIVISION

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

MAJOR AND CORE COURSES

LOWER DIVISION

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

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

**TOTAL DIPLOMA CREDITS 58\***

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

**ASSOCIATE'S DEGREE**

CAREER OPPORTUNITIES:

- Medical Office Manager
- Medical Coder/Biller
- Medical Administrative Assistant/Secretary
- Medical Receptionist

OBJECTIVE:

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

**IN ADDITION TO ALL DIPLOMA COURSES**

GENERAL EDUCATION COURSES

LOWER DIVISION

English Composition (Required course)	4
G124 English Composition	
Humanities (Select 2 courses)	8
Math/Natural Sciences (Select 1 course other than G150)	4
Social Sciences (Select 2 courses)	8

MAJOR AND CORE COURSES

LOWER DIVISION

A140	Financial Accounting I	4
H200	US Healthcare Systems	4

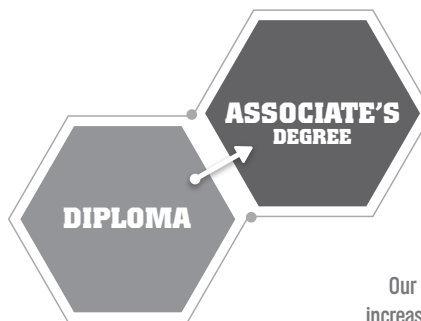
Total Associate's Degree Credits	
General Education Credits	32
Major and Core Credits	58

**TOTAL AAS DEGREE CREDITS 90\***

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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



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# MEDICAL ASSISTING • DIPLOMA • AAS DEGREE

## DIPLOMA

### CAREER OPPORTUNITIES:

- Medical Assistant
- Medical Office Administrative Assistant

### OBJECTIVE:

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

### FOUNDATION COURSES

B080	Reading and Writing Strategies	4
B087	Practical Math	4

### GENERAL EDUCATION COURSES

#### LOWER DIVISION

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

### MAJOR AND CORE COURSES

#### LOWER DIVISION

E242	Career Development	2
M100	Customer Service in Healthcare	1
M120	Medical Terminology	4
M230	Medical Law and Ethics	4
M232	Pathophysiology	5
M270	Electronic Health Records and Medical Office Procedures	4
MA102	Introduction to Medical Assisting	3
MA110	Clinical Skills I	4
MA135	Pharmacology for the Allied Health Professional	4
MA145	Clinical Skills II	4
MA225	Laboratory Skills for Medical Assisting	4
MA250	Radiography Skills	3
MA265	Medical Assistant Externship	8
MA285	Medical Assisting Capstone	2

<b>Total Diploma Credits</b>	
<b>General Education Credits</b>	8
<b>Major and Core Credits</b>	52
<b>TOTAL DIPLOMA CREDITS</b>	<b>60*</b>

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

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

This program requires specific immunizations prior to professional practice experience.

The Medical Assisting Diploma program at the Green Bay, Lake Elmo/Woodbury, and Moorhead campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

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

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

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

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

## ASSOCIATE'S DEGREE

### CAREER OPPORTUNITIES:

- Medical Assistant
- Medical Office Administrative Assistant

### OBJECTIVE:

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

### IN ADDITION TO ALL DIPLOMA COURSES

### GENERAL EDUCATION COURSES

#### LOWER DIVISION

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

### MAJOR AND CORE COURSES

#### LOWER DIVISION

D132 Computer Applications and Business Systems Concepts	3
<b>Total Associate's Degree Credits</b>	
<b>General Education Credits</b>	36
<b>Major and Core Credits</b>	55
<b>TOTAL AAS DEGREE CREDITS</b>	<b>91*</b>

### SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

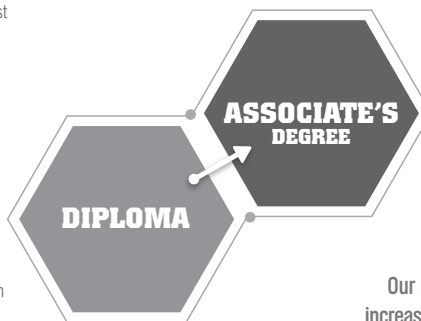
In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Associate's degree requirements to graduate from an Associate's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

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

This program requires specific immunizations prior to professional practice experience.

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

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



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**SCHOOL OF HEALTH SCIENCES**

**MEDICAL LABORATORY TECHNICIAN AAS DEGREE**

**CAREER OPPORTUNITIES:**

- Medical Laboratory Technician

**OBJECTIVE:**

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

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**

English Composition (Required course)	4
G124 English Composition	
Communication (Select 1 course)	4
Humanities (Select 2 courses)	8
Math/Natural Sciences (Required courses)	8
G215 Introduction to Human Biology	
G233 College Algebra	
Social Sciences (Select 2 courses)	8

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

D132 Computer Applications and Business Systems Concepts	3
E242 Career Development	2
M120 Medical Terminology	4
MA241 Human Anatomy and Physiology I	5
MA242 Human Anatomy and Physiology II	5
ML100 Introduction to Clinical Laboratory Science	3
ML150 Clinical Chemistry I	3
ML151 Hematology I	3
ML152 Urinalysis	3
ML153 Clinical Microbiology I	3
ML201 Clinical Chemistry II	4
ML202 Hematology II	4
ML203 Immunology	3
ML205 Immunohematology	3
ML206 Clinical Microbiology II	4
ML291 Clinical Practicum I	12
ML292 Clinical Practicum II	12
PB105 Phlebotomy	3

<b>Total Associate's Degree Credits</b>	<b>32</b>
<b>General Education Credits</b>	<b>29</b>
<b>Major and Core Credits</b>	<b>3</b>

**TOTAL AAS DEGREE CREDITS 111**

**SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

This program requires specific immunizations prior to professional practice experience.

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

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

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

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





# PHARMACY TECHNICIAN • CERTIFICATE • DIPLOMA • AAS DEGREE

## CERTIFICATE

### CAREER OPPORTUNITIES IN:

- Retail Pharmacy
- Clinical Pharmacy

### OBJECTIVE:

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

### FOUNDATION COURSES

B080 Reading and Writing Strategies	4
B087 Practical Math	4

### GENERAL EDUCATION COURSES

#### LOWER DIVISION

Math/Natural Sciences	8
(*Required, select one additional course)	
G150 Structure and Function of the Human Body*	

### MAJOR AND CORE COURSES

#### LOWER DIVISION

D132 Computer Applications and Business Systems Concepts	3
E242 Career Development	2
M120 Medical Terminology	4
M230 Medical Law and Ethics	4
M232 Pathophysiology	5
MA135 Pharmacology for the Allied Health Professional	4
PT105 Introduction to Pharmacy	4
PT120 Pharmacy Math and Dosages	4
PT125 Pharmacy Software/Automation/Insurance Billing	3
PT240 Unit Dose and Medication Preparation	3

<b>Total Certificate Credits</b>	
<b>General Education Credits</b>	8
<b>Major and Core Credits</b>	36
<b>TOTAL CERTIFICATE CREDITS</b>	<b>44*</b>

### SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

## DIPLOMA

### CAREER OPPORTUNITIES IN:

- Retail Pharmacy
- Clinical Pharmacy

### OBJECTIVE:

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

### IN ADDITION TO ALL CERTIFICATE COURSES

### GENERAL EDUCATION COURSES

#### LOWER DIVISION

English Composition (Required course)	4
G124 English Composition	4
Communication (Select 1 course)	4

### MAJOR AND CORE COURSES

#### LOWER DIVISION

B119 Customer Service	4
B271 Professional Communication	4
H200 US Healthcare Systems	4
PT285 Pharmacy Technician Capstone	3
S115 Keyboarding I	3

<b>Total Diploma Credits</b>	
<b>General Education Credits</b>	16
<b>Major and Core Credits</b>	54

<b>TOTAL DIPLOMA CREDITS</b>	<b>70*</b>
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### SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

## ASSOCIATE'S DEGREE

### CAREER OPPORTUNITIES IN:

- Retail Pharmacy
- Clinical Pharmacy
- Hospitals and Healthcare Facilities

### OBJECTIVE:

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

### IN ADDITION TO ALL DIPLOMA COURSES

### GENERAL EDUCATION COURSES

#### LOWER DIVISION

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

<b>Total Associate's Degree Credits</b>	
<b>General Education Credits</b>	36
<b>Major and Core Credits</b>	54

<b>TOTAL AAS DEGREE CREDITS</b>	<b>90*</b>
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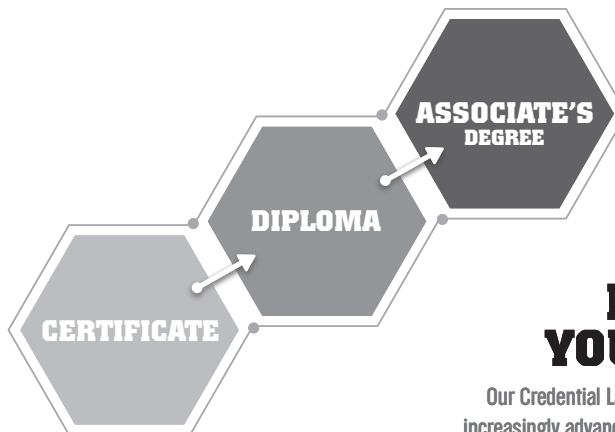
### SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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# SURGICAL TECHNOLOGIST AAS DEGREE

CAREER OPPORTUNITIES:

- Surgical Technologist
- Surgical Assistant

OBJECTIVE:

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

GENERAL EDUCATION COURSES

LOWER DIVISION

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

MAJOR AND CORE COURSES

LOWER DIVISION

D132 Computer Applications and Business Systems Concepts	3
E242 Career Development	2
M120 Medical Terminology	4
M232 Pathophysiology	5
MA241 Human Anatomy and Physiology I	5
MA242 Human Anatomy and Physiology II	5
ST100 Fundamentals of Surgical Technology	4
ST110 Surgical Procedures I	4
ST120 Surgical Pharmacology	2
ST125 Surgical Microbiology	2
ST209 Surgical Procedures II	4
ST214 Surgical Procedures III	4
ST215 Surgical Tech Practicum I	8
ST220 Surgical Tech Practicum II	8

<b>Total Associate's Degree Credits</b>	<b>32</b>
<b>General Education Credits</b>	<b>32</b>
<b>Major and Core Credits</b>	<b>60</b>
<b>TOTAL AAS DEGREE CREDITS</b>	<b>92</b>

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

This program requires specific immunizations prior to professional practice experience.

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

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

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

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

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



# CRIMINAL JUSTICE • AAS DEGREE • BS DEGREE

## ASSOCIATE'S DEGREE

### CAREER OPPORTUNITIES: \*\*

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

### OBJECTIVE:

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

### FOUNDATION COURSES

B080 Reading and Writing Strategies	4
B087 Practical Math	4

### GENERAL EDUCATION COURSES

English Composition (Required course)	4
G124 English Composition	
Communication (Select 1 course)	4
Humanities (Select 2 courses)	8
Math/Natural Sciences	8
(Select 2 courses, including at least one Math course)	
Social Sciences (Required courses)	8
G142 Introduction to Sociology	
G148 General Psychology	

### MAJOR AND CORE COURSES

D132 Computer Applications and Business Systems Concepts	3
E170 Introduction to Undergraduate Research	2
J100 Introduction to Criminal Justice	4
J106 Criminology: Motives for Criminal Deviance	4
J115 Introduction to Corrections	4
J120 Policing in America	4
J140 Field Communications in Criminal Justice	2
J150 Introduction to Criminal Law	4
J170 Applied Criminal Procedures	4
J200 Domestic Violence	4
J213 Juvenile Justice: Delinquency, Dependency, and Diversion	4
J246 Practical Psychology for the Criminal Justice Professional	4
J250 Drugs and Crime	4
J255 Ethics in Criminal Justice	4
J270 Critical Thinking and Evidence-Based Practices in Criminal Justice	4
J280 Contemporary Issues in Criminal Justice Capstone	4

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

### SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

\*\* Additional training may be required.

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

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

## BACHELOR'S DEGREE

### CAREER OPPORTUNITIES: \*\*

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

### OBJECTIVE:

Graduates of this program know the theory and practice of criminal justice law, procedures, research methods, and leadership. They understand concepts of criminal behavior, crime prevention, and diversity in the justice system. Graduates can apply, analyze, synthesize, and evaluate facts and theories pertaining to criminal justice; locate, evaluate, and integrate appropriate primary and secondary sources; effectively communicate ideas through speaking and writing; recognize and address complex ethical situations; and operate effectively within a continually changing environment. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways.

### IN ADDITION TO ALL ASSOCIATE'S DEGREE COURSES

#### GENERAL EDUCATION COURSES:

##### UPPER DIVISION

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

#### MAJOR AND CORE COURSES:

##### UPPER DIVISION

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

##### Choose either Track I or Track II

<b>Track I (Not available for national online students)</b>	
J480 Criminal Justice Internship	9
<b>Track II</b>	
J453 Criminal Justice Seminar	5
J457 Senior Thesis	4

##### Elective Credits (Select 4 courses for 16 credits)

J305 Examination of Forensic Science	4
J320 Criminal Investigations	4
J325 Criminal Evidence	4
J330 Organized Criminal Syndicates	4
J340 Women and Criminal Justice	4
J345 Diversion and Rehabilitation	4
J425 Community Corrections	4
J430 Forensic Psychology	4
J435 Special Populations in Criminal Justice	4
J440 Special Offenders: Sex Offenders	4
J445 Special Offenders: Serial Killers	4

Total Bachelor's Degree Credits	
Lower Division General Education Credits	32
Upper Division General Education Credits	24
Lower Division Major and Core Credits	59
Upper Division Major and Core Credits	49
Upper Division Elective Credits	16

### TOTAL BS DEGREE CREDITS 180\*

### SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS

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

SCHOOL OF JUSTICE STUDIES

**HUMAN SERVICES • CERTIFICATE • DIPLOMA • AAS DEGREE**

**CERTIFICATE**

CAREER OPPORTUNITIES:

- Program Assistant Specialist

OBJECTIVE:

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

FOUNDATION COURSES

B080 Reading and Writing Strategies	4
B087 Practical Math	4

GENERAL EDUCATION COURSES

LOWER DIVISION

Social Sciences (Required course)	4
G148 General Psychology	

MAJOR AND CORE COURSES

LOWER DIVISION

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

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

**TOTAL CERTIFICATE CREDITS 38\***

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

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

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

**DIPLOMA**

CAREER OPPORTUNITIES:

- Community Service Specialist
- Human Service Assistant

OBJECTIVE:

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

GENERAL EDUCATION COURSES

LOWER DIVISION

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

MAJOR AND CORE COURSES

LOWER DIVISION

B119 Customer Service	4
D132 Computer Applications and Business Systems Concepts	3
J213 Juvenile Justice: Delinquency, Dependency, and Diversion	4
J250 Drugs and Crime	4

**Choose either Track I or Track II**

Track I	
HS294 Internship for Human Services	9
Track II	
B271 Professional Communication	4
HS295 Human Services Capstone	5

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

**TOTAL DIPLOMA CREDITS 74\***

**SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

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

**ASSOCIATE'S DEGREE**

CAREER OPPORTUNITIES:

- Community Service Specialist
- Community Service Assistant
- Social Service Specialist
- Human Service Assistant
- Program Assistant Specialist
- Social Service Assistant
- Program Assistant

OBJECTIVE:

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

**IN ADDITION TO ALL DIPLOMA COURSES**

GENERAL EDUCATION COURSES

LOWER DIVISION

Humanities (Select 2 courses)	8
Math/Natural Sciences (Select 1 course)	4
Social Sciences (Required course)	4
G142 Introduction to Sociology	

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

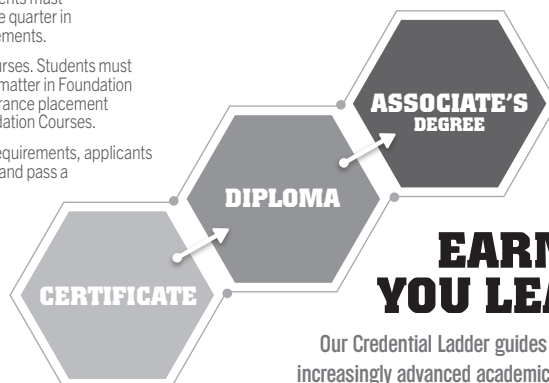
**TOTAL AAS DEGREE CREDITS 90\***

**SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

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



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## PARALEGAL AAS DEGREE

### CAREER OPPORTUNITIES:

- Paralegal
- Legal Assistant
- Legal Secretary
- Compliance Specialist

### OBJECTIVE:

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

### FOUNDATION COURSES

B080	Reading and Writing Strategies	4
B087	Practical Math	4

### GENERAL EDUCATION COURSES

#### LOWER DIVISION

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

### MAJOR AND CORE COURSES

#### LOWER DIVISION

D132 Computer Applications and Business Systems Concepts	3
E242 Career Development	2
J131 Criminal Law and Procedures: Crime and the Courtroom	4
PL100 Introduction to Law and the Legal System	4
PL121 Civil Litigation and Procedure I	4
PL122 Civil Litigation and Procedure II	4
PL142 Contracts: Managing Legal Relationships	4
PL145 Paralegal Ethics	4
PL215 Real Estate Law	4
PL216 Corporate Law	4
PL226 Law Office Technology: Cyberspace and the Paralegal Profession	4
PL228 Torts: Auto Accidents and Other Legal Injuries	4
PL230 Family Law	4
PL235 Legal Research	4
PL240 Legal Writing	4

#### Chose either Track I or Track II

Track I	
PL290 Paralegal Internship	5
Track II	
PL280 Paralegal Capstone	5
<b>Total Associate's Degree Credits</b>	
<b>General Education Credits</b>	32
<b>Major and Core Credits</b>	62
<b>TOTAL AAS DEGREE CREDITS</b>	<b>94*</b>

#### SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

## PARALEGAL CERTIFICATE

### CAREER OPPORTUNITIES:

- Paralegal
- Legal Assistant
- Legal Secretary
- Compliance Officer

### OBJECTIVE:

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

### FOUNDATION COURSES

B080	Reading and Writing Strategies	4
B087	Practical Math	4

### GENERAL EDUCATION COURSES

#### LOWER DIVISION

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

### MAJOR AND CORE COURSES

#### LOWER DIVISION

PL100 Introduction to Law and the Legal System	4
PL121 Civil Litigation and Procedure I	4
PL122 Civil Litigation and Procedure II	4
PL142 Contracts: Managing Legal Relationships	4
PL145 Paralegal Ethics	4
PL226 Law Office Technology: Cyberspace and the Paralegal Profession	4
PL228 Torts: Auto Accidents and Other Legal Injuries	4
PL230 Family Law	4
PL235 Legal Research	4
PL240 Legal Writing	4

#### Electives (choose 1 course, for 4 credits)

PL215 Real Estate Law	4
PL216 Corporate Law	4

#### Chose either Track I or Track II

Track I	
PL290 Paralegal Internship	5
Track II	
PL280 Paralegal Capstone	5

<b>Total Certificate Credits</b>	
<b>General Education Credits</b>	12
<b>Major and Core Credits</b>	49
<b>TOTAL CERTIFICATE CREDITS</b>	<b>61*</b>

#### SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

SCHOOL OF JUSTICE STUDIES

# LAW ENFORCEMENT AAS DEGREE

**CAREER OPPORTUNITIES:**

- Police Officer
- Deputy Sheriff
- Law Enforcement Officer
- State Trooper
- Conservation Officer

**OBJECTIVE:**

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

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**

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

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

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

<b>Total Associate's Degree Credits</b>	
General Education Credits	32
Major and Core Credits	59
<b>TOTAL AAS DEGREE CREDITS</b>	<b>91</b>

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

# LAW ENFORCEMENT ACADEMIC CERTIFICATE

**CAREER OPPORTUNITIES:**

- Police Officer
- Deputy Sheriff
- Law Enforcement Officer
- State Trooper
- Conservation Officer

**OBJECTIVE:**

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

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

J100 Introduction to Criminal Justice	4
J120 Policing in America	4
J122 Crime Scene to Conviction: Critical Skills in Documentation	4
J131 Criminal Law and Procedures: Crime and the Courtroom	4
J200 Domestic Violence	4
J213 Juvenile Justice: Delinquency, Dependency, and Diversion	4
J222 Practical Psychology for Law Enforcement	4
J255 Ethics in Criminal Justice	4
LE240 Minnesota Traffic Code	2
LE245 Minnesota Criminal Code	2
<b>TOTAL CERTIFICATE CREDITS</b>	<b>36</b>

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

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

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

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

# LAW ENFORCEMENT SKILLS CERTIFICATE

**CAREER OPPORTUNITIES:**

- Police Officer
- Deputy Sheriff
- Law Enforcement Officer
- State Trooper
- Conservation Officer

**OBJECTIVE:**

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

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

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

**TOTAL CERTIFICATE CREDITS 24**

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

Admission to the Law Enforcement Skills Certificate program requires applicants to have earned an Associate's degree or higher (including general education courses equivalent to those in the Law Enforcement AAS) from a regionally accredited school in a program that is approved by the Minnesota Peace Officer Standards and Training (MN POST) Board. Applicants are also required to interview with a Program Manager and complete a Rasmussen College placement test as part of the admissions process.

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

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



**SCHOOL OF NURSING**

**RN TO BSN PROGRAM/NURSING BS DEGREE**  
ONLINE ONLY

**CAREER OPPORTUNITIES:**

- Clinical Practice
- Administration
- Nursing Education
- Nursing Leadership

**OBJECTIVE:**

The principal aim of this nursing education program is to strengthen nurses in the generalist role in alignment with the Essentials of Baccalaureate Education for Professional Nursing Practice. Graduates of this program will know the theoretical foundation of nursing according to the Quality and Safety Education for Nurses (QSEN) competencies which are designed to allow them to continuously improve the quality and safety of the healthcare systems within which they work. Graduates will be immersed in the six outcome abilities central to the QSEN competencies, and they are, patient centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety and informatics. Upon completion of the nursing program, they will be able to improve patient outcomes and promote nursing as a profession. Graduates value caring, diversity, excellence, holism, effective communication, integrity, life-long learning and evidence-based practice that underlie the QSEN outcome abilities.

**PROGRAM ENROLLMENT:**

Applicants to this program who have a current unencumbered Registered Nurse license, have successfully completed an Associate's degree in Nursing, and satisfy all program admission requirements will receive a block transfer equivalent to 113 credits in transfer to this program. Applicants who hold an RN license without an Associate's degree and satisfy all program admission requirements will receive 66 credits in transfer to this program. They may receive up to 47 additional credits for successfully completed applicable lower division general education coursework; lower division general education credits not transferred must be completed to earn this degree.

**FOUNDATION COURSES**

B080	Reading and Writing Strategies	4
B087	Practical Math	4

**GENERAL EDUCATION COURSES**

**UPPER DIVISION**

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

**MAJOR AND CORE COURSES**

**UPPER DIVISION**

NUR 3177	Health Assessment	4
NUR 3205	Applied Pathophysiology	4
NUR 3418	Introduction to Alternative and Complementary Therapies	4
NUR 3508	Quality and Safety in Nursing	4
NUR 3655	Transcultural Nursing	4
NUR 3816	Dimensions of Professional Nursing	4
NUR 4165	Nursing Research	4
NUR 4529	Public Health and Community Nursing	4
NUR 4773	Leadership and Management in Nursing	4
NUR 4870	Nursing Informatics	4
NUR 4909	Nursing Capstone	4

<b>Total Bachelor's Degree Credits</b>	<b>24</b>
Upper Division General Education Credits	44
Upper Division Major and Core Credits	181*

**TOTAL BS DEGREE CREDITS (INCLUDING TRANSFER CREDITS)**

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

This program is not available online to residents of some states. Please speak with your Program Manager to determine your eligibility for enrollment.



**SCHOOL OF NURSING**  
**MISSION STATEMENT**

In accordance with the mission statement of Rasmussen College, the School of Nursing mission is to cultivate a learning environment that develops a skill set for critical thinking and educates students in the development of knowledge, skills, and attitudes needed to provide safe and competent nursing care in the communities we serve.



# PROFESSIONAL NURSING AS DEGREE

## CAREER OPPORTUNITIES IN:

- Hospitals
- Clinics
- Rehabilitation Centers
- Long-Term Care Facilities

## OBJECTIVE:

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

## GENERAL EDUCATION COURSES

### LOWER DIVISION

English Composition (Required course)	4
G124 English Composition	
Communication (Select 1 course)	4
Humanities (Select 2 courses)	8
Mathematics (Required course)	4
G233 College Algebra	
Natural Sciences (Required courses)	19
G215 Introduction to Human Biology	
GN200 Introduction to Microbiology	
MA241 Human Anatomy and Physiology I	
MA242 Human Anatomy and Physiology II	
Social Sciences (Required courses)	8
G148 General Psychology	
G217 Human Growth and Development	

## MAJOR AND CORE COURSES

### LOWER DIVISION

NU117 Nutritional Principles in Nursing	4
NU124 Introduction to Professional Nursing	4
NU138 Introduction to Critical Thinking, Informatics, and Ethical Concepts in Professional Nursing	4
NU203 Fundamentals of Professional Nursing	6
NU213 Comprehensive Pharmacology	6
NU223 Professional Nursing I	6
NU237 Mental Health Nursing	4
NU241 Professional Nursing II	6
NU255 Maternal Child Health Nursing	4
NU260 Professional Nursing III	6
NU273 Role, Scope, Quality, and Leadership In Professional Nursing	4
NU294 Professional Nursing Capstone	2

### Total Associate's Degree Credits

General Education Credits 47

Major and Core Credits 56

### TOTAL AS DEGREE CREDITS

103

### SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

This program is only offered at the Mankato, Bloomington 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, Minnesota campus applicants to this program must successfully complete and pass a Minnesota Department of Human Services background check.

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

## MOBILITY BRIDGE ENTRANCE OPTION

Students who have successfully completed a practical nursing program and hold a current practical nursing license will receive credit for NU117 Nutritional Principles in Nursing (4 credits) and NU203 Fundamentals of Professional Nursing (6 credits) in the Professional Nursing AS Degree program. Students may also transfer in up to 47 credits in successfully completed applicable general education coursework; graduates of Rasmussen College's Practical Nursing program will receive credit for G124 English Composition, G233 College Algebra, and the Communication course the student completed in the Practical Nursing program (for a total of 12 additional general education credits). Students must successfully complete all remaining coursework in the Professional Nursing AS Degree program to earn this degree.

**SCHOOL OF NURSING**

**PRACTICAL NURSING DIPLOMA**

**CAREER OPPORTUNITIES IN:**

- Hospitals
- Clinics
- Long-Term Care Facilities
- Assisted Living Centers
- Dental Offices
- Physician’s Offices

**OBJECTIVE:**

Graduates of this program are prepared to function as an entry-level practical nurse under the direction of a registered nurse, physician, or dentist. They can implement psychomotor technical skills that meet current standards of practice; apply scientific knowledge and skills to meet the biological, psychosocial, cultural, and spiritual needs of the patient; provide maintenance, preventative, therapeutic, rehabilitative, and/or supportive care; communicate clear, concise, accurate, complete, and timely information to members of the healthcare team; use therapeutic communication to build and maintain therapeutic relationships with patients and their significant support person(s); use the nursing process to gather data, contribute to nursing diagnosis, guide nursing actions, and contribute to the plan of care; and provide basic individualized, holistic, and culturally sensitive nursing care for patients across the lifespan in a variety of settings. They can implement a personal practice standard that adheres to the legal and ethical standards of the practical nurse as defined by NFLPN and NAPNES. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and post-licensure continuing education as a way to build on previous knowledge and skills and increase competency. Upon successful completion of this program, the graduate will receive a Diploma in Practical Nursing and will be eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN) to obtain licensure as a practical nurse.

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**

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

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

NU117 Nutritional Principles in Nursing	4
PN106 Fundamentals of Practical Nursing	6
PN108 Introduction to Practical Nursing	2
PN114 Practical Nursing I	6
PN123 Basic Pharmacology	3
PN148 Gerontologic Nursing	3
PN153 Practical Nursing II	6
PN167 Psychosocial Nursing	4
PN174 Practical Nursing III	6
PN180 Family Nursing	4
PN197 Practical Nursing Capstone	2

<b>Total Diploma Credits</b>	
<b>General Education Credits</b>	16
<b>Major and Core Credits</b>	46
<b>TOTAL DIPLOMA DEGREE CREDITS</b>	<b>62</b>

**SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

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

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

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



**SCHOOL OF NURSING**  
**MISSION STATEMENT**

In accordance with the mission statement of Rasmussen College, the School of Nursing mission is to cultivate a learning environment that develops a skill set for critical thinking and educates students in the development of knowledge, skills, and attitudes needed to provide safe and competent nursing care in the communities we serve.

# WEB PROGRAMMING DIPLOMA • AAS DEGREE

## DIPLOMA

### CAREER OPPORTUNITIES:

- Web Developer

### OBJECTIVE:

Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates are familiar with interactive tools, technologies, and development platforms to build robust web applications and user-friendly web interfaces. They possess a developed skill set in web programming, IT project management, and website creation. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in IT support practices.

### FOUNDATION COURSES

B080 Reading and Writing Strategies	4
B087 Practical Math	4

### GENERAL EDUCATION COURSES

#### LOWER DIVISION

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

### MAJOR AND CORE COURSES

#### LOWER DIVISION

B119 Customer Service	4
B136 Introduction to Business	4
B271 Professional Communication	4
B293 Business Ethics	4
D132 Computer Applications and Business Systems Concepts	3
E242 Career Development	2
N140 Logic and Troubleshooting	4
SD225 Object-Oriented Programming	3
W107 Programming Fundamentals	3
W109 Relational Databases	3
W110 JavaScript	3
W116 Introduction to Web Design Software	3
W118 Introduction to HTML	3
W125 Introduction to Visual Basic	3
W201 Advanced Visual Basic	3
W210 Java I	3
W215 PERL/CGI	3
W216 PHP/MySQL	3
W290 Web Programming Capstone	2

Total Diploma Credits	
General Education Credits	8
Major and Core Credits	60
<b>TOTAL DIPLOMA CREDITS</b>	<b>68*</b>

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

## ASSOCIATE'S DEGREE

### CAREER OPPORTUNITIES:

- Web Developer

### OBJECTIVE:

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

### IN ADDITION TO ALL DIPLOMA COURSES

### GENERAL EDUCATION COURSES

#### LOWER DIVISION

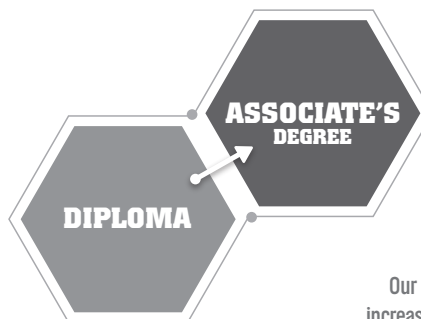
Communication (Select 1 course)	4
Humanities (Select 2 courses)	8
Math/Natural Sciences (Select 1 course)	4
Social Sciences (Select 2 courses)	8

Total Associate's Degree Credits	
General Education Credits	32
Major and Core Credits	60
<b>TOTAL AAS DEGREE CREDITS</b>	<b>92*</b>

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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



## EARN AS YOU LEARN

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

SCHOOL OF TECHNOLOGY

# SOFTWARE APPLICATION DEVELOPMENT • CERTIFICATE • AS DEGREE COMPUTER SCIENCE BS DEGREE

## SOFTWARE APPLICATION DEVELOPMENT CERTIFICATE

CAREER OPPORTUNITIES:

- Programmer Analyst
- Applications Developer
- Software Developer

OBJECTIVE:

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

GENERAL EDUCATION COURSES

LOWER DIVISION

Math/Natural Sciences (Required course)	5
G246 Advanced Algebra	

MAJOR AND CORE COURSES

LOWER DIVISION

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

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

**TOTAL CERTIFICATE CREDITS 40**

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

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

## SOFTWARE APPLICATION DEVELOPMENT ASSOCIATE'S DEGREE

CAREER OPPORTUNITIES:

- Programmer Analyst
- Applications Developer
- Computer Systems Analyst
- Software Developer

OBJECTIVE:

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

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

MAJOR AND CORE COURSES

LOWER DIVISION

MH100 Precalculus	3
MH200 Calculus I	4
MH210 Calculus II	4

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

**TOTAL AS DEGREE CREDITS 91**

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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



**COMPUTER SCIENCE BACHELOR'S DEGREE**

**CAREER OPPORTUNITIES:**

- Software Engineer
- Application Integration Engineer
- Software Architect
- Software Developer
- Applications Developer
- Computer Programmer

**OBJECTIVE:**

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

**IN ADDITION TO ALL ASSOCIATE'S DEGREE COURSES**

**GENERAL EDUCATION COURSES**

**UPPER DIVISION**

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

**MAJOR AND CORE COURSES**

**UPPER DIVISION**

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

**UNRESTRICTED UPPER DIVISION ELECTIVE CREDITS** 4

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

**TOTAL BS DEGREE CREDITS** 180

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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



SCHOOL OF TECHNOLOGY

# INFORMATION TECHNOLOGY MANAGEMENT

DIPLOMAS • AAS DEGREE • BS DEGREE

# INFORMATION SECURITY BS DEGREE

## INFORMATION TECHNOLOGY MANAGEMENT DIPLOMAS

### CAREER OPPORTUNITIES:

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

### OBJECTIVE:

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

### FOUNDATION COURSES

- B080 Reading and Writing Strategies
- B087 Practical Math

### GENERAL EDUCATION COURSES

- English Composition (Required Course)
- G124 English Composition
- Math/Natural Sciences (Required Course)
- G233 College Algebra

### MAJOR AND CORE COURSES

#### LOWER DIVISION

- B119 Customer Service 4
- B136 Introduction to Business 4
- B271 Professional Communication 4
- D132 Computer Applications and Business Systems Concepts 3
- E242 Career Development 2
- N140 Logic and Troubleshooting 4
- N141 Networking Security 3
- N146 Fundamentals of Hardware and Software I 3
- N147 Fundamentals of Hardware and Software II 3
- N171 Introduction to Networks 3
- N200 Systems Analysis 3
- N228 Microsoft Windows Server 3
- N290 Information Technology Capstone 2
- W107 Programming Fundamentals 3

### CHOOSE ONE TRACK:

#### Computer Information Technology Track\*\*

- N127 Microsoft Windows Workstations 3
- N149 Helpdesk Support 3
- N156 Mac Integration 3
- N233 Software Packaging and Deployment 3
- N259 Mobile Support Principles 3

#### General Track\*\*

- D250 Microsoft Access 3
- N127 Microsoft Windows Workstation 3
- N149 Helpdesk Support 3
- N208 Linux Administration 3
- W118 Introduction to HTML 3

#### Network Administration Track

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

#### Network Security Track

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

#### Total Diploma Credits

- General Education Credits 8
- Major and Core Credits 44
- Track Credits 15

**TOTAL DIPLOMA CREDITS 67\***

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

## INFORMATION TECHNOLOGY MANAGEMENT AAS

### CAREER OPPORTUNITIES:

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

### OBJECTIVE:

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

### IN ADDITION TO ALL DIPLOMA COURSES

#### GENERAL EDUCATION COURSES

##### LOWER DIVISION

- Communication (Select 1 course) 4
- Humanities (Select 2 courses) 8
- Math/Natural Sciences 4
- (Select 1 additional course, other than College Algebra)
- Social Sciences (Select 2 courses) 8

#### Total Associate's Degree Credits

- General Education Credits 32
- Major and Core Credits 59

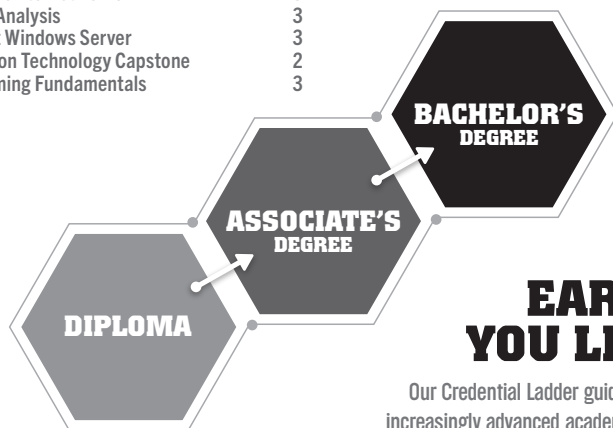
**TOTAL AAS DEGREE CREDITS 91\***

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

\*\*NOTE: N208 Linux Administration and N201 Cisco Network Routing and Switching are prerequisite to courses contained in the Information Security BS degree program. Students that continue into the Information Security BS degree program must complete N208 prior to taking N437 Linux Security Strategies and must complete N201 prior to taking N314 Advanced Cisco Network Security – CCNA.



## EARN AS YOU LEARN

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

## INFORMATION TECHNOLOGY MANAGEMENT BS

### CAREER OPPORTUNITIES:

- Network Administrator
- Network Analyst
- Information Technology Manager

### OBJECTIVE:

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

### IN ADDITION TO ALL ASSOCIATE'S DEGREE COURSES

#### GENERAL EDUCATION COURSES

##### UPPER DIVISION

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

#### MAJOR AND CORE COURSES

##### UPPER DIVISION

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

<b>Total Bachelor's Degree Credits</b>	
Lower Level General Education Credits	32
Upper Level General Education Credits	24
Lower Level Major and Core Credits	59
Upper Level Major and Core Credits	66

**TOTAL BS DEGREE CREDITS 181\***

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

#### Graduation Requirements

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

## INFORMATION SECURITY BS

### CAREER OPPORTUNITIES:

- Network Security Analyst
- Security Consultant
- Information Security Analyst
- Computer Forensic Analyst

### OBJECTIVE:

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

### IN ADDITION TO ALL ASSOCIATE'S DEGREE COURSES

#### GENERAL EDUCATION COURSES

##### UPPER DIVISION

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

#### MAJOR AND CORE COURSES

##### UPPER DIVISION

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

<b>Total Bachelor's Degree Credits</b>	
Lower Level General Education Credits	32
Upper Level General Education Credits	24
Lower Level Major and Core Credits	59
Upper Level Major and Core Credits	67

**TOTAL BS DEGREE CREDITS 182\***

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

SCHOOL OF TECHNOLOGY

# GAME AND SIMULATION PROGRAMMING BS DEGREE

CAREER OPPORTUNITIES:

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

OBJECTIVE:

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

FOUNDATION COURSES

B080	Reading and Writing Strategies	4
B087	Practical Math	4

GENERAL EDUCATION COURSES

LOWER DIVISION

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

UPPER DIVISION

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

MAJOR AND CORE COURSES

LOWER DIVISION

D132	Computer Applications and Business Systems Concepts	3
E170	Introduction to Undergraduate Research	2
E242	Career Development	2
N137	Programming I	4
N165	Fundamentals of Game Development I	4
N180	Math for Game and Simulation Production I	4
N204	Human-Computer Interaction and Interface Design	4
N206	Data Structures	4
N207	Programming II	4
N212	Fundamentals of Game Development II	4
N222	Physics for Game and Simulation Production	3
N225	Interactive Storytelling	3
N231	Web Application Development	3
N237	C#	3
N286	Math for Game and Simulation Production II	4
SD140	Mobile Application Development	3
SD225	Object-Oriented Programming	3
W107	Programming Fundamentals	3

UPPER DIVISION

N309	Principles of Computer Graphics	4
N316	Principles of Shader Programming	4
N324	Portfolio, Package and Publish	4
N328	Quality Assurance in Game and Simulation Production	4
N334	Game Engines and Integrated Game Development Environments	4
N347	Mobile Game Development	4
N401	Artificial Intelligence	4
N407	Networking and Multiplayer Game Development	4
N413	Asset Development I	4
N421	Software Engineering for Game and Simulation Production	4
N426	Asset Development II	4
N434	Simulation Production Project I	4
N444	Simulation Production Project II	4
N462	Game Production Project I	4
N463	Game Production Project II	4
N471	Engineering Virtual Worlds	4

<b>Total Bachelor's Degree Credits</b>	
Lower Division General Education Credits	33
Upper Division General Education Credits	24
Lower Division Major and Core Credits	60
Upper Division Major and Core Credits	64
<b>TOTAL BS DEGREE CREDITS</b>	<b>181*</b>

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

**Graduation Requirements**  
Students in Information Technology Management, Information Security, and Game and Simulation Programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will pay for students to sit for the mandatory certification, as well as up to two additional recommended certifications. Payments will be made only once per certification. Students are responsible for paying for any additional attempts.





