



**RASMUSSEN**  
COLLEGE

—  
**CATALOG 2017-2018**

# MISSION

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

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

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

# PURPOSES

TO ACCOMPLISH OUR MISSION, RASMUSSEN COLLEGE ESTABLISHED THESE PURPOSES:

- 1. Educational Excellence and Assessment:** Rasmussen College fosters a learning and teaching community that is challenging, stimulating and student-focused. The College uses continuous evaluation and a number of assessment tools and methods to ensure student learning, effective teaching, student persistence and institutional effectiveness.
- 2. Teaching, Learning, and Development:** Rasmussen College provides learning opportunities in an environment of mutual respect in an unbiased atmosphere, preparing students and team members for success, lifelong learning and continued improvement in a global environment.
- 3. Mission and Service:** Rasmussen College publicly states its mission and demonstrates its commitment to the public good by supporting career-focused education that empowers local communities. The College builds community through education and interacts with its constituency with integrity and transparency.
- 4. Resources and Effectiveness:** Rasmussen College allocates resources to human capital, facilities and technology in its commitment to accuracy, connectedness and timeliness. The College is dedicated to effective use and investment of resources and a quality learning and teaching environment for students, staff and faculty.
- 5. Diversity and Inclusion:** Rasmussen College promotes diversity awareness, respect for multiple perspectives, and inclusion among all College stakeholders in and out of classrooms.

# TABLE OF CONTENTS

Mission and Purposes	
Academic Calendar	2
Letter from the President	3
SUPPORT+	4
School of Business	5
School of Design	18
School of Education	23
School of Health Sciences	28
School of Justice Studies	42
School of Nursing	51
School of Technology	61
General Education Course Selections (11-Week Quarters)	70
General Education Course Selections (12-Week Quarters)	71
Course Descriptions	72
Academic Information and College Policies	107
Flex Choice® Credit by Assessment Course Options	132
Faculty and Staff	143

# 2017-2018 ACADEMIC CALENDAR

## Calendar for Programs with 11-Week Quarters (5.5-Week Terms)

### Summer Quarter 2017

July 5 – September 16

- Summer Term I July 5 – August 8
- Summer Term II August 9 – September 16

### Fall Quarter 2017

October 2 – December 16

- Fall Term I October 2 – November 7
- Fall Term II November 8 – December 16

### Winter Quarter 2018

January 2 – March 17

- Winter Term I January 2 – February 6
- Winter Term II February 7 – March 17

### Spring Quarter 2018

April 2 – June 16

- Spring Term I April 2 – May 8
- Spring Term II May 9 – June 16

### Summer Quarter 2018

July 2 – September 15

- Summer Term I July 2 – August 7
- Summer Term II August 8 – September 15

## Calendar for Programs with 12-Week Quarters (6-Week Sessions)\*

### Summer Quarter 2017

July 5 – September 24

- Summer Session I July 5 – August 13
- Summer Session II August 14 – September 24

### Fall Quarter 2017

October 2 – December 24

- Fall Session I October 2 – November 12
- Fall Session II November 13 – December 24

### Winter Quarter 2018

January 2 – March 25

- Winter Session I January 2 – February 11
- Winter Session II February 12 – March 25

### Spring Quarter 2018

April 2 – June 24

- Spring Session I April 2 – May 13
- Spring Session II May 14 – June 24

### Summer Quarter 2018

July 2 – September 23

- Summer Session I July 2 – August 12
- Summer Session II August 13 – September 23

### COLLEGE HOLIDAYS

(residential courses do not meet)

Labor Day | Veterans Day | Thanksgiving Day and the following Friday |  
Martin Luther King Jr. Day | Memorial Day | Independence Day

\*Prequalified students may follow the 11-Week Quarters (5.5-Week Terms) start date schedule.

# WELCOME TO RASMUSSEN COLLEGE



*Welcome and thank you for choosing Rasmussen College. For more than 117 years, Rasmussen College has been committed to providing high-quality education while empowering our diverse student population to pursue the dream of a college degree. We believe in the power of education and see every day how it truly changes lives. We are pleased you are furthering your education and advancing your career, and we are honored you have chosen to invest in your future with us.*

*At Rasmussen College, we offer quality curriculum delivered by industry-experienced faculty, and continuously strive to provide flexible and affordable learning options for our degree programs. You will have in-person and real-time access to a suite of student support services, such as an academic advisor, library and learning resources, student tutors, and career services advisors. These services promote success from the first day of class, through graduation, and into the next phase of your career.*

*As a leader in innovative education, Rasmussen College is proud of its long-standing history and track record of making a college education more accessible and rewarding. We are grateful to our dedicated students, faculty, and staff for continuing that tradition of academic excellence. We look forward to helping you achieve your educational goals and making your dream of earning a college degree a reality. I look forward to seeing you at graduation.*

*Sincerely,*

**Dr. Trenda Boyum-Breen**  
**President, Rasmussen College**



## **SUPPORT +** Questions? Start here.

### **Answers, planning and resources—it's all here.**

No extra trips, waiting on hold or web searches needed. Just log into the Student Portal or contact your advisor to get connected with what you need.

#### **STUDENT PORTAL**



Your online Student Portal is your gateway to a variety of tools and resources that you can access immediately. Keep tabs on your courses and grade book, message faculty, view your account ledger and financial aid, and more.



#### **ADVISOR**

Your advisor is your personal guide throughout college. They can assist you with course scheduling, financial aid and learning resources as well as help you understand and navigate a variety of our Support+ tools.

### **Your Support+ resources also include:**

- Online Classroom
- Student Account Center
- Library & Learning Resources
- Personal Support Center
- Career Services

Support+ provides you with in-person and on-demand resources that connect you with everything you need to be successful in your college career and beyond.

# Accounting | CERTIFICATE

11-Week Quarters (5.5-Week Terms)

## 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.

## DEVELOPMENTAL EDUCATION COURSES

B080	Reading and Writing Strategies	4
B087	Practical Math	4

Note: Illinois students take B095 Combined Basic and Intermediate Algebra instead of B087 Practical Math.

## GENERAL EDUCATION COURSES

Communication (Required course)		4
COM 1388	Communicating in Your Profession	

## MAJOR AND CORE COURSES

Lower Division		
ACG 1022	Financial Accounting I	4
ACG 1033	Financial Accounting II	4
ACG 2062C	Computer Focused Principles	3
APA 1500	Payroll Accounting	4
GTS 2511	Excel	3
E242	Career Development+	2
GEB 1011	Introduction to Business	4
MAN 2021	Principles of Management	4
TAX 2002	Income Tax	4
General Education Credits		4
Major and Core Credits		32
<b>Total Certificate Credits</b>		<b>36</b>

\*The Flex Choice Credit by Assessment option for this course is only available to students enrolled in a Flex Choice Credit by Assessment-eligible program. See page 132 for details.

This program has not been approved by any state professional licensing body, and this program is not intended to lead to any state-issued professional license. For further information on professional licensing requirements, please contact the appropriate board or agency in your state of residence.

Developmental Education courses do not count toward total program credits and are not calculated in GPA. Students must demonstrate mastery of the subject matter in Developmental Education courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Developmental Education courses.

# Accounting | ASSOCIATE'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

Associate of Science Degree in Florida, Associate of Applied Science Degree in Illinois, Kansas, Minnesota, North Dakota, and Wisconsin

## 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 the significance of diversity awareness skills in academic and workplace situations.

## In addition to all Accounting Certificate Courses (page 5)

## GENERAL EDUCATION COURSES

### Lower Division

**English Composition** (Required course) 4

ENC 1101 English Composition

**Communication** (Select 1 course)<sup>+</sup> 4

**Humanities** (Select 2 courses)<sup>+</sup> 8

**Math/Natural Sciences** (Select 2 courses, one must be a Math course)<sup>+</sup> 8

**Social Sciences** (Select one pairing)<sup>+</sup> 8

ECO 1000 Principles of Economics<sup>+</sup>

Select 1 Social Sciences elective other than Macroeconomics or Microeconomics

OR

ECO 2013 Macroeconomics

ECO 2023 Microeconomics

See page 70 for General Education Course Selections.

## MAJOR AND CORE COURSES

### Lower Division

ACG 2680 Financial Investigation 4

ACG 2930 Accounting Capstone 2

BUL 2241 Business Law 4

FIN 1202 Financial Markets and Institutions 4

MAN 2062 Business Ethics 4

MAR 2011 Principles of Marketing 4

**General Education Credits** 36

**Major and Core Credits** 54

**Total Associate's Degree Credits** 90

<sup>+</sup>**Flex Choice Credit by Assessment available; see page 132 for details.**

This program has not been approved by any state professional licensing body, and this program is not intended to lead to any state-issued professional license. For further information on professional licensing requirements, please contact the appropriate board or agency in your state of residence.

Developmental Education courses do not count toward total program credits, and are not calculated in GPA. Students must demonstrate mastery of the subject matter in Developmental Education courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Developmental Education courses.



# Accounting | BACHELOR'S DEGREE

Flex Choice Competency-Based Education Program (Credit by Assessment Available) | 12-Week Quarters (6-Week Sessions)

Bachelor of Science Degree

## CAREER OPPORTUNITIES

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

## 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, knowledge creation skills, and the need to incorporate them in meaningful ways.

## ENTRANCE REQUIREMENTS

This is a bachelor-completer program. To be considered for admission, students must hold a conferred associate's degree from an accredited institution as recognized by the U.S. Department of Education, or students must have successfully completed at least 60 quarter or 40 semester credits of college-level coursework with a grade of C or higher. In addition, students entering the Accounting Bachelor's Degree program must provide evidence of having successfully completed with a grade of C or higher both Financial Accounting I and Financial Accounting II, or course equivalents.

Students not transferring successfully completed Financial Accounting I and Financial Accounting II, or course equivalents, will be considered prequalified until both courses are completed within a regularly scheduled term at the regular non-AcceleratED tuition rate. Once the program pre-qualification requirements are met, the student will be accepted into the Accounting Bachelor's Degree program.

## GENERAL EDUCATION COURSES

Upper Division

<i>Communication</i> (Select 1 course)*	4
<i>Humanities</i> (Select 2 courses)*	8
<i>Math/Natural Sciences</i> (Select 1 course)*	4
<i>Social Sciences</i> (*Required; select 1 additional course)*	8

\*ECO 3250 Managerial Economics

See page 71 for General Education Course Selections.

## MAJOR AND CORE COURSES

Upper Division

ACG 3080	Managerial Accounting Theory and Practice	4
ACG 3085	Advanced Auditing Concepts and Standards	4
ACG 3205	Risk Management for Accountants	4
ACG 3246	Intermediate Financial Accounting I	4
ACG 3256	Intermediate Financial Accounting II	4
ACG 3481	Cost Accounting	4
<i>ACG 4402</i>	<i>Accounting Information Systems</i>	4
<i>ACG 4619</i>	<i>Corporate and International Accounting</i>	4
ACG 4724	Career Planning for Professionals	3
<i>BUL 3266</i>	<i>Business Law and Finance</i>	4
FIN 3247	Investments and Security Markets	4
GEB 3020	Advanced Principles of Financial Management	4
<i>MAN 3504</i>	<i>Operations Management</i>	4
<i>MAN 4720</i>	<i>Strategic Management</i>	4
<i>MAN 4845</i>	<i>Leadership and Teams</i>	4
TAX 3257	Partnership and Corporate Taxation	4

### Choose either Track I or Track II

#### Track I<sup>1</sup>

ACG 4880	Accounting Internship	3
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#### Track II

ACG 4885	Bachelor's Accounting Capstone	3
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Transferred Lower Division Credits **90**

Upper Division General Education Credits **24**

Upper Division Major and Core Credits **66**

**Total Bachelor's Degree Credits 180**

\*Flex Choice Credit by Assessment available; see page 132 for details.

This Flex Choice Credit-Based Competency-Based Education Program contains both traditional and competency-based education (CBE) courses. CBE courses are indicated in italics.

<sup>1</sup>Track I includes an internship, which is not available to students in all states. Please speak to a program manager for more details.

This program has not been approved by any state professional licensing body, and this program is not intended to lead to any state-issued professional license. For further information on professional licensing requirements, please contact the appropriate board or agency in your state of residence.

# Business | CERTIFICATE

11-Week Quarters (5.5-Week Terms)

## 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.

## DEVELOPMENTAL EDUCATION COURSES

B080	Reading and Writing Strategies	4
B087	Practical Math	4

Note: Illinois students take B095 Combined Basic and Intermediate Algebra instead of B087 Practical Math.

## GENERAL EDUCATION COURSES

### Lower Division

<b>English Composition</b> (Required course)		4
ENC 1101	English Composition <sup>+</sup>	

<b>Communication</b> (Required course)		4
COM 1388	Communicating in Your Profession	

<b>Humanities</b> (Required course)		4
PHI 1520	Ethics Around the Globe	

## MAJOR AND CORE COURSES

### Lower Division

ACG 2209	Principles of Financial Accounting for Managers	4
BUL 2241	Business Law	4
CGS 1240	Computer Applications and Business Systems Concepts <sup>+</sup>	3
E242	Career Development <sup>+</sup>	2
GEB 1011	Introduction to Business	4
MAN 2021	Principles of Management	4
MAR 2011	Principles of Marketing	4

**General Education Credits** 12

**Major and Core Credits** 25

**Total Certificate Credits** 37

<sup>+</sup>The Flex Choice Credit by Assessment option for this course is only available to students enrolled in a Flex Choice Credit by Assessment-eligible program. See page 132 for details.

Developmental Education courses do not count toward total program credits, and are not calculated in GPA. Students must demonstrate mastery of the subject matter in Developmental Education courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Developmental Education courses.

## Business Management | ASSOCIATE'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

### THIS PROGRAM VERSION IS NOT AVAILABLE IN ILLINOIS

Associate of Science Degree in Florida, Associate of Applied Science Degree in Kansas, Minnesota, North Dakota, and Wisconsin

#### 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 the significance of diversity-awareness skills in academic and workplace situations.

#### In addition to all Business Certificate Courses (page 8)

#### GENERAL EDUCATION COURSES

##### Lower Division

**Communication** (Select 1 course)<sup>+</sup> 4

**Humanities** (Select 2 courses)<sup>+</sup> 8

**Math/Natural Sciences** (Select 2 courses, one must be a Math course)<sup>+</sup> 8

**Social Sciences** (Select one pairing)<sup>+</sup> 8

ECO 1000 Principles of Economics<sup>+</sup>

Select 1 Social Sciences elective other than Macroeconomics or Microeconomics

##### OR

ECO 2013 Macroeconomics

ECO 2023 Microeconomics

See page 70 for General Education Course Selections.

#### MAJOR AND CORE COURSES

##### Lower Division

ACG 2062C Computer Focused Principles 3

FIN 1000 Principles of Finance 4

GEB 2888 Introduction to Business Analysis and Intelligence 4

GEB 2930 Business Capstone 2

MAN 1300 Introduction to Human Resource Management 4

MAN 2793 Introduction to Functional and Project Management 4

MNA 1161 Customer Service<sup>+</sup> 4

**General Education Credits** 40

**Major and Core Credits** 50

**Total Associate's Degree Credits** 90

<sup>+</sup>Flex Choice Credit by Assessment available; see page 132 for details.

### THIS PROGRAM VERSION IS AVAILABLE IN ILLINOIS ONLY

Associate of Applied Science Degree in Illinois

#### 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 the significance of diversity-awareness skills in academic and workplace situations.

#### In addition to all Business Certificate Courses (page 8)

#### GENERAL EDUCATION COURSES

##### Lower Division

**Communication** (Required course) 4

SPC 2017 Oral Communication<sup>+</sup>

**Humanities** (Select 2 courses)<sup>+</sup> 8

**Math** (Select 1 course)<sup>+</sup> 4

**Natural Sciences** (Required courses) 6

BSC 1548 Human Biology

BSC 1548L Human Biology Lab

**Social Sciences** (Select one pairing)<sup>+</sup> 8

ECO 1000 Principles of Economics<sup>+</sup>

Select 1 Social Sciences elective other than Macroeconomics or Microeconomics

##### OR

ECO 2013 Macroeconomics

ECO 2023 Microeconomics

See page 70 for General Education Course Selections.

#### MAJOR AND CORE COURSES

##### Lower Division

ACG 2062C Computer Focused Principles 3

FIN 1000 Principles of Finance 4

GEB 2888 Introduction to Business Analysis and Intelligence 4

GEB 2930 Business Capstone 2

MAN 1300 Introduction to Human Resource Management 4

MAN 2793 Introduction to Functional and Project Management 4

MNA 1161 Customer Service<sup>+</sup> 4

**General Education Credits** 42

**Major and Core Credits** 50

**Total Associate's Degree Credits** 92

<sup>+</sup>Flex Choice Credit by Assessment available; see page 132 for details.

# Business Management | BACHELOR'S DEGREE

Flex Choice Competency-Based Education Program (Credit by Assessment Available) | 12-Week Quarters (6-Week Sessions)

Bachelor of Science Degree

## CAREER OPPORTUNITIES

- General and Operations 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.

## ENTRANCE REQUIREMENTS

This is a bachelor-completer program. To be considered for admission, students must hold a conferred associate's degree from an accredited institution as recognized by the U.S. Department of Education, or students must have successfully completed at least 60 quarter or 40 semester credits of college-level coursework with a grade of C or higher.

## GENERAL EDUCATION COURSES

Upper Division

*Communication* (Select 1 course)\* 4

*Humanities* (Select 2 courses)\* 8

*Math/Natural Sciences* (\*Required, select 1 additional course)\* 8

\*STA 3215 *Inferential Statistics and Analytics*

*Social Sciences* (Select 2 courses)\* 8

See page 71 for General Education Course Selections.

## MAJOR AND CORE COURSES

Upper Division

ACG 3357	Accounting for Business Managers	4
BUL 4060	Business Law and Ethical Behavior	3
GEB 3124	Business Research and Analysis	4
GEB 3422	Business Project Management	4
GEB 4220	Managing a Diverse Workforce	4
GEB 4410	Advanced Principles of Marketing	4
<i>ISM 3015</i>	<i>Management of Information Systems</i>	4
MAN 3175	Applied Management Principles	4
<i>MAN 3504</i>	<i>Operations Management</i>	4
<i>MAN 4143</i>	<i>Contemporary Leadership Challenges</i>	4
<i>MAN 4240</i>	<i>Organizational Behavior Analysis</i>	4
MAN 4441	Negotiation and Conflict Management	4
MAN 4602	International Business	4
<i>MAN 4720</i>	<i>Strategic Management</i>	4
MAN 4900	Management Capstone	3
RMI 4020	Risk Management	4

Transferred Lower Division Credits 90

Upper Division General Education Credits 28

Upper Division Major and Core Credits 62

**Total Bachelor's Degree Credits 180**

\*Flex Choice Credit by Assessment available; see page 132 for details.

This Flex Choice Credit-Based Competency-Based Education Program contains both traditional and competency-based education (CBE) courses. CBE courses are indicated in italics.

## SPECIALIZATION OPTIONS

Students may elect to focus the general degree by substituting a set of specialization courses in place of: GEB 3124 Business Research and Analysis, MAN 3175 Applied Management Principles, MAN 4441 Negotiation and Conflict Management, and MAN 4602 International Business.

### Business Analysis Specialization

CIS 4836C	Web Analytics	4
IDC 3152	Enterprise Resource Reporting	4
IDC 3688	Advanced Relational Databases for Business Applications I	4
IDC 4291	Advanced Business Process Management	4

### Entrepreneurship Specialization

ENT 3281	Business Innovation: Best Practices in New Business Development	4
ENT 3624	Funding a New Business	4
ENT 4011	Sales and Marketing for New Business Ventures	4
ENT 4177	Law, Ethics, and Entrepreneurship	4

## Finance | BACHELOR'S DEGREE

Flex Choice Competency-Based Education Program (Credit by Assessment Available) | 12-Week Quarters (6-Week Sessions)

Bachelor of Science Degree

### CAREER OPPORTUNITIES

- Financial Analyst
- Financial Manager
- Budget Analyst

### OBJECTIVE

Graduates of this degree program learn to interpret and analyze basic financial statements in order to perform financial analysis and determine asset values based on risk-adjusted returns. Students will be able to perform calculations and apply time value of money to a capital budgeting situation and net working capital management strategies. Students will be able to incorporate basic mathematical and statistical tools for financial modeling, as well as interpret and analyze the results. Through effective communication, students will be able to explain basic portfolio composition according to the security market line and identify global influences on financial markets. Students will be able to apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; integrate their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; and communicate effectively within a continually changing environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, leadership, integrity, and lifelong learning.

### ENTRANCE REQUIREMENTS

This is a bachelor-completer program. To be considered for admission, students must hold a conferred associate's degree from an accredited institution as recognized by the U.S. Department of Education, or students must have successfully completed at least 60 quarter or 40 semester credits of college-level coursework with a grade of C or higher. In addition, students entering the Finance Bachelor's Degree program must provide evidence of having successfully completed with a grade of C or higher both Principles of Financial Accounting for Managers, and Principles of Finance or Financial Markets and Institutions, or course equivalents.

A student not transferring successfully completed Principles of Financial Accounting for Managers and Principles of Finance or Financial Markets and Institutions, or course equivalents, will be considered prequalified until both courses are completed within a regularly scheduled quarter at the regular non-AcceleratED tuition rate. Once the program pre-qualification requirements are met, the student will be accepted into the Finance Bachelor's Degree program.

### GENERAL EDUCATION COURSES

Upper Division

<i>Communication</i> (Select 1 course)*	4
<i>Humanities</i> (Select 2 courses)*	8
<i>Math/Natural Sciences</i> (*Required; select 1 additional course)*	8
*STA 3215 <i>Inferential Statistics and Analytics</i>	
<i>Social Sciences</i> (Select 2 courses)*	8

See page 71 for General Education Course Selections.

### MAJOR AND CORE COURSES

Upper Division

ACG 3080	Managerial Accounting Theory and Practice	4
<i>BUL 3266</i>	<i>Business Law and Finance</i>	4
ECO 4223	Money and Banking	4
FIN 3122	Intermediate Financial Management	4
FIN 3247	Investments and Security Markets	4
FIN 3396	International Finance	4
FIN 3434	Applications in Corporate Finance	4
FIN 4019	Financial Modeling	4
FIN 4372	Investment Portfolio Management	4
FIN 4955	Finance Capstone II	3
GEB 3020	Advanced Principles of Financial Management	4
<i>ISM 3015</i>	<i>Management of Information Systems</i>	4
<i>MAN 4143</i>	<i>Contemporary Leadership Challenges</i>	4
<i>MAN 4720</i>	<i>Strategic Management</i>	4
TAX 3257	Partnership and Corporate Taxation	4

<b>Transferred Lower Division Credits</b>	<b>90</b>
<b>Upper Division General Education Credits</b>	<b>28</b>
<b>Upper Division Major and Core Credits</b>	<b>59</b>
<i>Unrestricted Upper Division Elective Credits</i>	<i>4</i>
<b>Total Bachelor's Degree Credits</b>	<b>181</b>

\*Flex Choice Credit by Assessment available; see page 132 for details.

This Flex Choice Credit-Based Competency-Based Education Program contains both traditional and competency-based education (CBE) courses. CBE courses are indicated in italics.

# Healthcare Management | BACHELOR'S DEGREE

Flex Choice Competency-Based Education Program (Credit by Assessment Available) | 12-Week Quarters (6-Week Sessions)

Bachelor of Science Degree

## CAREER OPPORTUNITIES

- Healthcare Manager
- Healthcare Administrator
- Hospital Director of Admitting
- Clinic Manager
- Assistant Administrator
- Nursing Home Administrator

## OBJECTIVE

Graduates of this program will be skilled in quality assurance, healthcare regulations and policies, program planning and project management, population management, analytics and decision-making, and leadership within diverse healthcare settings. This program encompasses an interactive and rich learning environment that integrates collaborative experience, experiential learning through the capstone/internship option, scenario-based simulations, and hands-on learning. This program prepares graduates for a career as a health services manager. It is differentiated from others in that it emphasizes authentic assessment of critical skills within healthcare management. It brings together professionals who have clinical and/or non-clinical experiences.

## ENTRANCE REQUIREMENTS

This is a bachelor-completer program. To be considered for admission, students must hold a conferred associate's degree from an accredited institution as recognized by the U.S. Department of Education, or students must have successfully completed 60 quarter or 40 semester credits with a grade of C or higher.

## GENERAL EDUCATION COURSES

Upper Division

<i>Communication</i> (Select 1 course) <sup>+</sup>	4
<i>Humanities</i> (Select 2 courses) <sup>+</sup>	8
<i>Math/Natural Sciences</i> (*Required, select 1 additional course) <sup>+</sup>	8
*STA 3215 <i>Inferential Statistics and Analytics</i>	
<i>Social Sciences</i> (Select 2 courses) <sup>+</sup>	8

See page 71 for General Education Course Selections.

## MAJOR AND CORE COURSES

Upper Division

<i>GEB 3422</i>	<i>Business Project Management</i>	4
GEB 4220	Managing a Diverse Workforce	4
HSA 3109	Foundations of Managed Care	4
<i>HSA 3110</i>	<i>Introduction to Healthcare Administration</i>	4
HSA 3170	Financial Management of Healthcare Organizations	4
HSA 3215	Healthcare Marketing	3
<i>HSA 3383</i>	<i>Quality Improvement in Healthcare</i>	4
HSA 3422	Regulation and Compliance in Healthcare	4
HSA 4110	Healthcare Operations Management	4
HSA 4124	International Healthcare	4
HSA 4150	Healthcare Planning and Policy Management	4
HSA 4191	Healthcare Information Systems	4
<i>HSA 4210</i>	<i>Advanced Healthcare Law and Ethics</i>	4
<i>MAN 4701</i>	<i>Leading Change</i>	4
RMI 4020	Risk Management	4

### Choose either Track I or Track II

#### Track I<sup>1</sup>

HSA 4940	Healthcare Management Internship	3
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#### Track II

HSA 4922	Healthcare Management Capstone	3
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**Transferred Lower Division Credits** 90

**Upper Division General Education Credits** 28

**Upper Division Major and Core Credits** 62

**Total Bachelor's Degree Credits** 180

<sup>+</sup>Flex Choice Credit by Assessment available; see page 132 for details.

This Flex Choice Credit-Based Competency-Based Education Program contains both traditional and competency-based education (CBE) courses. CBE courses are indicated in italics.

<sup>1</sup>Track I includes an internship, which is not available to students in all states. Please 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.

# Human Resources and Organizational Leadership | ASSOCIATE'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

## THIS PROGRAM VERSION IS NOT AVAILABLE IN ILLINOIS

Associate of Science Degree in Florida, Associate of Applied Science Degree in Kansas, Minnesota, North Dakota, and Wisconsin

### CAREER OPPORTUNITIES

- Human Resource Generalist
- Training and Development Specialist
- Job Analysis/Recruiting Specialist

### OBJECTIVE

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

In addition to all Business Certificate Courses (page 8)

### GENERAL EDUCATION COURSES

Lower Division

<b>Communication</b> (Select 1 course) <sup>+</sup>	4
<b>Humanities</b> (Select 2 courses) <sup>+</sup>	8
<b>Math/Natural Sciences</b> (Select 2 courses, one must be a Math course) <sup>+</sup>	8
<b>Social Sciences</b> (Select one pairing) <sup>+</sup>	8
ECO 1000 Principles of Economics <sup>+</sup>	
Select 1 Social Sciences elective other than Macroeconomics or Microeconomics	
OR	
ECO 2013 Macroeconomics	
ECO 2023 Microeconomics	

See page 70 for General Education Course Selections.

### MAJOR AND CORE COURSES

Lower Division

FIN 1000 Principles of Finance	4
GEB 2930 Business Capstone	2
LBS 2030 Training and Development	4
LDR 2439 Introduction to Organizational Leadership	4
MAN 1300 Introduction to Human Resource Management	4
MAN 2793 Introduction to Functional and Project Management	4
PLA 2476 Employment Law	4
<b>General Education Credits</b>	<b>40</b>
<b>Major and Core Credits</b>	<b>51</b>
<b>Total Associate's Degree Credits</b>	<b>91</b>

<sup>+</sup>Flex Choice Credit by Assessment available; see page 132 for details.

## THIS PROGRAM VERSION IS AVAILABLE IN ILLINOIS ONLY

Associate of Applied Science Degree in Illinois

### CAREER OPPORTUNITIES

- Human Resource Generalist
- Training and Development Specialist
- Job Analysis/Recruiting Specialist

### OBJECTIVE

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

In addition to all Business Certificate Courses (page 8)

### GENERAL EDUCATION COURSES

Lower Division

<b>Communication</b> (Required course)	4
SPC 2017 Oral Communication <sup>+</sup>	
<b>Humanities</b> (Select 2 courses) <sup>+</sup>	8
<b>Math</b> (Select 1 course) <sup>+</sup>	4
<b>Natural Sciences</b> (Required courses)	6
BSC 1548 Human Biology	
BSC 1548L Human Biology Lab	
<b>Social Sciences</b> (Select one pairing) <sup>+</sup>	8
ECO 1000 Principles of Economics <sup>+</sup>	
Select 1 Social Sciences elective other than Macroeconomics or Microeconomics	
OR	
ECO 2013 Macroeconomics	
ECO 2023 Microeconomics	

See Page 70 for General Education Course Selections.

### MAJOR AND CORE COURSES

Lower Division

FIN 1000 Principles of Finance	4
GEB 2930 Business Capstone	2
LBS 2030 Training and Development	4
LDR 2439 Introduction to Organizational Leadership	4
MAN 1300 Introduction to Human Resource Management	4
MAN 2793 Introduction to Functional and Project Management	4
PLA 2476 Employment Law	4
<b>General Education Credits</b>	<b>42</b>
<b>Major and Core Credits</b>	<b>51</b>
<b>Total Associate's Degree Credits</b>	<b>93</b>

<sup>+</sup>Flex Choice Credit by Assessment available; see page 132 for details.

# Human Resources and Organizational Leadership | BACHELOR'S DEGREE

Flex Choice Competency-Based Education Program (Credit by Assessment Available) | 12-Week Quarters (6-Week Sessions)

Bachelor of Science Degree

## CAREER OPPORTUNITIES

- Human Resources Manager
- Compensation and Benefits Manager
- Training and Development Manager
- Personnel Recruiter
- Training and Development Specialist
- Benefits Coordinator
- Compensation and Benefits Analyst
- Human Resource Generalist
- Human Resource Director

## OBJECTIVE

Graduates of this program know concepts in organizational leadership, human resources, marketing, and business ethics. They understand the theoretical framework of leadership, human resource management principles, and how to apply the concepts in the workplace. They have a knowledge base of the following: Employment law, ethics and decision-making, risk management, recruitment and selection of employees, diversity, international human resources, change management, compensation and benefits, employee development, and performance management. 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 global 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.

## ENTRANCE REQUIREMENTS

This is a bachelor-completer program. To be considered for admission, students must hold a conferred associate's degree from an accredited institution as recognized by the U.S. Department of Education, or students must have successfully completed at least 60 quarter or 40 semester credits of college-level coursework with a grade of C or higher.

## GENERAL EDUCATION COURSES

Upper Division

<b>Communication</b> (Select 1 course) <sup>+</sup>	4
<b>Humanities</b> (Select 2 courses) <sup>+</sup>	8
<b>Math/Natural Sciences</b> (Required course)	4
STA 3215 <i>Inferential Statistics and Analytics</i>	
<b>Social Sciences</b> (Select 2 courses) <sup>+</sup>	8

See page 71 for General Education Course Selections.

## MAJOR AND CORE COURSES

Upper Division

<i>GEB 4220</i>	<i>Managing a Diverse Workforce</i>	4
<i>GEB 4505</i>	<i>Organizational Development</i>	4
INS 3677	International Leadership and Human Resource Management	4
MAN 3322	Human Resource Information Systems	4
MAN 3429	Modern Human Resource Management	4
MAN 3668	Strategic Human Resource Management	4
MAN 4055	Workforce Performance and Talent Management	4
MAN 4128	Workforce and Labor Relations Management	4
<i>MAN 4143</i>	<i>Contemporary Leadership Challenges</i>	4
<i>MAN 4240</i>	<i>Organizational Behavior Analysis</i>	4
MAN 4320	Human Resource Recruitment and Selection	4
MAN 4330	Compensation Administration	4
MAN 4572	Instructional Design, Training and Development, and Learning	4
MAN 4679	Performance-Based Training and Instructional Design	4
<i>MAN 4701</i>	<i>Leading Change</i>	4
<i>MAN 4845</i>	<i>Leadership and Teams</i>	4

### Choose either Track I or Track II

#### Track I<sup>†</sup>

MAN 4990	Human Resource Management Internship	2
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#### Track II

MAN 4991	Human Resource Project Capstone	2
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**Transferred Lower Division Credits** 91

**Upper Division General Education Credits** 24

**Upper Division Major and Core Credits** 66

**Total Bachelor's Degree Credits** 181

<sup>\*</sup>Flex Choice Credit by Assessment available; see page 132 for details.

This Flex Choice Credit-Based Competency-Based Education Program contains both traditional and competency-based education (CBE) courses. CBE courses are indicated in italics.

<sup>†</sup>Track I includes an internship, which is not available to students in all states. Please speak to a program manager for more details.

The coursework in this program is aligned with the standards of the Society for Human Resource Management (SHRM), and meets the academic requirements to sit for the SHRM Certified Professional (SHRM-CP) exam. Additional requirements, such as work experience in an HR role, may be required to sit for the SHRM-CP exam.



## Marketing | ASSOCIATE'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

### THIS PROGRAM VERSION IS NOT AVAILABLE IN ILLINOIS

Associate of Science Degree in Florida, Associate of Applied Science Degree in Kansas, Minnesota, North Dakota, and Wisconsin

#### CAREER OPPORTUNITIES

- Marketing Coordinator
- Marketing Specialist
- E-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 the significance of diversity awareness skills in academic and workplace situations.

In addition to all Business Certificate Courses (page 8)

#### GENERAL EDUCATION COURSES

Lower Division

Communication (Select 1 course)<sup>+</sup> 4

Humanities (Select 2 courses)<sup>+</sup> 8

Math/Natural Sciences (Select 2 courses, one must be a Math course)<sup>+</sup> 8

Social Sciences (Select one pairing)<sup>+</sup> 8

ECO 1000 Principles of Economics<sup>+</sup>

Select 1 Social Sciences elective other than Macroeconomics or Microeconomics

OR

ECO 2013 Macroeconomics

ECO 2023 Microeconomics

See page 70 for General Education Course Selections.

#### MAJOR AND CORE COURSES

Lower Division

FIN 1000 Principles of Finance 4

GEB 2444 Internet Business Models and E-Commerce 4

GEB 2888 Introduction to Business Analysis and Intelligence 4

GEB 2930 Business Capstone 2

MAN 1300 Introduction to Human Resource Management 4

MAR 2374 Online Multimedia Marketing 4

MAR 2873 Public Relations and Advertising Strategies 4

General Education Credits 40

Major and Core Credits 51

Total Associate's Degree Credits 91

<sup>+</sup>Flex Choice Credit by Assessment available; see page 132 for details.

### THIS PROGRAM VERSION IS AVAILABLE IN ILLINOIS ONLY

Associate of Applied Science Degree in Illinois

#### CAREER OPPORTUNITIES

- Marketing Coordinator
- Marketing Specialist
- E-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 the significance of diversity awareness skills in academic and workplace situations.

In addition to all Business Certificate Courses (page 8)

#### GENERAL EDUCATION COURSES

Lower Division

Communication (Required course) 4

SPC 2017 Oral Communication<sup>+</sup>

Humanities/Fine Arts (Select 2 courses)<sup>+</sup> 8

Math (Select 1 course)<sup>+</sup> 4

Natural Sciences (Required courses) 6

BSC 1548 Human Biology

BSC 1548L Human Biology Lab

Social Sciences (Select one pairing)<sup>+</sup> 8

ECO 1000 Principles of Economics<sup>+</sup>

Select 1 Social Sciences elective other than Macroeconomics or Microeconomics

OR

ECO 2013 Macroeconomics

ECO 2023 Microeconomics

See page 70 for General Education Course Selections.

#### MAJOR AND CORE COURSES

Lower Division

FIN 1000 Principles of Finance 4

GEB 2444 Internet Business Models and E-Commerce 4

GEB 2888 Introduction to Business Analysis and Intelligence 4

GEB 2930 Business Capstone 2

MAN 1300 Introduction to Human Resource Management 4

MAR 2374 Online Multimedia Marketing 4

MAR 2873 Public Relations and Advertising Strategies 4

General Education Credits 42

Major and Core Credits 51

Total Associate's Degree Credits 93

<sup>+</sup>Flex Choice Credit by Assessment available; see page 132 for details.

# Marketing | BACHELOR'S DEGREE

Flex Choice Competency-Based Education Program (Credit by Assessment Available) | 12-Week Quarters (6-Week Sessions)

Bachelor of Science Degree

## CAREER OPPORTUNITIES

- Marketing Manager
- Advertising Manager
- Market Research Analyst
- Sales Manager

## OBJECTIVE

Graduates of this program can apply concepts in marketing and business management in specialized areas like internet marketing, mobile marketing, and public relations. Students will be able to demonstrate the ability to perform market research for effective advertising and corporate communications, all while upholding the highest standard of business ethics. Students understand how to create and execute marketing strategies and plans that integrate internet marketing and traditional marketing techniques. Students will evaluate the role of sales in an organization and its relationship to marketing. Students will be able to 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.

## ENTRANCE REQUIREMENTS

This is a bachelor-completer program. To be considered for admission, students must hold a conferred associate's degree from an accredited institution as recognized by the U.S. Department of Education, or students must have successfully completed at least 60 quarter or 40 semester credits of college-level coursework with a grade of C or higher.

## GENERAL EDUCATION COURSES

Upper Division

<i>Communication</i> (Select 1 course) <sup>+</sup>	4
<i>Humanities</i> (Select 2 courses) <sup>+</sup>	8
<i>Math/Natural Sciences</i> (*Required, select 1 additional course)	8
*STA 3215 <i>Inferential Statistics and Analytics</i>	
<i>Social Sciences</i> (Select 2 courses) <sup>+</sup>	8

See page 71 for General Education Course Selections.

## MAJOR AND CORE COURSES

Upper Division

GEB 3124	Business Research and Analysis	4
GEB 3275	Consumer Behavior	4
<i>GEB 4220</i>	<i>Managing a Diverse Workforce</i>	4
GEB 4230	Website Development for Business	4
GEB 4410	Advanced Principles of Marketing	4
<i>MAN 4143</i>	<i>Contemporary Leadership Challenges</i>	4
<i>MAN 4240</i>	<i>Organizational Behavior Analysis</i>	4
<i>MAN 4602</i>	<i>International Business</i>	4
<i>MAN 4720</i>	<i>Strategic Management</i>	4
MAR 3295	Internet Marketing, Public Relations, and Social Media	4
MAR 3592	Strategic Sales and Sales Management	4
MAR 3817	Search Engine Optimization and Marketing Strategies	4
MAR 4239	Marketing and Product Management	4
MAR 4355	Web Analytics	4
MAR 4582	Internet Law	4
MAR 4806	Marketing Capstone	2

Transferred Lower Division Credits	91
Upper Division General Education Credits	28
Upper Division Major and Core Credits	62
<b>Total Bachelor's Degree Credits</b>	<b>181</b>

\*Flex Choice Credit by Assessment available; see page 132 for details.

This Flex Choice Credit-Based Competency-Based Education Program contains both traditional and competency-based education (CBE) courses. CBE courses are indicated in italics.

# Supply Chain and Logistics Management | BACHELOR'S DEGREE

Flex Choice Competency-Based Education Program (Credit by Assessment Available) | 12-Week Quarters (6-Week Sessions)

Bachelor of Science Degree

## CAREER OPPORTUNITIES

- Logistician
- Logistics Manager
- Logistics Analyst
- Logistics Engineer
- Supply Chain Analyst
- Supply Chain Manager
- Operations Manager

## OBJECTIVE

Graduates of this program will learn in-demand skills and strategies in the areas of global logistics, operations, materials management, supply chain, and decision-making. Graduates will be prepared to lead the flow of goods with skills and methodologies valued by employers, including management of systems, process improvement, sustainability, and advanced technologies. Graduates will support their future employers through leadership, cross-functional collaboration, research, problem-resolution, and forecasting. Faculty in the Supply Chain and Logistics Management program will provide an experiential learning environment which advances theory to practical application ensuring graduates are career-ready and prepared for a modern global economy.

## ENTRANCE REQUIREMENTS

This is a bachelor-completer program. To be considered for admission, students must hold a conferred associate's degree from an accredited institution as recognized by the U.S. Department of Education, or students must have successfully completed at least 60 quarter or 40 semester credits of college-level coursework with a grade of C or higher.

## GENERAL EDUCATION COURSES

Upper Division

*Communication (Select 1 course)\** 4

*Humanities (Select 2 courses)\** 8

*Math/Natural Sciences (\*Required, select 1 additional course)\** 8

\*STA 3215 *Inferential Statistics and Analytics*

*Social Sciences (\*Required, select 1 additional course)\** 8

\*ECO 3250 *Managerial Economics*

See page 71 for General Education Course Selections.

## MAJOR AND CORE COURSES

Upper Division

ACG 3357	Accounting for Business Managers	4
BUL 4060	Business Law and Ethical Behavior	3
GEB 3124	Business Research and Analysis	4
GEB 3388	Winning Customer Service Strategies	4
<i>GEB 3422</i>	<i>Business Project Management</i>	4
<i>ISM 3015</i>	<i>Management of Information Systems</i>	4
<i>MAN 3504</i>	<i>Operations Management</i>	4
<i>MAN 4602</i>	<i>International Business</i>	4
<i>MAN 4701</i>	<i>Leading Change</i>	4
TRA 3086	Principles of Supply Chain	4
TRA 3142	Quality Improvement	4
TRA 4017	Procurement and Supplier Relations	4
TRA 4153	Supply Chain Risk and Compliance	4
TRA 4238	Transportation and Distribution Management	4
TRA 4370	Inventory Management	4

## Choose either Track I or Track II

### Track I<sup>1</sup>

TRA 4490 Supply Chain and Logistics Management Internship 3

### Track II

TRA 4495 Supply Chain and Logistics Management Capstone 3

**Transferred Lower Division Credits** 90

**Upper Division General Education Credits** 28

**Upper Division Major and Core Credits** 62

**Total Bachelor's Degree Credits** 180

\*Flex Choice Credit by Assessment available; see page 132 for details.

This Flex Choice Credit-Based Competency-Based Education Program contains both traditional and competency-based education (CBE) courses. CBE courses are indicated in italics.

<sup>1</sup>Track I includes an internship, which is not available to students in all states. Please speak to a program manager for more details.

# Graphic Design | ASSOCIATE'S DEGREE

## ANIMATION AND MOTION GRAPHICS

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

Associate of Science Degree in Florida, Associate of Applied Science Degree in Kansas, Minnesota, North Dakota, and Wisconsin

### CAREER OPPORTUNITIES

- Graphic Designer
- Print Designer
- Digital Designer
- Animation Designer
- Animation Artist
- Production Artist
- Motion Graphics Artist
- 3D Animation Artist

### OBJECTIVE

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

### DEVELOPMENTAL EDUCATION COURSES

B080	Reading and Writing Strategies	4
B087	Practical Math	4

### GENERAL EDUCATION COURSES

Lower Division

**English Composition** (Required course) 4

ENC 1101 English Composition<sup>+</sup>

**Communication** (Select 1 course)<sup>+</sup> 4

**Humanities** (\*Required, select 1 additional course)<sup>+</sup> 8

\*ART 1204 Art Appreciation<sup>+</sup>

**Math/Natural Sciences** (Select 1 of the following and 1 additional course)<sup>+</sup> 8

MAT 1402 General Education Math

MAT 1222 Algebra<sup>+</sup>

**Social Sciences** (Select 2 courses)<sup>+</sup> 8

See page 70 for General Education Course Selections.

### MAJOR AND CORE COURSES

Lower Division

DIG 1280C	Audio/Video Editing	3
E242	Career Development <sup>+</sup>	2
GRA 1022C	Figure Drawing	3
GRA 1057C	Design Foundations	3
GRA 1164C	Drawing from Observation	3
GRA 1188C	3D Modeling	3
GRA 1206C	Typography	3
GRA 1235C	3D Lighting, Texturing and Rendering	3
GRA 1281C	Color Theory	3
GRA 1461C	3D Animation	3
GRA 1493C	Digital Illustration	3
GRA 1552C	Introduction to Animation	3
GRA 2060C	Interactive Media	3
GRA 2133C	Print Design	3
GRA 2274C	User Experience Design	3
GRA 2390C	Digital Photography	3
GRA 2442C	Motion Graphics	3
GRA 2607C	Portfolio Development	3
GRA 2754C	Character Modeling	3

Choose either Track I or Track II

**Track I<sup>1</sup>**

GRA 2956	Design Internship	3
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**Track II**

GRA 2522C	Digital Media Project	3
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**General Education Credits** 32

**Major and Core Credits** 59

**Total Associate's Degree Credits** 91

<sup>+</sup>Flex Choice Credit by Assessment available; see page 132 for details.

<sup>1</sup>Track I includes an internship, which is not available to students in all states. Please speak to a program manager for more details.

Developmental Education courses do not count toward total program credits and are not calculated in GPA. Students must demonstrate mastery of the subject matter in Developmental Education courses through a Rasmussen College entrance placement exam, approved exemption based on previously-completed coursework, or by successful completion of Developmental Education courses.

Students in this program are eligible for specific industry certifications. The College will reimburse students to sit for one recommended certification, as well as up to two additional optional certifications. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.

# Graphic Design | BACHELOR'S DEGREE

## ANIMATION AND MOTION GRAPHICS

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

Bachelor of Science Degree

### CAREER OPPORTUNITIES

- Graphic Designer
- Motion Graphics Artist
- Print Designer
- 3D Animation Artist
- Digital Designer
- Art Director
- Animation Designer
- Multimedia Artist and Animator
- Animation Artist
- Visual Media Producer
- Production Artist

### OBJECTIVE

Graduates of this program will be able to conceptualize, plan, design, produce, and implement successful design solutions to complex visual projects. Students will know advanced theories of design, motion graphics, animation, project management, and portfolio development. They can create and combine multiple forms of media with a high level of craft and proficiency to generate animation and motion-based projects involving graphic, video, and audio assets. Students will complete the program with a graphic portfolio that demonstrates skill, knowledge, and technique in design, animation, video, and motion graphics. They value written and interpersonal communication, critical thinking and problem-solving, information literacy, and the significance of diversity awareness skills in academic and workplace situations. Graduates will be employable in entry-level positions in graphic design, 2D and 3D animation, video production, character animation, or content creation for game design.

**In addition to all Graphic Design Associate's Degree – Animation and Motion Graphics Courses (page 18)**

### GENERAL EDUCATION COURSES

Upper Division

<b>Communication</b> (Required course)	4
MMC 3407 Visual Communication in the Media <sup>+</sup>	
<b>Humanities</b> (Select 2 courses) <sup>+</sup>	8
<b>Math/Natural Sciences</b> (Select 1 course) <sup>+</sup>	4
<b>Social Sciences</b> (Select 2 courses) <sup>+</sup>	8

See page 70 for General Education Course Selections.

### MAJOR AND CORE COURSES

Upper Division

GEB 3051	The Business of Digital Media	4
GRA 3005C	Interactive Publishing	4
GRA 3126C	Graphic Design History	3
GRA 3234C	Advanced Typography	4
GRA 3375C	Advanced Color Theory	4
GRA 3487C	Advanced Digital Photography	4
GRA 3563C	Animation History	4
GRA 3678C	Advanced 3D Modeling	4
GRA 4002C	Advanced Motion Graphics	4
GRA 4172C	Advanced User Experience Design	4
GRA 4306C	Digital Short Film Project	4
GRA 4419C	Advanced Portfolio Development	4
GRA 4503C	Digital Effects	4
GRA 4631C	Advanced Character Modeling	4
GRA 4752C	Advanced 3D Rigging	4
GRA 4837	Animation Capstone Project	3

### Choose either Track I or Track II

#### Track I<sup>1</sup>

GRA 4932	Advanced Design Internship	4
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#### Track II

GRA 4228C	Media Campaign Design	4
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**Lower Division General Education Credits** 32

**Upper Division General Education Credits** 24

**Lower Division Major and Core Credits** 59

**Upper Division Major and Core Credits** 66

**Total Bachelor's Degree Credits** 181

<sup>+</sup>Flex Choice Credit by Assessment available; see page 132 for details.

<sup>1</sup>Track I includes an internship, which is not available to students in all states. Please speak to a program manager for more details.

Students in this program are eligible for specific industry certifications. The College will reimburse students to sit for one recommended certification, as well as up to two additional optional certifications. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.

# Graphic Design | ASSOCIATE'S DEGREE

## WEB AND INTERACTIVE DESIGN

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

Associate of Science Degree in Florida, Associate of Applied Science Degree in Kansas, Minnesota, North Dakota, and Wisconsin

### CAREER OPPORTUNITIES

- Graphic Designer
- Print Designer
- Digital Designer
- Website Designer
- Interactive Designer
- Web Developer
- User Interface Designer

### OBJECTIVE

Graduates of this program know intermediate theories of visual and interactive design, website design, project management, and portfolio development. They can create and combine multiple forms of media to generate web-based projects involving graphic, video, and audio assets. Students will complete the program with a web-based portfolio that demonstrates skill, knowledge, and technique in graphic and web design as well as interactivity. Graduates value written and interpersonal communication, critical thinking and problem-solving, information literacy, and the significance of diversity awareness skills in academic and workplace situations.

### DEVELOPMENTAL EDUCATION COURSES

B080	Reading and Writing Strategies	4
B087	Practical Math	4

### GENERAL EDUCATION COURSES

Lower Division		
English Composition (Required course)		
ENC 1101	English Composition <sup>+</sup>	4
Communication (Select 1 course) <sup>+</sup>		
Humanities (*Required, select 1 additional course) <sup>+</sup>		8
*ART 1204	Art Appreciation <sup>+</sup>	
Math/Natural Sciences (Select 1 of the following and 1 additional course) <sup>+</sup>		
MAT 1402	General Education Math	
MAT 1222	Algebra <sup>+</sup>	
Social Sciences (Select 2 courses) <sup>+</sup>		8

See page 70 for General Education Course Selections.

### MAJOR AND CORE COURSES

#### Lower Division

DIG 1280C	Audio/Video Editing	3
E242	Career Development <sup>+</sup>	2
GRA 1057C	Design Foundations	3
GRA 1164C	Drawing from Observation	3
GRA 1206C	Typography	3
GRA 1281C	Color Theory	3
GRA 1377C	Fundamentals of Web Design	3
GRA 1493C	Digital Illustration	3
GRA 1552C	Introduction to Animation	3
GRA 1687C	User-Centered Web Design	3
GRA 1747C	Introduction to Web Scripting	3
GRA 2060C	Interactive Media	3
GRA 2133C	Print Design	3
GRA 2274C	User Experience Design	3
GRA 2390C	Digital Photography	3
GRA 2442C	Motion Graphics	3
GRA 2607C	Portfolio Development	3
GRA 2819C	Scripting for Web Servers	3
GRA 2936C	Mobile Web Design	3

#### Choose either Track I or Track II

##### Track I<sup>1</sup>

GRA 2956	Design Internship	3
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##### Track II

GRA 2522C	Digital Media Project	3
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General Education Credits **32**

Major and Core Credits **59**

Total Associate's Degree Credits **91**

<sup>+</sup>Flex Choice Credit by Assessment available; see page 132 for details.

<sup>1</sup>Track I includes an internship, which is not available to students in all states. Please speak to a program manager for more details.

Developmental Education courses do not count toward total program credits and are not calculated in GPA. Students must demonstrate mastery of the subject matter in Developmental Education courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Developmental Education courses.

Students in this program are eligible for specific industry certifications. The College will reimburse students to sit for one recommended certification, as well as up to two additional optional certifications. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.

# Graphic Design | BACHELOR'S DEGREE

## WEB AND INTERACTIVE DESIGN

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

Bachelor of Science Degree

### CAREER OPPORTUNITIES

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

### OBJECTIVE

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

**In addition to all Graphic Design Associate's Degree – Web and Interactive Design Courses (page 20)**

### GENERAL EDUCATION COURSES

Upper Division

<b>Communication</b> (Required course)	4
MMC 3407 Visual Communication in the Media <sup>+</sup>	
<b>Humanities</b> (Select 2 courses) <sup>+</sup>	8
<b>Math/Natural Sciences</b> (Select 1 course) <sup>+</sup>	4
<b>Social Sciences</b> (Select 2 courses) <sup>+</sup>	8

See page 70 for General Education Course Selections.

### MAJOR AND CORE COURSES

Upper Division

GEB 3051	The Business of Digital Media	4
GRA 3005C	Interactive Publishing	4
GRA 3126C	Graphic Design History	3
GRA 3234C	Advanced Typography	4
GRA 3375C	Advanced Color Theory	4
GRA 3487C	Advanced Digital Photography	4
GRA 3792C	Web Content Management Systems	4
GRA 3844C	Search Engines, Optimization and Analytics	4
GRA 3972C	Information Architecture for the Web	4
GRA 4002C	Advanced Motion Graphics	4
GRA 4172C	Advanced User Experience Design	4
GRA 4306C	Digital Short Film Project	4
GRA 4419C	Advanced Portfolio Development	4
GRA 4790C	Advanced PHP for E-Commerce	4
GRA 4948	Web Capstone Project	3
GRA 4953C	Internet History and E-Commerce	4

### Choose either Track I or Track II

#### Track I<sup>1</sup>

GRA 4932	Advanced Design Internship	4
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#### Track II

GRA 4228C	Media Campaign Design	4
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**Lower Division General Education Credits** 32

**Upper Division General Education Credits** 24

**Lower Division Major and Core Credits** 59

**Upper Division Major and Core Credits** 66

**Total Bachelor's Degree Credits** 181

<sup>+</sup>Flex Choice Credit by Assessment available; see page 132 for details.

<sup>1</sup>Track I includes an internship, which is not available to students in all states. Please speak to a program manager for more details.

Students in this program are eligible for specific industry certifications. The College will reimburse students to sit for one recommended certification, as well as up to two additional optional certifications. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.



A CELEBRATION  
OF MORE THAN FORTY  
RHYMES AND VERSES, INCLUDING:

- Hey Diddle Diddle!*
- Pat-a-Cake, Pat-a-Cake*
- Hush-a-Bye, Baby*
- Ring Around the Rosie*
- The Itsy-Bitsy Spider*
- Jack, Be Nimble*
- Little Miss Muffet*
- Twinkle, Twinkle, Little Star*





## Early Childhood Education | CERTIFICATE

11-Week Quarters (5.5-Week Terms)

### 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 value the ability to effectively communicate in a variety of situations, in the workplace, and in their communities. This program contains coursework aligned with the high-quality standards of the National Association for the Education of Young Children (NAEYC) and the national Child Development Associate (CDA) Credential.

### DEVELOPMENTAL EDUCATION COURSES

B080	Reading and Writing Strategies	4
B087	Practical Math	4

**Note:** Illinois students take B095 Combined Basic and Intermediate Algebra instead of B087 Practical Math.

### MAJOR AND CORE COURSES

#### Lower Division

EEC 1202	Early Childhood Education Curriculum and Instruction	4
EEC 1700	Foundations of Child Development	4
EEC 1735	Health, Safety, and Nutrition/CDA Application	4
EEC 2225	Guiding Children's Behavior	4
EEC 2401	Dynamics of the Family	4
EEC 2613	Observation and Assessment in Early Childhood Education	4

#### Choose either Track I or Track II

##### Track I: Field Experience<sup>1</sup>

EEC 1960	Field Experience I: Knowledge	4
EEC 1961	Field Experience II: Planning	4
EEC 1962	Field Experience III: Reflection	4

##### Track II: Exploration<sup>2</sup>

EEC 1970	Early Childhood Education Exploration I: Knowledge	4
EEC 1971	Early Childhood Education Exploration II: Planning	4
EEC 1972	Early Childhood Education Exploration III: Reflection	4

#### Total Certificate Credits

**36**

This program is aligned to the standards of the national Child Development Associate (CDA) credential, but graduates may need to satisfy additional requirements before earning the CDA credential.

<sup>1</sup>**Track I (Field Experience):** Track I includes field experience courses that are only available to residents of Florida, Illinois, Kansas, Minnesota, North Dakota, and Wisconsin. Students enrolling in the Early Childhood Education Certificate, Diploma, and the Associate's Degree programs must currently be working in the Early Childhood Education field and/or have a field experience site approved by the College prior to the close of business on the Friday of the first week of quarter break prior to the first term of enrollment, to be enrolled in the Field Experience Track. Please speak to a program manager for details.

<sup>2</sup>**Track II (Exploration):** Students enrolling in the Early Childhood Education Certificate, Diploma, and the Associate's Degree program who are not currently working in the Early Childhood Education field or do not have a field experience site approved by the College prior to the close of business on the Friday of the first week of quarter break prior to the first term of enrollment, will be enrolled in the Exploration Track. Please speak to a program manager for details.

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

Developmental Education courses do not count toward total program credits, and are not calculated in GPA. Students must demonstrate mastery of the subject matter in Developmental Education courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Developmental Education courses.

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 from a state-approved college or university 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 qualification requirements in the state and school in which they intend to work.

Childcare 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.

The Early Childhood Education Certificate and Associate's Degree programs contain coursework aligned with the requirements for the Gateways Credentials, which are awarded and recognized by the Illinois Department of Human Services (IDHS) Bureau of Child Care and Development. Other eligibility requirements apply; please verify your eligibility against all Gateways Credentials requirements.

# Early Childhood Education | DIPLOMA

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

## CAREER OPPORTUNITIES

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

## OBJECTIVE

Graduates of this program have acquired the knowledge and skills to work with young children (birth through age 8) and their families. Graduates will be equipped to support children's learning in a variety of entry-level roles and settings. This program contains coursework aligned with the high-quality standards of the National Association for the Education of Young Children (NAEYC) and the national Child Development Associate (CDA) Credential.

In addition to all Early Childhood Education Certificate courses (page 22)

## GENERAL EDUCATION COURSES

Lower Division

<b>English Composition</b> (Required course)	4
ENC 1101 English Composition <sup>+</sup>	
<b>Humanities</b> (Select 1 course) <sup>+</sup>	4
<b>Math/Natural Sciences</b> (Select 1 course) <sup>+</sup>	4
<b>Social Sciences</b> (Required course)	
SYG 1000 Introduction to Sociology	4

See page 70 for General Education Course Selections.

## MAJOR AND CORE COURSES

Lower Division

EEC 2935	Summative Project for Early Childhood Education	2
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## CHOOSE ONE SPECIALIZATION

### Child Development Specialization

EEC 2213	Language and Literacy Acquisition	4
EEC 2329	Parent Education and Support	4
EEC 2500	Infant and Toddler Development	4
EEX 2010	The Exceptional Child	4

### Child with Special Needs Specialization

EEC 2270	Introduction to English Language Learners	4
EEC 2271	Curriculum and Instruction for Children with Special Needs	4
EEC 2272	The Inclusive Classroom	4
EEC 2403	Advocating for Children with Special Needs	4

**General Education Credits** 16

**Major and Core Credits** 54

**Total Diploma Credits** 70

<sup>+</sup>Flex Choice Credit by Assessment available; see page 132 for details.

This program has not been approved by any state professional licensing body, and this program is not intended to lead to any state-issued professional license. For further information on professional licensing requirements, please contact the appropriate board or agency in your state of residence.

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 from a state approved college or university 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 qualification requirements. Students must determine the licensure requirements in the state and school in which they intend to work.

Childcare facilities and the states in which they are located establish qualifications for staff who 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.

The Early Childhood Education Certificate, Diploma, and Associate's Degree programs contain coursework aligned with the requirements for the Gateways Credentials, which are awarded and recognized by the Illinois Department of Human Services (IDHS) Bureau of Child Care and Development. Other eligibility requirements apply; please verify your eligibility against all Gateways Credentials requirements.

## Early Childhood Education | ASSOCIATE'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

Associate of Science Degree in Florida, Associate of Applied Science Degree in Illinois, Kansas, Minnesota, and Wisconsin

### 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 the significance of diversity awareness skills in academic and workplace situations. Students are prepared to apply for the national Child Development Associate (CDA) credential.

**In addition to all Early Childhood Education Diploma Courses (page 23)**

### GENERAL EDUCATION COURSES

Lower Division

<b>Communication</b> (*Required, select 1 additional course) <sup>+</sup>	<b>6</b>
*COM 1865 Locating and Evaluating Information	
<b>Humanities</b> (Select 1 course) <sup>+</sup>	<b>4</b>
<b>Math/Natural Sciences</b> (Select 1 course) <sup>+</sup>	<b>4</b>
<b>Social Sciences</b> (Select 1 course) <sup>+</sup>	<b>4</b>

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

See page 70 for General Education Course Selections.

### MAJOR AND CORE COURSES

Lower Division

E242 Career Development <sup>+</sup>	2
<b>General Education Credits</b>	<b>34</b>
<b>Major and Core Credits</b>	<b>56</b>
<b>Total Associate's Degree Credits</b>	<b>90</b>

<sup>+</sup>Flex Choice Credit by Assessment available; see page 132 for details.

This program has not been approved by any state professional licensing body, and this program is not intended to lead to any state-issued professional license. For further information on professional licensing requirements, please contact the appropriate board or agency in your state of residence.

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 from a state-approved college or university 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 qualification requirements. Students must determine the licensure requirements in the state and school in which they intend to work.

Childcare facilities and the states in which they are located establish qualifications for staff who 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.

The Early Childhood Education Certificate and Associate's Degree programs contain coursework aligned with the requirements for the Gateways Credentials, which are awarded and recognized by the Illinois Department of Human Services (IDHS) Bureau of Child Care and Development. Other eligibility requirements apply; please verify your eligibility against all Gateways Credentials requirements.

## Early Childhood Education Leadership | BACHELOR'S DEGREE

Flex Choice Competency-Based Education Program (Credit by Assessment Available) | 12-Week Quarters (6-Week Sessions)

Bachelor of Science Degree

### CAREER OPPORTUNITIES

- Center Director
- Preschool Owner
- Early Childhood Expert
- Business Owner-Family Child Care
- Preschool Director
- Child Care Administrator
- Assistant Director
- Lead Teacher
- Program Administrator
- Head Start Teacher
- Program Manager

### OBJECTIVE

The Early Childhood Education Bachelor's Degree is a non-licensure, online program that builds on the foundations of early childhood education principles while preparing graduates with in-demand leadership skills. Graduates of this program will be prepared to enrich their careers by gaining a deeper knowledge in early childhood development while acquiring the leadership and administration skills necessary to pursue leadership positions in the field of early childhood education. Based on national standards and designed in partnership with industry leaders, this program will prepare graduates with the knowledge and skills to pursue a leadership career path in the field of early childhood education and development.

**This program is not intended to lead to licensure or certification to teach in the public school sector.**

### ENTRANCE REQUIREMENTS

This is a bachelor-completer program. To be considered for admission, students must demonstrate one of the following: A) a conferred associate's degree in a related field from an accredited institution, as listed below; or B) a conferred associate's degree or higher in an unrelated field from an accredited institution; or C) prior successful completion of at least 70 quarter or 47 semester credits of college-level coursework with a grade of C or higher from an accredited institution.

Students who transfer a conferred associate degree or higher from the following approved field-related programs will receive a block transfer of 90 lower-level quarter credits:

- Early Childhood Education
- Early Childhood Development
- Early Care and Education
- Child and Family Studies
- Child Life Specialist/Assistant
- Child Psychology
- Early Childhood and Youth Development
- Child Development/Child Growth and Development
- Associate of Art degrees with a concentration in Education
- Human Services
- Education Foundations
- Child Care
- Education and Youth Studies
- Para-educator
- Early Childhood Studies
- Elementary Education

Prospective students with an unrelated associate's degree or higher, or at least 70 quarter credits or 47 semester credits may be considered for this program as specified below:

- Students who have not provided a transcript proving successful completion of Foundations of Child Development and Early Childhood Education Curriculum and Instruction, or course equivalents, will be required to complete these courses.
- Students who have not completed 90 quarter credits of transferable credits may be required to take additional lower-level prequalified coursework prior to being accepted into the program. The additional coursework will be determined based upon an evaluation of the student's transcript.
- The additional coursework will come from a predetermined elective pool focused on early childhood education and general education courses.
- Students who are required to take lower level coursework are considered prequalified until at least 90 lower-level credits have been awarded. Prequalified courses are completed within a regularly scheduled 5.5-week term at the non-AcceleratED standard tuition rate.
- Once the program prequalification requirements are met, the student will be accepted into the Early Childhood Education Leadership Bachelor's degree program.

**GENERAL EDUCATION COURSES**

## Upper Division

<i>Communication</i> (Select 1 course) <sup>+</sup>	4
<i>Humanities</i> (Select 2 courses) <sup>+</sup>	8
<i>Math/Natural Sciences</i> (Select 1 course) <sup>+</sup>	4
<i>Social Sciences</i> (Select 2 courses) <sup>+</sup>	8

See page 71 for General Education Course Selections.

**MAJOR AND CORE COURSES**

## Upper Division

EEC 3000	Early Childhood Education: Understanding Mental Health in the Early Years	4
<i>EEC 3005</i>	<i>Communications and Connections for Early Childhood Professionals</i>	4
<i>EEC 3007</i>	<i>Organizational Management in Early Childhood Education</i>	4
EEC 3011	Empowering Contemporary Families	4
<i>EEC 3015</i>	<i>Observation and Assessment for Effective Curriculum Planning</i>	4
EEC 3020	Positive Behavior Guidance for Young Children	4
EEC 3026	Technology and Developmentally Appropriate Practices	4
EEC 3318	Intentional Teaching Practices	4
EEC 3407	Planning with a Purpose	4
<i>EEC 3546</i>	<i>Supporting Professional Practices in Early Childhood Education</i>	4
EEC 4000	Early Childhood Education: Environments and Play Theory	4
<i>EEC 4010</i>	<i>Early Childhood Language and Literacy Learning</i>	4
EEC 4015	Early Childhood Education: Diversity and Social Justice	4
<i>EEC 4022</i>	<i>Ethics and Leadership in Early Childhood Education</i>	4
EEC 4030	Supporting Exceptional Children and Families	4
EEC 4485	Early Childhood Education Advocacy, Research and Policy	4
EEC 4910	Early Childhood Education Leadership Capstone	2

Transferred Lower Division Credits 90

Upper Division General Education Credits 24

Upper Division Major and Core Credits 66

**Total Bachelor's Degree Credits 180**

<sup>+</sup>Flex Choice Credit by Assessment available; see page 132 for details.

**This Flex Choice Credit-Based Competency-Based Education Program contains both traditional and competency-based education (CBE) courses. CBE courses are indicated in italics.**

This program has not been approved by any state professional licensing body, and this program is not intended to lead to any state-issued professional license. For further information on professional licensing requirements, please contact the appropriate board or agency in your state of residence.

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

**SPECIALIZATION OPTION**

Students may elect to focus their degree by substituting a set of specialization courses in place of: EEC 3005 Communications and Connections for Early Childhood Professionals, EEC 3007 Organizational Management in Early Childhood Education, EEC 3011 Empowering Contemporary Families, EEC 4022 Ethics and Leadership in Early Childhood Education.

Students enrolled in the Child Development Specialization are not eligible to take competency-based education (CBE) courses.

**Child Development Specialization**

EEC 3171	Beyond the Basics of Health, Safety, and Nutrition	4
EEC 3220	Child Development Ages Birth–3	4
EEC 3225	Child Development Ages 3–5	4
EEC 4005	Advanced Principles and Perspectives of Child Development	4

# Health Sciences | ASSOCIATE'S DEGREE

11-Week Quarters (5.5-Week Terms)

Associate of Science Degree in Florida, Kansas, Minnesota, North Dakota, and Wisconsin; Associate of Applied Science Degree in Illinois

## CAREER OPPORTUNITIES

- Healthcare Associate

## OBJECTIVE

Graduates of this program understand and can apply a combination of real-world technical skills and General Education concepts, and have learned to serve as valuable members of a healthcare team. Depending on the career track, graduates may choose from a variety of employment options involving patient care or related healthcare 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 healthcare industry and the community.

## DEVELOPMENTAL EDUCATION COURSES

B080	Reading and Writing Strategies	4
B087	Practical Math	4

Note: Illinois students take B095 Combined Basic and Intermediate Algebra instead of B087 Practical Math.

## GENERAL EDUCATION COURSES

Lower Division

<b>English Composition</b> (Required course)	4
ENC 1101 English Composition	

<b>Communication</b> (*Required, select 1 additional course)	8
*COM 1002 Introduction to Communication	

<b>Humanities</b> (Select 3 courses)	12
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<b>Math/Natural Sciences</b> (*Required, select 2 additional courses) <sup>1</sup>	12
*PHA 1500 Structure and Function of the Human Body	

<b>Social Sciences</b> (Select 3 courses) <sup>2</sup>	12
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See page 70 for General Education Course Selections.

## MAJOR AND CORE COURSES

Lower Division

E242	Career Development	2
HSA 2117	US Healthcare Systems	4
HSC 1531	Medical Terminology	4
HSC 2641	Medical Law and Ethics	4

## SELECT ONE OF THE FOLLOWING SPECIALIZATIONS:

### General Specialization<sup>1</sup>

## CAREER OPPORTUNITIES

- Home Health Aide

BMS 1550	Patient Care Skills I	3
BMS 2550	Patient Care Skills II	5
DEP 2004	Human Growth and Development	4
HSA 1050	Customer Service in Healthcare	1
MEA 1243	Pharmacology for the Allied Health Professional	4
MEA 2203	Pathophysiology	5
MLT 1325	Phlebotomy	3
NUR 1172	Nutritional Principles in Nursing	4

The Health Sciences Associate's Degree – General Specialization is not available in North Dakota. Lab work for the Health Sciences Associate's Degree – General Specialization is only available at: Land O' Lakes / East Pasco campus in Florida; the Overland Park campus in Kansas; the Rockford and Romeoville/Joliet campuses in Illinois; the Brooklyn Park / Maple Grove, Lake Elmo / Woodbury, Mankato, Moorhead, and St. Cloud campuses in Minnesota; and at the Green Bay and Wausau campuses in Wisconsin.

In addition to meeting all other admissions requirements: Florida, Illinois, Kansas, North Dakota, and Wisconsin campus applicants to the General Specialization of the Health Sciences Associate's Degree program must successfully complete and pass a criminal background check; Minnesota campus applicants to the General Specialization of the Health Sciences Associate's Degree program must successfully complete and pass only a Minnesota Department of Human Services background check; and Moorhead campus applicants to the General Specialization of the Health Sciences Associate's Degree program must also successfully complete and pass a criminal background check in addition to completing and passing the Minnesota Department of Human Services background check.

Students placed in Minnesota practicum sites must successfully complete and pass a Minnesota Department of Human Services background check.

Any course with a practicum component at a hospital or clinical site may require the student to complete the full three injection series of the Hepatitis B immunization and all other program-required immunizations prior to beginning the experience at the site.

Students enrolled in the Health Science Associate's Degree – General Specialization are required to successfully complete a Pathway Seminar course within the first term of enrollment. Students will have one opportunity to attempt a Pathway Seminar course regardless of grade (SX/UX/WX) earned.

A grade of SX and a minimum TEAS score of 55% are required to continue in the program. The TEAS exam must be completed by the end of the Pathway to Patient Care Seminar course.

Successful completion of a Pathway Seminar course does not guarantee acceptance or ability to program change into another program the subsequent quarter, acceptance into another program is determined by meeting all entrance requirements for the program.

### Medical Administrative Assistant Specialization

## CAREER OPPORTUNITIES

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

HIM 1507	Medical Billing and Insurance	3
HSA 1022	Foundations of Medical Administration	4
HSA 1050	Customer Service in Healthcare	1
HSA 1146	Technology Today for Medical Administration	3
HSA 1683	Exploring Healthcare Systems	3
HSA 2851	Practice and Professionalism in Healthcare	3
HSA 2918	Healthcare Administrative Office Procedures	3
MEA 1243	Pharmacology for the Allied Health Professional	4
MEA 2203	Pathophysiology	5

The Medical Administrative Assistant Specialization of the Health Sciences Associate's Degree program does not require a background check for admission.

**Medical Assisting Specialization<sup>2</sup>****CAREER OPPORTUNITIES**

- Medical Assistant
- Medical Office Administrative Assistant

HSA 2264	Administrative Medical Assistant Practices	3
MEA 1350	Fundamentals in Clinical Techniques	6
MEA 1460	Clinical Laboratory Applications and Diagnostic Procedures I	6
MEA 1570	Clinical Laboratory Applications and Diagnostic Procedures II	6
MEA 2820	Medical Assisting Capstone	2
MEA 2895	Medical Assistant Experiential Externship <sup>3</sup>	6

**The Health Sciences Associate's Degree – Medical Assisting Specialization is not offered in North Dakota, or at the Moorhead campus in Minnesota.**

The Health Sciences Associate's Degree – Medical Assisting Specialization is not intended to prepare graduates for any professional certification, including but not limited to the following: Certified Medical Assistant (CMA) certification through the Certifying Board of the American Association of Medical Assistants (AAMA); Registered Medical Assistant (RMA) certification awarded by the American Medical Technologists (AMT); Certified Clinical Medical Assistant (CCMA) certification from the National Healthcareer Association (NHA); or the National Certified Medical Assistant (NCMA) certification offered through the National Center for Competency Testing (NCCT).

In addition to meeting all other admissions requirements: Florida, Illinois, Kansas, and Wisconsin campus applicants to the Medical Assisting Specialization of the Health Sciences Associate's Degree program must successfully complete and pass a criminal background check; Minnesota campus applicants to the Medical Assisting Specialization of the Health Sciences Associate's Degree program must successfully complete and pass only a Minnesota Department of Human Services background check; and Moorhead campus applicants to the Medical Assisting Specialization of the Health Sciences Associate's Degree program must also successfully complete and pass a criminal background check in addition to completing and passing the Minnesota Department of Human Services background check.

Students placed in Minnesota practicum sites must successfully complete and pass a Minnesota Department of Human Services background check.

Any course with a practicum component at a hospital or clinical site may require the student to complete the full three-injection series of the Hepatitis B immunization and all other program-required immunizations prior to beginning the experience at the site.

**Pharmacy Technician Specialization****CAREER OPPORTUNITIES**

- Retail Pharmacy
- Clinical Pharmacy

HSA 1050	Customer Service in Healthcare	1
MEA 1243	Pharmacology for the Allied Health Professional	4
MEA 2203	Pathophysiology	5
PTN 1009	Foundations of Pharmacy Practice	4
PTN 1146	Pharmacy Calculations	4
PTN 1237	Pharmacology for Technicians	4
PTN 1454	Sterile and Non-Sterile Compounding	2
PTN 2050	Pharmacy Technician Capstone	3
PTN 2915	Pharmacy Virtual Practicum <sup>4</sup>	2

**The Health Sciences Associate's Degree – Pharmacy Technician Specialization is not available in North Dakota or at the Moorhead campus in Minnesota.**

In addition to meeting all other admissions requirements, applicants in all states to the Pharmacy Technician Specialization of the Health Sciences Associate's Degree program must successfully complete and pass a criminal background check.

Any course with a practicum component at a hospital or clinical site may require the student to complete the full three-injection series of the Hepatitis B immunization and all other program-required immunizations prior to beginning the experience at the site.

**Credits below apply to all Specializations**

General Education Credits	48
Major and Core Credits	14
Specialization Credits	29
<b>Total Associate's Degree Credits</b>	<b>91</b>

<sup>1</sup>Students pursuing the General Specialization must select Algebra as a Math/Natural Sciences elective course.

<sup>2</sup>Students pursuing the Medical Assisting Specialization must select General Psychology as a Social Sciences elective course.

<sup>3</sup>Minnesota students must take MEA 2976 Medical Assistant Professional Externship (6 credits) instead of MEA 2895 Medical Assistant Experiential Externship.

<sup>4</sup>Minnesota students must take PTN 2873 Pharmacy Retail Practicum (2 credits) instead of PTN 2915 Pharmacy Virtual Practicum.

# Medical Administrative Assistant | CERTIFICATE

11-Week Quarters (5.5-Week Terms)

## CAREER OPPORTUNITIES

- Medical Administrative Assistant/Secretary
- Medical Coder/Biller
- Medical Receptionist
- Health Unit Coordinator

## OBJECTIVE

Graduates of this program understand the administrative procedures of medical offices in a variety of healthcare settings. They know medical terminology, anatomy, pathology, and basic concepts of administrative procedures and health information management. Graduates can perform medical records management, scheduling, insurance verification and billing, and general medical office administrative procedures. They value the ability to impact the patient experience through effective communication, maintaining patient confidentiality, and ethical and professional behavior in the healthcare environment.

## DEVELOPMENTAL EDUCATION COURSES

B080	Reading and Writing Strategies	4
B087	Practical Math	4

Note: Illinois students take B095 Combined Basic and Intermediate Algebra instead of B087 Practical Math.

## GENERAL EDUCATION COURSES

Lower Division

<b>Communication</b> (Required course)		4
COM 1002	Introduction to Communication	
<b>Math/Natural Sciences</b> (Required course)		4
PHA 1500	Structure and Function of the Human Body	

## MAJOR AND CORE COURSES

Lower Division

E242	Career Development	2
HIM 1507	Medical Billing and Insurance	3
HSA 1022	Foundations of Medical Administration	4
HSA 1050	Customer Service in Healthcare	1
HSA 1146	Technology Today for Medical Administration	3
HSA 1683	Exploring Healthcare Systems	3
HSA 2851	Practice and Professionalism in Healthcare	3
HSA 2918	Healthcare Administrative Office Procedures	3
HSC 1531	Medical Terminology	4
HSC 2641	Medical Law and Ethics	4

**General Education Credits** 8

**Major and Core Credits** 30

**Total Certificate Credits** 38

Developmental Education courses do not count toward total program credits, and are not calculated in GPA. Students must demonstrate mastery of the subject matter in Developmental Education courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Developmental Education courses.



# Medical Assisting | DIPLOMA

11-Week Quarters (5.5-Week Terms)

## CAREER OPPORTUNITIES

- Medical Assistant
- Medical Office Administrative Assistant

## OBJECTIVE

The objectives of this program are to prepare students to become valuable members of a healthcare team by supporting and assisting providers in delivering effective and efficient 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 of the program will value the critical thinking, effective communication, diversity awareness skills, and medical ethics as they pertain to the medical assisting career.

## DEVELOPMENTAL EDUCATION COURSES

B080	Reading and Writing Strategies	4
B087	Practical Math	4

Note: Illinois students take B095 Combined Basic and Intermediate Algebra instead of B087 Practical Math.

## GENERAL EDUCATION COURSES

Lower Division

<b>Communication</b> (Required course)		4
COM 1002	Introduction to Communication	
<b>Math/Natural Sciences</b> (Required course)		4
PHA 1500	Structure and Function of the Human Body	
<b>Social Sciences</b> (Required course)		4
PSY 1012	General Psychology	

## MAJOR AND CORE COURSES

Lower Division

E242	Career Development	2
HSA 2264	Administrative Medical Assistant Practices	3
HSC 1531	Medical Terminology	4
HSC 2641	Medical Law and Ethics	4
MEA 1350	Fundamentals in Clinical Techniques	6
MEA 1460	Clinical Laboratory Applications and Diagnostic Procedures I	6
MEA 1570	Clinical Laboratory Applications and Diagnostic Procedures II	6
MEA 2820	Medical Assisting Capstone	2
MEA 2895	Medical Assistant Experiential Externship <sup>1</sup>	6

General Education Credits 12

Major and Core Credits 39

Total Diploma Credits 51

The Medical Assisting Diploma is not offered in North Dakota, or at the Moorhead campus in Minnesota.

<sup>1</sup>Minnesota students must take MEA 2976 Medical Assistant Professional Externship (6 credits) instead of MEA 2895 Medical Assistant Experiential Externship.

The Medical Assisting Diploma programs at the Overland Park and Topeka campuses in Kansas; 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 Green Bay and Wausau campuses in Wisconsin; and the Blaine, Bloomington, Brooklyn Park / Maple Grove, Eagan, Lake Elmo / Woodbury, 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

Graduates of the Medical Assisting Diploma program offered at campuses listed in the ABHES accreditation statement above meet the educational requirements to sit for the Certified Medical Assistant (CMA) certification through the Certifying Board of the American Association of Medical Assistants (AAMA). Graduates of the Medical Assisting Diploma meet the educational requirements to sit for the Registered Medical Assistant (RMA) certification awarded by the American Medical Technologists (AMT). The Medical Assisting Diploma is not intended to prepare graduates for any other professional certifications; students interested in other certifications are responsible for independently verifying their own eligibility against the appropriate standards.

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.

This program requires specific immunizations prior to professional practice experience. Medical Assisting students must receive the first injection of the Hepatitis B immunization series by the end of week two in the Fundamentals in Clinical Techniques 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.

Developmental Education courses do not count toward total program credits, and are not calculated in GPA. Students must demonstrate mastery of the subject matter in Developmental Education courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Developmental Education courses.

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

# Pharmacy Technician | CERTIFICATE

11-Week Quarters (5.5-Week Terms)

## CAREER OPPORTUNITIES IN

- Retail Pharmacy
- Clinical Pharmacy

## OBJECTIVE

Graduates of this program understand the theory of pharmacy practice and are able to perform pharmacy tasks including receiving, interpreting, entering, and filling prescriptions. Graduates have been trained to use software programs to manage and process medications, and to understand medical terminology, medical law and ethics, patient confidentiality, and pharmacy math. They value honesty and integrity, feel compassion for patients, and are able to effectively communicate in a variety of situations.