GENERAL EDUCATION COURSE SELECTIONS

GENERAL EDUCATION COURSE SELECTIONS

GENERAL EDUCATION COURSE SELECTIONS

ALL BS AND AAS DEGREE PROGRAMS

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

LOWER DIVISION

English Composition

G124 English Composition 4

Communication

G126A English Composition 2 4

G141 Introduction to Communication 4

G227 Oral Communication 4

Humanities

G125 Humanities 4

G145 Film Appreciation 4

G147 Art Appreciation 4

G201 Creative Writing 4

G224 Introduction to Critical Thinking 4

G230 Introduction to Literature 4

G238 Conversational Spanish 4

Math/Natural Sciences

G150 Structure and Function of the Human Body 4

G152 Scientific Literacy 4

G180 General Education Mathematics 4

G215 Introduction to Human Biology 4

G233 College Algebra 4

G239 Introduction to Astronomy 4

G245 Introduction to Geology 4

Social Sciences

G123 Principles of Economics 4

G142 Introduction to Sociology 4

G146 Human Geography 4

G148 General Psychology 4

G149 Technology and Society 4

G200 Understanding Cultures 4

G203 Macroeconomics 4

G204 Microeconomics 4

G242 American/U.S. National Government 4

G270 United States History: 1900 to the Present 4

UPPER DIVISION

Communication

G324 Advanced Composition 4

G332 Visual Communication in the Media 4

Humanities

G330 American Literature 4

G335 Contemporary World Literature: 1900 to the Present 4

G435 Literature of American Minorities 4

G440 Political Thought 4

Math/Natural Sciences

G328 Human Uses of the Environment 4

G346 Physical Geography 4

G350 Conservation of Resources 4

G434 Gender in Math and Science 4

Social Sciences

G333 American Religious History 4

G380 Visions of America Since 1945 4

G401 Comparative Politics 4

G425 Work and Family 4

See specific course requirements on program pages.

COMPUTER SCIENCE BS DEGREE AND SOFTWARE APPLICATION DEVELOPMENT AS DEGREE

LOWER DIVISION

English Composition

G124 English Composition\* 4

Communication

G126A English Composition 2\* 4

G141 Introduction to Communication 4

G227 Oral Communication 4

Humanities

G125 Humanities 4

G145 Film Appreciation 4

G147 Art Appreciation 4

G201 Creative Writing 4

G224 Introduction to Critical Thinking\* 4

G230 Introduction to Literature 4

G238 Conversational Spanish 4

Math/Natural Sciences

G150 Structure and Function of the Human Body 4

G152 Scientific Literacy 4

G215 Introduction to Human Biology 4

G239 Introduction to Astronomy 4

G245 Introduction to Geology 4

G246 Advanced Algebra\* 5

G247 Introduction to Discrete Mathematics\* 4

Social Sciences

G123 Principles of Economics 4

G142 Introduction to Sociology 4

G146 Human Geography 4

G148 General Psychology 4

G149 Technology and Society 4

G200 Understanding Cultures 4

G203 Macroeconomics 4

G204 Microeconomics 4

G242 American/U.S. National Government 4

G270 United States History: 1900 to the Present 4

UPPER DIVISION

Communication

G324 Advanced Composition 4

G332 Visual Communication in the Media 4

Humanities

G330 American Literature 4

G335 Contemporary World Literature: 1900 to the Present 4

G435 Literature of American Minorities 4

G440 Political Thought 4

Math/Natural Sciences

G328 Human Uses of the Environment 4

G346 Physical Geography 4

G350 Conservation of Resources 4

G434 Gender in Math and Science 4

Social Sciences

G333 American Religious History 4

G380 Visions of America Since 1945 4

G401 Comparative Politics 4

G425 Work and Family 4

\*Required courses

See specific course requirements on program pages.

NURSING PROGRAMS

English Composition

G124 English Composition 4

Communication

G141 Communication 4

G227 Oral Communication 4

Humanities

G125 Humanities 4

G145 Film Appreciation 4

G147 Art Appreciation 4

G201 Creative Writing 4

G224 Introduction to Critical Thinking 4

G230 Introduction to Literature 4

G238 Conversational Spanish 4

Math/Natural Sciences

G150 Structure and Function of the Human Body 4

G215 Introduction to Human Biology 4

G233 College Algebra 4

GN200 Introduction to Microbiology 5

MA241 Human Anatomy and Physiology I 5

MA242 Human Anatomy and Physiology II 5

Social Sciences

G148 General Psychology 4

G217 Human Growth and Development 4

See specific course requirements on program pages..

GENERAL EDUCATION PHILOSOPHY

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

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

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

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

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

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

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

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

GENERAL EDUCATION REQUIREMENTS FOR RASMUSSEN COLLEGE CREDENTIALS

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

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

and Social Sciences. AS degree candidates must successfully complete forty-five (45) credits of general education coursework distributed across the same categories.

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

## COURSE DESCRIPTIONS

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

### Program Length

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

### Credit Definition

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

**Clock Hour** – Equal to 50 minutes of instruction.

### How to Read Course Descriptions

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

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

E170 Introduction to Undergraduate Research and E242 Career Development are courses specific to the College, facilitating lifelong career-placement services. See the Academic Information section for policies on transfer of these courses.

### College Experience Course, 0 credits

The College Experience Course is an instructor led, objective qualification tool to help quantify the commitment of potential students through a one week simulation of the college experience at Rasmussen College. This course must be passed with a score of 80/100 in order to proceed with enrollment. This course is designed to help build a student's confidence and knowledge through demonstrating habits necessary for success in college and clarifying expectations for student engagement. This course requires both reading and submission of assignments to closely resemble what they will experience every week in a typical Rasmussen course.

Prerequisite: none

### 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

This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business.

Prerequisite: Financial Accounting II

### 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 inadequate disclosures related to financial statement investigations and fraud.

Prerequisite: Financial Accounting II

### A280 Accounting Capstone 20 hours, 2 credits

This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting Associate's degree program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, and interpersonal communication and class presentations.

Prerequisite: Offered last or second-to-last quarter for Associate's degree students.

### A315 Governmental and Not-for-Profit Accounting 40 hours, 4 credits

This course is a study of accounting principles as they apply to governmental organizations and not-for-profit entities.

Prerequisite: Financial Accounting II

### A322 Risk Management for Accountants 40 hours, 4 credits

This course will cover topics such as culture and appetite, risk categorization, risk strategy, risk evaluation, enterprise risk management, audit functions, treatment, reporting, and decision making.

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

### A330 Managerial Accounting Theory and Practice 40 hours, 4 credits

This course provides a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control.

Prerequisite: Financial Accounting II

### A332 Accounting for Business Managers 40 hours, 4 credits

This course provides a review of accounting objectives and their relation to business, as well as a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control.

Prerequisite: none

### 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 accounting 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 to publicly traded companies.

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 key financial objectives, including revenue, cash, and taxes. The development and challenges concerning international accounting standards is also studied. An application of international standards is interwoven through each lesson.

Prerequisite: Intermediate Financial Reporting II

### A400 CPA Exam Preparation 40 hours, 2 credits

The CPA exam preparation course provides students with a comprehensive review of topics tested on the CPA examination. Students learn through lecture as well as problem solving.

Prerequisite: This is the last course students take in the program.

### A402 Advanced Auditing II 40 hours, 4 credits

The study in greater depth and breadth of generally accepted auditing standards and their applications with emphasis on internal auditing, operational auditing, and integrity auditing.

Prerequisite: Advanced Auditing Concepts and Standards

### A406 Cost Accounting Principles and Applications 40 hours, 4 credits

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

Prerequisite: Financial Accounting II

### A410 Advanced Federal Tax Theory 40 hours, 4 credits

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

Prerequisite: Taxation of Individuals

### A415 Financial Statement Analysis 40 hours, 4 credits

This course introduces the student to the study of financial statement analysis including interpreting and analyzing accounting data and examining financial statements.

Prerequisite: Financial Accounting II

### 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 the elements, relationships, and issues associated with manual and computerized accounting information systems. Practical application using spreadsheets, databases, and general education software.

Prerequisite: Management of Information Systems

### A430 International Accounting 40 hours, 4 credits

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

Prerequisite: Advanced Financial Accounting

## COURSE DESCRIPTIONS

**A432 Accounting Fraud Investigation**  
**40 hours, 4 credits**

This course is a study of the internal audit principles, practices, and control evaluations that are utilized to ensure accountability, responsibility and ethical operations within an organization.

Prerequisite: Advanced Auditing Concepts and Standards

**A440 Accounting Research Methods and Techniques**  
**40 hours, 4 credits**

In this course students learn accounting research tools and processes, how to conduct accounting research, and how to apply findings and results to solve business problems.

Prerequisites: Advanced Auditing Concepts and Standards; Taxation of Individuals; Intermediate Financial Reporting III

**A490 Accounting Capstone II**  
**40 hours, 4 credits**

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

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 collegiate-level texts. This course is taught in six-week sessions.

Prerequisite: Placement determined by Rasmussen College entrance placement exam score.

**B087 Practical Math**  
**40 hours, 4 credits**

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

Prerequisite: Placement determined by Rasmussen College entrance placement exam score.

**B119 Customer Service**  
**40 hours, 4 credits**

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

Prerequisite: none

**B136 Introduction to Business**  
**40 hours, 4 credits**

This course is a study of the characteristics and functions of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, analysis and any other activities related to general ownership and operation.

Prerequisite: none

**B165 Introduction to Human Resource Management**  
**40 hours, 4 credits**

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

Prerequisite: none

**B220 Project Planning and Documentation**  
**40 hours, 4 credits**

This course encompasses timelines, deadlines, team-building, communication issues and problem solving. The course is set with pre-defined scenarios to assist with the definition of project roles and phases. The students work through related issues and produce a resolution in a well written format.

Prerequisite: none

**B230 Principles of Finance**  
**40 hours, 4 credits**

This course is a study of financial institutions, investment techniques, and financial management. Students will examine acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure.

Prerequisite: Financial Accounting I

**B232 Principles of Marketing**  
**40 hours, 4 credits**

This course serves as an introduction to the marketing concept, integrating seven key marketing perspectives. Topics include consumer buying behavior, business-to-business markets and organizational buying behavior, market research techniques, fundamental pricing concepts, marketing channels and logistics, integrated marketing communications, and marketing's role in electronic commerce.

Prerequisite: none

**B233 Principles of Management**  
**40 hours, 4 credits**

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

Prerequisite: none

**B234 Business Law**  
**40 hours, 4 credits**

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

Prerequisite: none

**B235 Introduction to Organizational Leadership**  
**40 hours, 4 credits**

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

Prerequisite: none

**B245 Online Multimedia Marketing**  
**40 hours, 4 credits**

This course explores emerging and innovative business and marketing technologies and techniques such as weblogs and podcasting. In addition to investigating the newest communication tools, this course will also address creating and evaluating proposals, media purchasing and online public relations.

Prerequisite: Internet Business Models and E-Commerce

**B250 Training and Development**  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Human Resource Management

**B267 Employment Law**  
**40 hours, 4 credits**

Students will develop an understanding of selected legal issues involved in human resource management. Legal issues to be addressed include: labor relations, employee rights, sexual harassment, diversity, and compensation and benefits law. The primary orientation of the course will be to enable learners to recognize the spirit and purpose of the legal framework of enterprise so that learners can embrace compatible strategies and avoid cutting corners in the short-run, which can ultimately result in major disasters.

Prerequisite: Introduction to Human Resource Management

**B271 Professional Communication**  
**40 hours, 4 credits**

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

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

**B273 Internet Business Models and E-Commerce**  
**40 hours, 4 credits**

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

Prerequisite: none

**B280 Business Capstone**  
**20 hours, 2 credits**

This course is designed to allow students to integrate the knowledge and skills gained in the Business Management Associate's degree program. Through case analysis, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core business concepts via completion of a Capstone project.

Prerequisite: Intended for last quarter of student's program

**B281 Public Relations and Advertising Strategies**  
**40 hours, 4 credits**

Students examine the similarities and differences between public relations, advertising and promotional marketing and how to differentiate between a target audience and a target market. Marketing interactions with associated stakeholders, including current and new customers; shareholders; the media; financial and industry analysts will be explored. Other parts of the enterprise, such as senior management and marketing, finance, and human resources departments are studied.

Prerequisite: Principles of Marketing

**B293 Business Ethics**  
**40 hours, 4 credits**

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

Prerequisite: none

**B316 Applied Management Principles**  
**40 hours, 4 credits**

This course will review foundational management skills and insights derived from the study of management practices. Through theory, self analysis, and analysis of others, this course provides students with the knowledge, skills, and attitudes needed to become an effective manager. Specific topics covered include managing stress; solving problems; coaching, influencing, and motivating others; team-building; and leading change.

Prerequisite: none

**B323 Advanced Principles of Marketing**  
**40 hours, 4 credits**

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

Prerequisite: Principles of Marketing

**B330 Advanced Principles of Financial Management**  
**40 hours, 4 credits**

This course provides an introduction to advanced concepts and methods of financial management for organizations. Topics include an analysis of corporate finance, asset pricing, leverage, risk and return, short- and long-term investment decisions, business financial planning, working capital management, capital structure, multinational finance, as well as other topics.

Prerequisite: Financial Accounting II

**B333 Principles of Management II**  
**40 hours, 4 credits**

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

Prerequisite: Principles of Management

**B343 Business Law II**  
**40 hours, 4 credits**

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

Prerequisite: Business Law

## COURSE DESCRIPTIONS

### **B351 Management of Information Systems** 40 hours, 4 credits

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

Prerequisites: none

### **B352 International Business** 40 hours, 4 credits

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

Prerequisite: none

### **B360 Operations Management** 40 hours, 4 credits

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

Prerequisite: none

### **B370 Organizational Behavior Analysis** 40 hours, 4 credits

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

Prerequisite: none

### **B371 Research and Report Writing** 40 hours, 4 credits

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

Prerequisite: English Composition or Professional Communication

### **B375 Advanced Human Resource Management** 40 hours, 4 credits

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

Prerequisites: Principles of Management; Introduction to Human Resource Management or Management of Health Information Services

### **B404 Negotiation and Conflict Management** 40 hours, 4 credits

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

Prerequisite: Organizational Behavior Analysis

### **B415 Risk Management** 40 hours, 4 credits

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

Prerequisite: none

### **B420 Organizational Development** 40 hours, 4 credits

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

Prerequisite: none

### **B421 Statistics for Business** 40 hours, 4 credits

In this course, students will develop basic statistical literacy along with the ability to analyze and evaluate real-life business problems using statistical methods. Students will learn to organize and present quantitative data by means of graphical and numerical methods. Topics include descriptive statistics, basic probability theory, discrete and continuous probability distributions, sampling distributions, estimation, hypothesis testing, analysis of variance, and simple linear regression.

Prerequisite: none

### **B439 Business Law and Ethics** 40 hours, 4 credits

This course reviews fundamental principles of law applicable to business transactions, and provides overview of the current moral and ethical issues that arise in the world of business. Students will examine the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course.

Prerequisite: none

### **B440 Managing a Diverse Workforce** 40 hours, 4 credits

This seminar course examines diversity from a personal, group, organizational, national, and global perspective. Students will explore stereotypes of individuals within organizations, and they will study how these stereotypes affect people within the workplace. Students will also examine issues in conducting business and managing people within a global setting.

Prerequisite: none

### **B444 Statistics for Managers** 40 hours, 4 credits

In this course students will utilize a statistical computer package, and examine applied statistics methods and applications in business situations.

Prerequisite: College-level Math course

### **B460 Strategic Management** 40 hours, 4 credits

This course is designed to integrate prior business courses through study, discussion, and creation of strategic management plans. Students will evaluate the key functions of organizations and integration of these functions to understand the best practices used to achieve competitive advantages. Topics will include strategic formulation, implementation, and evaluation.

Prerequisite: Introduction to Business

### **B491 Legal and Ethical Environment of Business** 40 hours, 4 credits

This course presents an overview of the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course. This course includes educational resources from Harvard Business Publishing.

Prerequisites: Business Ethics or 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: none

### **B498 Management Capstone** 30 hours, 3 credits

In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, contemplating, and applying theoretical concepts studied throughout their degree in creating a solution for an actual management need. This course is designed to be taken during the student's last quarter.

Prerequisite: Business Bachelor's student in last or second-to-last quarter

### **BSC 2087C Human Anatomy and Physiology I** 60 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. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.

Prerequisite: Introduction to Human Biology (except for students enrolled in the Medical Assisting program)

### **BSC 2089C Human Anatomy and Physiology II** 60 hours, 5 credits

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

Prerequisite: Human Anatomy and Physiology I

### **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

### **D250 Microsoft Access** 40 hours, 3 credits

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

Prerequisite: Computer Applications and Business Systems Concepts

### **D279 Computer Focused Principles** 40 hours, 3 credits

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

Prerequisite: Financial Accounting I

### **D283 Access** 40 hours, 3 credits

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

Prerequisite: Computer Applications and Business Systems Concepts

### **E170 Introduction to Undergraduate Research** 20 hours, 2 credits

This course provides a broad overview of information literacy concepts by introducing skills for locating, evaluating, and ethically using a variety of resources for a specific purpose. The course begins with the information cycle and the production of information, followed by the identification of a topic & research question, and the selection, evaluation and integration of sources into an annotated bibliography.

Prerequisite: none

### **E185 Freshman Seminar** 0 credits

This seminar course challenges students at the end of their freshman year to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. Students must complete the freshman seminar as part of Certificate course requirements the quarter they are scheduled for the E242 Career Development course.

### **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

## COURSE DESCRIPTIONS

**E270 Sophomore Seminar****0 credits**

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

**E320 Junior Seminar****0 credits**

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

**E410 Senior Seminar****0 credits**

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

**EC100 Foundations of Child Development****40 hours, 4 credits**

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

Prerequisite: none

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

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

Prerequisite: Foundations of Child Development

**EC121 Health, Safety, and Nutrition/CDA Application****40 hours, 4 credits**

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

Prerequisite: Early Childhood Education Curriculum and Instruction

**EC180 Knowledge: Externship I****180 hours, 6 credits**

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

Prerequisite: none

**EC181 Application: Externship II****180 hours, 6 credits**

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

Prerequisite: Knowledge: Externship I

**EC182 Reflection: Externship III****180 hours, 6 credits**

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

Prerequisite: Application: Externship II

**EC183 Teacher Reflection I:****Early Childhood Education as a Profession****60 hours, 6 credits**

This course is an introduction to the field of early childhood development as a profession and examines historical influences on the field. The identification of early childhood educator's personal attributes, knowledge, skills, and professional codes of conduct are included.

Prerequisite: none

**EC184 Teacher Reflection II:****Morality and Ethics in Early Childhood Education****60 hours, 6 credits**

This course will provide an examination of morality and ethics in early childhood development. Topics include childhood ethics, ideals, and principles. Professional values and teaching styles will be explored.

Prerequisite: Teacher Reflection I: Early Childhood Education as a Profession

**EC185 Teacher Reflection III:****The Intentional Teacher****60 hours, 6 credits**

Students will learn about intentionality in teaching and selecting best practices for young children's learning and development. Both child-guided and adult-guided methods will be examined in the areas of language and literacy, mathematics and scientific inquiry, social skills and understandings, physical movement and visual arts.

Prerequisite: Teacher Reflection II: Morality and Ethics in Early Childhood Education

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

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

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

**EC210 Infant and Toddler Development****40 hours, 4 credits**

This course will provide the foundation for responsive, relationship-based curriculum for 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/CDA Application

**EC211 Dynamics of the Family****40 hours, 4 credits**

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

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

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

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

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

**EC225 Parent Education and Support****40 hours, 4 credits**

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

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

**EC230 Guiding Children's Behavior****40 hours, 4 credits**

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

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

**EC232 Child and Family Advocacy****40 hours, 4 credits**

Students will explore and develop skills to advocate for children and families. They will review legislation, social policy, and advocacy techniques. Students will also investigate several current and controversial issues within the early childhood profession, and explore current research on early childhood education issues.

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

**EC240 Introduction to English Language Learners****40 hours, 4 credits**

Students will explore effective ways to adapt English language instruction to teach learners in our increasingly diverse population of young children and families. They will examine a range of communication styles, learning styles, and behaviors that affect English language teaching and learning. They will analyze the development of English language skills in all domains through social and cultural lenses.

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

**EC241 Language and Literacy Acquisition****40 hours, 4 credits**

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

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

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

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

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

**EC243 Curriculum and Instruction for English Language Learners****40 hours, 4 credits**

Students will explore practical strategies in curriculum and instruction for English Language Learners. They will apply principles of developmentally appropriate practice in the context of educating dual language learners.

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

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

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

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

**EC251 The Inclusive Classroom****40 hours, 4 credits**

Students will 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/CDA Application

**EC252 The Exceptional Child****40 hours, 4 credits**

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

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

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

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

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

**EC290 Early Childhood Education Capstone****20 hours, 2 credits**

Students will integrate the knowledge and skills gained from coursework in the Early Childhood Education program. They will complete a capstone project that integrates knowledge and skills in child development, health and nutrition, curriculum and instruction, observation and assessment, and other areas relevant to the field.

Prerequisite: Early Childhood Education student in last or second-to-last quarter

## COURSE DESCRIPTIONS

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

The course will include student reflection upon cumulative learning from the early childhood education program. Students will critically analyze, reflect and problem solve experiences in the field of early childhood. Students will identify specialization-specific knowledge to inform best practices. Students will compile research and select the best application(s) to improve care and education for young children.

Prerequisite: none

### EK100 Introduction to Electrocardiograms 50 hours, 4 credits

This course provides an introduction to performing and interpreting electrocardiograms. In this course, students will identify a basic EKG using a systemic approach. Students will also learn how to use EKG equipment and practice safety procedures for patients. Topics include patient medical records and regulations, patient communication, and basic functions of the cardiac system.

Prerequisite: none

### EK115 Cardiovascular Anatomy and Pathology 40 hours, 4 credits

This course provides students with a focused exploration of the anatomy and diseases of the cardiovascular system. Students will learn about the basic mechanism that regulates the cardiac cycle and the relationship between disease processes and electrocardiography (EKG) results. In this course, students will also discuss how research and evidence based education of disease processes affect EKG monitoring.

Prerequisites: Introduction to Electrocardiograms; Structure and Function of the Human Body

### EK200 Advanced Electrocardiograms 60 hours, 4 credits

In this course students will develop skills to ensure patient knowledge and safety during cardiac monitoring. The use of advanced EKG equipment will provide an opportunity to analyze complex EKG rhythms and apply advanced cardiac monitoring practices. Students will also learn how to apply research and evidence based education to monitoring practices.

Prerequisite: Introduction to Electrocardiograms

### EK290 EKG Externship and Capstone 100 hours, 4 credits

This course is designed to provide the student with experience in a clinical setting that includes performing cardiac testing, evaluating EKG results, and effectively communicating with patients and patient care team. During the practical experience, students will participate in a program capstone that will assist students during their externship and prepare students for a certification exam.

Prerequisite: Advanced Electrocardiograms

### F108 Financial Markets and Institutions 40 hours, 4 credits

This course is the standard introduction to the banking profession, financial markets, and financial institutions. It touches on nearly every aspect of financial services, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.

Prerequisite: none

### G123 Principles of Economics 40 hours, 4 credits

This course offers a broad overview of economic theory, history, and development. Philosophies, policies, and terms of market economics will be explored. This course includes microeconomics and macroeconomic concepts.

Prerequisite: none

### G125 Humanities 40 hours, 4 credits

This course investigates human creative achievement. It is designed to increase the student's understanding and appreciation of cultural literacy and the pursuit of humanitarian goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.

Prerequisite: none

### G126A English Composition 2 40 hours, 4 credits

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

Prerequisite: English Composition

### G141 Introduction to Communication 40 hours, 4 credits

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

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

### G142 Introduction to Sociology 40 hours, 4 credits

This course introduces students to basic sociology 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 factors that contribute to understanding the function and meaning of art in this course. Using a global and thematic approach, students will be introduced to the basic elements of art, while learning about a full range of media used to make art, and the fundamental concepts of art criticism. Western and non-Western art is represented, with a strong emphasis on a global perspective in relation to culture, communication, politics, and economics.

Prerequisite: none

### G148 General Psychology 40 hours, 4 credits

This course will provide students with a general understanding of basic methodologies, concepts, theories, and practices in contemporary psychology. Areas of investigation may include the goals and research methodologies of psychology, the science of the brain, theories of human development and intelligence, concepts of motivation and emotions, the science of sensation and perceptions, and the current practices pertaining to psychological disorders, therapies, and treatments.

Prerequisite: none

### G149 Technology and Society 40 hours, 4 credits

Students will examine the relationships, benefits, historical significance, and effects technology has on society. This course will investigate the local, national and global impact of technology on both individual and global cultures. This course introduces students to basic diversity and technology terms and concepts. Students will examine the influences that emerging technologies have on diversity awareness, the digital divide, and intercultural knowledge.

Prerequisite: none

### G150 Structure and Function of the Human Body 40 hours, 4 credits

This course provides a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems.

Prerequisite: none

### G152 Scientific Literacy 40 hours, 4 credits

In this course students will explore the role that science plays in the world. Students will survey different natural sciences such as: biology, health sciences, chemistry, physics, astronomy, and geology; as well as analyze specific case studies from these fields. Throughout the course students will develop their scientific reasoning skills. They will learn about the scientific method as well as how to detect common fallacies and misuses of science.

Prerequisite: none

### G180 General Education Mathematics 40 Hours, 4 credits

This course introduces students to topics from modern mathematics that are relevant to everyday life and not typically covered in the standard college math sequence. Students will be exposed to a variety of mathematical tools from diverse branches of mathematics. They will utilize these tools to solve interesting real-world problems. Topics may include, but are not limited to, game theory, graph theory, the mathematics of growth, applications of geometry, probability, and statistics.

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

### G200 Understanding Cultures 40 hours, 4 credits

This course is a comparative study of societies and cultures around the world and the cultures within the United States, focusing on the effects of ethnicity and race on African Americans, Latino, Asian American and Native Americans living in the United States. Topics include family, marriage, power, religion, values, inequality, social organization, language, social stratification, economic processes, conflicts and cultural and social change over time. Examples will be drawn from Africa, South America, North America, Asia and the Pacific Islands.

Prerequisite: none

### G201 Creative Writing 40 hours, 4 credits

This course will develop the student's talents in creative writing. Various forms of writing will be studied, such as short stories, novels, poems, plays and non-fiction. Works by students and others will be critiqued. Students will also develop editorial skills so that each writer may revise and improve his/her work. Students will compose a minimum of 6000 words over the course of the program.

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

### 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 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 ecosystem. Students will complete laboratory exercise coordinated with course content.

Prerequisite: none

### G217 Human Growth and Development 40 hours, 4 credits

This course consists of the study of the development of the individual throughout the life cycle, including child, adolescent and adult patterns of behavior with attention to physical, intellectual, cognitive, personality, and social development.

Prerequisite: none

### G224 Introduction to Critical Thinking 40 hours, 4 credits

A study of the rules of valid judging and reasoning, both inductive and deductive, in a traditional, language-centered context rather than a symbolic context. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements. Logical analysis is applied to concrete problems dealing with our knowledge of reality.

Prerequisite: English Composition

## COURSE DESCRIPTIONS

**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 Composition recommended]

**G233 College Algebra**  
**40 hours, 4 credits**

This course provides students with the skills to achieve mastery of algebraic terminology and applications including, but not limited to, real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems.

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

**G238 Conversational Spanish**  
**40 hours, 4 credits**

This course focuses on common words and phrases students need to develop a working vocabulary which will enable them to communicate with Spanish-speaking individuals in their personal and professional lives. Although oral communication is stressed, included is an overview of Spanish grammar, phonetic pronunciation and Hispanic culture.

Prerequisite: none

**G239 Introduction to Astronomy**  
**40 hours, 4 credits**

Examines astronomical phenomena and concepts, including the solar system, stars and galaxies, planetary motions, atoms and radiation, and the origin and evolution of the universe.

Prerequisite: none

**G242 American/U.S. National Government**  
**40 hours, 4 credits**

This course presents the development and evolution of the American national government with emphasis on the structures and processes of our representative democracy, including its ties to culture, politics and policies, political parties, and state and local governments.

Prerequisite: none

**G245 Introduction to Geology**  
**40 hours, 4 credits**

Examines basic geologic principles from a physical or historical perspective. Includes such topics as the formation of rocks and minerals; internal and external processes modifying the earth's surface and phenomena; and the evolutionary history of the earth, including its life forms, oceans and atmosphere.

Prerequisite: none

**G246 Advanced Algebra**  
**50 hours, 5 credits**

Students will learn about topics including functions and functional notation, domains and ranges in relation to functions, graphing functions and relations, and various function operations. Students will be able to solve linear equations and inequalities as well as quadratic equations and higher-order polynomial equations. This course will review algebraic technique as well as polynomials, factoring, exponents, roots, and radicals.

Prerequisite: Satisfactory score on placement exam

**G247 Introduction to Discrete Mathematics**  
**40 hours, 4 credits**

This course provides the basis for proper mathematical reasoning in a computer science framework. Topics that students explore include propositional and predicate logic, proof strategies and inductive reasoning, sets, functions, elementary counting techniques, and number systems.

Prerequisites: Calculus I; Discrete Structures for Computer Science

**G270 United States History: 1900 to the Present**  
**40 hours, 4 credits**

This course provides an overview of the history of the United States during the 20th century up until the present day. The political, social, and economic aspects of this time will be explored amid a variety of human cultures, values, and perspectives within the United States.

Prerequisite: none

**G324 Advanced Composition**  
**40 hours, 4 credits**

This advanced writing course is intended to help students further develop and refine their writing, researching, and analytical skills, through the application of these skills to various rhetorical situations. To achieve these goals, students will be expected to develop their ability to present their views in an organized, unified, and coherent manner to diverse audiences.

Prerequisite: English Composition

**G328 Human Uses of the Environment**  
**40 hours, 4 credits**

This course provides an in-depth exploration of the integrated relationship between human life and the surrounding environment, beginning with a study of the fundamental concepts and principles of ecology. Topics that are interwoven throughout the course include principles of ecology as seen in the structure and function of the ecosystem; pollution of air, soil and water resources; population explosion and the relationship of people, disease, and food production; and environmental controls necessary for survival.

Prerequisite: none

**G330 American Literature**  
**40 hours, 4 credits**

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

Prerequisites: English Composition; Introduction to Literature

**G332 Visual Communication in the Media**  
**40 hours, 4 credits**

This course examines how people understand their world through visual images. Students will examine how people visually gather, process, and interpret information presented through media sources.

Prerequisite: none

**G333 American Religious History**  
**40 hours, 4 credits**

A survey of the contribution of religion to American culture, including the differences between rural and urban society, the development of religious freedom and the rise of a "secular religion." Examines the emergence of new forms of belief and practice and the variety of religious issues confronting American society today.

Prerequisite: none

**G335 Contemporary World Literature: 1900 to the Present**  
**40 hours, 4 credits**

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

Prerequisite: English Composition

**G346 Physical Geography**  
**40 hours, 4 credits**

This course presents a study of the development and distribution of landforms, climates, minerals, soils and water resources. Interrelationships between the physical environment and regional patterns formed by these elements are analyzed against man's utilization of them.

Prerequisite: none

**G350 Conservation of Resources**  
**40 hours, 4 credits**

The purpose of this course is to provide students with important principles of ecology and resource management. Emphasis will be on local, national, and global environment problems and possible solutions to these problems.

Prerequisite: none

**G380 Visions of America Since 1945**  
**40 hours, 4 credits**

Since the end of World War II, popular culture has become an especially significant aspect of American history and an important element in many of our lives. Consequently, this course will explore the ways in which popular culture has represented and mediated conflicts and tensions post-World War II. Through this lens, issues of gender and family relationships, as well as class and racial politics, will be discussed. The dual role of television as a reflective and manipulative force in the new suburban family and the role Hollywood films played in the popular culture will be examined.

Prerequisite: none

**G401 Comparative Politics**  
**40 hours, 4 credits**

This course will introduce students to the field of comparative politics by examining classification of political systems according to institutional and developmental characteristics. Causes and costs of political stability and instability will be explored. Comparison will be made between contemporary political institutions and processes in various countries.

Prerequisite: American/U.S. National Government

**G425 Work and Family**  
**40 hours, 4 credits**

This course focuses on the overlapping worlds of work and family. It examines both the nature of the links that exist between the two major social institutions as well as the issues and problems that result from the combination of individuals' work and family responsibilities. An emphasis is placed on female labor force participation.

Prerequisite: none

**G434 Gender in Math and Science**  
**40 hours, 4 credits**

This course examines the personal and collective educational experiences, career paths, and discoveries of female researchers, teachers, and practitioners in the fields of mathematics and science.

Prerequisite: none

**G435 Literature of American Minorities**  
**40 hours, 4 credits**

This course introduces students to a variety of texts by American minority authors from the mid-19th century to the present. The central focus of this course will be on literary responses to social marginalization based on race/ethnicity, gender, national origin, sexuality/sexual orientation, ability, and other factors. Students will study the effects of exclusionary and oppressive practices, both historical and present day, on writers' perceptions and literary representations of their times, contexts, and identity. Students will also be introduced to samples of the most common critical-theoretical approaches to the primary texts they will study in this class

Prerequisite: English Composition

**G440 Political Thought**  
**40 hours, 4 credits**

The aim of this course is to understand and appreciate some important authors and traditions of political thought. The course will cover such topics as authority, consent, freedom, and obligation.

Prerequisite: none

**GN200 Introduction to Microbiology**  
**70 hours, 5 credits**

This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism; requirements for and control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminths; interactions with and impact of microbes on humans, including mechanisms of pathogenicity.

Prerequisite: none

**H200 US Healthcare Systems**  
**40 hours, 4 credits**

This course provides an overview of the United States healthcare system. The history of the evolution of healthcare will be explored, along with the role of local, state, and federal government in healthcare delivery. An introduction to a variety of provider models and service delivery systems found in both private and public healthcare facilities will be covered, including different types of healthcare facilities. The influence of reimbursement methodologies and finance on healthcare delivery will be explored.

Prerequisite: none

**H210 Marketing and Communication in Healthcare**  
**40 hours, 4 credits**

This course is an introduction to marketing concepts and how they are applied in the healthcare industry. Topics include consumer buying behavior, business-to-business markets, market research techniques, pricing concepts, marketing channels, and promotional strategies and techniques. This course includes educational resources from Harvard Business Publishing.

Prerequisite: none

## COURSE DESCRIPTIONS

### H300 Introduction to Healthcare Administration 40 hours, 4 credits

This course provides an exploration of the administrative principles and practices within healthcare organizations. Emphasis is placed on organization, structure, and operation of healthcare facilities. Management principles will be applied to case studies of healthcare industry scenarios.

Prerequisites: US Healthcare Systems; Principles of Management; Introduction to Human Resource Management; Electronic Health Records and Medical Office Procedures

### H310 Foundations of Managed Care 40 hours, 4 credits

In this course, students will analyze controversial issues surrounding the managed-care delivery system, focusing on theory and the foundational concepts of managed care.

Prerequisite: Introduction to Healthcare Administration

### H320 Financial Management of Healthcare Organizations 40 hours, 4 credits

This course focuses on healthcare finances, assets, cost concepts, capital budgeting, and general principles of accounting applied in the healthcare environment. Students will discuss the development and management of department budgets, and the common sources of healthcare revenues and expenses.

Prerequisites: Introduction to Healthcare Administration; Financial Accounting II

### H330 Quality Improvement in Healthcare 40 hours, 4 credits

This course examines methods for assuring quality in healthcare and the statistical applications of measuring outcomes. There will be an emphasis on performance improvement and the relationship between healthcare quality, organizational performance, and the role of governing and accrediting bodies in healthcare organizations. Common methods and trends in quality improvement will be explored.

Prerequisite: Introduction to Healthcare Administration or Introduction to Health Information Management

### H340 Regulation and Compliance in Healthcare 40 hours, 4 credits

This course is an exploration of the many entities that regulate healthcare delivery, from local, state, and federal government to the accreditation agencies of healthcare organizations. Issues and methods for compliance with the many laws and regulations are examined. The course provides an overview of the impact of regulatory agencies on the operation of healthcare facilities. Corporate ethics and responsibilities and the operation of healthcare as a business is explored. This course includes educational resources from Harvard Business Publishing.

Prerequisite: Introduction to Healthcare Administration or Introduction to Health Information Management

### H350 Healthcare Statistics 40 hours, 4 credits

Students will discuss and apply the common terms, formulae, and computations used in healthcare statistics through effective data collection, interpretation of information, and the display of data.

Prerequisites: Introduction to Healthcare Administration or Introduction to Health Information Management; College-level Math course

### H360 Healthcare Planning and Policy Management 40 hours, 4 credits

This course provides a study of current healthcare-policy issues affecting the U.S. healthcare system and the politics that drive policy and planning of healthcare delivery. The influence of participants outside the healthcare industry and the various levels of government involved in policymaking will be examined. Economic theory, trends, and the future of healthcare will be explored.

Prerequisite: Introduction to Healthcare Administration

### H400 Healthcare Information Systems 40 hours, 4 credits

The Healthcare Information Systems course focuses on how healthcare institutions can use technology and information processes and solutions to assist in the diagnosis of diseases and the documentation of patient records and other data. It also addresses the strategies and techniques healthcare business professionals can use to help increase the quality of healthcare services and the efficiency with which the services are delivered.

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

### H410 Healthcare Operations Management 40 hours, 4 credits

In this course students examine the operations function of managing people, information technology, materials, and facilities in the healthcare industry.

Prerequisites: Principles of Management; Introduction to Healthcare Administration

### H420 Advanced Healthcare Law and Ethics 40 hours, 4 credits

This course examines ethical theories and the principles of bioethics. Students will analyze these theories and principles and apply them to ethical problems in the healthcare field. This course includes educational resources from Harvard Business Publishing.

Prerequisite: Medical Law and Ethics or Health Information Law and Ethics

### H430 Epidemiology 40 hours, 4 credits

This course examines the patterns and causes of disease in populations, how diseases are documented, and how to analyze the data to understand disease causes.

Prerequisite: none

### H440 International Healthcare 40 credits, 4 hours

In this course, students will compare and contrast foreign healthcare services and systems, focusing on cultural, geographic, environmental, economic and political factors.

Prerequisite: Introduction to Healthcare Administration

### H490 Healthcare Management Capstone 30 hours, 3 credits

This online course is designed to allow students to integrate the knowledge and skills gained in the Healthcare Management BS program. Through case analysis, class discussion, and a research project, students will synthesize and demonstrate their understanding of core healthcare-management concepts via completion of a Capstone project approved by the instructor. This course includes educational resources from Harvard Business Publishing.

Prerequisite: Students must be enrolled in the Healthcare Management Bachelors Degree program and in their last or second-to-last quarter

### HI300 Information and Communication Technologies 40 hours, 4 credits

This course is an exploration of the technologies available to manage all aspects of health information and communication, including hardware and software to ensure data collection, storage, analysis and reporting of information. Students will explore the development of networks, including intranet and internet applications to facilitate the electronic health record. Interpretation of the derivation and use of standards to achieve interoperability of healthcare information systems will be explored.

Prerequisite: Program Admission

### HI305 Health Information Management Systems 40 hours, 4 credits

A study of the various clinical, administrative, and specialty service applications used in healthcare organizations are emphasized. This course applies information systems development concepts and interprets the systems development life cycle. Existing and emerging healthcare information systems applications will also be explored.

Prerequisite: Program Admission

### HI320 Data, Information, and File Structures 60 hours, 4 credits

A lab-based environment to apply knowledge of database architecture and design such as data dictionary, data modeling, and data warehousing to meet organizational needs. Database management systems, data administration, and data definitions will be explored and students will utilize data storage and retrieval techniques such as query tools, data mining, report design, and search engines.

Prerequisite: Program Admission

### HI330 Financial Management of Health Information Services 40 hours, 4 credits

An exploration of healthcare finance principles required to manage a health information management department or project. Accounting, cost accounting, budgeting, financial reports, financial management, cost benefit analysis, capitation, and cost containment techniques are introduced.

Prerequisite: Program Admission

### HI340 Project Management 40 hours, 4 credits

An exploration of the application of general principles of project management in the administration of health information services. Students will learn to implement process engineering and project management techniques to ensure efficient work flow and appropriate outcomes.

Prerequisite: Program Admission

### HI350 Electronic Health Record Application 70 hours, 4 credits

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

Prerequisite: Program Admission

### HI360 Reimbursement Methodologies 40 hours, 3 credits

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

Prerequisite: Program Admission

### HI400 Electronic Data Security 40 hours, 3 credits

A study of data protection methods and monitoring including physical, technical, and managerial safeguards. Risk assessment, audit and control programs, contingency planning, and data recovery is included. Internet, web-based, and e-Health security is explored. Students will learn to enforce confidentiality and security measures to protect electronic health information and protect data integrity and validity.

Prerequisite: Program Admission

### HI410 Applied Research in Health Information Management 40 hours, 4 credits

Students will complete a research project specific to HIM and will present their research to classmates and instructors using a webinar environment. Data analysis and presentation techniques will be used. Topics explored will be in adherence to Institutional Review Board processes and policies, research design and methods, knowledge-based research techniques, research protocol data management, and national guidelines regarding human subject's research.

Prerequisite: Healthcare Statistics

### HI420 Health Information Management Professional Practice Experience 120 hours, 4 credits

A 120-hour practical experience that focuses on the management of an HIM Department. This field experience will take place in a hospital or medical center setting supervised by an HIM Director or Supervisor. The experience will include operational and managerial experience and an administrative project that will benefit the clinical site. The instructor will work with the student to identify facilities that are available in the student's area of interest and will establish an agreement with the facility if one does not exist.

Prerequisite: Must be completed in the student's final quarter

### HI430 Strategic Planning and Development 40 hours, 4 credits

An exploration of the principles of developing strategic and operational plans for facility-wide systems and how to assess organization-wide information needs. Students will demonstrate and apply principles of organization behavior to facilitate team building, negotiation and change management. Strategic leadership, entrepreneurialism, and benchmarking will be explored.

Prerequisites: Program Admission

### HI435 Health Data Management 20 hours, 2 credits

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

Prerequisite: Program Admission

### HI450 Health Information Management Alternative Facility Professional Practice Experience 30 hours, 1 Credit

This course is a 30-hour practical experience that will focus on a non-hospital environment of the student's choice. This experience is designed to assist students in exploring the diversity of the health information profession. The experience will include health information-related shadowing, observation, and/or performance of tasks and must be approved by the instructor. The instructor will work with the student to identify facilities that are available in the student's area of interest and will establish an agreement with the facility if one does not exist.

Prerequisite: Must be completed in the student's final quarter



## COURSE DESCRIPTIONS

**HS100 Introduction to Human Services**  
**40 hours, 4 credits**

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

Prerequisite: none

**HS110 Cultural Diversity in Human Services**  
**40 hours, 4 credits**

This course will examine diversity in many communities and the cross-cultural service delivery available in those communities. Specific client populations will be explored, with an understanding of what cultural, physical, and mental diversity is and why it is important. Special attention will be paid to working with people of both mental and physical disabilities. Those disabilities include, but are not limited to, mental retardation, autism, and Asperger's Syndrome.

Prerequisite: Introduction to Human Services

**HS115 Introductory Strategies to Crisis Intervention**  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Human Services

**HS250 Organization and Leadership in Human Services**  
**40 hours, 4 credits**

Working and managing within a human services organization takes high morals, standards, and ethics. Through this course, students will consider the complexity of moral and ethical dilemmas in navigating and managing in the human service industry. Students will learn decision-making techniques to include the necessary components for an ethical reasoning process. In order to have a strong foundation of practice, students will learn how to build a strong ethical organization through culture, climate, and structure.

Prerequisites: Case Management: Strategies for Rehabilitation; Counseling Clients

**HS260 Community Psychology**  
**40 hours, 4 credits**

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

Prerequisite: General Psychology

**HS270 Social Psychology**  
**40 hours, 4 credits**

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

Prerequisite: General Psychology

**HS280 Abnormal Psychology**  
**40 hours, 4 credits**

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

Prerequisite: General Psychology

**HS294 Internship for Human Services**  
**250 hours, 9 credits**

Field experience is a key learning experience in a human services delivery organization. It is a process of experiential learning that integrates the knowledge, theory, skills, and professional behaviors that are concurrently being taught within the classroom. It is an integral part of the total educational process.

Prerequisite: Students must be in their last or second-to-last quarter before graduation.

Co-requisite: Sophomore Seminar

**HS295 Human Services Capstone**  
**50 hours, 5 credits**

This course will provide students with an opportunity to integrate learning, skills, and knowledge from the Human Services program in the form of a Capstone Project. Contemporary issues and future trends will also be analyzed.

Prerequisite: Students must be in their last or second-to-last quarter.

Co-requisite: Sophomore Seminar

**HUN 2202 Human Nutrition**  
**40 hours, 4 credits**

This course introduces the student to principles of nutrition and the role of nutrients in health and common alterations in health throughout the life cycle. An introduction to clinical nutrition is included to prepare the student to apply these principles to the individual, family, community, and clinical areas.

Prerequisite: none

**J100 Introduction to Criminal Justice**  
**40 hours, 4 credits**

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

Prerequisite: none

**J106 Criminology: Motives for Criminal Deviance**  
**40 hours, 4 credits**

This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. Included is an explanation of what crime is, what causes crime, and the various techniques for measuring the amounts and characteristics of crime and criminals.

Prerequisite: none

**J115 Introduction to Corrections**  
**40 hours, 4 credits**

A general overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophies, practices and procedures. The concepts of retribution and rehabilitation are examined. For residential only, this course includes a fieldwork assignment.

Prerequisite: Introduction to Criminal Justice

**J120 Policing in America**  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Criminal Justice

**J121 Case Management: Strategies for Rehabilitation**  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

**J122 Crime Scene to Conviction: Critical Skills in Documentation**  
**40 hours, 4 credits**

Students will master the skills of both oral and written communication. They will examine grammar and the mechanics of writing. They will also explore special communication issues, such as communicating with crime victims. They will develop skills for proper report writing, including such documents as search warrants, police reports, and case documents. Students will evaluate the impact of proper report writing, communication, and documentation on the outcome of legal proceedings, and review the importance of effectively translating written work into courtroom testimony.

Prerequisite: Policing in America

**J130 Introduction to Homeland Security**  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Criminal Justice

**J131 Criminal Law and Procedures: Crime and the Courtroom**  
**40 hours, 4 credits**

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

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

**J140 Field Communications in Criminal Justice**  
**20 hours, 2 credits**

This course emphasizes the skills of both oral and written communication with emphasis on writing formats used by justice professionals. Students will acquire the skills necessary to effectively communicate within diverse communities.

Prerequisite: Introduction to Criminal Justice

**J150 Introduction to Criminal Law**  
**40 hours, 4 credits**

In this course, students are introduced to the Federal and State court systems. This course examines substantive criminal, definitions of crime, and principles of criminal responsibility. The course will use case studies for application of general principles to the law. Statutory defenses, mitigating factors, and circumstances which may excuse criminal responsibility and common law principles are examined.

Prerequisite: Introduction to Criminal Justice

**J170 Applied Criminal Procedures**  
**40 hours, 4 credits**

This course provides an examination of procedural requirements for the judicial processing of criminal offenders. The concepts of evidence sufficiency, standards of proof, and due process are explored. Students will examine the Bill of Rights and its applicability to the criminal justice process.

Prerequisite: Introduction to Criminal Law

**J200 Domestic Violence**  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Criminal Justice

**J211 Counseling Clients**  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Corrections or Introduction to Human Services

**J212 Legal Principles in Corrections**  
**40 hours, 4 credits**

Students will examine constitutional amendments regarding correctional management in various settings. They will explore concepts of offenders' rights, officer professionalism, best practices, and proper operational procedures in a correctional setting. They will review principles as applied to special populations of offenders.

Prerequisite: Introduction to Corrections

## COURSE DESCRIPTIONS

### **J213 Juvenile Justice: Delinquency, Dependency, and Diversion** 40 hours, 4 credits

An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment.

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

### **J222 Practical Psychology for Law Enforcement** 40 hours, 4 credits

Students will examine how principles of psychology relate to law-enforcement work. They will explore fundamental concepts from a policing perspective, focusing on the real-world effects these principles produce on peace officers, their families, and the citizens they serve. Students will apply ideas from psychology to create effective victim- and witness-interviewing strategies, offender behavior-modification approaches, and officer coping methods. They will review the short- and long-term physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.

Prerequisite: Policing in America

### **J230 Terrorism** 40 hours, 4 credits

Students in this course will receive an in-depth overview of terrorism, both domestic and international. (This course is designed to provide students the necessary skills to recognize acts of terrorism and gain insight into terrorists' perceptions and motivations.) The course will touch on the causes and motives that drive terrorists, their methods of operation, and the impact of terrorism on the United States and abroad. Students will examine the necessary effort of planning preparedness within the governmental regulatory framework. Students will come to understand and appreciate the complexities of community and national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism.

Prerequisite: Introduction to Criminal Justice

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

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

Prerequisite: Introduction to Criminal Justice

### **J246 Practical Psychology for the Criminal Justice Professional** 40 hours, 4 credits

Students will examine how principles of psychology relate to the field of criminal justice. They will explore fundamental concepts from a criminal justice perspective, focusing on the real-world effects these principles produce on criminal justice professionals, their families, and the citizens they serve. Students will apply ideas from psychology to create effective victim and witness interviewing strategies, offender behavior-modification approaches, and coping methods. They will review the immediate and long-term physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.

Prerequisites: General Psychology; Introduction to Criminal Justice

### **J250 Drugs and Crime** 40 hours, 4 credits

The course will focus on the physical, psychological, and sociological aspects of drug and alcohol abuse. Treatment and prevention of abuse will be explored. In addition, policy implications of drug use and the criminal justice system response will be analyzed. An overview of the theories of use, drug business, and drug law enforcement will be explored. Such recent developments as "club drugs," inhalants, herbal stimulants, and designer drugs will also be discussed.

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

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

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

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

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

This course is designed to focus on a wide variety of problem solving skills. These include scenario based problem solving and evidence based practices. The inter-related skills necessary for effective problem solving in a criminal justice context are emphasized. The development of evidence based practices will be explored and the incorporation of such practices in the field of criminal justice will be analyzed.

Prerequisites: Policing in America; Criminal Procedures; and Introduction to Corrections

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

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

Prerequisite: Introduction to Criminal Justice. Students must be enrolled in the Criminal Justice program and in their last or second to last quarter Co-requisite: Junior Seminar

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

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

Prerequisite: Constitutional Law

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

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

Prerequisite: Constitutional Law

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

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

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

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

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

Prerequisite: Criminology: Motives for Criminal Deviance (except for students enrolled in the Cyber Security Program)

### **J330 Organized Criminal Syndicates** 40 hours, 4 credits

This course examines organized criminal activity in the 21st century, from street gangs to terrorist organizations. Students will examine the cause of organized crime, in addition to the investigation, prosecution, and sentencing of syndicates.

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

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

This course 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.

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

### **J332 Homeland Security Policy** 40 hours, 4 credits

Students will receive an overview of homeland security policy at the federal, state, and local levels. They will examine four key security components: risk education, preparedness, public warning, and protective actions. They will also explore the coordination of structure and policy across national and homeland security disciplines, including law enforcement, public education, medical, public health, emergency management (including 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 rise of female criminality and criminal-justice professionals will be examined and will be analyzed.

Prerequisite: Domestic Violence

### **J345 Diversion and Rehabilitation** 40 hours, 4 credits

Students will examine counseling and intervention methods used for adult and juvenile, and male and female offenders. They will explore theories proven by research and applied to treatment. They will critically evaluate evidence-based policy, best practices, program evaluations, and "what works" in both social service and criminal justice systems.

Prerequisites: Juvenile Justice: Delinquency, Dependency, and Diversion; Domestic Violence

### **J350 Cultural Diversity and Justice** 40 hours, 4 credits

This course will examine the true picture and statistics of minority representation at every point in the criminal justice process, from point of contact with the police to incarceration and the death penalty. The course includes a comprehensive examination of unbiased racial and ethnic theories, and research and practice of behavior and victimization affecting the criminal justice system.

Prerequisite: Ethics in Criminal Justice

### **J352 Victims in Criminal Justice** 40 hours, 4 credits

This course explores the importance of the victim in the criminal-justice system's process. The victim's role in the criminal-justice process, and movements and legislation regarding victims' impact on judicial proceedings are examined. A variety of crimes and types of victims is explored.

Prerequisite: none

### **J355 Realities of Crime and Justice** 40 hours, 4 credits

In this course, students will analyze and 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-level Math course

### **J365 Research Methods in Criminal Justice** 40 hours, 4 credits

This course will explore the basic steps of conducting research. Students will explore the nature of research and the research techniques specific to the criminal-justice field. Students will become familiar with research terminology and the ethics involved in various research designs. To complete the course, students will design and simulate their own research project.

Prerequisite: Statistics in Criminal Justice

### **J405 Emergency Management** 40 hours, 4 credits

This course will examine the role of private and public managers in planning for response to natural or man-made emergencies. Response plans will be detailed and developed with the essential elements and participants. Types of hazards and risks of all involved with managing the response and the public will be explored.

Prerequisites: Introduction to Homeland Security; Security 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 to all areas 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.

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

## COURSE DESCRIPTIONS

**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 supervisors in the field. The practical considerations of managing offenders in the community will be examined. Case studies on probation and parole will be explored.

Prerequisites: Criminal Behavior: Profiling Violent Offenders; Introduction to Corrections

**J430 Forensic Psychology**  
40 hours, 4 credits

This course will examine the role and function of psychology as it applies to the criminal-justice system. Students will examine the responsibilities and tasks of forensic psychologists when working with law enforcement, courts, and corrections. A psychological approach to person-to-person crimes will be explored.

Prerequisites: Criminal Behavior: Profiling Violent Offenders; General Psychology

**J435 Special Populations in Criminal Justice**  
40 hours, 4 credits

Students will examine the special populations of offenders in the criminal justice system. The experience of women, minorities, the physically and mentally challenged, the elderly, and the socioeconomically deprived in all parts of the criminal justice system will be explored. Students will analyze programs, policies, and case studies relating to special populations.

Prerequisite: Criminal Behavior: Profiling Violent Offenders

**J440 Special Offenders: Sex Offenders**  
40 hours, 4 credits

This course will examine the causes of sexual offenses and treatment of offenders. Laws and policy pertaining to sex offenders will be analyzed. Research on sex offenders, including recidivism, treatment, and re-entry into the community, will be examined.

Prerequisite: Introduction to Criminal Justice (except for students enrolled in the Cyber Security Program)

**J445 Special Offenders: Serial Killers**  
40 hours, 4 credits

Students will explore issues and controversies involved in serial killer cases or mass murder investigations. They will cover topics including maintaining justice, victim's rights, interrogation techniques, media coverage of crimes, and grief.

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

**J453 Criminal Justice Seminar**  
50 hours, 5 credits

This course provides students with the opportunity to explore an area of criminal justice that is of specific interest for their career or an area of 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 or enrolled in Certificate

**LE219 Firearms I: Fundamentals of Armed Police Response**  
40 hours, 2 credits

Students will learn the fundamental principles of marksmanship for firearms competency, and will progress to police-specific skills needed for proficiency in firearms use. They will practice the care and maintenance of firearms.

Prerequisites: Ethics in Criminal Justice; Practical Psychology for Law Enforcement or enrolled in Certificate

**LE220 Firearms II: Tactics for Combat Gunfighting**  
40 hours, 2 credits

Students will build upon fundamental principles of marksmanship to gain firearms skills unique to law enforcement and officer survival. They will examine considerations related to use of force and deadly force, focusing on decision-making in force 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.

Prerequisite: 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 build on fundamental police defensive tactics to synthesize physical knowledge with use-of-force decision-making. They will learn decision-making skills in ambiguous use-of-force incidents, demonstrating their ability to assess situations, respond appropriately, apply reasonable force, and articulate their reasoning. They will use practical application exercises and scenario-based training to maximize training effects.

Prerequisite: Use of Force I: From Empty Hands to TASERS

**LE233 Crime Scene Response: The Real CSI**  
60 hours, 3 credits

Students will examine the investigation processes for crime scenes and crashes. They will explore issues of scene security, 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 Traffic Code**  
20 hours, 2 credits

Students will explore motor vehicle laws and statutes related to traffic enforcement in Minnesota. They will examine rules pertaining to driving, equipment, motor vehicle insurance, and driver licensing. They will identify unique circumstances and vehicles in traffic law, including commercial motor vehicles, implements of husbandry, boats, and all-terrain vehicles. Students will also review alcohol and drug impairments to driving, and enforcement of related laws.

Prerequisite: Introduction to Criminal Justice or enrolled in Certificate

**LE245 Minnesota Criminal Code**  
20 hours, 2 credits

Students will examine Minnesota criminal code and related statutes to gain a thorough understanding of peace officer responsibilities under Minnesota law. They will review specific Minnesota crimes and their elements, levels of offense, and the proper handling of suspects involved in various crimes. Charging, defenses, and sentencing will also be explored.

Prerequisite: Introduction to Criminal Justice or enrolled in Certificate

**LE284 Patrol Practicals: Handling Calls in Progress**  
80 hours, 4 credits

Students will synthesize learning from all areas of training. They will respond to realistic calls for service and apply their knowledge of law enforcement to achieve resolution of a variety of common policing scenarios. They will discuss fire, arson, and explosives response. They will learn principles of good judgment and decision-making, and will articulate their enforcement choices and the potential legal implications of each. Students will also learn fundamental driving principles for routine and high-speed pursuit driving, and will apply these principles in laboratory exercises. They will discuss the legal and policy aspects of police pursuits and effective call response.

Prerequisites: Use of Force I: From Empty Hands to TASERS; Firearms I: Fundamentals of Armed Police Response; Traffic Enforcement: Managing Traffic Violators; Crime Scene Response: The Real CSI or enrolled in Certificate

**LE290 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

**M100 Customer Service in Healthcare**  
10 hours, 1 credit

This will prepare students to deliver outstanding customer service in a healthcare setting by providing them with an understanding of the factors that influence the perceptions of external and internal customers. Topics covered in this course include; the psychology of patients, customer service in a diverse world, listening skills and effective communication techniques.

Prerequisite: none

**M105 Introduction to Electronic Health Records**  
30 hours, 3 credits

In this course, student will focus on the basics of Electronic Health Record (EHR) keeping of patient health information in a medical care delivery setting. An emphasis on emerging technologies in EHR, and their potential application in evidence-based practice will be studied. The scope of the course is designed to familiarize students with the clinical patient encounter, as well as electronically supporting other care-related, and outcomes reporting.

Prerequisites: none

**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

**M121 Anatomy and Pharmacology for Coders**  
30 hours, 3 credits

This course provides an in-depth exploration of human anatomy and physiology as well as pharmacology to prepare students for coding. This course also provides a systematic approach to hospital inpatient and ambulatory care coding, emphasizing specific and correct coding procedures and techniques. Topics covered include: study of human cells and tissues; the integumentary, musculoskeletal, nervous, respiratory, genitourinary, circulatory, digestive, reproductive, sensory, cardiovascular, lymphatic, immune, and endocrine systems of the body; most commonly prescribed drugs; and laboratory tests. The student will learn how to abstract key information from the health record to assist in improving physician documentation and to ensure all valid and accurate coding. Students will complete laboratory exercises coordinated with course content.

Prerequisites: Structure and Function of the Human Body; Medical Terminology

**M130 Medical Writing, Style and Grammar**  
30 hours, 3 credits

A focused look at English grammar, punctuation and sentence structure that will lend 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

**M131 ICD-CM Coding**  
40 hours, 4 credits

This course provides in-depth study of the International Classification of Diseases-Clinical Modification (ICD-CM) using sample exercises and health records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-CM coding guidelines appropriate to the coding situation and will cover diagnostic coding of all body systems. Use of coding and grouper software will be introduced as well as the use of registries and indices.

Prerequisite: Anatomy and Pharmacology for Coders; Pathophysiology

## COURSE DESCRIPTIONS

### M132 ICD-PCS Coding

40 hours, 4 credits

This course provides in-depth study of the International Classification of Diseases-Procedure Coding System (ICD-PCS) using sample exercises and health records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-PCS coding guidelines appropriate to the coding situation and will cover procedural coding of all body systems. Use of coding and grouper software will be used as well as the use of registries and indices.

Prerequisite: ICD-CM Coding

### M133 ICD Coding

30 hours, 3 credits

This course provides a thorough overview of the International Classification of Diseases (ICD) using sample exercises and medical records to develop skill and accuracy in coding in various health care 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

Prerequisite or Co-requisite: Pathophysiology

### M140 Basic ICD-9-CM Coding

40 hours, 4 credits

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

Prerequisite: Medical Terminology

Pre or Co-requisite: Pathophysiology

### M140A Intermediate ICD-9-CM Coding

40 hours, 3 credits

This course is a continuation of Basic ICD-9-CM with developmental practice to increase proficiency in coding with ICD-9-CM using patient records. Students will apply official coding guidelines and knowledge of commonly accepted payment methodologies to medical record coding. Use of coding and grouper software will be introduced as well as the use of registries and indices.

Prerequisite: Basic ICD-9-CM Coding

### M141 Ambulatory Care Coding

40 hours, 3 credits

The emphasis in this course is medical coding in an ambulatory care setting. Students will develop an understanding of HCPCS coding with an emphasis on CPT.

Prerequisite: ICD-PCS Coding or ICD Coding

### M201 Medical Transcription I

80 hours, 4 credits

The student will transcribe medical reports of medical specialties from CD-ROM, edit medical reports generated by speech recognition from various specialties, and apply knowledge of medical terminology, anatomy, and physiology to the transcription and editing process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms, as well as proper report format.

Prerequisites: Medical Writing, Style and Grammar; Introduction to Medical Transcription; Medical Terminology; Keyboarding I

### M202 Introduction to Medical Transcription

40 hours, 4 credits

An introduction to the profession of medical transcription and medical editing. Topics covered will be the medical transcription process and the skills needed as well as technology and equipment used, work scenarios and work stations, employer expectations, salary methods, the job search, and professional associations. The student will explore the lifecycle of the patient record and how electronic health records impact the profession. Speech recognition and other technology will be presented along with resources that a medical transcriptionist will need to use on the job.

Prerequisite: Medical Terminology

Pre or Co-requisite: Medical Writing, Style and Grammar

### M208 Introduction to Health Information Management

40 hours, 4 credits

This course introduces the student to the history of the profession of the health information technician and the management of health information. Students learn about the organization of healthcare facilities, the members of the healthcare team who contribute to and use health information, and trends in the management of healthcare records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information.

Prerequisite: none

### M209 Medical Insurance and Billing

40 hours, 3 credits

In this course students will receive an introduction to common 3rd party payers, insurance terminology, and medical billing. They will learn skills including claim forms preparation and processing, and electronic claim submission, and will review introductory medical coding. They will also examine plan options, payer requirements, state and federal regulations, and abstracting of source documents.

Prerequisite: Medical Terminology

### M211 Quality Analysis and Management

40 hours, 4 credits

This course covers quality improvement methodologies used in acute and long-term care, and the quality issues of health information services. This course includes data collection and compilation of healthcare statistics.

Prerequisites: Introduction to Health Information Management; Computer Applications and Business Systems Concepts

### M214 Medical Transcription

60 hours, 3 credits

The student will transcribe medical reports of medical specialties from CD-ROM, edit medical reports generated by speech recognition from various specialties, and apply knowledge of medical terminology, anatomy, and physiology to the transcription and editing process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms, as well as proper report format.

Prerequisites: Introduction to Medical Transcription; Medical Terminology; Keyboarding

### M218 Management of Health Information Services

40 hours, 4 credits

The study of management, supervision, and human resource principles with application to health information service departments in various healthcare settings. Students will learn how to measure and manage productivity of HIM staff and explore the HIM management role in relation to other hospital departments.

Pre or Co-requisite: Introduction to Health Information Management

### M229 Healthcare Information Technologies

40 hours, 4 credits

This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines.

Prerequisites: Introduction to Health Information Management; Computer Applications and Business Systems Concepts

### M230 Medical Law and Ethics

40 hours, 4 credits

A study of the United States legal system and court process with emphasis on legal and ethical issues within the healthcare environment. Fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics will be covered. The course will include a project that is specific to the student's program of study.

Prerequisite: none

### M232 Pathophysiology

50 hours, 5 credits

Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems.

Prerequisite: Human Anatomy and Physiology I or Structure and Function of the Human Body

### M243 Health Information Law and Ethics

40 hours, 4 credits

A study of the impact of the United States legal system and various healthcare regulations and ethics on the health information management environment. Fraud and abuse, patient privacy and confidentiality, protected health information, release of information, and professional practice law and ethics will be explored.

Prerequisite: none

### M251 Medical Coding Practicum

30 hours, 1 credit

This course offers a simulated practical experience utilizing medical records and coding software in an online setting under the direction of a Coding instructor.

Pre or Co-requisite: Ambulatory Care Coding

### M252 Health Information Practicum

60 hours, 2 credits

A simulated practical experience exploring a virtual hospital and clinic and using software and practical simulation assignments to experience real-world situations within HIM departments and other hospital departments. The practicum allows students to gain experience as a health information technician in a simulated healthcare work setting, and is essential to training and certification.

Prerequisites: Health Information Law and Ethics; Healthcare Information Technologies; Quality Analysis and Management

### M270 Electronic Health Records and Medical Office Procedures

40 hours, 4 credits

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

Prerequisite: Medical Terminology

### M290 Medical Administration Capstone

10 hours, 1 credit

This capstone class is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administrative, and medical office management skills.

Prerequisite: Medical Administration student in last or second-to-last quarter

### MA102 Introduction to Medical Assisting

40 hours, 3 credits

This course is designed to provide students with a thorough understanding of the Medical Assisting profession and the skills necessary to be successful both in the Medical Assisting program and profession. During this course, students will complete a Programmatic Orientation and be exposed to basic Medical Assisting skills such as professionalism, vital signs and CPR/First Aid.

Prerequisite: none

### MA110 Clinical Skills I

60 hours, 4 credits

In this course students will begin their study of the essential and basic core of front-office and back-office medical-assisting 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.

Prerequisites: Introduction to Medical Assisting; Medical Terminology

Pre or Co-requisite: Structure and Function of the Human Body

### MA135 Pharmacology for the Allied Health Professional

40 hours, 4 credits

This course is designed for a variety of allied health programs requiring an understanding of pharmacology. It attempts to present a basic rationale for understanding current drug therapy. This course presents drugs according to their therapeutic applications. Pertinent physiology and related diseases are reviewed before the pharmacology of the drug is discussed. The approach by body system in this course serves to provide the necessary background information and to refresh the student's memory of previously learned material through which the therapeutic action of the drugs can be clearly understood.

Prerequisites: Medical Terminology; Human Anatomy and Physiology I, or Structure and Function of the Human Body

### MA145 Clinical Skills II

60 hours, 4 credits

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

Prerequisite: Laboratory Skills for Medical Assisting; Pathophysiology

### MA225 Laboratory Skills for Medical Assisting

60 hours, 4 credits

In this course students will study medical laboratory procedures and techniques that are significant to medical and laboratory assistants and other healthcare professionals. They will learn about laboratory equipment and safety, and issues of patient confidentiality. They will learn to collect specimen samples by venipuncture and patient instruction and perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing.

Prerequisite: Clinical Skills I

### MA241 Human Anatomy and Physiology I

60 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. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.

Pre or Co-requisite: Introduction to Human Biology

## COURSE DESCRIPTIONS

**MA242 Human Anatomy and Physiology II**  
**60 hours, 5 credits**

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

Prerequisite: Human Anatomy and Physiology I

**MA250 Radiography Skills**  
**40 hours, 3 credits**

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

Prerequisite: Structure and Function of the Human Body

**MA265 Medical Assistant Externship**  
**240 hours, 8 credits**

In conjunction with a Medical Assisting Capstone, students will complete 240 hours of a Medical Assisting training experience in a physician's office/clinic or medical center. While on the clinical site, the extern will perform medical-assisting job duties in both the front-office administrative and the back-office clinical areas, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked.

Prerequisites: Completed series of Hepatitis B immunizations; Completion of a 2-Step Mantoux screening test within 6 months of starting externship; Completion of all immunizations or verifications of immunity required by program and site; Successful completion of background check (clear background check obtained); Attendance at Rasmussen College Externship meeting held by Program Coordinator; Attendance at externship site orientation (if required by site); Successful completion of all Medical Assisting core courses except Career Development and Seminar courses; Approval of Medical Assisting Program Coordinator

**MA285 Medical Assisting Capstone**  
**20 hours, 2 credits**

In conjunction with the Medical Assisting Externship (MA265), students will complete an online Medical Assisting Capstone course. In this course, students will learn job-search techniques and skills for entry-level medical assistants as well as share and learn from their externship experiences with the class. Students will also prepare to sit for a Medical Assisting credential examination during this course (either the CMA or RMA depending on campus accreditation status).

Prerequisite: none  
Co-requisite: Medical Assisting Externship

**MCB 2010C Introduction to Microbiology**  
**70 hours, 5 credits**

This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism; requirements for and control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminths; interactions with and impact of microbes on humans, including mechanisms of pathogenicity.

Prerequisite: none

**MH100 Pre-calculus**  
**40 hours, 3 credits**

In this course, students will understand the application of function theory including the properties and behavior of various function types including polynomial, exponential, rational, polar, and parametric functions. The course emphasizes the comprehension of function behavior through graph plotting, both manual and through the use of graphing calculators. Students will develop solution sets for equations and inequalities.

Prerequisite: Advanced Algebra

**MH200 Calculus I**  
**40 hours, 4 credits**

This course takes students into a deeper exploration of functions within the framework of the Fundamental Theorem of Calculus. Topics including limits, derivatives, and methods of integration will be discussed. Students will cover numeric, graphical, and symbolic approaches to problem-solving for real-world scenarios. Technology including graphing calculators and computer applications will be used to solve problems and properly interpret results.

Prerequisite: Pre-calculus

**MH210 Calculus II**  
**40 hours, 4 credits**

In this continuation of the topics investigated in Calculus I, students will further explore the methods of integrations and the applications of integrals as well as power series and methods of differentiation. This course will cover the topics of convergence and divergence, and students will understand whether improper integrals are convergent or divergent.

Prerequisite: Calculus I

**MH300 Applied Discrete Mathematics**  
**40 hours, 4 credits**

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

Prerequisites: Introduction to Discrete Mathematics; Calculus II

**MH310 Probability and Statistics**  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Discrete Mathematics

**ML100 Introduction to Clinical Laboratory Science**  
**40 hours, 3 credits**

An introduction to laboratory medicine and the profession of clinical laboratory science. This course will emphasize professionalism, laboratory safety, and routine laboratory procedures including quality control and lab math.

Prerequisite: Program admission

**ML150 Clinical Chemistry I**  
**40 hours, 3 credits**

An introduction to analytical techniques, instrumentation, and basic principles of clinical chemistry methods. Presents the theory and application of biochemical analytes, including clinical significance and normal reference ranges.

Prerequisite: Introduction to Clinical Laboratory Science  
Co-requisites: Human Anatomy and Physiology I; College Algebra

**ML151 Hematology I**  
**40 hours, 3 credits**

Introduction to the theory and practical application of routine and special hematology procedures. Presents red-blood-cell function, hematopoiesis, and associated diseases. The student laboratory focuses on identifying normal and abnormal red-blood-cell morphology and the evaluation of stained blood smears.

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

**ML152 Urinalysis**  
**40 hours, 3 credits**

An introduction to urinalysis and body-fluid analysis. Includes anatomy and physiology of the kidney, and physical, chemical, and microscopic analysis of urine, cerebral spinal fluid, and other body fluids.

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

**ML153 Clinical Microbiology I**  
**40 hours, 3 credits**

This course will include basic concepts of microbiology. Emphasis will be placed on cell structure and function of human, pathogenic microorganisms. Disease, resistance and immune system function will be included. Methods of microbe control will be introduced. A student laboratory will be utilized for experiences in fundamental microbiology techniques.

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

**ML201 Clinical Chemistry II**  
**60 hours, 4 credits**

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

Prerequisite: Clinical Chemistry I

**ML202 Hematology II**  
**60 hours, 4 credits**

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

Prerequisite: Hematology I

**ML203 Immunology**  
**40 hours, 3 credits**

Basic immunology and serology concepts will be presented with an emphasis on selected infectious diseases and autoimmune disorders. The theory of immunologic and serologic procedures will also be presented.

Prerequisite: Human Anatomy and Physiology I

**ML205 Immunohematology**  
**40 hours, 3 credits**

An introduction to the fundamentals of the immune system and the principles of genetics as they apply to blood group inheritance and blood banking procedures. Includes donor selection, blood collection, blood component processing and administration of blood components. Utilizes a student laboratory for experiences in routine blood banking procedures.

Prerequisites: Hematology I; Immunology

**ML206 Clinical Microbiology II**  
**60 hours, 4 credits**

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

Prerequisite: Clinical Microbiology I

**ML291 Clinical Practicum I**  
**360 hours, 12 credits**

Students will perform in supervised clinical rotations of the clinical chemistry, microbiology, urinalysis, hematology, blood bank, phlebotomy, and specimen-collection departments of the clinical affiliate.

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

**ML292 Clinical Practicum II**  
**360 hours, 12 credits**

Students will continue in supervised clinical rotations of the clinical chemistry, microbiology, urinalysis, hematology, blood bank, phlebotomy, and specimen-collection departments of the clinical affiliate.

Prerequisite: Clinical Practicum I

**N127 Microsoft Windows Workstations**  
**40 hours, 3 credits**

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

Prerequisite: Fundamentals of Hardware & Software II

**N133 Networking Fundamentals**  
**40 hours, 3 credits**

This course has been designed to teach the foundations of networking. The course covers Local Area Networks and Wide Area Networks and 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**  
**60 hours, 4 credits**

Students are introduced to the principles of various types of microcomputer operating systems. Topics include system resources, memory management, processor management, user interface and operating system functions especially related to database resource management. Emphasis is placed on how the user, hardware, and software interface with the operating system.

Prerequisite: none

**N137 Programming I**  
**60 hours, 4 credits**

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

Prerequisite: Object-Oriented Programming

## COURSE DESCRIPTIONS

### **N138 Game Preproduction**

**40 hours, 4 credits**

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

Prerequisite: Game Design Theory I

### **N139 Game Design Theory I**

**40 hours, 4 credits**

This course introduces the non-technical study of games, the game development process, and the game industry. The course establishes a lexicon for discussing games and introduces tools for analyzing and understanding games and game design. The course will also present an overview of core concepts including game mechanics, game theory, the experience of playing games, and the cultural, technical, and social aspects of games.

Prerequisite: none

### **N140 Logic and Troubleshooting**

**40 hours, 4 credits**

This course provides students a strong base of Critical Thinking and troubleshooting methodologies for assessing situations and applying logical reasoning to various scenarios. The materials contained within this course will assist in building the students ability to form reasonable hypotheses for solving problems of a technical nature.

Prerequisite: none

### **N141 Networking Security**

**40 hours, 3 credits**

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

Prerequisite: Introduction to Networks

### **N142 Foundations of Software Design**

**40 hours, 3 credits**

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

Prerequisite: Logic and Troubleshooting

### **N146 Fundamentals of Hardware and Software I**

**40 hours, 3 credits**

This course will introduce students to the installation, configuration, maintenance, and troubleshooting of end-user personal computer hardware (including laptops and mobile devices) and the software used to support the hardware. Additional topics covered include the relationship between 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 exams. Each student will assemble a computer using prescribed parts and materials.

Prerequisite: Logic and Troubleshooting

### **N147 Fundamentals of Hardware and Software II**

**40 hours, 3 credits**

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

Prerequisite: Fundamentals of Hardware and Software I

### **N149 Helpdesk Support**

**50 hours, 3 credits**

This course covers material used by helpdesk engineers to troubleshoot and solve user problems. Dealing with the user, identifying the problem, and fixing the problem will be discussed. Software concerning trouble tickets and tracking progress will be discussed.

Prerequisite: Professional Communication

### **N150 Technology's Role in the 21st Century**

**20 hours, 2 credits**

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

Prerequisite: none

### **N156 Mac Integration**

**40 hours, 3 credits**

The purpose of the Mac Integration course is to give students an entry-level perspective to supporting and configuring the Mac OSX operating system. Students will learn how to integrate a Mac client into a Windows network and connect a Mac Client to services such as Active Directory and Microsoft Exchange. Also covered is basic user configuration. This course maps to the Mac Integration Basics Certification Exam.

Prerequisite: Microsoft Windows Server

### **N165 Fundamentals of Game Development I**

**50 hours, 4 credits**

This course introduces the non-technical study of games, the game development process, and the game industry. The course 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

### **N171 Introduction to Networks**

**40 hours, 3 credits**

This course introduces the foundation to understanding computer networks, including structure and function, components, and models of Local Area Networks (LAN), Wide Area Networks (WAN), and the Internet. Students will learn the fundamentals of Ethernet concepts like IP addressing, protocols, hardware, and network topologies. Students will learn basic configuration of network devices and apply basic troubleshooting techniques. A variety of hands-on activities and simulations will be used. This course introduces some of the concepts covered in the Cisco Certified Entry Network Technician (CCENT) certification exam. CCENT education continues in the N201 Cisco Routing and Switching course.

Prerequisite: Fundamentals of Hardware and Software I

### **N180 Math for Game and Simulation Production I**

**40 hours, 3 credits**

This course has been designed to teach concepts in linear algebra. The course covers linear equations and matrices, and how these can be applied in various situations. In addition, topics will include determinants, vectors in the plane, and how to calculate cross determinants.

Prerequisite: College Algebra

### **N200 Systems Analysis**

**40 hours, 3 credits**

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

Prerequisite: Introduction to Networks

### **N201 Cisco Network Routing and Switching**

**40 hours, 3 credits**

This course prepares students to work with routers and switches in a Local Area Network. Students will learn how to configure and troubleshoot Cisco switches and routers. Concepts in the course will include routing protocols like RIPv1, RIPv2, OSPF, VLANs and VLAN routing in both IPv4 and IPv6 networks, as well as DHCP, DNS, and NAT. This course will help prepare students to take the Cisco Certified Entry Network Technician (CCENT) Exam by using a variety of hands-on labs and simulations to understand router and switch configuration by emphasizing practical, real-world principles.

Prerequisites: Introduction to Networks; Microsoft Windows Server

### **N204 Human-Computer Interaction and Interface Design**

**50 hours, 4 credits**

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

Prerequisite: Programming II

### **N205 Platform Design and Human-Computer Interaction**

**60 hours, 4 credits**

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 done along with a look at advanced topics in C++ programming and a brief look at how C++ can start to be utilized in game programs is covered.

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: Microsoft Windows Server

### **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, CPU operation at the bus level, comparison of procedural languages to machine language, and the development of machine and assembly language programs using multiple addressing modes, branching, and subroutine calls.

Prerequisite: Foundations of Software Design

### **N211 Windows Scripting**

**50 hours, 3 credits**

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

Prerequisite: Windows Active Directory

### **N212 Fundamentals of Game Development II**

**60 hours, 4 credits**

This course builds on the Fundamentals of Game Development I and introduces students to the different game platforms currently on the market. This includes game consoles as well as mobile platforms. In addition, students will be exposed to the various approaches used for creating games for these platforms as well as for creating platform agnostic games.

Prerequisite: Fundamentals of Game Development I

## COURSE DESCRIPTIONS

**N221 Mobile and Mac OS Security**  
40 hours, 3 credits

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

Prerequisite: Networking Security

**N222 Physics for Game and Simulation Production**  
50 hours, 3 credits

This course provides a broad overview of the fundamental principles of physics as they apply to game and simulation programming and prepares students in the use of physics engines within a game development environment. Topics include introductions to classical mechanics and dynamics, gravity, magnetism, optics and acoustics.