## DEVELOPMENTAL EDUCATION COURSES

B080	Reading and Writing Strategies	4
B087	Practical Math	4

Note: Illinois students take B095 Combined Basic and Intermediate Algebra instead of B087 Practical Math.

## GENERAL EDUCATION COURSES

Lower Division

**Communication** (Required course) 4

COM 1002 Introduction to Communication

**Math/Natural Sciences** (Required course) 4

PHA 1500 Structure and Function of the Human Body

## MAJOR AND CORE COURSES

Lower Division

E242	Career Development	2
HSA 1050	Customer Service in Healthcare	1
HSC 1531	Medical Terminology	4
HSC 2641	Medical Law and Ethics	4
PTN 1009	Foundations of Pharmacy Practice	4
PTN 1146	Pharmacy Calculations	4
PTN 1237	Pharmacology for Technicians	4
PTN 1454	Sterile and Non-Sterile Compounding	2
PTN 2050	Pharmacy Technician Capstone	3
PTN 2915	Pharmacy Virtual Practicum <sup>1</sup>	2

General Education Credits 8

Major and Core Credits 30

**Total Certificate Credits 38**

The Pharmacy Technician Certificate is not available in North Dakota, or at the Moorhead campus in Minnesota.

<sup>1</sup>Minnesota students must take PTN 2873 Pharmacy Retail Practicum (2 credits) instead of PTN 2915 Pharmacy Virtual Practicum.

Graduates of this program meet or exceed the educational requirements needed to apply for a Pharmacy Technician license or registration from the board of pharmacy or equivalent agency in the following states: AL, AK, AZ, AR, CA, CO, CT, FL, GA, HI, ID, IL, IN, IA, KS, KY, ME, MD, MI, MN, MS, MO, MT, NE, NV, NJ, NM, NY, NC, OH, OK, OR, PA, RI, SC, SD, TN, TX, VT, VA, WV, WI, WY. Other eligibility requirements may apply; please check with the board of pharmacy or equivalent agency in your state of residence. This program may not meet the educational requirements needed to apply for a Pharmacy Technician license or registration in states not listed above; please check with the board of pharmacy or equivalent agency in your state of residence for further information.

Developmental Education courses do not count toward total program credits and are not calculated in GPA. Students must demonstrate mastery of the subject matter in Developmental Education courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Developmental Education 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 | CERTIFICATE

11-Week Quarters (5.5-Week Terms)

## CAREER OPPORTUNITIES

- Medical Coder/Biller
- Medical Records Clerk
- Coding Specialist
- Claims Processor

## OBJECTIVE

Graduates of this 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 obtain information necessary to correctly code the medical information. They know medical terminology, anatomy, pathology, and the effective use of available medical coding software. Graduates value the importance of effective communication, ethical and professional behavior in the workplace, and confidentiality of patient information.

## DEVELOPMENTAL EDUCATION COURSES

B080	Reading and Writing Strategies	4
B087	Practical Math	4

**Note:** Illinois students take B095 Combined Basic and Intermediate Algebra instead of B087 Practical Math.

## GENERAL EDUCATION COURSES

Lower Division

<b>Math/Natural Sciences</b> (Required course)	4
PHA 1500	Structure and Function of the Human Body <sup>+</sup>

## MAJOR AND CORE COURSES

Lower Division

E242	Career Development <sup>+</sup>	2
HIM 1103	Coding Foundations	4
HIM 1125	ICD-CM Coding	4
HIM 1126C	ICD-PCS Coding	4
HIM 1258C	Ambulatory Care Coding	3
HIM 2133	Revenue Cycle and Billing	4
HIM 2214	Pathophysiology and Pharmacology for Health Information	4
HIM 2410	Health Information Law and Ethics	4
HIM 2942	ICD-10 Coding Practicum	1
HSC 1531	Medical Terminology	4

**General Education Credits** 4

**Major and Core Credits** 34

**Total Certificate Credits** 38

<sup>+</sup>The Flex Choice Credit by Assessment option for this course is only available to students enrolled in a Flex Choice Credit by Assessment-eligible program. See page 132 for details.

Developmental Education courses do not count toward total program credits, and are not calculated in GPA. Students must demonstrate mastery of the subject matter in Developmental Education courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Developmental Education courses.

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

# Health Information Technician | ASSOCIATE'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

Associate of Science Degree in Florida, Associate of Applied Science Degree in Illinois, Kansas, Minnesota, North Dakota, and Wisconsin

## CAREER OPPORTUNITIES

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

## OBJECTIVE

Graduates of this 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 Medical Billing and Coding Certificate courses

## GENERAL EDUCATION COURSES

Lower Division

<b>English Composition</b> (Required course)	4
ENC 1101 English Composition <sup>+</sup>	
<b>Communication</b> (Select 1 course) <sup>+</sup>	4
<b>Humanities</b> (Select 2 courses) <sup>+</sup>	8
<b>Math/Natural Sciences</b> (Select 1 course other than PHA 1500) <sup>+</sup>	4
<b>Social Sciences</b> (Select 2 courses) <sup>+</sup>	8

See page 70 for General Education Course Selections.

## MAJOR AND CORE COURSES

Lower Division

HIM 2000	Introduction to Health Information Management	4
HIM 2304	Management of Health Information Services	4
HIM 2429	Health Information Compliance	3
HIM 2588	Healthcare Data Management and Statistics	5
HIM 2652	Healthcare Information Technologies	4
HIM 2943	Health Information Professional Practicum	2
HIM 2956	Health Information Technician Capstone	2

**General Education Credits** 32

**Major and Core Credits** 58

**Total Associate's Degree Credits** 90

The Health Information Technician Associate's 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 at Rasmussen College – Online 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

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

# Health Information Management | BACHELOR'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

Bachelor of Science Degree

## CAREER OPPORTUNITIES

- Medical Records Manager
- Privacy Officer
- Risk Management Officer
- Clinical Data Analyst
- Corporate Compliance Officer
- Health Information Management Specialist
- Clinical Documentation Specialist
- Billing and Coding Specialist

## OBJECTIVE

Graduates of this program will be prepared to assume diverse entry-level positions that span a broad range of settings including hospitals, physician practices, nursing homes, home health agencies, mental health facilities, and public health agencies, as well as software companies, government agencies, pharmaceutical companies, and consulting firms. They will understand basic human anatomy and physiology, medical terminology and pathophysiology, and demonstrate how they are critical to managing patient health information. Graduates will be able to communicate with all levels (clinical, financial, and administrative) of an organization that utilize patient data in daily operations and decision-making. Graduates will be skilled and competent in developing information policy, designing and managing information systems, and 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.

## ENTRANCE REQUIREMENTS

This is a bachelor-completer program. Applicants pursuing admittance into the Health Information Management Bachelor's Degree program must possess an associate's degree in Health Information Technology/Management from a CAHIIM-accredited program earned within the past five years or have an associate's degree from an accredited institution recognized by the U.S. Department of Education 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.

## GENERAL EDUCATION COURSES

Upper Division

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

See page 70 for General Education Course Selections.

## MAJOR AND CORE COURSES

Upper Division

HIM 3001	Information and Communication Technologies	4
HIM 3105	Health Information Management Systems	4
HIM 3202	Data, Information, and File Structures	4
HIM 3304	Financial Management of Health Information Services	4
HIM 3412	Project Management	4
HIM 3522	Electronic Health Record Application	4
HIM 3644	Reimbursement Methodologies	4
HIM 3710	Advanced Quality Management in Healthcare	4
HIM 3810	Human Resource Management in Health Information	4
HIM 3910	Healthcare Statistics and Reporting	4
HIM 4003	Electronic Data Security	3
HIM 4115	Applied Research in Health Information Management	4
HIM 4276	Health Information Management Professional Practice Experience	4
HIM 4354	Strategic Planning and Development	4
HIM 4360	Health Data Management	2
HIM 4537	Health Information Management Alternative Facility Professional Practice Experience	1
HIM 4610	Advanced Health Information Law and Ethics	4
HSA 3422	Regulation and Compliance in Healthcare	4

Transferred Lower Division Credits 90

Upper Division General Education Credits 24

Upper Division Major and Core Credits 66

**Total Bachelor's Degree Credits 180**

<sup>+</sup>Flex Choice Credit by Assessment available; see page 132 for details.

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

The Health Information Management Bachelor's Degree Program at Rasmussen College - Online is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

This program requires specific immunizations prior to professional practice experience.

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

## Health and Wellness | BACHELOR'S DEGREE

Flex Choice Competency-Based Education Program (Credit By Assessment Available) | 12-Week Quarters (6-Week Sessions)

Bachelor of Science Degree

### CAREER OPPORTUNITIES

- Wellness Coach
- Wellness Program Coordinator
- Program Administrator
- Community Health Program Manager
- Community Health Promoter
- Supervisory Healthcare Administrator
- Health and Social Service Manager
- Mental Health Program Manager

### OBJECTIVE

Graduates of this program understand the importance of planning, implementing, and evaluating health and wellness programs in diverse settings. Students acquire critical-thinking skills by applying what they have learned and determining the best course of action for the population being served. Skills gained within the program empower students to advocate for and educate patients, families, and communities on wellness topics through application-based learning.

### ENTRANCE REQUIREMENTS

This is a bachelor-completer program. To be considered for admission, students must hold a conferred associate's degree from an accredited institution as recognized by the U.S. Department of Education, or students must have successfully completed at least 90 quarter or 60 semester credits of college-level coursework with a grade C or higher. In addition, students entering the Health and Wellness Bachelor's Degree program must provide evidence of having successfully completed with a grade of C or higher Medical Terminology, Structure and Function of the Human Body, or course equivalents.

### GENERAL EDUCATION COURSES

Upper Division

<i>Communication</i> (Select 1 course)*	4
<i>Humanities</i> (Select 2 courses)*	8
<i>Math/Natural Sciences</i> (*Required, select 1 additional course)	8
*STA 3215 <i>Inferential Statistics and Analytics</i>	
<i>Social Sciences</i> (Select 2 courses)*	8

See page 71 for General Education Course Selections.

### MAJOR AND CORE COURSES

Upper Division

GEB 3124	Business Research and Analysis	4
GEB 4220	Managing a Diverse Workforce	4
<i>HSA 3110</i>	<i>Introduction to Healthcare Administration</i>	4
HSA 3383	Quality Improvement in Healthcare	4
<i>HSA 4210</i>	<i>Advanced Healthcare Law and Ethics</i>	4
HSC 3010	Contemporary Health and Wellness	4
<i>HSC 3145</i>	<i>Therapeutic Communication and Patient Services</i>	4
HSC 3258	Multidisciplinary Medical Practices	4
<i>HSC 3371</i>	<i>Health Education and Training</i>	4
HSC 3485	Healthcare Advocacy	4
HSC 4009	Healthcare and Aging	4
HSC 4125	Behavioral Health	4
HSC 4290	Health and Wellness Capstone	3
HSC 4500	Epidemiology	4
<i>MAN 4143</i>	<i>Contemporary Leadership Challenges</i>	4
PHC 4305	Practices and Policies in Public Health	4

Transferred Lower Division Credits	90
Upper Division General Education Credits	28
Upper Division Major and Core Credits	63
<b>Total Bachelor's Degree Credits</b>	<b>181</b>

\*Flex Choice Credit by Assessment available; see page 132 for details.

This Flex Choice Credit-Based Competency-Based Education Program contains both traditional and competency-based education (CBE) courses. CBE courses are indicated in italics.

This program has not been approved by any state professional licensing body, and this program is not intended to lead to any state-issued professional license. For further information on professional licensing requirements, please contact the appropriate board or agency in your state of residence.

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

## Human Services | BACHELOR'S DEGREE

Flex Choice Credit by Assessment Available | 12-Week Quarters (6-Week Sessions)

Bachelor of Science Degree

### CAREER OPPORTUNITIES

- Child and Youth Services Worker
- Adult Services Worker
- Residential Services Worker
- Community Services and Outreach Manager
- Family Support Worker
- Human Services Administrator

### OBJECTIVE

This is a non-licensure, online program prepares students for the helping professions, serving diverse populations and contributing to local and global communities. Designed with input from industry experts, the program is designed to meet the needs of today's human services professionals by providing experiential learning opportunities to immerse students in the multidisciplinary field of human services. By the end of the program, students will be able to adapt theoretical approaches for intervention and treatment to address client needs; serve as ethical and professional leaders in the human services profession; affect change to meet the needs of diverse populations from a local to global level; empower individuals to develop the skills to improve the quality of their lives and communities; and communicate in a clear, concise, and objective manner across multiple modalities to exemplify quality service.

### ENTRANCE REQUIREMENTS

This is a bachelor-completer program. To be considered for admission, students must hold a conferred associate's degree from an accredited institution as recognized by the U.S. Department of Education, or students must have successfully completed at least 90 quarter or 60 semester credits of college-level coursework with a grade C or higher. In addition, students entering the Human Services Bachelor's Degree program must provide evidence of having successfully completed with a grade of C or higher General Psychology, Introduction to Sociology, and English Composition, or course equivalents.

A student not transferring successfully completed General Psychology, Introduction to Sociology, and English Composition, or course equivalents, will be considered prequalified until these courses are completed within a regularly scheduled term at the regular non-AcceleratED tuition rate. Once the program prequalification requirements are met, the student will be accepted into the Human Services Bachelor's Degree program.

### 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

See page 71 for General Education Course Selections.

### MAJOR AND CORE COURSES

Upper Division

HUS 3000	Ethics and Professionalism in Human Services	4
HUS 3025	Interpersonal Relations for Helping Professions	4
HUS 3110	Human Development Throughout the Lifespan	4
HUS 3120	Human Sexuality	4
HUS 3130	Theoretical Approaches to Service Delivery	4
HUS 3260	Dynamics of Human Ecosystems	4
HUS 3270	Working with Special Populations	4
HUS 3340	Models and Techniques of Effective Helping	4
HUS 3350	Applied Human Communication	4
HUS 4000	Social Problems and Advocacy	4
HUS 4130	Research Methodology in Human Services	4
HUS 4140	Practical Application of Assessment and Evaluation	4
HUS 4220	Intervention Strategies and Resources	4
HUS 4230	Administration and Management in Human Services	4
HUS 4300	Case Management in Practice	4
HUS 4440	Pathways to Career Success	4

### Choose either Track I or Track II

#### Track I<sup>1</sup>)

HUS 4460	Internship for Human Services II	3
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#### Track II

HUS 4450	Human Services Capstone II	3
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**Transferred Lower Division Credits** 90

**Upper Division General Education Credits** 24

**Upper Division Major and Core Credits** 67

**Total Bachelor's Degree Credits** 181

\*Flex Choice Credit by Assessment available; see page 132 for details.

<sup>1</sup>Track I includes an internship, which is not available to students in all states. Please speak to a program manager for more details.

This program has not been approved by any state professional licensing body, and this program is not intended to lead to any state-issued professional license. For further information on professional licensing requirements, please contact the appropriate board or agency in your state of residence.

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

# Medical Laboratory Technician | ASSOCIATE'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

Associate of Applied Science Degree

## CAREER OPPORTUNITIES

- Medical Laboratory Technician

## OBJECTIVE

Graduates of this program know medical terminology, anatomy, and safety standards and practices. They can operate and maintain equipment in the medical laboratory, collect and analyze specimen samples for diagnosis, and assist members of the healthcare team in delivering service to patients. Graduates value critical thinking and problem-solving, written and interpersonal communication, diversity awareness skills, information and financial literacy, 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 associate's degree.

## ENTRANCE REQUIREMENTS

Applicants must complete the following steps in order to be deemed eligible for admission:

1. Applicants must achieve a score on the School of Health Sciences Entrance Exam that is acceptable for admission per the School of Nursing and School of Health Sciences Entrance Exam policy.
2. Applicants successful in completing the School of Health Sciences Entrance Exam must complete the following prior to being deemed eligible for consideration for admission:
  - 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. 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 School of Health Sciences Entrance Exam. 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 classes. 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.

## GENERAL EDUCATION COURSES

Lower Division

<b>English Composition</b> (Required course)	4
ENC 1101 English Composition <sup>+</sup>	
<b>Communication</b> (Select 1 course) <sup>+</sup>	4
<b>Humanities</b> (Select 2 courses) <sup>+</sup>	8
<b>Math/Natural Sciences</b> (Required courses)	8
PHA 1500 Structure and Function of the Human Body <sup>+</sup>	
MAT 1222 Algebra <sup>+</sup>	
<b>Social Sciences</b> (Select 2 courses) <sup>+</sup>	8

See page 70 for General Education Course Selections.

## MAJOR AND CORE COURSES

Lower Division

CGS 1240	Computer Applications and Business Systems Concepts <sup>+</sup>	3
E242	Career Development <sup>+</sup>	2
HSC 1531	Medical Terminology	4
MLT 1245	Clinical Chemistry I	3
MLT 1325	Phlebotomy	3
MLT 1377	Hematology I	3
MLT 1448	Clinical Microbiology I	3
MLT 1485	Urinalysis	3
MLT 1728	Introduction to Chemistry	3
MLT 2166	Clinical Chemistry II	4
MLT 2230	Hematology II	4
MLT 2395	Immunology	3
MLT 2450	Immunohematology	3
MLT 2533	Clinical Microbiology II	4
MLT 2775	Clinical Practicum	12
MLT 2864	Medical Laboratory Technician Capstone	2

**General Education Credits** 32

**Major and Core Credits** 59

**Total Associate's Degree Credits** 91

\*Flex Choice Credit by Assessment available; see page 132 for details.

The Medical Laboratory Technician Associate's Degree is only offered at the Lake Elmo / Woodbury, St. Cloud, and Moorhead campuses in Minnesota, and the Green Bay campus in Wisconsin.

The Medical Laboratory Technician program at the Green Bay, Lake Elmo / Woodbury, Moorhead, and St. Cloud campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 North River Road, Suite 720, Rosemont, IL, 60018. 713-714-8880.

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

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

This program requires specific immunizations prior to professional practice experience.



# Physical Therapist Assistant | ASSOCIATE'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

Associate of Science Degree in Florida, Associate of Applied Science Degree in Minnesota

## CAREER OPPORTUNITIES

- Physical Therapist Assistant

## OBJECTIVE

Graduates of the Physical Therapist Assistant (PTA) Associate's Degree program know and can apply general education concepts and clinical technical skills in order to serve as a valuable member of a healthcare team. These individuals will demonstrate evidence-based care within the scope of practice of a PTA. Graduates will understand and value the therapeutic alliance between the patient/client and therapist, critical thinking and problem-solving, communication, clinical decision-making, and diversity awareness as these concepts relate to modern patient management.

## ENTRANCE REQUIREMENTS

Applicants pursuing admittance into the Physical Therapist Assistant (PTA) program must complete the following steps in order to be deemed eligible for admission:

1. Applicants must achieve a score on the School of Health Sciences Entrance Exam (TEAS) that is acceptable for admission per the School of Nursing and School of Health Sciences Entrance Exam policy.
2. Applicants successful in completing the School of Health Sciences Entrance Exam (TEAS) must complete the following prior to being deemed eligible for consideration for admission:
  - 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. 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 School of Health Sciences Entrance Exam (TEAS). Once the applicant file is complete, the College will schedule an interview between the applicant and Program Director or Clinical Education Coordinator.

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 classes. 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.

## GENERAL EDUCATION COURSES

Lower Division

<b>English Composition</b> (Required course)	4
ENC 1101 English Composition <sup>+</sup>	
<b>Communication</b> (Select 1 course) <sup>+</sup>	4
<b>Humanities</b> (Select 1 course) <sup>+</sup>	4
<b>Math/Natural Sciences</b> (*Required, 1 Additional Math Course) <sup>+</sup>	14
*BSC 2346 Human Anatomy and Physiology I	
*BSC 2347 Human Anatomy and Physiology II	
<b>Social Sciences</b> (*Required, 1 Additional Course) <sup>+</sup>	8
*PSY 1012 General Psychology <sup>+</sup>	

See page 70 for General Education Course Selections.

## MAJOR AND CORE COURSES

Lower Division

HSC 1531	Medical Terminology	4
PHT 1000	Physical Therapist Assistant Fundamentals	6
PHT 1100	Introduction to Evidence-Based Practice and Therapeutic Interventions	4
PHT 1200	Principles of Musculoskeletal Physical Therapy – Lower Quarter	5
PHT 1300	Principles of Musculoskeletal Physical Therapy – Upper Quarter	5
PHT 2000	Principles of Neuromuscular Physical Therapy	4
PHT 2500	Physical Therapist Assistant Clinical I	8
PHT 2600	Physical Therapy Practice Across the Lifespan	4
PHT 2650	Physical Therapy Practice for Special Populations	4
PHT 2700	Physical Therapist Assistant Clinical II	13
PHT 2800	Physical Therapist Assistant Capstone	2

General Education Credits 34

Major and Core Credits 59

Total Associate's Degree Credits 93

\*Flex Choice Credit by Assessment available; see page 132 for details.

This program is only available at the Land O' Lakes / East Pasco campus in Florida, and the Brooklyn Park / Maple Grove campus in Minnesota.

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

The Physical Therapist Assistant Associate's Degree curriculum is aligned with the educational requirements needed to apply for licensure as a physical therapist assistant in Florida and Minnesota. Other eligibility requirements may apply; please verify your eligibility against board of physical therapy rules. This program may not meet requirements for licensure as a physical therapist assistant in states not listed above.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone: 703-706-3245; accreditation@apta.org; is necessary for eligibility to sit for the licensure examination, which is required in all states.

Rasmussen College – Land O' Lakes / East Pasco is seeking accreditation of a new physical therapist assistant education program from CAPTE. On June 1, 2016, the program submitted an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Effective April 26, 2017, Rasmussen College – Brooklyn Park / Maple Grove has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: accreditation@apta.org). Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

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

# Radiologic Technology | ASSOCIATE'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

Associate of Science Degree in Florida, Associate of Applied Science Degree in Minnesota

## CAREER OPPORTUNITIES

- Radiologic Technologist

## OBJECTIVE

Graduates of this program know basic concepts of anatomy and physiology, medical imaging, radiation production, and radiation safety. Graduates of the program will implement proper patient care techniques, operate radiographic equipment, position body parts, and follow radiation safety standards. Graduates can provide quality diagnostic medical imaging at a variety of clinical settings through the use of standard X-ray, mobile X-ray, and fluoroscopic technologies. They value critical thinking, communication, diverse perspectives, technology and information literacy, and patient safety and care.

## ENTRANCE REQUIREMENTS

Applicants must complete the following steps in order to be deemed eligible for admission:

1. Applicants must achieve a score on the School of Health Sciences Entrance Exam that is acceptable for admission per the School of Nursing and School of Health Sciences Entrance Exam policy.
2. Applicants successful in completing the School of Health Sciences Entrance Exam must complete the following prior to being deemed eligible for consideration for admission:
  - 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. 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 School of Health Sciences Entrance Exam. 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 classes. 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.

## GENERAL EDUCATION COURSES

Lower Division

<b>English Composition</b> (Required course)	4
ENC 1101 English Composition <sup>+</sup>	
<b>Communication</b> (Select 1 course) <sup>+</sup>	4
<b>Humanities</b> (Select 2 courses) <sup>+</sup>	8
<b>Math/Natural Sciences</b> (Required courses)	8
PHA 1500 Structure and Function of the Human Body <sup>+</sup>	
MAT 1222 Algebra <sup>+</sup>	
<b>Social Sciences</b> (Select 2 courses) <sup>+</sup>	8

See page 70 for General Education Course Selections.

## MAJOR AND CORE COURSES

Lower Division

E242	Career Development <sup>+</sup>	2
HSC 1531	Medical Terminology	4
RTE 1000	Introduction to Radiology and Patient Care	5
RTE 1100	Radiology Physics	5
RTE 1200	Advanced Modalities in Radiology	3
RTE 2000	Radiographic Equipment and Acquisition	3
RTE 2100	Radiographic Evaluation, Disease, and Quality Control	3
RTE 2200	Radiobiology and Radiation Protection	4
RTE 2300	Radiographic Positioning and Anatomy I	5
RTE 2400	Radiographic Positioning and Anatomy II	5
RTE 2500	Radiographic Positioning and Anatomy III	5
RTE 2600	Radiologic Technology Practicum I	10
RTE 2700	Radiologic Technology Practicum II	10
RTE 2800	Radiologic Technology Practicum III	10
RTE 2900	Radiography Technology Capstone	2

**General Education Credits** 32

**Major and Core Credits** 76

**Total Associate's Degree Credits** 108

\*Flex Choice Credit by Assessment available; see page 132 for details.

The Radiologic Technology Associate's Degree is only offered at the Land O' Lakes / East Pasco campus in Florida and the Lake Elmo / Woodbury campus in Minnesota.

The Radiologic Technology Associate's Degree program meets the educational requirements to apply for certification through the American Registry of Radiologic Technologists (ARRT) and to register or obtain state professional licensure in Florida and Minnesota. Other eligibility requirements may apply; please verify your eligibility against state licensure rules. This program may not meet the educational requirements for licensure in other states.

In addition to meeting all other admissions requirements and attending a programmatic orientation, Florida campus applicants must successfully complete and pass a criminal background check and also submit to a Florida Department of Law Enforcement background check; Minnesota campus applicants must successfully complete and pass only a Minnesota Department of Human Services background check.

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

# Surgical Technologist | ASSOCIATE'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

Associate of Applied Science Degree

## CAREER OPPORTUNITIES

- Surgical Technologist
- Surgical Assistant

## OBJECTIVE

The goal of this program is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. 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 and safety care.

## ENTRANCE REQUIREMENTS

Applicants must complete the following steps in order to be deemed eligible for admission:

1. Applicants must achieve a score on the School of Health Sciences Entrance Exam that is acceptable for admission per the School of Nursing and School of Health Sciences Entrance Exam policy.
2. Applicants successful in completing the School of Health Sciences Entrance Exam must complete the following prior to being deemed eligible for consideration for admission:
  - 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. 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 School of Health Sciences Entrance Exam. 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 classes. 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.

## GENERAL EDUCATION COURSES

Lower Division

<b>English Composition</b> (Required course)	4
ENC 1101 English Composition <sup>+</sup>	
<b>Communication</b> (Select 1 course) <sup>+</sup>	4
<b>Humanities</b> (Select 2 courses) <sup>+</sup>	8
<b>Math/Natural Sciences</b> (*Required, select 1 additional course) <sup>+</sup>	8
PHA 1500 Structure and Function of the Human Body <sup>+</sup>	
<b>Social Sciences</b> (*Required, select 1 additional course) <sup>+</sup>	8
*PSY 1012 General Psychology <sup>+</sup>	

See page 70 for General Education Course Selections.

## MAJOR AND CORE COURSES

Lower Division

BSC 2346	Human Anatomy and Physiology I	5
BSC 2347	Human Anatomy and Physiology II	5
CGS 1240	Computer Applications and Business Systems Concepts <sup>+</sup>	3
E242	Career Development <sup>+</sup>	2
HSC 1531	Medical Terminology	4
MEA 2203	Pathophysiology	5
STS 1005C	Fundamentals of Surgical Technology	4
STS 1186C	Surgical Procedures I	4
STS 1260	Surgical Pharmacology	2
STS 1347	Surgical Microbiology	2
STS 2080C	Surgical Procedures II	4
STS 2180C	Surgical Procedures III	4
STS 2304	Surgical Tech Practicum I	8
STS 2305	Surgical Tech Practicum II	8

General Education Credits 32

Major and Core Credits 60

Total Associate's Degree Credits 92

\*Flex Choice Credit by Assessment available; see page 132 for details.

The Surgical Technologist Associate's Degree is only offered in Minnesota at the Brooklyn Park / Maple Grove, Moorhead, and St. Cloud campuses, and in Illinois at the Romeoville/Joliet campus.

The Surgical Technologist Associate's Degree 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), 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, 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 only a Minnesota Department of Human Services background check. Moorhead campus applicants to this program must also successfully complete and pass a criminal background check in addition to completing and passing the Minnesota Department of Human Services background check. Illinois campus applicants must successfully complete and pass a criminal background check.

This program requires specific immunizations prior to professional practice experience.

# Criminal Justice | ASSOCIATE'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

## THIS PROGRAM VERSION IS NOT AVAILABLE IN ILLINOIS

(see page 43 for Illinois version)

Associate of Science Degree in Florida, Associate of Applied Science Degree in Kansas, Minnesota, North Dakota, and Wisconsin

### CAREER OPPORTUNITIES

Additional training may be required for some career opportunities. Check with the applicable professional oversight agency in your state of residence for further details.

- Corrections Officer
- Court Clerk
- Homeland Security TSA Agent
- Security Officer

### 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 the significance of diversity awareness skills in academic and workplace situations.

### DEVELOPMENTAL EDUCATION COURSES

B080	Reading and Writing Strategies	4
B087	Practical Math	4

### GENERAL EDUCATION COURSES

Lower Division

**English Composition** (Required course) 4

ENC 1101 English Composition<sup>+</sup>

**Communication** (\*Required, select 1 additional course)<sup>+</sup> 6

\*COM 1865 Locating and Evaluating Information

**Humanities** (\*Required, select 2 additional courses)<sup>+</sup> 16

\*PHI 1520 Ethics Around the Globe

\*PHI 2103 Introduction to Critical Thinking

**Math/Natural Sciences** (Select 2 courses, including at least one Math course)<sup>+</sup> 8

**Social Sciences** (Required courses) 8

PSY 1012 General Psychology<sup>+</sup>

SYG 1000 Introduction to Sociology

See page 70 for General Education Course Selections.

### MAJOR AND CORE COURSES

Lower Division

CCJ 1000	Introduction to Criminal Justice	4
CCJ 1153	Criminology: Motives for Criminal Deviance	4
CCJ 1382	Field Communications in Criminal Justice	2
CCJ 2170	Practical Psychology for the Criminal Justice Professional	4
CCJ 2685	Domestic Violence	4
CCJ 2930	Contemporary Issues in Criminal Justice Capstone	4
CGS 1240	Computer Applications and Business Systems Concepts <sup>+</sup>	3
CJC 1000	Introduction to Corrections	4
CJE 1006	Policing in America	4
CJE 1233	Drugs and Crime	4
CJE 2172	Juvenile Justice: Delinquency, Dependency, and Diversion	4
CJL 1552	Introduction to Criminal Law	4
CJL 1747	Applied Criminal Procedures	4

**General Education Credits** 42

**Major and Core Credits** 49

**Total Associate's Degree Credits** 91

\*Flex Choice Credit by Assessment available; see page 132 for details.

This program has not been approved by any state professional licensing body and does not lead to any state-issued professional license. For further information on professional licensing requirements, please contact the appropriate board or agency in your state of residence. Additional education, training, experience, and/or other eligibility criteria may apply.

In Minnesota, the Criminal Justice Associate's Degree program does not meet the standards established by the Minnesota Peace Officer Standards and Training Board for persons who seek employment as a peace officer.

Developmental Education courses do not count toward total program credits and are not calculated in GPA. Students must demonstrate mastery of the subject matter in Developmental Education courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Developmental Education courses.

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

## Criminal Justice | ASSOCIATE'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

### THIS PROGRAM VERSION IS AVAILABLE IN ILLINOIS ONLY

Associate of Applied Science Degree in Illinois

#### CAREER OPPORTUNITIES

Additional training may be required for some career opportunities. Check with the applicable professional oversight agency in your state of residence for further details.

- Corrections Officer
- Court Clerk
- Homeland Security TSA Agent
- Security Officer

#### 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 the significance of diversity awareness skills in academic and workplace situations.

#### DEVELOPMENTAL EDUCATION COURSES

B080	Reading and Writing Strategies	4
B095	Combined Basic and Intermediate Algebra	4

#### GENERAL EDUCATION COURSES

##### Lower Division

<b>English Composition</b> (Required course)		4
ENC 1101	English Composition <sup>+</sup>	
<b>Communication</b> (Required courses)		6
COM 1865	Locating and Evaluating Information	
SPC 2017	Oral Communication <sup>+</sup>	
<b>Humanities</b> (*Required, select 2 additional courses) <sup>+</sup>		16
*PHI 1520	Ethics Around the Globe	
*PHI 2103	Introduction to Critical Thinking	
<b>Math</b> (Select 1 course) <sup>+</sup>		4
<b>Natural Sciences</b> (Required courses)		6
BSC 1548 Human Biology		
BSC 1548L Human Biology Lab		
<b>Social Sciences</b> (Required courses)		8
PSY 1012	General Psychology <sup>+</sup>	
SYG 1000	Introduction to Sociology	

See Page 70 for General Education Course Selections.

#### MAJOR AND CORE COURSES

##### Lower Division

CCJ 1000	Introduction to Criminal Justice	4
CCJ 1153	Criminology: Motives for Criminal Deviance	4
CCJ 1382	Field Communications in Criminal Justice	2
CCJ 2170	Practical Psychology for the Criminal Justice Professional	4
CCJ 2685	Domestic Violence	4
CCJ 2930	Contemporary Issues in Criminal Justice Capstone	4
CGS 1240	Computer Applications and Business Systems Concepts <sup>+</sup>	3
CJC 1000	Introduction to Corrections	4
CJE 1006	Policing in America	4
CJE 1233	Drugs and Crime	4
CJE 2172	Juvenile Justice: Delinquency, Dependency, and Diversion	4
CJL 1552	Introduction to Criminal Law	4
CJL 1747	Applied Criminal Procedures	4

General Education Credits

44

Major and Core Credits

49

Total Associate's Degree Credits

93

\*Flex Choice Credit by Assessment available; see page 132 for details.

This program has not been approved by any state professional licensing body and does not lead to any state-issued professional license. For further information on professional licensing requirements, please contact the appropriate board or agency in your state of residence. Additional education, training, experience, and/or other eligibility criteria may apply.

Developmental Education courses do not count toward total program credits and are not calculated in GPA. Students must demonstrate mastery of the subject matter in Developmental Education courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Developmental Education courses.

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

# Criminal Justice Leadership and Management | BACHELOR'S DEGREE

Flex Choice Credit by Assessment Available | 12-Week Quarters (6-Week Sessions)

Bachelor of Science Degree

## CAREER OPPORTUNITIES

Additional training may be required for some career opportunities. Check with the applicable professional oversight agency in your state of residence for further details.

- Investigator
- Adult Probation/Parole Officer
- Crime Victims Advocate
- Juvenile Probation Officer
- Security Manager
- Corporate Security Supervisor
- Federal Law Enforcement

## 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.

## ENTRANCE REQUIREMENTS

This is a bachelor-completer program. To be considered for admission, students must hold a conferred associate's degree (see below) from an accredited institution as recognized by the U.S. Department of Education, or students must have successfully completed at least 91 quarter or 61 semester credits of college-level coursework with a grade of C or higher in each course that will be transferred. Students seeking consideration of credit for work or professional experience must go through the Prior Learning Assessment (PLA) process as established through the Council for Adult Experiential Learning (CAEL). Approved conferred degrees:

- Criminal Justice
- Law Enforcement
- Justice Administration
- Justice Management
- Corrections
- Public Safety
- Emergency Management
- Law Enforcement Academic Certificate and Law Enforcement Skills

Prospective students without an associate's degree in the fields listed above may be considered as specified below:

- Student must have a conferred associate's degree or at least 91 quarter credits of college-level coursework with a grade of C or higher in each course that will be transferred.
- Students may be required to take additional coursework prior to being accepted in the program. The courses a student may be required to complete may include: Introduction to Criminal Justice, and either Introduction to Criminal Law or Applied Criminal Procedures. Prior transcripts will be evaluated on a course-by-course basis to determine which prequalification coursework is required.
- Students who are not transferring successfully completed Introduction to Criminal Justice, and either Introduction to Criminal Law or Applied Criminal Procedures will be required to successfully complete the required coursework within a regularly scheduled quarter at the regular non-Accelerated tuition rate prior to acceptance into the program.
- Students who are accepted into the program with these additional requirements are considered prequalified until all of the coursework listed above has been completed. Once the program prequalification requirements are met, the student will be accepted into the program.

## GENERAL EDUCATION COURSES

Upper Division

Communication (Select 1 course) <sup>+</sup>	4
Humanities (Select 2 courses) <sup>+</sup>	8
Math/Natural Sciences (*Required, select 1 additional course) <sup>+</sup>	8
*STA 3215 Inferential Statistics and Analytics	
Social Sciences (Select 2 courses) <sup>+</sup>	8

See page 71 for General Education Course Selections.

## MAJOR AND CORE COURSES

Upper Division

CCJ 3164 Criminal Behavior: Profiling Violent Offenders	4
CCJ 3667 Victims in Criminal Justice	4
CCJ 3678 Cultural Diversity and Justice	4
CCJ 3700 Research Methods in Criminal Justice	4
CCJ 4015 Values-Based Leadership in Criminal Justice	4
CCJ 4279 Criminal Justice Senior Thesis	4
CCJ 4450 Criminal Justice Leadership and Management	4
CCJ 4528 Fundamentals of CJ Supervision: What CJ Leaders Need to Know	4
CCJ 4542 Criminal Justice Seminar	5
CCJ 4931 Critical Issues in Criminal Justice	4
CJE 4444 Crime Prevention	4
CJL 3297 Constitutional Law	4
MAN 4143 Contemporary Leadership Challenges	4
MAN 4240 Organizational Behavior Analysis	4
MMC 3209 Realities of Crime and Justice	4

Transferred Lower Division Credits	91
General Education Credits	28
Major and Core Credits	61

**Total Bachelor's Degree Credits 180**

\*Flex Choice Credit by Assessment available; see page 132 for details.

This program has not been approved by any state professional licensing body and does not lead to any state-issued professional license. For further information on professional licensing requirements, please contact the appropriate board or agency in your state of residence. Additional education, training, experience, and/or other eligibility criteria may apply.

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

# Law Enforcement | ASSOCIATE'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

Associate of Applied Science Degree

## CAREER OPPORTUNITIES

- Police Officer
- Conservation Officer
- Alcohol Law Enforcement Agent
- Deputy Sheriff
- State Trooper
- Security 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, passing a physical fitness test, and completing additional required first responder training, graduates will be eligible to take the Minnesota Peace Officer Licensing Exam.

## ENTRANCE REQUIREMENTS

Applicants must complete the following steps in order to be deemed eligible for Admission to Law Enforcement programs:

1. First, applicants must achieve a score on the College Entrance Placement examination acceptable for admission into the College at a level that does not require Developmental Education coursework. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics.
2. Second, a Program Manager to complete the following:
  - a. Information session
  - b. Certified driving record documentation
  - c. Criminal history record documentation
  - d. Two-page written autobiography
  - e. Health physical
  - f. Psychological evaluation
3. Third, and once the applicant file is complete, the Program Manager may schedule a face-to-face interview between the applicant and Program Coordinator/Director. Applicants must then:
  - a. Complete an application.
  - b. Provide official high school and college transcripts. Official transcripts must be received by the College no later than the sixth business day of the first quarter of enrollment in the Law Enforcement Academic Certificate and Law Enforcement Skills Certificate.
  - c. Successfully complete and pass a criminal background check and also submit to a Minnesota Bureau of Criminal Apprehension background check.
  - d. Complete any additional program-specific requirements 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.

## GENERAL EDUCATION COURSES

Lower Division

<b>English Composition</b> (Required course)	4
ENC 1101 English Composition <sup>+</sup>	
<b>Communication</b> (Select 1 course) <sup>+</sup>	4
<b>Humanities</b> (*Select 2 courses) <sup>+</sup>	8
<b>Math/Natural Sciences</b> (Select 2 courses) <sup>+</sup>	8
<b>Social Sciences</b> (Required courses) <sup>+</sup>	8
PSY 1012 General Psychology <sup>+</sup>	
SYG 1000 Introduction to Sociology	

See page 70 for General Education Course Selections.

## MAJOR AND CORE COURSES

Lower Division

CCJ 1000 Introduction to Criminal Justice	4
CCJ 2685 Domestic Violence	4
CGS 1240 Computer Applications and Business Systems Concepts <sup>+</sup>	3
CJE 1006 Policing in America	4
CJE 1775 Special Populations: Law Enforcement Response	4
CJE 2422 Communication and Problem-Solving in Law Enforcement	4
CJE 2566 Ethics and Psychology for Law Enforcement Professionals	3
CJE 2990 Capstone for Law Enforcement	2
CJE 2172 Juvenile Justice: Delinquency, Dependency, and Diversion	4
CJK 2081 Traffic Enforcement: Managing Traffic Violators	3
CJK 2124 Firearms I: Fundamentals of Armed Police Response	2
CJK 2247 Firearms II: Tactics for Combat Gunfighting	2
CJK 2339 Use of Force I: From Empty Hands to TASERS	2
CJK 2406 Use of Force II: Winning Violent Confrontations	2
CJK 2563 Crime Scene Response: The Real CSI	3
CJK 2640 Minnesota Traffic Code	2
CJK 2724 Minnesota Criminal Code	2
CJK 2881 Patrol Practicals: Handling Calls in Progress	4
CJL 1381 Criminal Law and Procedures: Crime and the Courtroom	4

**General Education Credits** 32

**Major and Core Credits** 58

**Total Associate's Degree Credits** 90

<sup>+</sup>Flex Choice Credit by Assessment available; see page 132 for details.

The Law Enforcement Associate's Degree is only offered in Minnesota. Program-specific Law Enforcement coursework is only offered at the Eagan, MN campus.

**Professional Peace Officer Education (PPOE):** This program meets standards established by the Minnesota Peace Officer Standards and Training Board (MN POST) for persons who seek employment in Minnesota as a peace officer. Graduates of this program may need to successfully complete additional academic coursework, training, practical/skills, and fitness standards before becoming eligible to sit for the MN Peace Officer Licensing Exam. Some of this training cannot be completed online.

This program is not aligned to the standards of any professional licensing body other than the MN POST and is not intended to satisfy professional licensure requirements of any professional licensing agency in any other state.

Students enrolled in this program are required to complete an officially recognized first aid course in First Responder, Emergency Medical Technician (EMT), or Emergency Medical Responder (EMR). In addition to all other MN POST eligibility requirements, 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) in order to become eligible to sit for the MN Peace Officer Licensing Exam.

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

11-Week Quarters (5.5-Week Terms)

## CAREER OPPORTUNITIES

- Police Officer
- Deputy Sheriff
- State Trooper
- Transportation Security Screener
- Security Officer
- 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, passing a physical fitness test, and completing additional required practical skills coursework, graduates will be eligible to take the Minnesota Peace Officer licensing exam.

## ENTRANCE REQUIREMENTS

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 institution. Applicants are also required to interview with a program manager and complete a Rasmussen College placement test as part of the admissions process.

## ENTRANCE REQUIREMENTS

Applicants must complete the following steps in order to be deemed eligible for Admission to Law Enforcement programs:

1. First, applicants must achieve a score on the College Entrance Placement examination acceptable for admission into the College at a level that does not require Developmental Education coursework. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics.
2. Second, a Program Manager to complete the following:
  - a. Information session
  - b. Certified driving record documentation
  - c. Criminal history record documentation
  - d. Two-page written autobiography
  - e. Health physical
  - f. Psychological evaluation
3. Third, and once the applicant file is complete, the Program Manager may schedule a face-to-face interview between the applicant and Program Coordinator/Director. Applicants must then:
  - a. Complete an application.
  - b. Provide official high school and college transcripts. Official transcripts must be received by the College no later than the sixth business day of the first quarter of enrollment in the Law Enforcement Academic Certificate and Law Enforcement Skills Certificate.
  - c. Successfully complete and pass a criminal background check and also submit to a Minnesota Bureau of Criminal Apprehension background check.
  - d. Complete any additional program-specific requirements 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.

## GENERAL EDUCATION COURSES

Lower Division

Humanities (Select 1 course)

4

See page 70 for General Education Course Selections.

## MAJOR AND CORE COURSES

Lower Division

CCJ 1000	Introduction to Criminal Justice	4
CCJ 2685	Domestic Violence	4
CJE 1006	Policing in America	4
CJE 1775	Special Populations: Law Enforcement Response	4
CJE 2172	Juvenile Justice: Delinquency, Dependency, and Diversion	4
CJE 2422	Communication and Problem-Solving in Law Enforcement	4
CJE 2566	Ethics and Psychology for Law Enforcement Professionals	3
CJK 2640	Minnesota Traffic Code	2
CJK 2724	Minnesota Criminal Code	2
CJL 1381	Criminal Law and Procedures: Crime and the Courtroom	4

General Education Credits

4

Major and Core Credits

35

Total Certificate Credits

39

The Law Enforcement Academic Certificate is only offered in Minnesota.

**Professional Peace Officer Education (PPOE):** This program meets standards established by the Minnesota Peace Officer Standards and Training Board (MN POST) for persons who seek employment in Minnesota as a peace officer. Graduates of this program may need to successfully complete additional academic coursework, training, practical/skills, and fitness standards before becoming eligible to sit for the MN Peace Officer licensing exam. Some of this training cannot be completed online.

This program is not aligned to the standards of any professional licensing body other than the MN POST and is not intended to satisfy professional licensure requirements of any professional licensing agency in any other state.

Students enrolled in this program are required to complete an officially recognized first aid course in First Responder, Emergency Medical Technician (EMT), or Emergency Medical Responder (EMR). In addition to all other MN POST eligibility requirements, 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) in order to become eligible to sit for the MN Peace Officer Licensing exam.

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

11-Week Quarters (5.5-Week Terms)

### CAREER OPPORTUNITIES

- Police Officer
- Deputy Sheriff
- State Trooper
- Jailer
- Transportation Security Screener
- Security Officer
- 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, passing a physical fitness test, and completing additional required academic coursework, graduates will be eligible to take the Minnesota Peace Officer licensing exam.

### ENTRANCE REQUIREMENTS

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 lacking the aforementioned academic requirements who have been deemed eligible to sit for the Military Reciprocity Examination by the MN POST Board due to prior military law enforcement experience are also eligible for admission upon receipt of a current signed verification letter sent directly to Rasmussen College from the MN POST Board. Applicants are required to meet all admission requirements for the Law Enforcement programs.

### ENTRANCE REQUIREMENTS

Applicants must complete the following steps in order to be deemed eligible for Admission to Law Enforcement programs:

1. First, applicants must achieve a score on the College Entrance Placement examination acceptable for admission into the College at a level that does not require Developmental Education coursework. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics.
2. Second, a Program Manager to complete the following:
  - a. Information session
  - b. Certified driving record documentation
  - c. Criminal history record documentation
  - d. Two-page written autobiography
  - e. Health physical
  - f. Psychological evaluation
3. Third, and once the applicant file is complete, the Program Manager may schedule a face-to-face interview between the applicant and Program Coordinator/Director. Applicants must then:
  - a. Complete an application.
  - b. Provide official high school and college transcripts. Official transcripts must be received by the College no later than the sixth business day of the first quarter of enrollment in the Law Enforcement Academic Certificate and Law Enforcement Skills Certificate.
  - c. Successfully complete and pass a criminal background check and also submit to a Minnesota Bureau of Criminal Apprehension background check.
  - d. Complete any additional program-specific requirements 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.

### MAJOR AND CORE COURSES

#### Lower Division

CJE 2990	Capstone for Law Enforcement	2
CJK 2081	Traffic Enforcement: Managing Traffic Violators	3
CJK 2124	Firearms I: Fundamentals of Armed Police Response	2
CJK 2247	Firearms II: Tactics for Combat Gunfighting	2
CJK 2339	Use of Force I: From Empty Hands to TASERS	2
CJK 2406	Use of Force II: Winning Violent Confrontations	2
CJK 2563	Crime Scene Response: The Real CSI	3
CJK 2640	Minnesota Traffic Code	2
CJK 2724	Minnesota Criminal Code	2
CJK 2881	Patrol Practicals: Handling Calls in Progress	4

#### Total Certificate Credits

24

The Law Enforcement Skills Certificate is only available at the Eagan, MN campus.

**Professional Peace Officer Education (PPOE):** This program meets standards established by the Minnesota Peace Officer Standards and Training Board (MN POST) for persons who seek employment in Minnesota as a peace officer. Graduates of this program may need to successfully complete additional academic coursework, training, practical/skills, and fitness standards before becoming eligible to sit for the MN Peace Officer licensing exam. Some of this training cannot be completed online.

This program is not aligned to the standards of any professional licensing body other than the MN POST and is not intended to satisfy professional licensure requirements of any professional licensing agency in any other state.

Students enrolled in this program are required to complete an officially recognized first aid course in First Responder, Emergency Medical Technician (EMT), or Emergency Medical Responder (EMR). In addition to all other MN POST eligibility requirements, 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) in order to become eligible to sit for the MN Peace Officer Licensing exam.

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.

## Paralegal | ASSOCIATE'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

**THIS PROGRAM VERSION IS NOT AVAILABLE IN ILLINOIS**  
(see page 49 for Illinois version)

Associate of Science Degree in Florida, Associate of Applied Science Degree in Kansas, Minnesota, North Dakota, and Wisconsin

### CAREER OPPORTUNITIES

- Paralegal
- Legal Secretary
- Legal Assistant
- 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 the significance of diversity awareness skills in academic and workplace situations.

### DEVELOPMENTAL EDUCATION COURSES

B080	Reading and Writing Strategies	4
B087	Practical Math	4

### GENERAL EDUCATION COURSES

Lower Division

<b>English Composition</b> (Required course)		
ENC 1101	English Composition <sup>+</sup>	4

<b>Communication</b> (Select 1 course) <sup>+</sup>		
		4

<b>Humanities</b> (*Required, select 2 additional courses) <sup>+</sup>		
		12

\*PHI 1520 Ethics Around the Globe

<b>Math/Natural Sciences</b> (Select 2 courses) <sup>+</sup>		
		8

<b>Social Sciences</b> (Required courses)		
		8

PSY 1012 General Psychology<sup>+</sup>

SYG 1000 Introduction to Sociology

See page 70 for General Education Course Selections.

### MAJOR AND CORE COURSES

Lower Division

CGS 1240	Computer Applications and Business Systems Concepts <sup>+</sup>	3
CJL 1381	Criminal Law and Procedures: Crime and the Courtroom	4
E242	Career Development <sup>+</sup>	2
PLA 1013	Introduction to Law and the Legal System	4
PLA 1203	Civil Litigation and Procedure I	4
PLA 1223	Civil Litigation and Procedure II	4
PLA 1573	Contracts: Managing Legal Relationships	4
PLA 2204	Law Office Technology: Cyberspace and the Paralegal Profession	4
PLA 2320	Legal Research	4
PLA 2330	Legal Writing	4
PLA 2435	Corporate Law	4
PLA 2587	Torts: Auto Accidents and Other Legal Injuries	4
PLA 2610	Real Estate Law	4
PLA 2800	Family Law	4

Choose either Track I or Track II

**Track I<sup>1</sup>**

PLA 2940	Paralegal Internship	5
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**Track II**

PLA 2816	Paralegal Capstone	5
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**General Education Credits** 36

**Major and Core Credits** 58

**Total Associate's Degree Credits** 94

<sup>+</sup>Flex Choice Credit by Assessment available; see page 132 for details.

<sup>1</sup>Track I includes an internship that is not available to students in all states. Please speak to a program manager for more details.

Developmental Education courses do not count toward total program credits and are not calculated in GPA. Students must demonstrate mastery of the subject matter in Developmental Education courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Developmental Education courses.

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

## Paralegal | ASSOCIATE'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

### THIS PROGRAM VERSION IS AVAILABLE IN ILLINOIS ONLY

Associate of Applied Science Degree in Illinois

#### CAREER OPPORTUNITIES

- Paralegal
- Legal Secretary
- Legal Assistant
- 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 the significance of diversity awareness skills in academic and workplace situations.

#### DEVELOPMENTAL EDUCATION COURSES

B080	Reading and Writing Strategies	4
B095	Combined Basic and Intermediate Algebra	4

#### GENERAL EDUCATION COURSES

Lower Division

**English Composition** (Required course) 4

ENC 1101 English Composition<sup>+</sup>

**Communication** (Required course) 4

SPC 2017 Oral Communication<sup>+</sup>

**Humanities** (\*Required, select 2 additional courses)<sup>+</sup> 12

\*PHI 1520 Ethics Around the Globe

**Math** (Select 1 course)<sup>+</sup> 4

**Natural Sciences** (Required courses) 6

BSC 1548 Human Biology

BSC 1548L Human Biology Lab

**Social Sciences** (Required courses) 8

PSY 1012 General Psychology<sup>+</sup>

SYG 1000 Introduction to Sociology

See page 70 for General Education Course Selections.

#### MAJOR AND CORE COURSES

Lower Division

CGS 1240	Computer Applications and Business Systems Concepts <sup>+</sup>	3
CJL 1381	Criminal Law and Procedures: Crime and the Courtroom	4
E242	Career Development <sup>+</sup>	2
PLA 1013	Introduction to Law and the Legal System	4
PLA 1203	Civil Litigation and Procedure I	4
PLA 1223	Civil Litigation and Procedure II	4
PLA 1573	Contracts: Managing Legal Relationships	4
PLA 2204	Law Office Technology: Cyberspace and the Paralegal Profession	4
PLA 2320	Legal Research	4
PLA 2330	Legal Writing	4
PLA 2435	Corporate Law	4
PLA 2587	Torts: Auto Accidents and Other Legal Injuries	4
PLA 2610	Real Estate Law	4
PLA 2800	Family Law	4

#### Choose either Track I or Track II

##### Track I<sup>1</sup>

PLA 2940	Paralegal Internship	5
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##### Track II

PLA 2816	Paralegal Capstone	5
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**General Education Credits** 38

**Major and Core Credits** 58

**Total Associate's Degree Credits** 96

<sup>+</sup>Flex Choice Credit by Assessment available; see page 132 for details.

<sup>1</sup>Track I includes an internship that is not available to students in all states. Please speak to a program manager for more details.

Developmental Education courses do not count toward total program credits and are not calculated in GPA. Students must demonstrate mastery of the subject matter in Developmental Education courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Developmental Education courses.

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

# Paralegal | CERTIFICATE

11-Week Quarters (5.5-Week Terms)

## CAREER OPPORTUNITIES

- Paralegal
- Legal Secretary
- Legal Assistant
- 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.

## 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 Associate's Degree), or a bachelor's degree or higher.

## DEVELOPMENTAL EDUCATION COURSES

B080	Reading and Writing Strategies	4
B087	Practical Math	4

Note: Illinois students take B095 Combined Basic and Intermediate Algebra instead of B087 Practical Math.

## GENERAL EDUCATION COURSES

Lower Division		
<b>English Composition</b> (Required course)		
ENC 1101	English Composition	4
<b>Humanities</b> (Required course)		
PHI 1520	Ethics Around the Globe	4
<b>Math/Natural Sciences</b> (Select 1 course)		
<b>General Education Elective<sup>1</sup></b>		4

See page 70 for General Education Course Selections.

## MAJOR AND CORE COURSES

Lower Division		
PLA 1013	Introduction to Law and the Legal System	4
PLA 1203	Civil Litigation and Procedure I	4
PLA 1223	Civil Litigation and Procedure II	4
PLA 1573	Contracts: Managing Legal Relationships	4
PLA 2204	Law Office Technology: Cyberspace and the Paralegal Profession	4
PLA 2320	Legal Research	4
PLA 2330	Legal Writing	4
PLA 2587	Torts: Auto Accidents and Other Legal Injuries	4
PLA 2800	Family Law	4

### Electives (Select 1 course)

PLA 2435	Corporate Law	4
PLA 2610	Real Estate Law	4

### Choose either Track I or Track II

<b>Track I<sup>2</sup></b>		
PLA 2940	Paralegal Internship	5
<b>Track II</b>		
PLA 2816	Paralegal Capstone	5

<b>General Education Credits</b>	<b>16</b>
<b>Major and Core Credits</b>	<b>45</b>
<b>Total Certificate Credits</b>	<b>61</b>

<sup>1</sup>Students must complete or transfer one additional General Education course.

<sup>2</sup>Track I includes an internship, which is not available to students in all states. Please speak to a program manager for more details.

Developmental Education courses do not count toward total program credits and are not calculated in GPA. Students must demonstrate mastery of the subject matter in Developmental Education courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Developmental Education courses.

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

# Practical Nursing | DIPLOMA

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

## CAREER OPPORTUNITIES IN

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

## OBJECTIVE

Graduates of this program are prepared to function as an entry-level practical nurse under the direction of a registered nurse, physician, or dentist. They can implement psychomotor technical skills that meet current standards of practice; apply scientific knowledge and skills to meet the biological, psychosocial, cultural, and spiritual needs of the patient; provide maintenance, preventative, therapeutic, rehabilitative, and/or supportive care; communicate clear, concise, accurate, complete, and timely information to members of the healthcare team; use therapeutic communication to build and maintain therapeutic relationships with patients and their significant support person(s); use the nursing process to gather data, contribute to nursing diagnoses, 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).

## ENTRANCE REQUIREMENTS

Entrants must complete the following steps in order to be deemed eligible for admission:

1. Entrants must achieve a score on the School of Nursing Entrance Exam that is acceptable for admission to the School of Nursing per the School of Nursing and School of Health Sciences Entrance Exam policy.
2. Entrants successful in completing the School of Nursing Entrance Exam must complete the following prior to being deemed eligible for consideration for admission:
  - Rasmussen College Enrollment Agreement and Attachments
  - Health physical and proof of immunizations in accordance with the School of Nursing Student Handbook
  - Criminal background screening
  - The entrant will be required to have current Basic Life Saving and Cardiopulmonary Resuscitation Certification with Defibrillator. A valid certification is defined in the School of Nursing Handbook.
  - Accepted entrants must complete the Rasmussen College experiential online orientation course and the School of Nursing Orientation.
  - Any additional program-specific requirements as specified at the time of enrollment.
  - Entrants with prior college credits will receive a transcript evaluation during the admissions process.

Entrants will receive a letter from the College in the mail confirming acceptance once all entrance requirements have been met.

## GENERAL EDUCATION COURSES

Lower Division

<b>English Composition</b> (Required course)	4
ENC 1101 English Composition <sup>+</sup>	
<b>Communication</b> (Select 1 course) <sup>+</sup>	4
<b>Math/Natural Sciences</b> (Required courses)	8
MAT 1222 Algebra <sup>+</sup>	
PHA 1500 Structure and Function of the Human Body <sup>+</sup>	

See page 70 for General Education Course Selections.

## MAJOR AND CORE COURSES

Lower Division

NUR 1172 Nutritional Principles in Nursing	4
PRN 1086 Introduction to Practical Nursing	2
PRN 1192 Fundamentals of Practical Nursing	6
PRN 1245 Practical Nursing I	6
PRN 1356 Basic Pharmacology	3
PRN 1417 Practical Nursing II	6
PRN 1486 Gerontologic Nursing	3
PRN 1555 Psychosocial Nursing	4
PRN 1648 Practical Nursing III	6
PRN 1932 Family Nursing	4
PRN 1971 Practical Nursing Capstone	2

<b>General Education Credits</b>	<b>16</b>
<b>Major and Core Credits</b>	<b>46</b>

<b>Total Diploma Credits</b>	<b>62</b>
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<sup>+</sup>Flex Choice Credit by Assessment available; see page 132 for details.

The Practical Nursing Diploma is only offered at the Fort Myers, Land O' Lakes / East Pasco, Ocala School of Nursing, and Tampa/Brandon campuses in Florida; and the Brooklyn Park / Maple Grove, Eagan, Mankato, Moorhead, and St. Cloud campuses in Minnesota. The Practical Nursing Diploma is not offered in Illinois, Kansas, North Dakota, or Wisconsin.

The Practical Nursing Diploma program meets the educational requirement to apply for licensure as a Practical Nurse (PN) in Florida and Minnesota. Other eligibility requirements may apply; please verify your eligibility against board of nursing rules. This program may not meet the educational requirements for licensure as a nurse in states not listed above.

To graduate from this program, students must complete all required NUR and PRN 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: Florida campus applicants must successfully complete and pass a criminal background check and also submit to a Florida Department of Law Enforcement background check; Minnesota campus applicants to this program must successfully complete and pass only a Minnesota Department of Human Services background check, and Moorhead campus applicants to this program must also successfully complete and pass a criminal background check.

The Practical Nursing Diploma at Rasmussen College – Land O' Lakes / East Pasco is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

The Practical Nursing Diploma at Rasmussen College – Moorhead is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

# Professional Nursing | ASSOCIATE'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

Associate of Science Degree in Florida, Kansas, Minnesota, and Wisconsin;  
Associate of Applied Science Degree in Illinois

## CAREER OPPORTUNITIES IN

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

## OBJECTIVE

The objective of this program is to provide the knowledge, clinical skills, nursing values, 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).

## ENTRANCE REQUIREMENTS

Entrants must complete the following steps in order to be deemed eligible for admission:

- Entrants must achieve a score on the School of Nursing Entrance Exam that is acceptable for admission to the School of Nursing per the School of Nursing and School of Health Sciences Entrance Exam policy.
- Entrants successful in completing the School of Nursing Entrance Exam must complete the following prior to being deemed eligible for consideration for admission:
  - Rasmussen College Enrollment Agreement and Attachments
  - Health physical and proof of immunizations in accordance with the School of Nursing Student Handbook
  - Criminal background screening
  - The entrant will be required to have current Basic Life Saving and Cardiopulmonary Resuscitation Certification with Defibrillator. A valid certification is defined in the School of Nursing Handbook.
  - Accepted entrants must complete the Rasmussen College experiential online orientation course and the School of Nursing Orientation.
  - Any additional program-specific requirements as specified at the time of enrollment.
  - Entrants with prior college credits will receive a transcript evaluation during the admissions process.

Entrants will receive a letter from the College in the mail confirming acceptance once all entrance requirements have been met.

## GENERAL EDUCATION COURSES

### Lower Division

<b>English Composition</b> (Required course)	4
ENC 1101 English Composition <sup>+</sup>	
<b>Communication</b> (Select 1 course) <sup>+</sup>	4
<b>Humanities</b> (Select 2 courses) <sup>+</sup>	8
<b>Mathematics</b> (Required course)	4
MAT 1222 Algebra <sup>+</sup>	
<b>Natural Sciences</b> (Required courses)	19
BSC 2346 Human Anatomy and Physiology I	
BSC 2347 Human Anatomy and Physiology II	
MCB 2289 Introduction to Microbiology	
PHA 1500 Structure and Function of the Human Body <sup>+</sup>	
<b>Social Sciences</b> (Required courses)	8
DEP 2004 Human Growth and Development	
PSY 1012 General Psychology <sup>+</sup>	

See page 70 for General Education Course Selections.

## MAJOR AND CORE COURSES

### Lower Division

NUR 1172 Nutritional Principles in Nursing	4
NUR 2058 Dimensions of Nursing Practice	4
NUR 2092 Health Assessment	4
NUR 2115 Fundamentals of Professional Nursing	6
NUR 2349 Professional Nursing I	6
NUR 2407 Pharmacology	6
NUR 2488 Mental Health Nursing	4
NUR 2571 Professional Nursing II	6
NUR 2633 Maternal Child Health Nursing	4
NUR 2790 Professional Nursing III	6
NUR 2868 Role, Scope, Quality, and Leadership in Professional Nursing	4
NUR 2944 Professional Nursing Capstone	2

<b>General Education Credits</b>	47
<b>Major and Core Credits</b>	56
<b>Total Associate's Degree Credits</b>	103

\*Flex Choice Credit by Assessment available; see page 132 for details.

## MOBILITY BRIDGE ENTRANCE OPTION

Students who hold a current unencumbered practical nursing license will receive credit for NUR 1172 Nutritional Principles in Nursing (4 credits) and NUR 2115 Fundamentals of Professional Nursing (6 credits) in the Professional Nursing Associate's Degree program. The student's credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student's transcript as a Course Waiver (CW). Students may also transfer in up to 47 credits in successfully completed applicable General Education coursework. Graduates of the Rasmussen College Practical Nursing diploma program will receive credit for NUR 1172 Nutritional Principles in Nursing, PHA 1500 Structure and Function of the Human Body, ENC 1101 English Composition, MAT 1222 Algebra, and the Communication course the student completed in the Practical Nursing diploma program (for a total of 20 fulfilled credits). Students must successfully complete all remaining coursework in the Professional Nursing Associate's Degree program to earn this degree.

The Professional Nursing Associate's Degree is only offered at the Fort Myers, New Port Richey / West Pasco, Ocala School of Nursing, and Tampa/Brandon campuses in Florida; the Rockford and Romeoville/Joliet campuses in Illinois; the Overland Park and Topeka campuses in Kansas; the Blaine, Bloomington, Mankato, Moorhead, and St. Cloud campuses in Minnesota; and the Green Bay and Wausau campuses in Wisconsin. The Professional Nursing Associate's Degree is not offered in North Dakota.

The Professional Nursing Associate's Degree program meets the educational requirement to apply for licensure as a Registered Nurse (RN) in Florida, Kansas, Illinois, Minnesota, and Wisconsin. Other eligibility requirements may apply; please verify your eligibility against board of nursing rules. This program may not meet the educational requirements for licensure as a nurse in states not listed above.

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

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

In addition to meeting all other admissions requirements: Illinois, Kansas, and Wisconsin campus applicants to this program must successfully complete and pass a criminal background check; Florida campus applicants must successfully complete and pass a criminal background check and also submit to a Florida Department of Law Enforcement background check; Minnesota campus applicants to this program must successfully complete and pass only a Minnesota Department of Human Services background check, and Moorhead campus applicants to this program must also successfully complete and pass a criminal background check.

The Professional Nursing Associate's Degree program at Rasmussen College – Bloomington is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

The Professional Nursing Associate's Degree program at Rasmussen College – Green Bay is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

The Professional Nursing Associate's Degree program at Rasmussen College – Kansas City / Overland Park and Topeka is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

The Professional Nursing Associate's Degree program at Rasmussen College – Moorhead is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

The Professional Nursing Associate's Degree program at Rasmussen College – New Port Richey / West Pasco is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

The Professional Nursing Associate's Degree program at Rasmussen College – Ocala School of Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

The Professional Nursing Associate's Degree program at Rasmussen College – Wausau is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)





# Bachelor of Science in Nursing | RN to BSN

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

Bachelor of Science Degree

## CAREER OPPORTUNITIES IN

- Hospitals
- Clinical Practice
- Administration
- Nursing Education
- Nursing Leadership

## OBJECTIVE

The principal aim of the Bachelor of Science in Nursing (BSN) program is to graduate well-prepared nurses to meet the demands of nursing in today's healthcare environments. BSN nurses are valued for their ability to think critically, demonstrate leadership, provide case management, engage in health promotion, and practice healthcare across a variety of diverse settings. The program develops nurses in the generalist role in alignment with the Essentials of Baccalaureate Education for Professional Nursing Practice. Graduates will possess the six outcome abilities central to the Quality and Safety Education for Nurses (QSEN) competencies: patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics. This program offers three different entrance opportunities to accommodate students of varying backgrounds: no prior college experience, a conferred bachelor's degree, or a registered nurse license. Students who complete the pre-licensure components of this program will meet the educational eligibility requirements to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Passage of the NCLEX-RN exam is one of the requirements for obtaining licensure as a registered nurse.

## ENTRANCE REQUIREMENTS

- This is a bachelor-completer program.
- Applicants to this program must have a current unencumbered Registered Nurse license in the U.S., which will be verified.
- Applicants to this program are exempt from the Entrance Placement Exam requirements.
- 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.
- Additional program specific requirements may be specified at the time of enrollment.

Applicants for the Rasmussen College RN to BSN program may be awarded up to a maximum of 113 lower-level proficiency transfer credits. Applicants for this program who have a current unencumbered Registered Nurse (RN) license in the U.S. and have successfully completed an Associate's Degree in Nursing, and who satisfy all program admission requirements will be awarded an articulation transfer equivalent to 113 lower-level credits toward this program. Applicants who hold an RN license without an Associate's Degree in Nursing who satisfy all program admission requirements, will be awarded an articulation transfer of 78 credits in transfer to this program. In addition up to 35 additional credits for successfully completed applicable lower division General Education coursework may be awarded in transfer. Students without an Associate's Degree in Nursing are required to have previously completed Human Anatomy and Physiology I and Human Anatomy Physiology II courses that included a lab component.

Lower division General Education credits not transferred must be completed to earn this degree. Up to 20 additional transfer credits may be awarded applicable to upper level General Education Course requirements.

## GENERAL EDUCATION COURSES

Upper Division

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

See page 70 for General Education Course Selections.

## MAJOR AND CORE COURSES

Upper Division

NUR 3177	Comprehensive Health Assessment	4
NUR 3205	Applied Pathophysiology	4
NUR 3418	Introduction to Alternative and Complementary Therapies	4
NUR 3508	Quality and Safety in Nursing Practice	4
NUR 3655	Transcultural Nursing	4
NUR 3816	Dimensions of Professional Nursing	4
NUR 4232	Integration of Evidence-Based Practice and Research in Nursing	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

Transferred Lower Division Credits	113
Upper Division General Education Credits	24
Upper Division Major and Core Credits	44
<b>Total Bachelor's Degree Credits</b>	<b>181</b>

<sup>+</sup>Flex Choice Credit by Assessment available; see page 132 for details.

This online program is not available to residents of all states. Please speak with a program manager to determine your eligibility for enrollment.

RN to BSN students may complete a maximum of five (5) Flex Choice Credit by Assessment courses toward their degree.

The RN to BSN is a post-RN licensure program and is not intended to prepare graduates for any state-issued nursing license.

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

The Bachelor of Science in Nursing program at Rasmussen College is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, 202-887-6791.

# Bachelor of Science in Nursing | STANDARD ENTRANCE ACCELERATED BSN (A-BSN)

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

Bachelor of Science Degree

## CAREER OPPORTUNITIES IN

- Hospitals
- Clinical Practice
- Administration
- Nursing Education
- Nursing Leadership

## OBJECTIVE

The principal aim of the Bachelor of Science in Nursing (BSN) program is to graduate well-prepared nurses to meet the demands of nursing in today's healthcare environments. BSN nurses are valued for their ability to think critically, demonstrate leadership, provide case management, engage in health promotion, and practice healthcare across a variety of diverse settings. The program develops nurses in the generalist role in alignment with the Essentials of Baccalaureate Education for Professional Nursing Practice. Graduates will possess the six outcome abilities central to the Quality and Safety Education for Nurses (QSEN) competencies: patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics. This program offers three different entrance opportunities to accommodate students of varying backgrounds: no prior college experience, a conferred bachelor's degree, or a registered nurse license. Students who complete the pre-licensure components of this program will meet the educational eligibility requirements to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Passage of the NCLEX-RN exam is one of the requirements for obtaining licensure as a registered nurse.

## ENTRANCE REQUIREMENTS

A student is eligible to enroll in the Standard Entrance A-BSN when they have not yet attended college, have taken college courses but do not have a degree, or have an associate's degree only.

Entrants must complete the following steps in order to be deemed eligible for admission:

1. Entrants must achieve a total score of 75% or higher on the School of Nursing Entrance Exam for admission to the School of Nursing per the School of Nursing and School of Health Sciences Entrance Exam policy.
2. Entrants successful in completing the School of Nursing Entrance Exam must complete the following prior to being deemed eligible for consideration for admission:
  - Rasmussen College Enrollment Agreement and Attachments
  - Health physical and proof of immunizations in accordance with the School of Nursing Student Handbook
  - Criminal background screening
  - Current Basic Life Saving and Cardiopulmonary Resuscitation Certification with Defibrillator. A valid certification is defined in the School of Nursing Handbook
  - The Rasmussen College experiential online orientation course and the School of Nursing Orientation
  - Any additional program-specific requirements as specified at the time of enrollment
  - Entrants with prior college credits will receive a transcript evaluation during the admissions process

Entrants will receive a letter from the College in the mail confirming acceptance once all entrance requirements have been met.

## GENERAL EDUCATION COURSES

### Lower Division

**English Composition** (Required course) 4

ENC 1101 English Composition<sup>+</sup>

**Communication** (Required course) 4

SPC 2017 Oral Communication<sup>+</sup>

**Humanities** (\*Required, select 1 additional course)<sup>+</sup> 8

\*PHI 2103 Introduction to Critical Thinking

**Math/Natural Sciences** (Required courses) 27

BSC 2346 Human Anatomy and Physiology I

BSC 2347 Human Anatomy and Physiology II

DEP 2004 Human Growth and Development

MAT 1222 Algebra<sup>+</sup>

MCB 2289 Introduction to Microbiology

PHA 1500 Structure and Function of the Human Body<sup>+</sup>

**Social Sciences** (Required course) 4

PSY 1012 General Psychology<sup>+</sup>

### Upper Division

**Communication** (Select 1 course)<sup>+</sup> 4

**Humanities** (Select 2 courses)<sup>+</sup> 8

**Math/Natural Sciences** (\*Required, select 1 additional course)<sup>+</sup> 8

\*STA 3140 Advanced Statistics and Analytics

**Social Sciences** (Select 2 courses)<sup>+</sup> 8

**Unrestricted General Education Elective**<sup>+</sup> 4

See page 70 for General Education Course Selections.

**MAJOR AND CORE COURSES**

## Lower Division

NUR 1172	Nutritional Principles in Nursing	4
NUR 2092	Health Assessment	4
NUR 2162	Critical Analysis and Nursing Science	4
NUR 2284	Health, Wellness, and Self Care	4
NUR 2320	Nursing Ethics and Legal Issues	4
NUR 2407	Pharmacology	6

## Upper Division

NUR 3205	Applied Pathophysiology	4
NUR 3294	Essentials of Professional Nursing	6
NUR 3418	Introduction to Alternative and Complementary Therapies	4
NUR 3463	Adult Health – Acute Care	8
NUR 3508	Quality and Safety in Nursing Practice	4
NUR 3524	Adult Health – Chronic and Transitional Care	8
NUR 3655	Transcultural Nursing	4
NUR 3672	Parent Child Health	5
NUR 4005	Dimensions of Mental and Behavioral Health	6
NUR 4187	Public, Family, and Community Health	6
NUR 4201	Leadership, Management, and Professional Development	5
NUR 4232	Integration of Evidence-Based Practice and Research in Nursing	4
NUR 4392	Professional Nursing Integration	4
NUR 4455	A-BSN Capstone	4
NUR 4870	Nursing Informatics	4

<b>Lower Division General Education Credits</b>	<b>47</b>
<b>Upper Division General Education Credits</b>	<b>28</b>
<b>Unrestricted General Education Elective</b>	<b>4</b>
<b>Lower Division Major and Core Credits</b>	<b>26</b>
<b>Upper Division Major and Core Credits</b>	<b>76</b>
<b>Total Bachelor's Degree Credits</b>	<b>181</b>

\*Flex Choice Credit by Assessment available; see page 132 for details.

**The Standard Entrance A-BSN entrance option is only available at the Bloomington and Mankato campuses in Minnesota; the Fort Myers, Land O' Lakes / East Pasco, Ocala School of Nursing, and Tampa/Brandon campuses in Florida; and in Kansas and Wisconsin.**

In addition to meeting all other admissions requirements: Kansas and Wisconsin campus applicants to this program must successfully complete and pass a criminal background check; Florida campus applicants must successfully complete and pass a criminal background check and also submit to a Florida Department of Law Enforcement background check; Minnesota campus applicants to this program must successfully complete and pass only a Minnesota Department of Human Services background check.

Upon completion of all General Education course requirements, the student will be eligible to enroll in core Nursing courses.

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

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

The Standard Entrance A-BSN and Second Degree A-BSN entrance options meet the educational requirements to apply for licensure as a registered nurse (RN) in Florida, Kansas, Minnesota, and Wisconsin. Other eligibility requirements may apply; please verify your eligibility against your state's board of nursing rules. This program may not meet the educational requirements for licensure as a nurse in states not listed above.

The Bachelor of Science in Nursing program at Rasmussen College is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, 202-887-6791.

# Bachelor of Science in Nursing | SECOND DEGREE ACCELERATED BSN (A-BSN)

11-Week Quarters (5.5-Week Terms)

Bachelor of Science Degree

## CAREER OPPORTUNITIES IN

- Hospitals
- Clinical Practice
- Administration
- Nursing Education
- Nursing Leadership

## OBJECTIVE

The principal aim of the Bachelor of Science in Nursing (BSN) program is to graduate well-prepared nurses to meet the demands of nursing in today's healthcare environments. BSN nurses are valued for their ability to think critically, demonstrate leadership, provide case management, engage in health promotion, and practice healthcare across a variety of diverse settings. The program develops nurses in the generalist role in alignment with the Essentials of Baccalaureate Education for Professional Nursing Practice. Graduates will possess the six outcome abilities central to the Quality and Safety Education for Nurses (QSEN) competencies: patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics. This program offers three different entrance opportunities to accommodate students of varying backgrounds: no prior college experience, a conferred bachelor's degree, or a registered nurse license. Students who complete the pre-licensure components of this program will meet the educational eligibility requirements to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Passage of the NCLEX-RN exam is one of the requirements for obtaining licensure as a registered nurse.

## ENTRANCE REQUIREMENTS

A student is eligible to enroll in the Second Degree A-BSN when a bachelor's degree has been awarded from a regionally or nationally accredited institution of higher learning as recognized by the Department of Education and the Council on Higher Education (CHEA).

Entrants must complete the following steps in order to be deemed eligible for admission:

1. Entrants must achieve a total score of 75% or higher on the School of Nursing Entrance Exam for admission to the School of Nursing per the School of Nursing and School of Health Sciences Entrance Exam policy.
2. Entrants successful in completing the School of Nursing Entrance Exam must complete the following prior to being deemed eligible for consideration for admission:
  - Provide official or unofficial transcript from institution that awarded bachelor's degree for transcript evaluation during the admission process. Official transcripts must be received by the College no later than the sixth business day of the first quarter of enrollment.
  - Rasmussen College Enrollment Agreement and Attachments.
  - Health physical and proof of immunizations in accordance with the School of Nursing Student Handbook.
  - Criminal background screening.
  - Current Basic Life Saving and Cardiopulmonary Resuscitation Certification with Defibrillator. A valid certification is defined in the School of Nursing Handbook.
  - The Rasmussen College experiential online orientation course and the School of Nursing Orientation.
  - Any additional program-specific requirements as specified at the time of enrollment.
  - 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 to be deemed eligible for reenrollment into the nursing program through a consultation with the Dean of Nursing.

Entrants will receive a letter from the College in the mail confirming acceptance once all entrance requirements have been met.

## MAJOR AND CORE COURSES

### Lower Division

NUR 1172	Nutritional Principles in Nursing	4
NUR 2092	Health Assessment	4
NUR 2162	Critical Analysis and Nursing Science	4
NUR 2284	Health, Wellness, and Self Care	4
NUR 2320	Nursing Ethics and Legal Issues	4
NUR 2407	Pharmacology	6

### Upper Division

NUR 3205	Applied Pathophysiology	4
NUR 3294	Essentials of Professional Nursing	6
NUR 3418	Introduction to Alternative and Complementary Therapies	4
NUR 3463	Adult Health – Acute Care	8
NUR 3508	Quality and Safety in Nursing Practice	4
NUR 3524	Adult Health – Chronic and Transitional Care	8
NUR 3655	Transcultural Nursing	4
NUR 3672	Parent Child Health	5
NUR 4005	Dimensions of Mental and Behavioral Health	6
NUR 4187	Public, Family, and Community Health	6
NUR 4201	Leadership, Management, and Professional Development	5
NUR 4232	Integration of Evidence-Based Practice and Research in Nursing	4
NUR 4392	Professional Nursing Integration	4
NUR 4455	A-BSN Capstone	4
NUR 4870	Nursing Informatics	4

<b>Prior Degree Block Transfer</b>	<b>79</b>
<b>Lower Division Major and Core Credits</b>	<b>26</b>
<b>Upper Division Major and Core Credits</b>	<b>76</b>

**Total Bachelor's Degree Credits 181**

The Second-Degree A-BSN is only available at the Bloomington and Mankato campuses in Minnesota; the Fort Myers, Land O' Lakes / East Pasco, Ocala School of Nursing, and Tampa/Brandon campuses in Florida; and in Kansas and Wisconsin.

The Standard Entrance A-BSN and Second Degree A-BSN meet the educational requirements to apply for licensure as a registered nurse (RN) in Florida, Kansas, Minnesota, and Wisconsin. Other eligibility requirements may apply; please verify your eligibility against board of nursing rules. This program may not meet the educational requirements for licensure as a nurse in states not listed above.

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

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

The Bachelor of Science in Nursing program at Rasmussen College is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, 202-887-6791.

# MASTER OF SCIENCE IN NURSING

11-Week Quarters (5.5-Week Terms)

Master of Science Degree

## CAREER OPPORTUNITIES

### Nursing Education:

- Faculty Role
- Leadership Position in an Academic Setting
- Staff Development
- Director of Education

### Nursing Leadership and Administration:

- Chief Nursing Officer
- Director of Nursing
- Nurse Manager
- Nurse Administrator
- Health Policy Strategist
- Nurse Executive
- Nurse Compliance Inspector
- Case Manager

## OBJECTIVE

Graduates of this program are prepared to assume leadership roles that influence and contribute to the advancement of the nursing profession. As leaders in nursing, they possess the ability to synthesize advanced skills and scientific knowledge. Graduates understand the importance of team building and interdisciplinary collaboration and have mastered strategies for conflict resolution. They possess the knowledge to provide high-quality care, impact health policy, understand industry-driven outcomes, and initiate change through leadership and innovation. Graduates embrace the core values of the nursing profession and have explored contemporary issues on the forefront of global healthcare. Coursework in this program builds on prior knowledge and skills, while the curriculum provides the theoretical framework and practical experience required for advanced nursing within a variety of healthcare settings.

## ENTRANCE REQUIREMENTS

Applicants must submit an application packet containing:

- A completed program application form, including a writing sample
- Official transcript documenting conferral of a Bachelor's Degree in Nursing with a 3.0 cumulative GPA or higher
- Documentation of an active, unencumbered RN license
- Two letters of reference (one professional and one personal)

When a completed application is submitted, it will be reviewed by the Dean of the School of Nursing.