Prerequisite: none

**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

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

Prerequisite: Microsoft Windows Server

**N228 Microsoft Windows Server**  
40 hours, 3 credits

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

Prerequisite: Fundamentals of PC Hardware and Software II

**N230 Fundamentals of Ethical Hacking**  
40 hours, 3 credits

This course will show students the opposing side to network security. Students will gain insight into the hacking mindset as well as learn how to directly apply ethical principles to the work they perform on a day-to-day basis. Students of this course will learn how to utilize various tools commonly used in network security as well as hacking. The end result of this course is to give the student a stronger perspective on how to utilize tools to better test and secure networks against threats.

Prerequisite: Networking Security

**N231 Web Application Development**  
60 hours, 4 credits

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

Prerequisite: Fundamentals of Programming

**N233 Software Packaging and Deployment**  
50 hours, 3 credits

The goal of this course is to provide students an understanding of how to rapidly deploy applications and operating environments. Students will utilize various methods of application deployment through creating automated installs and application and operating systems images. Students will successfully package and deploy applications and operating systems via these methods in a virtual and stand-alone environment.

Prerequisite: Microsoft Windows Server

**N234 Microsoft Exchange Server**  
40 hours, 3 credits

In this course students will learn a wide range of information about Exchange Server, from installation, configuration, administration, troubleshooting, and maintenance. It introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course uses a multitude of real-world examples of networking and messaging issues. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.

Prerequisite: Windows Active Directory

**N235 Cisco Networking Fundamentals and Routing**  
40 hours, 3 credits

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

Prerequisites: Networking Fundamentals; Microsoft Windows Server

**N236 Database Security**  
60 hours, 4 credits

This course covers the basic principles of database security and auditing as well as implementation considerations for business databases. It covers security architecture and operating system security fundamentals. In addition, the design of profiles, password policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database activities.

Prerequisite: SQL Server Administration

**N237 C#**  
50 hours, 3 credits

Students will work with the C# programming language and gain an understanding of how it can be used to handle important computing tasks. Concepts such as Graphical User Interfaces, multimedia development, and web programming will be explored.

Prerequisite: Object-Oriented Programming

**N253 Managing Information Security**  
30 hours, 3 credits

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

Prerequisite: Networking Security

**N259 Mobile Support Principles**  
40 hours, 3 credits

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

Prerequisite: Introduction to Networks

**N266 Console Development**  
60 hours, 4 credits

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

Prerequisite: Programming II

**N273 Business Intelligence Reporting**  
40 hours, 3 credits

The goal of this course is to allow students to understand what business intelligence is and how it 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, 3 credits

The goal of this course is to prepare individuals to work with and administer SQL Server 2008. Students will learn how to install and maintain SQL Server 2008 and also how to use various tools helpful in creating backups, promoting security, and to enhance availability and performance of the database.

Prerequisites: Microsoft Windows Server

**N276 Applied Game and Simulation Theory**  
40 hours, 4 credits

This course covers the applications for and the development of simulation from game-like "Sims" to educational and military simulations. This course combines reading and critical thinking 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

**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 last quarter of diploma

**N301 The Business of Digital Media**  
40 hours, 4 credits

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

Prerequisite: Introduction to Business

**N302 Graphics Development with OpenGL**  
60 hours, 4 credits

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

Prerequisite: Programming II

**N303 Software Systems Principles**  
40 hours, 3 credits

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

Prerequisite: Introduction to Computer Systems

**N304 Operating Systems Design**  
50 hours, 4 credits

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

Prerequisite: Software Systems Principles

**N305 Figure Drawing**  
60 hours, 4 credits

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

Prerequisite: Color Theory and Techniques

## COURSE DESCRIPTIONS

### **N306 Advanced Network Security**

**50 hours, 4 credits**

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

Prerequisites: Cisco Networking Fundamentals and Routing; Principles of Network Security

### **N307 Principles of Network Security**

**40 hours, 3 credits**

This course brings to light the concepts needed for network defense techniques. Students will examine the tools, techniques, and technologies used in the securing of information assets. This course is designed to provide in-depth information on the software and hardware components of Information Security. Topics covered include: intrusion detection, virtual private networks (VPN), and incident response strategies and planning, wireless network security.

Prerequisite: Networking Fundamentals

### **N309 Principles of Computer Graphics**

**60 hours, 4 credits**

The goal of the course is to teach fundamental principles of computer graphic algorithms in relation to video game and simulations. The focus is on 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

### **N310 The Study of Animation**

**60 hours, 4 credits**

This course is intended for students with an animation/multimedia background, who want to understand how animation works, from basic theory to execution. The students will develop a sense of observation and timing as it relates to animation, and they will study motion through watching actual animation pieces as well as taking part in exercises that demonstrate animation in action. This course also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development, and dramatic structure.

Prerequisite: Digital Media Assembly

### **N311 Game and Simulation Lighting Techniques**

**60 hours, 4 credits**

This course provides an introduction to 3D programming, with an emphasis on using real-time shaders. The fundamentals of game and simulation lighting are covered along with how to do the shader programming to achieve more realistic "looks" in games. 3D lighting, texturing, alpha blending, and stenciling are covered in detail in this course.

Prerequisite: Graphics Development with OpenGL

### **N312 Advanced Networking**

**50 hours, 4 credits**

This course offers an in-depth study of current networking technologies. Topics include OSI model, communication protocols, routing protocols, WAN architecture (ATM, VPN, MPLS, and hybrid networks), Wireless and QoS. Additionally, students will learn about implementing a defined network architecture with basic network security. This course will cover how to configure, maintain, and troubleshoot network devices using appropriate network tools and understand the features and purpose of network technologies. The course includes basic solution recommendations, analyzing network traffic, and becoming familiar with common protocols and media types.

Prerequisite: Introduction to Networks

### **N313 Introduction to Information**

**Systems Security**

**40 hours, 3 credits**

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

Prerequisite: none

### **N314 Advanced Cisco Network Security**

**60 hours, 4 credits**

Cisco Certified Network Associate (CCNA) is a first-level certification program for Information Technology professionals. (CCNA exams are offered after completion of the entry-level CCENT certification.) The CCNA Security Certification helps maximize your investment in foundational network security knowledge and increases confidence in the integrity of your employer's network. CCNA Security is for Network Security Specialists, Security Administrators, and Network Security Support Engineers. This course will help students prepare for the CCNA Security certification by using hands-on labs and simulations to understand network security principles by emphasizing practical, real-world principles.

Prerequisite: Cisco Network Routing and Switching

### **N315 Flash Animation**

**60 hours, 4 credits**

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

Prerequisite: Multimedia Technologies

### **N316 Principles of Shader Programming**

**50 hours, 4 credits**

This course provides an introduction to 3D programming, with an emphasis on using real-time shaders. The fundamentals of game and simulation lighting are covered along with how to do the shader programming to achieve more realistic "looks" in games. 3D lighting, texturing, alpha blending, and stenciling are covered in detail in this course.

Prerequisite: Principles of Computer Graphics

### **N320 Polygon Modeling**

**60 hours, 4 credits**

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

Prerequisite: The Study of Animation

### **N322 Web Application Architecture and Design**

**50 hours, 4 credits**

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

Prerequisite: Java I

### **N323 Asset Management**

**30 hours, 3 credits**

This course is designed to teach students best practices in inventory management. Topics include hardware and software audits, asset tracking systems, software licensing, and service contracts management.

Prerequisite: Project Planning for IT

### **N324 Portfolio, Package and Publish**

**40 hours, 4 credits**

This course focuses on the process and tasks necessary for game and simulation-specific employment including research and resumes, contacts and connections, and the important demos and elevator pitch. Students will learn how to develop an industry-specific resume, how to best present their skills in a portfolio, and how to package themselves as a top candidate for a position. Students will create a polished resume and cover letter and learn networking skills for their area of interest in game or simulation production.

Prerequisite: none

### **N325 Advanced Methods of Computer Graphics**

**60 hours, 4 credits**

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

Prerequisite: Digital Photography

### **N326 Legal and Security Issues**

**40 hours, 4 credits**

This course offers an overview of the legal processes involved in implementing and maintaining an E-commerce website. In addition, this course examines the security issues involved in maintaining a web or intranet/internet site and potentials for misuse.

Prerequisite: none

### **N327 SSCP Certification Preparation**

**60 hours, 4 credits**

The SSCP credential ensures that candidates continuously monitor systems to safeguard against security threats. From the course, the student will be competent in access control, cryptography, malicious code and activity, monitoring and analysis, networks and communication, risk, response and recovery, and security operations and administration.

Prerequisite: Network Security and Cryptography

### **N328 Quality Assurance in Game**

**and Simulation Production**

**50 hours, 4 credits**

Quality assurance is one of the most important elements in game production. This course focuses on the management aspect of quality assurance methods. Topics include strategies for playtesting and including playtesting feedback in the iterative design loop.

Prerequisite: Fundamentals of Game Development II

### **N331 Infrastructure Hardware**

**50 hours, 4 credits**

This course covers hardware design and planning for medium to large scale data center operations. Topics include data center design (power, cooling, space planning), server racks, storage array systems, fiber channel, iSCSI, SAS, and SATA. Students will be able to design a data center for both operational efficiency (Green IT), and to provide adequate fault tolerance and capacity for anticipated growth.

Prerequisite: Introduction to Networks

### **N333 Wireless, Mobile and Cloud Security**

**50 hours, 3 credits**

Wireless, mobile and cloud computing are some of the hottest technologies on the market today. Securing these emerging platforms are often an afterthought, leaving many systems vulnerable to attacks. This course will cover techniques necessary to ensure operational integrity and customer data protection.

Prerequisite: Networking Security

### **N334 Game Engines and Integrated Game**

**Development Environments**

**60 hours, 4 credits**

The goal of this course is to introduce students to the use of game engines and integrated game development environments for game production. Topics will include a general overview of the available game engines as well as an in depth introduction to the use of Unity. Students will learn how to use Javascript and C# within Unity and how to utilize external game assets within the Unity development environment.

Prerequisite: Fundamentals of Game Development II

### **N335 Digital Photography**

**60 hours, 4 credits**

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

Prerequisite: Audio/Video Editing

### **N341 Software Systems Engineering**

**50 hours, 4 credits**

This course exposes students to the implementation of software systems at a high level with an emphasis on rigorous algorithm development and test suites. The course introduces the systems aspect of development and tradeoffs related to resource management, system architecture capabilities, and hardware and software efficiencies. Students are also exposed to requirements analysis and the techniques to develop a functional system from specified requirements.

Prerequisite: Algorithm Analysis

### **N342 Scripting**

**50 hours, 4 credits**

This course is designed to teach students basic scripting skills that can be used to automate administration tasks and reporting. Topics will include an introduction to programming structures like variables, decisions, loops, arguments, and functions. Students will work with examples of Shell, VB, Perl and TCL scripts and examine cases involving Linux, Windows and Cisco IOS automation through scripting.

Prerequisites: Cisco Networking Fundamentals and Routing; Linux Administration; Windows Active Directory

### **N343 Security Policies and Implementation**

**40 hours, 4 credits**

This course includes a discussion on security policies that can be used to help protect and maintain a network, such as password policy, e-mail policy, and internet policy. The issues include organizational behavior and crisis management.

Prerequisite: none

### **N344 IT Security for Managers**

**40 hours, 3 credits**

This course offers the perspective of how to manage security within a business environment from the IT Manager's point of view. Students will gain the overarching idea of securing not only the network but also implementation of physical security and change management. Topics covered include security solution requisition, deployment strategies, bug reporting and penetration testing.

Prerequisite: Network Security



## COURSE DESCRIPTIONS

**N345 Advanced HTML Coding with CSS**  
60 hours, 4 credits

This class covers advanced elements of webpage creation using a text editor and HTML and XML standard tags. This class will focus on web terminology, advanced HTML coding to include hyperlinks, anchors, tables, forms, CSS, frames, design principles and accessibility issues. Emphasis will be placed on understanding values and creation of CSS for business environments. We will also explore the availability of tools for site management, validation and accessibility checks.

Prerequisite: Fundamentals of Web Authoring and Design

**N346 Practical Game Development**  
60 hours, 4 credits

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

Prerequisite: Artificial Intelligence

**N347 Mobile Game Development**  
60 hours, 4 credits

The goal of this course is to use mobile application development methods for mobile game development. Students will learn how to utilize HTML5, CSS3, Javascript and PHP to create device independent mobile games.

Prerequisite: Mobile Application Development

**N350 Concept Development for Digital Media**  
40 hours, 4 credits

This course is concerned with problem-solving, research, and presentation skills for multimedia projects. Brainstorming, narrative, storyboarding, animatics, pre-visualization, and transitions are all explored. Sketches, source imagery, and audio are developed to effectively communicate ideas for time-based media. Documentation techniques are employed to chart progress with character and scene design, as well as cameras and lighting.

Prerequisite: Storyboard Development for Digital Media

**N355 Game Planning and Development Strategies**  
60 hours, 4 credits

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

Prerequisite: Game Audio Assets

**N358 Database Systems Design**  
50 hours, 4 credits

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

Prerequisite: Relational Databases

**N359 Support Management**  
40 hours, 4 credits

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

Prerequisite: Customer Service

**N360 Mobile Platform Development**  
60 hours, 4 credits

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

Prerequisite: Programming II

**N361 Algorithm Analysis**  
40 hours, 4 credits

This course provides a detailed exploration of algorithm design and analysis, including greedy algorithms, divide and conquer, dynamic programming, and backtracking. Students will gain experience with searching and sorting techniques in practical applications. The course will emphasize the verification and analysis of time space complexity within a software design framework.

Prerequisites: Programming II; Probability and Statistics

**N362 Technical Writing**  
20 hours, 2 credits

This course is designed to teach students best practices in authoring technical documentation. Topics include targeting your audience, organization, glossaries, appropriate use of graphics, tables, lists, wikis, and cross referencing. Students will be able to determine when and how to write a white paper, and will understand the pros and cons of wikis and other documentation portals.

Prerequisite: English Composition

**N363 Security Strategies for Web Apps and Social Networking**  
40 hours, 3 credits

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

Prerequisite: none

**N370 Virtualization**  
50 hours, 4 credits

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

Prerequisite: Introduction to Networks

**N380 Project Management for IT**  
40 hours, 3 credits

This course covers the project management aspects of the IT department. Students will learn how to properly apply project management principles within the IT department to properly deploy network and software solutions. Students will utilize project management software for tracking purposes as well as develop their own method of project tracking. Topics such as ITIL principles on Project Management will also be infused into the content of the course.

Prerequisite: Support Management

**N385 Scripting – Shell Scripting / Python / Perl**  
50 hours, 4 credits

This course is designed to teach students basic scripting skills that can be used to automate administration tasks and reporting. Topics will include an introduction to programming structures like variables, decisions, loops, arguments, and functions. Students will work with examples of Shell, VB, Perl and TCL scripts and examine use cases involving Linux, Windows and Cisco IOS automation through scripting.

Prerequisite: Linux Security Strategies

**N401 Artificial Intelligence**  
60 hours, 4 credits

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

Prerequisite: Programming II

**N402 Network Systems Design**  
50 hours, 4 credits

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

Prerequisite: Operating Systems Design

**N403 Advanced Mobile Application Development**  
40 hours, 3 credits

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

Prerequisite: Mobile Application Development

**N404 Cloud Computing**  
40 hours, 4 credits

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

Prerequisite: Virtualization

**N405 Advanced Applications of Digital and Experimental Art**  
60 hours, 4 credits

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

Prerequisite: Advanced Methods of Computer Graphics

**N406 IT Operations Management**  
40 hours, 4 credits

The purpose of the IT Operations Management course is to give students a numeric perspective on the IT department. Students will learn how to develop standard operating procedures, create support metrics, and apply these to the proper operation of the IT department. This course will also cover how to properly read and analyze network utilization reports and properly staff various IT departments based on proposed call volume and support needs. Utilization of helpdesk tracking tools and implementation of a tracking system will also be covered to ensure an IT department has the proper foundation to start metrics reporting.

Prerequisites: Project Management for IT; IT Security for Managers

**N407 Networking and Multiplayer Game Development**  
60 hours, 4 credits

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

Prerequisite: Game Engines and Integrated Game Development Environment

**N409 Auditing Information Technology Infrastructure**  
40 hours, 4 credits

This course covers the principles, the approaches, and the methodology in auditing information systems to ensure the processes and the procedures are in compliance with pertinent laws and regulatory provisions especially in the context of information systems security (ISS).

Prerequisite: none

**N411 Disaster Recovery**  
50 hours, 4 credits

This course is designed to teach students how to perform a risk assessment and develop a disaster recovery strategy that aligns with business needs and priorities. Topics include disaster prevention, systems backup and recovery strategies, hot/warm/cold site strategies, and documentation and testing of recovery procedures.

Prerequisite: Service Management

**N412 Risk Management and Business Continuity**  
50 hours, 4 credits

This course covers how to properly analyze risks within an IT department. Topics covered are Disaster Recovery Planning, Business Continuity Planning, and how to create Risk Analysis documents for all applications assessing their long-term viability and backup solutions. Students will also perform business impact analysis to analyze key areas that are most vulnerable when a risk-based situation has occurred. Students will develop a disaster recovery plan and learn how to process and implement each phase of the plan they have developed.

Prerequisites: IT Operations Management; Storage Management

## COURSE DESCRIPTIONS

### **N413 Asset Development I**

**60 hours, 4 credits**

This course provides a brief introduction to the development of 2D and audio assets for game and simulation development. Students learn the production process involved in 2D and audio asset creation and develop the skill necessary to create 2D and audio assets for the games developed within this program.

Prerequisite: Fundamentals of Game Development I

### **N415 Digital Effects Creation**

**60 hours, 4 credits**

This course focuses on the use and application of effects in film and video at an advanced, post-production level. Learn professional methods of controlling digital and video representation, and 3D effects. Master the digital workflow by compositing footage, digital imagery and CG. Topics include virtual cinematography, morphing, lighting, rendering, particle effects, dynamics, camera properties, motion tracking, and filters.

Prerequisite: Digital Media Production

### **N416 Access Controls, Authentication, and PKI**

**40 hours, 4 credits**

This course introduces the concept of access control to information systems and applications. Access, authentication, and accounting for end-users and system administrators will be covered. In addition, security controls for access control including tokens, biometrics, and use of public key infrastructures (PKI) will be covered.

Prerequisite: none

### **N420 Network Security and Cryptography**

**40 hours, 3 credits**

This course examines threats to computer networks, network vulnerabilities, techniques for strengthening passive defenses, tools for establishing an active network defense, and policies for enhancing forensic analysis of crimes and attacks on computer networks. Topics include private and public key cryptography, digital signatures, secret sharing, security protocols, formal methods for analyzing network security, electronic mail security, firewalls, intrusion detection, Internet privacy and public key infrastructures.

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

### **N421 Software Engineering for Game and Simulation Production**

**60 hours, 4 credits**

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

Prerequisite: Programming II

### **N422 Enterprise Application Support**

**40 hours, 4 credits**

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

Prerequisites: Risk Management and Business Continuity

### **N423 Windows Security Strategies**

**40 hours, 4 credits**

This course discusses security implementations for various Windows platforms and applications. Areas of study involve identifying and examining security risks, security solutions, and tools available for various Windows platforms and applications.

Prerequisite: none

### **N424 Storage Management**

**40 hours, 3 credits**

The goal of this course is to cover various methods of data management. Students will learn about Storage Area Networks, Disk Arrays, and data backup. Students will cover topics such as data de-duplication, cloud backup and managing both physical and virtual data backup environments. Topics also covered are how to maintain both onsite and offsite data backups and creating a backup rotation policy.

Prerequisites: Advanced Networking; Infrastructure Hardware; Cloud Computing

### **N425 Storyboard Development for Digital Media**

**40 hours, 4 credits**

This course will introduce the student to utilizing storyboards to visually represent staging and camera movement. Specific attention will be paid to utilizing storyboards for shot types, angles, cuts, and transitions. Students will analyze existing storyboard samples as a guide to creating their own storyboard project. During the course the students will also examine cinematic visual techniques and terminology.

Prerequisite: Digital Media Production

### **N426 Asset Development II**

**60 hours, 4 credits**

This course provides a brief introduction to development of 3D assets, including the use of 3D modeling, rigging and animation tools. Students learn the production process involved in 3D asset creation and develop the skill necessary to create 3D assets for the games and simulations developed within this program.

Prerequisite: Asset Development I

### **N430 Computer Forensics**

**40 hours, 3 credits**

This course examines computer literacy and criminal investigation legal issues regarding seizure and chain of custody, and technical issues in acquiring computer evidence. Popular file systems are examined. Reporting issues in the legal system are discussed.

Prerequisite: Computer Applications and Business Systems Concepts

### **N431 Multiplayer Game Programming**

**60 hours, 4 credits**

The trend in games is to have many people simultaneously playing a game utilizing the Internet or some other network. Topics included in this course include scripting, server cluster architecture, data transfer, and how to prevent cheating in MMOG situations.

Prerequisite: Practical Game Development

### **N432 Information Technology Management Capstone**

**20 hours, 2 credits**

This course summarizes key learning throughout the student's program. Students apply what they've learned by completing a network operations plan. The plan will include details of hardware, software, infrastructure design, security, disaster recovery and support/service management.

Prerequisite: Advanced Networking; must be completed in the student's final quarter

### **N433 Operating Systems Design**

**40 hours, 3 credits**

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

Prerequisite: Enterprise Application Support

### **N434 Simulation Production Project I**

**40 hours, 4 credits**

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

Prerequisite: Software Engineering for Game and Simulation Production

### **N435 Digital Video/Audio Project**

**60 hours, 4 credits**

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

Prerequisite: Digital Media Production

### **N436 Simulation Analysis and Design**

**50 hours, 4 credits**

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

Prerequisite: Algorithm Analysis

### **N437 Linux Security Strategies**

**40 hours, 4 credits**

This course is an introduction to the securing of Linux platforms and applications. Areas of study include identifying and examining methods of securing Linux platforms and applications and implementing those methods.

Prerequisite: Linux Administration

### **N440 Web Design Project**

**60 hours, 4 credits**

The purpose of this course is the advanced application of knowledge gained by students in the process of developing websites. This course will take a user-centered approach to designing websites and will focus on the entire lifecycle of a website, from the idea of creating a website, through requirements gathering, conceptual design, physical design, testing, and implementation.

Prerequisite: Advanced HTML coding with CSS

### **N441 3D Game Character Creation**

**60 hours, 4 credits**

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

Prerequisite: Polygon Modeling

### **N442 Hacker Techniques, Tools, and Applications**

**40 hours, 4 credits**

This course is an introduction to hacking tools and incident handling. Areas of instruction include various tools and vulnerabilities of operating systems, software, and networks used by hackers to access unauthorized information. This course also addresses incident handling methods used when information security is compromised.

Prerequisites: none

### **N443 Service Management**

**40 hours, 4 credits**

This course provides a more in-depth examination of the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT service management. Topics include incident and service level agreements (SLAs), availability and capacity management. Students will write SLAs covering incident response times, availability, and capacity/infrastructure performance.

Prerequisite: Support Management

### **N444 Simulation Production Project II**

**60 hours, 4 credits**

This course is a continuation of the Simulation Production Project I course. Students will continue on their project from the prototype to the final release stage.

Prerequisite: Simulation Production Project I

### **N445 Animation Graphics Project**

**60 hours, 4 credits**

This course combines the accumulated knowledge of students in the design and creation in 3D environments. The culmination of this knowledge will be a final 3D animation project using modeling, texturing and animation techniques. Students are expected to explore various theories and techniques to complete a professional summative 3D animation project.

Prerequisite: 3D Game Character Creation

### **N450 Game Assets**

**60 hours, 4 credits**

This course focuses on the development of visual elements and programming used in the development of a video game. It covers areas such as performance tuning, debugging, designing for test, pipeline management and distribution, study of software architecture design between platforms, object oriented practices for game play, asset management and coding best practices. It also covers areas like cross-platform porting and multi-lingual techniques.

Prerequisite: Applied Game and Simulation Theory

### **N455 Game Audio Assets**

**60 hours, 4 credits**

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

Prerequisite: Game Assets

### **N458 Systems Monitoring**

**50 hours, 4 credits**

This course is designed to teach students to identify performance bottlenecks, benchmark performance and implement monitoring techniques to proactively identify and react to changes in the environment. Topics include network infrastructure monitoring, security monitoring, performance tuning, and metrics and reporting.

Prerequisite: Advanced Networking

### **N459 ISS Capstone**

**40 hours, 3 credits**

This course encompasses all the accumulated knowledge obtained from the entire ISS curriculum and requires the student to respond to a RFP for information systems security consulting.

Prerequisite: This course is designed to be taken at the end of the program

## COURSE DESCRIPTIONS

**N460 Application of Physics for Game and Simulation Production**  
**60 hours, 4 credits**

An important aspect in a game or simulation is to be able to render what is happening in the game in realistic terms based on standard real physics principles. This course is designed to allow the game or simulation programmer to be able to translate the ideas and sequences of a game into realistic actions. Key components in this class will be the opportunity for students to develop tools, demos, and working games that utilize and follow real physics.

Prerequisite: Programming II

**N461 Computer Graphics Programming**  
**50 hours, 4 credits**

This course offers a survey of computer industry-standard graphic hardware, foundation graphic operations and implementations, two-dimensional and three-dimensional transformations utilizing matrix calculations, hidden lines and surface removal, illumination and shading models, curves and surface textures, object modeling, and three-dimensional animation. Students will learn how to convert complex mathematical formulae into operational program code.

Prerequisite: Programming II

**N462 Game Production Project I**  
**60 hours, 4 credits**

This course demonstrates advanced techniques for computer game design and programming. Techniques used in game engines, such as: animation synthesis, autonomous character behaviors, building structures for interactive system, solving multiplayer interface and social issues are covered in the course. Students utilize these skills to produce a game prototype as a final project.

Prerequisite: Networking and Multiplayer Game Development

**N463 Game Production Project II**  
**60 hours, 4 credits**

This course is a continuation of the Game Production Project I course. Students will continue on their project from the prototype to the final release stage.

Prerequisite: Game Production Project I

**N465 Industrial Simulation Project**  
**60 hours, 4 credits**

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

Prerequisite: Multiplayer Game Programming

**N466 Unified Communications and Mobile Computing**  
**50 hours, 4 credits**

This course teaches students about the trends in telecommunications, the convergence of voice and data communications systems, and how mobile computing is an integral part of business today. Topics include simplifying communications architecture, video conferencing, IM, securing and managing mobile devices, and collaboration tools.

Prerequisite: Advanced Networking

**N470 Video Game Production Project**  
**70 hours, 4 credits**

This course demonstrates advanced techniques for computer game design and programming. Techniques used in game engines, such as: animation synthesis, autonomous character behaviors, building structures for interactive system, solving multiplayer interface and social issues are covered in the course. Students utilize these skills to produce a final project, demonstrating comprehension of the process of professional game creation.

Prerequisite: Multiplayer Game Programming

**N471 Engineering Virtual Worlds**  
**50 hours, 4 credits**

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

Prerequisite: Programming II

**N480 Senior Computer Science Capstone**  
**30 hours, 3 credits**

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

Prerequisite: Must fall in last quarter of study

**NM110 Drawing Design and Art Theory**  
**40 hours, 3 credits**

This course introduces the fundamentals of drawing through five elements of art (line, space, value, form and texture). A series of exercises and assignments focuses on various applications involving form, lighting, perspective, figure drawing and historical studies.

Prerequisite: none

**NM111 Introduction to Computer Graphics**  
**40 hours, 3 credits**

This course gives students an overview of desktop publishing and other graphic software that enables them to use the computer as a graphic design tool. Additional topics include file management, the Internet, basic keyboarding, and basic troubleshooting. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: none

**NM113 Introduction to Multimedia Design**  
**40 hours, 3 credits**

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

Prerequisite: Introduction to Computer Graphics

**NM115 Networking and Internet Technologies**  
**40 hours, 3 credits**

This course provides students with a practical understanding of the structure and operation of the Internet, including various communications and data-transfer protocols, an overview of programming for the Internet, how to manage Internet security and e-commerce. Further, students will explore in-depth a variety of technologies and methodologies such as network models and topologies as well as a range of security considerations. Students will be able to demonstrate proficiency in working with the Internet as a useful repository of desired information.

Prerequisite: none

**NM121 Typography**  
**40 hours, 3 credits**

This course focuses on the fundamentals of typography and introduces the students to aspects of type for display and text design. Students become familiar with the categories of type and a variety of font families. They also become proficient at choosing fonts to match a specific message. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Introduction to Computer Graphics

**NM122 Digital Publishing**  
**40 hours, 3 credits**

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

Prerequisite: Typography

**NM124 Color Theory and Techniques**  
**40 hours, 3 credits**

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

Prerequisite: Introduction to Computer Graphics

**NM130 Audio/Video Editing**  
**40 hours, 3 credits**

Students learn the theory and processes of audio/video editing using non-linear editing software on the desktop. Exercises in production and post-production techniques will be applied for various delivery media. Students produce and edit a series of short videos for video, disk and Internet applications. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Introduction to Multimedia Design

**NM131 Introduction to 3D Arts and Animation**  
**40 hours, 3 credits**

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

Prerequisite: Introduction to Multimedia Design

**NM141 Digital Media Production**  
**40 hours, 3 credits**

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

Prerequisite: Audio/Video Editing

**NM240 3-Dimensional Animation**  
**40 hours, 3 credits**

Once students have learned the basics of 3D modeling and rendering, they will explore the fundamentals of animation and the more advanced methods of modeling and texturing. Students will create photo-realistic products and environments utilizing complex technical techniques and through creative design. Emphasis will be placed on detailed modeling and texture mapping complementing elementary 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 – adding interactivity, color use, file management and formats, testing, publishing, and publicizing are addressed. Students use interactivity and multimedia elements to enhance their site design.

Prerequisite: Introduction to Multimedia Design

**NM260 Server Side Scripting**  
**40 hours, 3 credits**

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

Prerequisites: Dynamic Content Management; Fundamentals of Web Authoring and Design

**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: Introduction to Multimedia Design

**NM280 Multimedia Portfolio Development**  
**20 hours, 2 credits**

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

Prerequisite: Digital Media Assembly

## COURSE DESCRIPTIONS

### NU100 Critical Thinking in Nursing

20 hours, 2 credits

This course introduces the student to critical thinking as a professional nurse. Students have the opportunity to use critical thinking skills as the foundation to future nursing courses.

Prerequisite: Admission to the Nursing program

### NU110 Introduction to Professional Nursing

30 hours, 3 credits

This course introduces the student to the role of the professional nurse in contemporary healthcare settings. The student is introduced to the nursing process, therapeutic communication and issues affecting professional nurses.

Co-requisite: Critical Thinking in Nursing

### NU115 Comprehensive Pharmacology

40 hours, 4 credits

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

Prerequisite: none

### NU115L Comprehensive Pharmacology Lab

40 hours, 2 credits

This course prepares the student to administer medications. The six "rights" of administration, dosage calculation, routes of administration, proper use and storage of medications, patient observation and documentation are included. Clinical skills are practiced in the nursing lab. This course includes the practice and demonstration of medication administration.

Co-requisite: Comprehensive Pharmacology

### NU117 Nutritional Principles in Nursing

40 hours, 4 credits

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

Prerequisite: Admission to a Nursing Program

### NU120 Adult Medical Surgical Nursing I

100 hours, 6 credits

This course utilizes the nursing process to examine areas of medical surgical nursing in adult populations. Students review infections and states of altered immunity, the integumentary, gastrointestinal, and renal body systems. Additionally students learn about fluid and electrolyte, acid and base balance.

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

### NU124 Introduction to Professional Nursing

40 hours, 4 credits

This course introduces the student to key concepts of Professional Nursing. The student will be exposed to the professional expectations and scope of practice for the Registered Nurse in diverse healthcare settings. Also included are aspects of patient-centered care based upon evidence and quality. The Concept-based framework for the Professional Nursing Program is introduced, along with the fundamental QSEN Core Competencies. Special emphasis is placed on Interdisciplinary Collaboration, Communication, and Professionalism. Students will gain the knowledge, skills, and attitudes needed to practice safely in the nursing profession in the role of the Registered Nurse by discovering their own learning styles and personal identities.

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

### NU125 Clinical Nursing Skills I

70 hours, 5 credits

In this laboratory course, students are introduced to concepts and abilities to meet basic human needs while using psychomotor skills. Students incorporate safety, therapeutic communication, and basic assessment skills used by professional nurses.

Prerequisite: Introduction to Professional Nursing

### NU130 Transitions in Nursing

30 hours, 3 credits

This course facilitates the transition between practical and professional nursing. It introduces and examines issues of scope of practice, assessment, and care planning, and ethical and legal issues at the professional nurse level.

Prerequisite: LPN licensure

### NU138 Introduction to Critical Thinking, Informatics, and Ethical Concepts in Professional Nursing

40 hours, 4 credits

This course introduces students to critical thinking as a professional nurse by providing the theoretical basis for problem-solving embedded in Clinical Judgment. Building upon these critical thinking skills, ethical concepts are crucially examined and nursing informatics is introduced within the healthcare infrastructure. Special emphasis is placed on Nursing Ethics and Law, Clinical Judgment, Evidence-Based Practice, Nursing Informatics, and Quality Improvement. Students are challenged to explore evidence-based solutions to key issues and trends that are relevant to the Professional Nurse's role based on current trends and issues in healthcare.

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

### NU203 Fundamentals of Professional Nursing

107.5 hours, 6 credits

This course is comprised of a theory, lab, and clinical component where professional nursing students are introduced to the fundamental concepts and nursing abilities required to meet basic health and wellness needs. The theoretical basis for patient-centered care, functional ability, and basic physiologic concepts are presented. Emphasis is placed on skills related to mobility, elimination, gas exchange, inflammation, infection, tissue integrity, glucose regulation, thermoregulation, and pain. This course will continue to build upon the knowledge, skills, and attitudes needed to provide safe, quality care for a diverse set of clients across the lifespan with a special emphasis on attitudes required to master communication, interdisciplinary collaboration, evidence-based practice, clinical judgment, professionalism, and nursing informatics. The student must demonstrate proficiency in a variety of nursing skills in order to successfully complete this course.

Pre or Co-requisites: Introduction to Professional Nursing; Introduction to Critical Thinking, Informatics, and Ethical Concepts in Professional Nursing

### NU205 Human Nutrition

40 hours, 4 credits

This course introduces the student to principles of nutrition and the role of nutrients in health and common alterations in health throughout the life cycle. An introduction to clinical nutrition is included to prepare the student to apply these principles to the individual, family, community, and clinical areas.

Prerequisite: none

### NU210 Medical Surgical Nursing Review for LPNs

100 hours, 6 credits

This course reviews medical surgical content for practicing LPNs for adults with complex health problems. This course is comprised of theory and clinical content. Content covered includes issues in hematology, oncology, homeostasis, fluid and electrolytes and the endocrine system. Students focus on pathophysiology, diagnostic procedures, nursing interventions, patient teaching while using the nursing process as a framework.

Prerequisite: LPN licensure

### NU213 Comprehensive Pharmacology

80 hours, 6 credits

This course is comprised of a theory and lab component where students acquire knowledge, skills, and attitudes to safely and effectively provide pharmacologic therapies to patients. Emphasis is placed on pharmacotherapeutics, pharmacokinetics, pharmacodynamics, the current "rights of medication administration", dosage calculation, patient education, and motivational wellness. The course will continue to build upon critical thinking concepts and clinical judgment to ensure safe, quality care in the administration of prescription, over-the-counter, and complementary and alternative medication at a beginning Professional Registered Nurse skill level. The student must demonstrate proficiency in a variety of clinical skills, related to medication administration within the lab setting, in order to successfully complete this course.

Pre or Co-requisites: Human Anatomy and Physiology II; Introduction to Microbiology; College Algebra

### NU220 Adult Medical Surgical Nursing II

100 hours, 6 credits

This course continues the medical-surgical topics previously covered. It is comprised of theory and clinical components. Content covered includes issues in the cardiac, respiratory, musculoskeletal, neuro-sensory, and endocrine systems. Additionally students learn about concepts of pain, emergency and perioperative nursing while focusing on the pathophysiology, diagnostic procedures, nursing interventions, and patient teaching while using the nursing process as a framework.

Prerequisites: Adult Medical Nursing I; Clinical Nursing Skills I

### NU223 Professional Nursing I

107.5 hours, 6 credits

This course is comprised of a theory, lab, and clinical component where students are building on the fundamental concepts and clinical judgment required to meet basic health and wellness needs. Emphasis is placed on Surgical Integrity, Pain Management, Gas Exchange, Immunity, and Infection control. The theoretical basis for Fluid/Electrolyte and Acid-Base Balance, Cardiovascular/Coagulation Integrity, Perfusion, and Thermoregulation will be introduced within this course. Previously introduced concepts such as inflammation, tissue integrity, elimination, mobility, health promotion, and education will be further explored. The student must demonstrate increasing proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan in order to successfully complete this course.

Prerequisite: Fundamentals of Professional Nursing  
Pre or Co-requisites: Comprehensive Pharmacology; Nutritional Principles in Nursing

### NU225 Clinical Nursing Skills II

50 hours, 3 credits

This course is a continuation of Clinical Nursing Skills I and is comprised of theory and laboratory components. Students develop advanced psychomotor skills used by the professional nurse: IV therapy modalities, working with clients with compromised respiratory systems, cardiac monitoring, and complex wound issues.

Prerequisites: LPN licensure; or Adult Medical Surgical Nursing I; Clinical Nursing Skills I

### NU230 Pediatric and Maternity Nursing

100 hours, 6 credits

This course examines concepts of care related to pediatric and maternity populations. It is comprised of theoretical and clinical components. Pediatric content includes growth and development, fundamentals of disease prevention, health maintenance and care during illness. Maternal content includes the profession through prenatal care, delivery and post partum care in health populations. Students utilize critical thinking skills to develop teaching and learning strategies in this population.

Prerequisites: Adult Medical Surgical Nursing II; Clinical Nursing Skills II

### NU237 Mental Health Nursing

55 hours, 4 credits

This course is comprised of a theory and clinical component where students acquire knowledge, skills, and attitudes to safely and effectively care for clients with mental health and behavioral disorders across the lifespan in a variety of clinical environments. Emphasis is placed on Functional Ability, inclusive of concepts such as Cognition, Addiction, Mood and Affect, Stress and Coping, Anxiety, Psychosis, and Violence. Special emphasis will be placed on Communication, Motivational Wellness, Nursing Ethics and Law, and Advocacy as it pertains to this nursing specialty. The student must demonstrate proficiency in a variety of clinical skills and attitudes, inclusive of therapeutic communication, appropriate affective interactions, pharmacotherapeutic education, and patient-centered, holistic care in order to successfully complete this course.

Prerequisite: Fundamentals of Professional Nursing

### NU240 Mental Health Nursing

100 hours, 6 credits

This course covers the principles of mental health nursing noting the application of psychiatric and social issues in a variety of settings. This course has both lecture and clinical content. Content includes therapeutic communication, pathophysiology, pharmacology, current treatments using evidence-based practice and the nursing process as the framework.

Prerequisites: Adult Medical Surgical Nursing II; Clinical Nursing Skills I

### NU241 Professional Nursing II

110 hours, 6 credits

This course is comprised of a theory, lab, and clinical component where students are building on the fundamental concepts and nursing abilities developed in Professional Nursing I. Emphasis is placed on concepts such as intracranial regulation, sensory perception, glucose regulation, metabolism, and immunity. This course will continue to build on previous concepts with a special emphasis on mobility, elimination, cardiovascular/coagulation integrity, perfusion, fluid/electrolyte and acid/base balance, gas exchange, and thermoregulation. The theoretical basis for Clinical Judgment, as it relates to Communication, Interdisciplinary Collaboration, and Evidence-Based Practice in the Clinical Setting, is required for successful completion of this course. The student must demonstrate increasing proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan.

Prerequisite: Professional Nursing I

## COURSE DESCRIPTIONS

**NU250 Nursing Care of the Elderly****100 hours, 6 credits**

This course explores caring for the elderly client in theory and clinical settings. The content builds on previous learning experiences in order to plan and implement care in a comprehensive approach to normal aging. Content addresses physiological, psychological and cognitive functioning, review legal and ethical issues, and examine the normal aging process.