Applicants who have had their application packet approved must complete the following prior to being deemed eligible for entrance into the program:

- Rasmussen College data sheet and enrollment agreement
- A criminal background screening
- Any additional program-specific requirements as specified at the time of enrollment

Entrants will receive a letter from the College in the mail confirming acceptance once all entrance requirements have been met.

Accepted applicants must complete the Rasmussen experiential online orientation course and the School of Nursing Orientation.

Drug testing, proof of current immunizations, and proof of current CPR certification are not entrance requirement(s) for this program; however, some practicum sites may require drug testing, proof of current immunizations, or proof of current CPR certification prior to professional practice experience.

## CORE COURSES

### Upper Division

NGR 5000	Transitioning to a Nurse Scholar	4
NGR 5100	Advanced Pharmacology	4
NGR 5200	Advanced Pathophysiology	4
NGR 5300	Advanced Holistic Health Assessment	4
NGR 5400	The Impact of Ethics on Decision-Making in Healthcare	4
NGR 6000	The Art of Influencing Policy	4
NGR 6100	The Business Side of Nursing	4
NGR 6900	MSN Capstone	4

## CHOOSE ONE SPECIALIZATION

### Nursing Education Specialization

NGR 6200	Transforming the Experience of Learning	4
NGR 6300	Curriculum Design and Program Evaluation	4
NGR 6400	Innovative Teaching and Assessment Strategies	4
NGR 6450	Scholarship of Teaching	4

### Nursing Leadership and Administration Specialization

NGR 6500	The Art of Leadership	4
NGR 6600	The Science of Nursing Administration	4
NGR 6700	Leading the Future of Healthcare	4
NGR 6800	Administration Immersion	4

Core Credits **32**

Specialization Credits **16**

Total Master's Degree Credits **48**

**The MSN is not available to residents of all states. Please speak with a program manager to determine your eligibility for enrollment.**

MSN students must demonstrate successful completion of a 3000-level or higher statistics course taken within the past five years as a prerequisite or co-requisite to NGR 5000 and NGR 5100. When an upper-level Statistics course has not previously been completed, the student may either: (1) concurrently enroll as an Individual Progress student their first quarter and complete STA 3140 Advanced Statistics and Analytics in an 11-week format while taking Nursing courses, or (2) enroll as an Individual Progress student and complete either STA 3215 Inferential Statistics and Analytics in a 6-week format or STA 3140 Advanced Statistics and Analytics in an 11-week format before taking Nursing courses. This course is not eligible for financial aid.

This is a post-licensure program, and has not been approved by any state professional licensing body. This program is not intended to lead to any state-issued professional license. For information on professional licensing requirements, please contact the appropriate board or agency in your state of residence.



## Information Technology | ASSOCIATE'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

Associate of Science Degree in Florida, Kansas, Minnesota, North Dakota, and Wisconsin, Associate of Applied Science Degree in Illinois

### 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 lifelong 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.

### DEVELOPMENTAL EDUCATION COURSES

B080	Reading and Writing Strategies	4
B087	Practical Math	4

### GENERAL EDUCATION COURSES

Lower Division

**English Composition** (Required course) 4

ENC 1101 English Composition<sup>+</sup>

**Communication** (\*Required, select 1 additional course)<sup>+</sup> 10

\*COM 1388 Communicating in Your Profession

\*COM 1865 Locating and Evaluating Information

**Humanities** (Select 2 courses)<sup>+</sup> 8

**Math/Natural Sciences**

(Select 1 of the following, and 2 additional courses)<sup>+</sup> 12

MAT 1222 Algebra<sup>+</sup>

STA 1625 Essential Statistics and Analytic

**Social Sciences** (Select 3 courses)<sup>+</sup> 12

See page 70 for General Education Course Selections.

### MAJOR AND CORE COURSES

Lower Division

CDA 1330C	Operating Systems	4
CDA 2725C	Systems Analysis and Design	3
CET 2660C	Networking Security	3
CIS 1538C	Hardware and Software I	4
CIS 1648C	Hardware and Software II	4
CIS 1710C	Administering Windows Server	4
CIS 2911	Information Technology Capstone	2
CNT 1244C	Introduction to Networks	3
CTS 1884C	Computer Technical Support	3
CTS 2511	Excel	3
GEB 1011	Introduction to Business	4
ISM 2541C	Project Management and Team Leadership	3
MAN 2021	Principles of Management	4

**General Education Credits** 46

**Major and Core Credits** 44

**Total Associate's Degree Credits** 90

\*Flex Choice Credit by Assessment available; see page 132 for details.

Developmental Education courses do not count toward total program credits and are not calculated in GPA. Students must demonstrate mastery of the subject matter in Developmental Education courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Developmental Education courses.

Students in this program are eligible for specific industry certifications. The College will reimburse students to sit for one recommended certification, as well as up to two additional optional certifications. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.

# Information Technology Management | BACHELOR'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

Bachelor of Science Degree

## CAREER OPPORTUNITIES

- Network Administrator
- Network Analyst
- Information Technology Manager

## OBJECTIVE

Graduates of this program understand how information systems are used in business and how technology adds value to business processes. They have advanced skills in network infrastructure management and know how to support business requirements through technology recommendations, security implementation, and development of policies and procedures to protect client data. Graduates have the ability to establish support structures and procedures to provide exceptional customer service and problem resolution. They possess expertise in systems support and administration for web and database applications, network optimization, and 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 Information Technology Management Associate's Degree courses (page 60)

## GENERAL EDUCATION COURSES

Upper Division

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

See page 70 for General Education Course Selections.

## MAJOR AND CORE COURSES

Upper Division

CDA 3515C	Information Technology Systems Analysis	4
CDA 3626C	Information Technology Systems Design	4
CIS 3550C	Information Technology Business Administration	4
CIS 3574C	Organizational Policy	3
CIS 4005C	IT Operations Management	4
CIS 4189C	Risk Management and Business Continuity	4
CIS 4412C	Information Technology Security	4
CIS 4929C	IT Management Capstone	4
CNT 3229	Asset Management	3
CNT 3348	Infrastructure and Hardware	4
CNT 4283	Enterprise Application Support	4
CNT 4437	Service Management	4
ISM 3015	Management of Information Systems	4
ISM 3110C	Information Technology Project Management Tools	4
ISM 3255C	Information Technology Project Management I	4
ISM 4470C	Information Technology Project Management II	4
ISM 4505C	Information Technology Organization Support	4

Transferred Lower Division Credits	90
Upper Division General Education Credits	24
Upper Division Major and Core Credits	66
<b>Total Bachelor's Degree Credits</b>	<b>180</b>

<sup>+</sup>Flex Choice Credit by Assessment available; see page 132 for details.

Students in this program are eligible for specific industry certifications. The College will reimburse students to sit for one recommended certification, as well as up to two additional optional certifications. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.



# Network Systems Administration | ASSOCIATE'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

Associate of Science Degree in Florida, Kansas, Minnesota, North Dakota, and Wisconsin

## CAREER OPPORTUNITIES

- Network Administrator
- Systems/Network Analyst
- Information Security Specialist
- Network Technician
- Network and Operations Support Specialist

## OBJECTIVE

Graduates of this program will be able to explain the basics of information technology, including systems analysis, network analysis, network, and computer security. Courses are project based and simulate real world experience with relevant applications and hands-on labs. 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 prepared to provide quality end-user technical support while employing resolution strategies and industry best practices. Students benefit from highly qualified faculty who have practical, in field experience. Graduates understand the importance of lifelong learning, transferable skills, and staying relevant with emerging technology and trends. Graduates will be able to communicate effectively, think critically, and act ethically in a variety of professional contexts. This program is aligned to industry relevant skills and certifications that are sought most by employers.

## DEVELOPMENTAL EDUCATION COURSES

B080	Reading and Writing Strategies	4
B087	Practical Math	4

## GENERAL EDUCATION COURSES

Lower Division

<b>English Composition</b> (Required course)	4
ENC 1101 English Composition <sup>+</sup>	
<b>Communication</b> (*Required, select 1 additional course) <sup>+</sup>	10
*COM 1388 Communicating in Your Profession	
*COM 1865 Locating and Evaluating Information	
<b>Humanities</b> (Select 2 courses) <sup>+</sup>	8
<b>Math/Natural Sciences</b> (Select 1 of the following, and 2 additional courses) <sup>+</sup>	12
*MAT 1222 Algebra <sup>+</sup>	
STA 1625 Essential Statistics and Analytic	
<b>Social Sciences</b> (Select 3 courses) <sup>+</sup>	12

See page 70 for General Education Course Selections.

## MAJOR AND CORE COURSES

Lower Division

CDA 1330C	Operating Systems	4
CDA 2725C	Systems Analysis and Design	3
CET 2522C	Cisco Network Routing and Switching	3
CET 2660C	Networking Security	3
CIS 1308	Logic and Troubleshooting	4
CIS 1538C	Hardware and Software I	4
CIS 1648C	Hardware and Software II	4
CIS 1710C	Administering Windows Server	4
CIS 2647C	Windows Directory Services	4
CIS 2960C	Network Systems Administration Capstone	2
CNT 1244C	Introduction to Networks	3
CTS 2321	Linux Administration	3
ISM 2321	Managing Information Security	3

**General Education Credits** 46

**Major and Core Credits** 44

**Total Associate's Degree Credits** 90

Developmental Education courses do not count toward total program credits and are not calculated in GPA. Students must demonstrate mastery of the subject matter in Developmental Education courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Developmental Education courses.

# Information Security | BACHELOR'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

**THIS PROGRAM VERSION IS NOT AVAILABLE IN ILLINOIS**  
(see page 65 for Illinois version)

Bachelor of Science Degree

### CAREER OPPORTUNITIES

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

### OBJECTIVE

Graduates of this program will gain advanced knowledge in collecting and preparing evidence of cyber crimes. 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 security operations and administration, project management, and report writing. Graduates of this program will also be able to address current and future cyber security challenges, such as risk management and the collection and preservation of digital evidence, with a strong foundation of fundamental information systems management security principles. 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 Information Technology Management Associate's Degree courses (page 60)

### GENERAL EDUCATION COURSES

Upper Division

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

See page 70 for General Education Course Selections.

### MAJOR AND CORE COURSES

Upper Division

CIS 3140C	Advanced Cisco Network Security–CCNA	4
CIS 3209C	SSCP Certification Preparation	4
CIS 3257	Legal and Security Issues	4
CIS 3375C	Wireless, Mobile, and Cloud Security	3
CIS 3664	Security Strategies for Web Apps and Social Networking	3
CIS 4039	Auditing Information Technology Infrastructure	4
CIS 4137	Access Controls, Authentication, and PKI	4
CIS 4189C	Risk Management and Business Continuity	4
CIS 4215	Windows Security Strategies	4
CIS 4352	Linux Security Strategies	4
CIS 4362C	Network Security and Cryptography	3
CIS 4385C	Computer Forensics	3
CIS 4456	Hacker Techniques, Tools, and Applications	4
CIS 4581	ISS Capstone	3
CNT 3126	Advanced Networking	4
CNT 3777	Virtualization	4
CNT 3849C	Scripting – Shell Scripting/Python/Perl	4
CNT 4016	Cloud Computing	4

Lower Division General Education Credits **36**

Upper Division General Education Credits **24**

Lower Division Major and Core Credits **55**

Upper Division Major and Core Credits **67**

**Total Bachelor's Degree Credits 182**

\*Flex Choice Credit by Assessment available; see page 132 for details.

Students in this program are eligible for specific industry certifications. The College will reimburse students to sit for one recommended certification, as well as up to two additional optional certifications. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.

Consult footnote 1 on the Information Technology Management Associate's Degree page for students intending to continue into the Information Security BS program.

## Information Security | BACHELOR'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

### THIS PROGRAM VERSION IS AVAILABLE IN ILLINOIS ONLY

Bachelor of Science Degree

#### CAREER OPPORTUNITIES

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

#### OBJECTIVE

Graduates of this program will gain advanced knowledge in collecting and preparing evidence of cyber crimes. 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 security operations and administration, project management, and report writing. Graduates of this program will also be able to address current and future cyber security challenges, such as risk management and the collection and preservation of digital evidence, with a strong foundation of fundamental information systems management security principles. 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 Information Technology Management Associate's Degree courses (page 60)

#### GENERAL EDUCATION COURSES

Lower Division

**English Composition** (Required course) 4  
ENC 1121 English Composition 2

Upper Division

**Humanities** (Select 1 course)<sup>+</sup> 4

**Math** (Select 1 course)<sup>+</sup> 4

**Natural Sciences** (Select 2 courses)<sup>+</sup> 8

**Social Sciences** (Select 1 course)<sup>+</sup> 4

See page 70 for General Education Course Selections.

#### MAJOR AND CORE COURSES

Upper Division

CIS 3140C	Advanced Cisco Network Security–CCNA	4
CIS 3209C	SSCP Certification Preparation	4
CIS 3257	Legal and Security Issues	4
CIS 3375C	Wireless, Mobile, and Cloud Security	3
CIS 3664	Security Strategies for Web Apps and Social Networking	3
CIS 4039	Auditing Information Technology Infrastructure	4
CIS 4137	Access Controls, Authentication, and PKI	4
CIS 4189C	Risk Management and Business Continuity	4
CIS 4215	Windows Security Strategies	4
CIS 4352	Linux Security Strategies	4
CIS 4362C	Network Security and Cryptography	3
CIS 4385C	Computer Forensics	3
CIS 4456	Hacker Techniques, Tools, and Applications	4
CIS 4581	ISS Capstone	3
CNT 3126	Advanced Networking	4
CNT 3777	Virtualization	4
CNT 3849C	Scripting – Shell Scripting/Python/Perl	4
CNT 4016	Cloud Computing	4

**Lower Division General Education Credits** 38

**Upper Division General Education Credits** 24

**Lower Division Major and Core Credits** 55

**Upper Division Major and Core Credits** 67

**Total Bachelor's Degree Credits** 184

\*Flex Choice Credit by Assessment available; see page 132 for details.

Students in this program are eligible for specific industry certifications. The College will reimburse students to sit for one recommended certification, as well as up to two additional optional certifications. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.

Consult footnote 1 on the Information Technology Management Associate's Degree page for students intending to continue into the Information Security BS program.

# Software Application Development | ASSOCIATE'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

Associate of Science Degree in Florida, Kansas, Minnesota, North Dakota, and Wisconsin; Associate of Applied Science Degree in Illinois

## 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.

## DEVELOPMENTAL EDUCATION COURSES

B080	Reading and Writing Strategies	4
B087	Practical Math	4

**Note:** Illinois students take B095 Combined Basic and Intermediate Algebra instead of B087 Practical Math.

## GENERAL EDUCATION COURSES

Lower Division

<b>English Composition</b> (Required course)	4
ENC 1101 English Composition <sup>+</sup>	
<b>Communication</b> (Select 2 courses) <sup>+</sup>	8
<b>Humanities</b> (Select 3 courses) <sup>+</sup>	12
<b>Math/Natural Sciences</b> (*Required, select 1 additional course) <sup>+</sup>	13
*MAC 1106 Advanced Algebra	
*STA 1625 Essential Statistics and Analytics	
<b>Social Sciences</b> (Select 2 courses) <sup>+</sup>	8

See page 70 for General Education Course Selections.

## MAJOR AND CORE COURSES

Lower Division

CDA 1028C	Introduction to Software Architecture	3
CDA 1202	Foundations of Software Design	3
CIS 2983C	Software Application Development Capstone	2
COP 1044C	Introduction to Object-Oriented Programming	3
COP 1350C	C++ Programming	4
COP 1532C	Database Fundamentals for Programmers	3
COP 2268C	Java Programming	3
COP 2350C	Advanced C++ Programming	4
COP 2456C	Microsoft C# Programming	3
COP 2570C	Programming Data Structures	4
COP 2598C	Secure Programming Techniques	4
COP 2664C	Advanced Database Programming Techniques	3
E242	Career Development <sup>+</sup>	2
GEB 1011	Introduction to Business	4

**General Education Credits** 45

**Major and Core Credits** 45

**Total Associate's Degree Credits** 90

<sup>+</sup>Flex Choice Credit by Assessment available; see page 132 for details.

This program requires students to have reliable access to the Internet.

Developmental Education courses do not count toward total program credits and are not calculated in GPA. Students must demonstrate mastery of the subject matter in Developmental Education courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Developmental Education courses.

Students in this program are eligible for specific industry certifications. The College will reimburse students to sit for one recommended certification, as well as up to two additional optional certifications. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.

# Web Programming | ASSOCIATE'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

Associate of Science Degree

## CAREER OPPORTUNITIES

- Programmer
- Developer
- Analyst

## 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.

## DEVELOPMENTAL EDUCATION COURSES

B080	Reading and Writing Strategies	4
B087	Practical Math	4

**Note:** Illinois students take B095 Combined Basic and Intermediate Algebra instead of B087 Practical Math.

## GENERAL EDUCATION COURSES

Lower Division

<b>English Composition</b> (Required course)		4
ENC 1101	English Composition <sup>+</sup>	
<b>Communication</b> (Select 2 courses) <sup>+</sup>		8
<b>Humanities</b> (Select 3 courses) <sup>+</sup>		12
<b>Math/Natural Sciences</b> (*Required, select 1 additional course) <sup>+</sup>		13
*MAC 1106	Advanced Algebra	
*STA 1625	Essential Statistics and Analytics	
<b>Social Sciences</b> (Select 2 courses) <sup>+</sup>		8

See page 70 for General Education Course Selections.

## MAJOR AND CORE COURSES

Lower Division

CDA 1202	Foundations of Software Design	3
CDA 2520C	Web Frameworks	3
CEN 1400	Mobile Application Development	3
CGS 1820C	Introduction to HTML	3
COP 1044C	Introduction to Object-Oriented Programming	3
COP 1532C	Database Fundamentals for Programmers	3
COP 1801	JavaScript	3
COP 2268C	Java Programming	3
COP 2456C	Microsoft C# Programming	3
COP 2598C	Secure Programming Techniques	4
COP 2664C	Advanced Database Programming Techniques	3
COP 2810C	Database Driven Programming	3
COP 2890	Web Programming Capstone	2
E242	Career Development <sup>+</sup>	2
GEB 1011	Introduction to Business	4

**General Education Credits** 45

**Major and Core Credits** 45

**Total Associate's Degree Credits** 90

**\*Flex Choice Credit by Assessment available; see page 132 for details.**

This program requires students to have reliable access to the Internet.

Developmental Education courses do not count toward total program credits and are not calculated in GPA. Students must demonstrate mastery of the subject matter in Developmental Education courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Developmental Education courses.

Students in this program are eligible for specific industry certifications. The College will reimburse students to sit for one recommended certification, as well as up to two additional optional certifications. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.

# Computer Science | BACHELOR'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

## Bachelor of Science Degree

### CAREER OPPORTUNITIES

- Software Developer
- Software Application Developer
- Mobile Developer
- Mobile Software Developer
- Mobile Software Engineer
- Cloud Application Engineer

### OBJECTIVE

Graduates of this program learn how to design, develop, and deploy information systems that leverage cloud computing, mobile technology, and business analytics. They understand the enterprise architecture that underlies a business and how to apply an application architecture to specific needs within the enterprise framework. Students develop mastery of business concepts, programming languages, distributed database utilization, and end-to-end information security practices. They can analyze and evaluate business problems, design and illustrate technical solutions, code and deploy distributed software applications, and then test and integrate the information system into day-to-day business operations. Graduates value communication, critical thinking, problem-solving, and diversity awareness.

### ENTRANCE REQUIREMENTS

This is a bachelor-completer program. Students entering this program must provide evidence of having a conferred associate's degree, or at least 90 quarter or 60 semester credits of college-level coursework with a grade of C or higher in each course that will be transferred, from an accredited institution as recognized by the U.S. Department of Education in one of the programs listed below to gain acceptance to the program. Students seeking consideration of credit for work or professional experience must go through the Prior Learning Assessment (PLA) process as established through the Council for Adult Experiential Learning (CAEL). Acceptable associate's degree programs are:

- Computer Science
- Programming
- Web Programming
- Game Programming
- Software Application Development
- Software Engineering
- Computer Engineering

Prospective students with an associate's degree or at least 90 quarter credits or 60 semester credits outside the fields listed above may be considered for this program as specified below:

- Only courses with a grade of C or higher will be transferred.
- Students may be required to take additional coursework prior to being accepted into the program. The courses a student may be required to complete may include: C++ Programming, Database Fundamentals for Programmers, and Introduction to HTML. Prior transcripts will be evaluated on a course-by-course basis to determine which coursework is required to be completed as a prerequisite for upper-level courses. Comparable courses need to have been completed within the past three (3) years.

### COMPUTER REQUIREMENTS

Students enrolled in the Universal Windows App Development Specialization must own or utilize a Windows® computer that meets or exceeds the following minimum requirements:

- 3.2+GHz Intel Dual Core i5 or faster CPU (AMD equivalent)
- Windows® 10 (OS provided license through Microsoft® Dream Spark™)
- 8GB of RAM (12GB – 16GB recommended)
- 500GB HDD (1TB recommended)
- 500GB HDD (1TB recommended)

Students enrolled in the Apple iOS App Development Specialization must own or utilize an Apple Mac® computer that meets or exceeds the following minimum requirements:

- 2.6+GHz Intel Dual Core i5
- OS X Yosemite
- 8GB of RAM (12GB recommended)
- 500GB HDD (1TB recommended)
- This Apple Mac computer must also be capable of running Microsoft Windows® and required Windows-based software within a virtual machine environment (e.g., VMware Fusion, Parallels, Virtual Box, etc.).

### GENERAL EDUCATION COURSES

#### Upper Division

<b>Communication</b> (Select 1 course) <sup>+</sup>	4
<b>Humanities</b> (Select 2 courses) <sup>+</sup>	8
<b>Math/Natural Sciences</b> (Select 1 course) <sup>+</sup>	4
<b>Social Sciences</b> (Select 2 courses) <sup>+</sup>	8

See page 70 for General Education Course Selections.

### MAJOR AND CORE COURSES

#### Upper Division

CDA 3315C	Fundamentals of Enterprise Architecture	4
CDA 3428C	Fundamentals of Distributed Application Architecture	4
CIS 3801C	Fundamentals of Mobile Web Application Development	4
CIS 3917C	Fundamentals of Distributed Database Management	4
CIS 4655C	Advanced Mobile Web Application Development	4
CIS 4793C	Database Implementation Strategies for Programmers	4
CIS 4836C	Web Analytics	4
CIS 4910C	Computer Science Capstone	3
CTS 3265C	Introduction to Business Intelligence	4
CTS 3302C	Fundamentals of Cloud Computing	4
CTS 4557	Emerging Trends in Technology	3
CTS 4623C	Advanced Cloud Computing Technologies	4
GEB 3422	Business Project Management	4
MAN 3504	Operations Management	4

### CHOOSE ONE SPECIALIZATION:

#### Apple iOS App Development Specialization

COP 3362C	Apple iOS Programming I	4
COP 4309C	Apple iOS Programming II	4
COP 4683C	Apple iOS Cloud Integration	4

#### Universal Windows App Development Specialization

COP 3488C	Universal Windows Applications Programming I	4
COP 4474C	Universal Windows Applications Programming II	4
COP 4777C	Universal Windows Applications Cloud Integration	4

**Transferred Lower Division Credits** 90

**Upper Division General Education Credits** 24

**Upper Division Major and Core Credits** 66

**Total Bachelor's Degree Credits** 180

\*Flex Choice Credit by Assessment available; see page 132 for details.

# Data Analytics | BACHELOR'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

Bachelor of Science Degree

## CAREER OPPORTUNITIES

- Business Intelligence Developer
- Data Analyst
- Data Quality Analyst
- Junior Data Analyst
- Systems Engineer
- Systems Software Developer
- Web Analytics Analyst

## OBJECTIVE

This program provides students with hands-on experience, which allows them to apply knowledge and skills related to the complete data analysis lifecycle. Courses are project-based and simulate real-world experience with relevant software applications and databases. Students benefit from learning from highly-qualified faculty who have practical, in-field experience. Graduates will understand how to explore and apply data analytics principles such as management, environments, platforms, scripting, software, data quality, data analysis, and visualization. This program's curriculum is aligned to industry-standard analytics and software tools that gives an advantage to our graduates as they enter the career field. Authentic, real-world scenario assessments allow students to further apply industry-relevant knowledge and skills. Graduates are prepared to communicate actionable insights to stakeholders through data analysis and visualization.

## ENTRANCE REQUIREMENTS

This is a bachelor-completer program. Students entering this program must provide evidence of having a conferred associate's degree, or at least 90 quarter or 60 semester credits of college-level coursework with a grade of C or higher in each course that will be transferred from an accredited institution as recognized by the U.S. Department of Education in one of the programs listed below to gain acceptance to the program. Students seeking consideration of credit for work or professional experience must go through the Prior Learning Assessment (PLA) process as established through the Council for Adult Experiential Learning (CAEL). Acceptable associate's degree programs are:

- Computer Science
- Programming
- Web Programming
- Game Programming
- Software Engineering
- Computer Engineering
- Software Application Development

Prospective students with an associate's degree or at least 90 quarter or 60 semester credits outside the fields listed above may be considered for this program as specified below:

- Only courses with a grade of C or higher will be transferred.
- Students may be required to take additional coursework to complete the program if they have not presented a transcript proving prior completion with a grade of C or higher. The courses a student may be required to complete include: C++ Programming, Database Fundamentals for Programmers, and Essential Statistics and Analytics. Prior transcripts will be evaluated on a course-by-course basis to determine which coursework is required to be completed as a prerequisite for upper-level courses. Comparable introductory programming and database courses need to have been completed within the past three (3) years.

## GENERAL EDUCATION COURSES

Upper Division

<b>Communication</b> (Select 2 courses) <sup>+</sup>	8
<b>Humanities</b> (Select 1 course) <sup>+</sup>	4
<b>Math/Natural Sciences</b> (*Required course, select 1 additional course) <sup>+</sup>	8
*STA 3215 Inferential Statistics and Analytics	
<b>Social Sciences</b> (Select 1 course) <sup>+</sup>	4

See page 70 for General Education Course Selections.

## MAJOR AND CORE COURSES

Upper Division

CDA 3315C Fundamentals of Enterprise Architecture	4
CTS 3265C Introduction to Business Intelligence	4
CTS 4557 Emerging Trends in Technology	3
GEB 3422 Business Project Management	4
IDC 3152 Enterprise Resource Reporting	4
MAN 3504 Operations Management	4
QMB 3000 Introduction to Data Analytics	4
QMB 3100 Foundations of Analytics Platforms, Environments, and Software	4
QMB 3200 Introduction to Scripting	4
QMB 3300 Introduction to Data Visualization	4
QMB 4000 Data Elements	4
QMB 4100 Applied Business Intelligence	4
QMB 4200 Advanced Analytics Platforms, Environments, and Software	4
QMB 4300 Data Quality in Analytics	4
QMB 4400 Data Analysis and Optimization	4
QMB 4500 Data Visualization Implementation and Communication	4
QMB 4900 Data Analytics Capstone	3

<b>Transferred Lower Division Credits</b>	<b>90</b>
<b>Upper Division General Education Credits</b>	<b>24</b>
<b>Upper Division Major and Core Credits</b>	<b>66</b>
<b>Total Bachelor's Degree Credits</b>	<b>180</b>

<sup>+</sup>Flex Choice Credit by Assessment available; see page 132 for details.

## General Education Course Selections

### PROGRAMS WITH 11-WEEK QUARTERS (5.5-WEEK TERMS)

See specific course requirements on program pages

#### ALL PROGRAMS

(Except Practical Nursing Diploma and Professional Nursing Associate's Degree)

##### LOWER DIVISION

##### English Composition<sup>+</sup>

ENC 1101	English Composition <sup>+</sup>	4
ENC 1121	English Composition 2 <sup>3</sup>	4

##### Communication<sup>+</sup>

COM 1002	Introduction to Communication <sup>+</sup>	4
COM 1388	Communicating in Your Profession	4
COM 1865	Locating and Evaluating Information <sup>1</sup>	2
ENC 1121	English Composition 2 <sup>3</sup>	4
SPC 2017	Oral Communication	4

##### Humanities<sup>+</sup>

ART 1204	Art Appreciation <sup>+</sup>	4
CRW 2001	Creative Writing	4
FIL 2000	Film Appreciation	4
HUM 2023	Humanities <sup>+</sup>	4
LIT 2000	Introduction to Literature	4
PHI 1520	Ethics Around the Globe	4
PHI 2103	Introduction to Critical Thinking	4
SPN 271	Conversational Spanish	4

##### Natural Sciences<sup>+</sup>

AST 2002	Introduction to Astronomy	4
BSC 1548	Human Biology <sup>1</sup>	4
BSC 1548L	Human Biology Lab <sup>1</sup>	2
GLY 1000	Introduction to Geology	4
PHA 1500	Structure and Function of the Human Body <sup>+</sup>	4

##### Math<sup>+</sup>

MAC 1106	Advanced Algebra <sup>1</sup>	5
MAT 1222	Algebra <sup>+</sup>	4
MAT 1402	General Education Mathematics <sup>+</sup>	4
MGF 1100	Quantitative Literacy	4
STA 1625	Essential Statistics and Analytics	4

##### Social Sciences<sup>+</sup>

AMH 2030	United States History: 1900 to the Present	4
ECO 1000	Principles of Economics <sup>+</sup>	4
ECO 2013	Macroeconomics	4
ECO 2023	Microeconomics	4
GEA 1000	Human Geography	4
PSY 1012	General Psychology <sup>+</sup>	4
PSY 2420	Abnormal Psychology	4
SYG 1000	Introduction to Sociology	4

##### UPPER DIVISION

##### Communication<sup>+</sup>

COM 3255	Coding as Language	4
ENC 3311	Advanced Composition	4
MMC 3407	Visual Communication in the Media <sup>+</sup>	4

##### Humanities<sup>+</sup>

ART 3477	Art in the World and the Workplace <sup>+</sup>	4
LIT 3382	Modern World Literature	4
PHY 4060	Understanding Ourselves Through Physics <sup>+</sup>	4
POT 4001	Political Thought	4
WST 4350	Gender in Math and Science	4

##### Math/Natural Sciences<sup>+</sup>

EVR 3410	Human Uses of the Environment	4
GEO 3204	Physical Geography	4
MAT 3172	The Mathematics of Games <sup>+</sup>	4
STA 3140	Advanced Statistics and Analytics <sup>1,2</sup>	4
STA 3215	Inferential Statistics and Analytics <sup>2</sup>	4

##### Social Sciences<sup>+</sup>

AMH 3304	Visions of America Since 1945	4
CPO 4003	Comparative Politics	4
ECO 3250	Managerial Economics	4
PSY 3738	The Psychology of Social Media <sup>+</sup>	4
REL 3131	American Religious History	4
REL 3308	Contemporary World Religions	4
SYG 4119	Sociology in a Digital World <sup>+</sup>	4

#### PRACTICAL NURSING DIPLOMA AND PROFESSIONAL NURSING ASSOCIATE'S DEGREE PROGRAMS

##### English Composition<sup>+</sup>

ENC 1101	English Composition <sup>+</sup>	4
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##### Communication<sup>+</sup>

COM 1002	Introduction to Communication <sup>+</sup>	4
COM 1388	Communicating in Your Profession	4
ENC 1121	English Composition 2	4
SPC 2017	Oral Communication	4

##### Humanities<sup>+</sup>

ART 1204	Art Appreciation <sup>+</sup>	4
CRW 2001	Creative Writing	4
FIL 2000	Film Appreciation	4
HUM 2023	Humanities <sup>+</sup>	4
LIT 2000	Introduction to Literature	4
PHI 1520	Ethics Around the Globe	4
PHI 2103	Introduction to Critical Thinking	4
SPN 271	Conversational Spanish	4

##### Natural Sciences<sup>+</sup>

BSC 2346	Human Anatomy and Physiology I	5
BSC 2347	Human Anatomy and Physiology II	5
MCB 2289	Introduction to Microbiology	5
PHA 1500	Structure and Function of the Human Body <sup>+</sup>	4

##### Math<sup>+</sup>

MAT 1222	Algebra <sup>+</sup>	4
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##### Social Sciences<sup>+</sup>

DEP 2004	Human Growth and Development	4
PSY 1012	General Psychology <sup>+</sup>	4

\*Flex Choice Credit by Assessment available; see page 132 for details.

The "+" symbol following a course title indicates that there is an equivalent Credit by Assessment option specifically for this course. The "+" symbol appearing after a General Education category heading indicates that there is at least one Credit by Assessment option available to fulfill an elective within this category.

<sup>1</sup>This course is not eligible for selection as a General Education elective. This course may be a required General Education course in some programs (see program pages for details).

<sup>2</sup>Students may not take both Advanced Statistics and Analytics and Inferential Statistics and Analytics.

<sup>3</sup>English Composition 2 is an English Composition category course in Illinois only. It is a Communication category course in all other states.



## General Education Course Selections

### PROGRAMS WITH 12-WEEK QUARTERS (6-WEEK SESSIONS)

See specific course requirements on program pages

#### UPPER DIVISION

##### Communication<sup>+</sup>

*MMC 3407 Visual Communication in the Media<sup>+</sup>* 4

##### Humanities<sup>+</sup>

AML 4680 Literature of American Minorities 4

ART 3477 *Art in the World and the Workplace<sup>+</sup>* 4

PHY 4060 *Understanding Ourselves Through Physics<sup>+</sup>* 4

POT 4001 Political Thought 4

##### Math/Natural Sciences<sup>+</sup>

EVR 3410 Human Uses of the Environment 4

MAT 3172 *The Mathematics of Games<sup>+</sup>* 4

STA 3215 *Inferential Statistics and Analytics<sup>1</sup>* 4

MAD 3300 *Discrete Mathematics* 4

##### Social Sciences<sup>+</sup>

AMH 3304 Visions of America Since 1945 4

CPO 4003 Comparative Politics 4

ECO 3250 *Managerial Economics* 4

PSY 3738 *The Psychology of Social Media<sup>+</sup>* 4

SYG 4119 *Sociology in a Digital World<sup>+</sup>* 4

<sup>+</sup>Flex Choice Credit by Assessment available; see page 132 for details.

**Italicized courses are offered in both traditional and competency-based education (CBE) modalities. The CBE version of an italicized course is only for use in a designated Flex Choice Credit-Based Competency-Based Education Program.**

<sup>1</sup>Students may not take both Advanced Statistics and Analytics and Inferential Statistics and Analytics.

The "+" symbol following a course title indicates that there is an equivalent Credit by Assessment option specifically for this course. The "+" symbol appearing after a General Education category heading indicates that there is at least one Credit by Assessment option available to fulfill an elective within this category.

#### GENERAL EDUCATION PHILOSOPHY

General Education inspires commitment to lifelong learning. General Education courses may adhere to a learner's major program, satisfy an intellectual curiosity, or both. General Education allows learners to flourish amid change, better understand their own learning, and assists them in applying ideas to the modern world and workplace.

#### GENERAL EDUCATION COURSE CATEGORIES

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

Bachelor's degree candidates must successfully complete at least twenty-four (24) upper division General Education credits beyond the lower division credits required in an associate's degree (see program page for specific requirements). Upper division courses have course numbers in the 3000s and 4000s, and lower division courses have course numbers in the 1000s and 2000s. Bachelor's degree upper division General Education credits should be distributed across the following categories: Communication, Humanities, Math/Natural Sciences, and Social Sciences.

Associate's degree candidates must successfully complete at least thirty-two (32) credits of General Education coursework distributed across the following categories: English Composition, Communication, Humanities, Math/Natural Sciences, and Social Sciences (see program page for specific requirements).

Diploma programs include General Education courses as designated by program. Certificate programs may not include General Education courses because they are career-focused. Developmental Education courses do not count toward General Education requirements (or major and core requirements) in any program.

## COURSE DESCRIPTIONS

### Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fldoe.org>.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

#### Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No Lab Component in this course

### General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in *Exceptions to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses "ENC\_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

### The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

### Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states: Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

### Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been exempted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

- Courses not offered by the receiving institution.
- For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- Courses in the \_900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.
- Applied academics for adult education courses.
- Graduate courses.
- Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.
- Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

### Courses at Non-Regionally Accredited Institutions

The SCNS makes available on its home page (<http://scns.fldoe.org>) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the Campus Director or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at <http://scns.fldoe.org>.

### Rasmussen College Course Numbering System

Courses offered by the College that are not part of the Florida Statewide Course Numbering System are identified by a unique 6-character code.

### Program Length

A Rasmussen College student is considered full-time when they are taking 12 or more credits per quarter. While a student is considered part-time when the student is taking less than 12 credits per quarter, a part-time student typically takes an average of 8 credits per quarter. To calculate program length, the College divides the total program credits by 12 for full-time students and 8 credits 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 complete at least two hours of out-of-class preparation and completion of assignments for each hour they spend in class.

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

### Prerequisites and Co-requisites

In order to take a course that lists a prerequisite, the student must have previously received a passing grade in the prerequisite course. A course that lists a co-requisite must be taken concurrently with the co-requisite course. A course listed as a pre- or co-requisite must be either previously completed with a passing grade or taken concurrently with the course listing the pre- or co-requisite. Prerequisites and co-requisites may be waived in unusual circumstances only with the approval of the Department Chair or Department Dean.

**ACG 1022 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

**ACG 1033 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

**ACG 2062C 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

**ACG 2209 Principles of Financial Accounting for Managers**  
**40 hours, 4 credits**

This course introduces financial accounting concepts as they relate to decision-making by business managers. A comprehensive study of the financial statements is the main focus as well as statement analysis, earnings quality, ethical presentation, and internal controls of business functions. Students will also have the opportunity to prepare a master budget with individual budget components for a manufacturer.

Prerequisite: None

**ACG 2680 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

**ACG 2930 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: Expected to be the final lower-level core course completed

**ACG 3080 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 cost methods, data processing, economic analysis, budgeting, and management and financial control.

Prerequisite: Financial Accounting II

**ACG 3085 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

**ACG 3205 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

**ACG 3246 Intermediate Financial Accounting I**  
**40 Hours, 4 Credits**

Intermediate Financial Accounting provides an overview of the accounting conceptual framework and accounting principles. It places a focus on accounting issues related to revenue, expenses, inventory, receivables, and tangible and intangible assets. Students will be able to prepare and present income statement and asset information to internal and external stakeholders using generally accepted accounting principles.

Prerequisites: None

**ACG 3256 Intermediate Financial Accounting II**  
**40 Hours, 4 Credits**

This course is a continuation of Intermediate Financial Accounting I and focuses on the liability and equity side of the balance sheet. The course also explores issues related to revenue recognition and the complex reporting involved with the statement of cash flows. Students will also have opportunities to construct and analyze components of financial statements.

Prerequisite: (Suggested, not required) Intermediate Financial Accounting I

**ACG 3357 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 cost methods, data processing, economic analysis, budgeting, and management and financial control.

Prerequisite: None

**ACG 3481 Cost Accounting**  
**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 manufacturing overhead, introduction to job costing systems, budgeting, cost-volume profit relationships, and relevant costs.

Prerequisite: None

**ACG 4402 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 ledger software.

Prerequisite: None

**ACG 4619 Corporate and International Accounting**  
**40 hours, 4 credits**

Corporate and International Accounting builds on intermediate financial reporting concepts and explores advanced financial principles, processes, and procedures related to interim and segment reporting, leases and taxes. The development and challenges concerning international accounting standards are also studied. Further, this course focuses on mergers and acquisitions and foreign currency translations as they relate to corporate reporting and financial decision-making.

Prerequisites: Intermediate Financial Accounting I; Intermediate Financial Accounting II

**ACG 4724 Career Planning for Professionals**  
**30 Hours, 3 Credits**

This course is the study of career planning for professionals. It places focus on planning for your career after your degree. Topics covered will be interviewing, setting career goals and objectives, options for professional certification, and continuing education. This course will prepare students for choosing what path is best for them to take after graduation and how to navigate that path.

Prerequisite: None

**ACG 4880 Accounting Internship**  
**70 Hours, 3 Credits****ACG 4880 Lecture (10 hours, 1 credit)****ACG 4880LL Internship (60 hours, 2 credits)**

Students will complete an internship within an Accounting/Finance discipline with their current employer or a Rasmussen corporate/business partner. The College will guide students in the process of finding an appropriate employer and internship opportunity. The internship will integrate prior coursework into a comprehensive understanding of the Accounting discipline and provide students with hands-on learning opportunities and professional experience. During the internship, the student will shadow an employer mentor, complete a project(s), and complete academic assignments including reflective papers based on the internship and the student's experience.

Prerequisite: Expected to be the final upper-level core course completed

**ACG 4885 Bachelor's Accounting Capstone**  
**30 hours, 3 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. This course focuses on research, case analysis, interpersonal communication and class presentation.

Prerequisite: Expected to be the final upper-level core course completed

**AMH 2030 United States History: 1900 to the Present**  
**40 hours, 4 credits**

This course provides an overview of the history of the United States from the 20th century to 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

**AMH 3304 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

**AML 3041 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

## COURSE DESCRIPTIONS

### AML 4680 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

### APA 1500 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

### ART 1204 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

### ART 3477 Art in the World and the Workplace 40 hours, 4 credits

The course explores the roles of music, poetry, prose, and visual art in our modern workplace and home lives. Topics include the benefits of art in the home, community, and workplace. These include creativity, focus, happiness, networking opportunities, curiosity, idea-generation, reduction of stress, and increase of morale. The course is an historical perspective of the role and application of art, up to and including the 21st century.

Prerequisites: None

### AST 2002 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

### 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.

### B095 Combined Basic and Intermediate Algebra 40 hours, 4 credits

This course is designed to be a combination of basic and intermediate algebra. Students must earn a grade of "C" or better in order to progress to General Education-level mathematics courses.

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

### BMS 1550 Patient Care Skills I 40 hours, 3 credits BMS 1550 Lecture (20 hours, 2 credits) BMS 1550L Lab (20 hours, 1 credit)

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.

Prerequisites: None

### BMS 2550 Patient Care Skills II 70 hours, 5 credits BMS 2550 Lecture (30 hours, 2 credits) BMS 2550L Lab (40 hours, 3 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.

Prerequisites: Patient Care Skills I

### BSC 1548 Human Biology 40 hours, 4 credits

This course provides students with a comprehensive understanding of the structure and function of the human body with added applications of health and disease. Students will learn basic concepts of biochemistry, cells, body systems, and genetics. Students will examine the impact of human growth and development on society, the environment, and the promotion of the advancement of biotechnology.

Co-requisite: Human Biology Lab

### BSC 1548L Human Biology Lab 40 hours, 2 credits

This lab course is intended to be a co-requisite with the Human Biology class. The laboratory course applies a practical approach to understanding the structural and functional aspects of the human body. Students will learn the basic concepts of biochemistry, cells, body systems, and genetics as they relate to human growth and development and human impact on the environment.

Co-requisite: Human Biology

### BSC 2346 Human Anatomy and Physiology I 60 hours, 5 credits BSC 2346 Lecture (40 hours, 4 credits) BSC 2346L Lab (20 hours, 1 credit)

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: Structure and Function of the Human Body

### BSC 2347 Human Anatomy and Physiology II 60 hours, 5 credits BSC 2347 Lecture (40 hours, 4 credits) BSC 2347L Lab (20 hours, 1 credit)

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

### BUL 2241 Business Law 40 hours, 4 credits

This course presents fundamental principles of law applicable to business transactions. The course relates to 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

### BUL 3266 Business Law and Finance 40 hours, 4 credits

In this course, students will learn the fundamentals of law applicable to business transactions, 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 the Uniform Commercial Code and business law. Students will analyze how these concepts and principles impact financial managers and financial analysts.

Prerequisite: None

### BUL 4060 Business Law and Ethical Behavior 30 hours, 3 credits

This course reviews fundamental principles of law applicable to business transactions, and provides an overview of ethical concerns that arise in the world of business. Students will apply the basic principles of contract law, partnerships, and agency relationships to business activities. Public and private law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course.

Prerequisite: None

### CCJ 1000 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

### CCJ 1153 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

### CCJ 1382 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

### CCJ 2170 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

**CCJ 2685 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

**CCJ 2930 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 10 hours of field experience.

Prerequisite: Introduction to Criminal Justice; Expected to be the final lower-level core course completed

**CCJ 3164 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: None

**CCJ 3667 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 are explored.

Prerequisite: None

**CCJ 3678 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: None

**CCJ 3700 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: Inferential Statistics and Analytics

**CCJ 4015 Values-Based Leadership in Criminal Justice**  
**40 hours, 4 credits**

This course will address some unique ethical challenges that leaders in criminal justice and related fields may confront. Topics of discussion and evaluation include delegation and abdication of duties; use of power, manipulation, and influence; discretion and responsibility to act; and the role of personal character in service professions.

Prerequisite: None

**CCJ 4279 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; Expected to be the final upper-level core course completed

**CCJ 4450 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: None

**CCJ 4528 Fundamentals of CJ Supervision: What CJ Leaders Need to Know**  
**40 hours, 4 credits**

This course will examine important issues for leaders in every area of criminal justice, such as budgeting and funding sources in public service agencies; personnel recruitment, selection, hiring, and promotion; employee motivation, conflict, coaching, and discipline.

Prerequisite: Criminal Justice Leadership and Management

**CCJ 4542 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: Inferential Statistics and Analytics; Research Methods in Criminal Justice

**CCJ 4931 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: None

**CDA 1028C Introduction to Software Architecture**  
**40 hours, 4 credits**

This course introduces students to the system development life cycle (SDLC), including modeling, methodology, and analyzing a business process to create a software design. Students will be exposed to the importance of software architecture. They will model business processes using standard design languages and use standard tools to re-engineer those processes.

Prerequisite: None

**CDA 1202 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

**CDA 1330C Operating Systems**  
**60 Hours, 4 credits**

In this course, students learn how operating systems such as Windows, Linux, and the Mac OS X are fundamental components 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: Hardware and Software II

**CDA 2520C Web Frameworks**  
**50 hours, 3 credits**

In this course, students learn how to effectively create web applications using the JavaScript programming language, HTML5, CSS, and related web frameworks. Students will be introduced to standard tools such as code generators, debuggers, editors, and deployment tools. Students will gain exposure to programming, debugging, and testing web applications.

Prerequisite: COP 1801 JavaScript

**CDA 2725C Systems Analysis and Design**  
**40 Hours, 3 credits**

This course covers analysis and design of information systems including networks, server environments, and business solutions. Students will be exposed to different projects that have complex systems and be asked to create analysis and design documents and diagrams. Improving the efficiency of systems will be a primary goal of this course.

Prerequisite: Introduction to Networks

**CDA 3315C Fundamentals of Enterprise Architecture**  
**40 hours, 4 credits**

This course is the study of business enterprise analysis, design, planning, and implementation. It places focus on working with stakeholders, modeling business data flows and interfaces, determining the information security risk for an organization, and re-engineering business processes. Topics include current software development methodologies, business process modeling, and enterprise information security methodologies. This course will prepare students to work with stakeholders to ensure that information technology is in alignment with the goals of the business.

Prerequisites: COP 1532C Database Fundamentals for Programmers; COP 1350C C++ Programming

Additional prerequisite course for Computer Science Bachelor's Degree: CGS 1820C Introduction to HTML

**CDA 3428C Fundamentals of Distributed Application Architecture**  
**40 hours, 4 credits**

This course is the study of the design and use of distributed software applications as part of an enterprise architecture in a typical business. It places focus on the software development process, business process analysis, and generating functional requirements for business technology. Topics include software architecture, business process analysis, agile development, and scalability. This course will prepare students for producing a software development project plan, documenting hardware and software requirements to support current and future transaction loads, and modeling end-to-end data flows for a given business process.

Prerequisite: CDA 3315C Fundamentals of Enterprise Architecture

**CDA 3515C Information Technology Systems Analysis**  
**60 Hours, 4 credits**

The emphasis of this course is to define the problem, determine the requirements, and develop a team to support solving complex business problems. The systems analysis lifecycle is presented as techniques for systematically developing a plan to resolve current state challenges.

Prerequisite: Management of Information Systems

Pre- or co-requisite: Introduction to Networks (or CompTIA Network+ certification)

**CDA 3626C Information Technology Systems Design**  
**60 Hours, 4 credits**

The main objective of this course is to take the business requirements and design effective IT solutions to fulfill those needs. A holistic approach to hardware and software integration is researched. The student is provided with methodologies for employing critical-thinking skills to solve complex business problems.

Prerequisite: Information Technology Systems Analysis

## COURSE DESCRIPTIONS

### **CEN 1400 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 programming languages, 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: COP 1801 JavaScript

### **CEN 4200C Malware Reverse Engineering** 60 hours, 4 credits

This course provides students with tools and methodology to deduce the design of malware, to determine how something works, discover data used by malware, and to aid in the analysis of malware via disassembly and/or decompilation. The ability to understand malware of unknown origin or malware for which source code is unavailable is a critical skill within the cyber operations field. Use cases include malware analysis and auditing of closed-source software.

Prerequisite: MAD 3300 Discrete Mathematics

### **CET 2522C 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 configurations by emphasizing practical, real-world principles.

Prerequisite: Introduction to Networks

### **CET 2660C 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, email, 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.

Prerequisite: Introduction to Networks

### **CGS 1240 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

### **CGS 1820C 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

### **CIS 1028C 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: None

### **CIS 1175C Fundamentals of Hardware and Software II** 40 hours, 3 credits

This course is a continuation of Fundamentals of Hardware and Software I and helps prepare students to take the CompTIA A+ certification exams. This course will focus on operating systems, security, mobile devices, and troubleshooting. Using the Windows operating system, students will learn how to set up networking, printers, tablets, and 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.

### **CIS 1308 Logic and Troubleshooting** 40 hours, 4 credits

This course provides students with 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 student's ability to form reasonable hypotheses for solving problems of a technical nature.

Prerequisite: None

### **CIS 1317C Helpdesk Support** 50 hours, 3 credits

This course covers material used by helpdesk engineers to troubleshoot and solve user problems. Dealing with the user, identifying the problem, and fixing the problem will be discussed. Software concerning trouble tickets and tracking progress will be discussed.

Prerequisite: Communicating in Your Profession

### **CIS 1423C Mac Integration** 40 hours, 3 credits

The purpose of the Mac Integration course is to give students an entry-level perspective to supporting and configuring the Mac OS X operating system. Students will learn how to integrate a Mac client into a Windows network and connect a Mac client to services such as Active Directory and Microsoft Exchange. Also covered is basic user configuration. This course maps to the Mac Integration Basics Certification Exam.

Prerequisite: Microsoft Windows Server

### **CIS 1538C Hardware and Software I** 60 Hours, 4 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, 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 the first part of the A+ certification exam.

Prerequisite: None

### **CIS 1648C Hardware and Software II** 60 Hours, 4 credits

This course is a continuation of Hardware and Software I, which prepared students for the first part of the CompTIA A+ exam. This course will prepare students for the second part of the CompTIA A+ exam, focusing on operating systems, file management, security, and troubleshooting. Using the Windows operating system, students will learn how to set up printers, file sharing, and troubleshoot problems related to the same. Operating system security and methods to prevent intrusion will be discussed. Concepts of virtualization, and other common operating systems will be introduced.

Prerequisite: Hardware and Software I

### **CIS 1710C Administering Windows Server** 60 Hours, 4 credits

Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment.

Prerequisite: Hardware and Software II

### **CIS 2093C 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

### **CIS 2138C 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: None

### **CIS 2293C 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

### **CIS 2315C 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: CET 2660C Networking Security; CIS 2321 Linux Administration

### **CIS 2404C 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

### **CIS 2555C 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

### **CIS 2647C Windows Directory Services** 60 Hours, 4 credits

In-depth coverage of the skills necessary to install, configure, and administer Network Directory service.

Prerequisite: Administering Windows Server

**CIS 2911 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: Expected to be the final lower-level core course completed

**CIS 2983C Software Application Development Capstone**  
30 hours, 2 credits

In this course, students will apply what they have learned throughout the program to a real-world, business-oriented problem. The final project requires students to analyze a business case, design a solution, and implement that solution. This project integrates critical thinking, analysis, planning, and communication skills.

Prerequisite: Intended for the student's last quarter

**CIS 2960C Network Systems Administration Capstone**  
30 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: Expected to be the final lower-level core course completed

**CIS 3086 Principles of Cyber Security**  
30 hours, 3 credits

This course introduces students to a detailed examination of a systems-wide perspective for cyber security. Students will be introduced to security strategic planning processes which includes an examination of policies, procedures, and staffing functions necessary to organize and administrate ongoing security functions in an organization.

Prerequisite: ISM 2321 Managing Information Security

**CIS 3139 Security Risk Assessment**  
40 hours, 4 credits

This course explores the elements of risk management essential to the business environment. This course will develop the rationale for risk-management strategies 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

**CIS 3140C 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

**CIS 3209C 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

**CIS 3240C Security Controls**  
50 hours, 4 credits

This course develops basic understandings behind regular monitoring and reporting of business processes to guarantee data security. Topics include analyzing fundamental business processes, describing objectives behind trust service principles, creating security controls to meet trust service principle objectives, generating control test plans, designing monitoring techniques, and designing reporting techniques.

Prerequisites: CNT 3126 Advanced Networking; CNT 3003 Advanced Network Security

**CIS 3257 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

**CIS 3332 Cyber Security Policy Analysis**  
40 hours, 4 credits

This course includes a discussion and assignments on security policies that can be used to help protect and maintain a network, such as acceptable use policy, password policy, email policy, and internet policy. Topics include organizational behavior and crisis management, cyber security policies, organizational change, and cyber security training.

Prerequisite: CIS 3086 Principles of Cyber Security

**CIS 3375C 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

**CIS 3417 Regulatory and Legal Compliance**  
40 hours, 4 credits

This course provides an overview of the legal, institutional, and regulatory frameworks that businesses should put in place to address information security. This course identifies the laws, rules, and procedures for all individuals accessing and using an organization's IT assets and resources.

Prerequisite: CIS 3086 Principles of Cyber Security

**CIS 3436C 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: CET 2660C Networking Security

**CIS 3550C Information Technology Business Administration**  
50 Hours, 4 credits

Students completing the IT Business Administration course should be familiar with several business aspects of the IT organization and how it drives value for the organization at large. Several areas of business are covered from basic accounting principles, rudimentary management topics, and a survey of information technology hierarchy structures. Business ethics, hiring practices, and making sound financial decisions are described. The student will come away with a broad view of how the development and support of organizations co-exist and function within the larger organizational context.

Prerequisite: None

**CIS 3574C Organizational Policy**  
40 Hours, 3 credits

This course will allow students to learn and strengthen their understanding of organizational policies and frameworks. Students will apply these learned policies in complex business cases by coming up with innovated solutions to support what is required in today's workplace. Students will expand and collaborate with partners where needed and use these organizational policies to drive and transform the thinking in their organization when change is required.

Prerequisite: None

**CIS 3664 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

**CIS 3801C Fundamentals of Mobile Web Application Development**  
40 hours, 4 Credits

This course presents the fundamentals of mobile web applications development. It places a focus on implementing well-defined mobile application standards, while designing a mobile application as a business solution to a real business scenario. Topics include mobile application standards, selecting appropriate content adaptation strategies, and following the system's development life cycle to plan, design, test, and deploy a mobile application. This course will prepare students to develop a professional mobile application that meets today's business standards.

Prerequisite: CDA 3315C Fundamentals of Enterprise Architecture

**CIS 3917C Fundamentals of Distributed Database Management**  
40 hours, 4 credits

This course is the study of distributed databases and the technical architecture they reside on. It places focus on geographically separated databases where through database replication, end users experience database transparency. Topics include the differences between distributed databases and stand-alone database management systems, scalability, replication, and overall high availability concepts as they relate to distributed databases. This course will prepare students to implement enterprise worthy, geographically separated databases.

Prerequisite: CDA 3315C Fundamentals of Enterprise Architecture

**CIS 4005C 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

**CIS 4028C Cryptography and Traffic Analysis**  
60 hours, 4 credit

This course covers how cryptanalysis theory can be used to address confidentiality, integrity, and availability (CIA) in an enterprise environment. This course also covers how enterprise organizations can decipher internal data communications for traffic analysis and reporting. Topics include private and public key cryptography, digital signatures, secret sharing, security protocols, formal methods for analyzing network security, electronic mail security, firewalls, intrusion detection, internet privacy, and public key infrastructures.

Prerequisite: MAD 3300 Discrete Mathematics

**CIS 4039 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: CIS 3257 Legal and Security Issues

**CIS 4137 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: CIS 3257 Legal and Security Issues

## COURSE DESCRIPTIONS

### **CIS 4162C Enterprise Storage Management** 60 hours, 4 credits

This course will cover various methods of data management. Students will learn to design and implement 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 maintaining both onsite and offsite data backups and creating a backup policy.

Prerequisite: CNT 3126 Advanced Networking

### **CIS 4189C 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 in the Information Technology Management BS Degree program: IT Operations Management; Storage Management

Prerequisite in the Information Security BS Degree program: Cloud Computing

### **CIS 4215 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

### **CIS 4222C Managing Security Awareness** 50 hours, 4 credits

This course identifies key components of a security awareness program including continuous improvement strategies. This includes three major steps in the development of an IT security awareness and training program. Topics include designing the program, developing awareness strategies and training material, and implementing the security awareness program.

Prerequisite: None

### **CIS 4264C 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

### **CIS 4352 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

### **CIS 4362C 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

### **CIS 4371C Operating Systems Design** 40 hours, 3 credits

In the course, students learn how operating systems such as Windows, Linux, and 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

### **CIS 4385C 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

### **CIS 4412C Information Technology Security** 60 hours, 4 credits

In this course students examine the basic concepts of information systems security. Students strengthen their knowledge of IS security and learn various components required to ensure the system's security around both hardware and software.

Prerequisite: None

### **CIS 4456 Hacker Techniques, Tools, and Applications** 40 hours, 3 credits

This course is an introduction to hacking tools and incident handling. Areas of instruction include various tools and vulnerabilities of operating systems, software, and networks used by hackers to access unauthorized information. This course also addresses incident handling methods used when information security is compromised.

Prerequisite: None

### **CIS 4581 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 an RFP for information systems security consulting.

Prerequisite: This course is designed to be taken at the end of the program

### **CIS 4655C Advanced Mobile Web Application Development** 40 hours, 3 credits

This course is the study of advanced mobile application development. It places a detailed focus on building a mobile application user interface, planning and designing database models, and deploying mobile applications to emulators, as well as popular mobile application stores. Topics include designing a professional graphical prototype of the user interface, designing navigation that meets usability requirements, constructing data models and databases, interfacing code to databases, and testing then deploying an application to popular application stores. This course will prepare students to create more advanced mobile applications that interact with cloud-based databases.

Prerequisite: Fundamentals of Mobile Web Application Development

### **CIS 4793C Database Implementation Strategies for Programmers** 40 hours, 4 credits

The focus of this course is to provide programmers the information necessary to interface mobile software applications with cloud-based distributed databases. Topics include a review of database fundamentals, database connectivity, query optimization, and the use of application program interfaces (APIs) as they relate to specific vendor databases. This course will prepare students to extract data from a distributed database and then present the data within a mobile software application.

Prerequisite: CDA 3315C Fundamentals of Enterprise Architecture

### **CIS 4836C Web Analytics** 40 hours, 4 credits

This course is the study of contemporary business analytics tools. It places a focus on determining the most appropriate product or technology for building data visualizations and dashboards. Topics include identifying analytical tools, highlighting various input and output data formats, identifying different types of data visualizations, and constructing business-oriented dashboards. This course will prepare students to be able to create data visualizations and dashboards based on provided business requirements.

*Computer Science Bachelor's Degree:*

Prerequisite: CDA 3315C Fundamentals of Enterprise Architecture

*Business Management Bachelor's Degree – Business Analysis Specialization:*

Prerequisite: None

### **CIS 4910C Computer Science Capstone** 30 hours, 3 credits

This course is the culmination of the diverse skillset previously gained throughout the program. It places focus on project management skills, communication, and critical thinking as they relate to constructing an end-to-end technical solution. This course will incorporate a different project focus each term where students will collaborate in the development of a mobile/cloud application system.

Prerequisite: Student in final term of the bachelor's degree program

### **CIS 4929C IT Management Capstone** 60 Hours, 4 credits

Covering all areas of the IT Management curriculum, this comprehensive project gives the student a framework, based on real-world situations to exercise critical-thinking, problem-solving, leadership and project-management skills.

Prerequisite: Expected to be the final upper-level core course completed

### **CIS 4955C Cyber Security Capstone** 60 hours, 4 credits

This course includes a summative assessment project that covers all areas of the Cyber Security Bachelor's curriculum. This comprehensive project gives the student a framework, based on real-world situations to exercise critical-thinking, problem-solving, leadership, and security skills. This course presents the student with a data breach scenario requiring completion of a Root Cause Analysis Report (RCA) along with an Incident Response Management Plan (IRP). This course also prepares a student for the System Security Certified Practitioner (SSCP) certification exam.

Prerequisite: Expected to be the final upper-level core course completed

### **CJC 1000 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

### **CJE 1006 Policing in America** 40 hours, 4 credits

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

Prerequisite: Introduction to Criminal Justice

### **CJE 1233 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

### **CJE 1251 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



**CJE 2172 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

**CJE 2422 Communication and Problem-Solving in Law Enforcement**  
40 hours, 4 credits

Students will explore the various communication and problem-solving skills required to be successful in law enforcement. They will examine effective interpersonal skills, written skills, and communication techniques appropriate for the incident or audience. Topics covered in this course are crisis intervention and crisis management techniques, the importance of effective listening, and interviewing skills. Students will demonstrate proper report writing skills as they prepare a variety of law enforcement-related documents and explore use of technology by law enforcement officers.

Prerequisite: Special Populations: Law Enforcement Response

**CJE 2566 Ethics and Psychology for Law Enforcement Professionals**  
30 hours, 3 credits

This course will examine the ethical dilemmas encountered by law enforcement professionals. Students will analyze the roles of discretion, bias, and professionalism in the field. The course will also examine sources and effects of stress in law enforcement and explore preparation for and management of stress.

Prerequisite: Criminal Law and Procedure

**CJE 2702 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

**CJE 2990 Capstone for Law Enforcement**  
20 hours, 2 credits

This course will focus on demonstrating mastery of the knowledge and skills needed for a successful law enforcement career. Students will evaluate criminal laws, procedures, and professional standards, and will reexamine learning about diverse community populations. Students will also review licensing requirements, and the application and hiring processes to prepare for their future career.

Prerequisite: Students must be enrolled in the Law Enforcement program and in their last or second to last quarter.

**CJE 4444 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: Research Methods in Criminal Justice

**CJK 2081 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 Around the Globe; Practical Psychology for Law Enforcement or enrolled in certificate

**CJK 2124 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 Around the Globe; Practical Psychology for Law Enforcement or enrolled in certificate

**CJK 2247 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

**CJK 2339 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 Around the Globe; Practical Psychology for Law Enforcement or enrolled in certificate

**CJK 2406 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

**CJK 2563 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 Around the Globe; Practical Psychology for Law Enforcement or enrolled in certificate

**CJK 2640 Minnesota Traffic Code**  
20 hours, 2 credits

Students will explore motor vehicle laws and statutes related to traffic enforcement in Minnesota. They will examine rules pertaining to driving, equipment, motor vehicle insurance, and driver licensing. They will identify unique circumstances and vehicles in traffic law, including commercial motor vehicles, implements of husbandry, boats, and all-terrain vehicles. Students will also review alcohol and drugs impairments to driving, and enforcement of related laws.

Prerequisite: Introduction to Criminal Justice or enrolled in certificate

**CJK 2724 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

**CJK 2881 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

**CJK 2995 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: Expected to be the final lower-level core course completed

**CJL 1381 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

**CJL 1552 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

**CJL 1747 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 the Rights and its applicability to the criminal justice process.

Prerequisite: Introduction to Criminal Law

**CJL 3297 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: None

**CNT 1244C 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.

Prerequisite: Hardware and Software II

## COURSE DESCRIPTIONS

### **CNT 3003 Advanced Network Security** 60 hours, 4 credits

This course offers an in-depth study of current network security technologies that help maximize investment in foundational network security strategies. This course also aligns to the Cisco CCNA certification objectives, covering protocols used to implement network security services, firewall security using ASA ACL and Modular Policy Framework, and on and offsite secure communications protocols. In addition, this course takes an in-depth look at network defense concepts and techniques. Students will examine the tools, techniques, and technologies used in the securing of information assets. Topics covered include intrusion detection, virtual private networks (VPN), incident response strategies and planning, wireless network security, and securing data in a cloud.

Prerequisite: CET 2522C Cisco Network Routing and Switching (or CCENT 100-105 ICND1 ver.3 certification)

### **CNT 3126 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

### **CNT 3229 Asset Management** 30 hours, 3 credits

This course is designed to teach students best practices in inventory management. Topics include hardware and software audits, asset tracking systems, software licensing, and service contracts management.

Prerequisite: Project Management for IT

### **CNT 3348 Infrastructure and 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: CIS 1648C Hardware and Software II

### **CNT 3569 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

### **CNT 3777 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

### **CNT 3849C 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

### **CNT 4016 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

### **CNT 4283 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, back-end, and client/server), working with application specialists, application performance monitoring (end-to-end), security, support and maintenance, and disaster recovery.

Prerequisite: Risk Management and Business Continuity

### **CNT 4361 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

### **CNT 4437 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

### **CNT 4520 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

### **COM 1002 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 Developmental Education coursework or placement determined by Rasmussen College entrance placement exam score

### **COM 1388 Communicating in Your Profession** 40 hours, 4 credits

This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse workplace communities and disciplines. 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 Developmental Education coursework or placement determined by Rasmussen College entrance placement exam score

### **COM 1865 Locating and Evaluating Information** 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 and research question, and the selection, evaluation, and integration of sources into an annotated bibliography.

Prerequisite: None

### **COM 3255 Coding as Language** 40 hours, 4 credits

In this course students will explore the relationship, including similarities and differences, between human language and programming language. Students will synthesize these languages by exploring shared and unshared characteristics including meaning, logic, and how they are learned. Students will address real-life debates around programming languages and HTML, as well as imagine how programming languages and HTML may act as a global lingua franca, or common language, in the future.

Prerequisite: None

### **COP 1044C Introduction to 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: Foundations of Software Design

### **COP 1125 Programming Fundamentals** 40 hours, 3 credits

Students will work with the Java programming language to learn about Java bytecode programs and how they are executed within a Java virtual machine. Students will study class libraries and gain an understanding of how they perform important computing tasks, how they interact with computer hardware and operating systems, and how they handle deficiencies encountered on computing platforms. 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

### **COP 1350C C++ Programming** 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.

*Software Application Development Associate's Degree:*

Prerequisite: COP 1044C Introduction to Object-Oriented Programming

*Computer Science Bachelor's Degree:*

Prerequisite: None

### **COP 1532C Database Fundamentals for Programmers** 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: None

### **COP 1801 JavaScript** 40 hours, 3 credits

In this course students learn how to effectively create webpages using the JavaScript programming language. Students will gain exposure to programming, debugging, and testing webpages created with this language. This course builds upon HTML principles.

Prerequisite: CGS 1820C Introduction to HTML

**COP 2268C Java 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: Introduction to Object-Oriented Programming

**COP 2350C Advanced C++ Programming**  
60 hours, 4 credits

This course is a continuation of C++ Programming. Topics that will be covered in this course include design analysis, inheritance, and the use of templates in programming. Students will examine input/output issues as well as advanced topics in C++ programming, and a brief look at how C++ can start to be utilized in game programs is covered.

Prerequisite: C++ Programming

**COP 2456C Microsoft C# Programming**  
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: Introduction to Object-Oriented Programming

**COP 2570C Programming 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: Advanced C++ Programming

**COP 2598C Secure Programming Techniques**  
60 hours, 4 credits

This course introduces students to best practices in secure programming techniques. It focuses on the most common programming vulnerabilities and how to mitigate them. Students will examine the need for secure programming, authentication, access control, error handling, and privacy engineering. Students will analyze a vulnerability and then develop code that corrects the problem.

Prerequisite: Microsoft C# Programming

**COP 2664C Advanced Database Programming Techniques**  
50 hours, 3 credits

The course expands on topics that were introduced in Database Fundamentals for Programmers, adds new and advanced topics and develops database programming skills utilizing Microsoft SQL Server. Topics to be covered include the use of database views, user-defined functions, stored procedures, triggers, and dynamic SQL. Students will utilize developer tools to improve database performance as well as improve the security and integrity of database applications.

Prerequisite: Database Fundamentals for Programmers

**COP 2810C Database Driven Programming**  
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: Foundations of Software Design, Database Fundamentals for Programmers

**COP 2890 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: Expected to be the final lower-level core course completed

**COP 3362C Apple iOS Programming I**  
40 hours, 4 credits

This course provides students an introduction to the basic features of the Apple Swift programming language as it applies to iOS mobile application development. Students will review the history, features, and advantages of the Swift programming language, utilize the Apple Xcode programming environment, demonstrate a mastery of Swift programming basics, and develop a basic Apple Swift mobile application.

Prerequisites: Fundamentals of Enterprise Architecture, Fundamentals of Distributed Application Architecture

**COP 3488C Universal Windows Applications Programming I**  
40 hours, 4 credits

This course provides students an introduction to the basic features of the Microsoft C# programming language as it applies to Universal Windows Application mobile application development. Students will review the history, features, and advantages of the C# programming language, utilize the Visual Studio programming environment, demonstrate a mastery of C# programming basics, and develop a basic Universal Windows Application.

Prerequisites: Fundamentals of Enterprise Architecture, Fundamentals of Distributed Application Architecture

**COP 4309C Apple iOS Programming II**  
40 hours, 4 credits

This course presents advanced application design and Apple Swift programming techniques related to iOS mobile application development. Students will analyze user interface design and the iOS features that support it, demonstrate a mastery of Apple user interface tools, construct a Swift database application, and develop a basic Apple Swift mobile application that accesses iCloud.

Prerequisite: Apple iOS Programming I

**COP 4474C Universal Windows Applications Programming II**  
40 hours, 4 credits

This course presents advanced application design and Microsoft C# programming techniques related to Universal Windows Application development. Students will analyze user interface design and the Windows features that support it, demonstrate a mastery of Microsoft user interface tools, construct a C# database application, and develop a basic C# mobile application that accesses Microsoft Azure.

Prerequisite: Universal Windows Applications Programming I

**COP 4683C Apple iOS Cloud Integration**  
40 hours, 4 credits

This course focuses on the development of iOS mobile applications that access cloud computing resources. Students will explore a software development kit (SDK) available from a commercial cloud vendor, demonstrate a mastery of a cloud mobile SDK, and incorporate cloud platform functionality into a working iOS mobile application.

Prerequisite: COP 4309C Apple iOS Programming II

**COP 4777C Universal Windows Applications Cloud Integration**  
40 hours, 4 credits

This course focuses on the development of Universal Windows mobile applications that access cloud computing resources. Students will explore a mobile software development kit (SDK) available from a commercial cloud vendor, demonstrate a mastery of a cloud mobile SDK, and incorporate cloud functionality into a working Universal Windows mobile application.

Prerequisite: COP 4474C Universal Windows Applications Programming II

**CPO 4003 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: None

**CRW 2001 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 6,000 words over the course of the program.

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

**CTS 1300C 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

**CTS 1884C Computer Technical Support**  
40 Hours, 3 credits

This course will familiarize the student with computer technical support operations that services an organization. Topics will include service-level agreements, the help desk and field support process and the procedures and mechanics of issue capture, resolution, and metrics tracking. The student will have been exposed to many support models that the organization may employ for competitive advantage. Additionally, the student will be grounded in fundamental terminology, policies, and procedures of the support organization.

Prerequisite: None

**CTS 2302C Windows Active Directory**  
40 hours, 3 credits

The course will teach the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, setup, configure, utilize, maintain, and troubleshoot Windows Active Directory. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.

Prerequisite: Microsoft Windows Server

**CTS 2321 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 applications from the internet, run Windows emulation, and apply Linux in the enterprise network system. 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: Operating Systems

**CTS 2383C Microsoft Windows Server**  
40 hours, 3 credits

This course provides students with the knowledge and skills necessary to install and configure Windows server 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: CTS 1175C Fundamentals of Hardware and Software II

**CTS 2401C 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

## COURSE DESCRIPTIONS

### CTS 2511 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: None

### CTS 2811C 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

### CTS 3265C Introduction to Business Intelligence 40 hours, 4 credits

This course is the study of the skills and techniques for analyzing business performance data to provide support for business planning. It places focus on using query development, reporting, and analytical tools to help guide business decision-making. Topics include statistical analysis, basic database design, and business process modeling. This course will prepare students to utilize information to support decision-making.

Prerequisite: None

### CTS 3302C Fundamentals of Cloud Computing 40 hours, 4 credits

This course will introduce students to various technologies and services utilized in cloud computing. The course will focus on practical application of cloud deployment methodologies. Topics include the evolution of cloud computing technology, examination of cloud deployment and cloud service models, and designing a cloud computing strategy to meet specific business needs.

Prerequisite: CDA 3315C Fundamentals of Enterprise Architecture

### CTS 4557 Emerging Trends in Technology 30 hours, 3 credits

This course is the study of emerging technologies. It places focus on technology impact on business and society in general. Topics include the relationship between emerging technologies and business opportunities, analysis of costs and savings of implementing particular technologies, legal and ethical issues affecting technology, challenges of adapting new technologies, and impacts of technology.

Prerequisite: None

### CTS 4623C Advanced Cloud Computing Technologies 40 hours, 4 credits

This course will provide students with an in-depth understanding of computing technologies and services for enterprise level application deployment projects. The course will focus on practical aspects of cloud-based application architecture and deployment methodologies. Topics include application scalability principles, application performance and benchmarking tools, authentication and authorization security issues, cloud deployment platform selection criteria, asset cataloging and management, and other advanced cloud deployment topics.

Prerequisite: CTS 3302C Fundamentals of Cloud Computing

### DEP 2004 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

### DIG 1280C Audio/Video Editing 40 hours, 3 credits

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

Prerequisites: Interactive Media

### E102 Pathway to Patient Care Seminar 0 hours, 0 credits

This seminar course prepares students for completing the TEAS exam and exploring career opportunities in healthcare. Students will learn skills to support effective studying and test-taking in the TEAS areas of math, reading, and science.

Prerequisite: Students must be admitted to the Health Sciences Associate's Degree program.

### 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 their 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

### ECO 1000 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 economies will be explored. This course includes microeconomics and macroeconomic concepts.

Prerequisite: None

### ECO 2013 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

### ECO 2023 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

### ECO 3250 Managerial Economics 40 hours, 4 credits

This course is designed to enable students to assess, understand, and evaluate managerial economics in the context of large and small businesses. Students will gain knowledgeable insight of how to solve real-life problems through questions and answers, problem sets, and a systematic approach to applying advanced concepts of both macroeconomics and microeconomics to business environments.

Prerequisite: None

### ECO 4223 Money and Banking 40 hours, 4 credits

This course is an examination of the structure and operations of our monetary systems. In this course, topics covered include the fundamentals of money and financial markets, commercial banking, and its regulation.

Prerequisite: None

### EEC 1202 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. Students will continue to explore the Child Development Associate Credential (CDA) standards and application requirements.

Pre- or co-requisite: Foundations of Child Development

### EEC 1700 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. Students will begin to explore the Child Development Associate Credential (CDA) standards and application requirements.

Prerequisite: None

### EEC 1735 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 explore the Child Development Associate Degree (CDA) standards and application requirements, and, if eligible, may apply for the CDA Credential at the completion of this course.

Prerequisite: Early Childhood Education Curriculum and Instruction

### EEC 1860 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

### EEC 1861 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

### EEC 1862 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

### EEC 1863 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

### EEC 1864 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

### EEC 1865 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

**EEC 2217 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 also be emphasized.

Prerequisite: Foundations of Child Development

**EEC 2225 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.

Prerequisite: Foundations of Child Development

**EEC 2271 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.

Prerequisite: Early Childhood Education Curriculum and Instruction

**EEC 2272 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.

Prerequisite: Foundations of Child Development

**EEC 2329 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.

Prerequisite: Foundations of Child Development

**EEC 2401 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.

Prerequisite: Foundations of Child Development

**EEC 2403 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.

Prerequisite: Foundations of Child Development

**EEC 2404 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.

Prerequisite: Foundations of Child Development

**EEC 2500 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.

Prerequisite: Foundations of Child Development

**EEC 2613 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.

Prerequisite: Early Childhood Education Curriculum and Instruction

**EEC 2935 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: Expected to be the final lower-level core course completed

**EEC 3000 Early Childhood Education: Understanding Mental Health in the Early Years**  
40 hours, 4 credits

This course examines the impact of mental health issues on a child's wellbeing. Students will focus on attachment theory, brain development, and the importance of executive function on lifelong learning. This course will challenge students to explore the effects of economics, family structure, and the environment on a child's emotional and social development. Students will also be able to evaluate social support systems.

Prerequisite: None

**EEC 3005 Communications and Connections for Early Childhood Professionals**  
40 hours, 4 credits

This course examines best practices in formal and informal communication with children, families, and professionals. Students will explore how to build community in diverse settings and for various stakeholders. In this course, students will develop their leadership vision and apply this vision to build healthy, empowering connections with constituents. Students will also analyze effective and ineffective methods of communication within a developmentally and culturally appropriate context.

Prerequisite: None

**EEC 3007 Organizational Management in Early Childhood Education**  
40 hours, 4 credits

This course provides an overview of the operational management of high-quality early childhood programs. The course includes practical application related to policies, procedures, roles, and responsibilities in the context of best practices for children and families. The characteristics of high-quality early childhood professionals will be assessed. Students will examine external factors affecting the operation of programs, including political and societal trends.

Prerequisite: EEC 3005 Communications and Connections for Early Childhood Professionals

**EEC 3010 Effective Teaching Strategies**  
40 hours, 4 credits

This course will emphasize general principles of effective teaching including strategies that can be used in a variety of early childhood settings. This course focuses on the significance of designing achievable learning targets based on informed decision-making and knowledge of child development. Students will explore essential components of instructional methodology, the impact of educational history, the importance of providing meaningful early learning experiences, and the various teaching roles and approaches relevant to working with young children, birth through age 8.

Prerequisite: None

**EEC 3011 Empowering Contemporary Families**  
40 hours, 4 credits

This course explores various types and structures of families. Students will review the historical transformations of families and discuss contemporary families and communities. Students will also examine the major social issues contemporary families face. This course emphasizes resiliency in strengthening families through effective programming practices.

Prerequisite: None

**EEC 3015 Observation and Assessment for Effective Curriculum Planning**  
40 hours, 4 credits

This course provides a framework for using best practices in observation and assessment in the early childhood classroom. Emphasis will be given to the necessity of high-quality observation and assessment techniques for effective teaching. Students will examine assessment tools as well as learn about documenting children's learning.

Prerequisite: Effective Teaching Strategies

**EEC 3020 Positive Behavior Guidance for Young Children**  
40 hours, 4 credits

This course is an advanced approach to positive behavior guidance and classroom management. Students will investigate and apply strategies to create an environment that fosters pro-social and equitable practices in the classroom. This course emphasizes promoting positive interactions to support children's self-regulation.

Prerequisite: None

**EEC 3025 Teaching and Learning Across the Curriculum**  
40 hours, 4 credits

This course promotes the value of play as a learning process while emphasizing the significance of preparing developmentally appropriate curriculum and instruction across content areas. This course will prepare early childhood educators to design and implement effective learning environments for a variety of age groups. Students will identify, explore, and select appropriate experiences and materials to use when writing integrated curricula and lesson plans.

Prerequisite: Observation and Assessment for Effective Curriculum Planning

**EEC 3026 Technology and Developmentally Appropriate Practices**  
40 hours, 4 credits

This course will explore technology as a part of the world in which children, families, and early childhood professionals live. Students will learn the fundamentals of developmentally appropriate practice as it relates to the use of technology in the classroom, precautions that need to be taken, and the emergence of technology in everyday living. Students will study the function of technology in the early childhood program's procedures and policies, employ technology to assess and enhance children's growth and development, and critique technology to ensure its use is developmentally appropriate for each age and stage of child development.

Prerequisite: None

**EEC 3171 Beyond the Basics of Health, Safety, and Nutrition**  
40 hours, 4 credits

This course is the study of child health, nutrition and safety practices that support children's abilities to learn and places focus on the impact on the continuum of child development. Topics include capitalizing on learning windows of opportunity, risks and protective factors of maltreatment of children, and healthy and safe practices. This course will prepare students to recognize development as a continuum and to create and implement healthy and safe practices with children.

Prerequisite: None

**EEC 3220 Child Development Ages Birth-3**  
40 hours, 4 credits

This course is the study of children ages birth-3. It places focus on the in-depth study of the learning domains including the cognitive, language, social-emotional, and physical domains. Topics include how child development theories apply, the influences environmental factors, interactions, and relationships have on the development of children, and learning across domains. This course will prepare students to identify the unique ways in which children learn from ages birth-3.

Prerequisite: None

## COURSE DESCRIPTIONS

### EEC 3225 Child Development Ages 3–5 40 hours, 4 credits

This course is the study of children ages 3–5. It places focus on the student's previous knowledge of the growth and development patterns of children age birth–3 to build upon and explore the continuum across the cognitive, language, social-emotional, and physical domains in children age 3–5. Topics include how early child development theories apply; the influences environmental factors, interactions, and relationships have on the development of children; and learning across domains. This course will prepare students to identify the unique ways in which in children ages 3–5 learn.

Prerequisite: EEC 3220 Child Development – Ages Birth–3 years.

### EEC 3318 Intentional Teaching Practices 40 hours, 4 credits

This course is the study of how to use intentional teaching and best practices to support children's learning. It places focus on developmentally appropriate practices and how to distinguish the key components. Information will include the three key components of developmentally appropriate practice, children's approaches to play and learning, and differentiated instruction. This course will prepare students to employ high-quality teaching practices in their programs.

Prerequisite: None

### EEC 3407 Planning with a Purpose 40 hours, 4 credits

This course is the study of how to effectively plan activities for children by providing an integrated approach for learning. Students place focus on creating activity plans that can be used to support children's hands-on experiences. Topics include how to write learning objectives, reviewing different curriculums and methods of implementing curriculum, how technology can be integrated into activity planning, and how to assess the quality of an activity. This course prepares students to plan activities supporting the needs of all children.

Prerequisite: EEC 3318 Intentional Teaching Practices

### EEC 3546 Supporting Professional Practices in Early Childhood Education 40 hours, 4 credits

This course is the study of how to support professionalism of the early childhood field and places focus on practices that an ECE professional would engage in to increase their ability to provide high-quality services. Topics include advocacy, coaching and mentoring, reflective practices, and how to model professionalism both within the ECE program and in the community. This course prepares students to locate and use resources to reach their professional goals as well as to be an advocate for high-quality early childhood education.

Prerequisite: None

### EEC 4000 Early Childhood Education: Environments and Play Theory 40 hours, 4 credits

This course will explore how play and the environment promote learning and development in young children. Strategies to enhance indoor and outdoor learning environments will be emphasized. Students will reflect on their practices as they evaluate a wide variety of learning environments and curriculum models. Using knowledge of child development, students will design learning environments that are respectful, supportive, and challenging.

Prerequisite: None

### EEC 4005 Advanced Principles and Perspectives of Child Development 40 hours, 4 credits

This course is an advanced study in the theory and principles of child development. An evaluation of current educational practices as developmentally appropriate will challenge students to examine their own perspectives on how children learn. Focus will be on the primary years of development through in-depth exploration of gender roles, socialization, and cultural perspectives.

Prerequisite: None

### EEC 4010 Early Childhood Language and Literacy Learning 40 hours, 4 credits

This course will emphasize best practices for promoting language and literacy development in young children. This course integrates knowledge of developmentally appropriate practice and literacy development for constructing curriculum. Students will apply knowledge to effectively align assessment and teaching strategies to foster optimum language and literacy development in infant, toddler, preschool, and school-aged learners.

Prerequisite: None

### EEC 4015 Early Childhood Education: Diversity and Social Justice 40 hours, 4 credits

This course is an advanced examination of diversity and social justice in the United States as it relates to inequality and quality of care for young children. Students will explore aspects of race, ethnicity, gender, abilities, sexual orientation, poverty, socioeconomic, and privilege on the socialization of children. Students will apply anti-bias and multicultural perspectives to better support all children and their families. The knowledge gained in this course will provide students with a framework for understanding the core levels of cultural competencies.

Prerequisite: None

### EEC 4022 Ethics and Leadership in Early Childhood Education 40 hours, 4 credits

This course examines the principles of ethics and leadership in early childhood education through self-reflection and practice in defending these principles. This course includes the practical application of advocacy for young children and their families. Students will develop leadership skills across various areas including parent communication, care and education, policy, and advocacy. Students will also learn strategies to train and mentor future leaders in the field of early childhood education and will explore the impact of professionalism on children, families and the community.

Prerequisite: EEC 3007 Organizational Management in Early Childhood Education

### EEC 4030 Supporting Exceptional Children and Families 40 hours, 4 credits

This course is an advanced approach to supporting children with exceptional needs. Emphasis will be given to cultural influences and resources for supporting families. Students will explore the history and contemporary issues of special education legislation as it pertains to the inclusive classroom.

Prerequisite: None

### EEC 4040 Trends in Early Childhood Education: Current Research and Policies 60 hours, 6 credits

This course explores trends in the early childhood education field. Students will examine current research and national and local and legislative policies. Students will also develop skills in critiquing and analyzing research findings effects on early childhood care and education. Students will gain knowledge of current legislative policies and determine their effect on young children, families, and early childhood education.

Prerequisite: Expected to be the final upper-level core course completed

### EEC 4485 Early Childhood Education Advocacy, Research and Policy 40 hours, 6 credits

This course explores trends in the early childhood education field. Students will examine current research and national and local and legislative policies. Students will also develop skills in critiquing and analyzing research findings effects on early childhood care and education. Students will gain knowledge of current legislative policies and determine their effect on young children, families, and early childhood education.

Prerequisite: Must be taken in the student's last or second-to-last session

### EEC 4910 Early Childhood Education Leadership Capstone 20 hours, 2 credits

This course is a synthesis of material from all ECE courses. Students will complete a portfolio demonstrating proficiency in transferable skills.

Prerequisite: Must be taken in the student's last session

### EEEX 2010 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.

Prerequisite: Foundations of Child Development

### ENC 1101 English Composition 40 hours, 4 credits

This course is designed to guide students in understanding the writing process and developing their ability to write and express ideas in an organized, unified, and coherent manner. Students will produce college-level writing that reflects awareness of rhetorical strategies, writing purpose, student voice, and appropriate grammar, punctuation, and usage skills. Through reading, writing, discussion, research, and collaboration, students will practice effective writing and apply course concepts.

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

### ENC 1121 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

### ENC 3311 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

### ENT 3281 Business Innovation: Best Practices in New Business Development (40 hours, 4 credits)

Students will explore sources of creativity and innovation and how to use them to brainstorm new business ideas. Techniques to inspire creativity, harness market and customer insights, and identify winning business ideas will be examined. Students will develop methods of critical thinking and assessment to identify new business opportunities and assess concept viability. Students will gain the knowledge needed to begin a business plan.

Prerequisite: None

### ENT 3624 Funding a New Business (40 hours, 4 credits)

Funding new ventures is a critical process that requires both creativity and business acumen. In this course, students will develop the skills to analyze the financial value of a startup business idea and develop the skills to successfully pitch a new idea to gain funding. Identification and evaluation of capital funding sources, like Angel Investors, as well as structuring the financing agreements will be discussed and analyzed. This course teaches students to utilize data-based decision-making for long-term and day-to-day activities.

Prerequisite: None

### ENT 4011 Sales and Marketing for New Business Ventures (40 hours, 4 credits)

This course focuses on creating integrated sales and marketing programs utilizing guerilla tactics along with traditional and online marketing techniques. Unique features like Internet marketing strategies utilizing tools such as search engine optimization and social media will be examined to foster organized growth for a start-up organization. Students will also become familiar with business-to-business and business-to-consumer sales strategies.

Prerequisite: None

### ENT 4177 Law, Ethics and Entrepreneurship (40 hours, 4 credits)

In this course, students will analyze legal and ethical issues related to creating a business entity. Strategies on how to select an attorney, navigate the e-commerce world, and manage within intellectual property laws are examined. Students will understand how to start and sell a business using legal and ethical planning.

Prerequisite: None

### EVR 3410 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

**FIL 2000 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

**FIN 1000 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: None

**FIN 1202 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

**FIN 3122 Intermediate Financial Management**  
40 hours, 4 credits

This course uses financial theories and skills as a foundation to help student learn to make effective financial decisions. Students will assimilate advanced financial topics such as securities analysis and risk management. The course also provides a detailed discussion of mortgages and commercial loans.

Prerequisite: Advanced Principles of Financial Management

**FIN 3247 Investments and Security Markets**  
40 hours, 4 credits

This course will instruct the student on how to assess a corporation in the current markets and identify the factors necessary to value security prices. Students will gain an understanding of strategies and applications that can be used to measure and assess the quality of investments.

Prerequisite: Advanced Principles of Financial Management

**FIN 3396 International Finance**  
40 hours, 4 Credits

This course will focus on the exchange rate, trade, and international finance of the organization. This course instructs the students to be proficient within the international environment.

Prerequisite: Advanced Principles of Financial Management

**FIN 3434 Applications in Corporate Finance**  
40 hours, 4 credits

This course will instruct the student on the evaluation of an institution's financial policy. The topics covered in the course will be the time value of money, financial ration analysis, cash flows, capital budgeting, and international issues.

Prerequisite: Advanced Principles of Financial Management

**FIN 4019 Financial Modeling**  
40 hours, 4 credits

This course provides the theoretical foundation and practical skills and tools to enable students to use financial modeling to make sound business decisions. Key areas of focus are based on options pricing models. These models include the Monte Carlo studies.

Prerequisite: Advanced Principles of Financial Management

**FIN 4372 Investment Portfolio Management**  
40 hours, 4 Credits

This course will focus on the design of common stock portfolios and other investments. The student will incorporate analytical procedures in making sound investments decisions based on quantitative analysis and perform portfolio construction, management, and protection using the Eagle Investment Group portfolio.

Prerequisite: Advanced Principles of Financial Management

**FIN 4955 Finance Capstone II**  
30 hours, 3 credits

This course will combine and apply the finance, business, and General Education courses offered in the Finance Bachelor of Science Degree Program. The student will also apply ethics and professional standards to the world of finance.

Prerequisite: Expected to be the final upper-level core course completed

**GEA 1000 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

**GEB 1011 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

**GEB 2444 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

**GEB 2888 Introduction to Business Analysis and Intelligence**  
40 hours, 4 credits

This course will differentiate business intelligence and business analytics and how each function is important to the management of business operations. Students will analyze methods of data retrieval, discuss the importance of data mining and ethical business analysis, and explain business data findings and trends when making sound business decisions.

Prerequisite: None

**GEB 2930 Business Capstone**  
20 hours, 2 credits

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

Prerequisite: Expected to be the final lower-level core course completed

**GEB 3020 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

**GEB 3051 The Business of Digital Media**  
60 hours, 4 credits

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

Prerequisite: Portfolio Development

**GEB 3124 Business Research and Analysis**  
40 hours, 4 credits

Students will develop research strategy and problem-solving skills used for business analysis. They will examine the use of qualitative and quantitative research methodology and develop professional writing skills for presenting research findings. They will experience using various research methods such as surveys, business research proposals, and dashboards.

Prerequisite: None

**GEB 3275 Consumer Behavior**  
40 hours, 4 credits

Students focus on demographics, lifestyle, social and cultural trends, and the impact on consumer motivations and behavior. Topics for exploration include the consumer decision-making process, family, learning, personality, group dynamics, market adjustment, product innovation and the impacts on the business world. Market research techniques and strategies in conjunction with the analysis of business to business as well as business to consumer sales are included. Students assess the managerial application of consumer behavior including ethics and legal implications.

Prerequisite: None

**GEB 3388 Winning Customer Service Strategies**  
40 hours, 4 credits

Motivating and empowering employees to provide outstanding customer service is critical to an entrepreneur's success. This course teaches students the strategies, techniques, and tools for developing and sustaining long-term customer relationships. Cutting-edge customer relationship management tools will be explored, as well as how to create customers who are promoters of your brand.

Prerequisite: None

**GEB 3422 Business Project Management**  
40 hours, 4 credits

This course provides students with the essential elements and foundational standards used to manage projects, programs and portfolios in any organization. Students will develop project scope and scheduling skills as well as assess program bidding and proposal processes. They will evaluate the impact of scope definition, and explore how to manage teams, expectations and project stakeholders.

Prerequisite: None

**GEB 4220 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

**GEB 4230 Website Development for Business**  
40 hours, 4 credits

This course teaches students the business strategies and techniques for website design and development. Key areas include usability studies, information architecture design, and working with information technology professionals to develop the website.

Prerequisites: Search Engine Optimization and Marketing Strategies; Web Analytics

**GEB 4410 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.

Prerequisite: None

**GEB 4505 Organizational Development**  
40 hours, 4 credits

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.

Prerequisite: None

**GEO 3204 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

## COURSE DESCRIPTIONS

### **GLY 1000 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

### **GRA 1022C Figure Drawing** 40 hours, 3 credits

Basics of structure and anatomy of the human figure will be introduced with a strong emphasis on gesture and the drawing of actions and kinetics. Students will explore drawing a stationary human figure as well as figures moving while dressed in flowing costumes and figures performing basic movements. The development of visual acuity and professionalism in criticism of artwork will play a key role in the course.

Pre- or co-requisite: Digital Illustration

### **GRA 1057C Design Foundations** 40 hours, 3 credits

In this course, students will learn the foundational principles and elements of art and design and explore them through digital design. Theory of each principle and element will be supported by hands-on exercises in which students will apply what they have learned. Examples from the history of art and design will be used to support and explain each new concept. Balance, value, repetition, unity and variety, contrast, dominance, scale, line, shape and form, depth, direction, texture, color, and value will be presented. This course will provide basic training and exploration in a variety of industry-standard design software. Emphasis will be placed on exploration of basic foundation principles through original compositional designs.

Prerequisite: None

### **GRA 1164C Drawing from Observation** 40 hours, 3 credits

Students in this course will develop and hone vision and drawing skills. The course will focus on drawing on paper from still life and life-scene observations. The course will progress from basic sketching and contour lines to gesture drawing and perspective drawing. Developing observation skills for line, form, light, shadow, and detail, will be emphasized. Techniques learned in this course will be utilized later in digital drawing and painting courses. Professionalism in critique of one's own work and that of others will be practiced.

Prerequisite: None

### **GRA 1188C 3D Modeling** 50 hours, 3 credits

This course introduces students to the fundamentals of three-dimensional modeling. Students learn basic modeling techniques, texture, lighting, and environmental effects, to create forms based on observed objects, as well as student's original concepts. Basic constructs are covered such as: primitive objects, polygon modeling, nurbs, booleans, extrusions, lofting, revolving/lathing, software interface navigation, model exporting and rendering. This course will provide training in a variety of industry-standard 3D design software.

Prerequisite: Introduction to Animation

### **GRA 1206C Typography** 40 hours, 3 credits

This course is an introduction to typographic design for static contexts in print and screen and kinetic contexts in web and broadcast. Basic typographic vocabulary and fundamentals are emphasized. Theoretical presentation is explored through design practice both on paper and utilizing industry standard Adobe software. Multiple exercises are culminated in major typographic projects for print, web, and broadcast.

Prerequisite: Design Foundations

### **GRA 1235C 3D Lighting, Texturing, and Rendering** 50 hours, 3 credits

Expanding upon prior experience with 3D modeling and animation, students will take a deeper look into the specifics of lighting, texturing, and rendering. Advanced texturing techniques and methods, in combination with best practices for lighting various model scenarios, will be explored and then further refined through examining output from multiple renderers.

Prerequisite: 3D Modeling

### **GRA 1281C Color Theory** 40 hours, 3 credits

This course offers methods and exercises for the study of color theory using the computer. Exploring color on the computer holds the advantage of speedy experimentation with many color techniques and solutions, as well as immediate application to projects. The digital approach used in this course will give students knowledge and practice that is immediately relevant as the student moves from color study to color application.

Prerequisite: Design Foundations

### **GRA 1377C Fundamentals of Web Design** 50 hours, 3 credits

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

Prerequisite: Interactive Media

### **GRA 1461C 3D Animation** 40 hours, 3 credits

Building upon knowledge of 3D modeling and rendering and 3D animation from earlier coursework, this course will focus on advancing 3D animation skills, techniques, and proficiencies toward creating an animated digital short film. Emphasis on refining application of the 12 animation principles, life-like animation, forward and inverse kinematics, scene staging, and camera work. This course will provide training in a variety of industry-standard 3D design software.

Prerequisite: 3D Lighting, Texturing, and Rendering

### **GRA 1493C Digital Illustration** 40 hours, 3 credits

In this course students will create illustrations with industry-standard digital software. Concepts and themes developed into visual painted and drawn messages will be explored. Illustrations will be created for print and screen. The process of illustrating an idea or story, from thumbnails to sketching, color and style studies, color comprehensives, to final illustrations, will be presented.

Prerequisites: Drawing from Observation; Design Foundations

### **GRA 1552C Introduction to Animation** 40 hours, 3 credits

This course introduces students to the 12 basic principles as well as the processes of animation. Students will learn about research, pre-visualization, storyboarding, animatics, character model sheets, and other processes integral to accomplishing a final animated film. Sketches, source imagery, and audio are utilized to effectively communicate ideas for time-based media. Documentation techniques are employed to chart progress with character and scene development, as well as cameras and lighting. Students will be able to relate the 12 basic principles to examples from animation history while applying them through hands-on analog and digital animation projects.

Prerequisite: None

### **GRA 1687C User-Centered Web Design** 40 hours, 3 credits

This course builds upon the fundamentals of web development with a focus on user-centered design. Expanding upon basic HTML and style sheets, the student is introduced to best practices, interface design, and the development of flexible, multi-use sites. Usability and accessibility are also explored in greater depth, using advanced web development tools. Needs of the visitor will be examined, including detecting and responding to the visitor's browser, as well as utilizing the advanced media capabilities of HTML5 and CSS.

Prerequisites: Fundamentals of Web Design; User Experience Design

### **GRA 1747C Introduction to Web Scripting** 50 hours, 3 credits

This course introduces the advanced interaction capabilities enabled through the use of client-side scripting languages. Students are introduced to basic logic and programming concepts, with a focus on Javascript and AJAX (Asynchronous Javascript and XML). Enhancement of usability and function are explored and emphasized, with attention on collecting and validating user information and interacting with the site visitor.

Prerequisite: Fundamentals of Web Design

### **GRA 2060C Interactive Media** 40 hours, 3 credits

This course is a study of the integration of components used in multimedia applications using authoring software. Students use industry-standard software as well as skills developed in earlier coursework to produce interactive projects that incorporate graphics, sound, and interactive elements. Combining multimedia elements into HTML pages are explored. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Introduction to Animation; Typography

### **GRA 2133C Print Design** 40 hours, 3 credits

This course utilizes techniques associated with designing computer graphics and multi-page and package design for both desktop publishing and digital distribution. Students will learn professional practices in proper file setup, saving and exporting, and delivery. Emphasis is on the exploration of combining illustration, images, and type in an effective manner while working toward industry-standard published files primarily in printed form.

Prerequisite: Typography

### **GRA 2274C User Experience Design** 40 hours, 3 credits

This course expands on student's knowledge of interactive design learned in earlier coursework, exploring interactive design from the perspective of user experience. Metaphors for graphic interfaces and icon design are studied through industry product examples, student practice exercises and projects. Organizing, scoping, planning, design, prototype models, and creating, working and aesthetic interactive experiences of complex information content through rich multimedia experiences are covered. Software training builds on previous knowledge to advance student's skills with a variety of industry-standard design software.

Prerequisite: Interactive Media

### **GRA 2390C Digital Photography** 40 hours, 3 credits

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

Prerequisite: Color Theory

### **GRA 2442C Motion Graphics** 40 hours, 3 credits

Moving graphic 2D animation is the primary focus of this course. Students will composite video, digital images, motion graphics, vector and pixel graphics, titles, and kinetic typography into cohesive motion graphics pieces. Narrative and non-narrative form will be explored. Projects include: Kinetic logo design, animated PSAs, broadcast titling, and advertising spots. Students will assemble a demo reel of motion work. Software training builds on previous knowledge to advance student's skills with a variety of industry-accepted Adobe design software.

Prerequisite: Audio/Video Editing



**GRA 2522C Digital Media Project  
40 hours, 3 credits**

This course is a culmination of a student's accumulated knowledge in narrative and non-narrative digital film creation. Students will produce a proposed film idea from concept to final presentation. Brainstorming, story writing, casting, storyboarding, animatic, character creation, animation, audio and video recording and production, camera techniques, digital capturing/rendering, non-linear editing, post production, titling, compositing, and final output will be evaluated in the final piece. The course will culminate in a screening of final student films.

Prerequisite: Motion Graphics

**GRA 2607C Portfolio Development  
40 hours, 3 credits**

In this course, students create an industry-quality portfolio consisting of enhanced and updated projects from previous classes as well as newly created projects. Students will create a final portfolio/demo reel using a consistent theme and targeting an intended market based on what career path they are pursuing. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Expected to be the final lower-level core course completed

**GRA 2754C Character Modeling  
40 hours, 3 credits**

This course is designed to refine skills in 3D character creation and effects. During this course, students will explore advanced 3D modeling and animation theory and principles that focus on character animation as it applies to the gaming environment. Specifically, these principles and theories are applied to the context of interactive narratives and video games. Students will engage in the study of character posing and rigging for games, advanced animation, and morphing, blending, and similar techniques to create more expressive characters. This course will further prepare a student for industry certification in Autodesk 3ds Max.

Prerequisites: Figure Drawing; 3D Lighting, Texturing, and Rendering

**GRA 2819C Scripting for Web Servers  
40 hours, 3 credits**

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

Prerequisite: Introduction to Web Scripting

**GRA 2936C Mobile Web Design  
40 hours, 3 credits**

This course focuses on current trends in web usage, specifically on the expansion of mobile platforms from laptops to tablets and smartphones. Emphasis is placed on responsive design: Creating cross-platform websites that provide equal and optimal usability across a wide range of devices, screen sizes, and resolutions. Various web tools and techniques are utilized to provide a fluid and flexible experience for the web visitor.

Prerequisite: User-Centered Web Design

**GRA 2956 Design Internship  
90 hours, 3 credits**

In this course, students will integrate prior knowledge and coursework within a hands-on learning environment in a professional design workplace. Students will create a variety of multimedia-based design projects under the guidance of a workplace mentor or supervisor as well as implement valuable transferable skills such as communication, critical thinking, and teamwork to grow as a professional. The work completed at the internship site will be complemented by weekly course activities such as reflective writings, peer discussions, time sheet documentation, and group activities to enhance the authentic learning experience for students.

Prerequisite: Expected to be the final lower-level core course completed

**GRA 3005C Interactive Publishing  
60 hours, 4 credits**

This course builds on prior coursework in interactive media, animation, motion graphics, kinetic typography, audio, and video. The course focuses on graphic, interactive, and animation design for mobile devices such as smart phones and tablets. Issues with user interface, user experience, usability, troubleshooting, and compatibility are explored, and strategies are developed to establish best practices.

Prerequisite: User Experience Design

**GRA 3126C Graphic Design History  
30 hours, 3 credits**

Students will examine the historical, cultural, technological, and social factors that contribute to an understanding of graphic design and its impacts on modern commerce and society. The development of graphic design from 1920 through the end of the 20th century will be a key focus of the course, with a larger focus on the development of graphic design through the digital revolution to present day. Western and non-Western graphic design is represented, with a strong emphasis placed on critical analysis, technical analysis, communication, global perspectives, and cultural impacts.

Prerequisite: Art Appreciation

**GRA 3234C Advanced Typography  
60 hours, 4 credits**

In this course, students will expand their understanding of the use of typography for the successful communication of messages and the enhancement of meaning in visual art and design work. The course will expand on topics such as: Information hierarchy, meaning, reading order, and the language of kinetics.

Prerequisite: Typography

**GRA 3375C Advanced Color Theory  
60 hours, 4 credits**

This course builds upon the foundations and practices of color theory. In addition to covering more sophisticated methods of color correction, image manipulation and printing, students will learn scanning techniques, digital camera usage, the mechanics of calibration, and other more advanced sets of controls. Students will work within a framework of artistically professional sensibility to develop their own professional workflow and projects.

Prerequisite: Digital Photography

**GRA 3487C Advanced Digital Photography  
60 hours, 4 credits**

This course will engage students in advanced digital imaging projects, building upon instruction, knowledge, and techniques learned in earlier coursework, and contributing to a strong, professional portfolio. Thematic art projects such as a photo essay and theme based art image series will be included. This course will include instruction on: setting project requirements, design elements related to digital images, software interface specifics, input, output, image manipulation, and publishing. Experience in industry-standard Adobe software is included in the course.

Prerequisite: Advanced Color Theory

**GRA 3563C Animation History  
40 hours, 4 credits**

Students will examine the historical, cultural, technological, and social factors that contribute to the development of animation as a commercial and experimental art form. Key animated films from the turn of the 20th century to present by independent filmmakers as well as larger production houses will be viewed and discussed with an emphasis on critical analysis. A strong emphasis is placed on writing, critical thinking, information literacy, global perspectives, and cultural impacts.

Prerequisite: Introduction to Animation

**GRA 3678C Advanced 3D Modeling  
60 hours, 4 credits**

This course is designed to explore advanced techniques of 3D modeling. Students refine modeling techniques, texture, lighting, and environmental effects to create one original portfolio-quality project. Further development of primitive objects, polygon modeling, nurbs, booleans, extrusions, lofting, and revolving/lathing will be explored. This course will provide additional training in industry-standard 3D design software.

Prerequisite: 3D Modeling

**GRA 3792C Web Content Management Systems  
60 hours, 4 credits**

This course explores open-source, web-based content management systems (CMS) that allow the web designer to create rich and flexible interactive sites. Using a CMS, a web designer can update a complex web site dynamically and rapidly to meet client needs and visitor expectations. Students will be introduced to key PHP-based content management systems like Joomla, Drupal, and WordPress, and will develop their own topic and theme-based websites.

Prerequisite: GRA 3972C Information Architecture for Web

**GRA 3844C Search Engines, Optimization, and Analytics  
60 hours, 4 credits**

This course introduces the student to the optimization of websites for search engine placement. The student will learn how search engines collect and organize information and make it useful and accessible. Search engines and search results will be examined for their impact on information access, copyright and privacy issues, and the changing business landscape. Students will research techniques such as meta tags, copywriting techniques, header and footer optimization, site submission, and linking methods used to improve site ranking and guide visitors to business sources or information. The course also examines how to track the success—or failure—of those procedures.

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

**GRA 3972C Information Architecture for the Web  
60 hours, 4 credits**

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

Prerequisites: Scripting for Web Servers; Advanced User Experience Design

**GRA 4002C Advanced Motion Graphics  
60 hours, 4 credits**

Building on knowledge and techniques from Motion Graphics, students will advance their work with compositing video, digital images, 3D animation, vector and pixel graphics, titles, and kinetic typography into professional motion graphics pieces. Film titling, logo bumpers, broadcast titling, and special effects will be explored. Students will build upon and add to their demo reel of motion work. Software training builds on previous knowledge to advance student's skills with a variety of industry-accepted Adobe design software.

Prerequisite: Motion Graphics

**GRA 4172C Advanced User Experience Design  
60 hours, 4 credits**

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

Prerequisite: Interactive Publishing

**GRA 4228C Media Campaign Design  
60 hours, 4 credits**

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

Prerequisite: Digital Media Project

**GRA 4306C Digital Short Film Project  
60 hours, 4 credits**

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

Prerequisite: Advanced Motion Graphics

## COURSE DESCRIPTIONS

### GRA 4419C Advanced Portfolio Development 60 hours, 4 credits

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

Prerequisite: Expected to be the final upper-level core course completed

### GRA 4503C Digital Effects 60 hours, 4 credits

This course focuses on the use and application of effects in film and video at an advanced, post-production level. Professional methods of controlling digital and video representation and 3D effects are examined. Students exhibit a mastery of the digital workflow by compositing footage, digital imagery, and computer graphics. Topics include virtual cinematography, morphing, lighting, rendering, particle effects, dynamics, camera properties, motion tracking, and filters.

Prerequisite: Advanced Motion Graphics

### GRA 4631C Advanced Character Modeling 60 hours, 4 credits

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

Prerequisite: Advanced 3D Modeling

### GRA 4752C Advanced 3D Rigging 60 hours, 4 credits

In this course, students expand on knowledge from 3D modeling, rigging, and animation to explore advanced techniques of rigging such as: Facial rigging, deformation rigs, rigging non-human format characters, analysis of musculature for weight painting, and rigging refinement for precise articulation. This course will further prepare a student for industry certification in Autodesk software.

Prerequisite: Advanced Character Modeling

### GRA 4790C Advanced PHP for E-Commerce 60 hours, 4 credits

This course delves further into the use of server-side scripting and the development of websites utilizing dynamic databases. Students will apply E-Commerce concepts and knowledge of information architecture to develop a reliable, stable, expandable, and secure infrastructure for E-Commerce, including content development and shopping cart management. Students will learn how to use PHP to collect visitor information and interact with a MySQL database.

Prerequisite: Web Content Management Systems

### GRA 4837 Animation Capstone Project 60 hours, 3 credits

Students will apply their accumulated knowledge of animation and motion graphics to create an original animated short. The culmination of this knowledge will be a final animation project using 2D and/or 3D animation techniques. Students will explore various theories and techniques to complete a professional animation project.

Prerequisite: Advanced 3D Rigging

### GRA 4932 Advanced Design Internship 120 hours, 4 credits

In this course, students will apply advanced design knowledge, technical proficiency, and coursework within a professional design workplace. Students will create design projects reflective of upper-level competencies and skill sets under the guidance of a workplace mentor or supervisor. Higher-order thinking and transferable skills such as critical thinking, teamwork, and ethics within the design field will foster growth as a professional. The work completed at the internship site will be complemented by weekly course activities such as reflective journaling, analysis papers, peer reviews, business form documentation, and team-based projects to enhance the authentic learning experience for students.

Prerequisite: Expected to be the final upper-level core course completed

### GRA 4948 Web Capstone Project 60 hours, 3 credits

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

Prerequisite: Advanced PHP for E-Commerce

### GRA 4953C Internet History and E-Commerce 50 hours, 4 credits

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

Prerequisite: Web Content Management Systems

### HIM 1103 Coding Foundations 50 hours, 4 credits

This course provides the foundational aspects of the health information field along with coding and billing for inpatient, outpatient, and physician settings. The focus will be on learning to use all of the code books and encoder software along with coding guidelines and standards to ensure a student is prepared to learn how to code accurately and develop coding skills.

Pre- or co-requisites: Medical Terminology; Structure and Function of the Human Body

### HIM 1125 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 healthcare 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: Coding Foundations

Pre- or co-requisite: Pathophysiology and Pharmacology for Health Information

### HIM 1126C 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 healthcare 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: Coding Foundations

Pre- or co-requisite: Pathophysiology and Pharmacology for Health Information

### HIM 1127 Coding Concepts for ICD-10 30 hours, 3 credits

This course provides in-depth study of the International Classification of Diseases (ICD) 10-PCS (Procedural Coding Systems) and ICD-10-CM (Clinical Modification) using sample exercises and health records to develop skill and accuracy in assigning codes in various healthcare settings. Students will apply ICD-10-PCS and ICD-10-CM coding guidelines appropriate to the coding situation and will cover procedural coding of all body systems.

Prerequisite: Medical Terminology

### HIM 1258C 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: Coding Foundations

Pre- or co-requisite: Pathophysiology and Pharmacology for Health Information

### HIM 1507 Medical Billing and Insurance 40 hours, 3 credits

In this course, students will develop knowledge of different components of medical insurance and billing. They will learn skills associated with claim form preparation, processing and submission in addition to an introduction to medical coding. Topics include medical insurance and billing tasks for healthcare systems, programs, and commercial insurance plans within healthcare environments.

Prerequisites: Medical Terminology; Structure and Function of the Human Body; Foundations of Medical Administration

### HIM 2000 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

### HIM 2133 Revenue Cycle and Billing 40 hours, 4 credits

This course will prepare the student to understand the components of the revenue cycle and their interconnectivity. Students will be introduced to common third-party payers, insurance terminology and medical billing. Plan options, payer requirements and state and federal regulations relating to the revenue cycle will be examined. They will learn skills including claim form preparation and processing, and electronic claim submission and the management of these revenue cycle processes. The focus will be on accuracy of data collected and data processed for proper and timely payment.

Prerequisite: Medical Terminology

### HIM 2214 Pathophysiology and Pharmacology for Health Information 50 hours, 4 credits

This course provides an exploration of human pathophysiology as well as pharmacology to prepare students for careers in health information. Students will learn concepts and terminology related to the structure, nature and causes of diseases and disorders of the human body. Additionally, students will learn about the diagnostic, preventive, and therapeutic application of drugs and procedures used in treatment. Finally, the student will practice identification of key information from the health record related to the diagnosis and treatment of disease in order to support the correct management and coding of a medical record.

Pre- or co-requisite: Structure and Function of the Human Body

Prerequisite: Medical Terminology

### HIM 2304 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

### HIM 2410 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

**HIM 2429 Health Information Compliance**  
**30 hours, 3 credits**

This course is the study of compliance as it relates to health information management activities. It places focus on integrating the knowledge of federal and state laws and regulations and compliance requirements to assess compliance programs usefulness in identifying organizational compliance in areas such as HIPAA, Stark Laws and fraud and abuse. Topics covered will be compliance programs, policy development, fraud surveillance, risk management, quality improvement, patient safety, accreditation/licensure processes, and training programs. This course will prepare students to be able to collaborate in preparing for, analyzing and adhering to compliance and regulatory requirements related to health information management within a healthcare organization.

Prerequisite: Health Information Law and Ethics

**HIM 2588 Healthcare Data Management and Statistics**  
**50 hours, 5 credits**

This course is the study of the calculation, analysis, and management of healthcare data and statistics. It places focus on the general principles of hospital statistics, use of internal and external healthcare data, research techniques, data presentation, and data management. Topics will include basic statistical principles and calculations, applications of policies and procedures related to data, research methodologies, software and graphical tools, analysis techniques, and data governance principles. This course will prepare students to apply and interpret healthcare statistics, utilize research techniques to gather and interpret healthcare data, prepare reports and graphs, analyze data for healthcare operations, and effectively manage the standardization, storage, and use of data.

Prerequisite: Introduction to Health Information Management

**HIM 2652 Healthcare Information Technologies**  
**40 hours, 4 credits**

This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines.

Prerequisite: Introduction to Health Information Management

**HIM 2942 ICD-10 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.

Prerequisite: Ambulatory Care Coding; ICD-CM Coding

Pre- or co-requisite: ICD-PCS Coding

**HIM 2943 Health Information Professional Practicum**  
**60 hours, 2 credits**

A simulated practical experience exploring a virtual hospital and clinic and using software and practical simulation assignments to experience real-world situations within HIM 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: Healthcare Data Management and Statistics; Healthcare Information Technologies; Expected to be the final lower-level core course completed

**HIM 2956 Health Information Technician Capstone**  
**20 hours, 2 credits**

A review of the content and resources of the HIT program as it relates to preparation for the national RHIT exam. Includes review, practice exam questions, timed practice exams as well as an assessment of the student's achievement of the entry level competencies demonstrated through a capstone project and an assessment tool.

Pre- or co-requisite: Health Information Professional Practicum; Expected to be the final lower-level core course completed

**HIM 3001 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

**HIM 3105 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

**HIM 3202 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

**HIM 3304 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

**HIM 3412 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

**HIM 3522 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

**HIM 3644 Reimbursement Methodologies**  
**40 hours, 4 credits**

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

Prerequisite: Program admission

**HIM 3710 Advanced Quality Management in Healthcare**  
**40 hours, 4 credits**

This course examines facility-wide quality management and continues quality improvement models, processes, methods and tools for healthcare organizations. Emphasis will be on the evaluation of these methods and tools in the demonstration of the effectiveness and outcomes of healthcare and improvement of patient care, quality of services, safety and reduction of risk. Disease management processes, outcomes measurement, benchmarking, patient and organization safety and utilization and resource management will be included. The relationship between healthcare quality, organizational performance, and the role of governing and accrediting bodies in healthcare quality will be studied. The history of quality management and future trends, including the role of health information management will be explored.

Prerequisite: Program admission

**HIM 3810 Human Resource Management in Health Information**  
**40 hours 4 credits**

Students will study human resource principles in the management and supervision of human capital within various healthcare organization settings, including specific evaluation an application of human resources within and relating to the health information management functions. Students will have a broad exposure to approaches, techniques, and future trends in the management of personnel in healthcare. The course includes a study of employment laws, workforce education and training, performance standards and evaluation, job analysis, labor analytics, benchmarking, trends and market analysis, wage and salary administration, human resource budget analysis, contract management, ergonomic principles and cost-benefit analysis of human resource needs.

Prerequisites: None

**HIM 3910 Healthcare Statistics and Reporting**  
**40 hours, 4 credits**

This course will enable the student to apply commonly utilized healthcare statistical formulas and descriptive and inferential statistics in the analysis of healthcare data. Students will be able to understand the availability of computerized statistical packages and evaluate effective data collection, data interpretation, reporting and presentation techniques for healthcare and patient care related studies, including those related to quality, utilization and risk management. Research design and methods such as qualitative, quantitative, evaluative and outcomes will be applied. An understanding of epidemiology and the utilization of vital statistics in the healthcare environment will be examined. Analysis of the national guidelines regarding human subject research will be explored within the context of the Institutional Review Board process at healthcare organizations.

Prerequisites: None

**HIM 4003 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

**HIM 4115 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 and Reporting

## COURSE DESCRIPTIONS

### HIM 4276 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

### HIM 4354 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.

Prerequisite: Management of Health Information Services

### HIM 4360 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 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 and OASIS), including the history, purpose and uses of each.

Prerequisite: Program admission

### HIM 4537 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

### HIM 4610 Advanced Health Information Law and Ethics 40 hours, 4 credits

This course presents an advanced analysis of the impact of the United States legal system and various healthcare laws, regulations, and standards on the healthcare organization, patient and health information management environment and infrastructure. Patient privacy, confidentiality, security principles, identity management, protected health information, access and disclosure of personal health information including e-discovery, legal health records, personal health records, compliance programs, information security and privacy training programs will be studied. Professional certification, ethical practices and issues as well as bioethical issues and their impact on the legal health record will be explored.

Prerequisite: Program admission

### HSA 1022 Foundations of Medical Administration 40 hours, 4 credits

This course will explore the scope and dynamics of a career in medical administration and the skills necessary to be successful both in the Medical Administrative Assistant program and profession. This course will emphasize professionalism, communication, and medical terminology. The importance of maintaining patient privacy and handling patient situations ethically and professionally will be developed.

Pre- or co-requisite: HSC1531 Medical Terminology

### HSA 1050 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

### HSA 1146 Technology Today for Medical Administration 40 hours, 3 credits

In this course, students will learn how to utilize computer software to register patients, record accurate patient information, and enter insurance information into the Electronic Health Record (EHR). Topics will include managing code diagnoses and procedures for reimbursement using the tools in the EHR. Students will also learn the essential skills needed to work with the patient schedule by scheduling appointments, cancelling appointments, and tracking patients. This course will also cover patient privacy and data security.

Prerequisite: Medical Terminology Foundations of Medical Administration

### HSA 1683 Exploring Healthcare Systems 30 hours, 3 credits

This course provides an overview of healthcare systems and the changing landscape of healthcare access. Topics include analyzing professional specialties, insurance trends and changing roles within medical administration. Students will also apply skills towards working with diverse populations.

Prerequisite: Foundations of Medical Administration

### HSA 2117 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

### HSA 2264 Administrative Medical Assistant Practices 30 hours, 3 Credits

The Administrative Medical Assistant course is designed to educate students on legal & ethical responsibilities, the importance of critical thinking, intrapersonal and communication skills, office policies, maintenance of office equipment, organization, confidentiality, insurance information, government issued policies and acts, documentation as well as functionality and maintenance of paper and electronic medical records. The students will demonstrate competency of basic computer systems, applications, coding, documentation, legal and ethical responsibilities, customer service skills as well as communication skills throughout the course in various structures such as exams, case scenarios, or hands-on demonstrations.

Prerequisite: None

### HSA 2851 Practice and Professionalism in Healthcare 30 hours, 3 credits

In this course, students will practice and develop skills in professionalism specific to the healthcare field. Students will understand and identify the importance of patient support services and will analyze ways provide comprehensive service to patients. Students will be able to identify methods for practicing effective customer service in medical environments including applying knowledge in confidentiality and health information privacy. Topics include examining possible opportunities for career advancement and growth within the field.

Prerequisite: Foundations of Medical Administration; Expected to be the final lower-level core course completed

### HSA 2918 Healthcare Administrative Office Procedures 30 hours, 3 credits

This course will provide an overview of the administrative tasks that occur in the front office of a medical facility. Topics covered include telephone skills, applications of the electronic health record (EHR), creating and maintaining medical records, and basic business and bookkeeping skills.

Prerequisite: None

### HSA 3109 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

### HSA 3110 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.

Prerequisite: None

### HSA 3170 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: None

### HSA 3215 Healthcare Marketing 30 hours, 3 credits

This course will focus on the role of marketing within a healthcare organization. Marketing has become the centerpiece that brings together quality improvement performances on a national and global scale. Students will explore the purpose of marketing as well as the concepts, tools, and skills used to help organizations reach their intended market share.

Prerequisite: None

### HSA 3383 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: None

### HSA 3422 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.

Prerequisite: Introduction to Healthcare Administration or Introduction to Health Information Management

### HSA 4110 Healthcare Operations Management 40 hours, 4 credits

In this course students examine the operations of managing people, information technology, materials and facilities in the healthcare industry.

Prerequisites: None

### HSA 4124 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

**HSA 4150 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

**HSA 4191 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: None

**HSA 4210 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: None

**HSA 4922 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.

Prerequisites: Expected to be the final upper-level core course completed

**HSA 4940 Healthcare Management Internship**  
70 hours, 3 credits

In this course, students will apply the knowledge and skills gained throughout the Healthcare Management Bachelor Degree program. Students will synthesize and demonstrate core healthcare management concepts through both their internship and coursework. The course and internship experience will culminate with a final capstone project.

Prerequisite: None

**HSC 1531 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

**HSC 2641 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

**HSC 3010 Contemporary Health and Wellness**  
40 hours, 4 credits

In this course students will explore the field of contemporary health and wellness, and become familiar with the variety of therapeutic methods offering holistic alternatives for patient care. Students will study the foundations and systems pertaining to health and wellness, preparing the student for health and wellness advocacy.

Prerequisite: None

**HSC 3145 Therapeutic Communication and Patient Services**  
40 hours, 4 credits

This course introduces students to the roles of communication, compassion and decision-making in healthcare. Students will identify and explain the techniques and barriers to effective communication that enhance patient interaction. Students will focus on therapeutic communication, alternative and complementary approaches to healthcare and their roles in supporting patient privacy and dignity.

Prerequisite: None

**HSC 3258 Multidisciplinary Medical Practices**  
40 hours, 4 credits

This course provides an introduction to multidisciplinary medical practice concepts and methods for evaluating coordinated medical services while working with diverse populations. Topics include comparing various medical models, holistic health approaches, improving patient outcomes, analyzing cost savings, advocating patient healthcare, providing patient education and case-management skills.

Prerequisite: None

**HSC 3371 Health Education and Training**  
40 hours, 4 credits

This course examines health and wellness education and focuses on opportunities within the healthcare field to support wellness and prevention through patient education. Students will explore evidence based practices, community health and disease management. Emphasis will be placed on examining and applying technologies necessary in delivering patient education to promote public health, preventative health, and individual wellness.

Prerequisite: None

**HSC 3485 Healthcare Advocacy**  
40 hours, 4 credits

This course provides the knowledge, skills, and understanding necessary to act as a healthcare advocate for patients, diverse clients, and special populations across the life span. Students will evaluate different barriers to healthcare, patient rights, health justice and behaviors related to promoting health and disease prevention. Students will also identify the role of cultural beliefs in relation to health practices and social services.

Prerequisite: None

**HSC 4009 Healthcare and Aging**  
40 hours, 4 credits

The course is designed to investigate health concerns and aspects of the aging process. Explores concepts related to specific health problems confronting the aging population, examines preventative (primary, secondary and tertiary) health behaviors along with health maintenance strategies. This course will also explore death and the dying process and as well as stress the importance of purposeful living.

Prerequisite: None

**HSC 4125 Behavioral Health**  
40 hours, 4 credits

This course examines behavioral health in the contexts of wellness education and advocacy. Students will explore the relationship between behavioral health and overall wellness, while examining the critical importance of demonstrating advocacy skills to meet the behavioral health needs of patients in today's healthcare systems. Key emphasis will be placed on analyzing applicable models of advocacy and understanding the unique ethical and legal challenges associated with the rapidly evolving shifts in our present behavioral health marketplace.

Prerequisite: None

**HSC 4290 Health and Wellness Capstone**  
30 hours, 3 credits

The Health and Wellness Capstone course is designed as a final milestone for students to demonstrate the ability to use interdisciplinary methods to draw together different areas of study focusing on relevant health and wellness concepts and concerns. Students will rely heavily on knowledge and skills learned in previous program courses to demonstrate transferable skills related to critical thinking, digital fluency, information literacy, ethics and professional responsibility, communication and diversity, and teamwork.

Prerequisite: Expected to be the final upper-level core course completed

**HSC 4500 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

**HUM 2023 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

**HUS 3000 Ethics and Professionalism in Human Services**  
40 hours, 4 credits

In this course, students will practice upholding ethical and professional standards within human services. This includes accurately and honestly documenting interactions with clients, adhering to rules of mandated reporting, and protecting clients' confidentiality. Practice also includes creating and maintaining professional boundaries with clients and coworkers. This also includes contributing to a positive and professional working environment within the field.

Prerequisite: None

**HUS 3025 Interpersonal Relations for Helping Professions**  
40 hours, 4 credits

In this course, students will develop a broader perspective on human services as a strategic, ethical leader. They will practice designing programs and implementation and evaluation plans to address a community need. They will also practice maintaining the responsibilities of a human services leader including managing individuals and supporting operational aspects of an agency. Finally, they will also work on addressing stakeholder needs and maintaining a solid reputation of an agency within their community.

Prerequisite: None

**HUS 3110 Human Development Throughout the Lifespan**  
40 hours, 4 credits

In this course, students will use human development theories to explain how individuals develop and adapt theories to work with individuals one on one and in groups. Practice includes observing individuals and contextualizing their development histories using human development theory and identifying their development needs and gaps. Students will also identify how different variables such as the environment and culture impact a variety of types of development including physical, emotional, and psychosocial human development.

Prerequisite: None

**HUS 3120 Human Sexuality**  
40 hours, 4 credits

In this course, students will develop an awareness of historical, current, and cross-cultural perspectives on human sexuality. They will work through their initial reactions to individuals with different gender identities, sexual orientation, sexual behaviors, and experiences with sexual abuse. They will also acknowledge personal biases that may be barriers to working with others. Finally, they will also practice using effective techniques to address sexuality related needs of clients.

Prerequisite: None

**HUS 3130 Theoretical Approaches to Service Delivery**  
40 hours, 4 credits

In this course, students will explore a variety of theoretical approaches for treatment and intervention service delivery in the human services and use them to address individual client needs. They will practice using approaches for short-term solutions, culturally diverse clients, and behavior change. Students will also practice assessing a human services agency's theoretical approach and creating a plan to prepare themselves to successfully implement the approach in practice.

Prerequisite: None

**HUS 2955 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: Expected to be the final lower-level core course completed

## COURSE DESCRIPTIONS

### **HUS 3000 Ethics and Professionalism in Human Services**

**40 hours, 4 credits**

In this course, students will practice upholding ethical and professional standards within human services. This includes accurately and honestly documenting interactions with clients, adhering to rules of mandated reporting, and protecting clients' confidentiality. Practice also includes creating and maintaining professional boundaries with clients and coworkers. This also includes contributing to a positive and professional working environment within the field.

Prerequisite: None

### **HUS 3025 Interpersonal Relations for Helping Professions**

**40 hours, 4 credits**

In this course, students will develop a broader perspective on human services as a strategic, ethical leader. They will practice designing programs and implementation and evaluation plans to address a community need. They will also practice maintaining the responsibilities of a human services leader including managing individuals and supporting operational aspects of an agency. Finally, they will also work on addressing stakeholder needs and maintaining a solid reputation of an agency within their community.

Prerequisite: None

### **HUS 3110 Human Development Throughout the Lifespan**

**40 hours, 4 credits**

In this course, students will use human development theories to explain how individuals develop and adapt theories to work with individuals one-on-one and in groups. Practice includes observing individuals and contextualizing their development histories using human development theory and identifying their development needs and gaps. Students will also identify how different variables such as the environment and culture impact a variety of types of development including physical, emotional, and psychosocial human development.

Prerequisite: None

### **HUS 3120 Human Sexuality**

**40 hours, 4 credits**

In this course, students will develop an awareness of historical, current, and cross-cultural perspectives on human sexuality. They will work through their initial reactions to individuals with different gender identities, sexual orientation, sexual behaviors, and experiences with sexual abuse. They will also acknowledge personal biases that may be barriers to working with others. Finally, they will also practice using effective techniques to address sexuality-related needs of clients.

Prerequisite: None

### **HUS 3130 Theoretical Approaches to Service Delivery**

**40 hours, 4 credits**

In this course, students will explore a variety of theoretical approaches for treatment and intervention service delivery in the human services and use them to address individual client needs. They will practice using approaches for short-term solutions, culturally diverse clients, and behavior change. Students will also practice assessing a human services agency's theoretical approach and creating a plan to prepare themselves to successfully implement the approach in practice.

Prerequisite: None

### **HUS 3260 Dynamics of Human Ecosystems**

**40 hours, 4 credits**

In this course, students will use an ecological systems perspective to view individuals within the broader context of the different systems they interact such as their family, work, school, community, and society. They will also explain how individual's historical context affects their current situation. Practice includes interacting with individuals to diagram the systems in which they interact and identifying strengths such as support systems to help enable them to make change in their lives.

Prerequisite: Theoretical Approaches to Service Delivery

### **HUS 3270 Working with Special Populations**

**40 hours, 4 credits**

In this course, students will assess the attributes and needs of diverse populations served by human services such as elderly, children and family, GLBTQ, homeless, mentally and physically disabled, and ethnically diverse populations. They will also practice adapting strategies and locating resources to address the needs of those populations. They will also assess their own skills and potential challenges working with different populations to help shape their career path in the field.

Prerequisite: None

### **HUS 3340 Models and Techniques of Effective Helping**

**40 hours, 4 credits**

In this course, students will develop the day to day skills necessary to work one on one with clients. Practice includes building rapport, guiding conversations, and establishing clear boundaries and expectations for relationships with clients. They will also practice self-care by setting goals, acknowledging personal limitations, organizing their time, and creating a support network. They will also practice managing stress using strategies that work best for them to help prevent burnout in the field.

Prerequisite: None

### **HUS 3350 Applied Human Communication**

**40 hours, 4 credits**

In this course, students will practice using objective and professional verbal and nonverbal language when interacting with clients. This includes managing personal biases and controlling their emotions. Students will also practice creating informed opinions to become professional representatives in the field of human services. They will also practice using clear, concise, objective language to create goals, intervention plans, and document interactions with clients.

Prerequisite: None

### **HUS 4000 Social Problems and Advocacy**

**40 hours, 4 credits**

In this course, students will assess social problems from multiple perspectives and advocate for societal change to resolve social problems at a local, national, and global level. Perspectives include systems, historical, and sociological perspectives to analyze the root causes of the problem, the institutions and issues that compound the problem, and different ways of viewing and addressing the problem. Students will also practice selecting appropriate advocacy strategies and settings in which to effectively advocate for change.

Prerequisite: None

### **HUS 4130 Research Methodology in Human Services**

**40 hours, 4 credits**

In this course, students will evaluate research in the human services to determine its validity and applicability to addressing client needs. They will practice using basic research terms to accurately describe field research. They will also practice using basic research methods such as surveys and needs assessments to gather data to address client and community needs. They will also practice using available data to identify patterns and service gaps within a community.

Prerequisite: Theoretical Approaches to Service Delivery and Dynamics of Human Ecosystems

### **HUS 4140 Practical Application of Assessment and Evaluation**

**4 credits, 40 hours lecture**

In this course, students will practice completing intake interviews and observations to gather information to assess clients' situation. They will also practice interpreting the information they gathered to identify client needs and document a social history. They will also practice using the Diagnostic Statistical Manual (DSM) to interpret clients' diagnoses and identify needs related to mental health disorders. This course lays the groundwork for practicing developing and implementing intervention plans in the Intervention Plans and Resources course.

Prerequisite: None

### **HUS 4220 Intervention Strategies and Resources**

**40 hours, 4 credits**

In this course, students will practice enabling clients to move through the stages of change and implement treatment plans to improve the quality of their lives. Practice includes using motivational interviewing strategies to help build self-efficacy and autonomy and to work through any conflicts between clients' values, ideas, and behaviors. Students will also practice collaboratively creating treatment plans with clients. This includes defining goals and priorities, locating appropriate resources, and determining ways to measure progress.

Prerequisite: Practical Application of Assessment & Evaluation

### **HUS 4230 Administration and Management in Human Services**

**40 hours, 4 credits**

In this course, students will develop a broader perspective on human services as a strategic, ethical leader. They will practice designing programs and implementation and evaluation plans to address a community need. They will also practice maintaining the responsibilities of a human services leader including managing individuals and supporting operational aspects of an agency. Finally, they will also work on addressing stakeholder needs and maintaining a solid reputation of an agency within their community.

Prerequisite: None

### **HUS 4300 Case Management in Practice**

**40 hours, 4 credits**

In this course, students will practice integrating the skills they need to work effectively with clients as general case workers in human services. They will practice managing multiple complex cases to effectively prioritize and address individual client needs. This practice includes assessing needs, identify strengths, creating appropriate service plans, and coordinating and monitoring progress. It also includes completing documentation to communicate case work. Students will also practice using effective helping skills to manage their cases and effectively address client needs.

Prerequisite: None

### **HUS 4440 Pathways to Career Success**

**40 hours, 4 credits**

In this course, students will assess their personal values, beliefs, and interests in human services and create a relevant career path for their professional development. Practice includes exploring potential career opportunities and selecting specific populations to serve, needs to address, and settings to work in. They will also create career related goals, assess current strengths and growth opportunities, and identify strategies to address potential challenges they may encounter in the profession.

Prerequisite: None

### **HUS 4450 Human Services Capstone II**

**30 hours, 3 credits**

The capstone course represents the final milestone in the Human Services Bachelor's Degree program. Students will integrate the knowledge and skills gained to demonstrate achievement of the program outcomes. They will support their work by demonstrating their transferable skills including critical thinking, digital fluency, information literacy, ethics, communication, and diversity to support practice as a professional in the field of human services. Students will also participate in discussions and reflective exercises to determine how to continue to develop as a professional in the field.

Prerequisite: HUS 3000 Ethics and Professionalism in Human Services; HUS 4130 Research Methodology; expected to be the final upper-level core course completed

### **HUS 4460 Internship for Human Services II**

**30 hours, 3 credits**

**100 hours practicum**

The internship course represents the final milestone in the Human Services Bachelor's Degree program. Students will integrate the knowledge and skills gained to demonstrate achievement of the program outcomes through the completion of an internship in the field of human services. They will support their work by demonstrating their transferable skills including critical thinking, digital fluency, information literacy, ethics, communication, and diversity to support practice as a professional in the field of human services. Students will also participate in discussions and reflective exercises to support their work in the field and determine how to continue to develop as a professional in human services.

Prerequisite: Expected to be the final upper-level core course completed

### **IDC 3152 Enterprise Resource Reporting**

**40 hours, 4 credits**

In this course students will develop an understanding of advanced enterprise resource reporting and business intelligence and how businesses can use them to support decision-making. Major electronic techniques and tools for classifying, segmenting, and analyzing business information will be examined. Students will learn how to integrate enterprise resource tools into standard business processes.

Prerequisite: None

**IDC 3688 Advanced Relational Databases for Business Applications I**  
40 hours, 4 credits

In this course, students learn to lead the management and implementation of enterprise relational database solutions within a corporate environment. Students will learn about leading relational solutions, how to assess the business needs for an enterprise database solution, and how to create the business requirements for the selected solution. Key decision-making criteria like performance, compliance, security, and scalability requirements will be addressed. Students will present their solution recommendation in a written document and oral presentation.

Prerequisite: None

**IDC 4291 Advanced Business Process Management**  
40 hours, 4 credits

This course is a study of the characteristics and functions of business process management systems as a tool to improve business performance. This course explores the installation of a BPM system and the specialized tools and advanced techniques made available from such a system.

Prerequisite: None

**INS 3677 International Leadership and Human Resource Management**  
40 hours, 4 credits

This course is designed to introduce students to the complexities of the human resource management processes on a global scale. Students learn how to differentiate between domestic and international human resource management. Employee training and development is addressed, including how to assimilate new employees in the global arena.

Prerequisite: None

**ISM 2321 Managing Information Security**  
40 hours, 3 credits

Information security is not only an IT issue, but a management issue as well. 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. This course is one step in helping students prepare to take the SSCP certification exam.

Prerequisite: Networking Security

**ISM 2541C Project Management and Team Leadership**  
40 Hours, 3 credits

In this course, students will discover many of the theories and methodologies of effective leadership and project management. The topics of managing diverse teams, multi-tasking, planning for contingencies, as well as fundamentals in project management best practices will be covered. The student will come away with an understanding of leadership and project management practices that can be put to use in the workplace.

Prerequisite: Excel

**ISM 3015 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

**ISM 3110C Information Technology Project Management Tools**  
60 Hours, 4 credits

This course will introduce students to the generally accepted processes and knowledge areas found in the project management profession; the tools such as Excel, Visio, MS Project; and techniques to drive the project.

Prerequisites: Excel; Information Technology Systems Design

**ISM 3255C Information Technology Project Management I**  
60 Hours, 4 credits

This course emphasizes the fundamental concepts and principles of project management defined by the Project Management Institute's (PMI) in the Certified Associate in Project Management (CAPM) topics that include project planning, executing, monitoring, and controlling tools and techniques.

Prerequisite: Information Technology Project Management Tools

**ISM 3812 Project Management for IT**  
40 hours, 4 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

**ISM 4470C Information Technology Project Management II**  
60 Hours, 4 credits

In this course, students further their learning on the fundamental concepts of project management and learn to apply principles of cost estimation and budgeting; quality planning, management, and control; and procurement lifecycle activities as they relate to projects.

Prerequisite: Information Technology Project Management I

**ISM 4505C Information Technology Organization Support**  
50 Hours, 4 credits

Supporting an organization with a myriad of software and hardware implementations can be a daunting challenge. This course gives a systematic approach to understanding how to best effectively support the computing environment for competitive advantage.

Prerequisite: None

**LBS 2030 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

**LDR 2439 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.

Prerequisite: None

**LIT 2000 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 determining literary meaning, form, and value.

Prerequisite: None [English Composition recommended]

**LIT 3191 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

**LIT 3382 Modern World Literature**  
40 hours, 4 credits

This course explores how authors from around the world have engaged with important themes and historical events since the onset of modernism near the start of the twentieth century. Students will examine the interplay of fiction and history, the varieties of literary style, and the qualities that link as well as distinguish works from different cultures. Students will respond to texts critically in discussion and essays, as well as research critical evaluations of literary topics, authors, etc.

Prerequisite: None

**MAC 1106 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

**MAD 3300 Discrete Mathematics**  
40 hours, 4 credits

Discrete mathematics is an essential part of the foundation of statistics and algebra. In this course, students will study logic, counting, probability, and basic cryptography. Topics include set theory, functions, relations, algorithms, and graph theory. The emphasis is on ideas and abstraction, in addition to problem solving. This course will prepare students to apply abstract thinking in their prospective career fields.

Prerequisite: None

**MAN 1300 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.

Prerequisite: None

**MAN 2021 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.

Prerequisite: None

**MAN 2062 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

**MAN 2793 Introduction to Functional and Project Management**  
40 hours, 4 credits

This course examines various management roles and how they interrelate within organizations by analyzing the daily tasks and responsibilities within each management role. The course compares how divisional managers lead teams, investigates cross-functional team relations and discusses the importance of developing project management skills within various management disciplines.

Prerequisite: None

## COURSE DESCRIPTIONS

### **MAN 3175 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

### **MAN 3322 Human Resource Information Systems** 40 hours, 4 credits

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

Prerequisite: None

### **MAN 3429 Modern Human Resource Management** 40 hours, 4 credits

This seminar course introduces students to timely human resources topics: Helping organizations manage workforce planning related to mergers and acquisitions, outsourcing and offshoring as a workload planning strategy, and sustainability and corporate social responsibility.

Prerequisite: None

### **MAN 3504 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

### **MAN 3668 Strategic Human Resource Management** 40 hours, 4 credits

This course is designed to teach students how to integrate the human resources function with an organization's overall strategic planning process. Students will learn how to establish human resources goals and objectives in the context of an organization's business goals to help increase employee performance and satisfaction. Strategies for creating a culture that values innovation and competitiveness will also be explored.

Prerequisite: None

### **MAN 4055 Workforce Performance and Talent Management** 40 hours, 4 credits

This course examines strategies and techniques for developing and managing employees to help institutions create a competitive workforce. Students will learn how to work with employees on how to build a successful career through an institution's performance appraisal and professional development processes.

Prerequisite: None

### **MAN 4128 Workforce and Labor Relations Management** 40 hours, 4 credits

This course examines the context of workforce and labor relations management, the collective bargaining process and labor contracts. Students will learn how to establish a bargaining unit, negotiate and implement a collective bargaining agreement, and participate in the arbitration process.

Prerequisite: None

### **MAN 4143 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

### **MAN 4240 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

### **MAN 4320 Human Resource Recruitment and Selection** 40 hours, 4 credits

This course introduces students to the basic principles and techniques of staffing the workplace. Students will analyze theories and strategies utilized in staffing, planning, recruiting, and selection and performance assessment.

Prerequisite: None

### **MAN 4330 Compensation Administration** 40 hours, 4 credits

This course addresses tangible and intangible compensation and the use of compensation to motivate and reward employee performance. The course also covers job analysis, job description, and job evaluation on the basis of compensable factors as well as designing an equitable pay structure. In addition, students analyze the influence of unions and government in determining the compensation of the labor force, including compensation of both hourly workers and managerial employees.

Prerequisite: None

### **MAN 4441 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

### **MAN 4572 Instructional Design, Training and Development, and Learning** 40 hours, 4 credits

In this course, students apply the knowledge and skills they have learned in the Human Resource and Organizational Leadership Bachelor of Science degree to a real-world business scenario. Key areas of focus include: strategic human resource management, organizational leadership, workforce performance, compensation, and benefits, employment law, corporate social responsibility, workplace health, safety and security, employee engagement and motivation, needs analysis, metrics, and training and development. This course is designed to be taken at the end of the program.

Prerequisite: None

### **MAN 4602 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

### **MAN 4679 Performance-Based Training and Instructional Design** 40 hours 4 credits

This course is designed to introduce students to the field of instructional design. Theories of instructional design are covered, with an emphasis on the systematic approach to learning and instruction. Students will transfer the learning to a project, demonstrating an understanding of key instructional design concepts: analysis, design, development, implementation, and evaluation.

Prerequisite: None

### **MAN 4701 Leading Change** 40 hours 4 credits

This course will focus on the impact of change in an organizational setting. Various change management models will be explored, providing students with a foundation for approaching change and developing effective skills and techniques to perform in the workplace when change occurs. Students apply business concepts to real-world case study examples and determine strategies for bringing constructive change to an organization.

Prerequisite: None

### **MAN 4720 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: None

### **MAN 4845 Leadership and Teams** 40 hours 4 credits

This course provides an applied approach to leadership, team building, collaboration, and conflict resolution. Students will understand and apply these concepts to workplace settings. Students will develop structures, processes, and strategies to create and maintain effective teams. Gender, culture, individuality, and telecommuting in team dynamics will also be explored.

Prerequisite: None

### **MAN 4900 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: Expected to be the final upper-level core course completed

### **MAN 4990 Human Resource Management Internship** 40 hours, 2 credits *MAN 4990 Lecture (10 hours, 1 credit)* *MAN 4990LL Internship (30 hours, 1 credit)*

In this course, students take on the role of consultant to apply the knowledge and skills they have learned in the Human Resource and Organizational Leadership Bachelor of Science degree to a real-world business scenario. Key areas of focus include: Strategic human resource management, organizational leadership, workforce performance, compensation and benefits, employment law, corporate social responsibility, workplace health, safety and security, employee engagement and motivation, needs analysis, metrics, and training and development. This course is designed to be taken at the end of the program.

Prerequisite: Human Resources and Organizational Leadership Bachelor's student in last or second-to-last quarter

### **MAN 4991 Human Resource Project Capstone** 20 hours, 2 credits

In this course, students apply the knowledge and skills they have learned in the Human Resource and Organizational Leadership Bachelor of Science degree to a real-world business scenario. Key areas of focus include: strategic human resource management, organizational leadership, workforce performance, compensation and benefits, employment law, corporate social responsibility, workplace health, safety and security, employee engagement and motivation, needs analysis, metrics, and training and development. This course is designed to be taken at the end of the program.

Prerequisite: Human Resources and Organizational Leadership Bachelor's student in last or second-to-last quarter

### **MAR 2011 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



**MAR 2374 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

**MAR 2873 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

**MAR 3295 Internet Marketing, Public Relations and Social Media**  
**40 hours, 4 credits**

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

Prerequisite: None

**MAR 3592 Strategic Sales and Sales Management**  
**40 hours 4 credits**

Students will examine strategies and relationships that relate to the job of managing an effective sales force. A concentration on developing a sales force program and managing strategic account relationships will be applied. The focus on sales management will allow students to explore team development, diversity in the work force, problem-solving skills, and financial issues.

Prerequisite: None

**MAR 3817 Search Engine Optimization and Marketing Strategies**  
**40 hours, 4 credits**

This course is designed to give students an in-depth understanding of search engine optimization and search engine marketing strategies and techniques. Application of key word strategies, local, and offpage search engine optimization techniques, developing an account structure, identifying differences in black hat/white hat philosophies, and defining success metrics are examined. Students will also gain hands-on experience developing and optimizing campaigns.

Prerequisite: None

**MAR 4239 Marketing and Product Management**  
**40 hours 4 credits**

Students will explore the amalgamation of marketing and product management. The applications-oriented focus will allow students to develop a marketing plan with a concentration on product lifecycle management and customer relationship management. Students will apply theory and concepts in the areas of marketing, management, economics, as well as finance in the marketing planning process.

Prerequisite: None

**MAR 4355 Web Analytics**  
**40 hours, 4 credits**

This course teaches the fundamentals of how to use web analytics concepts, tools, and techniques to harness the power of an organization's website to create measurable business value, increase customer retention, and build customer loyalty.

Prerequisite: Search Engine Optimization and Marketing Strategies

**MAR 4582 Internet Law**  
**40 hours, 4 credits**

This course gives students an in-depth understanding of internet law and how it applies to online commerce and today's business transactions.

Prerequisite: Business Law

**MAR 4806 Marketing Capstone**  
**20 hours 2 credits**

In this course students apply the knowledge and skills they have learned in the Marketing Bachelor of Science Degree to a real-world business scenario. Key areas of focus include: Public relations and advertising, internet marketing, consumer behavior, website development for business professionals, and sales management. This course is designed to be taken at the end of the program.

Prerequisite: Expected to be the final upper-level core course completed

**MAT 1222 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 Developmental Education coursework or placement determined by Rasmussen College entrance placement exam score

**MAT 1402 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 Developmental Education coursework or placement determined by Rasmussen College entrance placement exam score

**MAT 3172 The Mathematics of Games**  
**40 hours, 4 credits**

An introduction to the mathematics of games. Math topics may include, but are not limited to, probability, statistics, and introductory game theory.

Prerequisite: None

**MCB 2289 Introduction to Microbiology**  
**70 hours, 5 credits**

*MCB 2289 Lecture (30 hours, 3 credits)*  
*MCB 2289L Lab (40 hours, 2 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; and interactions with and impact of microbes on humans, including mechanisms of pathogenicity.

Prerequisite: None

**MEA 1243 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

**MEA 1350 Fundamentals in Clinical Techniques**  
**100 hours, 6 credits**  
*MEA 1350 Lecture (20 hours, 2 credits)*  
*MEA 1350L Lab (80 hours, 4 credits)*

In this course, students will begin to develop and apply skills in injections, phlebotomy, and basic vital signs. They will begin to understand reasoning and sequencing of immunizations, basic lab functions, and applied lab skills as well as learn basic CPR. In addition, students will recognize proper techniques in providing efficient patient care within a clinical setting and applied knowledge of basic laboratory coding.

Prerequisite: None

**MEA 1460 Clinical Laboratory Applications & Diagnostic Procedures I**  
**100 hours, 6 credits**

*MEA 1460 Lecture (20 hours, 2 credits)*  
*MEA 1460L Lab (80 hours, 4 credits)*

In this course, students will begin to develop and apply learned patient care assessment, procedures, diagnosis, and treatments within clinical departments to include Internal Medicine, Geriatrics, Pediatrics, Urology, Cardiology, Endocrinology, Special Needs and Disability patient care. In addition, students will recognize proper assessment and utilize basic skills in working with patients dealing with a terminal illness in addition to identifying the psychological states of death or dying. In this course, students will also learn basic procedural coding, where applicable.

Prerequisite: Fundamentals in Clinical Techniques, Medical Terminology, and Structure and Function of the Human Body

**MEA 1570 Clinical Laboratory Applications & Diagnostic Procedures II**  
**100 hours, 6 credits**

*MEA 1570 Lecture (20 hours, 2 credits)*  
*MEA 1570L Lab (80 hours, 4 credits)*

In this course, students will begin to develop and apply learned applied skills and procedure technique within Pulmonary, Audiology, and Ophthalmology. Students will also learn patient care assessment, procedures, and applicable tests within Women's Health, the importance of good nutrition in conjunction with an understanding of common eating disorders. In addition, students will learn to work with common injuries and treatment of Orthopedics. Students will gain overall knowledge within various clinical department settings.

Prerequisite: Fundamentals in Clinical Techniques, Medical Terminology, and Structure and Function of the Human Body

**MEA 2203 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

**MEA 2820 Medical Assisting Capstone**  
**20 hours, 2 credits**

In conjunction with the Medical Assisting Externship 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).

Co-requisite: MEA 2895 Medical Assisting Experiential Externship or MEA 2976 Medical Assisting Professional Externship; Expected to be the final lower-level core course completed

**MEA 2895 Medical Assistant Experiential Externship**  
**200 hours, 6 credits**

In conjunction with a Medical Assisting Capstone, students will complete 180 hours of a Medical Assisting training experience in a physician's office/clinic or medical center and 10 hours of online lecture. 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.

Prerequisite: Successful completion of all Medical Assisting core courses except Career Development

Co-requisite: Medical Assisting Capstone

## COURSE DESCRIPTIONS

### MEA 2976 Medical Assistant Professional Externship 260 hours, 6 credits

In conjunction with the Medical Assisting Capstone course, students will train in a physician's office/clinic or medical center. They will complete 240 hours of Medical Assistant training where they will perform a wide variety of clinical, administrative and technical duties. They will develop their skills to better prepare them for their future employment in the Medical Assisting field. Under no circumstances will the student receive any form of compensation for the hours they work.

Prerequisite: Successful completion of all Medical Assisting core courses except Career Development

Co-requisite: Medical Assisting Capstone

### MGF 1100 Quantitative Literacy 40 hours, 4 credits

In this course students will explore the importance of numbers and numeracy. They will also get the opportunity to analyze and solve real-world problems from the fields of business, finance, and the natural sciences. Students will incorporate their prior math knowledge and develop new mathematical tools throughout the course. This will include: Propositional logic, set theory, geometry, probability, statistics, linear modeling, and exponential modeling.

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

### MLT 1245 Clinical Chemistry I 40 hours, 3 credits

*MLT 1245 Lecture (20 hours, 2 credits)*  
*MLT 1245L Lab (20 hours, 1 credit)*

An introduction to analytical techniques, instrumentation, and basic principles of clinical chemistry methods. Presents the theory and application of biochemical analytes, including clinical significance and normal reference ranges.

Prerequisites: PHA 1500 Structure and Function of the Human Body; Algebra

### MLT 1325 Phlebotomy 40 hours, 3 credits

*MLT 1325 Lecture (20 hours, 2 credits)*  
*MLT 1325L Lab (20 hours, 1 credit)*

In this course, students will learn the skills to perform a variety of blood collection methods using proper techniques and universal precautions. This course will emphasize proper patient identification and applying the principles of safety and infection control. The student laboratory setting will provide an opportunity to perform basic phlebotomy procedures.

Prerequisite: None

### MLT 1377 Hematology I 40 hours, 3 credits

*MLT 1377 Lecture (20 hours, 2 credits)*  
*MLT 1377L Lab (20 hours, 1 credit)*

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.

Prerequisite: PHA 1500 Structure and Function of the Human Body

### MLT 1448 Clinical Microbiology I 40 hours, 3 credits

*MLT 1448 Lecture (20 hours, 2 credits)*  
*MLT 1448L Lab (20 hours, 1 credit)*

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.

Prerequisite: PHA 1500 Structure and Function of the Human Body

### MLT 1485 Urinalysis 40 hours, 3 credits

*MLT 1485 Lecture (20 hours, 2 credits)*  
*MLT 1485L Lab (20 hours, 1 credit)*

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.

Prerequisite: PHA 1500 Structure and Function of the Human Body

### MLT 1728 Introduction to Chemistry 40 hours, 3 credits

*MLT 1728 Lecture (20 hours, 2 credits)*  
*MLT 1728 Lab (20 hours, 1 credit)*

This course is designed for the student without a chemistry background. It includes: Chemical symbols and formulas, atomic theory, equation writing and balancing, chemical nomenclature, calculations involving chemical formula and a brief introduction to organic chemistry, physical chemistry, analytical and biochemistry.

Prerequisite: None

### MLT 2166 Clinical Chemistry II 60 hours, 4 credits

*MLT 2166 Lecture (30 hours, 2.5 credits)*  
*MLT 2166L Lab (30 hours, 1.5 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

### MLT 2230 Hematology II 60 hours, 4 credits

*MLT 2230 Lecture (30 hours, 2.5 credits)*  
*MLT 2230L Lab (30 hours, 1.5 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

### MLT 2395 Immunology 40 hours, 3 credits

*MLT 2395 Lecture (20 hours, 2 credits)*  
*MLT 2395L Lab (20 hours, 1 credit)*

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: Structure and Function of the Human Body

### MLT 2450 Immunohematology 40 hours, 3 credits

*MLT 2450 Lecture (20 hours, 2 credits)*  
*MLT 2450L Lab (20 hours, 2 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

### MLT 2533 Clinical Microbiology II 60 hours, 4 credits

*MLT 2533 Lecture (30 hours, 2.5 credits)*  
*MLT 2533L Lab (30 hours, 1.5 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

### MLT 2775 Clinical Practicum 360 hours, 12 credits

Supervised clinical rotations and or simulation laboratory experience of the microbiology, immunohematology, clinical chemistry, urinalysis, hematology, and phlebotomy departments.

Prerequisite: Approval by MLT Program Coordinator; completion of all coursework required by clinical affiliate and MLT Program Coordinator

Co-requisite: Medical Laboratory Technician Capstone

### MLT 2864 Medical Laboratory Technician Capstone 20 hours, 2 credits

Students will demonstrate their knowledge, clinical and laboratory experience in the areas of microbiology, immunohematology, clinical chemistry, urinalysis, hematology, and phlebotomy.

Co-requisite: Clinical Practicum

### MMC 3209 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: None

### MMC 3407 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

### MNA 1161 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

### NGR 5000 Transitioning to a Nurse Scholar 40 hours, 4 credits

This course builds on knowledge and skills developed in undergraduate research and statistics while emphasizing the connection to theory development and the science of nursing. Students analyze nursing research, the contributions of the empirical approach, and the relationship to evidence-based practice. Selected research designs and methodologies, along with statistical analyses, which are used to advance nursing knowledge, are examined.

Prerequisite: Must be taken during a student's first quarter.

Prerequisite or co-requisite: Successful completion of a 3000-level or higher statistics course, taken within the past five years

### NGR 5100 Advanced Pharmacology 40 hours, 4 credits

This course expands the students' knowledge of the principles of pharmacodynamics, pharmacokinetics, and pharmacotherapeutics for broad categories of agents used in the treatment of physiologic changes that occur within the human body. It prepares graduate-level nurses to accurately describe, administer, and educate clients regarding appropriate and safe medication regimens. Learning experiences are integrated to provide students the opportunity to synthesize the knowledge and application of pharmacological theory while incorporating physical, psychosocial, developmental, and cultural considerations within the communities we serve.

Prerequisite or co-requisite: Successful completion of a 3000-level or higher statistics course, taken within the past five years

### NGR 5200 Advanced Pathophysiology 40 hours, 4 credits

This course provides in-depth knowledge necessary to distinguish normal physiology and alterations produced by injury and disease. Students gain a higher level of knowledge and understanding of normal physiologic and pathological phenomena and develop clinical reasoning skills that are essential for advanced clinical assessments and understanding different diagnoses and therapeutic decision-making. Students examine the etiology, pathogenesis, developmental and environmental influences, along with the clinical manifestations, of alterations in health that impact individuals and communities on a local and global level.

Prerequisite: None

### NGR 5300 Advanced Holistic Health Assessment 40 hours, 4 credits

This course builds on knowledge of anatomy, physiology, and assessment skills previously attained in undergraduate nursing education. Emphasis is placed on the application of advanced assessment techniques, performing focused and comprehensive health assessments, critical thinking, clinical reasoning and judgment, and collaboration with the inter-professional team.

Prerequisite: None

**NGR 5400 The Impact of Ethics on Decision-Making in Healthcare**  
40 hours, 4 credits

This course provides an opportunity for students to assess ethical and legal issues that impact nurses at the forefront of healthcare. Through the identification and analysis of ethical theories and principles, students explore current issues that impact professional nursing and global healthcare. Students will compare and contrast decision-making models that influence clients and communities.

Prerequisite: None

**NGR 6000 The Art of Influencing Policy**  
40 hours, 4 credits

This course examines the processes of influencing and forming healthcare policy by reviewing the history, theory, structure, and process of policymaking in a variety of settings. Students will identify and analyze healthcare policy at a variety of levels: Institutional, local, state, and national. Students will understand the implications of economic-, ethical-, and social-policy decisions and how they impact healthcare.

Prerequisite: Completion of all 5000-level courses, except The Impact of Ethics on Decision-Making in Healthcare, which is a prerequisite or co-requisite

**NGR 6100 The Business Side of Nursing**  
40 hours, 4 credits

This course provides the opportunity for students to analyze healthcare economics as an important intrinsic part of their role as a nursing leader. Students will analyze a budget and business plan using a variety of methods to challenge or support allocations, while utilizing a systematic framework to support healthcare decisions.

Prerequisite: Completion of all 5000-level courses, except The Impact of Ethics on Decision-Making in Healthcare, which is a prerequisite or co-requisite

**NGR 6200 Transforming the Experience of Learning**  
40 hours, 4 credits

This course focuses on the integration of theory and evidence to transform student learning and assessment. Teaching and learning strategies for classroom and clinical instruction using conventional methods and innovative technology are explored along with appropriate methods of evaluation. Self-reflection is used to foster the development of professional and personal traits, which promote a safe, effective, and positive learning environment.

Prerequisite: Completion of all 5000-level courses, except The Impact of Ethics on Decision-Making in Healthcare, which is a prerequisite or co-requisite

**NGR 6300 Curriculum Design and Program Evaluation**  
40 hours, 4 credits

This course focuses on design, development, evaluation, and refinement of nursing curriculum within the nursing program framework. Societal, healthcare, and educational trends will be examined with feedback from key external and internal stakeholders as a method to engage in continuous quality improvement.

Prerequisite: Completion of all 5000-level courses, except The Impact of Ethics on Decision-Making in Healthcare, which is a prerequisite or co-requisite

**NGR 6400 Innovative Teaching and Assessment Strategies**  
80 hours, 4 credits

This course prepares students to expand the knowledge and skills required to be a competent, enthusiastic, nurse educator. It places the focus on integration and appraisal of transformative teaching and assessment strategies within a community of practice.

Prerequisite or co-requisite: Transforming the Experience of Learning

**NGR 6450 Scholarship of Teaching**  
80 hours, 4 credits

This course prepares students to develop and implement strategies for scholarship, service, and leadership within the educational setting. The focus of the course is to explore the many roles and responsibilities of the nurse educator and to provide the students with an opportunity to select and operationalize aspects of the nurse educator role.

Prerequisite or co-requisite: Curriculum Design and Program Evaluation

**NGR 6500 The Art of Leadership**  
40 hours, 4 credits

This course evaluates nursing leadership and places emphasis on the application of advanced skills to effectively engage and collaborate to lead change. Topics covered will focus on role transformation, strategic visioning, contemporary approaches, decision-making tools, emotional intelligence techniques, and change strategies. This course will prepare students for opportunities to lead change and transform the profession of nursing.

Prerequisite: Completion of all 5000-level courses, except The Impact of Ethics on Decision-Making in Healthcare, which is a prerequisite or co-requisite

**NGR 6600 The Science of Nursing Administration**  
40 hours, 4 credits

In this course, students explore the many facets of healthcare administration. Skills of economic and operations management, human resources, project management, and performance management are explored and applied in various health systems scenarios.

Prerequisite: Completion of all 5000-level courses, except The Impact of Ethics on Decision-Making in Healthcare, which is a prerequisite or co-requisite

**NGR 6700 Leading the Future of Healthcare**  
80 hours, 4 credits

This course prepares students to expand the knowledge and skills required to be nurse leader. It places focus on the integration and appraisal of leadership strategies within a community of practice. Additionally, students are provided the opportunity to demonstrate synthesis of learning and to integrate their knowledge of research, leadership skills, and nursing theories to complete a scholarly project.

Prerequisite or co-requisite: The Art of Leadership

**NGR 6800 Administration Immersion**  
80 hours, 4 credits

This course builds on the strong foundation acquired in The Science of Nursing Administration course. Students apply administrative knowledge and skills needed to perform effectively and assume leadership/management positions in complex healthcare systems. The practicum experience provides a catalyst for new insights, collaboration, and integration of innovative leadership.

Prerequisite or co-requisite: The Science of Nursing Administration

**NGR 6900 MSN Capstone**  
40 hours, 4 credits

The Capstone course provides an opportunity for students to integrate experiential learning and new behaviors when synthesizing strategies to resolve issues present in advanced nursing. This course prepares students to demonstrate mastery of complex information required to innovate, lead, and utilize best evidence when championing change for positive outcomes.