Prerequisite: Mental Health Nursing

**NU255 Maternal Child Health Nursing****60 hours, 4 credits**

This course consists of both a theory and clinical component that focus on the Knowledge, Skills, and Attitudes required to function in the appropriate role of the beginning Professional Registered Nurse in an acute care Obstetrics/Maternity Setting, Pediatric Setting, or similar environment. Emphasis is placed on Reproduction as well as Growth and Development. Special Emphasis is placed on Surgical Integrity, Glucose Regulation, Infection Control, and Patient-Centered Care as it applies to this diverse group of clients. The theoretical basis for Complementary and Alternative Medicine, in conjunction with specific pharmacologic therapies for these clients will be examined. Students are required to critically apply all previously introduced Health and Wellness Concepts, as well as Metabolism, Education, Health Promotion, and Clinical Judgment, to content-specific exemplars presented in this course. The student must achieve proficiency in a variety of nursing skills and attitudes, inclusive of psychomotor skills and affective interactions in the clinical setting, in order to successfully complete this course.

Prerequisite: Professional Nursing II

**NU260 Professional Nursing III****117.5 hours, 6 credits**

This course is comprised of a theory, lab, and clinical component where students are completing their development of the fundamental concepts and nursing abilities required for the Professional Registered Nurse Role. Emphasis is placed on concepts such as Cellular Regulation, End-of-Life Integrity, Complementary and Alternative Therapies, and Crisis/Disaster Nursing. This course will continue to build on previous concepts with a special emphasis on Cardiovascular Integrity, Perfusion, Gas Exchange, Fluid/Electrolyte and Acid/Base Balance, and Tissue Integrity. The theoretical basis for Clinical Judgment, as it relates to Patient-Centered Care, Evidence-Based Practice, and Nursing Informatics in the Clinical Setting is required for successful completion of this course. The student must also demonstrate increasing proficiency in knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan.

Prerequisite: Professional Nursing II

**NU270 Legal and Ethical Nursing Issues****10 hours, 1 credit**

Students critically examine the study of ethics and ethical dilemmas in healthcare settings. Issues reviewed include consents, abuse in vulnerable populations, and patient rights as they apply to the professional nurse.

Prerequisite: none

**NU273 Role, Scope, Quality, and Leadership in Professional Nursing****80 hours, 4 credits**

This course is comprised of a theory and clinical component where students are able to demonstrate the knowledge, skills, and attitudes gained throughout the Professional Nursing Program. Emphasis is placed on Clinical Judgment, Professionalism, Quality Improvement, and Leadership. In order to successfully complete this course, the student must exhibit appropriate characteristics in the clinical setting related to Communication, Interdisciplinary Collaboration, Advocacy, Patient-Centered Care, Evidence-Based Practice, Education, Health Promotion, and Motivational Wellness. The student must also demonstrate proficiency in all knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan at the level of a beginning graduate Professional Registered Nurse to complete this course.

Prerequisite: Professional Nursing III

**NU294 Professional Nursing Capstone****20 hours, 2 credits**

This course reflects on the student's journey through the Professional Nursing Program, prepares the student for licensure, and mentors the student on transition to practice. The Concept-Based Framework is reviewed, along with the fundamental QSEN Core Competencies with special emphasis on Professionalism, Individual Functional Ability, and Leadership. Students will delve into the knowledge, skills, and attitudes needed to successfully complete the NCLEX-RN and safely transition to a beginning Graduate Professional Registered Nurse role.

Pre or Co-requisites: Professional Nursing III; Role, Scope, Quality, and Leadership in Professional Nursing

**NU295 Leadership in Nursing****80 hours, 4 credits**

This capstone course examines the role of the professional nurse in leadership settings. Content includes review of leadership and management issues, responsibilities of team leader and nurse manager, in addition to issues such as managing multiple patients and disaster nursing. This course has both a theory and a clinical component.

Prerequisite: Mental Health Nursing  
Co-requisite: Nursing Care of the Elderly**NUR 1020C Fundamentals of Nursing****230 hours, 13 credits**

This course provides a foundation for the nursing program. It introduces the student to the history and practice of nursing, including the standard of nursing practice. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. Critical thinking as embodied in the nursing process is emphasized and the concept of the nurse as provider of care, manager of care and member of the nursing profession is incorporated into the course content. This course integrates community health concepts and prepares entry-level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting. Normal functional health patterns are explored in the context of the physical, biological and social sciences.

Prerequisites: Comprehensive Pharmacology; Comprehensive Pharmacology Lab

**NUR 1144 Comprehensive Pharmacology****40 hours, 4 credits**

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

Prerequisite: none

**NUR 1144L Comprehensive Pharmacology Lab****40 hours, 2 credits**

This course prepares the student to administer medications. The six "rights" of administration, dosage calculation, routes of administration, proper use and storage of medications, patient observation and documentation are included. Clinical skills are practiced in the nursing lab. This course includes the practice and demonstration of medication administration.

Prerequisite: none

Co-requisite: Comprehensive Pharmacology

**NUR 1211C Adult Nursing I****230 hours, 13 credits**

This is the first of three adult-health nursing courses. In this course, students continue to develop their role as a member of the profession of nursing as a provider of care to clients across the lifespan with uncomplicated medical surgical alterations in health. Pathophysiologic mechanisms of diseases are covered as well as assessment and nursing management with a special emphasis on the chronically ill client. The course curriculum includes concepts that are socially diverse, cultural, and ethnic in nature with regard to the care of clients across the lifespan to include both adult and geriatric clients. This course integrates community health concepts and prepares entry level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. The role of the nurse as provider of care, communicator, manager, and member of a profession are expanded and provide the framework for clinical applications and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.

Prerequisite: Fundamentals of Nursing

**NUR 1460C Maternal-Child Nursing****220 hours, 12 credits**

In this course the student continues to develop the role as a member of the profession of nursing as a provider of care to women, children and families in meeting their basic needs in a variety of settings. This course integrates community health concepts and prepares entry-level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. Emphasis is placed on knowledge and skills relating to the pediatric population and the childbearing family. The role of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for the clinical application and evaluation in pediatric and childbearing settings.

Prerequisite: Adult Nursing I

**NUR 2711C Adult Nursing II****230 hours, 13 credits**

This is the second of three adult-health nursing courses. The focus of this course is on the care of adults with altered health status in acute care and psychiatric settings. In this course, students continue to develop their role as a member of the profession of nursing as a provider of care to clients with more complex medical-surgical alterations in health. Emphasis is placed on knowledge and skills relating to advanced adult healthcare in medical-surgical and psychiatric settings. The course curriculum includes concepts that are socially diverse, cultural, and ethnic in nature with regard to the care of clients across the lifespan to include both adult and geriatric clients. This course integrates community health concepts and prepares entry level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. The role of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.

Prerequisites: Fundamentals of Nursing; Comprehensive Pharmacology; Adult Nursing I

**NUR 2712C Adult Nursing III****90 hours, 3 credits**

This is the third of three adult-health nursing courses. The focus of this course is on the care of adults with altered health status. This concentrated clinical course in an acute care setting promotes the student's transition from student to graduate with its emphasis on management of care and leadership, functional health patterns, professional behaviors, communication. Clinical decision making, caring interventions, teaching and learning, collaboration, and managing care activities in a broad in-depth application of the nursing process in the clinical management of group of patients. The course curriculum includes concepts that are socially diverse, cultural, and ethnic in nature with regard to the care of clients across the lifespan to include both adult and geriatric clients. This course integrates community health concepts and prepares entry level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.

Prerequisites: Foundations of Nursing; Comprehensive Pharmacology; Comprehensive Pharmacology Lab; Adult Nursing I; Maternal-Child Nursing; Adult Nursing II

**NUR 2820 Nursing Role and Scope****20 hours, 2 credits**

This course is designed to assist the graduating student in the transition to the role of the registered nurse. Client care management concepts and the legal, ethical, and professional responsibilities of the registered nurse are stressed.

Prerequisites: Maternal-Child Nursing; Adult Nursing II  
Co-requisite: Adult Nursing III**NUR 3177 Health Assessment****40 hours, 4 credits**

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

Prerequisite: Quality and Safety in Nursing Practice  
Co-requisite: Applied Pathophysiology**NUR 3205 Applied Pathophysiology****40 hours, 4 credits**

This course is designed to enhance the student's knowledge and understanding of pathophysiological concepts and processes related to human illness and disease. A patient centered systems approach is used to explore the pathophysiology, etiologies, risk factors, clinical presentation, and diagnostics of selected illness and disease. This course will aid in the student's ability to develop sound nursing practice, critical reasoning abilities, and foster skills that provide safe, quality patient care.

Prerequisite: Quality and Safety in Nursing Practice  
Co-requisite: Health Assessment

## COURSE DESCRIPTIONS

### **NUR 3418 Introduction to Alternative and Complementary Therapies** 40 hours, 4 credits

This course provides an introduction to the use of complementary and alternative therapies used in healthcare. The goal is to provide the student with knowledge and experience of mind/body self-healing skills, multi-cultural alternative medicine theories, practice environments and interventions that can be integrated safely into nursing and/or the nurse's personal lifestyle. The philosophical assumptions of complementary and alternative approaches will be examined through the application of critical thinking and the scientific evidence body of knowledge.

Prerequisite: Advanced Pathophysiology  
Co-requisite: Transcultural Nursing

### **NUR 3508 Quality and Safety in Nursing Practice** 40 hours, 4 credits

This course focuses on the critical review of current quality and safety issues in healthcare and nursing. "Quality & Safety Education for Nurses" (QSEN), "Institute of Medicine" (IOM) reports, regulatory bodies, and the impact of Magnet Status are identified and examined within the course. Students will increase their understanding of best practices, safety standards, and quality initiatives in the healthcare setting. Emphasized within this course is the Quality and Safety Education for Nurse (QSEN) Competencies. This course examines QSEN as a conceptual framework which can lead to improvement of patient safety outcomes through managing human behavior and system design.

Prerequisite or Co-requisite: Dimensions of Professional Nursing

### **NUR 3655 Transcultural Nursing** 40 hours, 4 credits

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

Prerequisites: Quality and Safety in Nursing Practice; Health Assessment  
Co-requisites: Introduction to Alternative and Complementary Therapies

### **NUR 3816 Dimensions of Professional Nursing** 40 hours, 4 credits

This course investigates the evolution of nursing with an emphasis on professional values, standards and ethics. Students will explore how social and economic factors influence the nursing practice. This course includes an overview of major contemporary issues in nursing with a critical-thinking approach to evidence-based nursing practice. Opportunities will be presented that provide for strengthening critical thinking skills and the development of a personal philosophy statement of nursing practice.

Prerequisites: Current, unencumbered RN license that is valid in the United States. Completion of all college prep course work, including a minimum of 32 credit hours of transferable general education course work required for admission to the program.  
Co-requisite: Quality and Safety in Nursing Practice

### **NUR 4165 Nursing Research** 40 hours, 4 credits

This course is designed to develop the skills required to read, comprehend, analyze, and utilize research as it applies to healthcare. Students will be required to identify and appraise best evidence research that supports nursing practice. Further emphasis is placed on developing skills to become astute consumers of nursing research; such as examining literature reviews and analyzing data. Issues related to implementation and integration of best evidence in practice will be included in this course.

Prerequisites: Quality and Safety in Nursing Practice

Co-requisites: Nursing Informatics

### **NUR 4529 Public Health and Community Nursing** 40 hours, 4 credits

This course provides an overview of concepts and theories related to public health/community health nursing. The role of the professional nurse in sustaining and promoting health among diverse populations is explored. Topics include core functions and essentials of public health, health promotion and prevention, population focused practice, community assessment, and interdisciplinary collaboration. Principles of epidemiology and the influence of factors impacting health and well-being of local and global communities are incorporated. This course provides the student the opportunity to demonstrate critical thinking and collaborative communication through community assessment.

Prerequisite: Transcultural Nursing; Nursing Research  
Co-requisite: Leadership and Management in Nursing

### **NUR 4773 Leadership and Management in Nursing** 40 hours, 4 credits

This course explores leadership theories and concepts that impact the professional role of nursing. Emphasis will be placed on nursing leadership roles that create a culture of advocacy, safety and quality through individual and team performance. The student will develop knowledge related to improvement priorities in the work environment that will encourage organizational excellence. Additional topics include leadership styles, decision making, planned change, conflict resolution, communication, finance, healthcare policy, legal issues, and evaluation.

Prerequisites: Successful completion of all other BSN courses  
Co-requisite: Public Health and Community Nursing

### **NUR 4870 Nursing Informatics** 40 hours, 4 credits

This course integrates nursing science, information science, computer science and cognitive science to acquire, process, design, and disseminate knowledge. The student will explore the use of information technology applications used by health care professionals to support the delivery of health care. Students will discuss the impact informatics has on the delivery of care including: efficiency and productivity, patient safety, confidentiality, and healthcare outcomes. With innovations in healthcare technology, unique opportunities and challenges for the nurse will be considered and addressed in this course.

Prerequisites: Quality and Safety in Nursing Practice  
Co-requisites: Nursing Research

### **NUR 4909 Nursing Capstone** 40 hours, 4 credits

This course is designed to provide students with the opportunity to synthesize and comprehensively apply and integrate theoretical and clinical experiences from previous nursing courses into a capstone experience. Students will use critical thinking skills and evidence-based practice to promote patient centered nursing care that encompasses quality and safety. Students will plan and implement a practicum experience consistent with the professional standards of the baccalaureate nurse essentials. The capstone preceptorship supports the role transformation of students and promotes clinical competence at the BSN preparation level.

Prerequisites: Successful completion of all other BSN courses and/or  
Co-requisite: Leadership and Management in Nursing

### **PB100 Introduction to Laboratory Processing** 50 hours, 3 credits

This course will introduce the role of the phlebotomist in a clinical laboratory setting. Students will learn how to adhere to safety and compliance regulations related to specimen collection and processing. This course also focuses on pre-analytic factors of the sample or patient as they relate to and influence laboratory procedures.

Prerequisite: none

### **PB105 Phlebotomy** 40 hours, 3 credits

In this course, students will learn the skills to perform a variety of blood collection methods using proper techniques and universal precautions. This course will emphasize proper patient identification and applying the principles of safety and infection control. The student laboratory setting will provide an opportunity to perform basic phlebotomy procedures.

Prerequisite: none

### **PB205 Phlebotomy II** 50 hours, 4 credits

In this course, students will perform and observe specialized specimen collection, CLIA waived laboratory testing, and collection of donor units. This course will also focus on specimen handling and transporting and assuring patient and provider safety in a variety of settings. Students will learn to develop skills to communicate with diverse patients, patient advocates, and healthcare providers.

Prerequisite: Phlebotomy

### **PB290 Phlebotomy Externship and Capstone** 130 hours, 5 credits

This course is designed to provide the student with experience in a clinical setting that includes specimen collection and handling and processing. Students will learn to effectively communicate with diverse patient populations and patient care teams. During the practical experience, students will participate in a program capstone that is designed to assist students during their externship and prepare them for a certification exam.

Prerequisites: Phlebotomy II; Introduction to Laboratory Processing

### **PC150 Patient Care Skills I** 40 hours, 3 credits

This course introduces the student to the role of the patient care technician in healthcare. The student is introduced to the patient care process, therapeutic communication, and universal precautions. Students will develop the skills to provide comfort, safety, and security for patients. Topics include patient care health promotion techniques, patient rights, and legal issues related to the management of medical information and documentation.

Prerequisite: none

### **PC250 Patient Care Skills II** 70 hours, 5 credits

In this course students will apply patient care technician techniques and develop skills for data collection and interpretation as they relate to mobility and patient care needs. Students will also apply therapeutic communication techniques and learn how to protect patient rights while communicating with various healthcare teams and patient advocates.

Prerequisite: Patient Care I

### **PC290 Patient Care Technician Externship and Capstone** 100 hours, 4 credits

This course is designed to provide the student with supervised experience as a patient care technician in a healthcare setting. Students will apply proper health promotion and prevention skills and patient and provider safety techniques. Also included in this course are opportunities to apply EKG and phlebotomy skills and techniques. During the practical experience students will participate in a program capstone that is designed to assist students during their externship and prepare students for a certification exam

Prerequisite: Patient Care Skills II

### **PL100 Introduction to Law and the Legal System** 40 hours, 4 credits

Students will examine the American legal system from a variety of perspectives. They will survey topics including essential history, the working structure of government, issues of court procedure, and specific legal concepts. In addition, they will investigate the role of the paralegal in the legal system, and the impact of legal ethics on the paralegal. Paralegal students will gain a foundation for further paralegal study, and students from other disciplines will gain an appreciation of the legal system's impact on their disciplines. Students will prepare a resume as part of this course.

Prerequisite: none

### **PL121 Civil Litigation and Procedure I** 40 hours, 4 credits

Students will examine the lawyers and paralegals' roles in handling civil cases and the means by which the objectives of litigation may be achieved. Strategy and mechanics of civil procedure will be explored in depth, and students will be required to prepare complaints, motions, and answers.

Prerequisite: Introduction to Law and the Legal System

### **PL122 Civil Litigation and Procedure II** 40 hours, 4 credits

Students will continue to develop and refine litigation skills. The course will focus on discovery, pre-trial procedure, trial procedure, post-trial procedure, and initial appellate documents.

Prerequisite: Civil Litigation and Procedure I

### **PL142 Contracts: Managing Legal Relationships** 40 hours, 4 credits

This course will provide students with a practical approach to the law of contracts. The class discussions and assignments will include analyzing contracts, breach of contracts, and the remedies provided for a breach of contract.

Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate

### **PL145 Paralegal Ethics** 40 hours, 4 credits

This course provides a strong theoretical and practical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in paralegal studies, but also how to resolve these issues with sound moral decisions and proper responses.

Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate

## COURSE DESCRIPTIONS

**PL215 Real Estate Law****40 hours, 4 credits**

This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with prorrations and other real estate related documents. The student will have a working knowledge of title searches and a thorough understanding of closing procedures. The student will also become familiar with mortgage foreclosures, landlord/tenant law, and zoning regulations.

Prerequisite: Introduction to Law and the Legal System

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

This course will provide students an overview of the formation, operation, and dissolution of the corporate entity. Stockholders rights and remedies as corporate owners will be examined. Corporate documents and corporate formalities will be discussed.

Prerequisite: Introduction to Law and the Legal System

**PL226 Law Office Technology: Cyberspace and the Paralegal Profession****40 hours, 4 credits**

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

Prerequisite: Introduction to Law and the Legal System

**PL228 Torts: Auto Accidents and Other Legal Injuries****40 hours, 4 credits**

This course examines the fundamentals of tort law and provides a basic understanding of the principles of tort litigation. Through classroom discussions, projects and supervised library research, students will develop an overview of causes of actions in torts and their relevancy to the paralegal.

Prerequisite: Introduction to Law and the Legal System

**PL230 Family Law****40 hours, 4 credits**

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

Prerequisite: Introduction to Law and the Legal System

**PL235 Legal Research****40 hours, 4 credits**

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

Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate

**PL240 Legal Writing****40 hours, 4 credits**

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

Prerequisites: Legal Research; English Composition

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

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

Prerequisite or Co-requisite: Law Office Technology: Cyberspace and the Paralegal Profession; Students must be in their last or second-to-last quarter.

**PL290 Paralegal Internship****130 hours, 5 credits**

This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship.

Prerequisite: Students must be enrolled in their last or second-to-last quarter

**PN100 Nursing Foundations****100 hours, 6 credits**

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

Prerequisite: Program admission  
Co-requisites: Human Anatomy and Physiology II; Comprehensive Pharmacology; Comprehensive Pharmacology Lab

**PN106 Fundamentals of Practical Nursing****112.5 hours, 6 credits**

This course is comprised of a theory, lab, and clinical component where students are introduced to the fundamental concepts and nursing abilities required to meet basic health and wellness needs. The theoretical basis for nursing judgment, patient-centered care, growth and development, and basic physiological concepts are presented. Emphasis is placed on knowledge, skills, and attitudes needed to provide safe, quality care for a diverse set of clients across the lifespan. Special emphasis is placed on teamwork, communication, and nursing informatics as it pertains to the healthcare infrastructure. The student must demonstrate proficiency in a variety of nursing skills in order to successfully complete this course.

Prerequisite: Admission to the Practical Nursing Program  
Pre or Co-requisite: Introduction to Practical Nursing

**PN108 Introduction to Practical Nursing****20 hours, 2 credits**

This course introduces the student to key concepts of Practical Nursing. The student will be exposed to the practical nursing expectations and scope of practice in diverse healthcare settings. Also included are aspects of patient-centered care based upon evidence and quality. The Concept-based framework for the Practical Nursing Program is introduced, along with the fundamental QSEN Core Competencies. Special emphasis is placed on Teamwork, Communication, and Nursing informatics. Students will delve into the knowledge, skills, and attitudes needed to practice safely in the nursing profession by discovering their own learning styles and personal identities.

Prerequisite: Admission to the Practical Nursing Program

**PN114 Practical Nursing I****110 hours, 6 credits**

This course is comprised of a theory, lab, and clinical component where students are building on the functional ability and nursing judgment required to meet basic health and wellness needs. Emphasis is placed on concepts such as oxygenation, cardiovascular integrity, tissue integrity, and infection control. Fluid/Electrolyte and Acid/Base Balance will be introduced within this course. The theoretical bases for Education and Health Promotion, as well as Pain Management, are presented. The student must demonstrate increasing proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan in order to successfully complete this course.

Prerequisite: Fundamentals of Practical Nursing

Pre or Co-requisites: Basic Pharmacology; Nutritional Principles for Nurses

**PN115 Nursing II****90 hours, 5 credits**

This course is an introduction to medical/surgical nursing and is comprised of both a theory and clinical component. Content includes nursing documentation, medication administration, the nursing process, and transcultural considerations. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the cardiovascular and respiratory systems.

Prerequisites: Nursing Foundations; Comprehensive Pharmacology; Comprehensive Pharmacology Lab; Human Anatomy and Physiology I  
Co-requisite: Psychosocial Nursing

**PN120 Psychosocial Nursing****80 hours, 4 credits**

This course presents an overview of the underlying principles of psychiatric/mental-health nursing and how those concepts transcend practice settings; it is comprised of both a theory and clinical component. Content includes therapeutic interventions, pathophysiology, psychopharmacology, current therapies, and rehabilitation for the patient experiencing psychiatric/mental-health alterations. Emphasis is on therapeutic communication, patient-nurse boundaries, and holistic care.

Prerequisite: Nursing Foundations  
Co-requisites: Nursing I; General Psychology

**PN123 Basic Pharmacology****40 hours, 3 credits**

This course is comprised of a theory and lab component where students acquire knowledge, skills, and attitudes to safely and effectively provide pharmacologic therapies to patients. Theoretical Emphasis is placed on Absorption, Distribution, Metabolism, and Excretion (ADME), as well as the current "rights of medication administration," and basic dosage calculation. Patient education and motivational wellness will be introduced. The course will continue to build upon critical thinking concepts and nursing judgment to ensure basic safety in the administration of medications at a beginning Practical Nurse skill level. The student must demonstrate proficiency in a variety of clinical skills, related to medication administration within the lab setting, in order to successfully complete this course.

Pre or Co-requisite: Structure and Function of the Human Body; College Algebra

**PN125 Nursing III****120 hours, 6 credits**

This course is a continuation of Nursing I and is comprised of both a theory and a clinical component. Content includes surgical care, fluid and electrolyte balance, pain management, and care environments. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the reproductive, musculoskeletal, urologic, and endocrine systems.

Prerequisite: none

**PN130 Maternal - Child Nursing****80 hours, 4 credits**

This course introduces maternal-child nursing and is comprised of both a theory and clinical component. Students explore concepts relevant to care of the obstetrical, newborn, and pediatric patient as well as sexuality and fertility issues. Emphasis is placed on family-centered care. Obstetrical content includes progression through pregnancy, childbirth, and postpartum care including newborn and high-risk infant care. Pediatric content includes concepts of growth and development and fundamentals of health maintenance, health promotion, and disease prevention.

Prerequisite: Nursing I  
Co-requisite: Nursing II

**PN135 Nursing III****120 hours, 6 credits**

This course is a continuation of Nursing II and is comprised of both theory and clinical components. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the digestive, blood, lymph, integument, immune, and neurological systems. Modalities of care across the healthcare system are discussed.

Prerequisites: Nursing II; Maternal - Child Nursing; Nutrition and Diet Therapy  
Co-requisites: Nursing Seminar; Geriatric Nursing

**PN140 Geriatric Nursing****80 hours, 4 credits**

This online course explores care for the older adult and is comprised of both a theory and clinical component. The content builds on previous learning experiences to incorporate a more in-depth study of the normal aging process to assure comprehensive nursing care for the older adult patient. Content will address the psychological, cultural, spiritual, legal, and ethical aspects related to geriatric nursing care.

Prerequisites: Nursing II; Maternal - Child Nursing; Human Nutrition  
Co-requisites: Nursing III; Nursing Seminar

## COURSE DESCRIPTIONS

### PN145 Nursing Seminar

20 hours, 2 credits

This course examines the role of the practical nurse. Content includes the history of nursing, practical nursing scope of practice, legal and ethical considerations, and NCLEX-PN review. Content is designed to facilitate transition from the role of student to the role of graduate practical nurse. Emphasis is placed on assuming personal accountability for nursing actions. The importance of participation in continuing educational activities is emphasized.

Prerequisite: none

### PN148 Gerontologic Nursing

30 hours, 3 credits

This course is comprised of a theory component where students acquire knowledge, skills, and attitudes to safely and effectively support the Functional Ability of the aging adult. Emphasis is placed on concepts such as Emotional and Cognitive Integrity, Neurological Adaptation, and End-of-Life Integrity. This course will continue to build on concepts required to meet basic health and wellness needs that are specific to the aging adult, Communication, as well as Nursing Ethics and Law as it applies to this specific population. Students are expected to apply Nursing Judgment and Critical Thought to principles presented in this course throughout concurrent and future Nursing Lab and Clinical Experiences.

Prerequisite: Fundamentals of Practical Nursing

Pre or Co-requisites: Basic Pharmacology; Nutritional Principles in Nursing

### PN153 Practical Nursing II

110 hours, 6 credits

This course is comprised of a theory, lab, and clinical component where students are building on the fundamental concepts and nursing abilities developed in Practical Nursing I. Emphasis is placed on concepts such as Surgical Integrity, Pain Management, and Glucose Regulation. This course will continue to build on previous concepts with a special emphasis on Fluid/Electrolyte and Acid/Base Balance, Elimination, Mobility, and Infection Control. The theoretical basis for Nursing Judgment, as it relates to Communication and Teamwork in the Clinical Setting, is required for successful completion of this course. The student must also demonstrate increasing proficiency in all knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan.

Prerequisite: Practical Nursing I

### PN167 Psychosocial Nursing

55 hours, 4 credits

This course consists of both a theory and clinical component that focuses on the care of clients with mental health and behavioral disorders across the lifespan in a variety of clinical settings. Emphasis is placed on concepts such as Emotional and Cognitive Integrity, Motivational Wellness, Psychosocial Integrity, Addiction, and Violence. Special emphasis will be placed on Nursing Judgment related to Patient-Centered Care, Teamwork, and Communication when approaching this diverse group of clients. The theoretical basis for Complementary and Alternative Medicine, as it applies to pharmacologic therapies in this setting, will be introduced. The student must achieve proficiency in a variety of nursing skills and attitudes, inclusive of psychomotor skills and affective interactions in the clinical setting, in order to successfully complete this course.

Prerequisite: Practical Nursing I

### PN174 Practical Nursing III

115 hours, 6 credits

This course is comprised of a theory, lab, and clinical component where students are completing their development of the fundamental concepts and nursing abilities required for the Practical Nursing Role. Emphasis is placed on concepts such as Neurological Adaptation, Cellular Regulation, Holistic Therapy, and Crisis/Disaster Nursing. This course will continue to build on previous concepts with a special emphasis on Thermoregulation, Cardiovascular Integrity, Tissue Integrity, and Infection Control. The theoretical basis for Nursing Judgment, as it relates to Quality Improvement, Patient-Centered Care, and Leadership in the Clinical Setting is required for successful completion of this course. The student must also demonstrate proficiency in all knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan in order to successfully complete the series.

Prerequisite: Practical Nursing II

### PN180 Family Nursing

60 hours, 4 credits

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

Prerequisite: Practical Nursing II  
Pre or Co-requisite: Psychosocial Nursing

### PN197 Practical Nursing Capstone

20 hours, 2 credits

This course reflects on the student's journey through the Practical Nursing Program, prepares the student for licensure, and mentors the student on transition to practice. The Concept-Based Framework is reviewed, along with the fundamental QSEN Core Competencies with special emphasis on Quality Improvement, Professionalism, and Leadership. Students will delve into the knowledge, skills, and attitudes needed to successfully complete the NCLEX-PN and safely transition to a beginning Graduate Practical Nurse role.

Prerequisite: Practical Nursing III

### PT105 Introduction to Pharmacy

40 hours, 4 credits

An introduction to the technician's role in pharmacy practice. The student will gain a basic knowledge of chemistry and become knowledgeable in correct use of CPR. Emphasis will be on patient profiles, receiving and interpreting drug orders, routes of administration, dosage forms, and brand versus generic drugs. The importance of accuracy will be addressed along with methods of avoiding medication errors.

Prerequisite: none

### PT111 Pharmacy Technician Overview

40 hours, 4 Credits

This course is an overview of all pharmacy technician certificate program courses and concepts, with an emphasis on the reviewing and preparation of materials which comprise the Pharmacy Technician Certification Board examination.

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

### PT120 Pharmacy Math and Dosages

40 hours, 4 credits

This course will provide the student with the necessary math skills to effectively work within a pharmacy setting. In addition to ratios and proportions, dosage calculations, and conversions, the student will develop knowledge and skills to perform business math functions related to retail pharmacy practice.

Prerequisite: Introduction to Pharmacy

### PT125 Pharmacy Software/Automation/Insurance Billing

40 hours, 3 credits

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

Prerequisite: Pharmacy Math and Dosages

### PT235 Pharmacy Technician Practicum I – Outpatient/Retail

90 hours, 3 credits

This course offers supervised practical experience in outpatient settings with a minimum of 90 hours of externship experience in the unit-dose area of a pharmacy. The practicum will be under the direction of practicing pharmacists and pharmacy technicians. This practicum will allow the student to gain experience as a pharmacy technician in an actual pharmacy setting and is essential to training.

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

### PT236 Pharmacy Technician Practicum II – Unit Dose/IV

90 hours, 3 credits

This course offers supervised practical experience in pharmacy settings with a minimum of 90 hours of internship experience in the particular area of pharmacy designated by the practicum. The internships will be under the direction of practicing pharmacists and pharmacy technicians. The practicum course allows the student to gain experience as a pharmacy technician in actual pharmacy settings and is essential to training.

Prerequisite: Unit Dose/IV Lab

### PT238 Pharmacy Technician Practicum III

90 hours, 3 credits

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

Prerequisites: PT235 Pharmacy Technician Practicum I - Outpatient / Retail, PT236 Pharmacy Technician Practicum II - Unit Dose / IV

### PT240 Unit Dose and Medication Preparation

40 hours, 3 credits

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

Prerequisites: Introduction to Pharmacy; Pharmacy Math and Dosages

### PT285 Pharmacy Technician Capstone

30 hours, 3 credits

This course is an overview of all pharmacy technician program courses and concepts, with an emphasis on the reviewing and preparation of materials which comprise the Pharmacy Technician Certification Board examination.

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

### S115 Keyboarding I

40 hours, 3 credits

This course introduces students to the keyboard and basic formatting for business documents. An objective of 25 wpm on 5-minute timed writings with 5 or fewer errors is the course goal.

Prerequisite: none

### S120 Word for Windows

40 hours, 3 credits

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

Prerequisite: Computer Applications and Business Systems Concepts

### SD110 Discrete Structures for Computer Science

40 hours, 3 credits

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

Prerequisite: Fundamentals of Programming

### SD140 Mobile Application Development

40 hours, 3 credits

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

Prerequisite: Java I

### SD225 Object-Oriented Programming

40 hours, 3 credits

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

Prerequisite: Fundamentals of Programming

### ST100 Fundamentals of Surgical Technology

70 hours, 4 credits

This course will orient the student to surgical technology and prepare them for scrub and circulator duties as well as Surgical Procedures I, and Surgical Practicum I and II. Topics include standards of conduct, special populations, safety standards, equipment, biomedical science, asepsis and sterile technique, anesthesia, surgical supplies and instrumentation.

Prerequisites: Medical Terminology;

Introduction to Human Biology

Pre or Co-requisite: Human

Anatomy and Physiology I



## COURSE DESCRIPTIONS

**ST110 Surgical Procedures I**  
**70 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 Procedures II.

Prerequisite: Fundamentals of Surgical Technology

**ST120 Surgical Pharmacology**  
**20 hours, 2 credits**

Students in this course will demonstrate an understanding of pharmacology and anesthesia concepts and their applications related to the field of surgical technology. They will study anesthesia methods, agents, and techniques of administration. They will also be able to define terminology related to pharmacology, identify medications used on surgical patients, and describe safe practices of medication handling in the surgical environment.

Prerequisites: Medical Terminology; Introduction to Human Biology  
 Pre or Co-requisite: Fundamentals of Surgical Technology

**ST125 Surgical Microbiology**  
**20 hours, 2 credits**

This course has been designed to educate the student in the treatment of the disease-causing organisms that may present with a surgical patient or develop post-surgery as an acquired infection. This course specifically addresses the needs of the surgical technologist in maintaining aseptic techniques and caring for surgical patients before, during, and after surgery.

Prerequisites: Medical Terminology; Human Anatomy and Physiology I

**ST209 Surgical Procedures II**  
**70 hours, 4 credits**

This course further expands upon the duties and responsibilities as the role of scrub in the field of surgical technology. Surgical areas explored and applied in this course include obstetrics/gynecology, ophthalmic, otorhinolaryngologic, maxillofacial, plastic and reconstructive. This course is a preparatory class for Surgical Procedures III and Surgical Practicum I and II.

Prerequisite: Surgical Procedures I

**ST214 Surgical Procedures III**  
**70 hours, 4 credits**

This course will expand on the duties and responsibilities as the role of scrub in the field of surgical technology. Surgical areas explored and applied in this course include, genitourinary, orthopedic, cardiothoracic, peripheral vascular, and neurosurgery. 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. One of the assumptions of this curriculum is that the student who has passed the Clinical Readiness portion of the program will be ready to apply knowledge by scrubbing and circulating in a supervised setting beginning Week 1 of this course.

Prerequisite: Successful completion of all ST core courses except Surgical Tech Practicum II, Career Development and Seminar courses

**ST220 Surgical Tech Practicum II**  
**250 hours, 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 Programming

**W110 JavaScript**  
**40 hours, 3 credits**

In this course students learn how to effectively create web pages using the JavaScript programming language. Students will gain exposure to programming, debugging, and testing web pages created with this language. This course builds upon HTML principles.

Prerequisites: Introduction to HTML; Fundamentals of Programming

**W114 Fundamentals of Programming**  
**40 hours, 3 credits**

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: 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 graphic interface design and development, control properties, DBMS, SQL, and ASP.NET.