Prerequisite: Must be taken during a student's final quarter

**NUR 1172 Nutritional Principles in Nursing**  
40 hours, 4 credits

This course introduces digestion, absorption, and metabolism. Emphasis is placed on the body's ability to meet basic health and wellness needs as it pertains to diverse clients across the life span as well as nutritional requirements for alterations in health. Students are introduced to nutrition and healthy eating, nutritional food plans and management, energy balance, life cycle and clinical nutrition, and diet therapy to prepare them to care for their client's nutritional needs.

*Practical Nursing Diploma:*

Prerequisites: Admission to Practical Nursing program.

*A-BSN entrance options and Professional Nursing Associate's Degree:*

Prerequisite: BSC 2346 Human Anatomy & Physiology I

Pre- or co-requisite: BSC 2347 Human Anatomy and Physiology II

**NUR 1245 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

**NUR 1381 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

**NUR 2058 Dimensions of Nursing Practice**  
40 Hours, 4 Credits

This course introduces students to key principles and concepts of professional nursing and how nursing is practiced in diverse healthcare settings with patients across the life span. Focus is on nursing's past and present, professionalism, theory and concept-based nursing, evidence-based practice, legal and ethical issues, critical-thinking skills and clinical judgment, the nursing process, client safety, quality and quality improvement, and fundamental QSEN Core Competencies. Interdisciplinary collaboration, communication, cultural diversity, and nursing informatics are also emphasized. The course concludes with discussion of care coordination and continuity, key issues and trends and a self-care/development plan for success during the Nursing program.

Prerequisite: Admission to the Nursing program

**NUR 2092 Health Assessment**  
45 Hours, 4 credits

*NUR 2092 Lecture (35 hours, 3.5 credits)*

*NUR 2092L Lab (10 hours, 0.5 credits)*

This course focuses on client assessment and the formation of a nursing diagnosis with an emphasis on the evaluation of health risks and health education. This course is designed to develop the students' knowledge and skills for obtaining and recording a systematic, comprehensive health history and physical examination of the adult client. Opportunities will be presented that provide for the synthesis of nursing, biological, psychological, and sociocultural knowledge and theories as they apply to the findings obtained in the comprehensive health assessment of adults. Interviewing and clinical examination skills will be utilized to gather and analyze data relevant to common health problems. A lab component is integrated within this course that will help the student demonstrate his or her health assessment skills.

*Laboratory Component*

The laboratory component of this course focuses on the acquisition of skill competencies to conduct systematic client assessments. Emphasis is on skills application, nursing history, system assessments, and documentation.

Prerequisite: Human Anatomy and Physiology I

Pre- or co-requisite: Human Anatomy and Physiology II

## COURSE DESCRIPTIONS

### **NUR 2115 Fundamentals of Professional Nursing**

**107.5 hours, 6 credits**

*NUR 2115 Lecture (30 hours, 3 credits)*

*NUR 2115L Lab (25 hours, 1.25 credit)*

*NUR 2115LL Clinical (52.5 hours, 1.75 credits)*

This course is comprised of theory, lab, and clinical components 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.

Prerequisites: Dimensions of Nursing Practice; Health Assessment

Pre- or co-requisites: Nutritional Principles in Nursing; Pharmacology

### **NUR 2162 Critical Analysis and Nursing Science**

**50 Hours, 4 Credits**

*NUR 2162 Lecture (35 Hours, 3.5 Credits)*

*NUR 2162LL Clinical (15 Hours, 0.5 Credits)*

This course examines the balance needed between the art and science of nursing and the delivery of compassionate, holistic care. Students will develop critical reasoning and analysis skills supported by evidence-based research to study core frameworks, models, theories, and concepts that influence nursing practice such as health, alterations in health, wellness, illness, holism, caring, environment, self-care, diversity, interpersonal and team relationships, transitional care, nursing process, client safety and quality, ethics, standards of practice, and evidence-based clinical decision-making. The history of nursing, nurse theorists, and present day presence and image will be investigated to gain an understanding about how they have influenced the discipline and healthcare. Having the opportunity to integrate theory, research, and practice, students will begin to appreciate nursing's unique role in responding to and meeting the physical, behavioral, and psychological needs of society, the environment, diverse populations and communities, families, and clients.

#### **Clinical Component**

The clinical component of this course focuses on the demonstration of critical reasoning and analysis skills, evidence-based research, and the integration of basic theory, research, the nursing process, and standards and scope of professional nursing practice. Students collect pertinent information about the physical, behavioral, and psychosocial needs of a selected client to complete a nursing history.

Pre- or co-requisite: English Composition

### **NUR 2284 Health, Wellness and Self-Care**

**40 hours, 4 credits**

This course is designed to expand students' appreciation and integration of holistic nursing philosophy, theory, and practice. Highlighted are determinants of health, wellness, alterations in health, and disease/illness across the life span. Students will learn the importance of using holistic health assessments for communities, families, clients, and themselves along with nursing's role in health promotion and disease/illness prevention. Self-care and health and healing in daily living are also significant components of this course. Students will begin examining linkages between mind, body, and spirit, and how stress is a challenge to health and well-being. The course provides an opportunity for students to identify evidence-based self-care strategies and methods to respond to stress in health-producing ways, make healthy choices, adhere to and practice wellness for their own self-care, and that of communities, families, and clients.

Prerequisite: Admission to the BSN Program

### **NUR 2320 Nursing Ethics and Legal Issues**

**40 Hours, 4 Credits**

This course provides the framework needed to critically investigate ethical and legal concepts, issues and regulations, their interconnecting relationships, and the ethical/legal/moral dilemmas that may occur in delivering safe, competent, and compassionate care in diverse healthcare settings. Legal issues and their underlying implications and ethical theories, values, and decision-making processes will also be carefully examined. Selected cases reflecting problems where ethical and legal decisions affecting nursing practice, clients, and healthcare will be analyzed using legal/moral/ethical perspectives and approaches.

Pre- or co-requisite: NUR 3294 Essentials of Professional Nursing

### **NUR 2349 Professional Nursing I**

**107.5 hours, 6 credits**

*NUR 2349 Lecture (32.5 hours, 3.25 credits)*

*NUR 2349L Lab (15 hours, .75 credits)*

*NUR 2349LL Clinical (60 hours, 2 credits)*

This course is comprised of theory, lab, and clinical components 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; Pharmacology

### **NUR 2407 Pharmacology**

**100 Hours, 6 Credits**

*NUR 2407 Lecture (30 hours, 3 credits)*

*NUR 2407L Lab (40 hours, 2 credits)*

*NUR 2407LL Clinical (30 hours, 1 credit)*

This course emphasizes the delivery and therapeutic aspects of medication administration justified by evidence-based findings. Learning activities integrate principles and demonstration of the use of critical thinking and judgment to assure safe and competent administration and delivery of medications to include current rights of medication administration, dosage calculation, major drug classifications, and pharmacokinetics and pharmacodynamics inclusive of potential interactions with over-the-counter medications, herbals, and supplements. Students learn techniques to coach and mentor clients and their families regarding medications and their use, and to understand the legal, ethical, and cultural aspects of taking medications. The course includes the impact of technological devices and systems, economics, and regulatory forces on medication delivery as well as strategies on how to best collaborate with the healthcare team.

#### **Laboratory Component**

The laboratory component of this course focuses on the demonstration of competence in medication preparation, routes and administration, dosage calculation, and legal/ethical documentation.

#### **Clinical Component**

The clinical component of this course provides an opportunity for students to use critical-thinking skills and judgment to assess physiological and educational issues and the health outcomes of a client taking multiple medications, including simulated cases where clients are experiencing adverse reactions to medications.

Prerequisite: Admission to a Nursing program; Human Anatomy and Physiology I; Algebra

Pre- or co-requisite: Human Anatomy and Physiology II; Introduction to Microbiology

### **NUR 2488 Mental Health Nursing**

**55 hours, 4 credits**

*NUR 2488 Lecture (32.5 hours, 3.25 credits)*

*NUR 2488LL Clinical (22.5 hours, .75 credits)*

This course is comprised of theory and clinical components 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.

Prerequisites: Fundamentals of Professional Nursing; General Psychology; Pharmacology

### **NUR 2571 Professional Nursing II**

**110 hours, 6 credits**

*NUR 2571 Lecture (32.5 hours, 3.25 credits)*

*NUR 2571L Lab (10 hours, .5 credits)*

*NUR 2571LL Clinical (67.5 hours, 2.25 credits)*

This course is comprised of theory, lab, and clinical components 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

### **NUR 2633 Maternal Child Health Nursing**

**60 hours, 4 credits**

*NUR 2633 Lecture (30 hours, 3 credits)*

*NUR 2633LL Clinical (30 hours, 1 credit)*

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.

Prerequisites: Mental Health Nursing; Human Growth and Development

Pre- or co-requisite: Professional Nursing II

**NUR 2790 Professional Nursing III**  
**117.5 hours, 6 credits**

*NUR 2790 Lecture (30 hours, 3 credits)*  
*NUR 2790L Lab (5 hours, 0.25 credits)*  
*NUR 2790LL Clinical (82.5 hours, 2.75 credits)*

This course is comprised of theory, lab, and clinical components 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.

Prerequisites: Professional Nursing II; Maternal Child Health Nursing

**NUR 2868 Role, Scope, Quality, and Leadership in Professional Nursing**  
**80 hours, 4 credits**

*NUR 2868 Lecture (20 hours, 2 credits)*  
*NUR 2868LL Clinical (60 hours, 2 credits)*

This course is comprised of a theory and clinical component where students are able to demonstrate the knowledge, skills, and attitudes gained throughout the Professional Nursing Program. Emphasis is placed on clinical judgment, professionalism, quality improvement, and leadership. In order to successfully complete this course, the student must exhibit appropriate characteristics in the clinical setting related to communication, 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.

Pre- or co-requisite: Professional Nursing III

Co-requisite: Professional Nursing Capstone. Must be completed in student's final quarter.

**NUR 2944 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-requisite: Professional Nursing III

Co-requisite: Role, Scope, Quality, and Leadership in Professional Nursing. Must be completed in student's final quarter.

**NUR 3177 Comprehensive 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: NUR 3508 Quality and Safety in Nursing Practice

Pre- or Co-Requisite: NUR 3205 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 client-centered systems approach is used to explore the pathophysiology, etiology, risk factors, clinical presentation, and diagnostics of selected illness and disease. This course will aid the student's ability to develop sound nursing practices, critical reasoning abilities, and foster skills that provide safe and quality client care.

*RN to BSN entrance option:*

Prerequisite: Admission to RN to BSN entrance option

*A-BSN entrance option:*

Prerequisite: Human Anatomy and Physiology I; Human Anatomy and Physiology II

**NUR 3294 Essentials of Professional Nursing**  
**105 Hours, 6 Credits**

*NUR 3294 Lecture (30 Hours, 3 Credits)*  
*NUR 3294L Lab (30 Hours, 1.5 Credits)*  
*NUR 3294LL Clinical (45 Hours, 1.5 Credits)*

This course is designed for students to integrate the values and engage in professional nursing practice as generalists, become productive and effective staff members in a range of health care facilities, and have the ability and disposition to work in a care-delivery discipline. This course incorporates critical thinking and analyses, integration of interdisciplinary theories and concepts, and the nursing process as they are the framework from which evidence-based nursing care is delivered. Students will understand fundamental concepts and demonstrate professional attitudes and behaviors, basic nursing, therapeutic communication, and collaborative skills providing a sound foundation for more advanced and specialized areas of later clinical study and training. The intended outcome of this course is for students to learn how to practice as ethical, holistic, safe, competent, and compassionate caregivers who understand the needs and are able to care for diverse clients across the life span and will learn to care for populations with a range of acute, chronic, transitional, and emergency conditions/situations in a variety of settings from acute to long-term care.

*Laboratory Component*

The laboratory portion of this course focuses on the application of critical thinking and judgment to deliver and document ethical, safe, competent holistic client care. Students demonstrate professional attitudes and behaviors, basic nursing care skills, and effective observation and communication when demonstrating basic care skills.

*Clinical Component*

The clinical portion of this course focuses on professional nursing practice incorporating critical thinking and analyses, integration of interdisciplinary theories and concepts, and the nursing process from a framework of evidence-based practice. Students demonstrate professional attitudes and behaviors, basic nursing care, therapeutic communication, and collaboration skills.

Prerequisite: NUR 2162 Critical Analysis and Nursing Science; NUR 2092 Health Assessment

Pre- or co-requisite: NUR 1172 Nutritional Principles in Nursing

**NUR 3418 Introduction to Alternative and Complementary Therapies**  
**40 hours, 4 credits**

This course provides an introduction to the use of complementary and integrative therapies in healthcare. The goal is to provide the student with knowledge and experience in mind/body self-healing skills, multicultural integrative healthcare theories, practice environments, and interventions that can be used safely and effectively.

*RN to BSN entrance option:*

Admission to BSN Program

*A-BSN entrance option:*

Prerequisite: NUR 2407 Pharmacology

**NUR 3463 Adult Health – Acute Care**  
**150 Hours, 8 Credits**

*NUR 3463 Lecture (40 Hours, 4 Credits)*  
*NUR 3463L Lab (20 Hours, 1 Credit)*  
*NUR 3463LL Clinical (90 Hours, 3 Credits)*

This course focuses on providing holistic nursing care to adult clients experiencing acute physiological alterations in health. This course explores the physiological and psychosocial factors that contribute to altered health states and their impact on clients and their families. Emphasis is on the application of the nursing process and demonstrated refinement of nurse generalist clinical skills. Students gain experience in working with adults in acute care settings as well as working with the families of acutely ill individuals. Expectations of students will include demonstrating ethical and legally based practice using evidence-based clinical judgment/decisions. Students are also expected to practice collaboratively with other health care team members, and plan, implement, and evaluate comprehensive plans of care which encompass principles, practices, and associated standards related to pharmacology, nutrition, pathophysiology, health and wellness, diversity, and psychosocial aspects of care. Students will also provide client and family education individualized to specific client situations.

*Laboratory Component*

The laboratory portion of this course focuses on demonstrated refinement and advancement of nurse generalist clinical skills and the use of nursing process and clinical judgment, priority setting, and legal and ethical boundaries and parameters.

*Clinical Component*

The clinical portion of this course focuses on providing safe, competent, and holistic nursing care within ethical and legal parameters to adult clients experiencing acute physiological alterations in health. Students care for adults in acute care settings. Using evidence-based clinical judgment/decisions, students practice collaboratively with other healthcare team members to plan, implement, and evaluate, comprehensive plans of care, and deliver and document this care. Students also provide discharge planning and client and family education.

Prerequisites: NUR 3294 Essentials of Professional Nursing; NUR 2407 Pharmacology; NUR 3205 Applied Pathophysiology

**NUR 3508 Quality and Safety in Nursing Practice**  
**40 hours, 4 credits**

This course focuses on the critical review of current quality and safety issues in healthcare and guidelines and systems impacting healthcare agencies. Topics include quality and safety issues in nursing and healthcare, QSEN competencies, Joint Commission Standards, and Magnet Status. Students will gain an understanding of contemporary quality and safety standards and best practices for quality and safety initiatives in healthcare settings.

*RN to BSN entrance option:*

Prerequisite: Admission to RN to BSN entrance option

*A-BSN entrance option:*

Prerequisite: Essentials of Professional Nursing

## COURSE DESCRIPTIONS

### **NUR 3524 Adult Health – Chronic and Transitional Care** 150 Hours, 8 Credits

*NUR 3524 Lecture (40 Hours, 4 credits)*  
*NUR 3524L Lab (20 Hours, 1 Credit)*  
*NUR 3524LL Clinical (90 Hours, 3 Credits)*

This course continues the exploration of providing holistic care for adult clients as they experience the trajectory of illness. In this theory, laboratory, and clinical course the focus is on chronic illness (multi-system complex health alterations) and transitional care within a framework of health promotion and disease prevention. Emphasis on the application of the nursing process and demonstrated refinement of nurse generalist clinical skills particularly for clients who transition from and to acute to chronic care facilities or home and those at end of life and/or who require palliative care. Expectations of students will include demonstrating ethical and legally based practice using evidence-based clinical judgment/decisions.

Prerequisite: Adult Health – Acute Care

Co-requisite: Quality and Safety in Nursing Practice

### **NUR 3655 Transcultural Nursing** 40 hours, 4 credits

This course emphasizes the importance of recognizing and incorporating cultural beliefs and experiences of patients, families, and healthcare professionals within healthcare settings. 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 healthcare 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 patients will be demonstrated within this course.

#### ***RN to BSN entrance option:***

Prerequisite: Admission to RN to BSN entrance option

#### ***A-BSN entrance option:***

Pre- or co-requisite: Critical Analysis and Nursing Science

### **NUR 3672 Parent Child Health** 90 Hours, 5 Credits

*NUR 3672 Lecture (30 Hours, 3 Credits)*  
*NUR 3672LL Clinical (60 Hours, 2 Credits)*

This course focuses on the knowledge, skills, and abilities needed to holistically care for clients and their families during childbearing and childrearing. This course spans pregnancy, labor and delivery, post-partum, care for the newborn and neonate, including the pediatric client. The course also incorporates assessment of family structure, function and dynamics, and specialized concerns of childbearing women and their families. Emphasis is on the care of children with both acute and chronic alterations in health. Students will have an opportunity to explore selected high-risk situations. Attention, however, will be focused on normal physiology, pathophysiology, psychosocial adaptation, biological/behavioral growth, genetics, and the unique needs of reproducing families as the basis for assessment and clinical decision-making. Students will use the clinical skills and judgment gained from previous courses to care for these special populations and to preserve, promote, and restore the healthy status of the family and its members.

#### ***Clinical Component***

The clinical portion of this course focuses on the application of student knowledge, skills, and abilities needed to holistically care for clients and their families during childbearing and childrearing. Students will use the clinical skills and judgment gained from previous courses to care for these special populations and to preserve, promote, and restore the healthy status of the family and its members.

Prerequisite: Human Growth and Development

Pre- or co-requisite: NUR 3463 Adult Health-Acute Care

### **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.

Prerequisite: Admission into the Nursing Program

### **NUR 4005 Dimensions of Mental and Behavioral Health** 100 Hours, 6 Credits

*NUR 4005 Lecture (40 Hours, 4 Credits)*  
*NUR 4005LL Clinical (60 Hours, 2 Credits)*

This course emphasizes the concepts and application of therapeutic communication, and therapeutic use of self within the nurse-client relationship. This course assists students in learning how to holistically care for clients across the life span who are experiencing mental, emotional, and behavioral health issues. Techniques and strategies are provided to support clients and their families in achieving optimal levels of wellness. Consideration is given to the legal, ethical, cultural, and spiritual influences that impact mental, emotional, and behavioral issues.

#### ***Clinical Component***

The clinical portion of this course focuses on therapeutic communication; the legal, ethical, cultural and spiritual influences on mental and behavioral health; collaborative teamwork, and therapeutic use of self within the nurse-client relationship. Students will care for clients across the life span who are experiencing mental, emotional, and behavioral health conditions, with the goal of supporting clients and their families to achieve optimal levels of wellness.

Prerequisites: NUR 3463 Adult Health – Acute Care; General Psychology

Pre- or co-requisite: NUR 3524 Adult Health – Chronic and Transitional Care

### **NUR 4187 Public, Family, and Community Health** 100 Hours, 6 Credits

*NUR 4187 Lecture (40 Hours, 4 Credits)*  
*NUR 4187LL Clinical (60 Hours, 2 Credits)*

This course provides an overview of concepts and theories related to public, family, and community health nursing. In this course, the role of the professional nurse in sustaining, restoring, and promoting health among diverse populations and communities is explored. Topics include core functions and essentials of public health, health screening, promotion and injury prevention, population focused practice, community assessment, and interdisciplinary collaboration. Principles of epidemiology and the influence of factors impacting the health and the well-being of local and global communities are incorporated. This course provides students the opportunity to demonstrate critical thinking and collaborative communication using community and other assessment tools to improve health outcomes.

#### ***Clinical Component***

The clinical portion of this course focuses on the role of the professional nurse in sustaining, restoring, and promoting health among diverse populations and communities. Students participate in experiences in public and community health, population focused practice, and home health. They also conduct health screening and community assessment, develop promotion and injury prevention resources, and are involved in interdisciplinary collaboration to improve health outcomes.

Prerequisites: NUR 3524 Adult Health – Chronic and Transitional Care; NUR 4005 Dimensions of Mental and Behavioral Health; General Psychology

### **NUR 4201 Leadership, Management, and Professional Development** 90 Hours, 5 Credits

*NUR 4201 Lecture (30 Hours, 3 Credits)*  
*NUR 4201LL Clinical (60 Hours, 2 Credits)*

This course explores leadership theories and concepts that impact the professional role of nursing. This course emphasizes holistic nursing leadership that promotes a culture of advocacy, safety, and quality through individual and team performance. Students will develop knowledge related to improvement priorities in the work environment that will encourage organizational excellence. Additional topics include use of leadership styles, decision-making, managing planned change, delegation, conflict resolution, communication, finance, healthcare policy, legal issues, and evaluation.

#### ***Clinical Component***

The clinical portion of this course focuses on understanding the scope and impact of holistic leadership and management roles and responsibilities of a professional nurse in a generalist role working in an organizational setting. Students demonstrate knowledge and skills that center on the organization, cultures of safety and quality, improvement priorities, change management, best practice, communication, delegation, collaboration and team performance, with the goal of achieving organizational excellence.

Prerequisites: NUR 4187 Public, Family, and Community Health; NUR 3672 Parent Child Health; NUR 4232 Integration of Evidence-Based Practice and Research in Nursing

### **NUR 4232 Integration of Evidence-Based Practice and Research in Nursing** 40 hours, 4 credits

This course is designed to support the baccalaureate nurse scholar who contributes to the science of nursing practice by translating current evidence into practice. Students study the use of evidence-based practice models to identify practice issues, search and critique published research, and propose creative, innovative, and evidence-based solutions to clinical practice problems. Emphasis is on developing an understanding of research and using evidence to improve professional nursing practice.

#### ***RN to BSN entrance option:***

Prerequisite: NUR 3508 Quality and Safety in Nursing Practice

#### ***A-BSN entrance option:***

Prerequisite: NUR 3508 Quality and Safety in Nursing Practice

**NUR 4392 Professional Nursing Integration**  
**100 Hours, 4 Credits***NUR 4392 Lecture (10 Hours, 1 Credit)*  
*NUR 4392LL Clinical (90 Hours, 3 Credits)*

This course is designed to promote student responsibility and accountability by having them comprehensively apply the knowledge and skills they have gained in the program. This course focuses on critical examination, synthesis, and evaluation of professional nursing care with individual clients and families representing diverse populations and settings. Emphasis is on mastering theoretical concepts, applying research findings, strengthening skill competency, and developing clinical leadership capabilities. Also included is discussion of contemporary issues and trends in nursing, and how they are influencing the demand for and delivery of current and future health care.

**Clinical Component**

The clinical portion of this course focuses on synthesis and evaluation of professional nursing care delivered to clients and their families representing diverse populations and settings. Students are expected to demonstrate mastery in integrating and applying theoretical concepts, critical judgment, and evidence-based practice to demonstrate leadership and skill competency in their provision of safe competent holistic care.

Prerequisite: Must be taken in the last quarter of the Nursing Program

Co-requisite: NUR 4201 Leadership, Management, and Professional Development

**NUR 4455 A-BSN Capstone**  
**60 Hours, 4 Credits***NUR 4455 Lecture (20 Hours, 2 Credits)*  
*NUR 4455L (40 Hours, 2 Credits)*

This course is designed to provide students with the opportunity to synthesize and comprehensively apply and integrate theoretical and clinical experiences from their previous nursing courses. Students will use critical thinking skills and evidence-based practice to promote client centered nursing care that encompasses quality and safety. Students will plan and implement a project consistent with the professional standards of the baccalaureate nurse essentials and QSEN competencies. The capstone promotes role transformation, critical thinking and analysis, and clinical competence at the BSN preparation level.

**Laboratory Component**

The laboratory portion of this course focuses on the completion of an evidence-based clinical project showcasing BSN Essentials and QSEN competencies; reflection on, analysis and evaluation of Professional ePortfolio content; strategies for continuing competence and lifelong learning; and Comprehensive Predictor assessment and preparation for professional licensure.

Pre- or co-requisite: NUR 4201 Leadership, Management, and Professional Development; and must be taken in the final quarter of the Nursing Program

**NUR 4529 Public Health and Community Nursing**  
**40 hours, 4 credits**

This course provides an overview of concepts and theories related to public health and community health nursing. Topics include core functions and essentials of public health, health promotion and prevention, population focused practice, community assessment, and interdisciplinary collaboration to meet diverse client needs in diverse settings.

Prerequisites: NUR 3655 Transcultural Nursing; NUR 4232 Integration of Evidence-Based Practice and Research in Nursing

**NUR 4773 Leadership and Management in Nursing**  
**40 hours, 4 credits**

This course explores leadership and management theories and concepts in nursing. Emphasis will be placed on nursing leadership roles in safety and improvement priorities in the work environment that will encourage organizational excellence. Additional topics include leadership styles, decision-making, planned change, conflict resolution, communication, and outcome management/evaluation. Further focus will be placed on pertinent legal issues faced by nursing leaders and analysis of the current research pertinent to management.

Prerequisites: Successful completion of all other BSN courses

Co-requisite: NUR 4909 Nursing Capstone

**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 healthcare 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, and confidentiality.

**RN to BSN and A-BSN entrance options:**

Prerequisite: NUR 3508 Quality and Safety in Nursing Practice

Pre or co-requisite: NUR 4232 Integration of Evidence-Based Practice and Research in Nursing

**NUR 4909 Nursing Capstone**  
**40 hours, 4 credits**

This course is designed to provide students with the opportunity to synthesize and comprehensively apply and integrate theoretical and clinical experiences from previous nursing courses into a capstone experience. Students will use critical thinking skills and evidence-based practice to promote patient-centered nursing care that encompasses quality and safety. Students will plan and implement a practicum experience consistent with the professional standards of the baccalaureate nurse essentials. The capstone preceptorship supports the role transformation of students and promotes clinical competence at the BSN preparation level.

Prerequisites: Successful completion of all other BSN courses

Co-requisite: NUR 4773 Leadership and Management in Nursing

**PHA 1500 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

**PHC 4305 Practices and Policies in Public Health**  
**40 hours, 4 credits**

This course is designed to examine the various aspects of public health practices and policies. Explores the concepts of planning, implementing, and evaluating health education programs. This course will also explore the process of policy development from conception to implementation, as well as ethical issues that often confront health educators.

Prerequisites: None

**PHI 1520 Ethics Around the Globe**  
**40 hours, 4 credits**

This course is a study of various and common ethical principles around the world and their relationships to morality and professional responsibility. Emphasis is placed on the application of ethical theories to problems faced in increasingly globalizing business and society.

Prerequisites: None

**PHI 2103 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

**PHT 1000 Physical Therapist Assistant Fundamentals**  
**100 hours, 6 credits***PHT 1000 Lecture (20 hours, 2 credits)*  
*PHT 1000L Lab (80 hours, 4 credits)*

This course will teach the fundamentals of data collection within the physical therapist assistant's scope of practice along with an introduction to the profession and the role as a member of the healthcare team. It places focus on the professional organizations, overview of legal and ethical issues relating to the Physical Therapist Assistant, importance of interpersonal communication skills relating to the profession. There will be a special emphasis on minimizing risk through appropriate and safe patient handling, transfers, and gait training.

Co-requisites: HSC 1531 Medical Terminology; BSC 2346 Human Anatomy and Physiology I

**PHT 1100 Introduction to Evidence-Based Practice and Therapeutic Interventions**  
**60 hours, 4 credits***PHT 1100 Lecture (20 hours, 2 credits)*  
*PHT 1100L Lab (40 hours, 2 credits)*

This course is an introduction to the underlying principles and clinical application of evidence-based practice and basic therapeutic interventions. It places focus on developing the student's ability to obtain peer-reviewed research, performing basic appraisal of the evidence, and learning thermal, mechanical, and electrotherapeutic interventions used to address pain, inflammation, edema, soft tissue healing, and muscle reeducation. There is a hands-on lab component to this course. This course will prepare students to incorporate evidence-based practice and the proper integration of these basic interventions into physical therapy practice.

Prerequisites: PHT 1000 Physical Therapist Assistant Fundamentals; HSC 1531 Medical Terminology; BSC 2346 Human Anatomy and Physiology I

**PHT 1200 Principles of Musculoskeletal Physical Therapy – Lower Quarter**  
**70 hours, 5 credits***PHT 1200 Lecture (30 hours, 3 credits)*  
*PHT 1200L Lab (40 hours, 2 credits)*

This course will teach students about the presentation of lower quarter musculoskeletal disorders with a focus on therapeutic exercises in this region. Structure and function of the lower-quarter musculoskeletal system will be covered. There will be a focus on selecting and implementing appropriate evidence-based therapeutic exercises as they relate to musculoskeletal physical therapy practice for the lower quarter.

Prerequisites: PHT 1000 Physical Therapist Assistant Fundamentals; HSC 1531 Medical Terminology; BSC 2346 Human Anatomy and Physiology I

**PHT 1300 Principles of Musculoskeletal Physical Therapy – Upper Quarter**  
**70 hours, 5 credits***PHT 1300 Lecture (30 hours, 3 credits)*  
*PHT 1300L Lab (40 hours, 2 credits)*

This course will teach students about the impact of upper-quarter musculoskeletal disorders on patients seeking physical therapy. Structure and function of the upper-quarter musculoskeletal system will be covered. There will be a focus on selecting and implementing appropriate evidence-based therapeutic exercises as they relate to musculoskeletal physical therapy practice for the upper quarter.

Prerequisites: PHT 1000 Physical Therapist Assistant Fundamentals; HSC 1531 Medical Terminology; BSC 2346 Human Anatomy and Physiology I

## COURSE DESCRIPTIONS

### **PHT 2000 Principles of Neuromuscular Physical Therapy** 50 hours, 4 credits

*PHT 2000 Lecture (30 hours, 3 credit)*  
*PHT 2000L Lab (20 hours, 1 credit)*

This course is the study of common neuromuscular disorders including stroke, spinal cord injury, traumatic brain injury and Parkinson's disease. Students will study the structure and function of the human nervous system and common nervous system pathology and will learn to implement physical therapy treatment programs for this patient population. This course will prepare students to care for patients with neuromuscular disorders.

Prerequisites: PHT 1200 Principles of Musculoskeletal Physical Therapy-Lower Quarter

Prerequisites: PHT 1300 Principles of Musculoskeletal Physical Therapy-Upper Quarter

### **PHT 2500 Physical Therapist Assistant Clinical I** 220 hours, 8 credits

*PHT 2500 Lecture (10 hours, 1 credit)*  
*PHT 2500LL Clinical (210 hours, 7 credits)*

This course is designed to allow for application of fundamental material learned in the classroom in the physical therapy healthcare environment. Additionally, this course will include an emphasis on coursework that focuses on topics such as documentation, data collections, theory, clinical judgment, and utilization of the medical record. Students will experience Physical Therapist Assistant interventions, prioritizing responsibilities in a changing environment, applying ethical and professional behaviors, as well as interaction within the PT/Physical Therapist Assistant team. Upon completion of this course, the student should have a full understanding of the role of the Physical Therapist Assistant and PT/Physical Therapist Assistant team in the clinical environment.

Prerequisites: PHT 1100 Introduction to Evidence-Based Practice and Therapeutic Interventions, PHT 2000 Principles of Neuromuscular Physical Therapy

### **PHT 2600 Physical Therapy Practice Across the Lifespan** 50 hours, 4 credits

*PHT 2600 Lecture (30 hours, 3 credits)*  
*PHT 2600L Lab (20 hours, 1 credit)*

This course is the study of normal human development across the life span. Students will study common pediatric and geriatric conditions requiring physical therapy intervention.

Topics will include study of changes in major systems related to aging, common pediatric developmental pathologies and societal implications associated with these populations. This course will prepare students to implement physical therapy programs for children and aging adults in various practice settings.

Prerequisites: PHT 1100 Introduction to Evidence-Based Practice and Therapeutic Interventions, PHT 2000 Principles of Neuromuscular Physical Therapy

### **PHT 2650 Physical Therapy Practice for Special Populations** 50 hours, 4 credits

*PHT 2650 Lecture (30 hours, 3 credits)*  
*PHT 2650L Lab (20 hours, 1 credit)*

This clinical course is the study of physical therapy in special populations including patients with cardiovascular, pulmonary, and pelvic health conditions. Students will also study physical therapy treatment of wounds and amputations. Topics will include the effects of disease on organ systems and function and on the family and society. This course will prepare students to implement physical therapy programs for these patient populations.

Prerequisites: PHT 1100 Introduction to Evidence-Based Practice and Therapeutic Interventions, PHT 2000 Principles of Neuromuscular Physical Therapy

### **PHT 2700 Physical Therapist Assistant Clinical II** 370 hours, 13 credits

*PHT 2700 Lecture (10 hours, 1 credit)*  
*PHT 2700LL Clinical (360 hours, 12 credits)*

In this clinical course, the student will learn and apply advanced strategies in developing a therapeutic alliance with clients/patients. Students will determine how to utilize health information technology; making decisions about appropriate use within the clinical environment. Students will be prepared for moral reasoning, resolving conflict, and effective decision-making while practicing under the supervision of a physical therapist. Upon completion of this course, the student will be prepared for entry level practice as a physical therapist assistant.

Prerequisites: All major and core courses  
Co-requisite: PHT 2800 Physical Therapist Assistant Capstone

### **PHT 2800 Physical Therapist Assistant Capstone** 20 hours, 2 credits

This course is a synthesis of material from all courses. Students will complete a portfolio demonstrating proficiency in transferable skills. Additionally, students will prepare for the national Physical Therapist Assistant licensure exam.

Prerequisites: All major and core courses  
Co-requisite: PHT 2700 Physical Therapist Assistant Clinical II

### **PHY 4060 Understanding Ourselves Through Physics: From Newton to Your Cell Phone** 40 hours, 4 credits

This course tracks how we have understood ourselves and our world—including time, space, gravity, and our gadgets—as understanding of physics has evolved. Topics will include Newton's "discovery" of gravity, Einstein and relativity, energy particles and waves, the atom and how we use it, Schrödinger's cat, and modern technologies.

Prerequisites: None

### **PLA 1013 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

### **PLA 1203 Civil Litigation and Procedure I** 40 hours, 4 credits

Students will examine the roles lawyers and paralegals have 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.

Pre- or co-requisite: Introduction to Law and the Legal System

### **PLA 1223 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

### **PLA 1573 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

### **PLA 2204 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

### **PLA 2320 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

### **PLA 2330 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

### **PLA 2435 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

### **PLA 2476 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



**PLA 2587 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

**PLA 2610 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 perorations 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

**PLA 2800 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

**PLA 2816 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.

Pre- or co-requisite: Law Office Technology: Cyberspace and the Paralegal Profession; Expected to be the final lower-level core course completed

**PLA 2940 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: Expected to be the final lower-level core course completed

**POT 4001 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

**PRN 1086 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 client-centered care based upon evidence and quality. The concept-based framework is introduced, with special emphasis on teamwork, communication, safety, and nursing informatics. Students will be introduced to the knowledge, skills, and attitudes needed to practice safely in the nursing profession.

Prerequisite: Admission to the Practical Nursing Program

**PRN 1192 Fundamentals of Practical Nursing**  
**112.5 hours, 6 credits**

*PRN 1192 Lecture (30 hours, 3 credits)*  
*PRN 1192L Lab (15 hours, .75 credits)*  
*PRN 1192LL Clinical (67.5 hours, 2.25 credits)*

This course is comprised of a theory, lab, and clinical component where students apply the fundamental concepts and nursing abilities required to meet basic health and wellness needs. The theoretical basis for nursing judgment, client-centered care, growth and development, and basic physiological concepts are presented. Emphasis is placed on the 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: PRN 1086 Introduction to Practical Nursing

**PRN 1245 Practical Nursing I**  
**110 hours, 6 credits**

*PRN 1245 Lecture (32.5 hours, 3.25 credits)*  
*PRN 1245L Lab (10 hours, .5 credits)*  
*PRN 1245LL Clinical (67.5 hours, 2.25 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. The theoretical bases for education and health promotion, as well as pain management, are presented. The student must demonstrate increasing proficiency in the knowledge, skills, and attitudes needed to provide, safe, quality care for diverse clients across the lifespan in order to successfully complete this course.

Prerequisite: PRN 1192 Fundamentals of Practical Nursing

Pre- or co-requisites: PRN 1356 Basic Pharmacology; NUR 1172 Nutritional Principles in Nursing

**PRN 1356 Basic Pharmacology**  
**40 hours, 3 credits**

*PRN 1356 Lecture (20 hours, 2 credits)*  
*PRN 1356L Lab (20 hours, 1 credit)*

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, as well as the current rights of medication administration, and basic dosage calculation. The course builds upon critical-thinking concepts and nursing judgment to ensure basic safety in the administration of medications at a beginning practical nurse skill level.

Pre- or co-requisites: PHA 1500 Structure and Function of the Human Body; MAT 1222 Algebra

**PRN 1417 Practical Nursing II**  
**110 hours, 6 credits**

*PRN 1417 Lecture (32.5 hours, 3.25 credits)*  
*PRN 1417L Lab (10 hours, .5 credits)*  
*PRN 1417LL Clinical (67.5 hours, 2.25 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. Understanding 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 knowledge, skills, and attitudes necessary to provide, safe, quality care for diverse clients across the lifespan.

Prerequisite: PRN 1245 Practical Nursing I

**PRN 1486 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. This course builds on concepts required to meet basic health and wellness needs that are specific to the aging adult. Students are expected to apply nursing judgment and critical thinking to principles presented in this course throughout concurrent and future nursing lab and clinical experiences.

Prerequisite: PRN 1192 Fundamentals of Practical Nursing

Pre- or co-requisites: PRN 1356 Basic Pharmacology; NUR 1172 Nutritional Principles in Nursing

**PRN 1555 Psychosocial Nursing**  
**55 hours, 4 credits**

*PRN 1555 Lecture (32.5 hours, 3.25 credits)*  
*PRN 1555LL Clinical (22.5 hours, .75 credits)*

This course consists of both a theory and clinical component that focuses on the care of an individual client with mental health and behavioral disorders across the lifespan in a variety of clinical settings. Emphasis is placed on concepts such as motivational wellness, psychosocial integrity, addiction, and abuse. The theoretical basis for complementary and alternative medicine, as it applies to pharmacologic therapies in this setting, will be examined. 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: PRN 1245 Practical Nursing I

**PRN 1648 Practical Nursing III**  
**115 hours, 6 credits**

*PRN 1648 Lecture (30 hours, 3 credits)*  
*PRN 1648L Lab (10 hours, 0.5 credit)*  
*PRN 1648LL Clinical (75 hours, 2.5 credits)*

This course is comprised of a theory, lab, and clinical component where students are completing their development of the fundamental concepts and nursing abilities required for the practical nursing role. Key topics covered include neurological abnormalities, cellular regulation, holistic therapy and crisis/disaster preparedness. This course will continue to build on previously learned concepts. The student must also demonstrate proficiency in all knowledge, skills, and attitudes necessary to provide, safe, quality nursing care.

Prerequisite: PRN 1417 Practical Nursing II

**PRN 1932 Family Nursing**  
**60 hours, 4 credits**

*PRN 1932 Lecture (30 hours, 3 credits)*  
*PRN 1932LL Clinical (30 hours, 1 credit)*

This course consists of both theory and clinical components that focus on the knowledge, skills, and attitudes required to function in the appropriate role of the practical nurse in a family health clinic or similar environment. Emphasis is placed on reproduction as well as growth and development. The theoretical basis for complementary and alternative medicine, in conjunction with specific pharmacologic therapies for these clients will be introduced. Students are required to apply all previously introduced concepts. 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: PRN 1417 Practical Nursing II

Pre- or co-requisite: PRN 1555 Psychosocial Nursing

**PRN 1971 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 guides the student on transitioning to practice. The concept-based framework is reviewed, along with the fundamental QSEN Core Competencies. Students will delve into the knowledge, skills, and attitudes needed to successfully complete the licensure exam and safely transition to a beginning graduate practical nurse role.

Pre- or co-requisite: PRN 1648 Practical Nursing III

**PSY 1012 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

## COURSE DESCRIPTIONS

### PSY 2420 Abnormal Psychology 40 hours, 4 credits

This course teaches students the applied discipline of abnormal psychology. Students will explore abnormal behavior in disparate societies and cultures. Applications include individuals who have difficulty functioning effectively in everyday life, the impact of family dysfunction on the individual, and the influence of mental illness on criminal behavior. Variables which may affect a person's ability to adapt and function in a community will be considered, such as genetic makeup, physical condition, reasoning, and socialization.

Prerequisite: General Psychology

### PSY 3738 The Psychology of Social Media 40 hours, 4 credits

This course examines psychology impacts when humans engage with peers through online networks for social and professional use. Benefits to be explored include networking, distance team building, access to global perspectives, and social media's impact on Benedict Anderson's "Imagined Communities." Also explored will be the psychology of harmful online behaviors such as cyberbullying and trolling.

Prerequisites: None

### PTN 1009 Foundations of Pharmacy Practice 40 hours, 4 credits

This course serves as an introduction to the history and origins of the practice of pharmacy and the role of a pharmacy technician. This course will also provide an overview of pharmacy laws and safety guidelines, compounding equipment, billing procedures, mathematical equations, types of medication, and routes of administration. Application of pharmacy terminology and abbreviations will be covered.

Pre- or co-requisite: Medical Terminology

### PTN 1146 Pharmacy Calculations 40 hours, 4 credits

This course provides the calculations necessary to be a successful member of the pharmacy team. Students will learn how to calculate dosages that meet the safety laws and regulations of the practice of pharmacy. Students will also be prepared to calculate measurements, conversions, ratios, and dilutions.

Prerequisite: PTN 1009 Foundations of Pharmacy Practice

### PTN 1237 Pharmacology for Technicians 40 hours, 4 credits

This course will provide students with the knowledge of common drugs, classifications, and their impact on various body systems. Topics covered include routes of administration, medication preparations and supplies, basic math calculations, and therapeutic uses for common prescription and non-prescription pharmaceutical agents. Students will study the processes involved with reviewing patient medication orders and will learn about the various equipment used to administer pharmaceutical agents.

Prerequisite: Medical Terminology;

Pre- or co-requisite: Structure and Function of the Human Body

### PTN 1454 Sterile and Non-Sterile Compounding 30 hours, 2 credits

The student will learn to prepare sterile and non-sterile compounds. In this course the students will apply pharmacy math skills to calculate the dose necessary to compound sterile and non-sterile products. Emphasis will be placed on proper aseptic technique, compounding non-sterile products, identifying compounding supplies, handling of chemotherapy and biological agents, compounding of total parenteral nutrition (TPNs), and interpreting and labeling of compounded medication orders.

Prerequisite: PTN 1146 Pharmacy Calculations

Pre- or co-requisite: PTN 1237 Pharmacology for Technicians

### PTN 2050 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: Expected to be the final lower-level core course completed

### PTN 2873 Pharmacy Retail Practicum 60 hours, 2 credits

Students will apply the knowledge gained from the program in a workplace setting. They will be able to provide high-quality customer service by utilizing learned communication skills and will gain experience working as a team member within the field of pharmacy. They will apply technical skills learned in the classroom, including but not limited to inventory management, automation, billing procedures, medication preparation, and dosage calculations. They will learn to operate the necessary equipment and software for processing medications and will be able to observe all safety procedures applied in the pharmacy setting.

Prerequisite: Expected to be the final lower-level core course completed

### PTN 2915 Pharmacy Virtual Practicum 60 hours, 2 credits

Students will apply the knowledge gained from the program in a virtual workplace setting. They will be able to provide high-quality customer service by utilizing learned communication skills and will gain experience working as a team member within the field of pharmacy. They will apply technical skills learned in the classroom, including but not limited to inventory management, automation, billing procedures, medication preparation, and dosage calculations. They will learn to operate the necessary equipment and software for processing medications and will be able to observe all safety procedures applied in the pharmacy setting.

Prerequisite: Expected to be the final lower-level core course completed

### REL 3131 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

### QMB 3000 Introduction to Data Analytics 4 credits, 60 hours

This course is an introduction to the concepts and tools used in current analytics practices. Students will be able to identify common tools, terms, and ideas. Topics covered will include visualization, data quality, platforms, and scripting.

Prerequisite: Expected to be completed in the first term; COP 1350C C++ Programming; COP 1532C Database Fundamentals for Programmers

### QMB 3100 Foundations of Analytics Platforms, Environments, and Software 4 credits, 60 hours

This course is the study of different types of environment. It places focus on developing and deploying Extract Transform Load (ETL) jobs. It also includes topics related to various types of analytics tools. This course will prepare the student for development ETL jobs in an enterprise environment. The student will also learn about the various analytic tools.

Prerequisite: STA 1625 Essential Statistics and Analytics

### QMB 3200 Introduction to Scripting 4 credits, 60 hours

This course serves as an introduction to the scripting process as it relates to data extraction and transformation processes.

Prerequisite: None

### QMB 3300 Introduction to Data Visualization 4 credits, 60 hours

This course explores data visualization tools and techniques. It emphasizes the best ways to communicate data to the intended audience. Students learn about tools that aid in visualizing data and how to develop objective depiction of data using an editorial thinking approach. This course will prepare students for the challenges of having to analyze data and communicate results to audiences with various skill levels and preferences.

Prerequisite: None

### QMB 4000 Data Elements 4 credits, 60 hours

This course reviews the concepts, standards, and functions used to identify data elements necessary for an efficient data preparation process.

Prerequisite: QMB 3200 Introduction to Scripting

### QMB 4100 Applied Business Intelligence 4 credits, 60 hours

This course allows students to apply skills and techniques for analyzing existing business performance data to provide support for business planning. It places focus on planning an end-to-end business intelligence process, platform, database, and analytical tool usage. Students will learn about processing and analyzing data, quality assurance and regulatory adherence, and preparing data for consumption. Students will create visualizations to help guide business decision-making.

Prerequisite: CTS 3265C Introduction to Business Intelligence

### QMB 4200 Advanced Analytics Platforms, Environments, and Software 4 credits, 60 hours

This course is the student for advanced analytics. It places focus on developing and deployed Extract Transform Load (ETL) jobs for large data sets. Topics will include how to configure the environment to run the advanced analytic job. It places focus on real-time analytics as well. This course will prepare students for developing advanced analytics and ETL job. It also prepares students about how to deploy the advanced analytics in the enterprise environment.

Prerequisite: QMB 3100 Foundations of Analytics Platforms, Environments, and Software

### QMB 4300 Data Quality in Analytics 4 credits, 60 hours

Quality data allows for quality analysis. In this course, students will learn how to identify common types of data quality issues including missing data, incorrect data, outliers, normalization, and duplication. This course will prepare students to prepare data for analytics projects.

Prerequisite: None

### QMB 4400 Data Analysis and Optimization 4 credits, 60 hours

This course will allow students to run data extracts and scripts to demonstrate a complete data analysis process, while requiring the identification and application of data element requirements, scripting modifications, and preparation techniques that could improve analysis results.

Prerequisites: QMB 4000 Data Elements; QMB 4300 Data Quality in Analytics

### QMB 4500 Data Visualization Implementation and Communication 4 credits, 60 hours

This course focuses on the study of data sets which relate to meeting client needs. It includes methods used to evaluate data such as benchmarking, scoring, and ranking. Students learn the difference between correlation and causation. Students will explore techniques for visualizing both quantitative and qualitative data. This course will prepare students with the skills to derive business insights and make meaningful inferences from data sets.

Prerequisite: QMB 3300 Introduction to Data Visualization

### QMB 4900 Data Analytics Capstone 3 credits, 60 hours

This course allows students to demonstrate their skills and techniques for analyzing generalized business data to provide support for business planning. It places focus on planning an end-to-end business analytics process; platform, database, and analytical tool usage; processing and analyzing data; quality assurance and regulatory adherence; preparing data for consumption; and visualization creation to help guide business decision-making.

Prerequisite: Expected to be the final upper-level core course completed

**REL 3308 Contemporary World Religions  
40 hours, 4 credits**

An investigation of the historical and theological development of world religions from earliest times until the present. The course will cover the lives of the major religious founders and leaders in history, as well as the scriptures and religious text of world religions. The development of religious rituals will also be dealt with. The relationship between world religions and secular governments will be investigated, as well as the role and status of women in world religions.

Prerequisite: None

**RMI 4020 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

**RTE 1000 Introduction to Radiology and Patient Care  
80 Hours, 5 Credits**

*RTE 1000 Lecture (20 hours, 2 credits)*  
*RTE 1000L Lab (60 hours, 3 credits)*

This course provides an overview of radiology and its role in the healthcare system. Principles, practices, and policies of healthcare organizations are explored. The legal, ethical, and professional standards related to radiology are examined. This course will include the basics of patient care skills in the radiology department.

Prerequisite: None

**RTE 1100 Radiology Physics  
70 Hours, 5 Credits**

*RTE 1100 Lecture (30 hours, 3 credits)*  
*RTE 1100L Lab (40 hours, 2 credits)*

This course is the study of radiographic physics. It places focus on the process in which the X-ray circuit creates electrons and the interactions that occur inside and outside the X-ray tube. Topics covered will be the X-ray circuit, X-ray production, and photon interactions with matter. This course will prepare students for operation of the X-ray control panel and X-ray tube.

Prerequisite: Introduction to Radiology and Patient Care; Algebra

**RTE 1200 Advanced Modalities in Radiology  
30 Hours, 3 Credits**

This course provides a working knowledge of the different modalities available to the radiology technologist. The student will be introduced to the application of these different modalities, methods by which images are acquired, and recognize the differences in images for specific modalities.

Prerequisite: Introduction to Radiology and Patient Care

**RTE 2000 Radiographic Equipment and Acquisition  
40 Hours, 3 Credits**

This course is the study of factors that influence radiographic images and the equipment that produces the images. It places focus on the correct selection of factors and operation of equipment to produce a quality image. Topics covered include: Control panels and automatic exposure control devices, photographic and geometric factors that influence images, film, computed radiography, and direct radiography equipment and processing. This course will prepare students for operation of all radiographic equipment and the selection of appropriate factors.

Prerequisite: Introduction to Radiology and Patient Care, Radiology Physics

**RTE 2100 Radiographic Evaluation, Disease, and Quality Control  
30 Hours, 3 Credits**

This course is the study of the analysis of radiographic images, and the quality control for radiographic equipment. It places focus on the critical-thinking skills required to analyze healthy and diseased images and make the appropriate adjustments as necessary. Topics covered will include image criteria, diseases, and quality control equipment tests. This course will prepare students for critiquing images, identifying diseases, and quality control testing.

Prerequisites: Structure and Function of the Human Body; Radiographic Equipment and Acquisition

**RTE 2200 Radiobiology and Radiation Protection  
50 Hours, 4 Credits**

This course is the study of the effects of radiation on the human body and how to minimize exposure through radiation protection. It will focus on implementing the ALARA principle in order to safely use diagnostic radiation in the medical field. It will cover short- and long-term effects of radiation and protection measures used in clinical settings. This course will prepare students to go into an externship with a solid foundation of ionizing radiation interactions with biologic systems.

Prerequisite: Introduction to Radiology and Patient Care

**RTE 2300 Radiographic Positioning and Anatomy  
110 Hours, 5 Credits**

*RTE 2300 Lecture (10 hours, 1 credit)*  
*RTE 2300L Lab (40 hours, 2 credits)*  
*RTE 2300LL Clinical (60 hours, 2 credits)*

This course is the introduction course to radiography positioning and associated anatomy of the chest, bony thorax, upper extremities, and abdomen. It places focus on the foundations of diagnostically sound radiograph positioning. Topics covered will include: Standard routine projections for chest, bony thorax, upper extremities, and the abdomen; medical and positional terminology associated with proper positioning; and complete image analysis. This course introduces students to becoming a real-world radiographer. During this course, students will complete a clinical experience to demonstrate knowledge and skills.

Prerequisite: Structure and Function of the Human Body; Radiology Physics; Introduction to Radiology and Patient Care

**RTE 2400 Radiographic Positioning and Anatomy II  
110 Hours, 5 Credits**

*RTE 2400 Lecture (10 hours, 1 credit)*  
*RTE 2400L Lab (40 hours, 2 credits)*  
*RTE 2400LL Clinical (60 hours, 2 credits)*

This course is the study of proper radiographic positioning of the lower extremities, pelvic girdle, and spine. It places focus on maintaining the level of knowledge and professionalism developed within Radiographic Positioning and Anatomy I and continues to expand the student's knowledge, skills, and abilities within radiography. Topics covered include the standard routine projections for the lower extremities, pelvic girdle, and spine as well as associated image analysis. This course gives the student expanded preparation for becoming a radiographer. During this course, students will complete a clinical experience to demonstrate knowledge and skills.

Prerequisite: Radiographic Positioning and Anatomy I

**RTE 2500 Radiographic Positioning and Anatomy III  
110 Hours, 5 Credits**

*RTE 2500 Lecture (10 hours, 1 credit)*  
*RTE 2500L Lab (40 hours, 2 credits)*  
*RTE 2500LL Clinical (60 hours, 2 credits)*

This course is the study of proper radiographic positioning of the skull, fluoroscopy, and special procedures. It places focus on trauma protocols, special procedures as well as critical-thinking scenarios. Topics covered are proper C-arm use, fluoroscopic procedures, and possible pharmaceutical reactions that may occur in radiology. This course will prepare the students with knowledge needed to perform at all levels of the clinical rotations. During this course, students will complete a clinical experience to demonstrate knowledge and skills.

Prerequisite: Radiographic Positioning and Anatomy II

**RTE 2600 Radiologic Technology Practicum I  
300 Hours, 10 Credits**

This course is designed to provide the student with a clinical experience that includes a solid introduction to radiographic imaging in various clinical settings. This course functions to expand and apply knowledge gained in the Radiographic Positioning and Anatomy courses. One of the assumptions of this curriculum is that the student who has passed the Radiographic Technology core courses will be ready to apply knowledge by operating radiographic equipment and procuring quality radiographic images beginning Week 1 of this course.

Prerequisite: Radiographic Positioning and Anatomy III; Radiobiology and Radiation Protection

**RTE 2700 Radiologic Technology Practicum II  
300 Hours, 10 Credits**

This course is designed to provide the student with a clinical experience that includes a solid introduction to radiographic imaging in various clinical settings. This course functions to expand and apply knowledge gained in the Radiographic Positioning and Anatomy courses. One of the assumptions of this curriculum is that the student who has passed the Radiographic Technology core courses will be ready to apply knowledge by operating radiographic equipment and procuring quality radiographic images beginning Week 1 of this course.

Prerequisite: RTE 2600 Radiologic Technology Practicum I; successful completion of all Radiologic Technology program core courses except RTE 2800 Radiologic Technology Practicum III, and E242 Career Development

**RTE 2800 Radiologic Technology Practicum III  
300 Hours, 10 Credits**

This course is designed to provide the student with a clinical experience that includes a solid introduction to radiographic imaging in various clinical settings. This course functions to expand and apply knowledge gained in the Radiographic Positioning and Anatomy courses. One of the assumptions of this curriculum is that the student who has passed the Radiographic Technology core courses will be ready to apply knowledge by operating radiographic equipment and procuring quality radiographic images beginning Week 1 of this course.

Prerequisite: Radiographic Technology Practicum II

**RTE 2900 Radiography Technology Capstone  
20 Hours, 2 Credits**

In conjunction with the Radiography Practicum, students will complete an online Radiographic Technology Capstone course. In this course, students will learn job-search techniques and skills for entry-level radiographic technologists as well as share and learn from their practicum experiences with the class. Students will also prepare to sit for the ARRT certification exam.

Prerequisite: Successful completion of all other Radiologic Technology program core courses.

Co-Prerequisite: RTE 2800 Radiologic Technology Practicum III

**SPC 2017 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

**SPN 271 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

**STA 1625 Essential Statistics and Analytics  
40 hours, 4 credits**

In this course students will be introduced to descriptive analytics. They will develop basic statistical literacy along with the ability to analyze and evaluate real-life 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, and sampling distributions.

Prerequisite: Passing grade in Developmental Education coursework or placement determined by Rasmussen College entrance placement exam

## COURSE DESCRIPTIONS

### STA 3140 Advanced Statistics and Analytics 40 hours, 4 credits

In this course, students will be introduced to statistical methods used for predictive analytics. They will continue to build on their previous statistics knowledge while strengthening their abilities to analyze and solve real-life problems using statistical methods. Topics may include, but are not limited to, estimation, hypothesis testing, correlation and regression, chi-square tests, and analysis of variance.

Prerequisite: Passing grade in Developmental Education coursework or placement determined by Rasmussen College entrance placement exam

### STA 3215 Inferential Statistics and Analytics 40 hours, 4 credits

In this course, students will be introduced to statistical methods used for predictive analytics. They will continue to build on their previous statistics knowledge while strengthening their abilities to analyze and solve real-life problems using statistical methods. Topics may include, but are not limited to, estimation, hypothesis testing, correlation and regression, chi-square tests, and analysis of variance.

Prerequisite: Passing grade in Developmental Education coursework or placement determined by Rasmussen College entrance placement exam

### STS 1005C 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; Structure and Function of the Human Body  
Pre- or co-requisite: Human Anatomy and Physiology I

### STS 1186C 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

### STS 1260 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; Structure and Function of the Human Body

Pre- or co-requisite: Fundamentals of Surgical Technology

### STS 1347 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

### STS 2080C 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

### STS 2180C 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

### STS 2304 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 I of this course.

Prerequisite: Successful completion of all ST core courses except Surgical Tech Practicum II, and Career Development

### STS 2305 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 I of this course.

Prerequisite: Surgical Tech Practicum I

### SYG 1000 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

### SYG 4119 Sociology in a Digital World 40 hours, 4 credits

This course examines how society's structure adapts as densely populated cities grow and more crowds congregate and create data in cyberspace. Topics to be explored through a sociological lens include wikis, big data, the digital divide, online networking, the evolution of language, and deviance.

Prerequisites: None

### TAX 2002 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

### TAX 3257 Partnership and Corporate Taxation 40 hours, 4 credits

This course is a comprehensive study of corporate taxation. It includes how to prepare and file corporate tax returns, tax strategies for liquidating a corporation, and how to form and structure corporations and partnerships and the associated tax considerations.

Prerequisite: None

### TRA 3086 Principles of Supply Chain 40 hours, 4 credits

This course is the study of supply chain management from an operational, tactical, and strategic perspective within the organization. Topics will include the relationships and flows of materials, information, and resources. This course will provide students with the understanding of supply chain creating value, enhancing efficiencies, and satisfying customers through optimization.

Prerequisite: None

### TRA 3142 Quality Improvement 40 hours, 4 credits

This course provides a comprehensive discussion in quality and process management. Topics include coursework in the following areas: evaluating differing perspectives related to quality, understanding quality theories and applications, integrating global supply chain and international quality standards, understanding the strategic quality planning process, describing the importance of the customer in the quality-driven process, describing the importance of benchmarking in the development of quality design, evaluating quality and innovation in product and process design, developing and managing quality improvement teams, describing processes for the implementation and validation of a quality system, and applying quality audit processes in the business environment.

Prerequisite: None

### TRA 4017 Procurement and Supplier Relations 40 hours, 4 credits

This course offers students exposure to a wide range of purchasing techniques and strategies used across a broad spectrum of industries. In this course, students will gain insight into both tactical and strategic decisions routinely found in today's business environment. Students will learn how to effectively source, solicit bids, negotiate, and select suppliers based on dynamic, real-world scenarios.

Prerequisite: Principles of Supply Chain

### TRA 4153 Supply Chain Risk and Compliance 40 hours, 4 credits

This course reviews regulatory compliance mandates around the world. Students will understand the scope, impact, and risks associated with regulation requirements on supply chain, including managing logistics and trade compliance, understanding environmental and safety compliance, and becoming skilled at policy development to ensure compliance throughout the supply chain.

Prerequisite: None

### TRA 4238 Transportation and Distribution Management 40 hours, 4 credits

This course covers essentials of transportation and distribution management. Students will build key skills related to selecting the optimal mode of transportation while considering the impact to the customers and the overall supply chain.

Prerequisite: None

### TRA 4370 Inventory Management 40 hours, 4 credits

This course is the study of the knowledge associated with successfully managing inventory and warehouse operations. Topics covered in this course will include strategic design, analytical assessment, and process build. This course will prepare students for work within the field of supply chain and logistics management.

Prerequisite: None

### TRA 4490 Supply Chain and Logistics Management Internship 70 hours, 3 credits

### TRA 4490 Lecture (10 hours, 1 credits)

### TRA 4490LL Field Experience (60 hours, 2 credits)

This course will synthesize outcomes from the Supply Chain and Logistics Management program and allow students to exhibit their learning in a field experience. Students working in-field will reflect upon and apply knowledge and skills in the areas of global logistics, operations, supply chain, process improvement, and advanced technologies. At the conclusion of their internships, students will submit a capstone project demonstrating synthesis of, and reflection upon, their learning.

Prerequisite: Supply Chain and Logistics Management student in their final term

### TRA 4495 Supply Chain and Logistics Management Capstone 30 hours, 3 credits

This course will synthesize learning from the Supply Chain and Logistics Management program. Students will reflect upon and demonstrate understanding in the areas of global logistics, operations, supply chain, process improvement, and advanced technologies. Students will submit a capstone project demonstrating synthesis of their learning. Optionally, students may achieve these course objectives through a supply chain internship.

Prerequisite: Supply Chain and Logistics Management student in their final term

### WST 4350 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

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

## ADMISSIONS POLICIES

### Admissions Requirements and Enrollment Procedures

Congratulations on taking the first steps toward earning your degree. When you've chosen the program that best meets your needs, apply for admission by submitting or completing the following steps and as determined by your program:

- ✓ Application and enrollment agreement
- ✓ Attestation of high school graduation or equivalency
- ✓ Rasmussen College entrance placement assessment(s), if applicable
- ✓ Non-Cognitive assessment, if applicable
- ✓ Experiential online orientation course, unless exempted
- ✓ Financial arrangements have been initiated
- ✓ Background check: Select programs require prospective student's completion of a background check
- ✓ Prospective student immunizations, as required by program
- ✓ Transcripts, official transcripts, as required by program
- ✓ International student documentation, as required
- ✓ Select programs have program-specific admissions requirements in addition to all general Rasmussen College admissions requirements. See the admissions requirements for these programs within the applicable program page of the catalog.

### College Acceptance or Denial of Enrollment

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

- Completed application 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.
- All new students who enroll in a degree, diploma, or certificate program are required to take the Rasmussen College Entrance Placement English, and math placement assessments. 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 Assessments in the corresponding subject area and will not require Developmental Education coursework in areas in which they have previously proven this proficiency. Applicants who have not completed a college-level English course are required to complete the English section of the Placement Assessment. Applicants who have not completed a college-level math course are required to complete the math portion of the Placement Assessment.

Applicants to a program that has a stated minimum School of Health Sciences and School of Nursing Entrance Exam composite score acceptable for admission to the program are exempt from the Rasmussen College Entrance Placement Assessment when the School of Health Sciences and School of Nursing Entrance Exam composite score threshold is met for that program according to the School of Nursing and School of Health Sciences acceptance policies. School of Nursing and School of Health Sciences applicants to who do not meet the intended program's minimum score for entrance and score below a 48.5 are required to take the College Entrance Placement Assessment in order to enroll in another program. Entrance Placement Assessment results are valid for five years from the date of the assessment. If the results have expired returning students who have not successfully completed the required Developmental Education courses, their equivalents, or the courses for which Developmental Education courses are prerequisites must retake the College Entrance Placement Assessment to determine placement upon return. Returning students who did not take the Rasmussen Ready, or STEP assessments who have successfully completed the courses at Rasmussen College for which Developmental Courses are prerequisites, or their equivalents, are not required to take the College Entrance Placement Assessment. Students who transfer from other colleges, and whose Entrance Placement Assessment scores fall within the range of Developmental Education, will be required to complete the Developmental

Education courses. Students who test at developmental level, and who wish to transfer courses that have Developmental Education courses as prerequisites, must first successfully complete the Developmental Education courses.

Applicants who place below the level of B080 Reading and Writing Strategies are not eligible for admission to Rasmussen College. Applicants may, after three months, have the option to retake the College Entrance Placement Assessment(s) so long as they have not already begun their program. When an extenuating situation exists, an appeal may be submitted to the Dean of the School of General Education to allow an applicant to repeat the entrance exam in less than three months.

- Applicants providing a college transcript\* indicating a grade of C or higher or a grade of Pass in college-level English and/or mathematics are not required to complete College entrance placement examinations in the corresponding subject area and will not require Developmental Education coursework in areas in which they have previously proven this proficiency.
- Applicants without a conferred associate's degree or higher and who have not completed a college-level English course are required to complete the Reading & Writing sections of the placement examination. Students who have not completed a college-level math course are required to complete the math portion of the placement examination.

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

- Successful completion of a non-cognitive assessment. All prospective students, except as noted below, of Rasmussen College must successfully complete the assessment prior to three business days from the start of the term. The following students are exempt from the non-cognitive assessment requirement: Students who have previously completed the assessment as part of the an entrance requirement into Rasmussen College; students accepted into Law Enforcement Skills, Law Enforcement Academic and Law Enforcement AAS, Nursing, programs that follow the 12-Week Quarters (6-Week Terms) Academic Calendar, Medical Laboratory Technician, Physical Therapist Assistant, Radiologic Technology, Surgical Technologist, and Individual Progress and Audit students.
- All financial arrangements are complete, submitted and verified.
- For selected programs, applicants must also pass a criminal background check. See Admissions Requirements additional information.
- Individuals applying for admission to the Health Information Management, Law Enforcement, Medical Laboratory Technician, Paralegal Certificate, Physical Therapist Assistant, Radiologic Technology, 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.
- 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 Rasmussen Ready assessment is used to determine a student's proficiency in math, reading and writing. General education skills including literacy and numeracy are central to the Rasmussen College mission and are highly valued in the workforce. Rasmussen Ready is equipped with test preparation tools, including optional live tutoring. Based on English and math assessment results, students are placed in the following courses:

Subject	Score	Course Placement
<b>English</b>	0-17 items correct 18-25 items correct 26-40 items correct	Not eligible for admission B080 Reading and Writing Strategies ENC 1101 English Composition
<b>Math</b>		
Illinois:	0-10 items correct  11-20 items correct	B095 Combined Basic and Intermediate Algebra Lower division Math/Natural Sciences coursework
Non-Illinois and Online:	0-7 items correct 8-20 items correct	B087 Practical Math Lower division Math/Natural Sciences coursework

**College Acceptance or Denial of Enrollment for Programs with 12-Week Quarters**

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

- Completion of the Online Orientation course
- Applicants must have a conferred Associate of Science (AS), Associate of Arts (AA), or Associate of Applied Science (AAS) degree from a regionally or nationally accredited institution which is recognized by the U.S. Department of Education, or
- Alternatively (in some programs), the student must have successfully completed 60 quarter or 40 semester college-level credits with a grade of "C" or higher from a regionally or nationally accredited institution that is recognized by the Department of Education in order to be admitted. The student must have successfully completed, with grade of "C" or higher, college-level math or natural science and English Composition coursework even if plans are to transfer credits from a previously attended program. Any student who is not transferring successfully completed college-level math or natural sciences and/or college-level English Composition coursework must achieve a score on the College entrance placement examination acceptable for admission into the College at a level that does not require developmental coursework. See transfer policies for program-specific entrance requirements.
- In order to determine eligibility and acceptance official and unofficial transcripts as well as grade histories from regionally or nationally accredited institutions recognized by the Department of Education will be evaluated per the transfer policy of Rasmussen College. Upon completion of the assessment, the applicant will receive a transfer credit evaluation that includes a summary of the courses that may be accepted for transfer. Official transfer of credit (TR) will be awarded for those courses upon receipt of an official transcript and enrollment in a program.
- An applicant may be accepted into a bachelor-completer program upon receipt of official or unofficial transcripts which prove prior credits. Official or unofficial transcripts must be received no later than the sixth business day of the first term of enrollment in order to begin the program. A student will be withdrawn from the College if official transcripts are not received by the Friday of the thirteenth week of enrollment. In the event that acceptance was based on credits earned at multiple institutions, the official transcript from each institution must be received by the deadline. A student who is withdrawn may be considered for reentry in the next full quarter only upon submission of official transcripts.
- A paper transcript is "official" only as long as it remains in its sealed envelope from the issuing institution. An electronic (secure, certified PDF) transcript is "official" in its electronic form as long as it is sent directly from the issuing institution to Rasmussen College and has not been altered. A printed copy of a PDF transcript is not official.

**Orientation**

All prospective students, except as noted below, are required to complete an experiential online orientation course to remain enrolled at Rasmussen College. This required online orientation course provides students with valuable tools and knowledge necessary for success at Rasmussen College. The following students are exempt from the online orientation course:

- Graduates and Completers who return within two Rasmussen College academic start dates following their graduation date.
- Returning students who reenter within two Rasmussen College academic start dates since withdrawing from the College.
- Prior applicants who previously completed the online orientation within the two most recent Rasmussen College academic start dates.
- Academy for Urban School Leadership.

**Payment of Tuition and Fees**

Financing your education is one of the most critical components to understand as you embark on your higher education experience. There may be several options available to you in order to finance your education including scholarships, grants, federal, state and private student loans and payments from you. All charges on your student account (tuition, fees, and other institutional charges) are considered due and must be paid in full prior to the term end date. Once a student has had their financial aid eligibility determined, a payment plan will be created for any balance still owed the College and is due on the first day the term begins. It is your responsibility to ensure you have a financial plan in place prior to beginning classes. This includes completing and/or providing all the required information to Financial Aid prior to starting classes. If a student has not submitted all requested financial aid eligibility documentations by the beginning of the fifth week of the quarter, a payment plan will be created for the full balance due. For your convenience, please visit the Student Account Center at [portal.rasmussen.edu](http://portal.rasmussen.edu) to pay online. Failure to pay all outstanding charges each term may result in not being able to continue with your courses and withdrawn from the College. As you approach graduation, please ensure your account balance is paid in full prior to graduating or you will not receive your official transcript. For questions regarding student payment plans, please contact the Finance department at 844-558-1160 or by email at [studentpayments@rasmussen.edu](mailto:studentpayments@rasmussen.edu).

**Background Checks**

For some programs, Rasmussen College requires entrants or students to pass a background check for admission. An additional background check may be required during program enrollment prior to practicum or clinical placement. Note that "passing" a criminal background check for the purpose of program acceptance or practicum or clinical placement is determined by Rasmussen College, in its sole discretion. The background check is designed to alert entrants and students to issues that may impair their ability to complete clinical, externship, or practicum activities or to obtain employment upon graduation. The background check is also designed to prevent the accumulation of unnecessary student loan debt.

The inclusion of a program on this list is intended to apply to all credential levels and specializations within the program unless specified otherwise. The following programs require a general background check for admission in all states. An additional general background check may also be required prior to practicum or clinical placement depending on site requirements.

- Bachelor of Science in Nursing – Standard Entrance A-BSN
- Bachelor of Science in Nursing – Second Degree A-BSN
- Criminal Justice
- Early Childhood Education
- Health and Wellness
- Health Information Management
- Health Information Technician
- Health Sciences Associate's with Pharmacy Technician Specialization
- Healthcare Management
- Human Services
- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills
- Medical Billing and Coding
- Paralegal
- Pharmacy Technician Certificate

The following programs require a general background check for admission in all states except Minnesota. An additional general background check may also be required prior to practicum or clinical placement depending on site requirements. In Minnesota, these programs require a Minnesota Department of Human Services background check for admission and annually throughout enrollment.

- Health Sciences Associate's with General Specialization
- Health Sciences Associate's with Medical Assisting Specialization
- Medical Assisting Diploma
- Medical Laboratory Technician
- Physical Therapist Assistant
- Practical Nursing
- Professional Nursing

- Radiologic Technology
- Surgical Technologist

At the Moorhead, Minnesota campus, the following programs require a general background check for admission. An additional general background check may also be required prior to practicum or clinical placement depending on site requirements. These programs at the Moorhead, Minnesota campus also require a Minnesota Department of Human Services background check for admission and annually throughout enrollment.

- Health Sciences Associate's with General Specialization
- Health Sciences Associate's with Medical Assisting Specialization
- 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. An additional general background check and/or FDLE background check may also be required prior to practicum or clinical placement depending on site requirements.

- Bachelor of Science in Nursing – Standard Entrance A-BSN
- Bachelor of Science in Nursing – Second Degree A-BSN
- 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](http://rasmussen.edu) for program availability.

#### **A. General Criminal and FDLE Background Check Process**

Entrants enrolling or students preparing for practicum or clinical experiences in any of the general criminal background check programs will agree to the terms and conditions of the background check process as part of placing the order through the vendor. Entrants enrolling or students preparing for practicum or clinical experiences in any of the FDLE background check designated programs must complete and return to the College a VECHS Waiver Agreement and Statement.

If the background check reveals any history, Rasmussen College will individually assess the entrant's or student's result to determine whether the entrant or student is eligible to start the program or qualify for practicum or clinical placement.

The College will send either a possible issue letter or a pre-adverse action letter to all entrants or students whose background check reveals any history. A possible issue letter informs entrants or students that a potential problem revealed in their background check may prevent them from completing practicum or clinical activities and/or finding employment in-field after graduation. Entrants or students 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 entrants or students that the College is about to take adverse action by not allowing the entrant to enroll in a certain program, not allowing the student to continue in a practicum or clinical placement, or removing a student from the College, based on the background check results. 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 an adverse action letter indicating the action to be taken.

If the entrant or student wishes to appeal an adverse decision, a written appeal should be submitted following the instructions provided with the adverse action letter. The College will review the appeal and issue a final decision. A denied appeal may cause the entrant or student to become ineligible for enrollment in any program requiring a background check or in any program offered by the College.

An entrant enrolling in a program requiring a general or FDLE background check may begin attending if the general or FDLE background check is in progress, but not complete, at the start of the entrant's first academic period of enrollment. This provision of this policy does not apply to the Physical Therapist Assistant Associate's degree program whose entrants must have completed the background check process in its entirety, including any required appeal process, before being accepted and starting the program.

If the entrant begins attending while the general or FDLE background check is in progress and is subsequently issued an adverse action letter and chooses not to appeal, then the entrant will be withdrawn and any tuition and fees billed will be credited.

If the entrant begins attending while the general or FDLE background check is in progress and is subsequently issued an adverse action letter, chooses to appeal, and the appeal is denied, then the entrant has the option to complete general education courses already started for the cost of the course technology and resources fee and book fee(s). Any tuition or programmatic administrative fees billed will be credited.

If at the end of the entrant's first academic period of enrollment the general or FDLE background check process is still in progress, the entrant may not continue into a second academic period and will be withdrawn until future enrollment eligibility can be determined.

An entrant enrolling in a program that requires a background check will not have their financial aid submitted until the entrant is determined to be eligible through a clear to proceed memo. This process may delay an entrant's funding until the general or FDLE background check process is complete.

A student who is required to submit to a general or FDLE background check as a condition of practicum or clinical placement during active enrollment who is subsequently denied continued enrollment as a result of the background check will receive no refunds or credits greater than what is allowed by the institution's refund policy for any tuition and fees previously billed or paid.

An entrant or student whose appeal has been denied has the right to file one request for reconsideration to regain future enrollment eligibility, but must provide supplemental or additional information not previously available to support such a request for reconsideration.

#### **B. Minnesota Department of Human Services Background Check Process**

An entrant enrolling in any of the MDHS designated programs or a student ordering an annual renewal MDHS background check will review and accept the MDHS Privacy Notice as part of the order process.

An entrant enrolling in a program that requires an MDHS background check will not have their financial aid submitted until the student is determined to be eligible through a clear to proceed memo issued by Rasmussen College. This process may delay a student's funding until the background check process is complete.

An entrant who receives an MDHS yellow letter after ordering an initial MDHS background check 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 entrant's first quarter of enrollment, the entrant will be withdrawn from the College and any tuition and fees billed for the first quarter of attendance will be credited. If the MDHS finalizes its decision with a blue

clearance letter after the withdrawal, the entrant will be eligible for reentry/reenrollment for the next subsequent start date. This provision of this policy does not apply to the Physical Therapist Assistant associate's degree program whose entrants must have completed the background check process in its entirety before being accepted and starting the program.

A student in School of Health Science programs who receives an MDHS yellow letter after ordering an annual renewal MDHS background check will be withdrawn from the College if the MDHS has not finalized its decision with a blue clearance letter by the end of the quarter in which the background check order was placed.

A student in School of Nursing programs who receives an MDHS yellow letter after ordering an annual renewal MDHS background check will be allowed to continue in the program with the yellow letter, but accepts that clinical placement may not be possible with this status, which may lead to withdraw from the program if clinical placement is not possible.

An entrant or student who receives an MDHS disqualification will be withdrawn from the College. An entrant who chose to be attending while the initial MDHS background check was in process and was subsequently withdrawn due to an MDHS disqualification has the option to complete general education courses already started for the cost of the course technology and resources fee and book fee(s). Any tuition or programmatic administrative fees billed will be credited. A student who receives an MDHS disqualification during the annual renewal MDHS background check process will receive no refunds or credits greater than what is allowed by the institution's refund policy for tuition and fees previously billed or paid.

An entrant or student who receives an 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 attempt to qualify for reentry/reenrollment 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 specified exemptions. Non-exempt students must submit the required vaccination information within 45 days after their first enrollment, or they cannot remain enrolled. Please see the campus for a list of possible exceptions.

In addition to other entrance requirements, Health Sciences and Nursing programs may require specific immunizations upon enrollment. Please see your campus 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.

Due to frequent changes in technology, technological requirements change periodically. Technical requirements necessary for online courses to run properly are located on the following website: [content.learntoday.info/course\\_files/techinfo/techinfo\\_ols.html](http://content.learntoday.info/course_files/techinfo/techinfo_ols.html), which is updated regularly to reflect current requirements.

Please read the following current technical requirements information carefully to ensure that your computer is properly configured for online courses.

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.

1. Web Browser Requirements: The following web browsers are formally supported and tested:

- With PCs running Windows OS:
  - Firefox
  - Internet Explorer version 8, 9 or 10;
- With Macs running OS X:
  - Firefox
  - Safari 5 or 6.0.x

Desktop or laptop computers are preferred. Mobile devices may only work with limited functionality.

2. Cookies Must Be Enabled on Your Browser

A cookie is a small file that is placed on your computer by the server. Cookies are a very common internet technology used by many websites, such as Amazon or eBay. Your browser has a setting that allows you to control whether you allow cookies or not.

Since cookies are so common, your browser probably already has cookies

enabled. If you are unsure whether your browser is set up properly, please call the Personal Support Center.

3. Required Plug-ins

#### Flash

Your courses may include images or animations that require the Flash plug-in. If you do not have Flash installed, or have difficulty viewing the animations, you may load the most current version of the Flash plug-in here: [get.adobe.com/flashplayer/](http://get.adobe.com/flashplayer/).

#### Shockwave

Your courses may include images or animations that require the Shockwave plug-in. If you do not have Shockwave installed, or have difficulty viewing the animations, you may load the most current version of the Shockwave plug-in here: [get.adobe.com/shockwave](http://get.adobe.com/shockwave).

#### Acrobat Reader

Your courses may include .pdf files, which require the Adobe Acrobat Reader. If Acrobat is not installed on your computer, please download the free Adobe Acrobat Reader: [get.adobe.com/reader/](http://get.adobe.com/reader/).

#### Microsoft PowerPoint

Your courses may include Microsoft PowerPoint presentations. If you do not have PowerPoint installed on your computer, you may use the free PowerPoint viewer to view the course materials. Download the free PowerPoint viewer here: [microsoft.com/en-us/download/details.aspx?id=13](http://microsoft.com/en-us/download/details.aspx?id=13).

#### Microsoft Word

Your courses require the use of Microsoft Word to turn in written assignments. If you do not have Word, please contact your instructor.

#### Microsoft Excel

Your courses may require Microsoft Excel spreadsheet software. If you do not have Excel, please contact your instructor.

#### ZIP File Compression Utility

Your courses may require the use of a compression utility, like 7-Zip, to create a "zipped" file (i.e., filename.zip). If you do not have a compression utility installed on your computer, you may download a free copy of 7-Zip here: [7-zip.org](http://7-zip.org). If your computer is running Windows XP, or newer, there is a compression utility already built in. For help "zipping" and "unzipping" files using the Windows compression tools, please view the demonstrations at: [content.learntoday.info/course\\_files/techinfo/techinfo\\_ols.html](http://content.learntoday.info/course_files/techinfo/techinfo_ols.html).

4. Remote Proctoring and Requirements:

For some programs, Rasmussen College requires the use of a specific locked web browser and/or webcam monitor to administer and proctor online quizzes and exams (examinations). A locked browser prevents you from printing, copying, going to another URL, or accessing other applications during the

examination. The following programs require students to possess and maintain a computer that meets additional technical specifications required for remote proctoring:

- Physical Therapist Assistant Associate's Degree
- Practical Nursing Diploma
- Professional Nursing Associate's Degree
- Bachelor of Science in Nursing Degree (Standard Entrance Option and Second Degree Entrance Option)

To know if your course(s) will be utilizing either of these software applications, please refer to the course syllabus. Examinations in applicable courses will be completed on a student-provided computer and will require the use of the Respondus LockDown Browser and Respondus Monitor. This software is free to download and use on your computer. Immediately before and during an examination, the use of a webcam will be necessary. The webcam will be used to record completion of the examination and will be required to capture the following: (1) A student photograph, (2) Proof of federal or state photo identification, and (3) A scan of surroundings. If you do not have a webcam, one can be purchased through the Rasmussen College Bookstore.

If you are enrolled in a program that requires remote proctoring as listed above, your student-provided computer must meet the following requirements:

Operating System:

- Windows 10, 8, 7
- Mac: OS X 10.10 or higher
- Windows: 2 GB RAM
- Mac: 512 MB RAM

Browser Requirements:

LockDown Browser is a client application that is installed to a local computer. Both the Windows edition and the Mac edition of the browser are based on Chromium, Google's open source framework. Students do NOT need Google's Chrome browser installed; nor will this version affect a Chrome browser that's already installed.

Respondus Monitor is a companion product to LockDown Browser so all of the requirements listed above apply, as well as the following system requirements:

- Windows 10, 8, 7
- Mac: OS X 10.10 or higher
- Adobe Flash Player
- Web Camera (internal or external) and microphone
- Broadband internet connection

### Additional Admissions Requirements for International Students

International students are required to submit the following in addition to all other admission requirements:

- Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student's education level equivalent to U.S. secondary education standards.
- Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that:
  - You are or expect to be a full-time student pursuing a degree at Rasmussen College;
  - You meet our admissions requirements;
  - 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.
- International Students seeking admission in non-Nursing programs are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - TOEFL score of at least 61 for the internet-based TOEFL iBT® exam.
  - 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.
- International Students seeking admission in Nursing programs are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - TOEFL score of at least 65 for the internet-based TOEFL iBT® exam.
  - TOEFL iBT® exam scores must meet the following requirements which reflect intermediate level skills:
 

• Reading:	15
• Listening:	15
• Speaking:	18
• Writing:	17
• <b>Total:</b>	<b>65</b>



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.

### School of Nursing and School of Health Sciences Entrance Exam (TEAS)

Applicants who have successfully completed College entrance placement requirements for the College will be given access by admissions to the online registration process for the School of Health Sciences and School of Nursing Entrance Exam (TEAS). Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a School of Health Sciences or School of Nursing program of study for which they qualify. Any entrance exam results dated more than 12 months prior to application to Rasmussen College will not be considered, with the following exception: students currently enrolled in a School of Nursing or School of Health Science program who transfer directly as an uninterrupted transfer (no time off between quarters) into a different program of study requiring TEAS assessment will not be required to retake the exam if the existing score meets the entrance threshold of the program into which they are transferring. Applicants who have previously taken the entrance exam within the past 12 months for admission to another institution may, at their own expense, have the results transferred to Rasmussen College. Transferred scores will be verified by the Dean of Nursing and/or Academic Dean. Current students in other programs wishing to transfer into a course of study requiring the admissions standards outlined above will be required to complete the entrance exam according to the composite score threshold and 12-month time limit.

All applicants must meet the following composite score threshold(s):

- TEAS Score for admissions eligibility for the Bachelor of Science in Nursing program, Standard Entrance Accelerated BSN Option and Second Degree Accelerated BSN Option: 75% or higher composite score. TEAS score is not required for Bachelor of Science in Nursing, RN to BSN.
- TEAS Score for admissions eligibility for Professional Nursing Associate's Degree program and Mobility Bridge Entrance Option: 65% or higher composite score.
- TEAS Score for admissions eligibility for Practical Nursing Diploma or Physical Therapist Assistant programs: 55% or higher composite score.

- TEAS Score for admissions eligibility for Medical Laboratory Technician, Radiologic Technology, or Surgical Technologist programs: 48.5% or higher composite score.

- TEAS Score for admissions eligibility for Health Science General Specialization program: 41.3% or higher composite score.

Threshold exam percentages will not be rounded.

### School of Nursing Drug Testing Policy

Students enrolled in Rasmussen College's Practical Nursing Diploma program, Professional Nursing Associate's degree program, and Bachelor of Science in Nursing program through the Standard Entrance Accelerated BSN Entrance Option or the Second Degree Accelerated BSN Entrance Option ("Identified Programs") may be required to submit to drug testing throughout enrollment as a condition of placement at a clinical, practicum, or externship site. Students may also be subjected to reasonable-suspicion testing and/or post-accident testing as determined by Rasmussen College or any clinical, practicum, or externship partner at which the student is placed.

All costs associated with drug testing will be the sole responsibility of the entrant or student.

For pre-clinical testing, reasonable-suspicion testing, or post-accident testing, School of Nursing personnel at each campus will determine a deadline for order placement based on the circumstances that require testing. A current student who refuses to test or who does not meet the testing deadlines as outlined by School of Nursing personnel may be dismissed from Rasmussen College.

Negative-clear results allow a student to meet the drug testing requirements of the Identified Programs.

Negative-dilute results will not allow a student to meet the drug testing requirements of the Identified Programs. Students with a negative-dilute result will be required to re-test at their own cost. The order for the re-test must be placed within 72 hours of notification. A second negative-dilute result allows a student to meet the drug testing requirements of the Identified Programs. While two negative-dilute results allows a student to meet the drug testing requirements of Rasmussen College, any clinical, practicum, or externship site reserves the right to disqualify a student from placement based on these results. If a student chooses to continue in one of the Identified Programs with two negative-dilute results, he/she does so at his/her own risk understanding and acknowledging that two negative-dilute results may make him/her ineligible for participation in clinical, practicum, or externship experiences and/or may affect his/her ability to complete the Identified Program.

Prior to releasing a positive or positive-dilute result, the drug testing vendor will submit the result to a medical review officer (MRO). Students whose results are released for medical review will have an opportunity to present documentation or information to the MRO regarding any prescribed medication they are taking.

If the MRO is satisfied by the documentation that is presented, then the drug test will be released to Rasmussen College as a negative-clear result. If the MRO is not satisfied by the documentation that is presented, then the drug test result will be released to Rasmussen College as a positive result. If the student does not respond to the MRO's communication attempts, then the results will be released to Rasmussen College as a positive result. Rasmussen College will apply the federal standard for marijuana use, which means medically prescribed marijuana will not be recognized by the MRO as being a valid prescription and will result in a positive test result.

A positive or positive-dilute pre-clinical placement drug test, reasonable-suspicion drug test, or post-accident drug test result will lead to dismissal from Identified Programs. The dismissed student will be responsible for any and all tuition and fees billed and any loans utilized throughout enrollment in the program.

A positive or positive-dilute pre-clinical placement alcohol test will not lead to automatic dismissal from the Identified Programs. Rasmussen College will attempt to find an alternate clinical placement for students in this circumstance. However, if an alternate clinical placement is not possible, it may lead to withdrawal from the program.

A student who refuses to test or fails to meet the deadlines for testing prescribed by Rasmussen College may be denied admission or dismissed from the program for failure to test.

### Rasmussen College Early Honors Program

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

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

Early Honors coursework is available both on campus and online based, on space available.

### Rasmussen College Early Honors Program Terms and Conditions

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

- Applicants must complete an Early Honors Program Application, which includes a high school attestation indicating expected graduation date.
- Applicants must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).
- Applicants must submit a signed Early Honors High School Approval Form.
- Applicants must be high school juniors or seniors and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00. Proof of GPA must be validated by a High School Counselor or Administrator on the Early Honors High School Approval Form.
- Applicants must score at least a 26 on the Writing portion of the Rasmussen College Entrance Placement exam to be accepted to the Early Honors Program.
- The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.
- Enrollment in the Program is limited to 20 students per quarter, per campus.
- Early Honors students may enter the Early Honors Program in the fall quarter of their junior year.
- The Early Honors program ends with the completion of spring quarter of the student's senior year.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

- A maximum of 24 credits per student can be taken in the Early Honors Program.
- Early Honors students may take up to 8 credits per quarter without a tuition charge.
- To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.0.
- Early Honors students may take one course in their first quarter of enrollment. Upon receiving a grade of B or higher in their first course, students can request to be scheduled for the second quarter.
- Students must maintain a cumulative grade point average of 3.0 in order to take two courses per quarter.
- Early Honors Applicants must meet with the Director of Admissions and Dean before being accepted to the Early Honors Program to ensure they meet all criteria and requirements, and to approve their schedule.
- Early Honors students will be accepted on a space available basis for each course selected.
- Early Honors students must meet all course prerequisites as listed in the catalog.
- Nursing courses designated with a PRN, NGR, or NUR are not available to Early Honors students.
- Early Honors students are responsible for the course technology and resources fee for each course taken. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The College will provide specific technology requirements information for each course.
- Students will receive college credit toward a degree, diploma, or certificate at Rasmussen College for all successfully completed courses.
- Early Honors students will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.
- Early Honors 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.
- Early Honors students may apply to a full program offered by Rasmussen College by completing the data sheet and enrollment agreement.

**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.



## TUITION, FINANCIAL AID, AND REFUND POLICIES

### Tuition

The *Standard Tuition Rate* applies to programs with 11-Week Quarters (5.5-Week Terms), and the *AcceleratED Standard Tuition Rate* applies to programs with 12-Week Quarters (6-Week Sessions) as designated in the Catalog/Addendum, unless stated otherwise below.

	Part-time (less than 12 credits per quarter)	Full-time (12 or more credits per quarter)
<b>SCHOOL OF BUSINESS</b>		
• Standard Tuition Rate:	\$310 per credit	\$260 per credit
• AcceleratED Standard Tuition Rate:	\$275 per credit	\$209 per credit
<b>SCHOOL OF DESIGN</b>		
• Standard Tuition Rate:	\$310 per credit	\$260 per credit
<b>SCHOOL OF EDUCATION</b>		
• Standard Tuition Rate: (all programs except any listed below)	\$310 per credit	\$260 per credit
• Early Childhood Education Diploma and Associate's Degree for Knowledge Universe Employees	\$199 per credit	\$167 per credit
• Early Childhood Education Diploma and Associate's Degree for Bright Horizons Employees	\$199 per credit	\$167 per credit
• AcceleratED Standard Tuition Rate:	\$310 per credit	\$260 per credit
<b>SCHOOL OF HEALTH SCIENCES</b>		
• Standard Tuition Rate: (all programs except any listed below)	\$310 per credit	\$260 per credit
• Health Information Technician Associate's degree:	\$275 per credit	\$209 per credit
• Medical Assisting Diploma:	\$275 per credit	\$209 per credit
• Medical Billing and Coding Certificate:	\$275 per credit	\$209 per credit
• Physical Therapist Assistant Associate's degree:	\$310 per credit	\$310 per credit
• AcceleratED Standard Tuition Rate: (all programs except any listed below)	\$310 per credit	\$260 per credit
• Health and Wellness Bachelor's Degree:	\$275 per credit	\$209 per credit
<b>SCHOOL OF JUSTICE STUDIES</b>		
• Standard Tuition Rate:	\$310 per credit	\$260 per credit
• AcceleratED Standard Tuition Rate:	\$310 per credit	\$260 per credit
<b>SCHOOL OF NURSING</b>		
• Master of Science in Nursing degree	\$395 per credit	\$395 per credit
• Bachelor of Science in Nursing degree		
– RN to BSN Entrance Option:	\$260 per credit	\$260 per credit
– Standard Entrance Accelerated BSN Entrance Option:	\$325 per credit	\$325 per credit
– Second Degree Accelerated BSN Entrance Option:	\$325 per credit	\$325 per credit
• Professional Nursing Associate's degree		
– Campuses in Florida, Illinois, Kansas, Minnesota (excluding Moorhead), and Wisconsin:	\$395 per credit	\$395 per credit
– Campuses in North Dakota (including Moorhead, MN):	\$350 per credit	\$350 per credit
• Practical Nursing Diploma		
– Campuses in Florida:	\$325 per credit	\$325 per credit
– Campuses in Minnesota (excluding Moorhead):	\$375 per credit	\$375 per credit
– Campuses in North Dakota (including Moorhead, MN):	\$350 per credit	\$350 per credit
<b>SCHOOL OF TECHNOLOGY</b>		
• Standard Tuition Rate: (all programs except any listed below)	\$310 per credit	\$260 per credit
– Computer Science Bachelor's degree	\$275 per credit	\$209 per credit
– Data Analytics Bachelor's degree	\$275 per credit	\$130 per credit
• AcceleratED Standard Tuition Rate:	\$275 per credit	\$209 per credit

#### FLEX CHOICE® CREDIT BY ASSESSMENT

Tuition rates listed above are for traditional courses required within programs. Flex Choice Credit by Assessment ("CBA"), when available, may be attempted for a fee of \$99 per attempt. Students must enroll in at least six credits of traditional courses during the quarter in which they attempt a CBA. CBA fees are not eligible for Title IV financial aid, or for military, corporate, or articulation discounts.

#### CREDIT BY EXAMINATION

Prepayment of a non-refundable/non-transferable Credit by Examination fee of \$99.00 is required prior to being granted access to any Credit by Examination.

#### EXCEPTIONS

**Exceptions to the Standard Tuition Rate:** The following exceptions do not apply to School of Nursing programs, Medical Laboratory Technician Associate's Degree, Physical Therapist Assistant Associate's Degree, Radiologic Technology Associate's Degree, Surgical Technologist Associate's Degree, or Data Analytics Bachelor's Degree.

- \$209 per credit (full-time and part-time) for current residents of the following ZIP codes: 60632, 60621, 60623, 60638, 60629, 60636, 60609, 60608, 60804 and 60402
- \$175 per credit (full-time and part-time) for graduates from the following schools in Chicago, IL: Solorio Academy High School, Orr Academy High School, Phillips Academy High School, Collins Academy High School, Chicago Academy High School, Paul Robeson High School, and John Hope College Preparatory High School.

**Exceptions to the AcceleratED Standard Tuition Rate:** \$310 per credit (part-time) or \$260 per credit (full-time) for prequalified course requirements and any other courses taken in 11-Week Quarters (5.5-Week Terms) prior to beginning program courses in 12-Week Quarters (6-Week Sessions). This exception does not apply to the Computer Science Bachelor's Degree or Data Analytics Bachelor's Degree.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

**Additional Tuition Information**

- Full-time students are defined as taking 12 or more credits per 11-week quarter or taking 12 or more credits per 12-week quarter. Students taking fewer than 12 credits per 11-week or 12-week quarters are part-time students. For tuition purposes only, students taking 8 or more credits when enrolled in a single 5.5-week term of an 11-week quarter are considered full-time 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.
- **FAST TRACK:** Students taking 16 or more credits shall only be charged for 16 credits and will be assessed an additional course resources fee of \$175 for every course over four courses. Students enrolled in the Bachelor of Science in Nursing degree program through the Standard Entrance Accelerated BSN Entrance Option or Second Degree Accelerated BSN Entrance Option do not qualify for Fast Track pricing.
- Individual Progress students will be charged at the School of Business part-time rate, plus the applicable Course Technology and Resource Fee. Individual Progress students are not eligible for Credit by Assessment.
- Audit students who elect to take courses without earning college credit are charged \$167 per credit hour plus the applicable Course Technology and Resource Fee and book fees for each course. Students who wish to convert the Audit grade to a letter grade will be charged the difference between the audit rate and the program part-time rate in effect at the time the grade is converted.
- Students who meet qualifications for military or articulation discounts are eligible to receive a 10% reduction in per term tuition cost. Students in the Bachelor of Science in Nursing program entering through the RN to BSN entrance option are not eligible for any additional discounts. Students enrolled in programs with tuition rates lower than \$209 per credit for full-time rates and \$275 per credit for part-time rates are not eligible for military, corporate or articulation discounts.

**A. Program Administrative Fee**

Rasmussen College has a one-time administrative fee, charged during the first quarter of enrollment, for all new and reentering students enrolled in the following programs. This fee covers some of the costs of administering each program including, but not limited to: administering program-specific requirements and managing clinical/

externship/practicum sites and/or preceptorships. This fee is non-refundable.

- School of Health Sciences:
  - Medical Assisting Diploma (\$350)
  - Medical Laboratory Technician associate's degree (\$350)
  - Physical Therapist Assistant associate's degree (\$350)
  - Radiologic Technology associate's degree (\$350)
  - Surgical Technologist associate's degree (\$350)
- School of Nursing
  - Master of Science in Nursing degree (\$495)
  - Bachelor of Science in Nursing degree, RN to BSN Entrance Option (\$150)
  - Bachelor of Science in Nursing degree, Second Degree Accelerated BSN Entrance Option (\$495)
  - Bachelor of Science in Nursing degree, Standard Entrance Accelerated BSN Entrance Option (\$495)
  - Practical Nursing Diploma (\$495)
  - Professional Nursing associate's degree (\$495)

**B. Course Technology and Resource Fee**

Rasmussen College charges a \$175 course technology and resource fee for each faculty-led course. A \$175 course technology and resource fee is assessed on each School of Nursing lab component, School of Nursing clinical component, School of Health Sciences lab component, School of Health Sciences clinical component, and General Education lab component in addition to the \$175 assessed on the course. Lab components are designated in the College Catalog course descriptions and on the student's schedule with course numbers ending in "L". Clinical components are designated in the College Catalog course descriptions and on the student's schedule with course numbers ending in "LL".

Students enrolled in the Data Analytics Bachelor's Degree program will not be subject to the Course Technology and Resource Fee for any course taken while enrolled in the program.

The items included in this fee vary by program of study and can include, but are not limited to:

- Access to technology tools and online course systems
- Access to electronic library resources (reference services, books, e-books, databases, guides, interlibrary loan, etc.)
- Access to licensed materials and videos

- Peer, faculty and expert tutoring with 24/7 math support and question response as well as lab paper review
- The Student Portal
- The Personal Support Center Help Desk
- Access to online career resources such as Optimal Resume and Job Connect
- Reimbursement for certain student exam certifications and certain exam review programs
- Tactical facilities and services required for the criminal justice program
- Some (not all) background checks and immunizations
- Uniforms and other supplies for the medical and criminal justice programs used while in class

**C. Book Fee**

Students may purchase required textbooks or e-books through Rasmussen College for a \$10 flat fee for each textbook (traditional or e-book) for each course. Students are not required to purchase the required textbooks through the College and may opt-out and purchase the required textbooks through another source such as Amazon. See the textbook opt-out policy. If the student does not opt out, the College will provide the required textbooks or e-book to the student for the \$10 per-book charge.

Example: For a course that has two textbooks, a student will pay the technology and course resource fee of \$175.00, plus \$20.00 in book fees, for a total of \$195.00.

**D. Textbook Opt-Out Policy**

Students may opt out of purchasing any or all textbooks or e-books through the College at the \$10 flat book fee per textbook or e-book. Students who opt out will need to purchase the required textbooks or e-books separately through another vendor, such as Amazon. Students who opt out are advised that access to textbook or e-books via a link within a course will be removed.

Students can opt-out by completing the textbook opt-out form available through the student portal. The form must be completed, scanned, and emailed to TextbookOptOut@rasmussen.edu by the end of the class add period, as defined in the Rasmussen College catalog.

The list of textbooks and materials required for each course, including the ISBN, retail price and the fee Rasmussen College charges (\$10.00 for each textbook) is available on the student portal and on the bottom of the schedule confirmation page.

Students who opt out should order their textbooks and e-books at least three weeks before the start of each term to help ensure materials are delivered in time for the start of courses.

**E. California Student Tuition Recovery Fund (for California residents only).**

Within this section, "you" means the student.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

## Primary Sources of Financial Aid

	PROGRAM	TYPE OF AWARD	AMOUNT PER YEAR	APPLICATION
<b>Gift Aid*</b>	Federal Pell Grant	Grant; based on financial need.	\$596 - \$5,920	Free Application for Federal Student Aid (FAFSA)
	Federal Supplemental Educational Opportunity Grant (SEOG)	Grant; based on financial need, awarded by the College.	\$100 - \$4,000, based on availability	Free Application for Federal Student Aid (FAFSA)
	Florida Student Assistant Grant**	Grant; based on financial need, FL residency, undergraduate, full-time.	Varies, based on availability.	Free Application for Federal Student Aid (FAFSA)
	North Dakota State Grant**	Grant; based on financial need, ND residency, undergraduate.	\$1,950	Free Application for Federal Student Aid (FAFSA)
	Minnesota State Grant**	Grant; based on financial need, MN residency, undergraduate.	Varies, based on State Grant award formula	Free Application for Federal Student Aid (FAFSA)
<b>Employment*</b>	Federal Work Study	Part-time job; on or off campus; based on financial need and skill level of position, awarded by the College.	Varies, based on availability.	Free Application for Federal Student Aid (FAFSA)
	State Work-Study	Part-time job; on or off campus; MN residency, based on financial need and skill level of position, awarded by the College.	Varies, based on availability.	Free Application for Federal Student Aid (FAFSA)
<b>Loan Programs</b>	Federal Direct Subsidized Loan	Loan; based on financial need, undergraduate, payments deferred until six months after student is no longer enrolled or enrolled less than half-time.	1st Year – \$3,500 2nd Year – \$4,500 3rd Year & above – \$5,500 Graduate – Not Elig	Free Application for Federal Student Aid (FAFSA), Master Promissory Note and Loan Entrance Counseling
	Federal Direct Unsubsidized Loan	Loan; principal and interest payments may be deferred until six months after student is no longer enrolled or enrolled less than half-time.	Same as subsidized limits, plus: <b>Dependent student:</b> 1st Year & above – \$2,000 <b>Independent Student:</b> 1st & 2nd Year – \$6,000 3rd Year & above – \$7,000 Graduate – \$20,500	Free Application for Federal Student Aid (FAFSA), Master Promissory Note and Loan Entrance Counseling
	Federal Direct PLUS Loan	Loan; for credit-worthy parents of dependent undergraduates and graduate students	Up to student's cost of attendance.	Student: Free Application for Federal Student Aid (FAFSA) Parent: PLUS loan application and Promissory Note
<b>Veterans' Benefits</b>	Veterans' Benefits	Benefits for veterans and dependents of veterans, including National Guard and Reserves.	Monthly benefit based on service contributions	Veterans Administration or Veterans Service Officer

\*Gift aid and work study are awarded annually based on the award year dates of July 1 through June 30. Students attending in more than one award year must reapply for financial aid by completing a new FAFSA.

\*\*These state programs are available only for residents of the identified state, based on the state's residency rules.

### Financial Aid at Rasmussen College

The College has a professionally staffed Student Financial Aid 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:

- Loan funding through various state and federal student loan programs. These funds must be repaid.
- 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.

Once a student has had their financial aid eligibility determined, a payment plan will be created for any balance still owed the College. If a student has not submitted all requested financial aid eligibility documentation by the beginning of the fifth (5th) week of the quarter, a payment plan will be created for the full balance owed. The student still has the opportunity to submit all requested financial aid eligibility documents to have their aid eligibility determined; however, the payment plan will remain active until such time as the balance is paid in full.

### Institutional Scholarship and Grant Programs

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

Students are eligible for only one of the following scholarship and grant programs at a time:

- Early Honors Program
- Military Discount
- Corporate Discount
- Articulation Agreements

## ACADEMIC INFORMATION AND COLLEGE POLICIES

Rasmussen College and its agents assume no responsibility for damages, losses, or injury resulting from acceptance or use of the scholarship award. Taxes and fees, if any, are the sole responsibility of the recipient.

### A. Discounts

Students who meet qualifications for military, corporate or articulation discounts are eligible to receive a 10% reduction in per quarter tuition cost.

#### 1. Military Tuition Rate and Discount Policy

Rasmussen College recognizes the service and sacrifices of the men and women who serve and have served and supported the United States Armed Forces through a special tuition rate for active duty military personnel and tuition discount for veterans and retired military personnel, Guard and Reserve members, and eligible spouses and dependents.

In addition to this benefit, Rasmussen College also gladly accepts the GI Bill and other VA education and training benefit programs, as well as military and veteran-related scholarships. For further details on all military education benefits, please contact the Military Specialist team.

Students in the following categories may be eligible for a reduced tuition rate or discount. Verification of eligibility is required in order for reduced tuition rate or discount to be applied:

- Active Duty Uniformed Military (Air Force, Army, Marines, Navy, U.S. Coast Guard)
- Veteran (honorably discharged)
- Retired Military
- U.S. National Guard Member or U.S. Reserve Member
- Authorized dependents of active duty uniformed military, retired military and veterans

#### a. Active Duty Military Tuition Rate

Students who are active duty uniformed military receive reduced tuition pricing of \$167 per credit hour. Taxes and fees, if any, are the sole responsibility of the recipient. Students who receive reduced tuition pricing are not eligible for other Rasmussen College scholarships, grants, or discount programs. Students must verify active duty military status by providing a copy of their verification letter or copy of orders from their command reflecting current status and specific date of separation.

#### b. Non-Active Duty Tuition Discount

Students who are not classified as Active Duty Military (such as retired or honorably discharged veterans, U.S. National Guard or U.S. Reserve members, or authorized dependents of active duty uniformed military, retired military, and veterans) may be eligible for a 10% reduction in per-term tuition cost. Taxes and fees, if any, are the sole responsibility of the recipient. This discount typically cannot be combined with other college discount or scholarship programs. Students must verify their discount eligibility status with one of the following documents:

- Form DD214 or other separation documentation that indicates the specific date of separation
- Leave and Earning Statement (LES)
- Military Authorization Form, which a Rasmussen College official completes when a United States Uniformed Service (USUS) identification card (DD Form 1173-1) is presented in person
- Certificate of Eligibility
- Active Duty Orders (acceptable documentation for authorized dependents of active duty uniformed military only)

#### 2. Corporate Discount

Some companies receive a tuition discount or grant from Rasmussen College for eligible employees. For the School of Education corporate partners, some employers require proof of employment, such as a pay stub, to initiate and maintain the tuition discount. Contact your campus for details.

#### 3. Articulation Discount

Some students from institutions of higher learning with whom Rasmussen College has a signed articulation agreement receive a tuition discount. Contact your campus for details.

#### B. 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 to discuss your tuition reimbursement options.

#### C. Early Honors Program

Rasmussen College is proud to offer select high school juniors and seniors who have reached the minimum age of 16, the opportunity to begin their professional career training early. The Early Honors Program is designed to reward those who have a strong academic background and a desire to succeed.

#### D. 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. Courses for high school professionals are offered on a space-available basis, with priority given to other enrolled Rasmussen students who must complete the course as part of their degree program at Rasmussen College.

High School Professional Program participants are responsible for the course technology and resources fee for each course taken. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. High School Professional Program participants electing to complete courses online will need to secure access to required hardware and software. The College will provide specific technology requirements information for each course. Grades will be recorded as audit grades with the student classified as an audit student.

Rasmussen College Academic Policies apply to participants in the High School Professional Program.

## Refund Policies

### Cancellation, Termination, Refund Policy for Florida, Kansas, Illinois, Minnesota, Missouri, North Dakota and Wisconsin

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 the 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 they have been charged ("Period of Instruction"), all tuition and fees paid will be refunded. 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 and awarded for institutional scholarships/discounts for the completed portion of the Period of Instruction shall be prorated based on total tuition charges and institutional scholarships/discounts awarded and the portion of the Period of Instruction completed. After the completion of 60% of the Period of Instruction, no refund of tuition or of institutional scholarships and discounts will be made.
- Refunds are made within 30 days of the date of determination of withdrawal if the student does not officially withdraw in Florida, Kansas, and Missouri.
- Refunds are made within 45 days of the date of determination of withdrawal if the student does not officially withdraw in Illinois, Minnesota, and North Dakota.
- The refund policy is not linked to compliance with the College's regulations or rules of conduct.

### Federal 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 completed all coursework, 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. Postwithdrawal disbursements are made first from available grant funds before available loan funds and must be done within 45 days of the school's determination that the student withdrew.

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.

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.

### 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 A. 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.

### B. 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.

### C. 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.

### D. For Illinois, Kansas and Wisconsin Campuses

Please note that Illinois, Kansas, and Wisconsin do not have state grant programs, so the Non-Federal Refund Distribution Policy does not apply to students attending campuses in Illinois, Kansas, or Wisconsin.

### Veterans Refund

In the event a veteran discontinues training for any reason, any supplies or textbooks issued to and paid for by the veteran become the property of the veteran. Electronic resources, access to which the veteran paid for as part of the course technology and resource fee, shall remain accessible to the veteran as long as the license provided by the publisher/content owner allows. Licenses for electronic resources, which are utilized in most courses at Rasmussen College, are typically active for a length of 180 days to two years, dependent on the publisher. The remaining amount of the prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance of training.

### Exit Interviews

Students contemplating the termination of their education at Rasmussen College should contact the Dean, Campus Director, or Advisor.

All students graduating or withdrawing 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. Academic and financial aid files are not complete until both exit interviews have been completed.

The Advisor is available for 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 to the College.

### Extended Quarter Break Stop-Out Policy

Rasmussen College encourages students to remain continuously enrolled in their program through graduation. Rasmussen College recognizes that, on occasion, a student may experience an extraordinary personal situation for which the student may need an extended break between quarters. A student with an extenuating circumstance may apply for the Extended Quarter Break Stop-Out. Students who are enrolled and meeting the standards of Satisfactory Academic Progress at the end of one quarter may apply for an extended break for either Term/Session 1 or 2 of the following quarter. The student must successfully complete Term/Session 2 immediately prior to the Stop-Out quarter. Under no circumstances will a Stop-Out be approved for a student to take two consecutive Term/Session Stop-Outs (i.e., Term/Session 2 of Fall Quarter and Term/Session 1 of Winter Quarter or Term/Session 1 & 2 of the same quarter). The student must commit to returning in the immediate next Term/Session following the approved Extended Quarter Break Stop-Out or the student will be withdrawn from Rasmussen College. Students who are receiving Title IV funding must be scheduled to take at least six instructor-led credits in the Term/Session immediately following the Extended Quarter Break Stop-Out period. The student must meet with his or her Advisor in order to obtain a Stop-Out Request Form. The Advisor will provide the student with the necessary information to make an informed decision. Stop-Out Request Forms must be signed on or before the last business day to drop courses in the quarter for which the Extended Quarter Break Stop-Out is being requested. Stop-Out Request

forms received after the last day to drop courses will not be honored. 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 an Extended Quarter Break Stop-Out are eligible to receive aid only for the Term/Session courses of the quarter in which the student returns. Students in some programs, such as the Physical Therapist Assistant program, are not eligible for the Extended Quarter Break Stop-Out..

#### **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 reenroll 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 and who, for medical reasons, are unable to complete the term in which they are currently enrolled.

#### **A. 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 their Advisor to determine the impact of a Medical Leave or Withdrawal.

#### **B. 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.

- The student cannot remain enrolled in the quarter/term/session that the leave begins.
  - *Important note: If the student is currently enrolled for the quarter/term/session in which their requested leave is to begin, it is their responsibility to drop/withdraw from their classes.*

#### **C. 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 the quarter/term/session in which the student wants to return to complete the reentry process and submit the Medical Leave Return Request. 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 college personnel once the re-admission application is received: Academic Dean, Accounts Receivable representative, and Campus Director.

#### **D. Policy Regarding Grades in the Event of a Medical Leave of Absence or Medical Withdrawal**

1. If the students 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 course drop period of the quarter.
3. If a student completes any Term 1 5.5-week course(s) or Session 1 6-week course(s) but then has to take a Medical Leave in Term 2 or Session 2, the letter grades they earned for those courses will remain on their transcript.

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.

#### **E. 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.

#### **F. 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 Rasmussen College.

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



## ACADEMIC POLICIES

### 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 five 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. To guide this process, Rasmussen College has established five Councils, which align with the five purposes that support the mission; as such, the College provides its faculty and staff with a central role in the decisions that impact the future 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.

### Transferable Skills Assessment

Transferable Skills are essential abilities which are valued by employers in many professional fields and form the basis for lifelong learning. Rasmussen College has identified the following six Transferable Skills as institution-level learning outcomes: Communication, Critical Thinking, Digital Fluency, Diversity and Teamwork, Ethics and Professional Responsibility, and Information Literacy.

Students will have the opportunity to demonstrate these skills in a number of courses across their programs of study, especially in course projects across the curricula. Most of the projects have an authentic focus on the type of tasks students will perform in the workplace. Students will be assigned to submit a comprehensive Transferable Skills project in their program capstone courses.

### 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

### Individual Progress

Students may enroll in one or more courses at a time, or in succeeding quarters, without enrolling in a program of study. Courses beginning with HIM, MEA, MLT, NGR, NUR, PRN, PTA, RTE and STS cannot be taken as individual progress courses. 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 Exam). Eligible individual progress courses will be applied to their degree program, and count as credits attempted and earned for purposes of Satisfactory Academic Progress (SAP).

### Auditing a Course

A student who audits a course does so for the purposes of self-enrichment and academic exploration. Students who are not enrolled in an eligible program and elect to take courses without earning college credit are considered Audit students. This non-credit option is NOT available to students for courses beginning with: CDA, CEN, CET, CGS (excluding CGS 1240), CIS, CNT, COP, COT, CTS, EEC, EEX, GRA, ISM, HIM, MEA, PRN, NUR, PTN, RTE, STS or MLT. However, students who are enrolled in a program in which the courses beginning with CDA, CEN, CET, CGS (excluding CGS 1240), CIS, CNT, COP, COT, CTS, EEC, EEX, GRA, ISM, HIM, MEA, PRN, NUR, PTN, RTE, STS or MLT exist, may be eligible to take the course as an Audit if the student's transcript reflects prior successful completion of the course. An Audit student is not eligible to complete any laboratory or clinical components of a course or any externship or internship or practicum experiences. However,

a student who is enrolled in a Health Sciences program may be eligible to Audit a laboratory component of the course with approval from the Dean or Program Coordinator.

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 an "Audit" upon completion of the course. Students may choose to convert the Audit grade to a letter grade and earn credit for an additional fee. Audited courses with a clinical, practicum or laboratory component are not eligible for conversion to a letter grade. An Audit student is considered a learner and it is expected that the student will participate with reasonable regularity and do assigned work, particularly if she/he expects to convert the Audit grade to a letter grade at a future time. Competency courses are not eligible for Audit. Audited courses are not eligible for Title IV funding. The ability to Audit a course is based on space availability.

### Developmental Education and Rasmussen College Entrance Placement Assessment 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 Developmental Education courses reflects the commitment Rasmussen College has to ensuring the success of all students, and to providing educational opportunities to those who enroll. Coursework in math or English that is numbered below 100 is considered to be Developmental Education. College entrance placement assessment scores are used to appropriately place students in English and math courses according to skill level. See Entrance Assessment Table for placement scores.

The College entrance placement assessment may not be retaken for initial placement purposes during the quarter in which a developmental level course is scheduled. However, a student may repeat the assessment at the end of a quarter in which the Developmental Education course was attempted and prior to the start of the following quarter in order to prove readiness for College-level coursework. If the student places into Developmental Education coursework following the re-assessment, the student must repeat the Developmental Education course in the following quarter as long as the student is still eligible to repeat the Developmental Education course.

### Developmental Education Courses

Students are placed into Developmental Education courses based on the results of the Rasmussen College entrance placement assessment. To help ensure student success, students requiring Developmental Education coursework must attempt one such course in their first term of enrollment. Students requiring two Developmental Education courses must attempt the first course, Reading and Writing Strategies (B080), in their first term of enrollment and the second course, Combined Basic and Intermediate Algebra (B095) in Illinois and Practical Math (B087) in other states, in their second quarter of enrollment. If a student withdraws from or does not pass a required Developmental Education course, the student must successfully complete that course in the subsequent full quarter of enrollment or the student will be dismissed from the College. As such, any required Developmental Education courses must be completed no later than the end of the student's third full quarter of enrollment, or the student will be withdrawn from the College.

Students requiring two Developmental Education courses must attempt Reading and Writing Strategies (B080) and one additional course in their program of enrollment prior to enrolling in the Developmental Education math course. Students requiring two Developmental Education courses will not be scheduled into both courses in their first quarter of enrollment. If necessary, however, a student may be scheduled into both Developmental Education courses in each of the terms of the second quarter. Upon successful completion of Reading and Writing Strategies, and at least three credits of coursework in their program of enrollment with a grade of C or higher, the student will be allowed to take a full-time credit load, if desired.

Developmental Education course credits are not counted toward graduation, and must be passed with a grade of "SX." Students enrolled in Developmental Education courses are eligible for financial aid. Students are not eligible to access competency courses until all Developmental Education requirements have been successfully fulfilled. Developmental Education courses must be taken in conjunction with courses required in an eligible program.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

### Developmental Education Course Grading

All Developmental Education courses are satisfactory/unsatisfactory (SX/UX) courses.

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 or Combined Basic and Intermediate Algebra  
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%

### Common Grading Scale

Some General Education courses may contain a lecture component with a Co-requisite lab component. If a grade is achieved at or above the threshold of 60% in both components of a course which consists of lecture and lab components, each component will receive the grade earned independently. Failure to earn a grade at or above the threshold of 60% in either the lecture or lab component will result in failure of both components of the course.

### Point Scale Alphabetical Grading System

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	0.00	Failure
AUDIT	NA	Audit
CW	NA	Course Waiver
FD	NA	Failure Dropped
I	NA	Incomplete
PT	NA	Pending Transfer
Credit		
S/SX	NA	Satisfactory
TO	NA	Test-Out
TR	NA	Official Transfer
Credit		
U/UX	NA	Unsatisfactory
UD/UXD	NA	Unsatisfactory Drop
W/WX	NA	Withdrawal

### Health Sciences Programs Grade Scale

The following grade scale applies to all upper- and lower-level courses with prefixes of BSC, BMS, HIM, HSC, MEA, MLT, MTS, PHT, PTN, RTE and STS.

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%

School of Health Sciences courses may contain a co-requisite lab component, co-requisite externship and/or practicum learning component, or both in addition to the lecture component of a course. Satisfactory performance (score of 73% or higher) in the lecture, lab, externship and/or practicum experience is required to earn a passing grade in the course. Failure to earn a satisfactory grade in the lab and externship and/or practicum component will result in failure of all components of the course. If a satisfactory grade is achieved in both components of a course consisting of lecture and externship/practicum components (no lab component), the grade earned in the lecture component will appear on the transcript as the final grade for each component of the course. If a satisfactory grade is achieved in both components of a course consisting of lecture and lab components (no externship or practicum component), each component will receive the grade earned independently.

### Nursing Programs Grade Scale

Students are required to earn at least a "C" in their Nursing courses. This applies to all NUR 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%

Nursing core courses may contain a co-requisite lab component, co-requisite clinical learning component, or both in addition to the lecture component of a course. Satisfactory performance in the lecture component (score of 78% or higher) and a satisfactory assessment in the laboratory and/or clinical experience are required to earn a passing grade in the course. Failure to earn a satisfactory assessment in the laboratory and/or clinical component will result in failure of all components of the course. If a satisfactory assessment is achieved in the lab and/or clinical learning experience, courses with multiple components will receive a coordinated grade for each component equivalent to the earned grade in the lecture component.

### A. Total Exam Score Average

In order to pass the course, students are required to achieve an overall **Total Exam Score Average** at or above a threshold of 78% for all exams taken within the nursing course. Neither the threshold calculation or the individual exam percentages will be rounded up (for example, 77.9% equals 77%).

- Exam score averages as a passing threshold: Each course exam will be individually calculated, earning a distinct percentage. Exam "percentages" (not points) will then be added individually and divided by the number of exams in the course in order to determine achievement of the 78% benchmark.

- e.g., if there are four exams in the course, and the results of exam one (50 questions) = 80%, exam two (50 questions) = 78%, exam three (50 questions) = 89% and final exam (100 questions) = 76%, the **Total Exam Score Average** would be 80%  $((80+78+89+76)/4)$ .

### B. Total Course Score

Once the 78% total exam score average threshold has been met, the final grade for the nursing course will be calculated based on all incorporate points earned for exams, assignments, quizzes, and other coursework requirements.

- Students who successfully reach the 78% exam average threshold as calculated above will then have the course grade determined by an overall course point calculation, which includes all earned points as outlined in the course syllabus.

### Competency-Based Education Course Grade Conversion Scale

The following course grade conversion scale can be used to convert competency-based education course scores to letter grades:

Competency Report Scale	Percentage Range	Letter Grade
4	100% - 94%	A
3	93% - 85%	B
2	84% - 78%	C
1	below 78%	F

### Flex Choice Credit by Assessment Options

Rasmussen College Flex Choice Credit by Assessment are self-directed offerings that fulfill some academic program requirements. Demonstrated mastery through the successful completion of self-directed Flex Choice Credit by Assessment allow students to test out of some courses within their academic program.

- Students must be enrolled in a program that allows Credit by Assessment options in order to gain access to Credit by Assessment.

- Students must attempt a minimum of six traditional faculty-led credits per quarter in order to gain access to a library of Credit by Assessment options that may be available to them.
- Students must have fulfilled all Developmental Education requirements prior to enrolling in any Credit by Assessment.
- Students must be in good academic standing in order to enroll in any Credit by Assessment options.
- Credit by Assessment is optional, and students can complete a degree without completing any Credit by Assessment.
- Students may choose to attempt Credit by Assessment as it applies to their program requirements.
- If Credit by Assessment options are selected, they must be taken alongside other faculty-led courses and be completed within 90 days of accessing Credit by Assessment.
- There will be no extensions granted for students enrolled in a Credit by Assessment.
- Students who do not successfully complete Credit by Assessment within the allotted time will be required to take the faculty-led course to fulfill graduation requirements.
- Students may attempt Credit by Assessment option as long as they are concurrently enrolled in an eligible program.
- Enrolled students may elect to take Credit by Assessment in lieu of a faculty-led course for any course that has been identified as having Credit by Assessment equivalent or fulfills the same General Education category.
- Upon successful completion of Credit by Assessment, Rasmussen College will issue a Certificate of Successful Credit by Assessment completion. The certificate will be placed in the student's academic file.
- If a student has already attempted a faculty-led online or residential course, as indicated by a posted W or F grade, the student will not be allowed to attempt the equivalent Credit by Assessment or Credit by Examination option.
- If an unsuccessful attempt is made for Credit by Assessment, the Credit by Examination is no longer an option.
- A student may attempt a Credit by Assessment and later enroll in an equivalent faculty-led course as long as the Credit by Assessment credit has not been awarded.
- Credit by Assessment opportunities must be completed prior to or concurrently with the final traditional faculty-led courses in the program.
- Credit by Assessment will not count as credits for financial aid eligibility.

- Credit by Assessment credits will not satisfy credit load requirements for the purposes of veterans benefit program funding or any other student financial assistance program.
- Students who enroll or reenter the College are required to pay a non-refundable Credit by Assessment fee in order to gain access to the assessment. See the tuition structure table for current rates.
- Contact your Advisor for a list of available Credit by Assessment opportunities as well instructions to enroll and pay the credit by assessment fee.
- Payment of the fee does not guarantee the award of credits, any credits awarded will be based on meeting all of the criteria above and the Flex Choice Credit by Assessment Options policy.

### Flex Choice® Credit-Based Competency-Based Education (CBE) Programs

Students enrolled in a Flex Choice® Credit-Based CBE Program are eligible to take either traditional courses or competency-based courses. The traditional courses are delivered within the standard terms of the College.

Students may choose to take competency-based courses as they apply to their program requirements. The competency-based courses are optional, and students can complete their program without completing any competency-based courses. Competency-based courses must be completed within the standard term of the program.

The competencies within competency-based courses align with the course objectives of the College's traditional courses. Objectives are measured through groups of assessments that allow students to demonstrate that they have learned the competency and are able to apply knowledge and skills.

Successful completion of a competency-based course will be awarded a letter grade, which will appear on the student's transcript.

- All Rasmussen College policies and procedures apply to a student in a Flex Choice® CBE program unless otherwise noted.
- The credit-based CBE programs will offer at least 51% of the program credits as CBE credits. A student's ability to take CBE courses may be limited to the courses available and any transfer credits as applied to the program of enrollment.
- Students must have successfully completed Developmental Education requirements prior to enrolling in any competency-based course(s).
- Students may attempt a competency-based course as long as they are enrolled in an eligible program.

- Competency-based courses will count as credits toward financial aid eligibility.
- Attendance policies of the College must be met.
- First Week Attendance: Students are expected to meet attendance requirements in their courses on or before the seventh (7th) day after the start of a term. Completion and submission of the Learning Plan will be required to fulfill the first week attendance requirement in a competency-based course.
- Attendance requirements in competency-based courses are met by (a) completing and submitting identified activities or assessments within the competency-based course (b) substantive academic engagement, including completing the course Learning Plan, quizzes, or diagnostic assessments.
- Student grades will be impacted by the completion of assessments.
- Students have until the final day of the quarter to complete the competency-based course(s).
- Competency-based course scores will be converted to letter grades following a standard grading scale as identified on the Competency-Based Education Course Grade Conversion Scale.
- Upon successful completion of a competency-based course the attendance requirements have been met and Rasmussen College will post the final letter grade to the student's record.
- Students who do not successfully complete a competency-based course within the allotted time will be required to repeat the course as either a competency-based course or as a traditional course per the course repeat policy.
- If a student has already attempted and failed or withdrawn from a traditional course, as indicated by a posted W/WD or F/FA grade, the student will be allowed to attempt the equivalent competency-based course following the expectations of the course repeat policy.
- Students who elect to take an incomplete at the end of a quarter per the College Incomplete Grade Policy will be given an "I" indicating an incomplete grade. Students will be required to work independently without support or guidance from the course faculty during the incomplete period. At the end of the incomplete period the grade will be converted per the Incomplete Grade Policy.
- Upon withdrawal from the College the student's financial aid award will be adjusted according to the Institution's Refund Policy as described in the College Catalog. Grades will be

assigned according to the Rasmussen College Course Add, Drop, and Withdrawal policies.

- If a student receiving Title IV funds (federal financial aid) ceases to be enrolled in a quarter, including students who complete all competency-based courses prior to the end of the quarter and have no other enrollment that quarter, the student may need to have their financial aid awards adjusted according to the Institution's Return of Title IV Funds Policy as described in the College Catalog.
- It is the expectation that students in a Flex Choice® CBE Program will be full-time by taking a combination of traditional courses and competency-based courses.
- A Rasmussen College student is considered full-time when they are taking 12 or more credits per 11 or 12-week quarter.
- Students will matriculate into Rasmussen College upon acceptance in a Flex Choice® CBE program of their choice.

### Reenter Policy

A reenter is defined as any student who withdraws from all courses after the course drop period in any term and returns in a subsequent quarter. A student will not be considered for reentry in the same quarter in which they withdrew. Due to financial processing, a student may return no fewer than 21 calendar days after the date of withdrawal. Reentering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. They must also meet all entrance requirements as stated in the current catalog. Students will reenter into the current curriculum. Any exceptions to this policy need to be approved by the Department Chair. For the calculation of Satisfactory Academic Progress, reentering students are treated as continuing students and must meet progress requirements.

Students who are returning from a prior status of Complete, as defined in the Complete Status policy, who are returning with the intent to convert the Complete status to a graduate status in their most recent program of enrollment are subject to the reenter policy and procedures with the exception of returning to the current curriculum and meeting entrance requirements. Students who are returning from a prior status of Graduate, must have a financial balance of \$1,000 or less to return and enroll in a new program.

If a student is not meeting Satisfactory Academic Progress at the time of withdrawal and wants to switch to a different program upon return, the Program Transfer Policy must

be followed. Students returning in satisfactory academic standing or on Academic Warning must have a financial balance of \$1,000 or less to return. Students returning on Academic Probation, regardless of aid status, must have a zero financial balance and have paid half the tuition amount of the upcoming quarter by seven calendar days after the term/quarter start. Students in Health Sciences programs must complete a programmatic assessment in order to determine an appropriate level of reentry. These students will be allowed to reenter if space is available and all other reentry requirements are met.

### School of Nursing Reenter Policy

Students who have been administratively withdrawn from a School of Nursing program for disciplinary or conduct reasons may not be eligible for reentry into any School of Nursing program and may not be eligible for reentry to Rasmussen College.

Additionally, students who have been dismissed from a School of Nursing program, those who fail two core nursing courses, or those who fail the same core nursing course twice are not eligible for reentry into the same program within the School of Nursing until four full academic quarters have passed since the date of programmatic withdrawal.

Reentry into a previously attempted nursing diploma, associate's degree, or bachelor's degree entrance option is limited to one time for students withdrawn for not meeting program standards as defined in the Nursing Handbook.

Nursing students will have their previously completed nursing core courses (as designated by course prefix NU, NUR, PN, PRN, HUN, & NGR) assessed against the current program to determine which course(s) 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 reentry requirements are met.

All core Nursing coursework, whether passed or failed, from any prior enrollment will remain on the student's academic record. When a nursing student reenters after the course expiration period as defined in the School of Nursing Course Expiration Policy, no previously failed core nursing courses will apply for the purpose of determining the number of failed core nursing courses or apply for the purpose of determining Satisfactory Academic Performance (SAP).

For graduates of a Rasmussen College Nursing program who are returning for a subsequent Nursing credential, no previously failed core nursing courses will count for the purpose of determining

the number of failed core nursing courses in the new enrollment. All core nursing coursework whether passed or failed will remain on the student's academic record. All previously passed or failed unexpired core nursing courses will apply for the purpose of determining Satisfactory Academic Performance (SAP).

#### Repeating Courses Policy

Students who are meeting Satisfactory Academic Progress may retake courses up to three times, but only at regular tuition rates. Students repeating a course for a second or third time may count the credits for that course in a financial aid award calculation only if they earned a failing grade in all previous attempts of that course. Courses should be repeated in the next quarter in which it is offered. No course can be repeated within the same quarter in which it was most recently attempted.

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 or a grade of Pass and transferring it back in to Rasmussen College, in accordance with the transfer of credit requirements. In the case of credit transfer, an "F/FA" grade will be replaced by a "TR" and the student's GPA will be recalculated to reflect the transfer of credit. However, all of the course credits both failed and transferred, count in the student's Cumulative Completion Rate (CCR).

Developmental Education courses may only be repeated one time. Students who fail a Developmental Education 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.

#### A. School of Health Sciences Repeating Courses Policy

Students are required to attend the Clinical, Externship or Practicum Orientation prior to their first clinical, externship, or practicum. They receive a clinical, externship, or practicum manual that discusses the expectations, and students are required to sign an acknowledgement form that is submitted and included in their programmatic file. The clinical, externship, or practicum manual discloses that students have two attempts to complete their clinical, externship, or practicum successfully, or they will be dismissed from the program. If a student fails both attempts, documentation will be placed in the student's file. If a student is dismissed from a clinical, externship, or practicum site due to circumstances out of their control, attempts will be made to secure an additional site within the same quarter for the student to complete their clinical, externship, or practicum. Students enrolled in the Pathway to Patient Care Seminar course will have one opportunity to attempt the course regardless of grade (SX/UX/WX) earned.

#### B. School of 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, & NGR coursework). However, a second failure, whether it be the same nursing course or any other nursing course will result in dismissal from the nursing program. Core nursing courses may need to be repeated in a program of reentry based upon course expiration periods as defined in the Nursing Program Reentry Policy and as allowed by the School of Nursing Course Expiration Policy.

#### School of Nursing Course Expiration Policy

Students who qualify for reentry into a nursing program may receive credit for previously completed core nursing curriculum courses. Application of credit in Major and Core Courses in the School of Nursing will be available based upon the following course expiration periods and restrictions:

- Previously attempted nursing coursework with either a lab and/or clinical component has a four

quarter expiration from the quarter of programmatic withdrawal. Successfully completed nursing coursework from a prior enrollment applies to the program of reentry if reentry is within four academic quarters following the most recent quarter of nursing program attendance.

- Previously attempted nursing coursework with no lab and/or clinical component has a twelve quarter expiration from the quarter of programmatic withdrawal. Successfully completed nursing coursework from a prior enrollment applies to the program of reentry if reentry is within twelve academic quarters following the most recent quarter of nursing program attendance.
- If the program of reentry does not require a previously completed course, no credit will be awarded.

#### 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 24 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/Quarter. An incomplete may be granted to a student at the end of a Term/Quarter at the discretion of the instructor under the following conditions:

1. An incomplete form is completed by the instructor that identifies:
  - a. The work to be completed,
  - b. Qualifications for acceptable work,

- c. The deadline for completing the work is 7 calendar days for both the 11-week quarter courses and 5.5-week courses,
  - 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, the student is able to demonstrate their ability to meet the course objectives.
  4. Allowing the student extra time compensates for events or conditions not within the student's control (e.g., 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 7 calendar days of the last day of the Term/Quarter in which the course was attempted. 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.

#### Change of Grade Policy

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 and Change of Grade Policies

The Incomplete Grade Policy and Policy for Change of Grade apply to students in the School of Nursing, with the following exceptions:

- A. Professional Nursing (ADN) Program**  
In order for an Associate Degree Nursing program student to complete and receive a final passing grade in the programmatic coursework that delivers two proctored NCLEX Comprehensive Predictor Exams, the student must earn an individual score (benchmark) on one of the two proctored Comprehensive Predictor Exams which equates to a 95% probability of passing the NCLEX exam. All students are required to take the two exams. If the student

is not successful in reaching the required individual score, the student will receive an Extended Incomplete grade for the course, not to extend beyond the quarter following the initial two attempts of the proctored Comprehensive Predictor Exams. There are a maximum number of five attempts allowed during the quarter of extended incomplete status in order to achieve a successful benchmark on the Comprehensive Predictor Exam. Students who achieve the required individual score within five attempts by week 11 of the quarter of extended incomplete status will receive a grade change based upon the completion of all other assignments and exams within the course. If the student is not successful in meeting the required individual score during the quarter of extended incomplete status, the student will fail the course and be scheduled to repeat the failed course.

#### B. Practical Nursing (PN) Program

In order for a Practical Degree Nursing program student to complete and receive a final passing grade in the programmatic coursework that delivers two proctored NCLEX Comprehensive Predictor Exams, the student must earn an individual score (benchmark) on one of the two proctored Comprehensive Predictor Exams which equates to a 92% probability of passing the NCLEX exam. All students are required to take the two exams. If the student is not successful in reaching the required individual score, the student will receive an Extended Incomplete grade for the course, not to extend beyond the quarter following the initial two attempts of the proctored Comprehensive Predictor Exams. There are a maximum number of five attempts allowed during the quarter of extended incomplete status in order to achieve a successful benchmark on the Comprehensive Predictor Exam. Students who achieve the required individual score within five attempts by week 11 of the quarter of extended incomplete status will receive a grade change based upon the completion of all other assignments and exams within the course. If the student is not successful in meeting the required individual score during the quarter of extended incomplete status, the student will fail the course and be scheduled to repeat the failed course.

#### Program Transfer Policy

Students may transfer programs based on meeting certain criteria. All requests for program transfers, appeals, if required, and the subsequent approval, must be received prior to Friday of the first week of a quarter break in order for the program transfer to take effect the next quarter. The request for a program transfer will either be approved or denied based on a review of academic standing

and progress to date with Rasmussen College and any documentation submitted for an appeal, if an appeal is required. 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. If a student chooses to transfer their academic program, the student defaults to the current catalog and curriculum requirements. A student who chooses to transfer programs must provide written authorization in the form of a completed change of status form and a new enrollment agreement.

A student in good academic standing at the end of the most recent quarter of attendance will be allowed to transfer programs at the start of the next quarter as long as all program transfer requirements have been met.

A student who is not meeting Satisfactory Academic Progress, as defined in the Standards of Satisfactory Academic Progress, at the end of their most recent quarter of attendance will be allowed one program transfer at Rasmussen College. Any subsequent requests for a program transfer when the student is not meeting Satisfactory Academic Progress will be denied, unless they meet the exemption criteria. The one program transfer limitation may be appealed to the College Academic Appeal committee following the process available through the Campus of enrollment.

Students who meet any one of the criteria below are considered exempt from the one program transfer limit if they are not meeting the standards of Satisfactory Academic Progress at the end of their most recent quarter of attendance. Students who meet this criteria do not need to file an appeal to the College Academic Appeal committee. The program transfer will be granted if all other program acceptance criteria are met:

- The returning student has not attended Rasmussen College within the past five years (sixty months) since their most recent withdrawal date
- The returning student earned a credential from another college/university after attending Rasmussen College
- The returning student's previous program from which he/she withdrew while not meeting Satisfactory Academic Progress is no longer offered at Rasmussen College
- The returning student's previous program from which he/she withdrew while not meeting Satisfactory Academic Progress is no longer offered at that campus (i.e., bachelor program now only offered through bachelor-completer 6-week)

- An active student is requesting to transfer to the most recent catalog version of the program in which he/she is currently enrolled
- An active student is changing credentials within the lower level coursework, such as from an associate's degree to a certificate or a diploma, or from the certificate to a diploma or an associate's degree. A student who requests to move from an associate's degree or certificate or diploma credential to a bachelor degree program must meet the Satisfactory Academic Progress program transfer requirements.

If a student has exhausted their one opportunity for a program transfer while not meeting Satisfactory Academic Progress the student may request a program transfer appeal to be reviewed by the College Academic Appeal Committee. The process requires the student to complete and return a Program Transfer Appeal form and, in some instances, supporting documentation. The program transfer appeal process information is available to active students through their Advisor and to returning students through their Program Manager. If a returning student is granted a program transfer appeal, the appeal will be honored for a single re-enter to take place within the next three months as noted on the approved Program Transfer Appeal. An approved program change appeal is only honored for the program the student appealed to enter. Students will receive written confirmation of the approval or denial to transfer programs.

#### 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 when all of the following conditions are met:

1. The course is not currently offered on-site or online.
2. Completion of the course is necessary for on-time graduation.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

- The need for the course in the term/quarter in question does not arise from the student's decision to withdraw from the course in an earlier term/quarter, the student's failure to satisfactorily complete the course in an earlier quarter, the student's decision to change programs, or the student's decision to accelerate graduation near the end of their program.
- The student will complete work of a similar quantity and quality as required in a regularly scheduled course and will meet the standard performance objectives for the course. If the method for meeting and assessing the performance objectives differs from the standard course syllabus, the changes will be noted within the course section.
- Within the first week of the independent study, the student and instructor must meet to review the course schedule and determine how the course and weekly objectives will be met and assessed.
- If the independent study is held residentially the instructor and student(s) will meet an equivalent of at least 11 hours which are distributed evenly across the weeks of the term/quarter.

**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.

**Academic Overload Policy**

An academic or credit overload occurs when a student registers for more than 20 credits per quarter or more than 12 credits in either a 5.5-week term or six-week session. In order to qualify for an overload, the student must have completed a minimum of 30 credits at Rasmussen College. The student must also be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average of at least 3.01 (3.5 for six-week programs) to apply for an overload. Students who qualify will be eligible to take up to 24 total credits in the designated quarter. Students who desire an overload should consult with their Advisor as well as the Academic Dean of the campus in which they are enrolled.

**Course Add Policy**

Students who are enrolled in courses at the beginning of a quarter may add Term/Session 1 courses through the second business day of Term/Session 1 and add Term/Session 2 courses through the fifth business day of Term/Session 1, which is the close of the add period. Courses may be added through the second business

day of Term/Session 2 only when Term/Session 2 is the student's first Term/Session of attendance. Students may add 11-week courses through the fifth business day of the quarter, which is the close of the add period. Business days are defined as Monday through Friday, excluding any College holidays.

**Course Drop Policy**

Students who are enrolled in courses at the beginning of a quarter may drop courses through the fifth business day of Term/Session 1 for both Term/Session 1 and Term/Session 2 courses, which is the close of the drop period. Courses may be dropped through the fifth business day of Term/Session 2 only when Term/Session 2 is the student's first Session of attendance. Students enrolled in 11-week courses may drop courses through the fifth business day of the quarter.

Within the two-day Term/Session 2 add period, a student may be able to drop a course in Term/Session 2 when a course can be added Term/Session 2 that is of the same credit value. The student will need to work with their Advisor to determine if this is an option.

When a student notifies the College of withdrawal from a class on or before the close of the drop period, the class will be dropped without being recorded on the student's transcript and tuition will not be charged.

Business days are defined as Monday through Friday, excluding any College holidays.

**Course Withdrawal Policy**

Once the course drop period has passed, the course withdrawal policy is applied. From the 6th through the 15th business day for 5.5-, 6-, 11-, and 12-week courses, a student will receive a withdrawal grade on their transcript for any classes from which they have been withdrawn. 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 course drop period. Beginning on the 16th business day for a 5.5- and 6-week courses and on the 31st business day for an 11-week course, the student will receive a failing grade on their transcript for any classes from which they have been withdrawn. 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 course drop 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 period.

**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. Course technology and resources, including eBooks and other resources required for online courses, are generally available within the online course. Additional resources required will be shipped directly to the student.

**Graduation Requirements Policy**

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. Exceptions to this rule exist; see Transfer of Previously Earned College Credit and Prior Learning Assessments Policies.

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 2.00 or higher to receive a degree, diploma, or certificate with a passing grade in each area.

**Complete Status Policy**

A Complete status is applied to students who were enrolled in a degree-seeking program and have either completed the time allowed or attempted the maximum allowable number of credits for the program of study and did not meet one or more of the following graduation requirements:

- Achieve the cumulative GPA required by the program of enrollment.
- Complete all program requirements.
- Achieve a passing grade in each required course. All courses in the program must have been attempted. A withdrawal grade is not considered an attempt.
- Complete all Developmental Education courses as determined by the entrance placement exam.
- Submit official transcripts for all transferred courses.

Prior students who were enrolled in a degree-seeking program who have a Complete status may be able to return to repeat failed courses or transfer them in through the submission of an

official transcript in order to graduate. The ability to return to retake courses is determined at the point of reentry, students must be academically and financially eligible to return and the coursework or its equivalent must be available. Some programs such as Nursing and Health Sciences and Law Enforcement may have an alternate timeline to convert to a graduate status. If remediation is required in order to attempt a certification exam, the student may be required to attend said remediation prior to sitting for the certification. Students returning to complete coursework in order to graduate will be charged the prevailing tuition rate at the time of the return. Students with a Complete status in a degree-seeking program are eligible for certain graduate benefits as defined in the College catalog.

Students who are completing coursework in non-degree-seeking opportunities will have their final status awarded as Complete. Students in non-degree seeking opportunities with a status of Complete are not eligible for graduate benefits. When applicable, coursework completed in non-degree seeking opportunities may have credits applied to eligible programs.

**Academic Honors**

Each quarter, Rasmussen College recognizes outstanding academic achievement by awarding certificates of achievement. Enrolled, degree seeking students who earn a quarterly grade point average of 3.25-3.749 will receive an Honor Roll certificate. Enrolled, degree-seeking students who earn a quarterly 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. Certificate, diploma, associate's, and bachelor's degree students who complete all graduation requirements and earn a cumulative grade point average of 3.50 or higher will graduate with honors, which will appear on their diploma and transcripts, and they will receive gold cords for the graduation ceremony as a symbol of this achievement. The following honors will be noted on the diplomas and transcripts 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

## 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.

SAP Components: All students must meet all three of the components that are used to measure a student's Satisfactory Academic Progress (SAP) towards the completion of an academic program. The three components are as follows:

1. GPA. Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00. Graduate students are required to maintain a cumulative grade point average (GPA) of 3.00.
2. Pace/Cumulative Completion Rate (CCR). This is the pace at which a student progresses through a program. CCR is calculated by dividing cumulative credits earned by cumulative credits attempted within a program (e.g., 6 credits earned ÷ 12 credits attempted = 50%). Minimum standards are listed in the chart below.
3. Duration of Eligibility. This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program (e.g., maximum time frame for a 90-credit program = 90 X 150%, or 135 credits).

Percentage of Credits Attempted Toward Maximum Time Frame	Minimum Successful Completion of Cumulative Credits Attempted
Up to 25%	25%
Greater than 25%, up to 50%	50%
Greater than 50%	67%

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/FD, U/UD/UN, W/WD/WF/WP, I/IN.

**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.

**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 General Counsel. 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. Appeals will not be approved for students who cannot meet all three components of SAP by the end of the Financial Aid Probation period unless an academic plan is developed and in place for the student. The ruling of General Counsel 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 for the subsequent quarter. 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 the conditions specified in his/her academic plan or the minimum SAP requirements to be eligible for further financial aid funding. A student who fails to meet the minimum SAP requirements or the conditions specified in his/her academic plan at the end of the Financial Aid Probation period is not eligible for financial aid.

**Academic Plan:** An academic plan is required for students who successfully appeal and are unable to meet all three components of SAP by the end of the Financial Aid Probation period to ensure the student would be able to meet the minimum SAP standards by a specific point in time. The academic plan should include GPA and/or Pace/CCR requirements, depending upon the deficiency. It may also include additional requirements, such as a limit on the number of credits enrolled, consultation with an Advisor, or other items to help define and assist in the student's progress.

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 reenter are treated as continuing students and must meet progress requirements. Reentry does not negate previous academic status or satisfactory progress requirements. Satisfactory Academic Progress calculations for a reentering 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 reentry 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 reenter 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.

### 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 or term in which the course is scheduled will fail the practicum course.

All student activities associated with the curriculum, especially while the student is completing their 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 toward 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.

#### 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 student records. 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.

#### A. 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.

#### B. 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

Externships, Practicums, and Clinicals 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 dedicated to global enrichment and meeting the evolving needs of our diverse communities. In pursuit of this commitment, students of Rasmussen College are expected to uphold the very highest business and personal ethics and embrace opportunities for engaging in honest intellectual inquiry by practicing academic integrity. Academic Integrity is the commitment to five fundamental values: Honesty, trust, fairness, respect, and responsibility. The purpose of this policy is to clarify the College's expectations with regard to student academic behavior and provide examples of academic misconduct. Misconduct is a violation of the Academic Integrity Policy, whether intentional or unintentional, and includes all forms of academic cheating.

#### II. Definitions

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

**b) Cheating:** Distributing or receiving answers or information by any means other than those expressly permitted by an instructor for any academic exercise. Examples include:

- i. Copying answers, data, or information for any academic exercise from another student in which the student is not expressly permitted to work jointly with others.
- ii. Impersonation: Assuming another student's identity or allowing another person to complete an academic exercise on one's own behalf.
- iii. Using or attempting to use unauthorized materials, texts, devices, notes, information or study aids to gain unfair advantage in any academic exercise (i.e., assignments, discussions, tests, quizzes, papers, labs).

**c) 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.

**d) 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.

**e) 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.

**f) Plagiarism** is the act of representing an individual's or organization's words, thoughts, or ideas as one's own. Examples include:

- i. 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.
- ii. Using charts, illustrations, images, figures, equations, etc., without citing the source.
- iii. Using an academic exercise (in whole or in part) purchased or copied from a ghostwriter or paper/essay mill.
- iv. 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.

**III. Violations:** Students who violate the academic integrity policy (commit academic misconduct) are subject to corrective action in order to deter future misconduct and to hold students accountable for their actions. Academic Integrity violations and corrective actions are documented and cumulative; corrective actions may be increased

based on a past disciplinary record, the severity of the violation, and the impact upon the academic community. The College reserves the right to dismiss a student from the College for academic misconduct; students who are dismissed from the College because of academic misconduct may not reenroll. Students who commit Academic Misconduct also run the risk of harming future educational and employment opportunities.

**IV. Appeal:** A student found in violation of the Academic Integrity Policy may appeal a finding of misconduct using the Academic Appeal policy located in the catalog.

#### 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.

## TRANSFER OF CREDIT POLICIES

### General Transfer of Credit

- 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 at:  
Rasmussen College  
Attn: Transcript Department  
8300 Norman Center Drive Suite 300  
Bloomington, MN 55437  
It is the student's responsibility to ensure that all official transcripts have been received by Rasmussen College.
- As part of the acceptance process, official and unofficial transcripts will be evaluated for transfer of credit. Students will receive notification

regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.

- Students in programs following the 12-Week Quarter (6-Week Sessions) academic calendar will be withdrawn from the College if official transcripts are not received by the Friday of the thirteenth week of enrollment.
- A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credit conditionally awarded in fulfillment of a pre-requisite or co-requisite through the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College at the time the required course is scheduled due to curriculum sequence. All necessary credits will be required to be completed in order to graduate.

- College-level courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA), or recognized by the American Council on Education, will be considered for college transfer.
- Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means, except as noted below.
  1. Students in the Medical Assisting, Medical Laboratory Technician, Physical Therapist Assistant, Radiologic Technology, and Surgical Technologist programs must complete at least 50% of their program requirements at Rasmussen College, and no more

than 50% may be completed via transfer credits, course waivers, credit by examination, or other means, with the exception of "block transfer" candidates for the Surgical Technologist Associate's Degree and Health Science Associate's Degree – Medical Assisting Specialization.

2. Students eligible and approved for the Surgical Technologist Associate's Degree Completer Block Transfer 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.



3. Students in the Professional Nursing Associate's Degree program must complete at least 45% of their program requirements at Rasmussen College, and no more than 55% may be completed via transfer credits, course waivers, credit by examination, or other means.
  4. Students in the Nursing Bachelor's Degree program must complete at least 25% of their program requirements at Rasmussen College, and no more than 75% may be completed via transfer credits, course waivers, credit by examination, or other means.
- Rasmussen College awards quarter credits. In considering transfer courses, 1 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 applying for or is currently enrolled in.
  - 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 Associate College Registrars.
    3. The student will be notified of the decision.
- 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, or a grade of Pass (in a Pass/Fail grading system), 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 Major and Core Courses in the School of Technology must have been earned within the previous three (3) years of the assessment date. Prefixes included: CDA, CEN, CET, CGS, CIS, COP, CNT, CTS, ISM, and QMB.
- This excludes the following courses, which do not have expirations:
1. Computer Applications and Business Systems Concepts
  2. Excel
- Credits in major and core Courses in the School of Design must have been earned within the previous five (5) years and specialization courses within the previous three (3) years of the assessment date, excluding Drawing from Observation and Figure Drawing courses, which do not expire.
  - Nursing Programs will not accept any core course transfers. Prefixes include NGR, NUR, and PRN.
  - Health Sciences core courses as designated by course prefix (except for the Medical Terminology course) have a five year transfer limit.
  - The following courses in the Medical Assisting Diploma program are not transferable: MEA 1350 Fundamentals in Clinical Techniques; MEA 1460 Clinical Laboratory Applications & Diagnostic Procedures I; MEA 1570 Clinical Laboratory Applications & Diagnostic Procedures II; MEA 2895 Medical Assistant Experiential Externship; MEA 2976 Medical Assistant Professional Externship; and MEA 2820 Medical Assisting Capstone.
  - The following courses in the Radiologic Technology Associate's Degree program are not transferable: RTE 1000 Introduction to Radiology and Patient Care; RTE 1100 Radiologic Physics; RTE 2300 Radiographic Positioning and Anatomy I; RTE 2400 Radiographic Positioning and Anatomy II; RTE 2500 Radiographic Positioning and Anatomy III; and RTE 2900 Radiography Technology Capstone.
  - Courses within the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, Radiographic Technology, and Physical Therapist Assistant programs with course prefixes of MEA, MLT, RTE, PHT, and STS cannot be fulfilled with course-by-course transfer credit based on coursework completed at other institutions. Students who have completed external coursework similar to Rasmussen courses with prefixes of MEA, MLT, RTE, PHT, and STS at an accredited institution within one year may attempt a challenge exam following approval by the Department Chair. An examination score of 73% or higher is required to earn credit by examination unless indicated differently in the program handbook. Any courses that include a Clinical, Externship, Internship, or Practicum component cannot be fulfilled by test-out. The MEA 2203, MLT 1325 and MLT 1728 courses can be fulfilled by challenge exam or external transfer credit and have a 5 year time limit.
  - Transfer of credit for Medical Laboratory Technician and Surgical Technologist core courses (MLT, RTE, and STS prefixes) have a two (2) year time limit from time of course completion. Students who have completed similar coursework that exceeds the two (2) year limit can test-out of the course with a 73% or greater score on a course assessment. The MLT 1325 and MLT 1728 courses are exempt and have a 5-year time limit. All transfers or test-outs into the Medical Laboratory Technician, Radiologic Technology, and Surgical Technologist programs are based on program space availability.
  - Clinical, Externship, Internship, Practicum and Reflection 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 (CCJ, CJE, CJK, CJL, J, 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.
- Declining Transfer of Credit**
- A student may choose to decline external transfer credit that would otherwise be awarded by submitting a written request to their advisor prior to the end of the drop period of their first quarter of the program. The transfer credits will be removed from the Rasmussen College student record. The request must explicitly state for which course the student wants to waive the transfer of credit. The declined transfer credit may be rescinded at a later date by submitting a written request to the advisor.
- If a required course, rather than an elective, was attempted at Rasmussen College, the transfer grade will replace the grade earned at Rasmussen College when an official transcript is provided, and the attempted credits will continue to apply for the purpose of determining Satisfactory Academic Performance (SAP). When an elective course was attempted at Rasmussen College, the transfer grade will fulfill the course requirement, and the attempted credits and grade earned at Rasmussen College will apply for the purpose of determining Satisfactory Academic Performance (SAP).
- Credit by Assessment Transfer**
- Credit for successfully completed Credit by Assessment options at Rasmussen College will appear as a credit by examination (TO) grade on a transcript. Credit by Assessment credits awarded through credit by assessment (TO) may not be transferable to another institution.
  - The decision to accept transfer credits is always at the discretion of the receiving institution.
  - Credit for successfully completed credit by assessment opportunities that have been approved by the American Council on Education (ACE) will appear as a transfer of credit (TR) on a transcript.
  - Credits earned through credit by assessment count toward the transfer maximum. Credits earned through a credit by assessment opportunity will count toward earned credits.
- See Flex Choice Credit by Assessment Options for additional guidance on Credit by Assessment options, including fee information.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

**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.

- All required General Education courses must be met due to accreditation requirements.
- Conferred associate's degrees may be posted as a block of up to 40-credits (up to 42-credits in Illinois), depending upon the Program.
- Conferred Baccalaureate degrees may be posted as a block of up to 64-credit block (up to 66-credit block in Illinois), depending upon the program, comprised of up to 40 lower-level and 24 upper-level credits (up to 42 lower-level and 24 upper-level credits in Illinois).
- For those students without an earned degree, successfully completed General Education credits will be applied.

**Military Block Transfer for Medical Assisting Diploma and Health Science Associate's - Medical Assisting Specialization**

Students who have completed the Basic Medical Technician or Corpsman training program through a branch of the United States Armed Forces as recorded on either a Joint Services Transcript (JST) or an ACE military transcript from the American Council for Education (ACE) transcript within the past five years or, if the training was completed over five years ago, the student must have work experience in the a similar healthcare field within the last five years and be approved by the Department Chair, may be eligible for one of the following:

1. A block transfer of 24 credits when enrolling into the Medical Assisting Diploma program. The block transfer includes COM 1002-Introduction to Communication, HSC 1531-Medical Terminology, MEA 1350/L-Fundamentals in Clinical Techniques, MEA 1460/L-Clinical Laboratory Applications & Diagnostic Procedures I, and PHA 1500- Structure and Function of the Human Body. When applying this block transfer, the maximum transfer limit is 50% and student is not eligible to double major with the Health Sciences Associate's – Medical Assisting Specialization until student is in their last or second to last quarter.
2. A block transfer of 12 credits when enrolling into the Medical Assisting Diploma program if student completed their training more than five years ago and does not have work experience in a similar healthcare field within the past five years or approval from the Department Chair. The block transfer includes COM 1002-Introduction to Communication, HSC 1531-Medical Terminology, and PHA 1500-Structure and Function of the Human Body.

When applying this block transfer, the maximum transfer limit is 50% and student is not eligible to double major with the Health Sciences associate's – Medical Assisting Specialization until student is in their last or second to last quarter.

3. A block transfer of 41 credits if enrolling into the Health Sciences Associate's Degree – Medical Assisting Specialization program. The block transfer includes all Medical Assisting Diploma courses except E242-Career Development, HSC 2641-Medical Law and Ethics, and PSY 1012-General Psychology. When applying this block transfer, the maximum transfer limit is 67% and student is not eligible to earn the Medical Assisting Diploma.
4. A block transfer of 33 credits if enrolling into the Health Sciences Associate's Degree – Medical Assisting Specialization program if student completed their training more than five years ago and do not have work experience in a similar healthcare field within the past five years or approval from the Department Chair. The block transfer includes COM 1002-Introduction to Communication, HSA2264-Administrative Medical Assistant Practices, HSC 1531-Medical Terminology, MEA 1350/L-Fundamentals in Clinical Techniques, MEA 1460/L-Clinical Laboratory Applications & Diagnostic Procedures I, MEA 1570/L-Clinical Laboratory Applications & Diagnostic Procedures II, and PHA 1500-Structure and Function of the Human Body. When applying this block transfer, the maximum transfer limit is 67% and student is not eligible to earn the Medical Assisting Diploma.

Students who have completed the Combat Medic training program through a United States Army within the past five years as recorded on either a Joint Services Transcript (JST) or an ACE military transcript from the American Council for Education (ACE) transcript within the past five years or, if the training was completed over five years ago, the student must have work experience in the a similar healthcare field within the last five years and be approved by the Department Chair, may be eligible for one of the following:

1. A block transfer of 20 credits when enrolling into the Medical Assisting Diploma program. The block transfer includes HSC 1531-Medical Terminology, MEA 1350/L-Fundamentals in Clinical Techniques, MEA 1460/L-Clinical Laboratory Applications & Diagnostic Procedures I, and PHA 1500-Structure and Function of the Human Body. When applying this block transfer, the maximum transfer limit is 50% and student is not eligible to double major with the Health Sciences associate's –

Medical Assisting Specialization until student is in their last or second to last quarter.

2. A block transfer of 12 credits when enrolling into the Medical Assisting Diploma program if student completed their training more than five years ago and does not have work experience in a similar healthcare field within the past five years or approval from the Department Chair. The block transfer includes HSA2264-Administrative Medical Assistant Practices, HSC 1531-Medical Terminology, and PHA 1500-Structure and Function of the Human Body. When applying this block transfer, the maximum transfer limit is 50% and student is not eligible to double major with the Health Sciences Associate's – Medical Assisting Specialization until student is in their last or second to last quarter.
3. A block transfer of 37 credits if enrolling into the Health Sciences Associate's Degree – Medical Assisting Specialization program. The block transfer includes all Medical Assisting Diploma courses except COM 1002-Intro to Communication, E242-Career Development, HSC 2641-Medical Law and Ethics, and PSY 1012-General Psychology. When applying this block transfer, the maximum transfer limit is 67% and student is not eligible to earn the Medical Assisting Diploma.
4. A block transfer of 29 credits if enrolling into the Health Sciences Associate's Degree – Medical Assisting Specialization program if student completed their training more than five years ago and do not have work experience in a similar healthcare field within the past five years or approval from the Department Chair. The block transfer includes HSA2264-Administrative Medical Assistant Practices, HSC 1531-Medical Terminology, MEA 1350/L-Fundamentals in Clinical Techniques, MEA 1460/L-Clinical Laboratory Applications & Diagnostic Procedures I, MEA 1570/L-Clinical Laboratory Applications & Diagnostic Procedures II, and PHA 1500-Structure and Function of the Human Body. When applying this block transfer, the maximum transfer limit is 67% and student is not eligible to earn the Medical Assisting Diploma.

**Health Sciences Associate's Degree – Medical Administrative Assistant Specialization Completer Block Transfer**

A block transfer of 32 core credits may be allowed into the Health Sciences Associate's Degree – Medical Administrative Assistant Specialization if the student graduated from a Medical Administration certificate or diploma program within the past 5 years from an accredited institution. Students will need to complete 44 General Education

credits and E242 (Career Development), unless transferred on a course-by-course basis. When applying this policy, the transfer maximum is 67%.

A block transfer of 55 credits may be allowed into the Health Sciences Associate's Degree – Medical Administrative Assistant Specialization for Rasmussen College graduates of the Medical Administration Diploma program if it was earned within the past 5 years. Students will earn a block transfer of 38 credits to apply toward the Medical Administrative Assistant Certificate and 17 credits which includes a block transfer of Pharmacology for Allied Health Professionals, Pathophysiology, 4 credits of Humanities, and 4 credits of Math/ Natural Science. When applying this policy, the transfer maximum is 67%.

**Health Science Associate's Degree – Medical Assisting Specialization Completer Block Transfer**

A block transfer of 41 core credits may be allowed into the Health Sciences Associate's Degree – Medical Assisting Specialization if the student graduated from a Medical Assisting diploma program earned at a regionally or nationally accredited institution of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA), or recognized by the American Council on Education (ACE), will be considered for college transfer. If the Diploma was obtained over five years ago, the student must have work experience in the medical assisting or similar healthcare field within the last five years and be approved by the Department Chair. When applying the block transfer policy, the total transfer maximum is 67%.

Rasmussen College Medical Assisting Diploma graduates will receive actual credits earned in their program up to the credit value of the current diploma program, and the total transfer maximum is 67%.

**Health Sciences Associate's Degree – Pharmacy Technician Specialization Completer Block Transfer**

A block transfer of 32 core credits may be allowed into the Health Science Associate's Degree – Pharmacy Technician Specialization if one of the following criteria is met by the student:

1. Graduation from a Pharmacy Technician certificate or diploma program earned within the past 5 years from an accredited institution
2. Completed a Pharmacy Technician education or training program accredited by either American Society of Health System Pharmacists (ASHP) or Accreditation Council of Pharmacy Education (ACPE) within the past 5 years

Students will need to complete 44 General Education credits and E242 (Career Development), unless transferred on a course-by-course basis. When applying this policy, the transfer maximum is 67%.

**Health Information Technician Associate's Degree Completer Block Transfer**

A block transfer of 30 credits may be allowed into the Health Information Technician Associate's Degree program if one of the following criteria is met:

1. Graduated from a Rasmussen College Medical Billing and Coding Certificate or Diploma program within the past 5 years
2. Completed a Medical Billing and Coding education or training program approved by the American Health Information Management Association (AHIMA) Foundation's Professional Certificate Approval Program (PCAP) which was earned within the past 5 years

Students will need to complete ICD-CM Coding and ICD-PCS Coding courses unless transferred on a course-by-course basis. When applying this policy, the transfer maximum is 67%.

**Surgical Technologist Associate's Degree Completer Block Transfer**

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.

**Bachelor-Completer 12-Week Quarters Programs Transfer**

The following transfer policies apply:

- Students who have an associate's degree from a college that is accredited by an agency recognized the United States Department of Education will receive 90 quarter credits of transfer to Rasmussen College (91 quarter credits Human Resources and Organizational Leadership BS, Marketing BS, and the Criminal Justice Leadership and Management BS degrees) and begin their degree with junior standing.
- Students who have successfully accumulated 60 or more quarter credits at a grade of C or higher, and who have successfully completed college-level English and Math or Science from college(s) that are accredited by an agency recognized by the US Department of Education, will receive 60 quarter credits of transfer to Rasmussen College, or the actual credits successfully completed, whichever is higher.