Prerequisite: Introduction to Visual Basic

**W210 Java I**
**40 hours, 3 credits**

Students will work with the Java programming language to learn about Java bytecode programs and how they are executed within a Java virtual machine. Students will study class libraries and gain an understanding of how they perform important computing tasks, how they interact with computer hardware and operating systems, and how they handle deficiencies encountered on computing platforms. 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

STUDENT INVESTMENT DATA

# STUDENT INVESTMENT DISCLOSURE INFORMATION

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

## LOANS AND FINANCIAL AID

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

## TUITION AND FEES

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

SCHOOL OF BUSINESS	Degree Level	SOC Code**	On-Time Completion Rate (%) <sup>1</sup>	Rasmussen Placement Rate (%) <sup>2</sup>	Federal Student Loans <sup>3</sup>	Private Loans <sup>4</sup>	Institutional Loans <sup>5</sup>	Minnesota Tuition and Fees <sup>6</sup>	Minnesota Books and Supplies <sup>7</sup>	Room and Board <sup>8</sup>
Accounting	Associate's	43-3031	36%	89%	\$24,683	\$0	\$0	\$27,807	\$3,750	\$0
Accounting	Bachelor's	13-2011	73%	95%	\$32,527	\$0	\$0	\$54,119	\$7,050	\$0
Accounting	Diploma	43-3021	NA*	NA*	NA*	NA*	NA*	\$21,827	\$3,000	\$0
Accounting	Certificate	43-3021	38%	100%	\$12,912	\$0	\$0	\$11,661	\$1,650	\$0
Business	Certificate	43-6014	44%	100%	\$12,591	\$0	\$0	\$11,063	\$1,500	\$0
Business	Diploma	43-6011	36%	NA*	\$20,053	\$0	\$0	\$17,641	\$2,400	\$0
Business Management	Associate's	43-6011	31%	88%	\$25,934	\$0	\$0	\$26,910	\$3,600	\$0
Business Management	Bachelor's	11-1021	72%	91%	\$34,740	\$0	\$0	\$54,119	\$7,050	\$0
Healthcare Management	Bachelor's	11-9111	82%	89%	\$35,240	\$0	\$0	\$53,820	\$6,900	\$0
Human Resources and Organizational Leadership	Associate's	13-1071	NA*	NA*	NA*	NA*	NA*	\$27,209	\$3,600	\$0
Human Resources and Organizational Leadership	Diploma	13-1071	NA*	NA*	NA*	NA*	NA*	\$18,239	\$2,400	\$0
Marketing	Associate's	41-3011	NA*	NA*	NA*	NA*	NA*	\$27,209	\$3,600	\$0
Marketing	Diploma	41-3011	NA*	NA*	NA*	NA*	NA*	\$17,043	\$2,250	\$0
Public Accounting	Bachelor's	13-2011	NA*	NA*	NA*	NA*	NA*	\$69,069	\$9,000	\$0

SCHOOL OF DESIGN	Degree Level	SOC Code**	On-Time Completion Rate (%) <sup>1</sup>	Rasmussen Placement Rate (%) <sup>2</sup>	Federal Student Loans <sup>3</sup>	Private Loans <sup>4</sup>	Institutional Loans <sup>5</sup>	Minnesota Tuition and Fees <sup>6</sup>	Minnesota Books and Supplies <sup>7</sup>	Room and Board <sup>8</sup>
Digital Design and Animation	Bachelor's	27-1014	68%	100%	\$42,893	\$0	\$0	\$54,119	\$7,500	\$0
Multimedia Technologies–Digital Design and Animation	Associate's	27-1014, 27-1024	23%	72%	\$24,877	\$0	\$0	\$27,807	\$4,200	\$0
Multimedia Technologies–Digital Design and Animation	Diploma	27-1014, 27-1024	30%	NA*	\$19,339	\$0	\$0	\$21,229	\$3,300	\$0
Multimedia Technologies–Web Design	Associate's	27-1024, 27-1014	23%	72%	\$24,877	\$0	\$0	\$27,807	\$4,200	\$0
Multimedia Technologies–Web Design	Diploma	27-1024, 27-1014	30%	NA*	\$19,339	\$0	\$0	\$21,229	\$3,300	\$0

<sup>1</sup> The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)

<sup>2</sup> Internal placement rate methodology can be found at [rasmussen.edu/SID](http://rasmussen.edu/SID)

<sup>3</sup> Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans)

<sup>4</sup> Median loan debt for completers from private educational loans

<sup>5</sup> Median amount that completers owe to Rasmussen College upon graduation

<sup>6</sup> Tuition and fees charged for completing the program in normal time

<sup>7</sup> Total cost of books and supplies when completing the program in normal time

<sup>8</sup> Total cost of room and board is not applicable at Rasmussen College

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

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

## STUDENT INVESTMENT DATA

SCHOOL OF EDUCATION	Degree Level	SOC Code**	On-Time Completion Rate (%) <sup>1</sup>	Rasmussen Placement Rate (%) <sup>2</sup>	Federal Student Loans <sup>3</sup>	Private Loans <sup>4</sup>	Institutional Loans <sup>5</sup>	Minnesota Tuition and Fees <sup>6</sup>	Minnesota Books and Supplies <sup>7</sup>	Room and Board <sup>8</sup>
Early Childhood Education–Child and Family Studies	Associate's	25-2011, 25-9041	44%	98%	\$19,464	\$0	\$0	\$27,209	\$3,450	\$0
Early Childhood Education–Child Development	Associate's	25-2011, 25-9041	44%	98%	\$19,464	\$0	\$0	\$27,209	\$3,450	\$0
Early Childhood Education–Child with Special Needs	Associate's	25-2011, 25-9041	44%	98%	\$19,464	\$0	\$0	\$27,209	\$3,450	\$0
Early Childhood Education–English Language Learner	Associate's	25-2011, 25-9041	44%	98%	\$19,464	\$0	\$0	\$27,209	\$3,450	\$0
Early Childhood Education	Certificate	25-9041, 25-2011	57%	80%	\$10,107	\$0	\$0	\$10,764	\$1,200	\$0
Early Childhood Education–Child and Family Studies	Diploma	25-9041, 25-2011	NA*	100%	NA*	NA*	NA*	\$21,229	\$2,700	\$0
Early Childhood Education–Child Development	Diploma	25-9041, 25-2011	NA*	100%	NA*	NA*	NA*	\$21,229	\$2,700	\$0
Early Childhood Education–Child with Special Needs	Diploma	25-9041, 25-2011	NA*	100%	NA*	NA*	NA*	\$21,229	\$2,700	\$0
Early Childhood Education–English Language Learner	Diploma	25-9041, 25-2011	NA*	100%	NA*	NA*	NA*	\$21,229	\$2,700	\$0

SCHOOL OF HEALTH SCIENCES	Degree Level	SOC Code**	On-Time Completion Rate (%) <sup>1</sup>	Rasmussen Placement Rate (%) <sup>2</sup>	Federal Student Loans <sup>3</sup>	Private Loans <sup>4</sup>	Institutional Loans <sup>5</sup>	Minnesota Tuition and Fees <sup>6</sup>	Minnesota Books and Supplies <sup>7</sup>	Room and Board <sup>8</sup>
EKG Technician	Certificate	29-2031	NA*	0%	NA*	NA*	NA*	\$11,362	\$1,650	\$0
Health Science	Associate's	31-9099	NA*	0%	NA*	NA*	NA*	\$27,209	\$3,600	\$0
Health Information Management	Bachelor's	29-2071	NA*	NA*	NA*	NA*	NA*	\$53,820	\$7,350	\$0
Health Information Technician	Associate's	29-2071	42%	81%	\$23,919	\$0	\$0	\$26,910	\$3,750	\$0
Medical Administration	Associate's	43-6013	23%	82%	\$25,871	\$0	\$0	\$26,910	\$3,900	\$0
Medical Administration	Diploma	43-6013	10%	NA*	\$16,882	\$0	\$0	\$17,342	\$2,550	\$0
Medical Assisting	Associate's	31-9092	49%	83%	\$21,045	\$0	\$0	\$27,209	\$3,600	\$0
Medical Assisting	Diploma	31-9092	44%	67%	\$14,417	\$0	\$0	\$17,940	\$2,400	\$0
Medical Billing and Coding	Certificate	29-2071	39%	NA	\$13,052	\$0	\$0	\$11,960	\$1,800	\$0
Medical Billing and Coding	Diploma	29-2071	45%	75%	\$15,629	\$0	\$0	\$16,744	\$2,400	\$0
Medical Laboratory Technician	Associate's	29-2012	95%	91%	\$24,032	\$0	\$0	\$33,189	\$3,900	\$0
Patient Care Technician	Certificate	39-9021	NA*	0%	NA*	NA*	NA*	\$11,362	\$1,650	\$0
Pharmacy Technician	Associate's	29-2052, 31-9095	45%	75%	\$21,550	\$0	\$0	\$26,910	\$3,600	\$0
Pharmacy Technician	Certificate	29-2052, 31-9095	31%	90%	\$12,595	\$0	\$0	\$13,156	\$1,800	\$0
Pharmacy Technician	Diploma	29-2052, 31-9095	NA*	NA*	NA*	NA*	NA*	\$20,930	\$2,850	\$0
Phlebotomy	Certificate	31-9097, 31-9099	NA*	0%	NA*	NA*	NA*	\$11,362	\$1,650	\$0
Surgical Technologist	Associate's	29-2055	73%	100%	\$21,171	\$0	\$0	\$27,508	\$3,300	\$0

STUDENT INVESTMENT DATA

# STUDENT INVESTMENT DISCLOSURE INFORMATION

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## LOANS AND FINANCIAL AID

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

## TUITION AND FEES

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SCHOOL OF JUSTICE STUDIES	Degree Level	SOC Code**	On-Time Completion Rate (%) <sup>1</sup>	Rasmussen Placement Rate (%) <sup>2</sup>	Federal Student Loans <sup>3</sup>	Private Loans <sup>4</sup>	Institutional Loans <sup>5</sup>	Minnesota Tuition and Fees <sup>6</sup>	Minnesota Books and Supplies <sup>7</sup>	Room and Board <sup>8</sup>
Criminal Justice	Associate's	33-3051	31%	74%	\$25,751	\$0	\$0	\$27,209	\$3,600	\$0
Criminal Justice	Bachelor's	33-3051	66%	77%	\$32,956	\$0	\$0	\$53,820	\$6,750	\$0
Human Services	Associate's	21-1093, 21-1094, 21-1099	40%	85%	\$25,402	\$0	\$0	\$26,910	\$3,450	\$0
Human Services	Certificate	21-1093, 21-1094, 21-1099	28%	NA*	\$15,730	\$0	\$0	\$11,362	\$1,500	\$0
Human Services	Diploma	21-1093, 21-1094, 21-1099	NA*	NA*	NA*	NA*	NA*	\$22,126	\$2,850	\$0
Law Enforcement Academic	Certificate	33-3051, 33-3012	64%	89%	\$6,271	\$0	\$0	\$10,764	\$1,500	\$0
Law Enforcement	Associate's	33-3051, 33-3052, 33-3051	69%	67%	\$17,770	\$0	\$0	\$27,209	\$4,050	\$0
Law Enforcement Skills	Certificate	33-3051, 33-3052, 33-3051 33-9099	64%	89%	\$6,271	\$0	\$0	\$7,176	\$1,500	\$0
Paralegal	Associate's	23-2011, 23-2099	41%	78%	\$24,539	\$0	\$0	\$28,106	\$3,600	\$0
Paralegal	Certificate	23-2011, 23-2099	NA*	75%	NA*	NA*	NA*	\$18,239	\$2,250	\$0

SCHOOL OF NURSING	Degree Level	SOC Code**	On-Time Completion Rate (%) <sup>1</sup>	Rasmussen Placement Rate (%) <sup>2</sup>	Federal Student Loans <sup>3</sup>	Private Loans <sup>4</sup>	Institutional Loans <sup>5</sup>	Minnesota Tuition and Fees <sup>6</sup>	Minnesota Books and Supplies <sup>7</sup>	Room and Board <sup>8</sup>
Nursing RN to BSN	Bachelor's	29-1141	79%	NA*	\$18,263	\$0	\$0	\$20,332	\$2,550	\$0
Practical Nursing	Diploma	29-2061	94%	0%	\$13,650	\$0	\$0	\$23,250	\$2,250	\$0
Professional Nursing	Associate's	29-1141	90%	0%	\$19,910	\$0	\$0	\$40,685	\$3,450	\$0

<sup>1</sup> The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)

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<sup>3</sup> Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans)

<sup>4</sup> Median loan debt for completers from private educational loans

<sup>5</sup> Median amount that completers owe to Rasmussen College upon graduation

<sup>6</sup> Tuition and fees charged for completing the program in normal time

<sup>7</sup> Total cost of books and supplies when completing the program in normal time

<sup>8</sup> Total cost of room and board is not applicable at Rasmussen College

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

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## STUDENT INVESTMENT DATA

SCHOOL OF TECHNOLOGY	Degree Level	SOC Code**	On-Time Completion Rate (%) <sup>1</sup>	Rasmussen Placement Rate (%) <sup>2</sup>	Federal Student Loans <sup>3</sup>	Private Loans <sup>4</sup>	Institutional Loans <sup>5</sup>	Minnesota Tuition and Fees <sup>6</sup>	Minnesota Books and Supplies <sup>7</sup>	Room and Board <sup>8</sup>
Computer Science	Bachelor's	15-1133	NA*	NA	NA*	NA*	NA*	\$53,820	\$7,200	\$0
Game and Simulation Programming	Bachelor's	15-1131	64%	67%	\$28,165	\$0	\$0	\$54,119	\$7,350	\$0
Information Security	Bachelor's	15-1122	NA*	NA*	NA*	NA*	NA*	\$54,418	\$7,650	\$0
Information Technology Management–Network Security	Associate's	15-1150	37%	83%	\$22,891	\$0	\$0	\$27,209	\$4,350	\$0
Information Technology Management–Network Security	Diploma	15-1150	29%	NA*	\$20,183	\$0	\$0	\$20,033	\$3,450	\$0
Information Technology Management–Computer Information Technology	Associate's	15-1150	37%	83%	\$22,891	\$0	\$0	\$27,209	\$4,350	\$0
Information Technology Management–Computer Information Technology	Diploma	15-1150	29%	NA*	\$20,183	\$0	\$0	\$20,033	\$3,450	\$0
Information Technology Management–Network Administration	Associate's	15-1150	37%	83%	\$22,891	\$0	\$0	\$27,209	\$4,350	\$0
Information Technology Management–Network Administration	Diploma	15-1150	29%	NA*	\$20,183	\$0	\$0	\$20,033	\$3,450	\$0
Information Technology Management	Bachelor's	15-1142	NA*	NA*	NA*	NA*	NA*	\$54,119	\$7,650	\$0
Information Technology Management–General	Associate's	15-1150	NA*	NA*	NA*	NA*	NA*	\$27,209	\$4,350	\$0
Information Technology Management–General	Diploma	15-1150	NA*	NA*	NA*	NA*	NA*	\$20,033	\$3,450	\$0
Software Application Development	Associate's	15-1132	NA*	NA*	NA*	NA*	NA*	\$27,209	\$3,750	\$0
Software Application Development	Certificate	15-1131	NA*	NA*	NA*	NA*	NA*	\$11,960	\$1,800	\$0
Web Programming	Diploma	15-1134	29%	NA*	\$20,183	\$0	\$0	\$20,332	\$3,150	\$0
Web Programming	Associate's	15-1134	37%	83%	\$22,891	\$0	\$0	\$27,508	\$4,050	\$0

## ACADEMIC INFORMATION AND COLLEGE POLICIES

### ADMISSIONS AND ENROLLMENT PROCEDURES

Congratulations on taking the first steps toward earning your degree and achieving your professional goals. If you haven't already done so, schedule a time to discuss your educational and career objectives with a member of our admissions team. Contact information is at the end of this document and on our website at [rasmussen.edu](http://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)
- Attestation of high school graduation or equivalency
- Enrollment Agreement
- Rasmussen College entrance placement exam(s)
- Rasmussen College Experience Course (if applicable)
- All financial arrangements are complete, submitted, and verified
- Criminal Background Check, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.
- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
- International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student's education level equivalent to U.S. secondary education standards.
  - Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20.

Rasmussen College will notify you in writing of your acceptance or rejection. All money paid to the College will be refunded if you are not accepted except any non-refundable test fees required for the Medical Laboratory Technician, Surgical Technologist, or School of Nursing programs. All new students will complete an orientation program prior to beginning classes which includes an experiential course and an informational session covering college policies and services. This required orientation program provides students with valuable tools and knowledge necessary for success at Rasmussen College.

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

#### Rasmussen College Admissions Nondiscrimination Policy

Rasmussen College is committed to the principle of equal opportunity in education. Rasmussen College admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status to all the rights, privileges, programs, and other activities generally accorded or made available to students at Rasmussen College. Rasmussen College does not discriminate against individuals on the basis of race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status, in the administration of its educational policies, admissions policies, scholarship and loan programs, and other Rasmussen College administered programs and activities. Otherwise qualified persons are not subject to discrimination on the basis of disability.

#### Student Definition

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

#### College Acceptance or Rejection of Application for Admission

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

- Completed application form and enrollment agreement
- An attestation of high school graduation or equivalency. If any information provided on the attestation is found to be false, the student will be subject to immediate dismissal from the College, all credits will be invalidated and any financial aid will have to be repaid.
- Completed College entrance placement examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College. Alternatively, applicants providing a college transcript\* indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete Entrance Placement Examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the Reading and Writing sections of the placement examination. Students who have not completed a college-level Math course are required to complete the Math portion of the placement examination.
- Successful completion of Rasmussen College Experience Course. All prospective students, except as noted below, of Rasmussen College must successfully complete the College Experience Course with a cumulative score of 80% or higher in order to continue the enrollment process. Students who do not successfully pass the College Experience Course with a score of 80% or higher on the first attempt will be allowed 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 within the last two years; students accepted into an AcceleratED program; Early Honors program and Individual Progress students and re-entry students who have already successfully completed the College Experience Course. Early Honors program and Individual Progress students will be required to successfully complete the Online College Readiness Course.

- All financial arrangements are complete, submitted and verified
- For selected programs, applicants must also pass a criminal background check. See additional information.
- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
- International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student's education level equivalent to U.S. secondary education standards.
  - TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  - Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that (1) you are or expect to be a full-time student pursuing a degree at Rasmussen College; (2) you meet our admissions requirements; (3) you proved to us that you have enough financial resources to study and live in the U.S. without working illegally or suffering from poverty.
- In addition to all other admissions requirements, students must be at least 16 years old to enroll at Rasmussen College.

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

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

\* Official and unofficial transcripts and grade reports for courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be accepted.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

**Entrance Assessment**

The STEP (Student Testing for Educational Placement) exam is used for entrance assessment. Based on the outcomes in the areas of English and Math, students are placed in the following courses:

Subject	Score	Course Placement
Writing	0-16 items correct	Not eligible for admission
Writing	17-24 items correct	B080 Reading and Writing Strategies
Writing	25-35 items correct	G124 English Composition
Math	0-16 items correct	B087 Practical Math
Math	17-35 items correct	Lower-division Math/Natural Sciences coursework

**Assessment**

Rasmussen College has developed an institutional culture wherein assessment is at the heart of the College's daily functions. The Rasmussen College Comprehensive Assessment Plan (CAP) is the primary measurement for the Institution's mission. The CAP is organized around the Mission Statement and the six purposes that support the mission. For each purpose, supporting objectives have been developed, and assessment tools are used to collect data and assess each objective. In this way, the College systematically assesses the purposes and, ultimately, the mission of the Institution.

In the spirit of this learning-focused approach to assessment, academic assessment at Rasmussen College follows a pattern of incoming, ongoing, and outcome assessment.

The College has an academic assessment plan that it uses to evaluate and improve the quality of learning and teaching. The academic assessments used measure incoming student skills through a placement test to determine students' reading, writing, and numeracy skills; ongoing skills in a formative fashion in individual courses; and end of program skills through various program outcomes assessments.

At designated points in their programs of study students are required to complete with a passing grade a seminar course. Students who have completed E242 Career Development prior to summer quarter of 2011 will not be required to take the seminar course. Following is the most common method by which students will complete the various seminar courses, but there may be some variation from this depending on course sequencing or other scheduled courses that are required for a student's program completion.

- Students must complete the freshman seminar as part of certificate course requirements the quarter they are scheduled for the E242 Career Development course.
- Students must complete the sophomore seminar the quarter in which they finish the 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.
- Students must complete the senior seminar the quarter in which they finish the Bachelor's degree requirements to graduate from a Bachelor's degree program.

The purpose of the non-credit, pass/fail graduation requirement seminar course is to challenge students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments included in the seminar course focus on general education skills that provide the basis for lifelong learning. Among the required assessments compiled in the seminar courses are the components of the Graduate Achievement Portfolio (GAP), which may include communication, critical thinking, information literacy, and diversity awareness, depending on the course. Other external assessments may also be included in the seminar courses.

**Re-Enter Policy**

Students may re-enroll in certificate or diploma programs one time, Associate's degree programs two times, and Bachelor's degree programs up to four times, unless the Dean, Campus Director, or Director of Student Affairs determines that mitigating circumstances exist. Any student who withdraws from classes after the first week of the initial quarter of attendance and then elects to return in a subsequent quarter is defined as a re-enter. Re-entering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. For the calculation of Satisfactory Academic Progress, re-entering students are treated as continuing students and must meet progress requirements. All reentering students, regardless of time away from the College, must successfully complete the College Experience Course or have a record of successfully completing the College Experience Course as part of the acceptance process for returning to the College. All re-entering students must comply with all other college acceptance criteria as outlined in the current catalog before being accepted into the College as a re-enter.

Determination of whether a student is eligible to re-enroll is based on the criteria below. A student will be allowed to start the enrollment process and re-enter if the student meets the following criteria: all other enrollment qualifications are met at the time of reentry; the student is in good academic standing as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of the most recent withdrawal; the student has no outstanding balance owed to the College; and the student has successfully completed any required Foundations Writing courses or placed into Reading and Writing Strategies previously or through re-test, and has a previous clear background check.

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

A complete description and the requirements of the re-entry application process are available through the Campus Registrar.

Students in Health Sciences programs who wish to re-enter into the School of Health Sciences programs must complete a programmatic assessment in order to determine an appropriate level of re-entry. These students will be allowed to re-enter at the appropriate level in a current program if a space in the program is available.

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

## ADMISSIONS REQUIREMENTS

**Background Checks**

For some programs, Rasmussen College requires applicants to pass a background check before admission. Note that "passing" a criminal background check is determined by Rasmussen College, in its sole discretion. The background check is designed to alert students to issues that may impair their ability to complete clinical, externship or practicum activities, obtain employment upon graduation, or accumulate unnecessary student loan debt.

The following programs require a general background check for admission in all states:

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

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

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

In Minnesota, the following programs require a Minnesota Bureau of Criminal Apprehension background check in addition to the general background check for admission:

- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills

In Florida, the following programs require a Florida Department of Law Enforcement (FDLE) background check in addition to the general background check for admission:

- Practical Nursing
- Professional Nursing

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

**General Criminal and FDLE Background Check Process:**

A student enrolling in any of the general criminal or FDLE background check designated programs must complete a Background Release Form, as well as a Background Check Attestation. Campuses will be notified directly of applicants whose background check results are clear. If the background check reveals a potential problem, Rasmussen College will review the applicant's background to determine whether the applicant is eligible to start the program. If a student is not eligible for a program, he/she is also not eligible for 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 his/her termination from the school, all appeals must be completed by the end of the first quarter, or the student may not continue to the next quarter.

A student enrolling in a program that requires a background check will not 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. This process may delay a student's funding until the background check process is complete.

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

A pre-adverse action letter informs the student that the College is about to take adverse action by either not allowing the applicant to 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 seven days of sending the pre-adverse action letter the College will send the student an adverse action letter indicating the action to be taken. The Director of Admissions will contact the applicant to explain the options available.

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

**Minnesota Department of Human Services Background Check Process**

A student enrolling in any of the MDHS designated programs must complete a Background Release Form, as well as a Background Check Attestation. If a student is not eligible for a program, he/she is also not eligible for financial aid while attending school for that program, and any financial aid funds disbursed must be returned to the lender.

A student enrolling in a program that requires a MDHS background check will not have his/her aid submitted until the student is determined to be eligible either through a MDHS blue clearance letter or set aside letter. This process may delay a student's funding until the background check process is complete.

A student who receives a MDHS yellow letter may attend class for one quarter while the MDHS finalizes its decision. If the MDHS has not finalized its decision by the end of the student's first quarter of enrollment, the student will be withdrawn from the College and not allowed to continue into a second quarter. If the MDHS finalizes its decision with a blue clearance letter after the withdrawal, the student will be eligible for re-entry/re-enrollment for the next subsequent start date.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

A student who receives a MDHS disqualification is determined ineligible for admission and must complete the following:

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

A student who receives a MDHS disqualification may choose to apply for a Commissioner's Reconsideration with the MDHS. If the Commissioner sets aside the disqualification, Rasmussen College will allow the student to apply for re-entry/re-enrollment for the next subsequent start date.

### Immunization Requirements

Minnesota law (M.S. 135A.14) requires proof that all students born after 1956 are vaccinated against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specific exemptions. Non-exempt students must submit the required vaccination information within 45 days after their first enrollment, or they cannot remain enrolled. Please see the campus for a list of possible exceptions.

In addition to other entrance requirements, Health Sciences and Nursing programs may require specific immunizations upon enrollment. Please see your campus for details.

### Applying for Admission to the Medical Laboratory Technician and Surgical Technologist Programs

Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have either achieved Entrance Placement score above that requiring a Foundation course or have provided a college transcript indicating a grade of C or higher in college-level English and Mathematics are not required to repeat the Entrance Placement test.

Once applicants have met the Entrance Placement requirements above, they will be scheduled for the Evolve A2 entrance exam.

Applicants must pay a \$75 non-refundable testing fee (covering the exam and the study guide to be issued to the student) at time of scheduling. Applicants will take the Evolve A2 at a Rasmussen College campus. To be considered for admissions, applicants must achieve a score of 70% in the areas of Math, Vocabulary, Reading, and Grammar.

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

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

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

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

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

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

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

### Applying for Admission to the School of Health Sciences Associate's Degree or Certificates

In addition to the College entrance requirements, applicants pursuing admittance into the Health Sciences Associate's degree or Phlebotomy Certificate or EKG Certificate or Patient Care Tech Certificate programs must complete the following prior to being deemed eligible for admission:

The student will be required to have current Basic Life Saving & Cardio Pulmonary Resuscitation Certification with Defibrillator (BLS - CPR with Defibrillator). The certificate must have been issued by either the American Heart Association Healthcare Professionals or American Red Cross Professional Rescuers.

Minnesota campus applicants to this program must successfully complete and pass a Minnesota Department of Human Services background check.

Prior to the student beginning their externship, the full three injection series of the Hepatitis B immunization and all other program required immunizations must be completed.

### Applying For Admission into the School of Nursing

Applicants pursuing admittance into a Practical Nursing or Professional Nursing Program must complete the following steps in order to be deemed eligible for admission:

1. Applicants must achieve a score on the College entrance placement examination acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have either achieved Entrance Placement score above that requiring a Foundation course or have provided a college transcript indicating a grade of C or higher in college-level English and Mathematics are not required to repeat the Entrance Placement test.

Once applicants have met the Entrance Placement requirements above, the School of Nursing Entrance Exam may be scheduled.

2. School of Nursing Entrance Exam: Applicants who have successfully completed College entrance placement requirements will be given access by admissions to the online registration process for the School of Nursing Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a nursing program of study for which they qualify. Applicants not meeting the exam score requirement determined by Rasmussen College at its sole discretion upon first attempt may register for one additional attempt. Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing. Applicants who have previously taken the entrance exam within the past twelve months for admission to another institution may, at their own expense, have the results transferred to Rasmussen College. Transferred scores will be verified by the Dean of Nursing and will count as one of the two attempts allowed in a 12 month period. Any nursing entrance exam results dated more than 12 months prior to application to Rasmussen College will not be considered.

• TEAS Score for admissions eligibility for Associate Degree Nursing (ADN) program and Mobility Bridge Entrance Option: 65% or higher composite score

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

3. Complete Application Requirements: Applicants successful in completing the College entrance placement exam requirements and the School of Nursing Entrance Exam must complete the following prior to being deemed eligible for consideration for admission:

- Rasmussen College Application
- Health Physical and proof of vaccinations
- The student will be required to have current Basic Life Saving & Cardio Pulmonary Resuscitation Certification with Defibrillator (BLS - CPR with Defibrillator). The certificate must have been issued by either the American Heart Association Healthcare Professionals or American Red Cross Professional Rescuers.
- Criminal Background Screening
- Any additional program specific requirements as specified at the time of enrollment.

Applicants with prior college credits will receive a transcript evaluation during the admissions process. Applicants will receive a letter from the College in the mail confirming acceptance once all admissions requirements have been met, including attendance at programmatic orientation. Accepted applicants must attend the Rasmussen College General Orientation and the School of Nursing Orientation. Failure to attend both orientation sessions will result in dismissal from the program. Former nursing students in good standing with the School of Nursing who have not been enrolled for more than 12 months must successfully repeat the School of Nursing Entrance Exam or ATI Exam to be deemed eligible for reenrollment into the nursing program through a consultation with the Dean of Nursing.

### Applying for Admission into Law Enforcement Programs

Applicants must achieve a score on the College entrance placement examination acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Applicants with lower than admissible scores may choose to repeat the application process once an English Composition or Math course has been successfully completed. Applicants should understand that admission to the program is based on several factors with College entrance placement examination scores being the most significant. Therefore it must not be assumed or implied that successful completion of an English Composition and/or Math course will guarantee admission into the program.

Former or current students who have taken the STEP and scored above that requiring a Foundation course are not required to repeat the College entrance placement examination.

Applicants who achieve the required minimum scores or who have proven a grade of C or higher in college-level English and/or Mathematics will be contacted by their Program Manager to complete the following:

- Information session
  - Certified driving record documentation
  - Criminal history record documentation
  - Two-page written autobiography
  - Health physical
  - Psychological evaluation
- Once the applicant file is complete, the Program Manager will schedule a face-to-face interview between the applicant and Program Coordinator/Director.
- Following this interview, applicants can continue with the necessary steps to proceed, which include
- Application
  - Provide official high school and college transcripts
  - Rasmussen College background check
  - Any additional program-specific requirements as specified at the time of enrollment

Upon completing the application process, the completed files will be reviewed by the acceptance committee. Students accepted into their program will receive a letter from the College in the mail. Applicants must also attend programmatic orientation as well as general orientation or risk being dismissed as an applicant.

### Entrance Requirements for Software Application Development Certificate and Associate's, Computer Science Bachelor's, and Game and Simulation Programming 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 these programs. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or college-level algebra courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA). Please speak with a Program Manager for details.

### Paralegal Certificate Entrance Requirements

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

### Entrance Requirements for Health Information Management Bachelor's Program

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

### Rasmussen College Early Honors Program

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

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

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

### Rasmussen College Early Honors 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.
- 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 high school seniors and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00. Proof of GPA must be validated by a High School Counselor or Administrator on the Early Honors High School Approval Form.
- Student must score at least a 25 on the writing portion of the Rasmussen College entrance placement exam to be accepted to the Early Honors Program.
- The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.
- A maximum of 20 Early Honors students will be accepted per quarter, per campus.
- To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.



## ACADEMIC INFORMATION AND COLLEGE POLICIES

- Seniors may take up to 4 credits per quarter without a tuition charge. The student must meet with the Director of Admissions and Dean before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule. After receiving a grade of B or higher in his/her first class, the student can request a second class for the second quarter. A maximum of 24 credits per student can be taken in the Early Honors Program.
- Applicants will be accepted on a space available basis for each course selected.

- Early Honors students must meet all course prerequisites as listed in the catalog. Nursing courses designated with a "PN", "PRN", "NU" or "NUR" are not available to Early Honors students.
- Students must cover the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses.

Early Honors students electing to complete courses online will need to secure access to required hardware and software. The College will provide specific information on each course, including textbook prices and technology requirements.

- Students will receive college credit towards a degree, diploma, or certificate at Rasmussen College for all successfully completed courses.

- Students who elect to pursue their education at another academic institution will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.
- Students will receive high school dual enrollment credit for successfully completed Early Honors course at the discretion of the student's high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.
- Students may apply to a full program

## 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.

	Program	Type of Award	Amount Per Year	Application
<b>GIFT AID</b>	Federal Pell Grant Program	Grant based on financial need.	\$600 - \$5,645	Free Application for Federal Student Aid (FAFSA)
	MN State Grant	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.	Amounts calculated based on length of degree and current state legislative provisions	Free Application for Federal Student Aid (FAFSA)
	Federal Supplemental Educational Opportunity Grant (SEOG)	Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.	\$100 - \$4,000, based on availability	Free Application for Federal Student Aid (FAFSA) – Awarded by the College
<b>EMPLOYMENT</b>	MN State Work Study	Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.	Varies	Free Application for Federal Student Aid (FAFSA) – Awarded by the College
	Federal Work Study	Same as State Work Study.	Varies	Free Application for Federal Student Aid (FAFSA) – Awarded by the College
<b>FEDERAL LOAN PROGRAMS</b>	Federal Subsidized Stafford Loan Program	Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.	1st Year - \$3,500 2nd Year - \$4,500 3rd Year+ - \$5,500	Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender and Entrance Counseling
	Federal Unsubsidized Stafford Loan Program	Principal and interest may be deferred until after student leaves college or attends less than half time.	Same as subsidized limits with additional \$2,000 for Dependent. Independent: 1st & 2nd Year \$6,000 3rd Year & above \$7,000.	Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender and Entrance Counseling
	Federal Parent Loan for Undergraduate Students (PLUS)	For credit-worthy parents of dependent undergraduates.	Up to college cost of attendance.	PLUS application and Promissory Note processed through College and Lender
<b>MINNESOTA STATE LOAN PROGRAMS</b>	Student Educational Loan Fund (SELF)	Supplemental, variable interest rate loan, allows deferment of principal while in college, requires credit-worthy co-signer.	\$7,500 per grade level	SELF application processed through College and the Higher Education Services Office
<b>VETERANS' BENEFITS</b>	Veterans' Benefits	Veterans and dependents of veterans, including Guard and Reserve Component.	Monthly benefit based on service contributions	Veterans Administration or Veterans Service Officer

ACADEMIC INFORMATION AND COLLEGE POLICIES

## ACADEMIC INFORMATION AND COLLEGE POLICIES

## SCHOLARSHIP AND GRANT PROGRAMS

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

**Achieve Scholarship**

New prospective students enrolling at Rasmussen College for the October 7, 2013 academic start and taking 12 or more credits per quarter may be eligible for the Achieve Scholarship. The Achieve Scholarship awards recipients up to \$8,000 (U.S.) in quarterly increments (of \$500 per quarter) while attending Rasmussen College. Students in the Nursing Programs (Practical Nursing and Professional Nursing) and AcceleratED programs are not eligible for the scholarship. For a complete list of terms and conditions, visit [www.rasmussen.edu/achieve](http://www.rasmussen.edu/achieve) or talk to a Program Manager.

**Early Honors Program**

Rasmussen College is proud to offer select high school seniors the opportunity to begin their professional career training early. The Early Honors Program is designed to reward those who have a strong academic background and a desire to succeed.

**Military Discount**

All current and retired military personnel, as well as veterans, enrolling in a Degree, Diploma, or Certificate program may be eligible for a tuition discount. In addition, the College will extend the discount to the spouse and dependents, age 18-21, of any service member on active duty as outlined above.

**Restrictions**

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

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

**Corporate Discount**

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

**Employer Tuition Reimbursement**

Many employers today offer tuition reimbursement to their employees earning a degree. Whether it's full reimbursement or partial, we want to make using your tuition reimbursement plan as seamless as possible so you can reduce the cost of your education, as well as potentially reduce the amount of loans required to fund your degree. To take advantage of tuition reimbursement, check with your employer about what tuition reimbursement options may be available to you. Then, contact your Program Manager or the Student Financial Services Department to discuss your tuition reimbursement options.

**High School Professional Program**

Rasmussen College waives tuition for High School Teachers and Counselors who meet the required criteria. This program is only available to teachers and counselors who are employed at a high school (grades 9-12) in Minnesota, North Dakota, Florida, Illinois, Kansas, and Wisconsin. Current status as a high school professional will be verified by Rasmussen College prior to the initial start of any course. Attendance is required at an orientation, which must be completed prior to the start date of the professional's first course. Offer is limited to one course, per quarter, per high school professional. A maximum of 50 seats in online courses will be made available to high school teachers and counselors each quarter. There is no maximum on cumulative number of classes that may be taken. Tuition free courses for high school professionals are offered on a space-available basis, with priority given to other enrolled Rasmussen students who must complete the course as part of their degree program at Rasmussen College. Participants are responsible for purchasing books or supplies needed for the course. Books may be purchased through the online bookstore. Grades will be recorded as audit grades with the student classified as an audit student.

## ACADEMIC POLICIES

**Class Content**

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

**Class Standing**

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

Freshman	0-36 credits completed
Sophomore	37-72 credits completed
Junior	73-129 credits completed
Senior	130 or more credits completed

**These Programs May Also Be Offered Online Bachelor's Degrees**

- Accounting
  - Business Management
  - Criminal Justice
  - Digital Design and Animation
  - Game and Simulation Programming
  - Health Information Management
  - Healthcare Management
  - Nursing Bachelor of Science (RN to BSN)
- Associate's Degrees**
- Accounting
  - Business Management
  - Criminal Justice
  - Early Childhood Education (all specializations)
  - Health Information Technician
  - Human Services
  - Information Technology Management (all specializations)
  - Medical Administration
  - Multimedia Technologies (all specializations)
  - Paralegal
  - Pharmacy Technician
  - Web Programming

**Diplomas**

- Accounting
- Business
- Early Childhood Education (all specializations)
- Human Services
- Information Technology Management (all specializations)
- Medical Administration
- Medical Billing and Coding
- Multimedia Technologies (all specializations)
- Pharmacy Technician
- Web Programming

**Certificates**

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

**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 Rasmussen College entrance placement exam is not required for IP students. Individual progress coursework is assessed at the full cost per credit for each course. Individual progress students remain enrolled at Rasmussen College as long as they continue to select coursework and meet all additional requirements.

Upon successful completion of their courses, individual progress students will receive a letter grade and be awarded credits. To enroll in a program at Rasmussen College, students must complete all remaining programmatic application requirements (including the entrance placement test). Eligible individual progress courses will be applied to their degree program, and count as credits attempted and earned for purposes of Satisfactory Academic Progress (SAP).

**Developmental Education and Rasmussen College Entrance Placement Exam Re-test Policy**

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

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

These credits are not counted toward graduation, and each must be passed with a grade of 'SX' in order for the student to proceed to the next course in the sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the Foundation courses. Students who test at remediation level, and who wish to transfer courses that have Foundation courses as prerequisites, must first successfully complete the Foundation courses. Students enrolled in Foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program. Students who place below the level of B080 Reading and Writing Strategies are not eligible for admission to Rasmussen College. Student who place below the level of B080 Reading and Writing Strategies and are not admitted to Rasmussen College may, after three months, have the option to re-take the assessment test.

The College entrance placement examination may not be re-taken for initial placement purposes after the start of a Foundation level course. On occasion, however, a re-test may be allowed prior to the start of a quarter. Such re-tests are only granted if extenuating circumstances exist that lead the College to determine a re-test is needed to accurately determine the student's ability level. Only one such re-test may be allowed, at the discretion of the Academic Dean.

**ACADEMIC INFORMATION AND COLLEGE POLICIES**

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

**Foundation Courses Timeframe**

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

**Foundation Course Grading**

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

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

**Reading and Writing Strategies**

SX 73% or higher      UX Below 73%

**Practical Math**

SX 73% or higher      UX Below 73%

**Common Grading System Percentage Scale**

Letter Grade	Percentage Range
A	100 to 93%
A-	92 to 90%
B+	89 to 87%
B	86 to 83%
B-	82 to 80%
C+	79 to 77%
C	76 to 73%
C-	72 to 70%
D+	69 to 67%
D	66 to 63%
D-	62 to 60%
F	Below 60%

**Point Scale**

**Alphabetical Grading System**

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

Grade	Grade Points	Description
A	4.00	Excellent
A-	3.75	
B+	3.50	
B	3.00	Very Good
B-	2.75	
C+	2.50	
C	2.00	Average
C-	1.75	
D+	1.50	
D	1.00	Below Average
D-	0.75	
F/FA	0.00	Failure
CW	NA	Course Waiver
I/IN	NA	See "Incomplete Policy"
PT	NA	Pending Transfer In Credits based on unofficial transcripts
S/SA	NA	Satisfactory

SX	NA	Satisfactory Foundation, Seminar courses, or College Experience course
TO	NA	Test-Out
TR	NA	Transfer In Credit based on official transcripts
U/UN	NA	Unsatisfactory or failure to meet speed requirement
UX	NA	Unsatisfactory Foundation, Seminar courses, or College Experience course
W/WD	NA	Withdrawal
WX	NA	Foundations Withdrawal, Military Leave, or Medical Leave Withdrawal
ZF	NA	Failure to complete audit course requirement
ZP	NA	Successful completion of audit course

**Seminar Course Grading**

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

**E185, E270, E320, and E410 Seminars**

SX 73% or more      UX Below 73%

**Health Sciences Programs Grade Scale**

The following grade scale applies to all BMS, CVT, EK, HI, HIM, HSA, HSC, M, MA, MEA, ML, MLT, MTS, OST, PB, PC, PT, PTN, and ST coursework in School of Health Sciences programs.

Letter Grade	Percentage Range
A	100 to 93 %
A-	92 to 90%
B+	89 to 87%
B	86 to 83%
B-	82 to 80%
C+	79 to 77%
C	76 to 73%
F	Below 73%

**Nursing Programs Grade Scale**

Students are required to earn at least a "C" in their Nursing courses. This applies to all GN, MCB, NU, NUR, HUN, PN, and PRN coursework level 000 through 4999.

Letter Grade	Percentage Range
A	100% to 94%
B	93% to 85%
C	84% to 78%
F	Below 78%

Students are required to achieve an overall total exam score average at or above the threshold of 78% for all exams taken within the Nursing course, in order to pass. Once this 78% exam threshold criterion has been met, the final grade for the Nursing course will incorporate points earned for exams, assignments, quizzes, and other coursework requirements.

Laboratory and clinical learning performance is graded as satisfactory (S) or unsatisfactory (U). Satisfactory performance (score of 78% or higher), in the laboratory and clinical area is required to earn a passing grade in the Nursing course. Failure to earn a satisfactory grade in the laboratory and/or clinical component will result in failure of the Nursing course.

**Repeating Courses Policy**

Students who are meeting Satisfactory Academic Progress may re-take courses up to three times, but only at regular tuition rates. Students repeating a course for a second time may count the credits for that course in a financial aid award calculation only if the original grade earned is an "F/FA." If a student elects to repeat a course for which a grade above "F/FA" was earned, the credits are included in the financial aid award calculation only if the program requires a higher grade to be considered "passing" than what the student has previously earned. In this case if the student fails the previously passed course all future eligibility to receive financial aid for that course is discontinued. The credits for all repeated courses, along with the credits from prior attempts, will be included in credits attempted for the purposes of determining Satisfactory Academic Progress. The highest grade earned from a repeated course will be used in the calculation of the student's cumulative GPA. The student's GPA will be recalculated to reflect the highest letter grade. If more than one attempt results in the same letter grade, only the most recent one will be used in the calculation of GPA.

Students who fail a required course three times and have a cumulative grade point average of 2.0 or greater may be able to switch to another program that does not include the course as a required part of the program curriculum without going through the program appeal process. Students who fail a course three times, and who cannot switch to another program as determined by the program change appeal process, will be terminated from the College. Those students cannot return to the College until they successfully complete an equivalent to the course elsewhere by earning a grade of C or higher and transferring it back in to Rasmussen College, in accordance with the transfer of credit requirements. In the case of credit transfer, an "F/FA" grade will remain for purposes of GPA calculation. However, all of the course credits both failed and transferred, count in the student's Cumulative Completion Rate (CCR). Foundation courses may only be repeated one time. Students who fail a Foundation course a second time will be terminated from the College. All attempts of repeated courses, including the grades, remain on academic records and transcripts even though they may not be included in the GPA calculation. Students should be aware that graduate schools and other institutions to which they might wish to transfer may not accept repeats and may include all grades in calculating GPA for admission.

**Nursing Repeating Courses Policy**

The School of Nursing allows students to fail one Nursing course within the core Nursing curriculum (NU, NUR, PN, PRN, HUN coursework). However, a second failure, whether it be the same Nursing course or any other Nursing course, will result in removal from the Nursing program.