- Students transferring into a program with 12-week quarters who are required to complete additional lower-level coursework in order to begin the program (prequalified students) will have their posted credits adjusted to reflect the additional coursework required.

**Rasmussen College Articulation Plan (Ras CAP)**

Applicants for the Rasmussen College RN to BSN program may be awarded up to a maximum of 113 proficiency credits in transfer. Applicants for this program who have a current unencumbered RN license in the U.S. and have successfully completed an associate's degree in Nursing, and who satisfy all program admission requirements will be awarded an articulation transfer equivalent to 113 credits toward this program.

Applicants who hold an unencumbered RN license in the U.S. without an associate's degree who satisfy all program admission requirements will be awarded an articulation transfer of 78 core credits in transfer to this program. In addition up to 35 additional credits for successfully completed applicable lower division General Education coursework may be awarded in transfer. These students will need to have previously completed 15 transferable course credits comparable to, Human Anatomy & Physiology I and Human Anatomy & Physiology II to enroll in this program, as Rasmussen does not offer these courses

online. The remaining 18 credits of lower division General Education coursework will need to be completed in the following categories: English Composition, College Algebra, and electives including one Humanities, one Communication and one Social Science.

- 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%. Proficiency credits will be awarded based on the demonstration of competencies required to transition from nursing student to a registered nurse. The components of the Ras CAP for Nursing include:
  - The nursing Knowledge, Skills and Attitudes (KSA) needed to continuously improve quality and safety in healthcare from the Quality and Safety Education for Nurses (QSEN) initiative.
  - The clinical proficiencies (CLIN) requiring the application of the fundamental principles and critical thinking to nursing practice.
  - The competencies required in order to pass the examination (NCLEX-RN) and perform as a licensed registered nurse.

Distribution of credits across these components is as follows.

STANDARD	SOURCE	APPROX. DISTRIBUTION	CREDITS
Informatics	QSEN	5%	15
Evidence Based Care	QSEN	5%	
Teamwork and Collaboration	QSEN	5%	
Quality Improvement	QSEN	5%	
Safe and Effective Practices	QSEN NCLEX CLIN	30%	63
Patient Centered Physiological Integrity	QSEN NCLEX CLIN	40%	
Health Promotion and Maintenance	NCLEX CLIN	5%	
Psychosocial Integrity	NCLEX CLIN	5%	
<b>Total Nursing Credits</b>		<b>100%</b>	<b>78</b>
<b>General Education Credits</b>		<b>-</b>	<b>35</b>
<b>Total Ras CAP RN to BSN Credits</b>			<b>113</b>

**Bachelor of Science in Nursing – Standard Entrance and Second Degree Accelerated BSN (A-BSN) Entrance Options Eligibility and Transfer of Credit Policy**

This 181-credit degree consists of 102 core Nursing credits and 79 General Education credits. Applicants of the Bachelor of Science in Nursing Standard Entrance and Second Degree Accelerated BSN (A-BSN) Entrance Options must submit Official Transcript(s) in order to be accepted into the program. Only General Education courses can be fulfilled with transfer credit. General Education course requirements include three 5-credit lab-based science courses: Human Anatomy and Physiology I, Human Anatomy and Physiology II, and Introduction to Microbiology, which must be completed before core Nursing courses can be taken.

**Second Degree Accelerated BSN (A-BSN) Entrance Option**

A student is eligible to enroll in the Second Degree Entrance Option when a bachelor's degree has previously been awarded. A block of 64 General Education credits will be awarded upon submission of official transcript. In addition, 15 General Education credits may be awarded based upon previous completion of the three required lab-based science courses:

- When student enrolls with all three lab-based science courses completed, a block of 64 General Education credits will be awarded, and 15 General Education credits for the three required science courses will be separately awarded, leaving 102 core Nursing credits to complete. Student will be eligible to take core Nursing courses at time of start.
- When student needs to complete one or more of the lab-based science courses, a block of 64 General Education credits will be awarded. Additional transfer credit will be awarded for each specific lab-based science course that has been completed.

Student is required to complete any unfulfilled lab-based science courses in their first and second quarters of enrollment. Upon completion of the lab-based science courses, the student will be eligible to enroll in core Nursing courses.

**Standard Accelerated BSN (A-BSN) Entrance Option**

A student is eligible to enroll in this entrance option when they have not yet attended college, have taken college courses but do not have a degree, or have an associate's degree only.

Transfer credit is assessed on a course-by-course content basis based upon submission of official transcript(s). Upon completion of all General Education course requirements, the student will be eligible to enroll in core Nursing courses.

### Credit by Examination (Challenge Exams or Test Outs)

Students may receive credit for a Rasmussen College course by taking an examination in place of the actual faculty-led course. Some exams may be taken by enrolled students prior to beginning their coursework at Rasmussen College.

- Enrolled students may request credit by examination for courses if an exam has been developed.
- Students seeking to utilize a Microbiology credit by examination must provide transcripts indicating they have successfully passed with a C grade or higher from an accredited institution a Microbiology course of a minimum four quarter credits which contains both a didactic component and lab. Qualified students who score 73% or higher on the credit by examination will earn a Microbiology "TO" on their Rasmussen College transcript.
- An examination score of 73% or higher is required to earn credit by examination.
- The examination grade will be posted as Test-out (TO) on the student transcript.
- Credits earned count in the transfer maximum.
- Credit by examination will not count as credits for financial aid eligibility.
- A credit by examination may be attempted only once for each course.
- If a student has already attempted the faculty-led course, as indicated by any posted grade, including W/WD/WP or F/FA/FD, no credit by examination attempt will be allowed (excluding a CL grade), no Credit by Examination attempt will be allowed.
- If a student has already attempted the Credit by Assessment option for a particular course, the Credit by Examination option no longer remains for that course.
- If a student does not pass a Credit by Examination attempt, the option to attempt a Credit by Assessment or take the faculty-led course remains.
- Credits awarded through credit by examination (TO) may not be transferable to another institution.
- Prepayment of a non-refundable and non-transferable credit by examination fee is required prior to being granted access to any credit by examination. Reference the tuition structure table for current rates.
- Payment of the fee does not guarantee the award of credits; any credits awarded will be based on meeting all of the criteria above.
- Credit by examination will not satisfy credit load requirements for the purposes of veterans benefit program funding or any other student financial assistance program.

- Contact your Advisor for a list of available credit by examination opportunities as well instructions to enroll and pay the credit by examination fee.

### Course Waivers

A Rasmussen College approved course waiver requires an external learning experience to meet at least 80% of the course objectives/competencies of the Rasmussen College course being waived. Course waivers are tied to certifications, credentials and exams administered by professional organizations. Course waivers require documented evidence of assessment of student learning (e.g., certification, credential, exam, or license).

### School of Business Waivers

Course waivers will be considered for students who have select professional certifications from the HR Certification Institute™ for the distinction of Professional in Human Resources (PHR) or for the distinction of Senior Professional in Human Resource Management (SPHR)

- Course waivers will be considered for specific courses within the School of Business related to the certification and the program of enrollment.
- Certifications must be current.
- The student's credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student's transcript as a Course Waiver (CW) once the course waiver request form is signed.
- Students presenting evidence of certification by the HR Certification Institute for the distinction of PHR will be awarded the following credit as Course Waiver (CW):
  1. Introduction to Human Resource Management
  2. Employment Law
  3. Modern Human Resource Management
  4. Workforce and Labor Relations Management
- Students presenting evidence of certification by the HR Certification Institute for the distinction of SPHR will be awarded the following credit as Course Waiver (CW):
  1. Introduction to Human Resource Management
  2. Employment Law
  3. Modern Human Resource Management
  4. Workforce and Labor Relations Management
  5. Strategic Human resource Management

### School of Design Waivers

- Course waivers will be considered for students who have select professional certifications from Amazon, Apple, Cisco, Certified Internet Web Professional (CIW), the Computing Technology Industry Association (CompTIA), C++ Institute, EC-Council, EMC<sup>2</sup>, (ISC)<sup>2</sup>, Microsoft, Oracle, VMWare.
- 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 or are current through renewal.
- The student's credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student's transcript as a Course Waiver (CW) once the course waiver request form is signed.

### School of Education Waivers

Students enrolled in School of Education programs may receive course waivers if they have earned specific professional credentials. In order to request a School of Education Waiver, the student must present a current and valid certificate or transcript from the credentialing agency. The student's credential will then 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) once the course waiver request form is signed. The accepted credentials and courses eligible for waiver under this policy are explained below:

1. Students enrolled in the Early Childhood Education Certificate or Early Childhood Education Associate's Degree who hold any of the following credentials may request waivers from: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; and Health, Safety, and Nutrition/CDA Application.
  - a. CDA Credential awarded by the Council for Professional Recognition
  - b. Florida Child Care Professionals Credential (FCCPC) awarded by the Florida Department of Children and Families
  - c. Florida Early Childhood Professional Credential (ECPC) awarded by the Florida Department of Education
  - d. Florida Child Care Apprenticeship Credential (CCAC) awarded by the Florida Department of Education
2. Students who hold any of the following Wisconsin credentials may request waivers as indicated below.
  - a. Wisconsin Infant and Toddler Credential—Students who hold this credential and are enrolled in the Early Childhood Education Certificate or Early Childhood

Education Associate's Degree may request waivers from: Foundations of Child Development; Infant and Toddler Development; and Dynamics of the Family.

- b. Wisconsin Preschool Credential—Students who hold this credential and are enrolled in the Early Childhood Education Certificate or Early Childhood Education Associate's Degree may request waivers from: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application; and Guiding Children's Behavior.
- c. Wisconsin Administration Credential—Students who hold this credential and are enrolled in the Early Childhood Education Leadership Bachelor's Degree may request waivers from: Organizational Management in Early Childhood Education; and Ethics and Leadership in Early Childhood Education.
- d. Wisconsin Leadership Credential—Students who hold this credential and are enrolled in the Early Childhood Education Leadership Bachelor's Degree may request a waiver from: Ethics and Leadership in Early Childhood Education; and Supporting Professional Practices in Early Childhood Education.

### School of Health Sciences Waivers

Course waivers will be considered for students who have earned the Certified Coding Specialist (CCS or CCS-P) from American Health Information Management Association (AHIMA).

- 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) once the course waiver request form is signed.

### 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 Student Records office 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) once the course waiver form is signed.

#### School of Justice Studies Waivers

- Course waivers will be considered for students who have select professional certifications from recognized state police/corrections academies.
- Course waivers will be considered for specific courses within the School of Justice Studies related to the certification.
- No time limit for earning certifications.
- The student's credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student's transcript as a Course Waiver (CW) once the course waiver request form is signed.
- Course waivers will be considered for students who have attended and successfully completed the following courses offered through the MN BCA Criminal Justice Training and Education Program (BCA-CJTE). Student must present evidence of their attendance by submitting a course certificate of completion.
  1. Basic Narcotics
  2. BCA Crime Scene Course
  3. Crime Prevention Practitioner Course
  4. Financial Investigation Techniques Course
  5. Forensic Science Partners Course
  6. Leadership in Police Organizations Course
  7. Southern Police Institute Homicide Course

- Course waivers will be considered for students who have attended and successfully completed the following courses offered by the Florida Department of Law Enforcement (FDLE). Student must present evidence of their attendance by submitting a course certificate of completion.
- Domestic Interventions & Investigations 091
  - Organized Crime 054
  - Narcotics and Dangerous Drugs 016
  - Criminal Law 019

Similar courses will be considered upon request. A review of the content against the syllabus of the course for which transfer is requested will be assessed, awarding of a waiver is at the sole discretion of the Dean of the School of Justice Studies. Sufficient time must be allowed for an appropriate review, the student will be required to submit the syllabus of the course, the hours required, and evidence of completion of the course.

#### School of Nursing Waivers

- Students who enroll in the Professional Nursing Associate's Degree program and have a practical nursing license that is current and unencumbered on the date their program starts at Rasmussen College, may receive a waiver from NUR1172 Nutritional Principles in Nursing and NUR2115 Fundamentals of Professional Nursing. The student's license status, as recorded on the state's licensing website 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) once the course waiver request form is signed.
- Students who enroll in a Rasmussen Practical Nursing or Professional Nursing program, and have completed specific Medic Courses while in the military as recorded on either a Joint Services Transcript (JST) or an ACE military transcript from the American Council for Education (ACE) transcript, may receive a waiver from the following courses:

##### A. Practical Nursing Diploma Program:

- **Air Force** – Medic Course BMTCP: PRN 1192 Fundamentals of Practical Nursing, PRN 1086 Introduction to Practical Nursing, PRN 1356 Basic Pharmacology, and PHA 1500 Structure and Function of the Human Body
- **Army** – Medic Course Medic Program 68W: PRN 1086 Introduction to Practical Nursing, PRN 1356 Basic Pharmacology, and PHA 1500 Structure and Function of the Human Body
- **Navy and Marines** – Medic Course HM0000: PRN 1192 Fundamentals of Practical Nursing, PRN 1086 Introduction to Practical Nursing, PRN1356 Basic Pharmacology, and PHA 1500 Structure and Function of the Human Body

##### B. Professional Nursing Associate's Degree Program:

- **Air Force** – BMTS 101N, NUTS 101 and NURS 201: PHA 1500 Structure and Function of the Human Body, NUR 2058 Dimensions of Nursing Practice, and NUR 2092 Health Assessment
- **Army** – The Combat Medic Program: PHA 1500 Structure and Function of the Human Body, and NUR 2092 Health Assessment
- **Navy** – BMTS 101N, NUTS 101 and NURS201: PHA 1500 Structure and Function of the Human Body, NUR 2058 Dimensions of Nursing Practice, and NUR 2092 Health Assessment

#### School of Technology Waivers

- Course waivers will be considered for students who have select professional certifications from Amazon, Apple, Cisco, Certified Internet Web Professional (CIW), the Computing Technology Industry Association (CompTIA), C++ Institute, EC-Council, EMC<sup>2</sup>, (ISC)<sup>2</sup>, Microsoft, Oracle, VMWare.
- 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 or are current through renewal.
- The student's credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student's transcript as a Course Waiver (CW) once the course waiver request form is signed.

#### 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.
- For graduates of United States high schools who provide transcripts of individual certificate completion in an International Baccalaureate® (IB) Diploma Programme credit may be awarded based on individual subjects; examination scores of 4 and higher are required. Courses will be accepted relative to the program of enrollment.
- 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.

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 Associate College Registrars.

#### Military Experience Equivalency Credit

College credit for military service may be awarded upon review of a military transcript. Rasmussen College follows the American Council of Education (ACE)

recommendations on transferring credit. These credits are usually listed on a Joint Services Transcript (JST), 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. ACE military credits recommendations which have been accepted for transfer will be listed on the student's transcript with a Transfer (TR) designation.

#### Transfer to Other Colleges

Rasmussen College does not imply or guarantee that credits completed at Rasmussen College will be accepted or transferable to any other college, university, or institution. 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 Manager of Students Records with questions about transfer to other colleges.

#### Transcripts

A \$10.00 fee is charged for all transcripts whether an official or an unofficial transcript is requested. Current and former students who require an official transcript must order them through National Student Clearinghouse, a secure 24/7 online order system at [www.getmytranscript.com](http://www.getmytranscript.com). Once a request is submitted through the National Student Clearinghouse website the transcript requests are processed within five to seven business days. Students may request that their transcripts be sent electronically to the recipient or they may be delivered by first class mail. Mailed transcripts are sent standard 1st class postage and may take up to 10 days to be delivered by the postal service.

Official transcripts will not be released if you have an outstanding financial obligation to Rasmussen College. If you are ordering an official transcript and you have an outstanding debt to Rasmussen College, your fee will be processed and an unofficial transcript will be sent. Former students should contact the Accounts Receivable team at 866-491-2203 to resolve any outstanding balance. Active students should work with their advisor. Current and former students who do not owe a financial balance to the College may access and download an unofficial transcript through the student portal at no charge as long as their account remains active.

Rasmussen College reserves the right to withhold official academic transcripts from students under certain circumstances such as having an outstanding financial obligation to the College.

## Flex Choice Credit by Assessment Options

See specific options listed on program pages, as denoted by the "+" symbol. The "+" symbol following a course title indicates that there is an equivalent Credit by Assessment option specifically for this course. The "+" symbol appearing after a General Education category heading indicates that there is at least one Credit by Assessment option available to fulfill an elective within this category. Lower-Division Flex Choice Credit by Assessment options on this chart may only be selected in place of designated courses listed in the certificate-, diploma-, and associate-level curricula of a Flex Choice Credit by Assessment eligible program. Upper-Division Flex Choice Credit by Assessment options on this chart may only be selected in place of designated baccalaureate-level courses (generally identifiable by course numbers in the 3000s and 4000s).

Course Equivalent	Credit by Assessment Option	Credit by Assessment Description	Transfer(TR) or Test-Out (TO) Credits
<b>LOWER DIVISION – MAJOR AND CORE</b>			
Computer Applications and Business Systems Concepts	Computer and Microsoft Productivity	See CGS 1240 Computer Applications and Business Systems Concepts course description. Prerequisites: None	3 (TO)
Career Development	Virtual Career Center	See E242 Career Development course description. Prerequisites: None	2 (TO)
Customer Service	Customer Loyalty and Retention	See MNA 1161 Customer Service course description. Prerequisites: None	4 (TO)
<b>LOWER DIVISION – GENERAL EDUCATION</b>			
Lower Div. – Communications	Introduction to Communication	See COM 1002 Introduction to Communication course description. Prerequisites: None	4 (TO)
Lower Div. – English Composition <sup>1</sup>	English Composition I	See ENC 1101 English Composition course description. Prerequisites: None	4 (TO)
Lower Div. – Humanities	Humanities	See HUM 2023 Humanities course description. Prerequisites: None	4 (TO)
Lower Div. – Humanities	Art Appreciation	See ART 1204 Art Appreciation course description. Prerequisites: None	4 (TO)
Lower Div. – Math (MAT 1222 Algebra <sup>1</sup> )	Algebra <i>(Not available to IL students enrolled in certain programs.)</i>	See MAT 1222 Algebra course description. Prerequisites: None	4-5 (TO)
Lower Div. – Natural Science	Structure & Function of the Human Body	See PHA 1500 Structure and Function of the Human Body course description. Prerequisites: None	4 (TO)
Lower Div. – Social Sci. (or PSY 1012 General Psychology) <sup>1</sup>	General Psychology	See PSY 1012 General Psychology course description. Prerequisites: None	4 (TO)
Lower Div. – Social Science. (ECO 1000)	Principles of Economics	See ECO 1000 Principles of Economics for description. Prerequisites: None	4 (TO)
<b>UPPER DIVISION – GENERAL EDUCATION</b>			
Upper Div. – Communications <sup>1</sup>	Visual Communication in the Media	See MMC 3407 Visual Communication in the Media for description. Prerequisites: None	4 (TO)
Upper Div. – Humanities <sup>1</sup>	Art in the World and the Workplace	See ART 3477 Art in the World and the Workplace for description. Prerequisites: None	4 (TO)
Upper Div. – Humanities <sup>1</sup>	Understanding Ourselves Through Physics: From Newton to Your Cell Phone	See PHY 4060 Understanding Ourselves Through Physics: From Newton to Your Cell Phone) for description <sup>1</sup> . Prerequisites: None	4 (TO)
Upper Div. – Math <sup>1</sup>	The Mathematics of Games	See MAT 3172 The Mathematics of Games for description. Prerequisites: None	4 (TO)
Upper Div. – Social Sci. <sup>1</sup>	Sociology in a Digital World	See SYG 4119 Sociology in a Digital World for description. Prerequisites: None	4 (TO)
Upper Div. – Social Sci. <sup>1</sup>	The Psychology of Social Media	See PSY 3738 The Psychology of Social Media for description. Prerequisites: None	4 (TO)

The decision to accept transfer credits is always at the discretion of the receiving institution.

<sup>1</sup> Courses listed as required within a program must be fulfilled via either the traditional faculty-led course or its specified Flex Choice Credit by Assessment option.

## COLLEGE POLICIES

### Academic Appeals and Grievance Policy

Rasmussen College broadly recognizes the rights of internal and external people or entities that have dealings with the College to present a complaint through an impartial procedure. The Academic Appeal Procedure must be used for a complaint regarding a final grade or program-specific academic policy. All other complaints follow the Grievance Procedure.

For purposes of this policy, the following terms are defined: "complainant" is the aggrieved person or entity that has dealings with the College; "grievance" is an expressed feeling of dissatisfaction held by a complainant regarding an action taken by the College or by members of the College community; "student" means a current student.

Complainants are assured that no adverse action will be taken by the College or any of its representatives for registering an academic appeal or grievance. The College will investigate and attempt to resolve each academic appeal and grievance made under this policy.

#### A. Academic Appeal Procedure

The following procedure must be followed for a grade appeal or appeal regarding a program-specific academic policy:

- The student must submit a written appeal to their instructor's "@rasmussen.edu" email address. Grade appeals must be submitted within five business days after grades have been posted to the student's record. Appeals related to a program-specific academic policy must be submitted within ten business days.
  - Please note the instructor's "@rasmussen.edu" email address can be found in the course syllabus and is different from "course mail."
  - The written appeal must include a detailed explanation as to why an appeal should be considered, and must clearly state the student's desired outcome (e.g., that a new grade should be assigned, or that the student is willing to resubmit work or repeat the course).
  - The instructor will consider the appeal and respond to the student via email within seven business days from the date the appeal was submitted.
- If the student is unsatisfied with the instructor's decision and desires to pursue the appeal further, a formal appeal request may be submitted to the academic or nursing dean by completing the Rasmussen College Academic Appeal Request Form.

- A copy of this form and contact information for the academic or nursing dean can be obtained from the student's advisor.
  - The form can be completed electronically or by hand and emailed or submitted in person.
  - The Academic Dean or Nursing Dean will consider the appeal and will respond to the student via email within seven business days from the date the appeal form was submitted.
- If the student is unsatisfied with the Academic Dean or Nursing Dean's decision and desires to pursue the appeal further, the student may appeal to the Academic Appeals Committee. Such an appeal can be submitted to the Academic Appeal inbox at student.appeals@rasmussen.edu, and must include the following: A statement of appeal, all related documentation, and a completed copy of the Academic Appeal Request Form. A response will be provided to the student from the committee chairperson within 30 business days of receipt. All committee decisions are final.

#### B. Grievance Procedure

The following grievance procedure should be followed by the complainant:

- The complainant should first make a reasonable effort to resolve the grievance directly with the person or entity he/she feels caused his/her complaint.
- If after this reasonable effort, the grievance has not been resolved to the complainant's satisfaction, a request for further action should be made in a detailed writing to the Campus Director within ten business days of the grievance. The Campus Director will initiate an investigation within ten business days of receiving the written grievance, and will then attempt to resolve the matter and will issue a decision to the complainant.
- If a complainant desires to further appeal a decision, a written statement must be submitted to the Senior Vice President of External and College Relations within 15 business days of the Campus Director's decision. A response will be given within 30 business days.

A record of each grievance and academic appeal, including its nature and disposition, shall be maintained, for all programs, by the College.

Complainants and students may also contact:

- Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399; Phone: 888-224-6684
- Illinois Board of Higher Education, 431 East Adams, Second Floor, Springfield, IL 62701; Phone: 217-782-2551

- Kansas Board of Regents, 1000 SW Jackson Street, Suite 520, Topeka, KS 66612; Phone: 785-296-3421
- Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108; Phone: 651-642-0533
- North Dakota University System, 1815 Shafer Street, Suite 202, Bismarck, ND 58501-1217; Phone: 701-328-2960
- State of Wisconsin Educational Approval Board, 431 Charmany Drive, Suite 102, Madison, WI 53719; Phone: 608-266-1996
- The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604; Phone: 800-621-7440 or 312-263-0456, www.hlcommission.org

#### 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.

#### Accreditation and Licensing

##### A. Accreditation

Rasmussen College is accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education.

- 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604  
800-621-7440 or 312-263-0456

The Bachelor of Science in Nursing program at Rasmussen College is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, 202-887-6791. The Health Information Management Bachelor's Degree Program at Rasmussen College-Online 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 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 Avenue, 21st Floor  
Chicago, IL 60601  
312-233-1100

The Medical Assisting Diploma program at the Overland Park and Topeka campuses in Kansas; 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 Green Bay and Wausau campuses in Wisconsin; and the Blaine, Bloomington, Brooklyn Park / Maple Grove, Eagan, Lake Elmo / Woodbury, 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 Medical Laboratory Technician program at the Green Bay, Lake Elmo / Woodbury, Moorhead, and St. Cloud campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

- National Accrediting Agency for Clinical Laboratory Sciences  
5600 North River Road, Suite 720  
Rosemont, IL 60018  
Phone: 773-714-8880  
Fax: 773-714-8886

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone: 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

Rasmussen College – Land O' Lakes / East Pasco is seeking accreditation of a new physical therapist assistant education program from CAPTE. On June 1, 2016, the program submitted an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Effective April 26, 2017, Rasmussen College – Brooklyn Park / Maple Grove has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: accreditation@apta.org). Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

The Practical Nursing Diploma at the Rasmussen College–Land O'Lakes / East Pasco campus in Florida is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN); 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. www.acenursing.org

The Practical Nursing Diploma at Rasmussen College – Land O' Lakes / East Pasco is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. www.acenursing.org

The Practical Nursing Diploma at Rasmussen College – Moorhead is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. www.acenursing.org

The Professional Nursing Associate's Degree program at Rasmussen College – Bloomington is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. www.acenursing.org

The Professional Nursing Associate's Degree program at Rasmussen College – Green Bay is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. www.acenursing.org

The Professional Nursing Associate's Degree program at Rasmussen College – Kansas City / Overland Park and Topeka is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. www.acenursing.org

The Professional Nursing Associate's Degree program at Rasmussen College – Moorhead is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. www.acenursing.org

The Professional Nursing Associate's Degree program at the Rasmussen College – New Port Richey / West Pasco campus in Florida is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. www.acenursing.org

The Professional Nursing Associate's Degree program at Rasmussen College – New Port Richey / West Pasco is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. www.acenursing.org

The Professional Nursing Associate's Degree program at Rasmussen College–Ocala School of Nursing is accredited by the Accreditation Commission of Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404) 975-5000. www.acenursing.org

The Professional Nursing Associate's Degree program at Rasmussen College – Wausau is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. www.acenursing.org

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) 25400 US Highway 19 North Suite 158 Clearwater, FL 33763 727-210-2350 www.caahep.org

Programs or campuses not listed above are not programmatically accredited.

### B. Licensing and State Authorization

Rasmussen College has been approved by Minnesota to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. nc-sara.org



Rasmussen College is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at:

- Commission for Independent Education Florida Department of Education 325 West Gaines Street, Suite 1414 Tallahassee, FL 32399 888-224-6684

Rasmussen College is licensed as a private career school with the Illinois Board of Higher Education. 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.

- Illinois Board of Higher Education 431 East Adams, 2nd Floor Springfield, Illinois 62701 Phone: 217-782-2551
- Illinois Department of Financial and Professional Regulation Division of Professional Regulation 100 West Randolph, 9th Floor Chicago, IL 60601

Rasmussen College is approved by the Kansas Board of Regents:

- Kansas Board of Regents 1000 SW Jackson Street, Suite 520 Topeka, KS 66612 785-430-4240

Rasmussen College is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes section 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 authorized by the State Board of Higher Education of the North Dakota University System. Authorization is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

- North Dakota University System State Board of Higher Education 10th Floor, State Capitol 600 East Boulevard Ave, Dept. 215 Bismarck, ND 58505-0230 701-328-2960

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.

- State of Wisconsin Educational Approval Board 431 Charmany Drive, Suite 102 Madison, WI 53719 (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.

- Wisconsin Department of Regulation & Licensing P.O. Box 8935 Madison, WI 53708 608-266-2112

### Other Registrations:

- Veterans benefits for all National Online students are certified through Bloomington, MN
- Veterans benefits by the State Approving Agencies in Florida, Illinois, Minnesota, North Dakota, and Wisconsin
- Florida Board of Nursing
- Illinois Board of Nursing
- Kansas Board of Nursing
- Minnesota Board of Nursing
- Wisconsin Board of Nursing

### 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.



### Conduct and 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 dismiss any students whose conduct is detrimental to the educational environment. A student dismissed from the College because of misconduct may not reenroll. Conduct/Dismissal guidelines for School of Nursing students, or 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.

### Dress Code

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

Several programs, including those in our School of Nursing and our School of Health Sciences, have stringent dress code and professional appearance requirements. Standards are specified in the applicable program handbooks. In some cases, failure to meet the required standard may impact a student's ability to participate in an externship or clinical

experience, and may ultimately impact the student's grade. Please consult the handbook specific to your program or see your Program Coordinator/Dean for details.

### 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, e.g., 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 not only face 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.

### A. 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.

### B. Tobacco Use Policy

Smoking and tobacco use is prohibited at all facilities owned, leased and/or controlled by Rasmussen College, including campuses, office buildings and grounds. This includes, but is not limited to, common work areas, classrooms, labs, elevators, hallways, restrooms, employee lounges, student lounges, library, parking lots, plazas, courtyards, entrance and exit ways, and any other areas of the campus grounds. This policy applies to all faculty, staff, students and visitors.

This policy does not apply to areas of multi-tenant buildings that the proprietor has designated a public area for smoking. Similarly, this policy does not apply to off-site events controlled or sponsored by the College where site management has designated an area for smoking.

For purposes of this policy, "tobacco use" means the personal use or consumption of any tobacco product, whether lit or not, including the use and display of an electronic cigarette or other device intended to simulate smoking. Prohibited tobacco products include smokeless tobacco, snuff, chewing tobacco, smokeless pouches, or any other form of loose-leaf, smokeless tobacco; and the use of unlit cigarettes, cigars, and pipe tobacco. Smoking is defined as inhaling, exhaling, burning or carrying in hand any lit tobacco product, including cigarettes, cigars, pipe tobacco, and any other tobacco products.

Personal possession of tobacco products inside a pocket, handbag or other storage container where the product is not visible is allowed.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

Anyone found to be in violation of the Tobacco Use Policy will be subject to discipline in accordance with the applicable conduct and discipline policy. Visitors may be asked to leave the premises.

### 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.

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.

### A. 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.

### B. 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); Rasmussen College issued student email address; 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.

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

Rasmussen College provides prospective and enrolled students and employees with its current Crime Awareness and Campus Security Act statistics. This policy contains information pertaining to the reporting procedure of criminal activities, security and access to campus facilities, campus law enforcement and criminal offenses reported to the campus or local police. As part of our campus crime prevention plan, Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.

### Library and Learning Resources Policy

Rasmussen College Library System, in accordance with the mission of the College, is rooted in a tradition of student support and driven by a desire for academic excellence. The library is passionate about empowering the college community and cultivating lifelong learners who are prepared to thrive in a diverse and digital society. In support of this mission we:

- Extend our resources and 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 by collaborating with faculty to select resources; and
- Provide direction and recommendations to help guide our users to the resources and online tools that will work best for their learning.

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 Dean and/or Associate Dean of Library on a case-by-case basis if need is demonstrated.

### A. Borrowing Materials: General

The following persons are permitted to check out materials owned by our library system:

- Rasmussen College students and alumni in good financial standing with the College
- Rasmussen College faculty and staff in good standing with the library
- Consortia 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.

### B. Loan Periods

Loan periods vary depending on the database and content. eBooks from the databases can be checked out and used offline for up to 7 calendar days. Digital materials are loaned for 21 calendar days from the Cloud Library and may be renewed up to two times if there are no outstanding holds on the material. Library materials must be returned to the library on or before the end of the loan period; if they are not returned by the user, the system will automatically recall the material.

### C. 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.

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.

### 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 the course technology and resource fee.

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.

### 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.

### State Contact Information for Student Complaints

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 Attorneys General Offices, will accept complaints regardless of whether an institution is required to be licensed in that state.

#### ALABAMA

Alabama Commission on Higher Education  
P.O. Box 302000  
Montgomery, AL 36130  
[ache.state.al.us/federal-reg.pdf](http://ache.state.al.us/federal-reg.pdf)

Alabama Department of Postsecondary Education  
P.O. Box 302130  
Montgomery, AL 36130  
[accs.cc/complaintform.aspx](http://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](http://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  
[azppse.gov/student\\_info/compliance.asp](http://azppse.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](http://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](http://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](mailto:bppe@dca.ca.gov)  
[bppe.ca.gov/forms\\_pubs/complaint.pdf](http://bppe.ca.gov/forms_pubs/complaint.pdf)

Exempt Institutions:  
Attorney General's Office  
California Department of Justice  
Attn: Public Inquiry Unit  
P.O. Box 904255  
Sacramento, CA 94244  
[ag.ca.gov/contact/complaint\\_form.php?cmplt=PL](http://ag.ca.gov/contact/complaint_form.php?cmplt=PL)

#### COLORADO

Colorado Department of Higher Education  
1560 Broadway, Suite 1600  
Denver, CO 80202  
[highered.colorado.gov/Academics/Complaints/default.html](http://highered.colorado.gov/Academics/Complaints/default.html)  
[highered.colorado.gov/DPOS/Students/complaint.html](http://highered.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](mailto:info@ctdhe.org)  
Non-degree institutions: [ctdhe.org/POSA/pdf/CP2ComplaintForm.pdf](http://ctdhe.org/POSA/pdf/CP2ComplaintForm.pdf)

Connecticut Department of Consumer Protection  
165 Capitol Avenue, Room 110  
Hartford, CT 06106  
[trade.practices@ct.gov](mailto:trade.practices@ct.gov)  
[ct.gov/dcp/lib/dcp/Consumer\\_Statement\\_CPRF-2.pdf](http://ct.gov/dcp/lib/dcp/Consumer_Statement_CPRF-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](mailto: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](mailto: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](http://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/complaint_form_4_11.pdf)

#### FLORIDA

Florida Commission for Independent Education  
325 West Gaines Street, Suite 1414  
Tallahassee, FL 32399-0400  
[fldoe.org/cie/complaint.asp](http://fldoe.org/cie/complaint.asp)

#### GEORGIA

Georgia Nonpublic Postsecondary Education Commission  
2082 Easy Exchange Pl. #220  
Tucker, GA 30084  
[www.gnpec.org](http://www.gnpec.org)  
[rules.sos.state.ga.us/docs/392/5/06.pdf](http://rules.sos.state.ga.us/docs/392/5/06.pdf)

#### HAWAII

Hawaii State Board of Education  
P.O. Box 2360  
Honolulu, HI 96804  
[ocp@dcca.hawaii.gov](mailto:ocp@dcca.hawaii.gov)  
[hawaii.gov/dcca/ocp/consumer\\_complaint](http://hawaii.gov/dcca/ocp/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](mailto: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](http://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](http://in.gov/dwd/files/StudentComplaintForm.pdf)

## ACADEMIC INFORMATION AND COLLEGE POLICIES

**IOWA**

*Iowa Student Aid Commission*  
603 East 12th Street, 5th Floor  
Des Moines, IA 50319  
info@iowacollegeaid.gov  
https://www.iowacollegeaid.gov/content/  
constituent-request-review

**KANSAS**

*Kansas Board of Regents*  
1000 SW Jackson Street, Suite 520  
Topeka, KS 66612  
785-430-4240  
http://kansasregents.org/academic\_affairs/  
private\_out\_of\_state/complaint\_process

**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  
mhcc.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?pagelD=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  
sbjcc.cc.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  
Phone: (573) 751-2361  
http://dhe.mo.gov/

**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%20  
Questionnaire.pdf

**NEW MEXICO**

*New Mexico Higher Education Department*  
2048 Galisteo Street  
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/COMPLAINT  
FORMINFO.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/bpsps/students/documents/  
ComplaintForm.pdf  
acces.nysed.gov/bpsps/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/StdtCompltForm.pdf

**NORTH DAKOTA**

*North Dakota University System,  
State Board of Higher Education*  
10th Floor, State Capitol  
600 East Boulevard Ave, Dept. 215  
Bismarck, ND 58505-0230  
701-328-2960  
ndus.edu/

*North Dakota Consumer Protection Division*  
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/  
FilingComplaint.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/ccomp.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

*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/theo/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](http://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*  
431 Charmany Drive, Suite 102  
Madison, WI 53719  
eabmail@eab.wisconsin.gov  
<http://eab.state.wi.us/>

**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

**Ownership**

Rasmussen College, Inc. is a public benefit 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:**

- Thomas M. Slagle, Chief Executive Officer
- Trena Boyum-Breen, President
- Kevin Delano, Chief Financial Officer
- Don DeVito, Chief Enrollment Management Officer

**Title IX and Policy Against Sexual Misconduct**

**A. General Provisions**

1. References to "this policy" means Sections A through K of this policy.
2. College policy strongly condemns and expressly prohibits sexual assault, domestic violence, dating violence, sexual harassment, and stalking.
  - a. References to "College policy" mean the rule outlined in this section, A(2).
3. Title IX of the Education Amendments of 1972 (see 34 C.F.R. Part 106) protects people from discrimination based on sex in education programs or activities that receive federal financial assistance, and applies to all gender identities. Title IX states that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.
4. Title VII of the Civil Rights Act of 1964 (see 42 U.S.C. § 2000e et seq.) prohibits employers from discriminating against any individual with respect to their compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, or national origin.
5. This policy applies to the actions of students and employees, including co-workers, managers, or by any other persons doing business with or for the College.
6. Location of the alleged incident that violates this policy:
  - a. This policy applies to harms against students regardless of where the incident occurred.

- b. This policy applies to harms against employees or third-parties occurring on property owned or leased by the College, or at any activity, program, organization, or event sponsored by the College, or by a fraternity or sorority.
7. Complaints may allege violation of College policy or Title IX, subject to the following:
  - a. Complaints alleging violations of the College policy are handled by the Human Resources Director, Corporate Counsel, Title IX Coordinator, or a combination thereof, and follow the rules and procedures of this policy.
  - b. Complaints alleging violations of Title IX are handled by the Title IX Coordinator and follow the rules and procedures of this policy.
  - c. An employee complaint against another employee will be handled by Human Resources as a violation of College policy, as outlined here and in the Employee Handbook, before the complaint may be pursued under Title IX.

8. Nothing in these policies shall prevent anyone from contacting law enforcement or pursuing formal legal remedies or resolution through state or federal agencies or the courts.

9. Academic or other education-related complaints are rightly pursued under the Academic Appeals and Grievance Policy. The Academic Appeal Procedure must be used for a complaint regarding a final grade or program-specific academic policy. A grievance, which is an expressed feeling of dissatisfaction regarding an action taken by the College or by members of the College community, follows the Grievance Procedure. When the Academic Appeals and Grievance Policy process does not resolve an academic or other education-related complaint with an underlying Title IX issue or other violation of this policy, such a complaint may be subsequently pursued under this policy.

10. All students and employees shall be informed of this policy by training, the college catalog, or other means.

**B. Definitions**

"College" and "the College" means Rasmussen College.

"Complainant" means the person bringing the complaint.

"Consent" has no definition in federal law, and is defined differently across states and local jurisdictions. As part of the larger community, Rasmussen College is subject to, abides by, and supports federal, state, county, and local statutes and ordinances regarding

## ACADEMIC INFORMATION AND COLLEGE POLICIES

criminal sexual conduct. For purposes of any complaint filed under this policy, Rasmussen College follows and applies the definition of consent of the state or jurisdiction in which the alleged incident occurred. If the state or jurisdiction does not define consent in its laws, the College will apply the Illinois definition as stated below. The definition of consent for each state in which Rasmussen College has a residential campus is reproduced here:

1. **Florida:** "Consent means intelligent, knowing, and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender." Fla. Stat. § 794.011(1)(a) (2016).
2. **Illinois:** The definition of consent, "at a minimum, recognizes that (i) consent is a freely given agreement to sexual activity, (ii) a person's lack of verbal or physical resistance or submission resulting from the use or threat of force does not constitute consent, (iii) a person's manner of dress does not constitute consent, (iv) a person's consent to past sexual activity does not constitute consent to future sexual activity, (v) a person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another, (vi) a person can withdraw consent at any time, and (vii) a person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following:
  - (A) The person is incapacitated due to the use or influence of alcohol or drugs;
  - (B) The person is asleep or unconscious;
  - (C) The person is under age; or
  - (D) The person is incapacitated due to a mental disability.

Nothing in this Section prevents a higher education institution from defining consent in a more demanding manner. 110 Ill. Comp. Stat. § 155/10(1) (2015).

3. **Kansas:** Kansas Statutes do not define "consent" as of September 2016.

#### 4. Minnesota:

- (a) "Consent" means words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent does not mean the existence of a prior or current social relationship between the actor and the complainant or that the complainant failed to resist a particular sexual act.
- (b) A person who is mentally incapacitated or physically helpless ... cannot consent to a sexual act.

(c) Corroboration of the victim's testimony is not required to show lack of consent." Minn. Stat. § 609.341, subd. 4 (2016).

5. **North Dakota:** The North Dakota Century Code does not define "consent" as of September 2016.

6. **Wisconsin:** "Consent, as used in this section, means words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact ... The following persons are presumed incapable of consent but the presumption may be rebutted by competent evidence ...

(b) A person suffering from a mental illness or defect, which impairs capacity to appraise personal, conduct.

(c) A person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act. Wis. Stat. § 940.225(4) (2015)

"Dating Violence" means physical, sexual, psychological, or emotional violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Victim/Survivor. Dating violence can occur in person or by other means including electronically.

1. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
2. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse, and stalking.
3. Dating violence does not include acts covered under the definition of domestic violence.

"Domestic Violence" means the infliction of physical injury, or the creation of a reasonable fear that physical injury or harm will be inflicted by:

1. A current or former spouse or intimate partner of the Victim/Survivor;
2. A person with whom the Victim/Survivor shares a child in common;
3. A person who is cohabitating with, or has cohabitated with, the Victim/Survivor as a spouse or intimate partner;
4. A member or former member of a child's household, against a child or against another member of the household;
5. A person similarly situated to a spouse of the Victim/Survivor under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or

6. Any other person against an adult or youth Victim/Survivor who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

#### "Online Reporting System"

1. The College provides an Online Reporting System to receive complaints under this policy.
2. This reporting system allows for anonymous submissions and is available on the College website at: <http://www.rasmussen.edu/student-life/title-ix/>

"Respondent" means the person accused of inflicting the alleged harm upon the Victim/Survivor.

"Sexual assault" is defined as and recognizes the following:

1. Sexual assault is 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.
2. Any sex offense defined in the FBI's Uniform Crime Reporting (UCR) program.

"Sexual harassment" is defined as and recognizes the following:

1. Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement,
  - b. 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,
  - c. 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.
2. 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.
3. There are two types of sexual harassment:
  - a. "Quid pro quo" harassment, where submission to harassment is used as the basis for employment decisions.
    - i. 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.

- b. "Hostile work environment," where the harassment creates an offensive and unpleasant working environment.
  - i. 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.
  - ii. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.
  - iii. Sexual harassment includes harassment based on sexual orientation. Sexual orientation harassment is verbal or physical conduct that is directed at an individual because of their 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.

"Stalking" means:

1. Engaging in a repeated course of conduct directed at a specific person that would cause a reasonable person to:
  - a. Fear for their own safety or the safety of others, or
  - b. Suffer substantial emotional distress.
2. This definition includes "cyberstalking," which is stalking conducted with technology such as computers or mobile devices, often occurring on or delivered through the Internet, e-mail, or text messages.

"Victim/Survivor" means the person upon whom the alleged harm was inflicted. These terms are used together throughout this policy to respect individuals who may identify as one or the other, or both.

#### C. Victim's/Survivor's Rights and Options

Victims/Survivors have the following rights and options under College policy.

1. If sexual assault is alleged, the Victim/Survivor is strongly encouraged to preserve physical evidence of the sexual assault. No attempt should be made to bathe, change clothes, or otherwise clean prior to examination

- by a medical practitioner to make determinations regarding sexual assault. The preservation of physical evidence is very important for any criminal or civil action that the Victim/Survivor may choose to pursue against the Respondent, and will also be useful in a College complaint Investigation and resolution process. A medical forensic examination shall be completed at no cost to the Victim/Survivor, and may be conducted at any medical facility. A list of medical facilities near each campus can be found at: <http://www.rasmussen.edu/student-life/title-ix/>
2. Victims/Survivors are strongly encouraged to create a detailed written summary of the incident while the memory is still clear.
  3. The Victim/Survivor has a right to privacy, which includes the decision whether to report or not report an alleged incident to the College, law enforcement, both, or neither. At the request of the Victim/Survivor, College employees will promptly assist the Victim/Survivor in making a report.
  4. College personnel must treat a Victim/Survivor with dignity, and shall not suggest to a Victim/Survivor that the Victim/Survivor is at fault for the crimes or violations that occurred, or that the Victim/Survivor should have acted in a different manner to avoid such a crime.
  5. A Victim/Survivor may contact, or request assistance from College personnel with accessing and navigating, fair and respectful health care, mental health, counseling, and advocacy services that are available in the Victim's/Survivor's area. A list of services can be found at: <http://www.rasmussen.edu/student-life/title-ix/>
  6. Confidentiality and privacy will be maintained within the scope of the Inquiry, Investigation, and resolution processes and among College personnel involved therein, to the extent allowed under law, but cannot be guaranteed in every circumstance.
    - a. Confidentiality and privacy are best protected when complaints are made through the Online Reporting System, to the Title IX Coordinator, or to the Vice President of Human Capital. Complaints reported to other College employees who are not work study students will be escalated, but confidentiality and privacy may be lessened due to the circumstances of the reporting.
    - b. The College shall not disclose the identity of the Victim/Survivor or the Respondent, except as necessary to resolve the complaint or to implement interim protective measures and accommodations or when provided by State or federal law.
    - c. A party to the complaint may share information with their advocate, or other support person who is not a fact witness.
    - d. The accused party has due process rights, which include the right to be informed of the allegations and their source.
    - e. In some circumstances, the College may need to warn the campus community or alert law enforcement of a continued threat of harm to others.
  7. The College will conduct an Inquiry into all complaints received. This Inquiry may or may not lead to an Investigation and a report with findings and recommendations. An Inquiry involves contacting the Complainant, and Victim/Survivor if they are not the same person, to collect further information about the complaint. It may be possible to resolve some complaints informally between the parties by mutual agreement. Based upon the Inquiry, the College may determine that a formal Investigation is appropriate. An Investigation is led by the Title IX Coordinator, Vice President of Human Capital, or corporate counsel, and includes fact gathering and analysis, concluding with a written report detailing findings and recommendations based upon the preponderance of the evidence standard.
  8. The Victim/Survivor of an alleged sexual assault may decide when to repeat a description of the alleged sexual assault incident.
  9. Notice shall be provided to the Victim/Survivor of the outcome of any Inquiry or Investigation concerning a complaint, consistent with laws relating to data practices.
  10. At the direction of law enforcement authorities, college authorities shall assist in obtaining, securing, and maintaining evidence in connection with a sexual assault incident.
  11. College authorities shall assist the Victim/Survivor in preserving, in instances of alleged sexual assault, materials relevant to the Inquiry, Investigation, or any disciplinary proceeding.
  12. Interim protective measures (shielding):
    - a. A Victim/Survivor or Respondent may request to the Title IX Coordinator, Vice President of Human Capital, corporate counsel, or other College employee that the College take interim protective measures as are reasonably available to shield or otherwise mitigate the potential for future unwanted interactions between the Victim/Survivor and Respondent during and after the complaint Inquiry, Investigation, and resolution processes.
    - b. The College shall act promptly to institute interim protective measures, which may include:
      - i. Changes to classroom, academic, and college working situations, as they are available and feasible;
      - ii. Obtaining and enforcing campus no contact orders; and
      - iii. Cooperating with law enforcement authorities, and honoring an order of protection or no contact order entered by a State civil or criminal court.
  13. Retaliation is forbidden against Victims/Survivors, good-faith reporters, and certain other persons as outlined in Section G of these policies in the catalog.
  14. The Complainant, Victim/Survivor, and Respondent may have an advisor or support person of their choice who is not a fact witness accompany them to any meeting or proceeding related to an alleged violation of this policy.
    - a. The advisor or support person must comply with all rules and College policies regarding their role.
    - b. Involvement of an advisor or support person shall not be permitted if it results in undue delay of the meeting or proceeding.
    - c. The advisor or support person may not participate or contribute to a meeting or proceeding unless invited to participate or contribute by the College employee leading the meeting or proceeding.
    - d. The advisor or support person may not engage in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or an individual resolving the complaint.
    - e. The College may prohibit an advisor or support person from involvement for violations of this policy.
  15. The Victim/Survivor, Complainant, and the Respondent are entitled to simultaneous, written notification of the outcome of the Investigation, including information regarding appeal rights, within seven days of a decision or sooner if required by State or federal law.
  16. A Victim/Survivor who subsequently chooses to transfer to another postsecondary institution may request that the College provide them with information about resources for Victims/Survivors of sexual assault at the institution to which the Victim/Survivor is transferring.
  17. Consistent with laws governing access to student records, a student who reported an incident of sexual assault will be provided access to the student's description of the incident as it was reported to the institution, including if that student transfers to another postsecondary institution.
- D. Bystander Intervention**  
Bystander intervention is an act of challenging the social norms that support, condone, or permit sexual violence. While the College supports the efforts of bystanders to prevent sexual harassment and sexual assault, nothing in this policy shall be construed to mean that the College encourages bystanders to place themselves in danger. Bystanders may intervene by notifying others that something is wrong, creating a distraction, removing a potential victim from a risky situation, or by helping to change culture by discouraging others from making inappropriate sexual comments or jokes.
- E. Informal Resolution**  
Informal resolution is not always appropriate or feasible, depending upon the severity of the allegations and other circumstances. The College encourages Victims/Survivors to file a complaint for any violation of this policy, regardless of the severity of the alleged incident. If, however, the Victim/Survivor would like to pursue informal resolution, the following information should be considered:
1. Early efforts to control a situation are important, particularly in cases of sexual harassment.
  2. Sometimes unwelcome behavior can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop. This may be done in person, over the phone, via email or letter, or by speaking with faculty or an employee's supervisor.
  3. College employees are always available to provide guidance or assist the Victim/Survivor with an informal resolution, or to file a complaint.
  4. Family, friends, or other trusted persons may also provide helpful support and advice.
  5. Community-based, state, and national support organizations, such as sexual assault crisis centers may be contacted. Some of these organizations are included in the List of College and External Authorities, Resources, and Support found at the end of these policies.
  6. At any time, and regardless of whether a complaint has been filed, the Victim/Survivor may informally resolve any violation of this policy with the Respondent.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

**F. Reporting a Complaint**

1. Anyone—whether a student, employee, bystander, witness, or other third-party—may report a complaint under this policy.

a. A **student** who is a Victim/Survivor should file their complaint through the Online Reporting System or with the Title IX Coordinator.

i. If reporting through the Online Reporting System or to the Title IX Coordinator is not practical, any College employee other than work-study students may receive a complaint and will escalate it to the Title IX Coordinator.

b. An **employee** who is a Victim/Survivor should file their complaint through the Online Reporting System or with the Vice President of Human Capital.

c. A **third-party** who is a Victim/Survivor should file their complaint through the Online Reporting System or with the Title IX Coordinator.

d. **Bystanders, witnesses, or other third-parties** should report through the Online Reporting System or to the Title IX Coordinator.

2. Submit complaints to:

a. The Online Reporting System at <http://www.rasmussen.edu/student-life/title-ix/> on the College website.

b. The Title IX Coordinator, Joshua Collier ([titleix@rasmussen.edu](mailto:titleix@rasmussen.edu))

c. The Vice President of Human Capital, Jessica Schmiesing ([titleix@rasmussen.edu](mailto:titleix@rasmussen.edu))

3. Complaints made to faculty or other college employees who are not work-study students will be escalated to the Title IX Coordinator or Vice President of Human Capital as is appropriate.

4. Anonymous complaints are permitted, and an Inquiry will be initiated to the extent possible with the information available.

5. All complaints should be reported promptly.

6. Upon receipt of a complaint alleging sexual assault, domestic violence, dating violence, or stalking, the College will provide the Victim/Survivor, at the earliest opportunity, with a concise and plain language writing explaining the Victim's/Survivor's Rights and Options.

**G. No Retaliation Allowed**

1. Regarding an alleged incident of sexual assault, domestic violence, dating violence, or stalking, no retaliatory action (e.g., threats, intimidation, reprisals, or adverse employment or educational actions) shall be taken against:

a. The Victim/Survivor;

b. Those who, in good faith, report or disclose, file a complaint, or otherwise participate in the Inquiry, Investigation, or complaint resolution process;

c. An individual who serves as an advisor or support person for any party; and

d. An individual, merely because they are or have been the object of a complaint.

2. Complaints of retaliation will be investigated and resolved under the complaint procedures of this policy, and are subject to the range of sanctions outlined in this policy.

**H. Amnesty for Good Faith Reporters**

A witness or Victim/Survivor of an incident of alleged sexual assault, domestic violence, dating violence, or stalking who reports in good faith:

1. Shall not be sanctioned by the College for admitting in the report to a violation of College policy on the personal use of drugs or alcohol; and

2. Are immune from other violations of student conduct policies, including an action that places the health or safety of any other person at risk, unless the College determines that the violation was egregious.

**I. Inquiries, Investigations, and Resolution of Complaints**

1. An Inquiry or Investigation is conducted by the Title IX Coordinator, Vice President of Human Capital, corporate counsel, or any combination thereof.

2. **Inquiry.** An Inquiry is an initial assessment of whether the reported incident is governed by this policy and will include a telephone conversation with the Complainant and Victim/Survivor. The Title IX Coordinator, Vice President of Human Capital, corporate counsel, or combination thereof, will make a determination whether the circumstances warrant further investigation or whether the reported incident can be resolved by taking any action deemed appropriate to ensure the Victim's/Survivor's rights under this policy.

3. **Investigation.** A formal Investigation may follow an Inquiry if warranted by the circumstances.

a. Before an Investigation begins, the College shall notify the Complainant, Victim/Survivor, and Respondent of the College personnel with authority to make a finding or impose a sanction in their proceeding before the personnel initiate contact with any party. The parties have the opportunity to request a substitution if the participation of any of the College personnel with authority to make a finding or impose a sanction poses a conflict of interest.

b. The procedure for conducting an Investigation will include:

i. Implementation of appropriate interim protective measures, if requested or if deemed necessary by the investigator.

ii. Interviewing the Victim/Survivor, Complainant, Respondent, and witnesses.

iii. Communication with the Victim/Survivor until the matter is resolved. The Victim/Survivor will be informed of procedures being followed throughout the Inquiry or Investigation, but will not be informed of specific information derived from conversations with the Respondent.

iv. A written report detailing findings, recommendations, and sanctions.

c. The preponderance of the evidence standard shall be used in determining whether a violation of this policy occurred.

**J. Appeals**

1. The Victim/Survivor and Complainant, and the Respondent, have the right to timely appeal the findings or imposed sanctions resulting from an Inquiry or Investigation. An appeal will only be considered if it alleges one of the following:

a. A procedural error occurred;

b. New information exists that would substantially change the outcome of the finding; or

c. The sanction is disproportionate with the violation.

2. Appeals must be written, and filed with the General Counsel, Lori Kruezinga ([titleix@rasmussen.edu](mailto:titleix@rasmussen.edu)).

3. The word "APPEAL" should be clearly written at the top of the appeal.

4. The appeal should clearly state, with specific details, the justification for the appeal.

5. Appeal Procedure:

a. The President and General Counsel will consider and decide the appeal.

b. The appeal will be limited in scope to the matter appealed, and to the evidence contained in the original Inquiry and Investigation record, unless the basis for the appeal is that new information exists.

i. If the appeal asserts that new information exists, the burden is on the appellant to produce the new information. However, the College may, at its discretion, conduct additional fact gathering efforts so long as they are limited to what is necessary to obtain the alleged new information as described in the appeal.

c. Upon due consideration, and based upon the preponderance of the evidence, a written appellate report containing findings and recommendations shall be produced.

d. The Victim/Survivor, Complainant, and the Respondent shall receive the appeal decision in writing within 7 days after the conclusion of the review of findings or sanctions, or sooner if required by federal or State law.

6. All findings and recommendations of an appeal are final.

**K. Contacts**

1. The following college authorities are primarily responsible for receiving reports, and for conducting inquiries or investigations under this policy. To reach them, use the Online Reporting System or send an email to: [titleix@rasmussen.edu](mailto:titleix@rasmussen.edu)

a. Title IX Coordinator: Joshua Collier

b. Deputy Title IX Coordinator: Noel Borg

c. Vice President of Human Capital: Jessica Schmiesing

d. General Counsel: Lori Kruezinga

e. Associate Counsel: Nathaniel Orpen

2. Please see the lists for Local Law Enforcement, Medical Facilities, and Victim's/Survivor's Support and Advocacy Resources at: <http://www.rasmussen.edu/student-life/title-ix/>

**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.



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BA, Montana State University

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BS, Excelsior College

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BA, Buena Vista College

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DNP, The College of St. Scholastica  
MA Nursing, The College of St. Scholastica  
BS Nursing, University of Wisconsin-Eau Claire

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BACC, University of San Diego

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Senior Regional Vice President  
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Regional Vice President  
MPA, Hodges University  
BS, Florida State University

Twin Cities

Twin Cities

Twin Cities

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Twin Cities

Twin Cities

Twin Cities

Chicago

Orlando

## CAMPUS ADMINISTRATION

**Chris Phillips**

National Director of Online Admissions  
BA, University of Wisconsin – Madison

Online

**Jessica Jacobs**

Director of Admissions  
MBA, Benedictine University  
BS, Rasmussen College

Online

**Phillip Kagol**

Campus Director  
BS, St. Cloud State University

Online

**Sharon Richardson**

Director of Admissions  
MS, Troy State University  
BS, University of Louisville

Online

**Kevin Roberts**

Senior Director of Admissions  
MBA, University of Scranton  
BS, University of South Dakota

Online

## FLORIDA

**Tom Toner**

Campus Director  
BS, State University of New York at Brockport

Fort Meyers

**Kimberly Azbart**

Director of Admissions  
BS, Urbana University

Fort Meyers

**Pete Beasley**

Campus Director  
BA, Thomas Edison State College

Ocala

**Josh Turner**

Director of Admissions  
MBA, BS, University of Phoenix

Ocala

**Staceyann Sinclair**

Area Director  
MA, University of Phoenix  
BS, Johnson & Wales University

Tampa/Brandon

**Jamie Sperling**

Director of Admissions  
BA, University of Central Florida  
AA, Jefferson Community College

Tampa/Brandon

## ILLINOIS

**Michael Steinke**

Director of Admissions  
MBA, University of Scranton  
BS, University of Central Florida

Aurora/Naperville

**Chris Springer**

Campus Director  
BA, Millikin University

Mokena/Tinley Park

**Dennis Safka**

Director of Admissions  
MBA, Keller Graduate School of Management  
BS, Northern Illinois University

Mokena/Tinley Park

**Craig Steege**

Campus Director  
BA, American Intercontinental University

Rockford

**Trisha L. Kamis**

Director of Admissions  
MBA, Colorado Technology University  
BS, University of Illinois-Urbana/Champaign

Rockford

**Diane Nowaczyk**

Campus Director  
MBA, Benedictine University  
BS, University of Illinois-Chicago

Romeoville/Joliet

## FACULTY AND STAFF

### MINNESOTA

**Patty Sagert** Blaine  
Campus Director  
MA, Gonzaga University  
BA, Metropolitan State University

**Matthew McIntosh** Blaine  
Director of Admissions  
BS, University of Minnesota

**Adam Farm** Bloomington  
Campus Director  
BS, Bemidji State University

**Michael Knapp** Bloomington  
Director of Admissions  
BA, Augsburg  
AAS, Normandale Community College

**Naomi Mogard** Brooklyn Park / Maple Grove  
Campus Director  
MS, St. Cloud State University  
BA, Concordia College

**Randy Rodin** Brooklyn Park / Maple Grove  
Director of Admissions  
BA, St. Cloud State University

**Sarah Germain** Eagan  
Director of Admissions – Eagan Campus  
BS, University of Wisconsin-Stout

**Mollie Bower** Lake Elmo / Woodbury  
Campus Director  
MS, Benedictine University  
BA, University of Wisconsin-Eau Claire

**Pat Ogrin** Lake Elmo / Woodbury  
Director of Admissions  
BS, Minnesota State University-Mankato

**Kathy Sanger** Mankato  
Campus Director  
BA, Minnesota State University-Mankato

**Gwenn Wolters** Mankato  
Director of Admissions  
BS, Rasmussen College

**Mary Swingle** St. Cloud  
Campus Director  
MEd, University of Wisconsin-LaCrosse  
BS, University of Wisconsin-Superior

**Robert Ruprecht** St. Cloud  
Director of Admissions  
MBA, University of Scranton  
BA, St. Cloud State University

### NORTH DAKOTA

**Amy Beito** Fargo/Moorhead  
Campus Director  
MS, The Chicago School of Professional Psychology  
BS, Minnesota State University-Moorhead

**Maggie Aslakson** Fargo/Moorhead  
Director of Admissions  
MBA, Benedictine University BS, University of North Dakota

### WISCONSIN

**Bill Panella** Green Bay  
Campus Director  
MBA, Clarkson University  
BA, Central Michigan University

**Tony Possley** Green Bay  
Director of Admissions  
BA, University of Wisconsin-La Crosse

**Sue Williams** Wausau  
Campus Director  
BS, University of Wisconsin-Eau Claire

**Patrick Schmidt** Wausau  
Director of Admissions  
BA, Judson University

## ACADEMIC ADMINISTRATION

**Matthew Segard** Twin Cities  
Assistant Vice President of Institutional Research and Assessment  
PhD, University of Minnesota  
MA, Ohio University  
MA, BA, Bowling Green State University

**Carrie Daninhirsch** Orlando  
Assistant Vice President of Learning & Teaching MS, Lesley College  
BS, Northeastern University

**Joy Henrich** Illinois  
Regional Dean – Northern Region Great Lakes EdD, Benedictine University  
MS, BS, Cardinal Stritch University

**Lynne Croteau** Orlando  
Regional Dean – South Central Region  
MBA, MHRM, Keller Graduate School of Management of DeVry University  
BS, Westfield State College

**Matthew Otremba** Twin Cities  
Director of Training and Development, Academic Affairs MFA  
University of Houston  
BA University of St. Thomas

**Jennifer Moorhead** Orlando  
Assistant Department Dean, School of Business  
MBA, BS, University of Central Florida

**Todd Pugh** Online  
Associate Dean – South Central Region  
MS, Concordia University  
BA, Coe College

**Deidre Walker** Illinois  
Associate Dean – Northern Region MA, Trinity International University  
BA, Loyola University

**Brooks Doherty**  
Assistant Vice President – Academic Innovation  
MA, University College – London  
BA, University of Minnesota

**Jennifer Stoker**  
Associate Dean – South Central Region  
MA, Lewis University  
BA, University of Central Florida

### FLORIDA

**Brenda Garcia** Land O' Lakes / East Pasco  
MA, University of South Florida  
BA, Florida Gulf Coast University

**Laurie Harmon** Ocala  
Academic Dean  
MBA, Utica College  
BS, Rasmussen College  
AAS, Tompkins Cortland Community College

**Lynette Barcewicz** Tampa/Brandon  
Academic Dean  
MEd, Framingham State University  
BA, University of California-Santa Barbara

## ILLINOIS

**Julie Lawrence**Aurora/Naperville,  
Mokena/Tinley ParkAcademic Dean  
MEd, National Louis University  
BS, Indiana University**Caroline Gulbrandsen**

Rockford

Academic Dean  
EdD, Argosy University  
MEd, Florida Atlantic University  
BA, University of South Florida**Traci Steed**

Romeoville/Joliet

Academic Dean  
DC, Parker College of Chiropractic

## KANSAS

**Heather Nickel**

Overland Park / Topeka

Academic Dean  
MAED, University of Phoenix  
BS, University of Central Florida

## MINNESOTA

**Tracy Tepley**

Blaine, Bloomington

Academic Dean  
MS, BS, North Dakota State University**Kailyn Hauck**

Brooklyn Park / Maple Grove

Academic Dean  
MS, BS, St. Cloud State University**Andrew LaMere**

Eagan, Lake Elmo / Woodbury

Academic Dean  
MA, Gonzaga University  
BS, University of Wisconsin-River Falls**Donna Wenkel**

Mankato

Academic Dean  
MS, BS, Minnesota State University-Mankato**Laurie Larson**

St. Cloud

Academic Dean  
MA, University of North Dakota  
BA, Minot State University

## NORTH DAKOTA

**Shadd Piehl**

Online

Online Academic Dean  
MFA, Minnesota State University-Moorhead  
BA, North Dakota State University**Robert Neuteboom**

Fargo/Moorhead

Academic Dean  
MA, University of South Dakota  
MFA, Minnesota State University-Moorhead  
BA Weber State University

## WISCONSIN

**Jennifer Endries**

Green Bay

Academic Dean  
MS, Silver Lake College  
BA, University of Wisconsin-Stevens Point**Jamie Kahon**

Wausau

Academic Dean  
DC, Northwestern Chiropractic College  
BS, University of Wisconsin-Stevens Point

## SCHOOL OF BUSINESS

**Keitaro Matsuoka**

Romeoville/Joliet

Department Chair, Accounting and Finance  
MS, BS, University of Illinois  
MBA, University of Wisconsin**Elle O'Keeffe**

Online

MBA, Keller Graduate School of Management of DeVry University  
MA, BA, University of Central Florida**Latricia Roundtree**

Online

MBA, Webster University  
BS, Florida State University

## FLORIDA

**Ashley Cobb**

Ocala

Academic Dean – North Central Region  
MBA, BA, Saint Leo University  
AA, College of Central Florida**Christa Reyes**

Fort Myer

MSM, Troy University  
BS, Illinois State University**Donna Carignan**

Ocala

MA, Webster University  
BS, Worcester State College**Dr. Jennifer Trout**

Ocala

Department Chair  
MBA, DBA, Argosy University  
BS, University of South Florida

## ILLINOIS

**Venus Fisher**

Romeoville/Joliet

Academic Dean – South Central Region  
MBA, BS, Roosevelt University**Adam Samuelson**

Rockford

MBA, North Central College  
BS, Northern Illinois University**Heather Bradshaw**

Rockford

JD, Thomas M. Cooley Law School  
BA, Northern Illinois University

## KANSAS

**Heather Nickel**

Overland Park / Topeka

Academic Dean  
MAED, University of Phoenix  
BS, University of Central Florida

## MINNESOTA

**Barbara Hentges**

Eagan

MA, St. Catherine's University  
BS, Carlson School of Management**Margaret Stenzel**

Mankato

Graduate Certificate in Accounting, DeVry University  
MBA, Minnesota State University-Mankato  
BA, College of St. Benedict**Jeri Retzlaff**

Mankato

MBA, BS, Minnesota State University-Mankato

**Gabe Stenzel**

Mankato

MA Minnesota State University-Mankato  
BA, St. John's University**Tom LeNeau**

St. Cloud

MBA, Arizona State University  
MEd., University of Minnesota  
BA, University of Minnesota-Duluth  
BS, St. Cloud State University

## NORTH DAKOTA

**Roxanne Visser**

Fargo/Moorhead

MBA, University of Mary  
BS, Minnesota State University – Moorhead

## SCHOOL OF DESIGN

**Jennifer Ayotte**Department Dean  
MS, St. Joseph's University  
BFA, University of Missouri – Columbia**William Sattelmeyer**Design Department Chair  
MS, Western Governors University  
BSc, Kent State University Ocala

## FLORIDA

**Anthony Sims**

New Port Richey / West Pasco

BFA, Art Institute of Tampa  
Certificate, Montgomery College

## MINNESOTA

**Kristy Mize**

St. Cloud

BFA, California State University-Fullerton

**Anand Hurkadli**

Bloomington

BFA, Minneapolis College of Art and Design

**John Mindiola III**

Brooklyn Park / Maple Grove

MS, Kennesaw State University  
BFA, University of Wisconsin-Stout**Todd Jerde**

Eagan

AAS, School of Communicative Arts

**Eric Melhorn**

Mankato

MS, Saint Joseph's University  
BA, Concordia University  
AA, Minnesota State University-Mankato**Gabe Stenzel**

Mankato

MA Minnesota State University-Mankato  
BA, St. John's University**Drew Blom**

Lake Elmo

BFA, Rocky Mountain College of Art and Design

## WISCONSIN

**Russ Merritt**

Green Bay

MEd, Grand Canyon University  
BA, Ohio Christian University**Ryan Rosenthal**

Green Bay

BS, Rasmussen College  
BS, AAS, ITT Technical Institute-Green Bay**Devan Shepherd**

Wausau

MS, Capella University  
BA, Wilfrid Laurier University

**FACULTY AND STAFF**

**SCHOOL OF EDUCATION**

**Mary Muhs**  
Early Childhood Education Department Chair  
MEd, National Louis University  
BA, University of Illinois

**Joni Kuhn**  
MA, City University of Seattle  
BA, Western Washington University Fargo/Moorhead

**FLORIDA**

**Deidra Boodoo**  
MS, BA, Brooklynn College Ocala

**Lauren Pierre**  
MS, Nova Southeastern University  
BA, City College New Port Richey / West Pasco

**ILLINOIS**

**Kristen Walley**  
MA, National Louis University  
BA, Northern Illinois University Aurora/Naperville

**Chante Yearby**  
MBA, Western Governors University  
BA, Lewis University Romeville/Joliet

**WISCONSIN**

**Joyce Monfort**  
MEd, Marian College  
BS, University of Wisconsin-Green Bay Green Bay  
MBA, Marquette University  
BA, University of Iowa Wausau

**SCHOOL OF HEALTH SCIENCES**

**Christian Wright, DC**  
Department Dean  
DC, BS, National University of Health Sciences  
MACC, Argosy University

**Twin Cities**

**Tammy Renner, MT (ASCP)**  
Department Chair  
MS, University of North Dakota  
BS, Minot State University

**Rikkisha Gilmore-Byrd**  
Department Chair  
MS, Capella University  
MPH, Kaplan University  
BS, Clark Atlanta University

**Linda Kennedy**  
Department Chair  
MBA, Benedictine University  
BS, University of Illinois at Chicago

**Denise Stead**  
Department Chair  
MPA, Upper Iowa University  
BS, Upper Iowa University  
AS, Northcentral Technical College

**Charline Bumgardner, BA, RHIT**  
BA, Warner University  
AA, Brevard Community College

**Online**

**Judy Johnson**  
MS, University of Minnesota  
MHSA, The George Washington University  
BS, University of Illinois

**Online**

**Denise Van Fleet**  
MS, Cardinal Stritch University  
BS, Illinois State University

**Online**

**FLORIDA**

**Tonya Olson**  
Medical Assisting Program Coordinator  
MS, Medical University of South Carolina  
BA, Indiana University  
AAS, Superior College

**Janet Hiller Fus**  
Medical Assisting Program Coordinator  
AS, Ultimate Medical Academy

**Lisa Fanning**  
MEd, American Intercontinental University  
BS, Northeastern University  
AS, Northeastern University

**Penny Lee, CMA**  
Medical Assisting Program Coordinator  
AS, Indiana Business College

**Fort Myers**

**Julie Kranz** **New Port Richey / West Pasco**  
Medical Assisting Program Coordinator  
AS, Southwest Florida

**Christina Wichelman** **Ocala**  
Medical Assisting Program Coordinator  
BSN, Crown College  
AS, Minnesota School of Business - Globe-Richfield

**Amanda Hamm** **Ocala**  
AS, Hillsborough Community College

**Nicole Stutz** **Land O' Lakes**  
MBA, Benedictine University  
BS, University of Central Florida  
AA, Seminole State College

**ILLINOIS**

**Joni Rudd, RHIA** **Aurora/Naperville**  
Health Information Technician Program Coordinator  
BS, Chicago State University

**La Dalea Ferrell** **Aurora/Naperville**  
MH., BA, Ashford University

**Nadia La Vieri** **Mokena/Tinley Park**  
Medical Assisting Program Coordinator  
BS, Elmhurst College  
AAS, Moraine Valley Community College  
AS, Triton College

**Bonnie Moore** **Rockford**  
Health Information Technician Program Coordinator  
BFA, Rockford College  
AAS, Rasmussen College

**Deb Slaughter, CCRC (ACRP), CLA (ASCP), CMA (AAMA), CPhT(PTCB)** **Rockford**  
Medical Assisting Program Coordinator  
MEd, Grand Canyon University  
BS, West Virginia State University Corissa Legg  
BA, AAS, Robert Morris University

**Kyra Austin** **Romeville/Joliet**  
Health Information Technician Program Coordinator  
MA, Lewis University  
BS, Illinois State University

**Asiyah Jafary** **Romeville/Joliet**  
MS, South University  
BS, University of Wisconsin-Madison  
BS, Westwood College

**Chante Yearby** **Romeville/Joliet**  
MBA, Western Governors University  
BA, Lewis University

**MINNESOTA**

**Terra Walker** **Blaine**  
Medical Assisting Coordinator  
BA, Gustavus Adolphus College

**Jennifer Eull, CMA** **Bloomington**  
Medical Assisting Program Coordinator  
AAS, High-Tech Institute

**Melissa Brown** **Brooklyn Park / Maple Grove**  
Medical Assisting Program Coordinator  
BS, Gustavus Adolphus College  
AAS, Minnesota School of Business

**Lindsay Roesler** **Brooklyn Park / Maple Grove**  
DC, BS, Northwestern Health Sciences University

**LaTarsha Turner** **Brooklyn Park / Maple Grove**  
MBA, Mississippi State University  
BS, University of Mississippi Medical Center

**Holly Zahler** **Brooklyn Park / Maple Grove**  
BA, University of Minnesota  
AAS, Anoka-Ramsey Community College

**Kristy Hosteller** **Eagan**  
BS, Kaplan University  
AA, Lake Superior College  
Diploma, Herzing University

**Regina Jackson** **Eagan**  
MA, Concordia College, St. Paul  
BA, Concordia College, St. Paul

**Barbara Blair** **Lake Elmo / Woodbury**  
AAS, Duluth Business University

**Maia Maiden** **Lake Elmo / Woodbury**  
MBA, DeVry University  
BS, University of Minnesota

**Debra Bobendrier** **Mankato**  
DC, Palmer College of Chiropractic  
BA, University of Wisconsin-La Crosse

**Eunice Carlsson**  
MS, St. Joseph's University  
BS, The College of St. Scholastica  
AS, North Dakota State College of Science

Mankato

**Jessica Martinez**  
AAS, Rasmussen College  
Diploma, South Central College

Mankato

**Melissa Oelfke**  
BS, Dakota State University  
AS, Dakota State University  
AA, Anoka-Ramsey Community College  
Certificate, Dakota State University

St. Cloud

**Lisa Ludescher**  
BA, Southern New Hampshire University  
AAS, Anoka Technical College

St. Cloud

**Lori Groinus, CST**  
Surgical Technologist Program Coordinator  
MA, Saint Xavier University  
BS, St. Cloud State University  
Diploma, St. Cloud Technical and Community College

St. Cloud

**Crystal Bromeling**  
MBA, South University  
BS, South University  
AS, Rochester Community Technical College

## NORTH DAKOTA

**Sallie Vance, CST (NBSTSA)**  
Surgical Technology Program Coordinator  
AAS, Presentation College

Fargo/Moorhead

**Gregory Barnett**  
MS, University of Wisconsin-La Crosse  
BS, Minnesota State University-Moorhead

Fargo/Moorhead

## WISCONSIN

**Lori Hecker, RMA**  
BS, University of Wisconsin-Oshkosh  
AS, Keiser University

**Julie Rasmussen, CMA**  
Medical Assisting Program Coordinator  
BS, OE, AAS, Eastern New Mexico University-Roswell

**Grehling Smith**  
AA, Lake Superior College  
BA, The College of St. Scholastica

Green Bay

**Rebecca Smith, MT (ASCP)**  
Medical Laboratory Technician Program Coordinator  
MBA, Cardinal Stritch University  
BS, University of Wisconsin-Stevens Point

Green Bay

**Mark Heintzkill**  
DC, BS, Logan College of Chiropractic

Green Bay

**Richelle VandBerg**  
Medical Assisting Program Coordinator  
AAS, Rasmussen College  
AAS, Moraine Park Technical College

Green Bay

**Sandra Stevens-Berens**  
MS, Marian University  
BLS, University of Wisconsin-Oshkosh  
AAS, Fox Valley Technical College

Green Bay

**Nicole Roberts, RMA (AMT)**  
Medical Assisting Program Coordinator  
AAS, Northcentral Technical College

Wausau

## SCHOOL OF JUSTICE STUDIES

**Shauna Froelich**  
Paralegal Department Chair  
JD, Marquette University  
BA, Xavier University

**Jerry Lee** New Port Richey / West Pasco  
Criminal Justice Department Chair  
JD, University of Toledo  
MS, BS, Bowling Green State University

**Kirk Olson**  
JD, University of Minnesota Law School  
BA, University of Minnesota

**Richard Wright**  
BA, Roosevelt University  
BA, Northwestern University

## FLORIDA

**Darius Williams**  
MS, Tiffin University  
BA, AA, Shawnee State University

## ILLINOIS

**Heather Bradshaw**  
JD, Thomas M. Cooley Law School  
BA, Northern Illinois University

## MINNESOTA

**Michael Ardolf**  
Law Enforcement Skills Coordinator  
MA, University of St. Thomas  
BA, Metro State University  
AS, Mankato State University

**Susan Murray** Brooklyn Park / Maple Grove  
MS, Middlesex University  
BA, University of Wisconsin-Stout

**Rose Pogatshnik**  
MS, BS, St. Cloud State University

**Eileen Carlin** Brooklyn Park / Maple Grove  
MA, Rutgers, The State University of New Jersey—Camden  
BS, Thomas Edison State College

## NORTH DAKOTA

**Patty Laney**  
JD, Hamline University  
BS, Minnesota State University-

## SCHOOL OF NURSING

**Joan Rich, DNP, RN, PHN, FCN** Twin Cities  
Vice President, School of Nursing  
DNP, Johns Hopkins University School of Nursing  
MLS, University of Minnesota  
BA, College of St. Scholastica  
FCN, Concordia College

**Georgia Smith-Vest, DNP, RN**  
Senior Dean of Nursing  
DNP, University of Southern Indiana  
MSN, University of Southern Indiana  
BSN, Eastern Kentucky University

**Allyson Hopperstad, DNP, RN, PHN** Online  
DNP, Walden University  
MSN, BSN, Minnesota State University—Moorhead

**Michelle MacDonald, DNP, RN** Online  
DNP, Saint Catherine University  
MAN, BAN, College of Saint Scholastica

**Jennifer Cowherd, MS, ARNP-C**  
MS, University of South Florida  
BSN, Florida State University

**Joanne Oliveira, PhD, FNP, BC, FNAP** Online  
PhD, Nursing Boston College  
MSN, FNP, Boston College  
ASN, Labouré College

**Shijuan McKinney, MSN, RN**  
MSN Nursing Education, Walden University  
BSN, Florida A&M University

**Dianne Johnson, MSN, RN** Online  
MA, The College of Saint Scholastica  
BA, The College of Saint Scholastica

**Candy Bradbury, MSN, RN** Online  
MSN Nursing Education, Jacksonville University  
BSN, Jacksonville University  
ASN, Florida Community College

**Tami Rogers, PhD, DVM, RN, CNE, CHSE** Online  
PhD, Capella University  
DVM, Auburn University  
MSN, University of Phoenix  
BSN, Florida State University  
AS, Enterprise State Community College

## FLORIDA

**Lynn Bilder, PhD, MSN, RN** Fort Myers  
Director of Curriculum, School of Nursing  
PhD, Indiana University of Pennsylvania  
MSN, University of Cincinnati  
BSN, Marywood University

**Jennifer Anthony, MSN, RN** Fort Myers  
MSN, BSN, Chamberlain College of Nursing  
ADN, Excelsior College of Nursing

**Gini McCain, MSN, RN-C, CT** Fort Myers  
MSN, St. Xavier University  
BSN, NOVA University

**Deanna Wolfskeil, MSN, RN** Fort Myers  
Dean of Nursing  
MSN, Florida Atlantic University  
BSN, Mississippi University for Women