**Late Assignment Submission Policy**

Students may submit assigned work up to seven (7) days after the stated deadline. A 10% grade penalty is assessed for work up to twenty-four hours late; an additional 10% penalty is assessed for each additional day the work is late. In some cases (such as late discussion postings) students may be asked to complete an alternate assignment for equivalent point value, minus any applicable penalty. Online discussions conclude at the end of the current week/module. Discussion posts made after the end of the current week/module will not be accepted. Instructors may waive the late penalty or timeframe in the case of extenuating circumstances as determined by the faculty. In some cases, certain activities, such as labs and exams, must be completed at the designated time and therefore cannot be made up. The instructor should apprise students beforehand of any such activities. In no circumstances may students submit work after the last day of the academic term unless an incomplete grade has been requested and granted beforehand.

**Incomplete Grade Policy**

An 'I/IN' indicates an incomplete grade, and is a temporary grade for a course which a student is unable to complete due to extenuating circumstances. The student must request an incomplete from the instructor prior to the last day of the term. An incomplete may be granted to a student at the end of a quarter at the discretion of the instructor under the following conditions:

1. An incomplete form is completed by the instructor which identifies:
  - a. The work to be completed,
  - b. Qualifications for acceptable work,
  - c. The deadline for completing the work (within two weeks of the end of the term),
  - d. The grade to be entered should the student not complete the work by the deadline (the calculated grade).
  - e. Instructors will have one week for grading, recalculation of grades and processing of all documents required.
2. Incomplete records will be maintained in the student's file.
3. The student's Dean must be informed of all incompletes granted by instructor. Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:
  - a. The work to be completed must be regularly assigned work, identified in the course syllabus.
  - b. The student can reasonably be expected to complete the work by the deadline.
  - c. The student's grade will be substantially improved.
  - d. The student has demonstrated a commitment to completing work in a timely fashion.
  - e. Granting the incomplete is truly in the best interest of the student.
  - f. By completing the work, one of the following will apply:
    - i. The student will learn substantive information by completing the work.
    - ii. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.
4. Allowing the student extra time compensates for events or conditions not within the student's control (i.e., illness, emergencies, etc.).
5. Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to make up "extra credit" work.
6. Credits for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment. Incomplete grades must be completed within two weeks of the last day of the term. An incomplete grade not completed by the deadline will be changed to the calculated alternate grade designated by the instructor on the incomplete form and will be included in the cumulative grade point average. The final grade awarded for the course is included in the calculation of the cumulative grade point average.

ACADEMIC INFORMATION AND COLLEGE POLICIES

## ACADEMIC INFORMATION AND COLLEGE POLICIES

### Policy for Change of Grade

On occasion it is appropriate to change a final grade submitted by an instructor at the end of a quarter. Except for situations outlined below, only the instructor who issued the original grade may authorize its change. Instructors may change grades at their discretion, with the following guidelines:

Circumstances that may warrant a change of grade include:

- Emergency situations that prevent a student from submitting a petition to receive an incomplete grade. Examples of such emergencies are hospitalization, car accident, death of a close family member, or mandatory military service.
- Miscalculation of the final grade by the instructor.
- Situations involving miscommunications, misplaced assignments, or technical difficulties beyond the control of the student.
- Accommodation for special circumstances such as short-term disability or family leave.

Grade changes must be consistent with course policies as outlined on the syllabus. In particular, stated policies regarding the acceptance of late work and how points are apportioned must be followed.

Students must contact their instructors within one week of the start of a subsequent term regarding grade changes. Instructors will have one week from the time they are contacted by students to consider any requests for grade changes. No grade changes may be made after the end of the second week of the subsequent quarter. Grade disputes which cannot be resolved between instructors and students should be directed to the appropriate Dean.

Circumstances where a grade change may be authorized later or by someone other than the original instructor include:

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

### School of Nursing Incomplete Grade Policy and Policy for Change of Grade

The Incomplete Grade Policy and Policy for Change of Grade, above, apply to students in the School of Nursing, with the following exceptions:

Students taking the Nursing Role and Scope or Leadership in Nursing course who do not earn a score of 90% or higher on the ATI Comprehensive Predictor Exam on either their first, second or third attempt, will receive an incomplete grade for the course and be scheduled for remediation through the campus and ATI services during the subsequent quarter. Upon completion of remediation, the student will retake the ATI Comprehensive Predictor Exam. Students who achieve a score of 90% or higher will receive a grade change. Students who score below 90% on the ATI Comprehensive Predictor Exam will fail the course and be scheduled to repeat Nursing Role and Scope or Leadership in Nursing (as applicable) in the following academic quarter.

This policy applies to the following courses:

- NUR 2820 Nursing Role & Scope (FL)
- NU232 Nursing Role & Scope (IL)
- NU280 Leadership in Nursing (WI)
- NU295 Leadership in Nursing (MN)

### 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 campus Program Change Appeal Committee. As part of the appeal process, the student will be required to submit a letter following the appeal process guidelines. The appeal will either be approved or denied based on a review of academic standing and progress to date with Rasmussen College and the information provided in the appeal letter.

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

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

### Independent Study Policy

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

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

1. The course is not currently offered on-site or online.
2. Completion of the course is necessary for on-time graduation.
3. The need for 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.

### Prerequisites

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

### Equipment

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

### 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.

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

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

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

### Academic Overload Policy

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

### Academic Overload Policy for Five and Six Week Courses

An academic or credit overload occurs when a student registers for more than 10 credits per six week session.

Students wishing to schedule an overload must obtain the signature of the Student Advisor as well as the approval and signature of the Academic Dean of the campus in which they are enrolled. In order to apply for an overload, the student must have completed a minimum of 32 credits at Rasmussen College.

The student must also be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average at least 2.75 to apply for an overload. Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 12 total credits in the approved quarter. For students who are newly transferring to the College, a minimum of 24 credits must be transferred to the College and the most recent GPA on a transcript must be 2.75 or higher. The student must apply for approval no later than two weeks prior to the start date of the session in which the overload is desired. Any future overload requests for transfer students must follow the Academic Overload Policy for the full term. The Academic Overload Approval Form is available through a Student Advisor.

### Drop/Add Class Policy

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

Full-quarter drop/add period:

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

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

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student's transcript and tuition will not be charged.
2. Following the first week of the quarter and on or before the sixth Friday of the quarter, students will receive a W/WD on their transcript. The student's grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
3. Following the sixth week of the quarter, students will receive an F/FA for any classes dropped. The student's grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

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

Drop/add period for five and six week courses:

Students may add courses through the second day of the five or six week term and may drop a course through the first Friday of the 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 five or six week term and on or before the third Friday of the term, students will receive a W/WD on their transcript. The student's grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

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

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

**Course Withdrawals**

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

**Online Courses**

Students may be required to take online courses in order to complete a degree. All new students will complete an orientation program prior to beginning classes. Online course activities and assignments at Rasmussen College are conducted via chat, email, message boards, and interactive websites.

Tuition and fees for online courses are assessed at the same rate as for residential courses unless otherwise indicated. Online instructors receive training and support while operating in the online environment. A list of computer hardware and software requirements for online courses is provided to students upon enrollment. Textbooks and other resources required for online courses are available at the Rasmussen College bookstore.

**Academic Honors****Term Honors and Dean's List Recognition**

Each term, Rasmussen College recognizes outstanding academic achievement by awarding certificates of achievement. Enrolled, degree-seeking students who earn a term grade point average of 3.25-3.749 will receive an Honor Roll certificate. Enrolled, degree-seeking students who earn a term grade point average of 3.75-4.00 will receive a Dean's List certificate.

**Graduation Honors**

Rasmussen College recognizes outstanding academic achievement by awarding honors to graduates who meet minimum qualifications. Students who earn an Associate's or Bachelor's degree, complete all graduation requirements, and earn a cumulative grade point average of 3.50 or higher will graduate with honors and will receive gold cords for the graduation ceremony as a symbol of this achievement. Additionally, the following honors will be noted on the diplomas of Bachelor's degree students:

Cum Laude: Bachelor's students who earn a cumulative grade point average of 3.50-3.669

Magna Cum Laude: Bachelor's students who earn a cumulative grade point average of 3.67-3.749

Summa Cum Laude: Bachelor's students who earn a cumulative grade point average of 3.75-4.00

## RASMUSSEN COLLEGE STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe.

Cumulative grade point averages and successful completion of credits attempted are monitored quarterly, and students not meeting the standards are notified. Students who do not meet the standard will be expected to participate in Project Rally, which includes online learning tools and consultations with a member of the College team. The student is expected to complete the online learning tool in Project Rally by the first Friday of the quarter. Failure to complete this tool may result in an administrative withdrawal from the College.

SAP Components: All students must meet all three of the components that are used to measure a student's Satisfactory Academic Progress (SAP) towards the completion of a degree or certificate. The three components are as follows:

1. GPA. Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00.
2. Pace/Cumulative Completion Rate (CCR). This is the pace at which a student progresses through a program. CCR is calculated by dividing cumulative credits earned by cumulative credits attempted within a program (e.g., 6 credits earned ÷ 12 credits attempted = 50%). Minimum standards are listed in the chart below.

Percentage of Credits Attempted Toward Maximum Time Frame	Minimum Successful Completion of Cumulative Credit Hours Attempted
Up to 25%	25%
Greater than 25%, up to 50%	50%
Greater than 50%	67%

3. Duration of Eligibility. This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program (e.g., maximum time frame for a 90-credit program = 90 X 150%, or 135 credits).

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

In calculating Pace/CCR and Duration of Eligibility, the following grades will be considered attempted, but will not be considered as credits successfully completed or earned: F/FA, U/UN, W/WD, I/IN. In addition, Foundations courses are not included in the number of credits attempted or successfully completed when assessing satisfactory progress.

**Financial Aid Warning:** If a student's CGPA falls below 2.00, or if Pace/CCR standards or Duration of Eligibility requirements are not met, the student will be placed on Financial Aid Warning for the subsequent quarter. A student is eligible for financial aid during the Financial Aid Warning period. A student who fails to meet any one of the components of SAP at the end of the Financial Aid Warning period is not eligible for financial aid.

**Not Eligible for Financial Aid:** A student who fails to meet the minimum Satisfactory Academic Progress requirements at the end of either the Financial Aid Warning or Financial Aid Probation period, and who does not successfully appeal, is not eligible for further financial aid funding.

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

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

Students must regain Satisfactory Academic Progress within two quarters or they will be terminated from the College. The decision to terminate may be appealed through the Academic Review Committee process.

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

## ACADEMIC INFORMATION AND COLLEGE POLICIES

## TRANSFER OF CREDIT, PRIOR LEARNING AND WAIVERS

**Transfer of Previously Earned College Credit and Prior Learning Assessments****General Transfer Credit Policy**

- Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.
  - Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.
  - Students must request that official transcripts containing coursework for review be sent directly to Rasmussen College. It is the student's responsibility to ensure that all official transcripts have been received by Rasmussen College.
  - As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.
  - A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credit conditionally awarded through the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College prior to the completion of the student's first quarter, after which the student will be required to complete the necessary credits in order to receive the degree.
  - College-level courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be considered for college transfer.
  - Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
  - Students in the Medical Assisting, Medical Laboratory Technician, and Surgical Technologist programs must complete at least 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.
  - The following Early Childhood Education externship courses cannot be transferred into the program from another program: EC180 Knowledge: Externship I, EC181 Application: Externship II, EC182 Reflection: Externship III.
- Course By Course Transfer**
- Course by course transfer credits from regionally or nationally accredited institutions of higher learning will be evaluated on course content. Most courses that are comparable in content will be accepted.
  - Course must have the minimum number of credits to that of the Rasmussen College course.
  - Only courses completed with a grade of C or higher will be eligible for transfer credit.
  - 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 credits may be considered for transfer regardless of completion date.
  - Credits in information technology or computer science/computer applications must have been earned within the previous three (3) years of the assessment date.
  - Associate Nursing Program will not accept any core course transfers (prefixes NUR/PRN in Florida; prefixes PN/NU/NUR in Illinois, Minnesota and Wisconsin).
  - Health Sciences core courses as designated by course prefix, have a five (5) year transfer limit.
  - The following courses in the Medical Assisting Program are not transferable; MA102 Introduction to Medical Assisting, MA110 Clinical Skills I, MA145 Clinical Skills II, MA225 Laboratory Skills, MA265 Medical Assisting Externship, and MA285 Medical Assisting Capstone.
- Students eligible and approved for the Surgical Technologist AAS Completer Block Transfer must only complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
  - Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.5 quarter credits. The calculated number is rounded down. Transfer credits based on a different unit of credit than quarters will be subject to conversion prior to being transferred.
  - International transcripts must be evaluated by a NACES approved organization (National Association of Credential Evaluation Services) to ensure the student's 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 as credits attempted and earned for determining Satisfactory Academic Progress.

All credits considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are also credits attempted.

- Courses which have been accepted for transfer will be listed on the student's transcript with a Transfer (TR) designation. Transfer credits which have been conditionally accepted pending the receipt of an official transcript will be listed with a Pending Transfer (PT) designation. Any pending transfer credits still remaining at the end of the student's program will be removed and the student will be required to complete the program requirements in order to graduate.
- Courses for which a student has received credit by examination will be listed on the student's transcript with a Test Out (TO) designation.
- Courses for which a student has received credit through waiver will be listed on the student's transcript with a Course Waiver (CW) designation.
- When courses are not accepted for transfer, a student may file an appeal through the following process:

1. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.
2. The information will be reviewed by the College Registrar.
3. The student will receive written notice of the decision.

- For students who enter Rasmussen College and are required to take the Rasmussen College entrance placement exam the following will apply: If a student tests at a level of remediation in English or Math, the College will not accept transfer of courses with prerequisites that require completion of the Foundations courses or passing the entrance placement exam. Once the student successfully completes the necessary Foundations courses or passes the placement exams, the College will then post the transfer credit pertaining to the specific course.

- The following Early Childhood Education externship courses cannot be transferred into the program from another program: EC180 Knowledge: Externship I, EC181 Application: Externship II, EC182 Reflection: Externship III.

**Course By Course Transfer**

- Course by course transfer credits from regionally or nationally accredited institutions of higher learning will be evaluated on course content. Most courses that are comparable in content will be accepted.
- Course must have the minimum number of credits to that of the Rasmussen College course.
- Only courses completed with a grade of C or higher will be eligible for transfer credit.
- 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 credits may be considered for transfer regardless of completion date.
- Credits in information technology or computer science/computer applications must have been earned within the previous three (3) years of the assessment date.
- Associate Nursing Program will not accept any core course transfers (prefixes NUR/PRN in Florida; prefixes PN/NU/NUR in Illinois, Minnesota and Wisconsin).
- Health Sciences core courses as designated by course prefix, have a five (5) year transfer limit.
- The following courses in the Medical Assisting Program are not transferable; MA102 Introduction to Medical Assisting, MA110 Clinical Skills I, MA145 Clinical Skills II, MA225 Laboratory Skills, MA265 Medical Assisting Externship, and MA285 Medical Assisting Capstone.

- Transfer of credit for Medical Laboratory Technician and Surgical Technologist core courses (ML and ST prefixes) has a one (1) year limit. Students who have completed similar course work that exceeds the one (1) year limit can test-out of the course with a 73% or greater score on a course assessment. All transfers or test-outs into the Medical Laboratory Technician and Surgical Technologist programs are based on program space availability.
- Seminar Courses cannot be transferred in from another institution of higher learning.
- For students in MN who enroll in the Law Enforcement Associate's, Law Enforcement Academic Certificate, or Law Enforcement Skills Certificate programs, transfer credits for law enforcement specific classes (J or LE prefixes) can only be accepted if the incoming course is from a regionally accredited college that is POST Board approved. Students who have credits that are not transferable are eligible to demonstrate competency by completing the course specific test out, if available.

**2+2 Matriculation for Baccalaureate Candidates**

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

- Rasmussen College AAS/AS graduates will receive actual credits earned up to 95 credits (97 in Illinois).
- A block of up to 91 quarter credits for graduates from outside institutions will be awarded.
- If a student has more AAS/AS credits than the 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. This applies only to the Business Management BS degree.
- If the student has taken all of the required upper division courses and is still short credits, the remaining credits will be fulfilled by taking 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 two year degree must be in an equivalent computer science field and have a programming course comparable to Programming II and a math course comparable to Calculus II in order to qualify. If those conditions are not met, the 2+2 policy cannot be applied.

- For the Bachelor in Health Information Management, qualifying Associate degrees have to be from a CAHIM accredited program and earned within the past five years. If the degree was obtained over five years ago, the student needs to have work experience in the health information industry within the last five years and be approved by the Program Coordinator. The student may also enroll if he/she has an RHIT credential and an earned Associate degree in any field. If so, the student needs to submit his/her 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 (including Medical Assisting AAS/AS, Health Information Technician AAS/AS, Medical Administration AAS/AS, Pharmacy Technician AAS/AS)
  - Transfer 45 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 77 credits (79 in Illinois). In addition, these students will need to take Financial Accounting I, Financial Accounting II, Introduction to Business and Introduction to Human Resource Management in the core.

**2) Business Programs:**

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

**General Education Block Transfer for Baccalaureate Candidates**

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

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

**Medical Assisting Associate's Degree Completer Block Transfer Policy**

A block transfer of 51 core credits may be allowed into the Medical Assisting 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 (AAMA)/RMA (AMT) 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 for the past 3 years and holds a current CMA (AAMA)/RMA (AMT) certification.

Students may seek a course-by-course transfer credits or course waiver for MA250/MEA 2290 (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), unless transferred in.

When applying this policy, the transfer maximum is 67%.

Rasmussen College Medical Assisting Diploma graduates will receive actual credits earned in their program up to a maximum. The maximum equals the credit value of the current diploma program.

**Block Transfer for Health Sciences Associate's Degree**

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

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

For students that have completed a Diploma or Associate's degree in Medical Assisting and enroll into the Health Sciences AS program EKG Technician Track a total block transfer of 26 major core credits may be posted.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

Previously completed coursework will be considered for transfer on a course-by-course basis. Students must complete 33% of their program at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination or other means. A five year transfer limit for SoHS core courses, including the block transfer applies to this program.

#### RN to Bachelor of Science Nursing (RN to BSN) Policy

Students who have met the acceptance for admissions requirements and hold a current unencumbered Registered Nurse license and have successfully completed an Associate's degree in Nursing will receive a block transfer, equivalent to 113 credits for their general education, nursing core and licensure.

Students who have met the acceptance for admissions requirements and hold a current a current RN license without an Associate's Degree will receive 66 credits for their nursing core and licensure. The 47 credits of lower division General Education will need to be completed, unless transferred in from a previous college transcript.

- Upper division core classes are not transferable.
- Upper division General Education coursework is transferable and follows the standard Course by Course Transfer Policy.
- The total percentage of credits that may be transferred into the program is 75%.

#### Mobility Bridge Entrance Option

Students who have successfully completed a practical nursing program and hold a current unencumbered practical nursing license will receive credit for NU117/NUR1172 Nutritional Principles in Nursing (4 credits) and NU203/NUR2034C Fundamentals of Professional Nursing (6 credits) in the Professional Nursing AS Degree program. Students may also transfer in up to 47 credits in successfully completed applicable general education coursework. Graduates of Rasmussen College's Practical Nursing program will receive credit for G124/ENC1101 English Composition, G233/MAT1031 College Algebra, and the Communication course the student completed in the Practical Nursing program (for a total of 12 additional general education credits). Rasmussen graduates should contact the campus in which they intend to enroll to determine whether they have completed additional coursework that is eligible for transfer. Students must successfully complete all remaining coursework in the Professional Nursing AS Degree program to earn this degree.

#### Surgical Technologist AAS Completer Block Policy

Students who have graduated from a CAAHEP or ABHES accredited surgical technology diploma or certificate program and hold the CST (NBSTSA) certification will receive a total block transfer of 60 credits. Students will receive a block of 4 natural sciences general education credits plus a block of 56 core credits. Students will need to complete 28 general education credits and E242 Career Development.

#### Credit by Examination

- Enrolled students may request credit by examination for courses if an exam has been developed.
- An examination score of 73% or higher is required to earn credit by examination.
- The examination grade will be posted as Test-out (TO) on the student transcript.
- Credits earned count in the transfer maximum.
- Credit by examination will not count as credits for financial-aid eligibility.
- A credit by examination may be taken only once for each course.
- If a student has already attempted the course, as indicated by a posted W/WD or F/FA grade, no test-out attempt will be allowed.
- The following are not available for credit by examination: Program specific Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing courses, and 200-level Pharmacy Technician courses. In addition, Healthcare Information Technologies, Pharmacy Software/Automation/Insurance Billing, 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 in their program major courses may request a waiver for the Medical Coding practicum coursework. Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the practicum.
- Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student's employer. The Program Coordinator/Director will inform the Campus Registrar of the result of the evaluation.
- If the waiver is granted, the grade will be posted on the student transcript as a Course Waiver (CW).

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

- Students who have current and valid CDA Credential, awarded by the Council for Professional Recognition, and are enrolled in the Early Childhood Education Associate's degree, Early Childhood Education Diploma, or Early Childhood Education Certificate may request a waiver from Foundations of Child Development; Early Childhood Education Curriculum and Instruction; and Health, Safety and Nutrition/CDA Application.
- The student's credential will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

#### School of Technology 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 related to the certification.
- Certifications must have been earned within the last three years.
- The student's credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student's transcript as a Course Waiver (CW).

#### School of Design Waivers

- Course waivers will be considered for students who have select professional certifications from Adobe (Certified Associate or Certified Expert) and Autodesk.
- Course waivers will be considered for specific courses within the School of Design related to the certification.
- Certifications must have been earned within the last three years.
- The student's credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student's transcript as a Course 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 assigned letter grades or applied to cumulative grade-point average. Rasmussen College recognizes the following college equivalencies:

- Advanced Placement (AP) examinations administered by The College Board. A score of 3 or higher required.
- College-Level Examination Program (CLEP) examinations administered by The College Board. A score of 50 or higher is required for computer-based testing since 2/15/2003. For paper-based exams taken prior to 2/15/2003, the CLEP ACE recommended score will be used.
- DSST, DANTES, Excelsior College Exams. Passing scores are determined by the individual test requirements.
- College credit for military service may be awarded upon review of a military transcript. Rasmussen College follows the American Council of Education (ACE) recommendations on transferring credit. These credits are usually listed on Sailor/Marine American Council on Education Registry Transcript (SMART), Defense Activity for Non-Traditional Education Support (DANTES) transcript, College Level Examination Program (CLEP) score, Coast Guard Institute (CGI) transcript, Army American Council on Education Registry Transcript System (AARTS) transcript and/or Community College of the Air Force (CCAF) transcript.
- Prior Learning Assessment (PLA) credits may be earned by going through the PLA process as established through 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.

#### Transfer to Other Colleges

Graduates or students who would like to transfer credits earned at Rasmussen College to another school should understand that the decision to accept transfer credits is always at the discretion of the receiving institution. Please see the Registrar with questions about transfer to other colleges.

#### Transcripts

Transcripts for graduates and students who have completed their course of study are provided without charge; however a fee of \$5.00 is charged for all other transcripts.

The institution reserves the right to withhold official academic transcripts from students under certain circumstances such as having an outstanding financial obligation to the College.

## EXTERNSHIPS, PRACTICUMS, AND CLINICALS

#### Health Sciences Externships, Practicums, and Clinicals

Externships, clinicals and practicums for Health Sciences programs are to be conducted in Rasmussen-approved locations. Each 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 their rotation. It must be understood by both parties that should compensation occur for time associated with the practicum requirement, the student may be dismissed from the program and forfeit any accumulated hours.

## POLICY AND GRIEVANCES

#### Accommodations Policy

The mission of Rasmussen College in disability services is to create an accessible college community where students with disabilities have an equal opportunity to participate fully in all aspects of the educational experience. Rasmussen College recognizes its obligation under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty by prohibiting discrimination on the basis of disability and requiring reasonable accommodations to qualified disabled students in all programs and activities.

Students with disabilities do not have to self-disclose or register with the Campus Accommodations Coordinator, although the College encourages them to do so. Students seeking academic accommodations or adjustments must contact the Campus Accommodations Coordinator to request such services. Students who are unsure who to contact should check with their Academic Dean or Campus Director.

#### Attendance

A basic requirement for employment in any organization is regular, on-time attendance. Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Workplace etiquette also requires a call be made if an absence is necessary. Rasmussen College students are expected to call the College and to indicate if they will be absent or tardy. It is the student's responsibility to contact the instructor to get missed information, class work, and assignments.

Attendance requirements are met by (a) attending a face-to-face course session at the campus or other class location, or (b) substantive online activity, including commentary in the discussion section of the online classroom, posting of required assignments and course quizzes and exams in a timely manner. Discussion posts in the student lounge area of the classroom are encouraged but do not count as attendance activities. Attendance is not equivalent to participation. Student grades will be impacted by the frequency and quality of participation in class, whether face-to-face or online, consistent with the requirements of the particular course and as outlined in the course syllabus.

Rasmussen College uses a standard grading scale for its courses (although some programs may be required to follow additional standards). Faculty are required to keep accurate attendance records which are submitted to the Business Office. Rasmussen College makes attendance records available to supporting agencies and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

First Week Attendance: Students are expected to meet attendance requirements in their courses on or before the seventh (7th) day of the start of a term. Students who have not met the attendance requirement in at least one scheduled College course within seven days of the start of a term may be administratively withdrawn from the College.

Course Attendance: If a student has not been in attendance in a course within 14 days of their last date of attendance in that course, he or she may be administratively withdrawn from the course. If the student has not been in attendance in any courses within 14 days of their last day of attendance, he or she may be administratively 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/Add Class Policy.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

Practicums/Externships in Nursing and Health Sciences programs have attendance requirements that are more stringent than the attendance policy above. Attendance policies for programs with additional requirements can be found in program-specific manuals/handbooks.

### Rasmussen College Academic Integrity Policy

#### 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 very highest business and personal ethics. Students of Rasmussen College commit to holding themselves and their peers to the foremost level of academic integrity, and accept responsibility should behaviors and actions fall short of the College's expectations.

#### II. Definitions

- 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.
- Cheating: Distributing or receiving answers or information by any means other than those expressly permitted by an instructor for any academic exercise. Examples include:
  - Copying answers, data, or information for any academic exercise from another student in which the student is not expressly permitted to work jointly with others.
  - Impersonation: Assuming another student's identity or allowing another person to complete an academic exercise on one's own behalf.
  - Using or attempting to use unauthorized materials, texts, devices, notes, information or study aids in any academic exercise (i.e., assignments, discussions, tests, quizzes, papers, labs).
- Collusion: Knowingly assisting, attempting to assist, or receiving assistance from another student or students to commit academic misconduct, or conspiring with any other person in or outside of the College to commit misconduct.
- Destruction, Theft, Obstruction, Interference: Seeking to gain unfair academic advantage by destroying, damaging, or stealing equipment or products of any academic exercise; or obstructing or interfering with an instructor's materials or another student's academic work.
- Fabrication, Falsification, Forgery: Deliberately falsifying, altering, or inventing student records, information or citations. Forgery is the act of imitating or counterfeiting documents, signatures, and the like.
- Plagiarism is the act of representing an individual's or organization's words, thoughts, or ideas as one's own. Examples include:
  - Using information (a paraphrase or quotation in whole or in part) from a source without attempting to give credit to the author of that source.
  - Using charts, illustrations, images, figures, equations, etc., without citing the source.
  - Using an academic exercise (in whole or in part) purchased or copied from a ghostwriter or paper/essay mill.
  - Copyright infringement or piracy, including the use, alteration, or duplication of media, software, code, or information when expressly prohibited or where copyright exists or is implied.
  - Submitting work previously graded in another course without prior approval by the course instructor; or, submitting the same work in two or more concurrent courses without prior approval by all course instructors.

#### III. Violations

A student who violates the Academic Integrity policy faces severe penalty from the College. Violations may occur in one or more courses in one or more quarters and accumulate for all quarters in which the student is enrolled. Upon conclusion by the student's instructor and the student's Dean that the student has committed Academic Misconduct, the following penalties will be applied:

- First Offense. The student will receive no credit on the assignment in question and will not be allowed to redo the work.
- Second Offense. The student will be expelled from the course, and the final grade assigned for the course will be an 'F/FA'. The student may re-take the course, but the 'F/FA' will remain on the transcript even if the student re-takes the course and earns a passing grade.

The College reserves the right to dismiss a student from the College if there are more than two offenses. A student dismissed from the College because of Academic Misconduct may not re-enroll.

Students who commit Academic Misconduct also run the risk of harming future educational and employment opportunities. Reference forms sent by prospective employers and other educational institutions often ask for judgment and comment on a student's ethical behavior. As the form is sent at the behest of the student, the student waives any rights he or she may have under the Family Educational Rights and Privacy Act to keep Academic Integrity violations confidential.

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

V. Appeal: A student who disagrees with a ruling of Academic Misconduct has one week to appeal the ruling to his/her Dean. All appeals are reviewed by the Academic Integrity Committee, which has one week from the time that they receive the appeal to thoroughly investigate and rule on the appeal. If the issue remains unresolved, the student may submit a written statement of appeal to the Assistant Vice President of Institutional Research and Assessment 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 Assisting, Health Information Technician/Management, Medical Laboratory Technician and Surgical Technologist programs can be found in each programmatic handbook provided at programmatic orientation. This includes, but is not limited to, conduct:

- By students, faculty, or staff that is detrimental within the classroom environment.
- That interferes with the well-being of the fellow students and/or faculty and staff members.
- That causes damage to the appearance or structure of the College facility and/or its equipment.
- By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.
- By students who otherwise display conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.

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

#### Anti-Hazing Policy

It shall be the policy of the College to strictly prohibit any action or situation which may recklessly or intentionally endanger the mental, physical health or safety of its students for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College. This policy applies to any student or other person who may be associated with any student organization. Violation of this policy may result in disciplinary action including but not limited to suspension and/or termination from school or employment. The Campus Director of the College shall be responsible for the administration of this policy.

#### Dress Code

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

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

#### Minimum Technical Requirements

In order to be successful in online courses, you must use a computer system that meets or exceeds the minimum technical requirements specified in the course. If you do not meet those requirements, you may need to attend a campus to complete some assignments. Technical requirements necessary for online courses to run properly are located on the following website: [http://content.learntoday.info/course\\_files/techinfo/techinfo\\_ols.html](http://content.learntoday.info/course_files/techinfo/techinfo_ols.html)

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

#### Student Senate

The Student Senate assists the College in providing a successful, positive, and rewarding atmosphere by organizing campus events.

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

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

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

#### Exit Interviews

Students contemplating the termination of their education at Rasmussen College should contact the Dean or Campus Director or the Director of Student Affairs, and then the Student Financial Services Office. Academic and financial aid files are not complete until both exit interviews have been completed.

All students graduating or withdrawing (that have financial aid) are required to attend a mandatory exit interview. 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.

#### Circulation Policy

##### Library Mission & Introduction

Rasmussen College Library System, in accordance with the mission of the College, promotes life-long learning, develops information literacy skills, and fosters educational achievement. The library is dedicated to supporting the diverse education and information needs of our online and residential communities.

In support of this mission, we:

- Extend our resources and personalized services to all students and employees of the College;
- Empower students to access information independently in the changing world of technology;
- Support faculty by providing professional development and instructional partnerships;
- Engage in responsive collection development and resource sharing; and
- Collaborate with faculty to select resources in a variety of formats.

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

##### Borrowing Materials: General

The following persons are permitted to check out materials owned by our campus libraries:

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

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

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

##### Loan Periods

Circulating materials are loaned for 21 calendar days and may be renewed up to two times if there are no outstanding holds on the material.

Special materials are loaned for 3 hours or 3 days, depending on the material type. Restricted materials may not be renewed.

Library materials must be returned to the library on or before the end of the loan period. Returned materials are accepted at any campus library and may be delivered in person or mailed to the campus.

Non-circulating materials are not loaned but may be used in the library.

##### Fees and Restriction of Borrower Privileges

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

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

After 30 days past the end of the grace period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. The library will charge \$55.00, or the cost of replacing the item plus a \$5.00 processing fee.

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

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



## ACADEMIC INFORMATION AND COLLEGE POLICIES

Library fees are assessed through the Department of Student Financial Services. Rasmussen College reserves the right to withhold the release of academic information, and other records, pending settlement of any amount due to the College.

**Non-Discrimination Policy**

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

Rasmussen employment practices conform both with the letter and spirit of federal, state, and local laws and regulations regarding non-discrimination in employment, compensation, and benefits.

**Anti-Harassment and Sexual Violence Policy**

It is Rasmussen College's policy and responsibility to provide our employees and students an environment that is free from harassment.

Rasmussen College expressly prohibits harassment of employees or students on the basis of gender. Harassment undermines our College community morale and our commitment to treat each other with dignity and respect. This policy is related to and is in conformity with the Equal Opportunity Policy of Rasmussen College to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. An Executive Vice President or President will be notified of all allegations. This will ensure a prompt, consistent, and appropriate investigation.

It is a violation of policy for any member of our College community to engage in sexual harassment and it is a violation of policy for any member of the College community to take action against an individual for reporting sexual harassment.

This policy covers actions of all students and employees, whether co-worker, manager or by any other persons doing business with or for Rasmussen.

**Informal and Formal Complaints**

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 merely because he/she is or has been the object of such a complaint.

**Informal Resolution**

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

1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop.
2. Writing a letter to the person or talking to the person's supervisor can also be effective.
3. Go to a sexual harassment/violence information center or discuss the matter with a friend.
4. Talk to others who might also be victims of harassment.
5. Any employee, faculty member, staff member, or student is encouraged to discuss incidents of possible sexual harassment with the Campus Director, Regional Vice President, or College President.

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.

No 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.

1. If the person who discusses an informal complaint with an advisor is willing to be identified to others but not the person against whom the informal complaint is made, the College will make record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences.

While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed 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.

2. 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.
3. 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:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement,
- 2) submission to or rejection of such conduct by an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment,
- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working 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 (includes by electronic means);
6. Sexually offensive comments, graphic verbal commentary about an individual's body or dress, sexually explicit jokes and innuendos, and other sexually-oriented statements; 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. Sexual harassment can be as blatant as rape or as subtle as a touch. Harassment under the third part of the definition often consists of callous insensitivity to the experience of others.

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

There are basically two types of sexual harassment:

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

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

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

Hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or customers. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment.

Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

For further information please refer to the EEOC's website at [eoc.gov](http://eoc.gov) or call the EEOC Publications Distribution Center at 800-669-3362 (voice), 800-800-3302 (TTY).

**Sexual orientation harassment:** Sexual harassment includes harassment based on sexual orientation. Sexual orientation harassment is verbal or physical conduct that is directed at an individual because of his/her sexual orientation and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

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

The respect and trust accorded a faculty member or other employee by a student, as well as the power exercised by faculty in giving grades, advice, praise, recommendations, opportunities for further study, or other forms of advancement may greatly diminish the student's actual freedom of choice concerning the relationship.

Similarly, the authority of the supervisor to hire, fire, evaluate performance, reward, make recommendations, assign and oversee the work activities of employees may interfere with the employee's ability to choose freely in the relationship. Further, it is inherently risky where age, background, stature, credentials or other characteristics contribute to the perceptions that a power differential exists between the involved parties which limits the student or employee's ability to make informed choices about the relationship.

Claims of consensual romantic/sexual relationships will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the faculty member, supervisor, or staff who will bear the burden of accountability because of his/her special power and responsibility, and it is exceedingly difficult to use mutual consent as a defense. Therefore, all employees 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 she/he resisted and another witness is not needed to prosecute the case. The relative age of the persons involved, the victim's/survivor's fear of bodily harm to self or another, the use of threat to use a weapon by the perpetrator, and the infliction of either physical or emotional anguish upon the victim/survivor are among the criteria taken into account by 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.

The Human Resource Director and/or Corporate Counsel, with the assistance of the Campus Director or other manager will formally investigate the complaint and present the findings and recommendations to an Executive Vice President or President.

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

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

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4. The College will be in communication with the complainant until the complaint is resolved. The complainant will be informed of procedures being followed throughout the investigation although not of the specific conversations held with the person complained against.
5. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and make its recommendations within 60 days from the time the formal investigation is initiated.
6. If a formal complaint has been preceded by an informal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.

c. After an investigation of the complaint the College will:

1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that harassment has occurred and report its findings and the resolution to an Executive Vice President or President; or
2. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President; or
3. Report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.

#### Victims' Rights Under Sexual Assault Policy

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

1. The victim is aware that criminal charges can be made with local law enforcement officials;
2. The prompt assistance of campus administration, or Rasmussen management at the request of the victim, in notifying the appropriate law enforcement officials of a sexual assault incident;
3. A sexual assault victim's participation in and the presence of the victim's attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint;
4. Notice to a sexual assault victim of the outcome of any campus or college facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;
5. The complete and prompt assistance of campus administration, or Rasmussen management at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;
6. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault 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:

Minnesota Department of Human Rights  
190 East 5th Street, Suite 700  
St. Paul, MN 55101  
1-800-657-3704 • 651-296-5663  
TTY 651-296-1283  
Website: [humanrights.state.mn.us/](http://humanrights.state.mn.us/)  
Office of Justice Programs  
651-201-7310 • 800-247-0390  
Website: [ojp.state.mn.us](http://ojp.state.mn.us)

9. The campus administration will inform victims of their rights under the Crime Victims Bill of Rights, including the right to assistance from the Office of the Crime Victim Ombudsman and the Crime Victims Reparations Board. For further information refer to the Office of the Crime Victim Ombudsman website at [ojp.state.mn.us/](http://ojp.state.mn.us/) (651-642-0550) or the Crime Victims Reparations Board website at [ojp.state.mn.us/MCCVS/](http://ojp.state.mn.us/MCCVS/) (651-282-6256).

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

#### Drug-Free School and Workplace

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

Students 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 but not limited to grounds, parking areas, or anywhere within the building(s); or while participating in College-related activities including but not limited to clinical, externship, or practicum experiences. Students who violate this policy will be subject to disciplinary action up to and including expulsion or termination of enrollment.

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

1. Reporting the violation to law enforcement officials.
2. Taking appropriate disciplinary action against such student, up to and including expulsion or termination of enrollment.
3. Requiring such student to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency.

In compliance with the law, the College will make a good faith effort to maintain a drug-free College through implementation of the preceding policy and will establish and maintain a drug-free and alcohol awareness program. Upon enrollment and on an annual basis, students will receive a copy of the Rasmussen College Drug-Free Schools and Workplace policy, list of applicable sanctions under federal, state, or local laws, description of health risks, list of drug and alcohol programs that are available, and list of imposed disciplinary sanctions for students.

The Federal Government has taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws affect several areas of our lives. For instance, the Department of Housing and Urban Development, which provides public housing funds, has the authority to evict residents found to be involved in drug related crimes on 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 eligibility 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 a hangover, 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.

There are danger signals that could indicate when someone is in trouble with drugs or alcohol:

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

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

#### Drug Abuse Policy

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

Consistent with this commitment, Rasmussen College strictly prohibits:

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

Rasmussen College has the right to:

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

#### Weapons Policy

Rasmussen College prohibits the possession of weapons of any kind inside campus buildings. Prohibited items include but are not limited to firearms, BB/pellet guns, slingshots, paint guns, arrows, swords and knives other than cooking utensils and utility/pocket knives with a blade length of 3 inches or less. Prohibited items include weapons that are loaded or unloaded, functioning or non-functioning, and anything that could be perceived as a weapon, including toys and weapons used for decorative, display and/or simulation purposes. This policy applies to all staff, faculty, students and visitors with the exception of licensed peace officers and law enforcement/security agents as allowed by applicable statute. The approved storage and use of weapons for training purposes as part of a School of Justice Studies program is permitted. This policy includes both campus buildings and offsite events sponsored and controlled by the College including graduation ceremonies, internships, and clinical sites. This policy does not include Rasmussen College parking lots, where weapons are allowed to be stored in private vehicles unless prohibited by a separate parking facility owner or operator. Rasmussen policy defers to agency/site-specific rules regarding School of Justice Studies training facilities.

#### Family Educational Rights and Privacy Act (FERPA)

Amended 10/01 to include the USA Patriot Act

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar, business office, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the Campus Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student's education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student's file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.
5. The right to disclose – without the written consent or knowledge of the student or parent – information from a student's education records in order to comply with a "lawfully issued subpoena or court order" in three contexts.
  - a. Grand Jury Subpoenas – The institution may disclose education records to the entity or persons designated in a Federal Grand Jury Subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution's response.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

- 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.

**Educational Records Definition**

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

**Directory Information**

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

Directory Information includes: Student's name, date of birth, address(es); course of study; extracurricular activities; degrees and/or awards received; last school attended; dean's list or equivalent; attendance status (full-time, part-time) and dates of attendance (the period of time a student 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 school-related policies or the College's personnel. Students should notify the College in a timely fashion of any grievance considered appropriate for handling under this policy. As used in this policy the terms “timely fashion,” “reasonable time,” and “promptly” will mean ten days.

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

**Grievance Procedure**

In the event an applicant, student, graduate, former student, or other party who has dealings with the College feels his/her rights have been violated, the following procedures should be followed:

1. The 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  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108  
651-642-0533
- Kansas Board of Regents  
1000 SW Jackson Street, Suite 520  
Topeka, KS 66612  
785-296-3421
- State of Wisconsin Educational Approval Board  
201 West Washington Avenue, 3rd Floor  
Madison, WI 53703  
608-266-1996
- The Higher Learning Commission  
(ncahc.org), a commission of the North Central Association of Colleges and Schools,  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604  
800-621-7440 or 312-263-0456

**Appeal Procedure**

Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. Individuals who feel they have been unjustly treated can request the Campus Director to hear their appeal.

For appeals involving academic issues 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 Institutional Research and Assessment 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**

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.

Rasmussen College is currently authorized or licensed\* to operate in: Alabama, Arkansas, Delaware, Florida, Illinois, Iowa, Kansas, Minnesota, North Dakota, Wisconsin, and Wyoming. Rasmussen College will continue to monitor developments in state laws in each state in which it enrolls students and, if authorization or licensure is or becomes necessary, will work to obtain such additional approvals.

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

## STATE CONTACT INFORMATION FOR STUDENT COMPLAINTS\*

**ALABAMA**

Alabama Commission on Higher Education  
P.O. Box 302000  
Montgomery, AL 36130  
ache.state.al.us/federal-reg.pdf  
Alabama Department of Postsecondary Education  
P.O. Box 302130  
Montgomery, AL 36130  
accs.cc/complaintform.aspx

**ALASKA**

Alaska Commission on Postsecondary Education  
PO Box 110505  
Juneau, AK 99811  
EED.ACPE-IA@alaska.gov  
akadvantage.alaska.gov/EDUCATOR-SCHOOL/Postsecondary\_Institutions/Consumer\_Protection.aspx

**ARIZONA**

Arizona State Board for Private Postsecondary Education  
1400 West Washington Street, Room 260  
Phoenix, AZ 85007  
azpse.gov/student\_info/compliance.asp

**ARKANSAS**

Arkansas Higher Education Coordinating Board  
Arkansas Department of Higher Education  
114 East Capitol Ave.  
Little Rock, AR 72201  
ADHE\_Info@adhe.edu  
adhe.edu/SiteCollectionDocuments/AcademicAffairsDivision/Delores/APPENDIX%20J%20Student%20Grievance%20complaint%20process%20%20new.pdf  
Arkansas State Board of Private Career Education  
501 Woodlane, Suite 312S  
Little Rock, AR 72201  
sbpce@arkansas.gov  
sbpce.arkansas.gov/students/Pages/complaintProcess.aspx

**CALIFORNIA**

Approved Institutions:  
California Bureau of Private Postsecondary Education  
P.O. Box 980818, West  
Sacramento, CA 95798  
bppe@dca.ca.gov  
bppe.ca.gov/forms\_pubs/complaint.pdf  
Exempt Institutions:  
Attorney General's Office  
California Department of Justice  
Attn: Public Inquiry Unit  
P.O. Box 9044255  
Sacramento, CA 94244  
ag.ca.gov/contact/complaint\_form.php?cmplt=PL

**COLORADO**

Colorado Department of Higher Education  
1560 Broadway, Suite 1600  
Denver, CO 80202  
higher.ed.colorado.gov/Academics/Complaints/default.html  
higher.ed.colorado.gov/DPOS/Students/complaint.html

**CONNECTICUT**

Connecticut Office of Financial and Academic Affairs for Higher Education  
61 Woodland Street  
Hartford, CT 06105  
860-947-1800,  
info@ctdhe.org  
Non-degree institutions: ctdhe.org/POSA/pdf/CP2complaintForm.pdf  
Connecticut Department of Consumer Protection  
165 Capitol Avenue, Room 110  
Hartford, CT 06106  
trade.practices@ct.gov  
ct.gov/dcp/lib/dcp/Consumer\_Statement\_CPF2-2.pdf  
Consumer Complaint Hotline: 800-842-2649

**DELAWARE**

Delaware Higher Education Office  
Carvel State Office Building, 5th Floor,  
820 North French Street  
Wilmington, DE 19801  
dheo@doe.k12.de.us  
Delaware Attorney General  
Consumer Protection Wilmington:  
820 North French Street 5th floor  
Wilmington, DE 19801  
consumer.protection@state.de.us

**DISTRICT OF COLUMBIA**

District of Columbia Office of the State Superintendent of Education  
Education Licensure Commission  
810 First Street, NE, 9th Floor  
Washington, DC 20002  
osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/complaint\_form\_4\_11.pdf

## ACADEMIC INFORMATION AND COLLEGE POLICIES

**FLORIDA**

Florida Commission for Independent Education  
325 West Gaines Street, Suite 1414  
Tallahassee, FL 32399  
fldoe.org/cie/complaint.asp

**GEORGIA**

Georgia Nonpublic Postsecondary Education Commission  
2082 Easy Exchange Pl. #220  
Tucker, GA 30084  
rules.sos.state.ga.us/docs/392/5/06.pdf

**HAWAII**

Hawaii State Board of Education  
P.O. Box 2360  
Honolulu, HI 96804  
occp@dcca.hawaii.gov  
hawaii.gov/dcca/occp/consumer\_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**

Board of Higher Education  
Illinois Board of Higher Education  
431 East Adams, 2nd Floor  
Springfield, IL 62701  
info@ibhe.org  
Institutional Complaint Hotline: 217-557-7359

**INDIANA**

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

**IOWA**

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

**KANSAS**

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

**KENTUCKY**

Kentucky Council on Postsecondary Education  
1024 Capital Center Dr. #320  
Frankfort, KY 40601  
sarah.levy@ky.gov  
Kentucky Commission on Proprietary Education  
911 Leewood Drive  
Frankfort, KY 40601  
bpe.ky.gov/Applications%20and%20Forms/Form%20to%20File%20a%20Complaint.pdf  
Office of the Attorney General  
Capitol Suite 118, 700 Capitol Avenue,  
Frankfort, KY 40601  
consumer.protection@ag.ky.gov  
ag.ky.gov/civil/consumerprotection/complaints/Lists/consumer\_complaint/form.aspx

**LOUISIANA**

Louisiana Attorney General Office  
Consumer Protection Section  
P.O. Box 94005  
Baton Rouge, LA 70804  
ConsumerInfo@ag.state.la.us  
1-800-351-4889, 225-326-6465  
ag.state.la.us/Complaint.aspx?articleID=16&catID=15  
Secondarily, complaints may also be sent to:  
Louisiana Board of Regents  
Attn: Nancy Beall or Dr. Larry Trembly  
P.O. Box 3677  
Baton Rouge, LA 70821  
regents.louisiana.gov/assets/docs/ProprietarySchools/StudentComplaintProcedure.pdf

**MAINE**

Maine Department of Education Harry Osgood - Complaints  
23 State House Station  
Augusta, ME 04333  
harry.osgood@maine.gov  
Maine Attorney General, Consumer Protection Division  
6 State House Station  
Augusta, ME 04333  
maine.gov/ag/consumer/complaints/complaint\_form.shtml

**MARYLAND**

Maryland Higher Education Commission  
6 North Liberty Street, 10th Floor  
Baltimore, MD 21201  
410-767-3388  
mhec.state.md.us/higherEd/acadAff/MHECStudentComplaintProcess.pdf  
Office of the Attorney General, Consumer Protection Division  
200 St. Paul Place  
Baltimore, MD 21202  
Consumer Protection Hotline: 410-528-8662  
consumer@oag.state.md.us  
oag.state.md.us/Consumer/complaint.htm

**MASSACHUSETTS**

Massachusetts Board of Higher Education  
One Ashburton Place  
Room 1401  
Boston, MA 02108  
mass.edu/forstudents/complaints/complaintprocess.asp  
Massachusetts Division of Professional Licensure,  
Office of Private Occupational School Education  
1000 Washington Street  
Boston, MA 02118  
mass.gov/ocabr/docs/dpl/complaint.pdf

**MICHIGAN**

Michigan Department of Licensing and Regulatory Affairs, Bureau of Commercial Services, Licensing Division  
Proprietary School Unit Staff  
201 North Washington Square  
Lansing, MI 48913  
michiganps.net/complaint.aspx

**MINNESOTA**

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

**MISSISSIPPI**

Mississippi Commission on College Accreditation  
3825 Ridgewood Road  
Jackson, MS 39211-6453  
mississippi.edu/mcca/downloads/studentcomplaintform.pdf  
Mississippi Commission of Proprietary Schools and College Registration  
3825 Ridgewood Road  
Jackson, MS 39211-6453  
sbccjcc.ms.us/pdfs/pg/PSCComplaintForm.pdf  
Consumer Protection Division, Office of the Attorney General  
P.O. Box 22947  
Jackson, MS 39225-2947  
ago.state.ms.us/index.php/contact (email)  
ago.state.ms.us/images/uploads/forms/MSAGO\_Complaint\_Form.pdf

**MISSOURI**

Missouri Department of Higher Education  
205 Jefferson Street  
P.O. Box 1469  
Jefferson City, MO 65102-1469  
info@dhe.mo.gov  
Policy: dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION-reviseddraft.pdf

**MONTANA**

Montana Board of Regents  
Office of Commissioner of Higher Education  
Montana University System  
2500 Broadway Street  
P.O. Box 203201  
Helena, MT 59620-3201

**Montana Office of Consumer Protection**

2225 11th Avenue  
P.O. Box 200151  
Helena, MT 59620-0151  
contactocp@mt.gov  
doj.mt.gov/wp-content/uploads/2011/05/complaintform3.pdf

**NEBRASKA**

Nebraska Coordinating Commission for Postsecondary Education  
P.O. Box 95005  
Lincoln, NE 68509-5005  
Nebraska Attorney General, Consumer Protection Division  
2115 State Capitol  
Lincoln, NE 68509  
ago.state.ne.us/consumer/emailforms/consumer\_complaint.htm  
Consumer Protection Hotline: 800-727-6432  
Nebraska Department of Education, Private Postsecondary Career Schools Investigations Office  
301 Centennial Mall South  
P.O. Box 98987  
Lincoln, NE 68509-4987  
education.ne.gov/PPCS/PDF%20Folders/PDF%20Documents/PPCS%20Forms/Complaint-form.pdf

**NEVADA**

Nevada Commission on Postsecondary Education  
3663 East Sunset Road, Suite 202  
Las Vegas, NV 89120  
cpe.state.nv.us/CPE%20Complaint%20Info.htm

**NEW HAMPSHIRE**

New Hampshire Department of Education  
Stephen Berwick, Coordinator, Dispute Resolution, and Constituent Complaints  
101 Pleasant Street  
Concord, NH 03301  
603-271-2299  
stephen.berwick@doe.nh.gov

**NEW JERSEY**

Secretary of Higher Education  
New Jersey Higher Education  
P.O. Box 542  
Trenton, NJ 08625  
nj\_che@che.state.nj.us  
New Jersey Division of Consumer Affairs  
124 Halsey Street  
Newark, NJ 07102  
nj.gov/oag/ca/complaint/ocp.pdf  
New Jersey Department of Labor and Workforce Development  
1 John Fitch Plaza, P.O. Box 110  
Trenton, NJ 08625  
schoolapprovalunit@dol.state.nj.us  
lwd.dol.state.nj.us/labor/forms\_pdfs/coei/SAU/Conflict%20Resolution%20Questionnaire.pdf

**NEW MEXICO**

New Mexico Higher Education Department  
2048 Galisteo  
Santa Fe, NM 87505  
hed.state.nm.us/Complaint\_3.aspx

**NEW YORK**

Office of College and University Evaluation  
New York Office of College and University Evaluation  
New York State Education Department  
5 North Mezzanine, Albany, NY 12234  
ocueinfo@mail.nysed.gov  
highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html  
New York Bureau of Proprietary School Supervision  
New York State Education Department  
99 Washington Avenue, Room 1613 OCP  
Albany, NY 12234  
acces.nysed.gov/bpss/students/documents/ComplaintForm.pdf  
acces.nysed.gov/bpss/students/disclos.htm

**NORTH CAROLINA**

Board of Governors for the University of North Carolina  
Postsecondary Education Complaints  
c/o Assistant Director of Licensure and Workforce  
University of North Carolina General Administration  
910 Raleigh Road  
Chapel Hill, NC 27514  
studentcomplaint@northcarolina.edu  
ncdoj.gov/getdoc/59be4357-41f3-4377-b10f-3e8bd532da5f/Complaint-Form.aspx  
See also: northcarolina.edu/aa\_planning/licensure/resources.htm

Community College System Office of Proprietary Schools  
North Carolina Community College System Office of Proprietary Schools  
200 West Jones St.  
Raleigh, NC 27603  
nccommunitycolleges.edu/Proprietary\_Schools/docs/PDFFiles/StdComplForm.pdf

**NORTH DAKOTA**

North Dakota Department of Career and Technical Education (if institution is "authorized")  
State Capitol - 15th Floor  
600 East Boulevard Avenue Dept. 270  
Bismarck, ND 58505  
cte@nd.gov  
North Dakota Consumer Protection Division (if institution is "exempt" or not authorized)  
Office of Attorney General  
Parrell Grossman, Director,  
Consumer Protection Division  
701-328-5570  
Gateway Professional Center, 1050 East Interstate Avenue Suite 200  
Bismarck, ND 58503  
ag.state.nd.us/cpat/PDFFiles/SFN7418.pdf

**OHIO**

Ohio Board of Regents  
30 East Broad Street, 36th Floor  
Columbus, OH 43215  
Ohio Attorney General, Consumer Protection Section  
30 East Broad Street, 14th floor  
Columbus, OH 43215  
ohioattorneygeneral.gov/consumercomplaint  
Ohio State Board of Career Colleges and Schools  
30 East Broad Street, Suite 2481  
Columbus, OH 43215  
scr.ohio.gov/ConsumerInformation/FilingaComplaint.aspx

**OKLAHOMA**

Oklahoma State Regents for Higher Education  
655 Research Parkway, Suite 200  
Oklahoma City, OK 73104  
Oklahoma Office of the Attorney General, Consumer Protection Unit  
Attn: Investigative Analyst  
313 NE 21st Street  
Oklahoma City, OK 73105  
oag.state.ok.us/oagweb.nsf/ecom.html  
Oklahoma State Board of Private Vocational Schools  
3700 Classen Boulevard, Suite 250  
Oklahoma City, OK 73118

**OREGON**

Oregon Higher Education Coordinating Commission  
1500 Valley River Drive, Suite 100  
Eugene, OR 97401  
Oregon Attorney General  
Financial Fraud/Consumer Protection Section  
1162 Court Street NE  
Salem, OR 97301  
doj.state.or.us/finfraud/pdf/concompform.pdf  
Oregon Department of Education,  
Private Career Schools Office  
255 Capitol Street NE  
Salem, OR 97310  
ode.state.or.us/search/page/?id=325

**PENNSYLVANIA**

Pennsylvania Department of Education  
333 Market Street  
Harrisburg, PA 17126  
education.state.pa.us/portal/server.pt/community/higher\_education/8711/complaint\_procedure/1004474  
Office of Attorney General, Bureau of Consumer Protection  
14th Floor, Strawberry Square  
Harrisburg, PA 17120  
attorneygeneral.gov/uploadedFiles/Complaints/BCP\_Complaint\_Form.pdf

**PUERTO RICO**

Puerto Rico Council on Higher Education  
P.O. Box 1900  
San Juan, PR 00910  
Puerto Rico Department of Justice  
P.O. Box 9020192  
San Juan, PR 00902

**RHODE ISLAND**

Rhode Island Board of Governors for Higher Education  
Shepard Building, 80 Washington Street  
Providence, RI 02903

**ACADEMIC INFORMATION AND COLLEGE POLICIES**

Rhode Island Department of Attorney General,  
Consumer Protection Unit  
150 South Main Street  
Providence, RI 02903  
riag.state.ri.us/documents/consumer/  
ConsumerComplaintForm.pdf  
ribghe.org/8a1031912.pdf

**SOUTH CAROLINA**  
South Carolina Commission on Higher Education  
1122 Lady Street, Suite 300  
Columbia, SC 29201  
803-737-3918  
che.sc.gov/AcademicAffairs/License/  
Complaint\_procedures\_and\_form.pdf

**SOUTH DAKOTA**  
South Dakota Secretary of State Jason M. Gant  
State Capitol 500 East Capitol Avenue  
Pierre, SD 57501  
sdsos@state.sd.us

South Dakota Office of Attorney General,  
Division of Consumer Protection  
1302 East Hwy 14 Suite 3  
Pierre, SD 57501  
atg.sd.gov/Consumers/HandlingComplaints/  
ConsumerComplaintForm.aspx

**TENNESSEE**  
Tennessee Higher Education Commission  
404 James Robertson Parkway, Suite 1900  
Nashville, TN 37243  
tn.gov/thecc/Divisions/LRA/PostsecondaryAuth/  
Complaint%20Form.rtf

**TEXAS**  
Higher Education Coordinating Board  
Texas Higher Education Coordinating Board  
1200 East Anderson Lane  
Austin, TX 78752  
Office of the Attorney General Consumer Protection Division  
PO Box 12548  
Austin, TX 78711  
oag.state.tx.us/consumer/complaintform.pdf

Texas Workforce Commission  
Career Schools and Colleges - Room 226-T  
101 East 15th Street  
Austin, TX 78778  
twc.state.tx.us/svcs/propschools/ps401a.pdf  
Additional complaint information  
is available at twc.state.tx.us/svcs/  
propschools/problem-school.html

**UTAH**  
Utah Division of Consumer Protection  
160 East 300 South  
Salt Lake City, UT 84111  
consumerprotection@utah.gov  
http://consumerprotection.utah.  
gov/complaints/index.html

**VERMONT**  
Vermont Department of Education, State Board of Education  
120 State Street  
Montpelier, VT 05620  
education.vermont.gov/new/  
pdfdoc/pgm\_postsecondary/EDU-  
Complaint\_Resolution\_Statement\_for\_  
Postsecondary\_Education\_Matters.pdf  
Vermont Attorney General's Office  
109 State Street  
Montpelier, VT 05609

**VIRGINIA**  
State Council of Higher Education for Virginia  
101 North 14th Street, James Monroe Building  
Richmond, VA 23219  
communications@schev.edu  
schev.edu/students/studentcomplaint.asp

**WASHINGTON**  
Washington Student Achievement Council  
917 Lakeridge Way, P.O. Box 43430  
Olympia, WA 98504  
dainfo@wsac.wa.gov  
wsac.wa.gov/ConsumerProtection

Washington Workforce Training and Education  
Coordinating Board  
128 10th Avenue SW  
PO Box 43105  
Olympia, WA 98504  
workforce@wtb.wa.gov  
wtb.wa.gov/PCS\_Complaints.asp (instructions)

**WEST VIRGINIA**  
West Virginia Higher Education Policy Commission  
1018 Kanawha Blvd East, Suite 700  
Charleston, WV 25301  
West Virginia Office of the Attorney General  
Consumer Protection Division  
P.O. Box 1789  
Charleston, WV 25326  
wvago.gov/pdf/general-consumer-  
complaint-form.pdf  
Community and Technical College System of West Virginia  
1018 Kanawha Blvd. East, Suite 700  
Charleston, WV 25301

**WISCONSIN**  
Wisconsin Educational Approval Board  
201 West Washington Avenue, 3rd Floor  
P.O. Box 8696  
Madison, WI 53708  
eabmail@eab.wisconsin.gov  
eab.state.wi.us/resources/complaint.asp

**WYOMING**  
Wyoming Department of Education  
2300 Capitol Avenue, Hathaway Building, 2nd Floor  
Cheyenne, WY 82002  
Attorney General's Office  
123 Capitol Building, 200 West 24th Street  
Cheyenne, WY 82002

\*This list includes contact information for all 50 states, the District of Columbia, and Puerto Rico and should not be construed as informative of what agencies regulate the institution or in what states the institution is licensed or required to be licensed. States, through the relevant agencies or Attorney Generals Offices, will accept complaints regardless of whether an institution is required to be licensed in that state.

**CONSORTIUM AGREEMENT**

**Consortium Agreement**  
Rasmussen College has signed consortium agreements among all Rasmussen College campuses.

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

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

**REFUNDS**

**The State of Minnesota and State of Wisconsin Cancellation, Termination, Refund Policy**  
If a student is cancelled or terminated, for whatever reason, the following apply:

- Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. A student in any term who withdraws from the College must give written notice to the College. Date of withdrawal is the last day of recorded attendance.
- The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the cases where the notice is hand carried, it shall occur on the date the notice is delivered to the College.
- Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which he/she has been charged ("Period of Instruction"), all tuition and fees paid will be refunded. If any books and supplies provided by the College are not returned unused and in a condition such that they can be returned to the supplier, the student will be assessed a fee of \$150 per course for these books and supplies. All prepaid tuition is refundable.
- If a student has been accepted by the College and gives written notice of cancellation or termination after the start of the Period of Instruction for which they have been charged, but before completion of 60% of the Period of Instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the Period of Instruction shall not exceed the pro rata portion of the total charges for tuition, fees, and all other charges that the length of the completed portion of the Period of Instruction bears to its total length. After the completion of 60% of the Period of Instruction, no refund will be made.
- 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.

ACADEMIC INFORMATION AND COLLEGE POLICIES

**TUITION**

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

	Part Time	Full Time
<b>All Programs:</b>		
• School of Business	• School of Design	\$395 per credit for Foundation courses and all 100-200 level courses
• School of Health Sciences	• School of Justice Studies	\$299 per credit for Foundation courses and all 100-200 level courses
• School of Technology		\$310 per credit for all 300-400 level courses
<b>School of Education:</b>	Early Childhood Education	\$310 per credit
<b>School of Health Sciences:</b>	Medical Administration	\$350 per credit
	Medical Assisting	\$310 per credit
	Patient Care Technician	
	EKG Technician	
	Phlebotomy	
	Health Sciences	
<b>School of Nursing:</b>	Practical Nursing Diploma	\$375 per credit
	Professional Nursing	\$395 per credit for all 100-200 level courses
	RN to BSN	\$395 per credit for Foundations courses and all 1000-2000 level courses
		\$310 per credit for all 3000-4000 level courses
		\$299 per credit for all 100-200 level courses
		\$299 per credit for all 1000-2000 level courses
		\$299 per credit for all 3000 - 4000 level courses

- Full time students are defined as taking 12 or more credits per quarter. Students taking less than 12 credits are part time students. For tuition purposes only, students taking 8 or more credits during the Mid Quarter term are considered full time.
- There is a required course materials fee of \$150 per course. Course numbers ending with "L" or "LL" will not be charged a course materials fee.
- FAST TRACK: Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course materials fee of \$150 for every course over four courses.
- Tuition rate is locked in for continuously enrolled students. A change in the number of credits taken during enrollment in any quarter may lead to different prices if a student moves from part-time to full-time or vice versa.
- Individual Progress students will be charged at the School of Business rate, plus the cost of books and other fees.
- Students not enrolled in an eligible program who elect to take courses without earning college credit are charged \$275 per credit hour, plus the cost of books and other fees. This non-credit option is NOT available for courses beginning with a "CC" "N" "NM" "NU" "NUR" "PN" "PT" "ST" "ML" and "W". Students who elect to complete courses on a non-credit basis are not guaranteed full technology access; however, every effort will be made to provide technology resources. Transcripts denote a "ZP" upon completion of the course. Students may choose to convert the "ZP" to a letter grade and earn credit for an additional cost of \$75 per credit hour.

For information on our graduation rates, median graduate debt levels, and other student investment disclosure information, visit rasmussen.edu/SID.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

### Refund Policy for Iowa Residents:

- a. In accordance with Iowa code 714.23, students who are residents of the state of Iowa shall receive a pro rata refund of tuition charges if they withdraw from an educational program at Rasmussen College, calculated as follows: Not less than ninety percent of the amount of tuition charged to the student, multiplied by the ratio of the number of calendar days remaining in SIXTY PERCENT OF the school period until the date equivalent to the completion of sixty percent of the calendar days in the school period to the total number of calendar days in the school period until the date equivalent to the completion of sixty percent of the calendar days in the school period.
- b. Notwithstanding the paragraph above, the following tuition refund policy shall apply:
 

If a terminating student has completed sixty percent or more of a school period, no tuition refund will be granted. However, if, at any time, a student terminates a program due to the student's physical incapacity or, for a program that requires the student to attend physical classroom instruction due to the transfer of the student's spouse's employment to another city, the terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.
- c. Notwithstanding the two paragraphs above, this portion of the policy applies if and when the Rasmussen College cohort default rate for students under the Stafford loan program as reported by the US Department of Education for the most recent federal fiscal year is more than 110% of the national average rate of all schools, or six percent, whichever is higher. In this case a terminating student shall receive a refund of tuition charges in an amount that is not less than ninety percent of the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.
- d. Tuition refunds shall be provided to the student within forty-five days following the date of the determination that a student has terminated enrollment. No specific fee or penalty for termination will be charged, other than a reduction in tuition as specified above.
- e. In compliance with Iowa Code 714.23, the \$150.00 course materials fee will be refunded for students who are residents of the state of Iowa.

### Return of Title IV Funds Policy

If a student withdraws or is expelled, they need to visit with the Campus Director or Dean to complete the Rasmussen College Notice of Change in Student Status form, which will begin the withdrawal process. Students are allowed to convey their withdrawal verbally or in writing to the Campus Director or Dean. 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 released to a student because of a credit balance on the student's account, the student may be required to repay some of the federal grants if they withdraw.

The federal return of Title IV funds formula calls for a second calculation, similar to the one outlined above, where the school determines the percentage and amount of tuition which was unearned. The school compares the unearned tuition with the unearned Title IV aid, and returns the lesser of these two amounts.

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

A post-withdrawal disbursement occurs when a student who withdraws earned more aid 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 180 days of the school'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.

### Extended Quarter Break Stop Out Policy

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

### Military Leave and Refund

Rasmussen College supports its students who are also members of the armed forces. Military service members who are given official orders to deploy for state or federal needs, as well as their spouses, who cannot complete the academic quarter due to the deployment may withdraw without penalty from any or all classes in which they are enrolled, even if the established deadline for withdrawal has passed. These students are entitled to a full refund of tuition and mandatory fees for the term, subject to applicable laws governing federal or state financial aid programs and allocation or refund as required under those programs. The student will receive a grade of WX. 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 redetermination of admission eligibility, within one year following their release from active military service. Programs with specialized admissions requirements are excluded from this policy; students must meet those additional requirements at the time of re-enrollment.

### Medical Leave of Absence and Medical Withdrawal Policy

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

Medical leave is intended for students who need to take time away from Rasmussen College for health reasons.

Medical Withdrawals may be one of the following:

1. Medical 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.

Students are treated as a drop/withdrawal for Financial Aid purposes and may end up owing a tuition balance. Students should see the Student Financial Services Office to determine the impact of a Medical Leave or Withdrawal.

### Applying for a Leave or Withdrawal:

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

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

To return from Medical Leave, the student must contact the Campus Accommodations Coordinator prior to the first day of classes to complete a re-admission application. Additionally, the Campus Accommodations Coordinator 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.

Policy Regarding Grades in the Event of a Medical Leave of Absence or Medical Withdrawal

1. If the student takes Medical Leave or a Medical Withdrawal on or before the close of the drop/add period the course(s) will be dropped without being recorded on the student's transcript and tuition will not be charged.

2. A grade of "WX" will be recorded for each course for which a 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.

NOTE: Official transcripts will not be released by Rasmussen College until all outstanding financial obligations have been met.

The usual rules for transferring credit to Rasmussen College for courses taken elsewhere while on leave will apply to any academic work done by the student while on Medical Leave or while on Medical Withdrawal from the College.

All academic probations, warnings and dismissals take precedence over any Medical Leaves or Medical Withdrawals. If a student is already on probation or is placed on probation while on leave, the conditions of his or her probation are continued to the quarter in which he or she returns to the College.

### Involuntary Medical Withdrawal Appeal Process

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

### When a Student Wants to Return After an Involuntary Medical Withdrawal

Re-enrollment will require a completed re-admission application from the student along with a letter from the student's professional therapist and/or physician stating the student's medical 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.

### Federal Distribution of Funds Policy

Once the refund liability for a particular student has been determined, the federal portion of the refund shall be distributed back to the various programs in the following manner:

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

### Non Federal Refund Distribution Policy For Florida Campuses

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

If a student receiving Bright Futures scholarship funds withdraws from course(s) after the drop/add period, the student will be required to repay the institution for the amount of the scholarship for those course(s) withdrawn from.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

## For Minnesota Campuses

Refunds for state aid programs are calculated on a proportional basis. To calculate the minimum refund due to the Minnesota State Grant Program, the SELF Loan Program, and other Minnesota State Aid Programs (with the exception of the State Work Study Program), the following formula is used:

Amount of funds (financial aid and cash) applied to institutional charges (including post-withdrawal disbursements of Title IV aid applied to institutional charges) less:

Amount of institutional charges that the school can retain per our state mandated refund policy less:

Amount of Institutional Share of the Title IV Refund =

Remaining refund due to the State Aid Programs

Ratios are then determined for each of the State Financial Aid Programs as part of the total Non-Title IV financial aid disbursed to the student (for the period during which the student withdrew).

These ratios are then multiplied against the remaining refund due to the State Aid Programs to determine the proportional minimum refund due to both the State Grant and SELF Programs. If the student received funds from other State Aid Programs, those refunds would be calculated in the same manner.

Note that for purposes of calculating institutional charges in the State Refund Calculation, the definition for Title IV programs is used.

- Any remaining refund monies will then be applied to reduce the student's Minnesota State Grant award and/ or Minnesota SELF Loan.
- Any remaining refund monies will then be applied to any other sources.

## For North Dakota Campuses

If the disbursement is made of the North Dakota State Grant while the student is enrolled full-time, no refund is due. If the disbursement is made while the student is no longer in attendance, a full refund to the North Dakota State Grant program is due.

## For Illinois, Kansas and Wisconsin Campuses

Please note that Illinois, Kansas and Wisconsin do not have state grant programs, so the Non-Federal Refund Distribution Policy does not apply to students attending campuses in Illinois, Kansas or Wisconsin.

## Veterans Refund

In the event a veteran discontinues training for any reason, any supplies or textbooks issued to and paid for by the veteran become the property of the veteran. The remaining amount of the prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance of training.

CAMPUS SECURITY  
CRIME STATISTICSJeanne Clery Disclosure of Campus Security  
Policy and Campus Crime Statistics Act

Rasmussen College provides prospective and enrolled students and employees with its current Crime Awareness and Campus Security Act statistics. This policy contains information pertaining to the reporting procedure of criminal activities, security and access to campus facilities, campus law enforcement and criminal offenses reported to the campus or local police. As part of our campus crime prevention plan, Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.

## ACCREDITATION, LICENSING, APPROVALS AND OWNERSHIP

## Accreditation

Rasmussen College is accredited by the Higher Learning Commission and a member of the North Central Association  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604  
800-621-7440 or 312-263-0456

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

- Commission on Accreditation for Health Informatics and Information Management Education  
233 North Michigan Ave, 21st Floor  
Chicago, IL 60601  
312-233-1100

The Health Information Management BS Degree program is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The Medical Assisting Diploma program at the Green Bay, Lake Elmo/Woodbury, and Moorhead campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (caahp.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 Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Mokena/Tinley Park, Rockford, and Romeoville/Joliet campuses in Illinois; the Fort Myers, Ocala, New Port Richey/West Pasco and Tampa/Brandon campuses in Florida; the Appleton and Wausau campuses in Wisconsin; and the Blaine, Bloomington, Brooklyn Park/Maple Grove, Eagan, Mankato, and St. Cloud campuses in Minnesota are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

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

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

- Commission on Accreditation of Allied Health Education Programs (CAAHPE)  
1361 Park Street  
Clearwater, FL  
727-210-2350  
caahp.org

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



- National Accrediting Agency for Clinical Laboratory Sciences  
5600 North River Road  
Rosemont, IL 60018  
Phone: 773-714-8880  
Fax: 773-714-8886

Programs or campuses not listed above are not programmatically accredited.

## Registration

Rasmussen College is registered as a private institution with the 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  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108  
651-642-0533

Rasmussen College is registered with the Iowa College Student Aid Commission.

Iowa College Student Aid Commission  
603 East 12th Street, 5th Floor  
Des Moines, IA 50319  
877-272-4456

## Licensing

Rasmussen College is licensed as a private career school with the State of Wisconsin Educational Approval Board. 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  
608-266-2112
- State of Wisconsin Educational Approval Board  
201 West Washington Ave., 3rd Floor  
Madison, WI 53703  
608-266-1996

The State of Wisconsin Educational Approval Board has approved all of Rasmussen College's programs except the Law Enforcement AAS degree and certificates.

The Arkansas Higher Education Coordinating Board has certified Rasmussen College to offer the following degree programs by distance technology to Arkansas residents: Accounting B.S., Business Management B.S., Marketing B.S., Finance B.S., Healthcare Management B.S., Human Resources and Organizational Leadership B.S., Health Information Management B.S., Criminal Justice B.S., Nursing B.S. (RN to BSN), Cyber Security B.S., Information Technology Management B.S., Accounting A.A.S., Business Management A.A.S., Early Childhood Education A.A.S., Health Information Technician A.A.S., Medical Administration A.A.S., Criminal Justice A.A.S., Human Services A.A.S., Paralegal A.A.S., and Information Systems Management A.A.S. Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code 6-61-301.

Approved For:

- Veterans' Benefits by the Minnesota State Approving Agency

- Veterans' benefits for all National Online students are certified through Bloomington, Minnesota.

- Minnesota Board of Nursing

## Statement of Ownership

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

Corporate Officers:

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

## Limitations

This catalog was prepared using information current at the time of publishing, however all information contained herein is subject to change without notice at the discretion of the College. This includes but is not limited to the following: admission and graduation requirements, academic calendar, course descriptions and content, courses offered, online courses and programs, and statement of tuition and fees. For current calendars, students should refer to a copy of the schedule of classes for the term in which they enroll. The courses listed in this catalog are intended as a general indication of Rasmussen College's curricula. Courses and programs are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary. Students who maintain continuous enrollment will be able to complete their program at Rasmussen College even if the program is discontinued. Rasmussen College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty and to add or to delete certain courses, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and book prices.

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

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

Students seeking licensing as professional peace officers in Minnesota must complete the required Law Enforcement coursework at Rasmussen College or transfer in the equivalent. In addition, these students must complete an officially recognized first aid course in First Responder, Emergency Medical Technician, or Emergency Response, and to complete practical/"skills" coursework meeting POST objectives, to be eligible to sit for the Peace Officer Standards and Training (POST) licensing exam. Students must provide Rasmussen College with a copy of their required first aid certification (such as a copy of their first responder card) for inclusion in the student's file at Rasmussen College. Some skills training providers may require additional academic coursework. Skills training cannot be completed online.

Rasmussen College reserves the right to deny admission to applicants whose total credentials reflect an inability to assume the obligations of performance and behavior deemed essential by Rasmussen College and relevant to any of its lawful missions, process, and functions as an educational institution and business.

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

**FACULTY AND STAFF**

**BOARD OF DIRECTORS**

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– Chairman, Rasmussen College  
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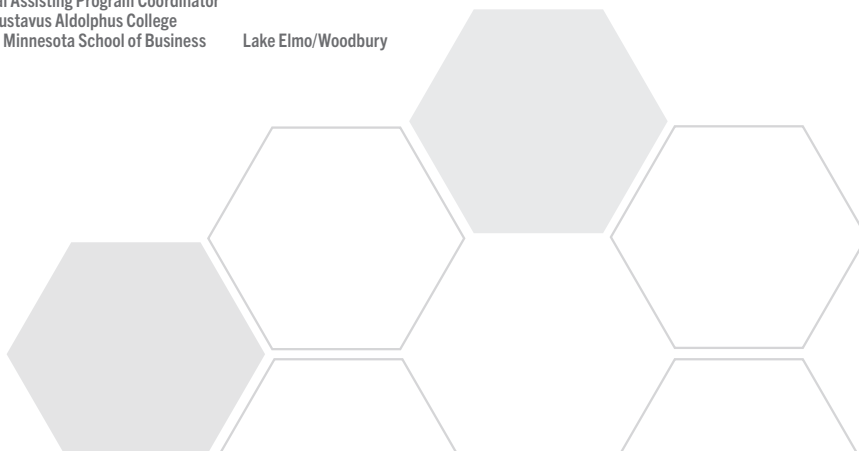
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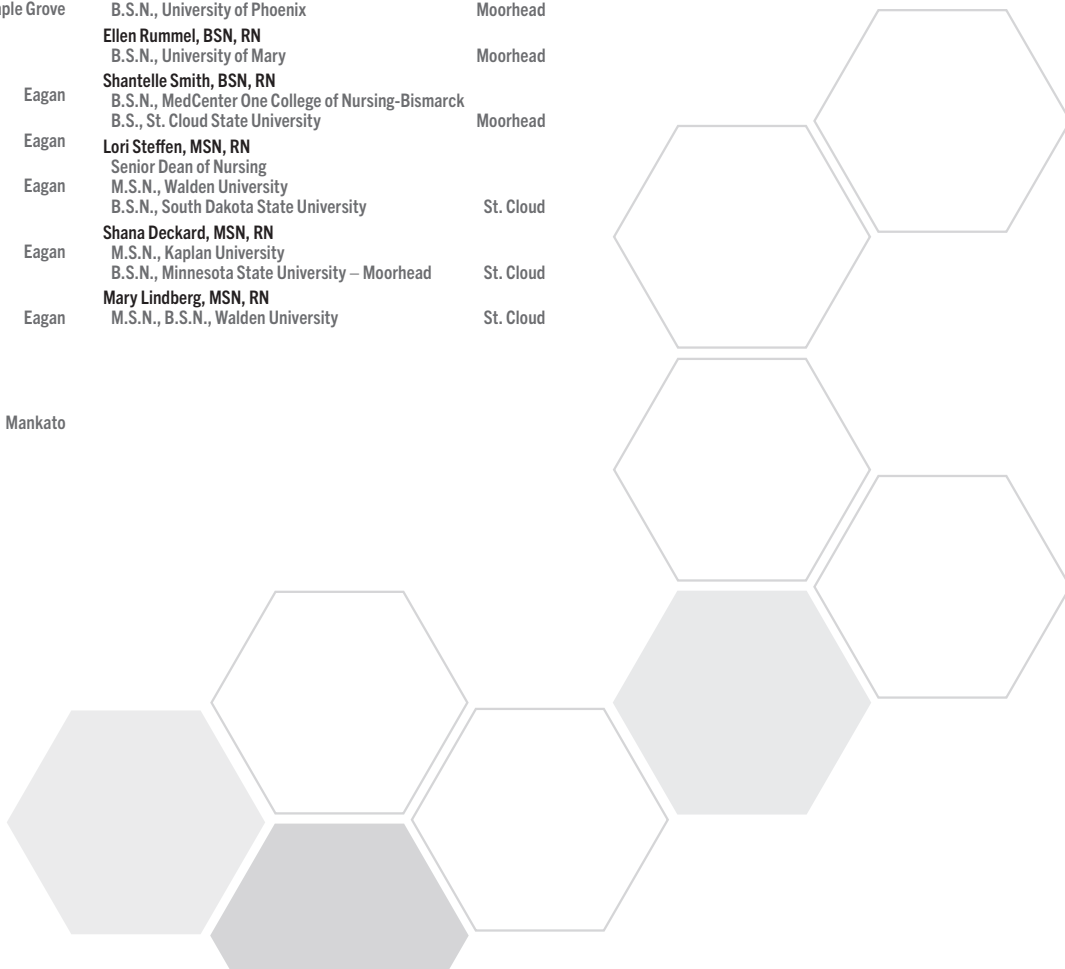
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