**Monica Skerski, MSN, RN** Fort Myers  
ASN, State College of Florida  
MSN, University of Phoenix

**Lisa Johnson, MSN, RN** Fort Myers  
ADN, Rasmussen College  
MSN, Walden University

**Kathleen Lanigan, PhD** Fort Myers  
AS, Saint Xavier University  
MS, Rush University  
PhD, University of Wisconsin

**Natalie Hall, MSN, RN** Fort Myers  
BSN, Murray State University  
MSN, University of Phoenix, FL—Fort Myers

## FACULTY AND STAFF

<b>Miriam Steil, MSN, MPA, MADIR, RN</b> MPA/MADIR Seton Hall University MSN, American Sentinel University	<b>Land O' Lakes</b>	<b>Patricia Parker, MSN, RN</b> MSN, South University BSN, Georgia College	<b>Ocala</b>	<b>ILLINOIS</b>	
<b>Laura Buchanan, MSN, RN</b> BSN, Marymount University MSN: University of Central Florida	<b>Land O' Lakes</b>	<b>Rodney Lacey, MSN, RN</b> BSN, Grand Canyon University MSN, South University	<b>Ocala</b>	<b>Virginia Aulik, MSN, RN</b> MSN, Grand Canyon University MS, University of St. Francis BSN, Viterbo College	<b>Rockford</b>
<b>Lisa Nikel, DNP, ARNP-C</b> BSN, Cleveland State University MS, University of South Florida DNP, University of South Alabama	<b>Land O' Lakes</b>	<b>Melissa McGarry, MSN, RN</b> BSN, Western Governors University MSN, Grand Canyon University	<b>Ocala</b>	<b>Nancy Shuler, MSN, RN</b> Dean of Nursing MSN, Northern Illinois University MA, Webster University BSN, Illinois Wesleyan University	<b>Rockford</b>
<b>Dr. Mary Kohler, PhD, RN</b> Dean of Nursing PhD, University of South Florida MSN, BSN, Florida Atlantic University	<b>Land O' Lakes / East Pasco</b>	<b>Jacqueline Brumbaugh, MSN, RN</b> BSN, Binghamton University MSN, Aspen University	<b>Ocala</b>	<b>Joan Elliott, MSN, RN</b> MSN, Governors State University BSN, Avila College	<b>Rockford</b>
<b>Cindy Buckley, MS, RN</b> MS, Liberty University BS, University of New York-Buffalo	<b>Land O' Lakes / East Pasco</b>	<b>Heidi Kippenberger, MSN, RN</b> BSN, Western Governors University MSN, Western Governors University	<b>Ocala</b>	<b>Eugenie Cook, MSN, RN</b> BS in Community Health Education, University of Illinois BSN, Olivet Nazarene University MSN, Bourbonnais	<b>Rockford</b>
<b>Kelly McCullough, DNP, ARNP</b> DNP, University of South Alabama MS, BS, University of South Florida	<b>Land O' Lakes / East Pasco</b>	<b>Karen Komer, MSN, RN</b> BSN, University of Toledo MSN, University of Toledo	<b>Ocala</b>	<b>Candace Newson MSN, RN</b> MSN, Saint Francis Medical Center College of Nursing B.S. in Nursing, Northern Illinois University AAS, Prairie State College	<b>Rockford</b>
<b>Darlene Curtis, MS, RN</b> MS, University of South Florida BS, McKendree College	<b>New Port Richey / West Pasco</b>	<b>Ebony Wilhelm, MSN, RN</b> MSN, University of South Florida BSN, College of Central Florida	<b>Ocala</b>	<b>Alexandra Torres, MSN, MBA, RN</b> Dean of Nursing DNP, South University MSN/MBA, University of Tampa BSN, University of South Florida	<b>Romeoville/Joliet</b>
<b>Susan Gryder, MSN, ARNP, FNP-BC</b> MSN, BSN, University of Tampa AS, Hillsborough Community College	<b>New Port Richey / West Pasco</b>	<b>Carla Points, BSN, RN</b> BSN, Western Governors University	<b>Tampa/Brandon</b>	<b>Vicky Weidling, MSN, RN</b> MSN, Olivet Nazarene University BSN, Lewis University ADN, Joliet Junior College	<b>Romeoville/Joliet</b>
<b>Lynn Landseadel, MS, RN</b> MS, University of South Florida BSN, St. Petersburg College AS, Pasco Hernando Community College	<b>New Port Richey / West Pasco</b>	<b>Candace Farkas, MSN, RN</b> MSN, MS, Walden University BS, BSN, Ball State University	<b>Tampa/Brandon</b>	<b>Kimberly Langhamer, MSN, RN</b> BSN, Illinois State University MSN, Benedictine University	<b>Romeoville/Joliet</b>
<b>Shannon Morse, MSN, ARNP-C</b> MS, BS, University of South Florida AS, Pasco Hernando Community College AS, Enterprise State Junior College	<b>New Port Richey / West Pasco</b>	<b>Devin Watkins, MSN, RN</b> BSN, Thomas More College MSN, Kaplan University	<b>Tampa/Brandon</b>	<b>Cynthia Shedosky, MSN, RN</b> BSN, Lewis University MSN, Lewis University	<b>Romeoville/Joliet</b>
<b>Kara Walls, MS, ARNP-C</b> Dean of Nursing MS, University of Tennessee BS, East Tennessee State University	<b>New Port Richey / West Pasco</b>	<b>Deborah Esenwein, MSN Ed, RNC, CBC</b> MSN, Walden University BSN, Chamberlain College of Nursing ADN, Kent State University	<b>Tampa/Brandon</b>	<b>Cheryl Picard, MSN, RN</b> MSN, Lewis University BSN, St. Joseph College of Nursing/University of St. Francis	<b>Romeoville/Joliet</b>
<b>Karen Guty, MSN, RN</b> Dean of Nursing MSN, Duquesne University BSN, Pennsylvania State University BSEd, California University of Pennsylvania	<b>Ocala</b>	<b>Eymie Fitzgerald, MS, RN</b> Dean of Nursing MS, BSN, Florida Atlantic University	<b>Tampa/Brandon</b>	<b>Sandra Kaufman, MSN, RN</b> MSN, Grand Canyon University BSN, Loyola University of Chicago	<b>Romeoville/Joliet</b>
<b>Carmenita Burch, MSN, RN</b> MSN, Grand Canyon University BSN, University of Central Florida	<b>Ocala</b>	<b>Carole Guye, MSN, RN</b> MS, University of South Florida BA, State University of New York AS, Ulster Community College	<b>Tampa/Brandon</b>	<b>Jeannine Haberman MSN, MBA, RN</b> MSN / MBA, Lewis University BSN, MacMurray College	<b>Romeoville/Joliet</b>
<b>Stephen Campbell, MSN, RN, CCRN</b> MSN, University of Phoenix BSN, Old Dominion University	<b>Ocala</b>	<b>Ronda Points, MSN, RN</b> BSN, University of Phoenix AS, Hillsborough Community College	<b>Tampa/Brandon</b>	<b>KANSAS</b>	
<b>Elizabeth Gotay, MSN, RN</b> MSN, BS, University of Phoenix	<b>Ocala</b>	<b>Kristina Roberts, MSN, ARNP</b> MSN, University of South Florida-Tampa BSN, University of Florida	<b>Tampa/Brandon</b>	<b>Tanner Funk, MSN, RN</b> Associate Dean of Nursing MSN, Research College of Nursing BSN, University of Kansas	<b>Overland Park</b>
<b>Janean Higginbotham, MSN, RN</b> Master's in Education, Walden University	<b>Ocala</b>	<b>Teresa Russo, PhD, RN</b> PhD, University of South Florida MSN, University of Florida BSN, University of South Florida	<b>Tampa/Brandon</b>	<b>Jamie Magana, MSN, RN, FNP-C</b> BSN, Emporia State University MSN, FNP, University of Kansas	<b>Overland Park</b>
<b>Dawn McLaughlin, MSN, MHA, RN</b> Associate Dean of Nursing MSN, BSN, University of Phoenix	<b>Ocala</b>	<b>Beth Vest, MSN, RN</b> MSN, BSN, Western Governors University	<b>Tampa/Brandon</b>	<b>Jean Napier-Siu, MSN, MEd, RN</b> BSN, University of St. Mary MSN, University of St. Mary	<b>Overland Park</b>
<b>Catharine Muskus, MS, FNP-BC, CNE</b> MS, BS, University of Vermont BA, Windham College	<b>Ocala</b>	<b>Lynn Whitmer, MSN, RN, ARNP, CNM, MS Ed</b> MSN, University of Pennsylvania MEd, Troy State BSN, Viterbo College	<b>Tampa/Brandon</b>	<b>Susan Parker, EdS, MSN, RN</b> BSN, Graceland College MSN, University of Kansas EdS, UMKC	<b>Overland Park</b>
				<b>Rebecca Hastings</b> Dean of Nursing MSN, University Of Phoenix MPH, A.T. Still University BS, Bellevue University ADN, Neosho County Community College	<b>Topeka</b>

<b>Shellie Colby, MSN, RN</b> BSN, Jacksonville University MSN, Jacksonville University	<b>Topeka</b>	<b>Darcy Cress, MSN, RN</b> MSN, University of Phoenix BSN, University of Wisconsin	<b>Brooklyn Park / Maple Grove</b>	<b>Beth Sanford MSN RN</b> BSN, University of North Dakota MSN, University of North Dakota	<b>Moorhead</b>
<b>Ruth Borthwick, MSN, RN</b> BSN, University of Kansas MSN, Wichita State University	<b>Topeka</b>	<b>Angela Christian DNP, RNC</b> Dean of Nursing Eagan BSN, College of Saint Benedict MSN, Minnesota State University DNP, Metropolitan State University		<b>Sandra Bogenrief, MSN, MBA, RN</b> Dean of Nursing BSN, Bethel College MSN/MBA, Grand Canyon University	<b>St. Cloud</b>
<b>MINNESOTA</b>		<b>Janet Brown-Urschel, MSN</b> AAS, Sinclair Community College BSN, University of Illinois MSN, University of Minnesota	<b>Eagan</b>	<b>James Tollefson, MSN, RN</b> MSN, Walden University BAN, Concordia College BS, Minnesota State University-Moorhead	<b>St. Cloud</b>
<b>Leanne Rogstad PhD, RN</b> Dean of Nursing PhD, Capella University BSN, Mankato State University MAN, Bethel College	<b>Blaine</b>	<b>Laura Johnson, MSN</b> LPN, Wisconsin Indianhead Technical College AS, Lake Superior College BSN, University of Phoenix MSN, University of Phoenix	<b>Eagan</b>	<b>Erin Stanger, BSN, RN</b> AS, Ridgewater College BSN, Chamberlain College of Nursing	<b>St. Cloud</b>
<b>Janet Obonyo BSN, RN</b> AS, Anoka Ramsey Community College BSN, Metropolitan State University	<b>Blaine</b>	<b>Scott Church, BSN</b> BSN, Minnesota State University	<b>Eagan</b>	<b>Miranda Habiger, BSN, RN</b> LPN, St. Cloud Technical College ADN, Central Lakes BSN, Rasmussen College	<b>St. Cloud</b>
<b>Elizabeth Riley, MSN, RN</b> MSN, University of Phoenix BSN, Marquette University MA (English), Marquette University BA (English), University of Minnesota	<b>Blaine</b>	<b>Cheryl L. Pratt, EdD, MA, RN, NEA-BC</b> Dean of Nursing EdD, Argosy University MA Nursing, The College of St. Scholastica BSN, Winona State University	<b>Mankato</b>	<b>Kimberly Korneck, MSN, RN</b> ADN, Excelsior College MSN, Walden University MN	<b>St. Cloud</b>
<b>Candice Bruhjell-Fuller, PhD, RN</b> PhD Nursing, Capella University MSN, Walden University AS, Anoka Ramsey Community College	<b>Blaine</b>	<b>Laurie Hendrickson, MSN, RN</b> MSN, Loyola University BSN, Minnesota State University-Mankato	<b>Mankato</b>	<b>Amy Hightower, MSN, RN</b> BSN, University of Minnesota MSN, University of Oklahoma	<b>St. Cloud</b>
<b>Penny Menke, APRN, MSN, CNM</b> MSN, University of Minnesota BAN, Metropolitan State University	<b>Blaine</b>	<b>Deb Matzke-Lewis, MSN, RN</b> MSN, Saint Xavier University BSN, Minnesota State University-Mankato	<b>Mankato</b>	<b>WISCONSIN</b>	
<b>Linda Mash, MSN, RN</b> BAN, College of St. Scholastica MSN, Texas Women's University	<b>Blaine</b>	<b>Deborah Pongratz, MSN, RN</b> MSN, Benedictine University BSN, Minnesota State University-Mankato	<b>Mankato</b>	<b>Dawn Boettcher, MSN, RN</b> MSN, Mount Mercy College BSN, Walden University	<b>Green Bay</b>
<b>Nancy Drallmeier, MSN, RN</b> MSN, Chamberlain College of Nursing BSN, Chamberlain College of Nursing AAS, Wisconsin Indianhead Technical College	<b>Blaine</b>	<b>Laura Rydholm, MSN, RN</b> MS, University of Minnesota BAN, Gustavus Adolphus College	<b>Mankato</b>	<b>Julie Williams, MSN, RN</b> Dean of Nursing MSN, BSN, University of Phoenix ADN, Bay de Noc Community College	<b>Green Bay</b>
<b>Satpal Bala, MSN, RN</b> MSN, Chamberlain College of Nursing BSN, Chamberlain College of Nursing BS Biology, Elmhurst College	<b>Blaine</b>	<b>Janet Weber, MSN, RN</b> MSN, Sacred Heart University BSN, Utica College ADN, Rochester Community College	<b>Mankato</b>	<b>Jennifer Koback, MSN, RN</b> MSN, Grand Canyon University BSN, University of Wisconsin-Eau Claire	<b>Wausau</b>
<b>Stephanie Yackel, MAN, BSN, RN</b> Dean of Nursing MAN, Bethel University BSN, Bethel College	<b>Bloomington</b>	<b>Tiffany Hewitt, BSN, RN</b> AS, Rasmussen College BSN, Rasmussen College	<b>Mankato</b>	<b>Kari Luoma, PhD, RN</b> Dean of Nursing PhD, Capella University MSN, Clarkson College BSN, University of Wisconsin-Green Bay ADN, Gogebic Community College	<b>Wausau</b>
<b>Jolaine Bishop, MSN, RN</b> MSN, University of Phoenix BSN, University of Southern Indiana	<b>Bloomington</b>	<b>Serina Nelson, MSN, RN</b> BSN, Rasmussen College MSN, American Sentinel University	<b>Mankato</b>	<b>Marie Walsh, MSN, BSN, RN</b> MSN, Walden University BSN, Chamberlain College of Nursing	<b>Wausau</b>
<b>Angela Dossdall, MSN, RN</b> MSN, BSN, University of Minnesota	<b>Bloomington</b>	<b>Shelly Lenore, MSN, RN</b> BSN, Chamberlain College of Nursing MSN, Chamberlain College of Nursing	<b>Mankato</b>	<b>Vanessa Soda, MSN, RN</b> ADN, Mid-State Technical College BSN, Utica College MSN, University of Phoenix	<b>Wausau</b>
<b>Sarah Grace Benjamin MSN, RN</b> BA Minnesota State University - Moorhead MSN University of Phoenix	<b>Bloomington</b>	<b>Stacy Bosch, MSN, RN</b> MSN, University of Mary BSN, North Dakota State University	<b>Moorhead</b>	<b>Joseph Wagner, MSN, RN</b> BSN, University of Wisconsin - Eau Claire MSN, University of Phoenix	<b>Wausau</b>
<b>Kristopher Kallies MSN, RN</b> AS, Minneapolis and Technical College MSN, University of Arizona	<b>Bloomington</b>	<b>Ellen Rummel, MSN, RN</b> MSN, BSN, St. Mary University	<b>Moorhead</b>		
<b>Lori Krych MSN, RN</b> BSN, Saint Catherine University MSN, Minnesota State University	<b>Bloomington</b>	<b>Sally Schaefer, MSN, RN</b> MSN, BSN, Minnesota State University-Moorhead	<b>Moorhead</b>		
<b>Kristine Simoni, MSN, PHN, RN</b> Dean of Nursing MSN, BSN, Metropolitan State University	<b>Brooklyn Park / Maple Grove</b>	<b>Shantelle Smith, BSN, RN</b> Dean of Nursing BSN, MedCenter One College of Nursing-Bismarck BS, St. Cloud State University	<b>Moorhead</b>		
<b>Wendy Van Neste, BAN, RN</b> BAN, St. Catherine University	<b>Brooklyn Park / Maple Grove</b>	<b>Erica Evans, MSN, RN</b> AAS (PN), Minnesota State Community and Technical College AS, Minnesota State Community and Technical College BSN, Minnesota State University MSN, University of Mary	<b>Moorhead</b>		
<b>Anita Wood MSN, RN</b> MSN, College of Saint Scholastica BSN, Augsburg College	<b>Brooklyn Park / Maple Grove</b>				
<b>Laura Blesi, MSN, RN</b> MSN, Western Governors University BSN, Minnesota State University	<b>Brooklyn Park / Maple Grove</b>				

**FACULTY AND STAFF**

**SCHOOL OF TECHNOLOGY**

**Russ Dulaney** Ocala  
Information Technology Management Department Chair  
MS, Capella University  
BS, Nova Southeastern University  
AS, Webster College

**Denise Van Fleet** Online  
MS, Cardinal Stritch University  
BS, Illinois State University

**Ronnie Cervantes** Online  
MA, DeVry University  
BS, University of Wisconsin-Parkside

**Michael Haynes** Online  
BS/BA, University of Nebraska  
MS, University of Nebraska

**Jennifer Ayotte**  
Department Dean  
MS, St. Joseph's University  
BFA, University of Missouri-Columbia

**Rodney Crater**  
Department Chair  
MS, American Sentinel University  
MEd, University of Phoenix  
BS, American Sentinel University

**Terry Schorn** St. Cloud  
Information Security Department Chair  
MS Utica College  
BS, University of Minnesota-Morris  
BS, St. Cloud State University

**FLORIDA**

**Alex Rogachevsky** Tampa/Brandon  
MS, Capella University  
BS, Drexel University

**MINNESOTA**

**Jacob Sorem** Brooklyn Park / Maple Grove  
BS, AAS, Rasmussen College

**GENERAL EDUCATION AND DEVELOPMENTAL EDUCATION**

**Brooks Doherty**  
Assistant Vice President – Academic Innovation  
MA, University College – London  
BA, University of Minnesota

**Robert Anderson** Online  
BS, University of North Dakota  
BS, Mayville State University

**Rebecca Sims** Online  
MA, University of California-Santa Barbara  
BA, DePaul University-Greencastle

**Charlene Wessinger** Online  
MEd, Nova Southeastern University  
BA, Newberry College

**George Allard** Online  
BA, City University of New York  
MA, Boston College  
MS, Simmons College

**FLORIDA**

**Cassandra Pauley** New Port Richey / West Pasco  
PhD, University of South Florida  
MA, Murray State University  
BA, University of Louisville

**Nicole Luther** New Port Richey / West Pasco  
PhD, University of Florida  
BA, State University of New York-Binghamton

**Bada Dehili** Ocala  
MA, BS, Embry-Riddle University

**Vicki Phillips** Ocala  
MA, Arizona State University  
BA, Oklahoma State University

**ILLINOIS**

**Steve Honeywell** Rockford  
MA, BA, Northern Illinois University

**Allisha Langdon** Rockford  
MS, Illinois State University  
BS, Western Illinois University

**MINNESOTA**

**Benjamin Feinberg** Blaine  
MS, University of West Florida  
MA, City University of New York – City College  
BS, University of Oregon

**Sabine Meyer** Bloomington  
PhD, University of Minnesota  
MA, BA, University of Kassel Germany

**Sherry Kamrowski** Eagan  
MDiv, Bethel University  
BS, Winona State University

**Virginia Knox** Eagan  
MS, Capella University  
BS, Alcorn State University

**Jason Loewen** Lake Elmo / Woodbury  
Department Chair, General Education  
MS, BS, University of Minnesota

**Debra Bohlman** St. Cloud  
MA, St. Cloud State University  
BA, University of Minnesota

**NORTH DAKOTA**

**Carly Hearn** Fargo/Moorhead  
General Education Coordinator  
MA, BA, North Dakota State University

**LIBRARY AND LEARNING SERVICES**

**Ashley Guy** Twin Cities  
Librarian  
MLIS, University of Wisconsin-Madison  
BA, University of Wisconsin-La Crosse

**BethMarie Gooding** Twin Cities  
Associate Dean of Library  
MS, MLS, Indiana University  
BA, University of Iowa

**Cassandra Feidt**  
Learning Services Coordinator  
MA, Northwestern State University of Louisiana  
BA, Marquette University

**Bonnie Ostrand** Aurora/Naperville  
Learning Services Coordinator  
MS, Northern Illinois University  
BA, North Central College

**Bethany Marston**  
Learning Services Coordinator  
MSEd, Northern Illinois University  
BS, University of Illinois

**Suzanne Schriefer**  
Librarian  
MALS, University Michigan  
MBA, University of Detroit  
BA, University of Michigan

**Cassandra Sampson**  
Librarian  
MA, University of Wisconsin-Milwaukee  
BA, University of Minnesota-Duluth

**Kristine Keuntjes**  
Learning Services Coordinator  
MA, University of Florida  
BA, University of Florida

**Jon Mladic** Chicago  
Associate Dean of Learning Services  
MA, DePaul University  
BA, Illinois Wesleyan University

**Jan McCartney**  
Librarian  
MLIS, Florida State University  
BA, Saint Leo University

**Katherine Anderson**  
Librarian  
MLIS University of Wisconsin  
BA University of Wisconsin

**Valerie Barbaro**  
Learning Services Coordinator  
MFA, Emerson College  
BA, University of Minnesota

**Tammy Hopps**  
Learning Services Coordinator  
MA, Benedictine University  
BA, University of Minnesota

**Sara Stambaugh**  
Librarian, Digital Services  
MEd, Hamline University  
MLIS, St. Catherine University  
BA, St. Catherine University

**Anna Phan**  
Learning Services Coordinator  
MA, University of Tokyo  
BA, College of St. Benedict







# LOCATIONS

## ILLINOIS

### Aurora/Naperville

2363 Sequoia Drive  
Aurora, IL 60506  
630-888-3500

### Rockford

6000 East State Street  
Rockford, IL 61108  
815-316-4800

### Mokena/Tinley Park

8650 West Spring Lake Road  
Mokena, IL 60448  
815-534-3300

### Romeoville/Joliet

1400 West Normantown Road  
Romeoville, IL 60446  
815-306-2600

## KANSAS

### Kansas City/ Overland Park

11600 College Boulevard  
Overland Park, KS 66210  
913-491-7870

### Topeka

620 Southwest Governor View  
Topeka, KS 66606  
785-228-7320

## NORTH DAKOTA

### Fargo

4012 19th Avenue Southwest  
Fargo, ND 58103  
701-277-3889

## WISCONSIN

### Green Bay

904 South Taylor Street  
Green Bay, WI 54303  
920-593-8400

### Wausau

1101 Westwood Drive  
Wausau, WI 54401  
715-841-8000

## NATIONAL ONLINE

1-866-967-7042

## LEARNING CENTERS

### Centro de Aprendizaje

3948 West 55th Street  
Chicago, IL 60632  
773-987-3270

## FLORIDA

### Fort Myers

9160 Forum Corporate Parkway  
Fort Myers, FL 33905  
239-477-2100

### Ocala

4755 Southwest 46th Court  
Ocala, FL 34474  
352-629-1941

### Land O'Lakes/ East Pasco

18600 Fernview Street  
Land O'Lakes, FL 34638  
813-435-3601

### Ocala School of Nursing

2100 Southwest 22nd Place  
Ocala, FL 34471  
352-291-8565

### New Port Richey/ West Pasco

8661 Citizens Drive  
New Port Richey, FL 34654  
727-942-0069

### Tampa/Brandon

4042 Park Oaks Boulevard  
Tampa, FL 33610  
813-246-7600

## MINNESOTA

### Blaine

3629 95th Avenue Northeast  
Blaine, MN 55014  
763-795-4720

### Lake Elmo/Woodbury

8565 Eagle Point Circle  
Lake Elmo, MN 55042  
651-259-6600

### Bloomington

4400 West 78th Street  
Bloomington, MN 55435  
952-545-2000

### Mankato

130 Saint Andrews Drive  
Mankato, MN 56001  
507-625-6556

### Brooklyn Park/ Maple Grove

8301 93rd Avenue North  
Brooklyn Park, MN 55445  
763-493-4500

### Moorhead

1250 29th Avenue South  
Moorhead, MN 56560  
218-304-6200

### Eagan

3500 Federal Drive  
Eagan, MN 55122  
651-687-9000

### St. Cloud

226 Park Avenue South  
St. Cloud, MN 56301  
320-251-5600

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

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## PROGRAM PAGES

### **Human Services Associate's Degree (12/12/17)**

Add the new program page provided at the end of this addendum.

### **Accounting Bachelor's Degree (p. 7, 12/12/17)**

Delete and replace the entrance requirements with the following:

#### **ENTRANCE REQUIREMENTS**

This is a bachelor-completer program. To be considered for admission, students must provide transcripts that demonstrate one of the following: A) a conferred associate's degree from an accredited institution as recognized by the U.S. Department of Education; or B) prior successful completion of at least 60 quarter or 40 semester credits of college-level coursework with a grade of C or higher.

Students who have not completed Financial Accounting I and Financial Accounting II, or their equivalents, with a grade of C or higher will be required to complete these courses.

Students who have fewer than 90 transferable lower level quarter credits will be required to take additional lower-level coursework. The additional coursework will be determined by Rasmussen College based upon a predetermined elective pool appropriate for the program of enrollment.

Students not transferring successfully completed Financial Accounting I and Financial Accounting II, or course equivalents, will be considered prequalified until both courses are completed within a regularly scheduled term at the regular non-AcceleratED tuition rate. Once the program pre-qualification requirements are met, the student will be accepted into the Accounting Bachelor's Degree program.

### **Business Management Associate's Degree (p. 9, 5/23/18)**

This is now a Flex Choice Competency-Based Education Program. Delete and replace the note under the degree title with the following:

#### **Flex Choice Competency-Based Education Program (Credit by Assessment Available) | 11-Week Quarters (5.5-Week Terms)**

The following courses and electives now appear in italics, indicating CBE courses:

Certificate level:

*ENC 1101 English Composition+* 4  
*PHI 1520 Ethics Around the Globe* 4

*ACG 2209 Principles of Financial Accounting for Managers* 4  
*CGS 1240 Computer Applications & Business Systems Concepts+* 3  
*E242 Career Development+* 2  
*GEB 1011 Introduction to Business* 4  
*MAN 2021 Principles of Management* 4  
*MAR 2011 Principles of Marketing* 4

Associate level (NON-ILLINOIS):  
***Communication*** (Select 1 course)+ 4  
***Math/Natural Sciences*** (Select 2 courses, one must be a Math course)+ 8  
*ECO 1000 Principles of Economics+*  
*Select 1 Social Sciences elective other than Macroeconomics or Microeconomics*  
*MAN 1300 Introduction to Human Resource Management* 4  
*MNA 1161 Customer Service+* 4

Associate level (ILLINOIS ONLY):  
***Math*** (Select 1 course)+ 4  
*ECO 1000 Principles of Economics+*  
*Select 1 Social Sciences elective other than Macroeconomics or Microeconomics*  
*MAN 1300 Introduction to Human Resource Management* 4  
*MNA 1161 Customer Service+* 4

Add the following note below total degree credits:

**This Flex Choice Credit-Based Competency-Based Education Program contains both traditional and competency-based education (CBE) courses. CBE courses are indicated in italics.**

### **Business Management Bachelor's Degree (p. 10, 12/12/17)**

Delete and replace the entrance requirements with the following:

#### **ENTRANCE REQUIREMENTS**

This is a bachelor-completer program. To be considered for admission, students must provide transcripts that demonstrate one of the following: A) a conferred associate's degree from an accredited institution as recognized by the U.S. Department of Education; or B) prior successful completion of at least 60 quarter or 40 semester credits of college-level coursework with a grade of C or higher.

Students who have fewer than 90 transferable lower level quarter credits will be required to take additional lower-level coursework. The additional coursework will be

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

---

determined by Rasmussen College based upon a predetermined elective pool appropriate for the program of enrollment.

### **Finance Bachelor's Degree** (p. 11)

Delete and replace with the new program page provided at the end of this addendum.

### **Healthcare Management Bachelor's Degree** (p. 12, 12/12/17)

Delete and replace the entrance requirements with the following:

#### **ENTRANCE REQUIREMENTS**

This is a bachelor-completer program. To be considered for admission, students must provide transcripts that demonstrate one of the following: A) a conferred associate's degree from an accredited institution as recognized by the U.S. Department of Education; or B) prior successful completion of at least 60 quarter or 40 semester credits of college-level coursework with a grade of C or higher.

Students who have fewer than 90 transferable lower level quarter credits will be required to take additional lower-level coursework. The additional coursework will be determined by Rasmussen College based upon a predetermined elective pool appropriate for the program of enrollment.

### **Human Resources and Organizational Leadership Bachelor's Degree** (p. 14, 12/12/17)

Delete and replace the entrance requirements with the following:

#### **ENTRANCE REQUIREMENTS**

This is a bachelor-completer program. To be considered for admission, students must provide transcripts that demonstrate one of the following: A) a conferred associate's degree from an accredited institution as recognized by the U.S. Department of Education; or B) prior successful completion of at least 60 quarter or 40 semester credits of college-level coursework with a grade of C or higher.

Students who have fewer than 91 transferable lower level quarter credits will be required to take additional lower-level coursework. The additional coursework will be determined by Rasmussen College based upon a predetermined elective pool appropriate for the program of enrollment.

### **Human Resources and Organizational Leadership Bachelor's Degree** (p. 14, 7/25/17)

Remove the following course:

MAN 4679 Performance-Based Training and

Instructional Design 4

Add the following course:

MAN 3710 Law and Ethics for the Human Resource Professional 4

### **Marketing Bachelor's Degree** (p. 15)

Delete and replace with the new program page provided at the end of this addendum.

### **Supply Chain and Logistics Management Bachelor's Degree** (p. 17, 12/12/17)

Delete and replace the entrance requirements with the following:

#### **ENTRANCE REQUIREMENTS**

This is a bachelor-completer program. To be considered for admission, students must provide transcripts that demonstrate one of the following: A) a conferred associate's degree from an accredited institution as recognized by the U.S. Department of Education; or B) prior successful completion of at least 60 quarter or 40 semester credits of college-level coursework with a grade of C or higher.

Students who have fewer than 90 transferable lower level quarter credits will be required to take additional lower-level coursework. The additional coursework will be determined by Rasmussen College based upon a predetermined elective pool appropriate for the program of enrollment.

### **Graphic Design Associate's Degree and Bachelor's Degree** (p.18-21, 5/23/18)

Add the following Computer Requirements policy to each program page (applicable to both the Animation and Motion Graphics, and Web and Interactive Design specializations):

#### **COMPUTER REQUIREMENTS**

Students enrolled in the Graphics Design program must own or utilize a Windows® or Macintosh® computer that meets or exceeds the following minimum requirements:

Windows® computer

- Dual Core i5 or Quad Core i7 CPU (or AMD equivalent) with 64-bit support (Core i7 with hyper-threading recommended)
- Windows® 10 or higher
- 8GB of RAM (16GB recommended)
- 512GB HDD or SSD (1TB recommended)
- NVidia GTX 10xx with 2GB VRAM (4GB or more recommended) Warning: A dedicated graphics card is essential. An Intel HD or Iris graphics chipset may not be sufficient
- 15.4" display (minimum)

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

---

- Optional: webcam, headset with microphone, 3-button mouse
- Bandwidth: 5Mbps or higher for home Internet

Apple Macintosh® computer

- Dual Core i5 or Quad Core i7 Intel CPU with 64-bit support (Core i7 with hyperthreading recommended)
- MacOS® v10.12 Sierra or newer
- 8GB of RAM (16GB recommended)
- 512GB HDD or SSD (1TB recommended)
- AMD Radeon Pro with 2GB VRAM (4GB or more recommended) Warning: A dedicated graphics card is essential. An Intel HD or Iris graphics chipset may not be sufficient
- 15.4" display (minimum)
- Optional: headset with microphone, 3-button mouse
- Bandwidth: 5Mbps or higher for home Internet

**Early Childhood Education Associate's Degree** (p. 25, 7/25/17)

Delete and replace the degree statement with the following:

**Associate of Science Degree in Florida, Associate of Applied Science Degree in Illinois, Kansas, Minnesota, North Dakota, and Wisconsin**

**Early Childhood Education Associate's Degree** (p. 25, 8/14/17)

Remove the following statement from the General Education Courses section:

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

**Early Childhood Education Associate's Degree** (p. 25, 5/23/18)

This is now a Flex Choice Competency-Based Education Program. Delete and replace the note under the degree title with the following:

**Flex Choice Competency-Based Education Program (Credit by Assessment Available) | 11-Week Quarters (5.5-Week Terms)**

The following courses and electives now appear in italics, indicating CBE courses:

Certificate level:

<i>EEC 1202 Early Childhood Education Curriculum and Instruction</i>	4
<i>EEC 1700 Foundations of Child Development</i>	4
<i>EEC 1735 Health, Safety, and Nutrition/CDA Application</i>	4
<i>EEC 2613 Observation and Assessment in Early Childhood Education</i>	4

Diploma level:

<i>ENC 1101 English Composition+</i>	4
<i>SYG 1000 Introduction to Sociology</i>	4
<i>Math/Natural Sciences (Select 1 course)+</i>	4

Associate level:

<i>Communication (Select 1 additional course)+</i>	4
<i>Humanities (Select 1 course)+</i>	4
<i>Math/Natural Sciences (Select 1 course)+</i>	4
<i>Social Sciences (Select 1 course)+</i>	4
<i>E242 Career Development+</i>	2

Add the following note below total degree credits:

**This Flex Choice Credit-Based Competency-Based Education Program contains both traditional and competency-based education (CBE) courses. CBE courses are indicated in italics.**

**Early Childhood Education Leadership Bachelor's Degree** (p. 26, 12/12/17)

This program is now offered in 11-Week Quarters (5.5-Week Terms). Delete and replace the note under the degree title with the following:

**Flex Choice Competency-Based Education Program (Credit by Assessment Available) | 11-Week Quarters (5.5-Week Terms)**

Delete and replace the entrance requirements with the following:

## ENTRANCE REQUIREMENTS

This is a bachelor-completer program. To be considered for admission, students must provide transcripts from an institution accredited by a U.S. Department of Education recognized accreditor that demonstrates one of the following:

- a conferred associate's degree in a related field, as listed below; or
- a conferred associate's degree or higher in an unrelated field; or
- prior successful completion of at least 70 quarter or 47 semester credits of college-level coursework with a grade of C or higher.

Students who transfer a conferred associate degree or higher from the following approved field-related programs will receive a block transfer of 90 lower-level quarter credits:

- Early Childhood Education
- Human Services
- Early Childhood Development
- Education Foundations
- Early Care and Education
- Child Care

---

# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

---

- Child and Family Studies
- Education and Youth Studies
- Child Life Specialist/Assistant
- Para-educator
- Child Psychology
- Early Childhood Studies
- Early Childhood and Youth Development
- Elementary Education
- Child Development/Child Growth and Development
- Associate of Art degrees with a concentration in Education

Prospective students with an unrelated associate's degree or higher, or at least 70 quarter credits or 47 semester credits may be considered for this program as specified below:

- Students who have not completed Foundations of Child Development and Early Childhood Education Curriculum and Instruction courses, or their equivalents, with a grade of C or higher will be required to complete these courses.
- Students who have fewer than 90 transferable quarter credits will be required to take additional lower-level coursework. The additional coursework will be determined by Rasmussen College based upon a predetermined elective pool appropriate for the program of enrollment.

## **Early Childhood Education Leadership Bachelor's Degree** (p. 27, 3/23/18)

Delete and replace the background check note with the following:

In addition to meeting all other admissions requirements and attending a programmatic orientation, Florida campus applicants must successfully complete and pass two background checks – one through Rasmussen College's chosen third-party vendor and one meeting the Florida statutory definition of a Level 2 background check; Minnesota campus applicants must successfully complete and pass two background checks – one through Rasmussen College's chosen third-party vendor and one through the Minnesota Department of Human Services.

## **Medical Assisting Diploma** (p. 31, 8/14/17)

Delete and replace the availability note with the following:

**The Medical Assisting Diploma is not available for enrollment at the Mokena/Tinley Park, IL; Fargo, ND; Moorhead, MN; or Topeka, KS campuses.**

## **Medical Assisting Diploma** (p. 31, 1/30/18)

Delete and replace the ABHES accreditation language with the following:

The Medical Assisting Diploma program at the Overland Park campus in Kansas; 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 Green Bay and Wausau campuses in Wisconsin; and the Blaine, Bloomington, Brooklyn Park / Maple Grove, Eagan, Lake Elmo / Woodbury, 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

## **Health Information Management Bachelor's Degree** (p. 35, 11/2/17)

Delete and replace the Entrance Requirements with the following:

### **ENTRANCE REQUIREMENTS**

This is a bachelor-completer program. An applicant must meet one of the following criteria to become eligible for admittance:

- The applicant has a conferred associate's degree in Health Information Technology/Management from a CAHIIM-accredited program earned within the past five years.
- The applicant has a conferred associate's degree in Health Information Technology/Management earned more than five years ago from a CAHIIM-accredited program, has documented work experience in the health information industry within the past five years, and has been approved by the Program Coordinator.
- Applicant has a conferred associate's degree from an institution accredited by a U.S. Department of Education recognized accreditor earned within the past five years, and maintains a current RHIT credential.
- Applicant has a conferred associate's degree from an institution accredited by a U.S. Department of Education recognized accreditor earned more than five years ago, maintains a current RHIT credential, has documented work experience in the health information industry within the past five years, and has been approved by the Program Coordinator.

## **Medical Laboratory Technician Associate's Degree** (p. 38, 5/23/18)

This program is no longer accepting enrollments or reentering students at the St. Cloud campus.

Delete and replace the program availability note under total degree credits with the following:

**The Medical Laboratory Technician Associate's Degree is only offered at the Lake Elmo/Woodbury, and Moorhead campuses in Minnesota, and the Green Bay campus in Wisconsin.**

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

---

## **Medical Laboratory Technician Associate's Degree** (p. 38, 3/23/18)

Delete and replace the background check note with the following:

In addition to meeting all other admissions requirements, Wisconsin campus applicants to this program must successfully complete and pass a criminal background check. In addition to meeting all other admissions requirements, Minnesota campus applicants to this program must successfully complete and pass two background checks – one through Rasmussen College's chosen third-party vendor and one through the Minnesota Department of Human Services.

## **Physical Therapist Assistant Associate's Degree** (p.39, 5/31/18)

Delete the current CAPTE statement regarding the Brooklyn Park/Maple Grove campus and replace with the following:

Effective April 26, 2017, **Rasmussen College – Brooklyn Park/Maple Grove** has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org)). If needing to contact the program/institution directly, please call 763-496-6022 or email [Matthew.Vraa@rasmussen.edu](mailto:Matthew.Vraa@rasmussen.edu) .

Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

Delete the current CAPTE statement regarding the Land O' Lakes/East Pasco campus and replace with the following:

Effective November 28, 2017, **Rasmussen College – Land O' Lakes/East Pasco** has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org)). If needing to contact the program/institution directly, please call 952-806-3939 or email [Mark.Shepherd@rasmussen.edu](mailto:Mark.Shepherd@rasmussen.edu) .

Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

## **Radiologic Technologist Associate's Degree** (p.40, 12/12/17)

Delete and replace with the new program page provided at the end of this Addendum.

## **Surgical Technology Associate's Degree** (p. 41, 2/23/18)

Delete and replace the availability note with the following:

**The Surgical Technologist Associate's Degree is only offered in at the following campuses: New Port Richey, FL; Brooklyn Park/Maple Grove, MN; Moorhead, MN; St. Cloud, MN; Rockford, IL; and Romeville/Joliet, IL.**

## **Surgical Technology Associate's Degree** (p. 41, 12/12/17)

Delete and replace the current ARC/STSA statement with the following:

The Surgical Technologist Associate's Degree program at the Brooklyn Park / Maple Grove, Moorhead, Romeville/Joliet, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs ([caahep.org](http://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), 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, 727 210-2350, [caahep.org](http://caahep.org)

## **Surgical Technology Associate's Degree** (p. 41, 3/23/18)

Delete and replace the background check note with the following:

In addition to meeting all other admissions requirements, Minnesota campus applicants to this program must successfully complete and pass two background checks – one through Rasmussen College's chosen third-party vendor and one through the Minnesota Department of Human Services. Illinois campus applicants must successfully complete and pass a criminal background check. Florida campus applicants must successfully complete and pass two background checks – one through Rasmussen College's chosen third-party vendor and one meeting the Florida statutory definition of a Level 2 background check.

## **Law Enforcement Academic Certificate** (p. 46, 11/2/17)

Delete the General Education Courses section of the curriculum. The Humanities elective (4 credits) is no longer required.

Delete and replace the total program credits section with the following:

**Total Certificate Credits**

**35**



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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

---

## **Law Enforcement Skills Certificate** (p. 47, 5/23/18)

Delete and replace the current Entrance Requirements with the following:

### **ENTRANCE REQUIREMENTS**

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 lacking the aforementioned academic requirements who have been:

1. Deemed eligible to sit for the Military Reciprocity Examination by the MN POST Board due to prior military law enforcement experience are also eligible for admission upon receipt of a current signed verification letter sent directly to Rasmussen College from the MN POST Board.
2. Deemed eligible to begin the Skills portion of a Law Enforcement training program at a fellow certified MN POST approved institution that currently has an Articulation Agreement with Rasmussen's Law Enforcement program are also eligible for admission upon receipt of a current signed verification letter from that school's PPOE Program Coordinator that the student is indeed eligible to begin the Skills component.

Applicants are required to meet all admission requirements for the Law Enforcement programs.

## **Practical Nursing Diploma** (p.51, 5/23/18)

Add the following notes:

The Practical Nursing Diploma at Rasmussen College – Eagan is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

The Practical Nursing Diploma at Rasmussen College – Brooklyn Park/Maple Grove is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

## **Practical Nursing Diploma** (p.51, 7/5/17)

Add the following notes:

The Practical Nursing Diploma at Rasmussen College – Mankato is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

The Practical Nursing Diploma at Rasmussen College – St. Cloud is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

## **Professional Nursing Associate's Degree** (p.52-53, 5/23/18)

Add the following notes:

The Professional Nursing Associate's Degree program at Rasmussen College – Blaine is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

The Professional Nursing Associate's Degree program at Rasmussen College – Bloomington is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

The Professional Nursing Associate's Degree program at Rasmussen College – Tampa/Brandon is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

## **Professional Nursing Associate's Degree** (p.52-53, 7/5/17)

Add the following notes:

The Professional Nursing Associate's Degree program at Rasmussen College – Mankato is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

The Professional Nursing Associate's Degree program at Rasmussen College – St. Cloud is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

## **Professional Nursing Associate's Degree** (p.52-53, 2/9/18)

Add the following note:

The Professional Nursing Associate's Degree program at Rasmussen College – Fort Myers is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

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**Bachelor of Science in Nursing** (p.55, 57, 58, 8/14/17)  
The address for CCNE has changed, update as follows:

The Bachelor of Science in Nursing degree at Rasmussen College is accredited by the Commission on Collegiate Nursing Education. <http://www.ccnaccreditation.org>  
655 K Street, NW, Suite 750  
Washington, DC 20001  
202-887-6791

**Bachelor of Science in Nursing – Standard Entrance A-BSN**  
(p. 57, 9/22/17)  
Delete and replace the program availability note with the following update:

**The Standard Entrance A-BSN entrance option is only available at the Bloomington and Mankato campuses in Minnesota; the Fort Myers, Land O' Lakes / East Pasco, Ocala School of Nursing, and Tampa/Brandon campuses in Florida; and in Kansas, North Dakota, and Wisconsin.**

**Bachelor of Science in Nursing – Standard Entrance A-BSN**  
(p. 57, 3/23/18)  
Delete and replace the professional licensure note with the following:

The Standard Entrance A-BSN and Second Degree A-BSN entrance options meet the educational requirements to apply for licensure as a registered nurse (RN) in Florida, Kansas, Minnesota, North Dakota, and Wisconsin. Other eligibility requirements may apply; please verify your eligibility against your state's board of nursing rules. This program may not meet the educational requirements for licensure as a nurse in states not listed above.

Delete and replace the background check note with the following:

In addition to meeting all other admissions requirements: Kansas and Wisconsin campus applicants to this program must successfully complete and pass a criminal background check through Rasmussen College's chosen third-party vendor; Florida campus applicants must successfully complete and pass two background checks - one through Rasmussen College's chosen third-party vendor and one meeting the Florida statutory definition of a Level 2 background check; Minnesota campus applicants (excluding Moorhead) to this program must successfully complete and pass only a Minnesota Department of Human Services background check; Moorhead, Minnesota and Fargo, North Dakota campus applicants to this program must successfully complete and pass two background checks - on through Rasmussen College's chosen third-party vendor and one through the Minnesota Department of Human Services.

**Bachelor of Science in Nursing – Second Degree A-BSN** (p. 58, 9/22/17)  
Delete and replace the program availability note with the following update:

**The Second Degree A-BSN entrance option is only available at the Bloomington and Mankato campuses in Minnesota; the Fort Myers, Land O' Lakes / East Pasco, Ocala School of Nursing, and Tampa/Brandon campuses in Florida; and in Kansas, North Dakota, and Wisconsin.**

**Bachelor of Science in Nursing – Second Degree A-BSN** (p. 58, 3/23/18)  
Delete and replace the professional licensure note with the following:

The Standard Entrance A-BSN and Second Degree A-BSN entrance options meet the educational requirements to apply for licensure as a registered nurse (RN) in Florida, Kansas, Minnesota, North Dakota, and Wisconsin. Other eligibility requirements may apply; please verify your eligibility against your state's board of nursing rules. This program may not meet the educational requirements for licensure as a nurse in states not listed above.

Add the following note:

In addition to meeting all other admissions requirements: Kansas and Wisconsin campus applicants to this program must successfully complete and pass a criminal background check through Rasmussen College's chosen third-party vendor; Florida campus applicants must successfully complete and pass two background checks - one through Rasmussen College's chosen third-party vendor and one meeting the Florida statutory definition of a Level 2 background check; Minnesota campus applicants (excluding Moorhead) to this program must successfully complete and pass only a Minnesota Department of Human Services background check; Moorhead, Minnesota and Fargo, North Dakota campus applicants to this program must successfully complete and pass two background checks - on through Rasmussen College's chosen third-party vendor and one through the Minnesota Department of Human Services.

**Master of Science in Nursing** (p. 59, 3/23/18)  
Add the following note:

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check through Rasmussen College's chosen third-party vendor.

**Information Technology Associate's Degree** (p. 61, 7/5/17, 7/25/17, 7/31/17)

This program version is available for enrollment beginning with the October 2017 academic start. Students starting

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

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in August 2017 use the program version included at the end of this addendum.

## **Information Technology Management Bachelor's Degree** (p. 62, 7/5/17, 7/25/17, 7/31/17)

This program version is available for enrollment beginning with the October 2017 academic start. Students starting in August 2017 use the program version included at the end of this addendum.

## **Information Technology Management Bachelor's Degree** (p. 62, 7/25/17)

Add the following Entrance Requirements:

### ENTRANCE REQUIREMENTS

This is a bachelor-completer program. Students entering this program must provide evidence of having a conferred associate's degree, or at least 90 quarter or 60 semester credits of college level coursework with a grade of C or higher in each course that will be transferred from an accredited institution as recognized by the U.S. Department of Education in one of the programs listed below to gain acceptance to the program. Students seeking consideration of credit for work or professional experience must go through the Prior Learning Assessment (PLA) process as established through the Council for Adult Experiential Learning (CAEL). Acceptable associate's degree programs are:

- Information Technology
- Information Technology Management
- Information Systems
- Information Systems Management
- Computer Information Systems
- Computer Information Technology
- Management of Information Systems

Prospective students with an associate's degree or at least 90 quarter or 60 semester credits outside the fields listed above may be considered for this program as specified below:

- Only courses with a grade of C or higher will be transferred.
- Students may be required to take additional coursework to complete the program if they have not presented a transcript proving prior completion with a grade of C or higher. The courses a student may be required to complete include: Excel, Hardware and Software I, Hardware and Software II, and Introduction to Networks. Prior transcripts will be evaluated on a course-by-course basis to determine which coursework is required to be completed as a prerequisite for upper-level courses. Comparable pre-requisite courses need to have been completed within the past three (3) years, except Excel which does not expire.

## **Information Security Bachelor's Degree** (p.64-65, 1/30/18)

Delete and replace these pages with the new program provided at the end of this Addendum.

## **Computer Science Bachelor's Degree** (p. 68, 11/2/17)

This is now a Flex Choice Competency-Based Education Program. Delete and replace the note under the degree title with the following:

## **Flex Choice Competency-Based Education Program** **(Credit by Assessment Available) | 11-Week Quarters** **(5.5-Week Terms)**

Delete and replace the curriculum with the following:

### GENERAL EDUCATION COURSES

#### Upper Division

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

See page 70 for General Education Course Selections.

### MAJOR AND CORE COURSES

#### Upper Division

CDA 3315C Fundamentals of Enterprise Architecture	4
CDA 3428C Fundamentals of Distributed Application Architecture	4
CIS 3801C Fundamentals of Mobile Web Application Development	4
CIS 3917C Fundamentals of Distributed Database Management	4
CIS 4655C Advanced Mobile Web Application Development	4
CIS 4793C Database Implementation Strategies for Programmers	4
CIS 4836C Web Analytics	4
CIS 4910C Computer Science Capstone	3
CTS 3265C Introduction to Business Intelligence	4
CTS 3302C Fundamentals of Cloud Computing	4
CTS 4557 Emerging Trends in Technology	3
CTS 4623C Advanced Cloud Computing Technologies	4
GEB 3422 Business Project Management	4
MAN 3504 Operations Management	4

#### CHOOSE ONE SPECIALIZATION:

##### **Apple iOS App Development Specialization**

COP 3362C Apple iOS Programming I	4
COP 4309C Apple iOS Programming II	4
COP 4683C Apple iOS Cloud Integration	4

##### **Universal Windows App Development Specialization**

COP 3488C Universal Windows Applications Programming I	4
COP 4474C Universal Windows Applications Programming II	4

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

---

COP 4777C Universal Windows Applications Cloud Integration 4

Add the following statement to the notes following total degree credits:

**This Flex Choice Credit-Based Competency-Based Education Program contains both traditional and competency-based education (CBE) courses. CBE courses are indicated in italics.**

**Data Analytics Bachelor's Degree** (p. 69, 5/23/18)  
Delete and replace with the new program page provided at the end of this addendum.

**General Education Course Selections** (p.70, 5/31/18)

Add to All Programs, Lower Division, Social Sciences category:

SSE 1250 Multiculturalism and Diversity 4

Within All Programs, Upper Division, Communication category, delete COM 3255 Coding as Language and replace with:

COM 3278 Explorations of Human and Computer Languages 4

## COURSE DESCRIPTIONS

Add the following course descriptions:

### **CIS 4955C Cyber Security Capstone**

**60 hours, 4 credits**

This course includes a summative assessment project that covers all areas of the Cyber Security Bachelor's curriculum. This comprehensive project gives the student a framework, based on real-world situations to exercise critical thinking, problem solving, leadership, and security skills. This course presents the student with a data breach scenario requiring completion of a Root Cause Analysis Report (RCA) along with an Incident Response Management Plan (IRP). This course also prepares a student for the System Security Certified Practitioner (SSCP) certification exam.

Prerequisite: Expected to be the final upper-level core course completed

### **CJC 1245 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 Human Services

### **CJC 2400 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 Human Services

### **CJE 1233 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

### **CJE 1775 Special Populations: Law Enforcement Response**

**40 hours, 4 credits**

This course will explore the role of law enforcement in serving special populations in our communities. It focuses on mental illness, substance abuse, and other disabilities.

Students will examine law enforcement's work with victims and explore cultural diversity in policing.

Prerequisite: CJE 1006 Policing in America

### **CJE 2172 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

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

---

juvenile training schools, probation and aftercare treatment.

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

## **COM 3278 Explorations of Human and Computer Languages**

**40 hours, 4 credits**

In this non-computer programming course students will explore the relationship, including similarities and differences, between human language and programming language. Students will synthesize these languages by exploring shared and unshared characteristics including meaning, logic, and how they are learned. Students will address real-life debates around programming languages and HTML, as well as imagine how programming languages and HTML may act as a global lingua franca or common language, in the future.

Prerequisite: None

## **EEC 1960 Field Experience I: Knowledge**

**60 hours, 4 credits**

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

Prerequisite: None

## **EEC 1961 Field Experience II: Planning**

**60 hours, 4 credits**

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

Prerequisite: EEC 1960 Field Experience I: Knowledge

## **EEC 1962 Field Experience III: Reflection**

**60 hours, 4 credits**

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

Prerequisite: EEC 1961 Field Experience II: Planning

## **EEC 1970 Early Childhood Education Exploration I: Knowledge**

**40 hours, 4 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

## **EEC 1971 Early Childhood Education Exploration II: Planning**

**40 hours, 4 credits**

This course will provide an examination of morality and ethics in early childhood development. Topics include

childhood ethics, ideals, and principles. Professional values and teaching styles will be explored.

Prerequisite: EEC 1970 Early Childhood Education Exploration I: Knowledge

## **EEC 1972 Early Childhood Education Exploration III: Reflection**

**40 hours, 4 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: EEC 1971 Early Childhood Education Exploration II: Planning

## **EEC 2213 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.

Prerequisite: EEC 1700 Foundations of Child Development

## **EEC 2270 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.

Prerequisite: EEC 1700 Foundations of Child Development

## **FIN 3520 Concepts in Personal Financial Management**

**30 Hours, 3 credits**

This course is the study of concepts in personal financial management. It places focus on budgeting, credit, investments, insurance, and retirement planning. This course will prepare students for handling the major aspects of personal finances.

Prerequisite: None

## **FIN 4275 Exploration in Finance**

**40 Hours, 4 credits**

This course is a study of the exploration of financial planning. It places focus on all of the aspects that are required to become a certified financial planner. Topics covered will be budgeting, insurance, investing, estate

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

---

planning, and life insurance. This course will prepare students academically for a career in financial planning.  
Prerequisite: None

## **FIN 4970 Capstone for Finance**

**40 Hours, 4 credits**

The capstone course is the opportunity for students to demonstrate mastery of the knowledge and skills they have gained throughout the program. Students will be required to apply all their knowledge learned to review financial statements and make a sound financial decision.  
Prerequisite: Expected to be the final upper-level core course completed

## **FIN 4985 Finance Internship**

**120 Hours, 4 credits**

Students will complete an internship within a finance discipline either with their current employer or an organization of their choice (students need to find their own internship opportunity). The internship will integrate prior coursework into a comprehensive demonstration of finance principles and will provide students with hands-on learning opportunities and professional experiences. During the internship, the student will follow an employer mentor, complete a project(s), and finalize academic assignments including reflective papers based on the internship and the student's experience.  
Prerequisite: Expected to be the final upper-level core course completed

## **HUS 1001 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

## **HUS 1175 Developing Awareness and Understanding**

**40 hours, 4 credits**

Discovering the inner workings of oneself is a necessary step to providing the best support to others. This course will guide students through a process of self-discovery that will help them identify how their values, biases, strengths, and weaknesses can impact their personal and professional relationships. Topics covered include methods to recognize and address conflicts, the value in responding with empathy, and the importance of maintaining a work/life balance.  
Prerequisite: None

## **HUS 1238 Evolving Populations in Human Services**

**40 hours, 4 credits**

In this course, students will explore the various situations and human beings with which Human Services professionals may work. Students will also explore the types of positions they can fill in a Human Services organization targeting a specific population of individuals.  
Prerequisite: None

## **HUS 1320 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

## **HUS 1551 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, intellectual disabilities, autism, and Asperger's syndrome.  
Prerequisite: Introduction to Human Services

## **HUS 1461 Perspectives on Human Behavior**

**40 hours, 4 credits**

This course is designed to gain a comprehensive understanding of Change Management, why change happens, how it happens and what needs to be done to overcome resistance to change. Student will develop an understanding of the challenges associated with change management and its impact on individuals, teams, and organizations.  
Prerequisite: None

## **HUS 1632 Working with Clients**

**40 hours, 4 credits**

This course will introduce students to communication techniques and practical skills used in Human Services. Students will gain insight into the scope of daily work activities performed by a Human Services professional and begin to practice and develop their own communication tools for use in the field.  
Prerequisite: None

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

---

## **HUS 2409 Micro and Macro Systems in Human Services** **40 hours, 4 credits**

This course will cover the different systems that interact to form the client experience. Students will evaluate the different types of personal and social systems that impact clients in a holistic and inclusive manner. Students will also evaluate their own life systems and discuss how they may impact their experiences with the clients.

Prerequisite: None

## **HUS 2540 Community Psychology** **40 hours, 4 credits**

Community Psychology focuses on the four systems that 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, understanding the importance of both the broader environment and component individuals.

Prerequisite: General Psychology

## **HUS 2712 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

## **HUS 2834 Professional Practices in Human Services** **40 hours, 4 credits**

This course will cover expectations, responsibilities, and skills that students will need to enter the Human Services field as an entry level professional. Students will learn skills such as basic counseling, active listening, professional communication, and navigating ethical issues. Students will gain a more complete understanding and will have the basic skills to undertake the next level of professional development.

Prerequisite: None

## **HUS 2955 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: Expected to be the final lower-level core course completed

## **HUS 2979 Human Services Associate Capstone** **40 hours, 4 credits**

The Human Services Associate Capstone course is a culmination of all that has been covered in the Human Services Associate's degree. Through an integrated case study assessment, students will have the opportunity to showcase their mastery of the competencies throughout the program. The course is an in-depth, student-centered experience which requires the integration of theory and practical experience. Students will be assessed on their ability to apply all they have learned to a real-life assessment of a Human Services case.

Prerequisite: This course should be taken in the student's final quarter

## **MAN 3710 Law and Ethics for the Human Resource Professional**

**40 hours, 4 credits**

This course introduces students to the world of law and ethics. This is a broad area and is specific only to Human Resources. Students are able to work with real-world scenarios and company situations to assess for compliance and ethical behavior. Finally, students apply various types of decision-making models for effective practice and strategic planning.

Prerequisite: None

## **MAN 4636 Business Development and Customer Relations Management**

**40 Hours, 4 credits**

This course is the study of tasks and processes used to identify and execute new areas of business. It focuses on cultivating partnerships, identifying new market opportunities for products and services, and increasing profitability by building strategic relationships. Topics include identifying new opportunities, cultivating and sustaining value added partnerships or other commercial relationships, and an overview of Customer Relationship Management (CRM). This course prepares students with a working knowledge of current CRM platforms, and to successfully pursue a long-term growth strategy from customers, markets and relationships.

Prerequisite: MAR 3592 Strategic Sales and Sales Management

## **MAR 3033 Introduction to Marketing Design** **30 Hours, 3 credits**

This course is the study of marketing design and the important role it plays in providing an introduction to basic

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

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design concepts for the marketing messages. It focuses on the different design concepts and techniques used in the creation of the marketing message to the customer. Topics covered include hierarchical typographical, color psychology, and other design concepts to communicate the client message. This course prepares students to apply fundamental design concepts to marketing messages.  
Prerequisite: None

## **MAR 3128 Foundations of Digital Marketing** **40 Hours, 4 credits**

This course introduces students to basic concepts related to digital marketing. They will investigate major digital marketing platforms all while identifying its role in today's business environment. By the end of the course, students will be able to outline the steps for creating a cross platform digital marketing plan that presents a consistent brand message.  
Prerequisite: None

## **MAR 3250 Marketing Research** **30 Hours, 3 credits**

This course is the study of marketing research and the important role it plays in providing useful information to make marketing decisions. It focuses on different research methodologies and their roles in meeting research goals and objectives. Topics covered include the marketing research process, qualitative and quantitative research methods, consumer and market trends, and the analysis of research findings. This course prepares students to synthesize research and apply customer insights to marketing decisions.  
Prerequisite: None

## **MAR 3322 Marketing Law and Ethics** **40 Hours, 4 credits**

This course is the study of legal and ethical issues in marketing. It focuses on the distinction between law and ethics and the importance of considering both when making marketing decisions. Topics covered include legal and regulatory compliance, methods to minimize stakeholder risk, ethical values and best practices, and the application of legal and ethical considerations to real-life marketing decisions. This course prepares students to comply with legal requirements and manage ethical grey areas that may arise in a career in marketing.  
Prerequisite: None

## **MAR 4065 Marketing Communications** **40 Hours, 4 credits**

This course allows students to learn best practices when communicating through multiple channels and with a range of audiences. Topics include the development of a brand, how to align communication methods with the brand, copywriting of key marketing plan components, and communication strategies to gain campaign approval. This course prepares students to plan and execute

integrated marketing campaigns designed to support business goals through traditional and digital platforms.  
Prerequisite: None

## **MAN 4146 Salesforce Management** **40 Hours, 4 credits**

This course is the study of managing and leading a salesforce. It focuses on managing and leading both on-site and remote personnel by applying communication skills and the ability to develop relationships. Topics covered include qualities found in effective sales managers, integrating both managerial and leadership skills, embracing diversity, working with global teams, conflict management, and developing business acumen.  
Prerequisite: MAR 3592 Strategic Sales and Sales Management

## **MAR 4171 Advanced Marketing Strategies** **40 Hours, 4 credits**

In this course, students will learn about advanced applications of marketing mix strategies in both domestic and international business environments. Topics include common internal resources and external trends that influence marketing decisions and organizational factors that can solidify strategic success.  
Prerequisite: None

## **MAR 4285 Advanced Digital Marketing Strategies** **40 Hours, 4 credits**

This course is an application of the concepts learned in Foundations of Digital Marketing. Students will employ real-world, digital marketing campaigns and understand the placement of each in the sales funnel. Students will also learn how to discern what digital marketing sources are worth following and, more importantly, how to avoid information that is incorrect or outdated.  
Prerequisite: MAR 3128 Foundations of Digital Marketing

## **MAR 4316 Visual Marketing and Social Media** **40 Hours, 4 credits**

This course introduces students to higher levels of social media strategy and execution. Topics include social media strategy and campaign development, incorporating the use of effective visual marketing, and addressing crisis communication plans through social media. This course prepares students to communicate with marketing stakeholders about the necessity of end-to-end consumer engagement in visual and social media initiatives.  
Prerequisite: MAR 3128 Foundations of Digital Marketing

## **MAR 4409 Professional Selling** **40 Hours, 4 credits**

This course is the study of the interpersonal value-added communication process within professional selling. It focuses on developing a framework for each point of contact a salesperson has with a customer. Each stage of the framework builds upon the previous step. Topics



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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

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covered focus on relationships, products, customers, presentations and ethics. Topics also include an overview of certifications available for sales professionals. This course prepares students for successfully uncovering and satisfying the needs and wants of a prospect, while building and maintaining long-term relationships between both parties.

Prerequisite: MAR 3592 Strategic Sales and Sales Management

## **MAR 4532 Sales Promotion, Analytics, and Forecasting** **40 Hours, 4 credits**

This course is the study of short-term tactics to boost sales, increasing demand and visibility through sales promotions, and analyzing trends to predict future events. It focuses on creating value for the consumer and supporting organizational goals and objectives. Topics covered are measuring sales promotions, differentiating the characteristics of business-to-consumer (B2C) and business-to-business (B2B) channels, predictive analytics, and promotional demand forecasting. This course prepares students to attract more customers, drive value, and ethically maximize business results.

Prerequisite: MAR 3592 Strategic Sales and Sales Management

## **MAR 4920 Marketing Bachelor Capstone** **40 Hours, 4 credits**

This course is the capstone course that culminates the Marketing Bachelor's Degree. It focuses on the application of marketing theories and concepts covered in previous courses. Topics covered include marketing plan development and implementation, the importance of aligning integrated marketing strategies with organizational goals, the application of marketing research, traditional and digital communication channels, and marketing metrics and analysis. This course prepares students to graduate with a realistic view of the types of business decisions marketing practitioners make on a daily basis. Students will also have the opportunity to explore a range of career options in the field of marketing.

Prerequisite: Expected to be the final upper-level course completed

## **SSE 1250 Multiculturalism and Diversity** **40 hours, 4 credits**

We live in a diverse world, and it is important to understand how to work with diverse people. In this course, students will be exposed to multicultural perspectives, unconscious bias, and how to work with diverse populations. Moving beyond cultural competence, this course will expose students to cultural theories that support continuous knowledge of diverse populations and working with various cultures and ethnicities.

Prerequisite: None

Delete the existing course descriptions and replace with the following:

## **ACG 3481 Cost Accounting** **40 Hours, 4 Credits**

This course provides a survey of the theory and application of cost accounting principles. Topics include how to identify, measure, and accumulate direct and indirect costs, how to apply manufacturing overhead, introduction to job costing systems, budgeting, cost-volume profit relationships, and relevant costs.

Prerequisite: None

## **CNT 3003 Advanced Network Security** **50 hours, 4 credits**

This course offers an in-depth study of current network security technologies that help maximize investment in foundational network security strategies. This course also aligns to the Cisco CCNA certification objectives, covering protocols used to implement network security services, firewall security using ASA ACL and Modular Policy Framework, and on and offsite secure communications protocols. In addition, this course takes an in-depth look at network defense concepts and techniques. Students will examine the tools, techniques, and technologies used in the securing of information assets. Topics covered include intrusion detection, virtual private networks (VPN), incident response strategies and planning, wireless network security, and securing data in a cloud.

Prerequisite: CET 2522C Cisco Network Routing and Switching (or CCENT 100-105 ICND1 ver.3 certification)

## **COP 1044C Introduction to 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 classes, including attributes, behaviors, and the methods that can be applied to them. Programs will be developed and implemented utilizing object-oriented software design modeling.

Prerequisite: Foundations of Software Design

## **FIN 3396 International Finance** **40 hours, 4 Credits**

This course is the study of the global process by which the firm moves from a domestic to a multinational business orientation. It places focus on the global financial environment, foreign exchange markets and exposure, financing and operations of the global firm. The course will prepare students to see finance from a global perspective.

Prerequisite: FIN 3434 Applications in Corporate Finance

## **FIN 3434 Applications in Corporate Finance** **40 hours, 4 Credits**

This course is the study of the theories, principles, and applications of corporate finance. It emphasizes and

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

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integrates analytical frameworks with the decision-making process. Topics covered will be ratio analysis, time value of money, capital structure, capital budgeting, and net working capital management. This course will prepare students to apply appropriate quantitative methodologies to optimize shareholder value.

Prerequisite: None

## **GEB 3020 Advanced Principles of Financial Management 40 hours, 4 credits**

This course is the study of advanced tools used in short and long term financial management. It emphasizes corporate valuation and financial planning. Topics covered will be derivatives, capital asset pricing model, risk management, securities, and asymmetric information in the financial market. This course will prepare students to leverage sophisticated quantitative management tools to strengthen a firm's financial position.

Prerequisite: None

## **GEB 3275 Consumer Behavior 40 hours, 4 credits**

In this course, students will learn about how consumers act and what factors influence those actions. Topics include the individual makeup of consumers, such as their personality or lifestyle, and the influencing factors around them, such as their peers or social expectations. Students will examine the consumer decision-making process and learn how businesses can utilize it in order to be more successful.

Prerequisite: None

## **GEB 4230 Website Development for Business 40 hours, 4 credits**

In this course, students will become familiar with the technical knowledge of website development and publishing. Key areas include usability studies, information architecture design, and working with various technology tools to develop the website.

Prerequisite: MAR 3128 Foundations of Digital Marketing

## **GRA 1206C Typography 40 hours, 3 credits**

This course is an introduction to the history, forms and use of typefaces and letterforms in digital design. Basic typographic vocabulary and fundamentals are emphasized to develop a creative understanding of and technical competence in using type as both a visual aspect of language and as a means to enhance communication. The student will use design software to produce major typographic projects for multiple forms of media.

Prerequisite: GRA 1057C Design Foundations

## **MAN 4143 Contemporary Leadership Challenges 40 hours, 4 credits**

This 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

## **MAR 3592 Strategic Sales and Sales Management 40 Hours, 4 credits**

This course is the study of strategic sales and effective sales management of both B2C sales and B2B sales. It exposes students to the value of consultative selling rather than the more common and traditional transactional selling. The focus is on strategic partnering and building long-term relationships. Students will be exposed to B2C and B2B channels to effectively diagnose challenges hindering their customer's success and developing solutions to fulfill customer needs. This course will prepare students with the knowledge, skills, and abilities required to focus on target consumers in relevant ways and to gain competitive advantage.

Prerequisite: None

## **MAR 3817 Search Engine Optimization and Marketing Strategies 40 Hours, 4 credits**

In this course, students will learn about the history of search engine optimization (SEO), the evolution of SEO, and the three basic stages of getting long-form blog content to rank in organic search engines. Application of keyword strategies, local and off-page SEO techniques, developing an account structure, and defining success metrics are examined. Students will also gain hands-on experience developing and optimizing campaigns.

Prerequisite: None

## **MEA 2895 Medical Assistant Experiential Externship 200 hours, 6 credits**

In conjunction with a Medical Assisting Capstone, students will complete 180 hours of a Medical Assisting training experience in a physician's office/clinic or medical center and 20 hours of online lecture. 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.

Prerequisite: Successful completion of all Medical Assisting core courses except Career Development

Co-requisite: Medical Assisting Capstone

## **MLT 2450 Immunohematology 40 hours, 3 credits**

**MLT 2450 Lecture (20 hours, 2 credits)**

**MLT 2450L Lab (20 hours, 1 credits)**

An introduction to the fundamentals of the immune system and the principles of genetics as they apply to

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

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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

## **RTE 2000 Radiographic Equipment and Acquisition** **40 hours, 3 credits**

This course is the study of factors that influence radiographic images and the equipment that produces the images. It places focus on the correct selection of factors and operation of equipment to produce a quality image. Topic covered include: control panels and automatic exposure control devices; photographic and geometric factors that influence images; computer radiography; and direct radiography equipment and processing. This course will prepare students for operation of all radiographic equipment and the selection of appropriate factors. Prerequisite: RTE 1000 Introduction to Radiology and Patient Care; RTE 1100 Radiology Physics

## **RTE 2900 Radiologic Technology Capstone** **20 Hours, 2 Credits**

In conjunction with the Radiography Practicum, students will complete an online Radiographic Technology Capstone course. In this course, students will learn job-search techniques and skills for entry-level radiographic technologists as well as share and learn from their practicum experiences with the class. Students will also prepare to sit for the ARRT certification exam. Prerequisite: Successful completion of all other Radiologic Technology program core courses. Co-Requisite: RTE 2800 Radiologic Technology Practicum III

[Change the pre- and/or co-requisite statements for the following courses as indicated:](#)

### **CIS 4005C IT Operations Management**

Prerequisites: *either* ISM 3812 Project Management for IT and CIS 3436C IT Security for Managers; *or* ISM 4470C Information Technology Project Management II.

### **CIS 4836C Web Analytics**

*Marketing Bachelor's Degree:*

Prerequisite: MAR 3128 Foundations of Digital Marketing

*Business Management Bachelor's Degree – Business Analysis Specialization:*

Prerequisite: None

*Computer Science Bachelor's Degree:*

Prerequisite: CDA 3315C Fundamentals of Enterprise Architecture

### **E102 Pathway to Patient Care Seminar**

Prerequisite: Student must have evidence on record with the College of a TEAS attempt within the past 12 months.

### **E242 Career Development**

Prerequisite: Expected to be completed in the student's second-to-last or final quarter of the applicable credential level.

### **EEC 3000 Early Childhood Education: Understanding Mental Health in the Early Years**

Prerequisite: EEC 1700 Foundations of Child Development

### **EEC 3015 Observation and Assessment for Effective Curriculum Planning**

Prerequisite: EEC 1202 Curriculum and Instruction

### **EEC 4000 Early Childhood Education: Environments and Play Theory**

Prerequisite: None

### **EEC 4010 Early Childhood Language and Literacy Learning**

Prerequisite: None

### **PHT 1000 Physical Therapist Assistant Fundamentals**

Pre- or co-requisites: HSC 1531 Medical Terminology; BSC 2346 Human Anatomy and Physiology I

### **PHT 1100 Introduction to Evidence-Based Practice and Therapeutic Interventions**

Prerequisites: PHT 1000 Physical Therapist Assistant Fundamentals; HSC 1531 Medical Terminology; BSC 2346 Human Anatomy and Physiology I

### **PHT 1200 Principles of Musculoskeletal Physical Therapy – Lower Quarter**

Prerequisites: PHT 1000 Physical Therapist Assistant Fundamentals; HSC 1531 Medical Terminology; BSC 2346 Human Anatomy and Physiology I

### **PHT 1300 Principles of Musculoskeletal Physical Therapy – Upper Quarter**

Prerequisites: PHT 1000 Physical Therapist Assistant Fundamentals; HSC 1531 Medical Terminology; BSC 2346 Human Anatomy and Physiology I

### **MLT 1245 Clinical Chemistry I**

Prerequisites: MLT1728 Introduction to Chemistry, PHA1500 Structure and Function of the Human Body, MAT1222 Algebra

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

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## ACADEMIC INFORMATION AND COLLEGE POLICIES

### **College Acceptance or Denial of Enrollment for Programs with 12-Week Quarters** (p. 108, 12/12/17)

Delete and replace the third bullet with the following:

- Alternatively (in some programs), the student must have successfully completed 60 quarter or 40 semester college-level credits with a grade of “C” or higher from a regionally or nationally accredited institution that is recognized by the Department of Education in order to be admitted. The student must have successfully completed, with a grade of “C” or higher, college-level math and English Composition coursework even if plans are to transfer credits from a previously attended program. Any student who is not transferring successfully completed college level math and/ or college-level English Composition coursework must achieve a score on the College entrance placement examination acceptable for admission into the College at a level that does not require developmental coursework. See transfer policies for program-specific entrance requirements.

### **Payment of Tuition and Fees** (p. 108, 9/22/17)

Delete and replace the entire policy with the following:

Financing your education is one of the most critical components to understand as you embark on your higher education experience. There may be several options available to you in order to finance your education including scholarships, grants, federal, state and private student loans and payments from you. All charges on your student account (tuition, fees, and other institutional charges) are considered due and must be paid in full prior to the term end date. Once a student has had their financial aid eligibility determined, a payment plan will be created for any balance still owed the College and is due on the first day the term begins. It is your responsibility to ensure you have a financial plan in place prior to beginning classes. This includes completing and/or providing all the required information to Financial Aid prior to starting classes. If a student has not submitted all requested financial aid eligibility documentations by the beginning of the fifth week of the quarter, a payment plan will be created for the full balance due. For your convenience, please visit the Student Account Center at [portal.rasmussen.edu](http://portal.rasmussen.edu) to pay online. The College does not accept cash. Failure to pay all outstanding charges each term may result in not being able to continue with your courses and withdrawn from the College. As you approach graduation, please ensure your account balance is paid in full prior to graduating or you will not receive your official transcript. For questions regarding student payment plans, please contact the Finance department at 844-558-1160 or by email at [student.payments@rasmussen.edu](mailto:student.payments@rasmussen.edu).

### **Background Checks** (p.108-109, 3/23/18)

Delete and replace the entire policy with the following:

#### **Background Checks**

For some programs, Rasmussen College requires potential students or students to pass a background check for admission. An additional background check may be required during program enrollment prior to practicum or clinical placement. Note that “passing” a criminal background check for the purpose of program acceptance or practicum or clinical placement is determined by Rasmussen College, in its sole discretion. The background check is designed to alert potential students and students to issues that may impair their ability to complete clinical, externship, or practicum activities or to obtain employment upon graduation. The background check is also designed to prevent the accumulation of unnecessary student loan debt.

The inclusion of a program on any of the following lists is intended to apply to all credential levels and specializations within the program unless specified otherwise. Programs listed here may not be available in each state or at every campus. See program pages in this catalog or program listings on [rasmussen.edu](http://rasmussen.edu) for program availability.

At all campuses, the following programs require a general background check through Rasmussen College’s chosen third-party vendor for admission. An additional general background check may also be required during active enrollment prior to practicum or clinical placement depending on site requirements.

- Criminal Justice
- Early Childhood Education
- Health and Wellness
- Health Information Management
- Health Information Technician
- Health Sciences Associate’s with Pharmacy Technician Specialization
- Healthcare Management
- Human Services
- Master of Science in Nursing
- Medical Billing and Coding
- Paralegal
- Pharmacy Technician Certificate

At all Illinois, Kansas, and Wisconsin campuses, the following programs require a general background check through Rasmussen College’s chosen third-party vendor for admission. An additional general background check may also be required during active enrollment prior to

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

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practicum or clinical placement depending on site requirements.

- Bachelor of Science in Nursing – Standard Entrance A-BSN
- Bachelor of Science in Nursing – Second Degree A-BSN
- Health Sciences Associate’s with General Specialization
- Health Sciences Associate’s with Medical Assisting Specialization
- Medical Assisting Diploma
- Medical Laboratory Technician
- Professional Nursing
- Surgical Technologist

At all Florida campuses, the following programs require a general background check through Rasmussen College’s chosen third-party vendor for admission. An additional general background check may also be required during active enrollment prior to practicum or clinical placement depending on site requirements.

- Health Sciences Associate’s with General Specialization
- Health Sciences Associate’s with Medical Assisting Specialization
- Medical Assisting Diploma
- Physical Therapist Assistant

At all Florida campuses, the following programs require two background checks for admission – one through Rasmussen College’s chosen third-party vendor and one meeting the Florida statutory definition of a Level 2 background check. An additional general background check and FL Level 2 background check may also be required during active enrollment prior to practicum or clinical placement depending on site requirements.

- Bachelor of Science in Nursing – Standard Entrance A-BSN
- Bachelor of Science in Nursing – Second Degree A-BSN
- Practical Nursing
- Professional Nursing
- Radiologic Technology
- Surgical Technologist

At all Minnesota campuses, the following programs require two background checks for admissions – one through Rasmussen College’s chosen third-party vendor and one through the Minnesota Bureau of Criminal Apprehension.

- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills

At the Blaine, Bloomington, Brooklyn Park/Maple Grove, Eagan, Lake Elmo/Woodbury, Mankato, and St. Cloud campuses in Minnesota, the following programs require a

Minnesota Department of Human Services background check for admission.

- Bachelor of Science in Nursing – Standard Entrance A-BSN
- Bachelor of Science in Nursing – Second Degree A-BSN
- Health Sciences Associate’s with General Specialization
- Health Sciences Associate’s with Medical Assisting Specialization
- Medical Assisting Diploma
- Physical Therapist Assistant
- Practical Nursing
- Professional Nursing

At the Blaine, Bloomington, Brooklyn Park/Maple Grove, Eagan, Lake Elmo/Woodbury, Mankato, and St. Cloud campuses in Minnesota, the following programs require two background checks for admission – one through Rasmussen College’s chosen third-party vendor and one through the Minnesota Department of Human Services. An additional general background check may also be required during active enrollment prior to practicum or clinical placement depending on site requirements.

- Medical Laboratory Technician
- Radiologic Technology
- Surgical Technologist

At the Moorhead campus in Minnesota and the Fargo campus in North Dakota, the following programs require two background checks for admission – one through Rasmussen College’s chosen third-party vendor and one through the Minnesota Department of Human Services. An additional general background check may also be required during active enrollment prior to practicum or clinical placement depending on site requirements.

- Bachelor of Science in Nursing – Standard Entrance A-BSN
- Bachelor of Science in Nursing – Second Degree A-BSN
- Health Sciences Associate’s with General Specialization
- Medical Laboratory Technician
- Practical Nursing
- Professional Nursing
- Surgical Technologist

## **A. General Criminal and Florida Level 2 Background Check Process**

Potential students enrolling or students preparing for practicum or clinical experiences in any of the general criminal background check programs will agree to the terms and conditions of the background check process as part of placing the order through the vendor. Potential students enrolling or students preparing for practicum or clinical experiences in any of the Florida Level 2 background check designated programs must complete and return to the College a VECHS Waiver Agreement and

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

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Statement.

If the background check reveals any history, Rasmussen College will individually assess the potential student's or student's result to determine whether the potential student or student is eligible to start the program or qualify for practicum or clinical placement.

The College will send either a possible issue letter or a preadverse action letter to all potential students or students whose background check reveals any history. A possible issue letter informs potential students or students that a potential problem revealed in their background check may prevent them from completing practicum or clinical activities and/or finding employment in-field after graduation. Potential students or students who receive a possible issue letter may acknowledge the issue and make an informed decision to continue with the program, they may choose to change programs, or they may choose to withdraw from the College.

A pre-adverse action letter informs the potential students or students that the College is about to take adverse action. After receiving a pre-adverse letter the student may contact the background check firm directly to dispute the information contained in the background check before the College takes adverse action. Unless a dispute is filed, within seven days of sending the pre-adverse action letter the College will send an adverse action letter indicating the action to be taken, which could include not allowing the potential student to enroll in a certain program, not allowing the student to continue in a practicum or clinical placement, or removing a student from the College.

If the potential student or student wishes to appeal an adverse decision, a written appeal should be submitted following the instructions provided with the adverse action letter. The College will review the appeal and issue a final decision. A denied appeal may cause the potential student or student to become ineligible for enrollment in any program requiring a background check or in any program offered by the College.

A potential student enrolling in a program requiring a general or Florida Level 2 background check may begin attending if the general or Florida Level 2 background check is in progress, but not complete, at the start of the potential student's first academic period of enrollment. This provision of this policy does not apply to the Physical Therapist Assistant Associate's degree program whose potential students must have completed the background check process in its entirety, including any required appeal process, before being accepted and starting the program.

If the potential student begins attending while the general or Florida Level 2 background check is in progress and is subsequently issued an adverse action letter and chooses

not to appeal, then the potential student will be withdrawn and any tuition and fees billed will be credited.

If the potential student begins attending while the general or Florida Level 2 background check is in progress and is subsequently issued an adverse action letter, chooses to appeal, and the appeal is denied, then the potential student has the option to complete general education courses already started for the cost of the course technology and resources fee and book fee(s). Any tuition or programmatic administrative fees billed will be credited.

If at the end of the potential student's first academic period of enrollment the general or Florida Level 2 background check process is still in progress, the potential student may not continue into a second academic period and will be withdrawn until future enrollment eligibility can be determined.

In any of the circumstances described in the preceding three paragraphs, final grades of C or higher awarded in courses completed while the background check was in process will appear on the transcript and will count toward the cumulative grade point average. Final grades of C- or lower in courses completed will not appear on the transcript and will have no effect on the cumulative grade point average. Courses attempted, but not completed prior to withdrawal due to an adverse background check will not appear on the transcript and will have no effect on the cumulative grade point average.

A potential student enrolling in a program that requires a background check will not have their financial aid submitted until the potential student is determined to be eligible through a clear to proceed memo. This process may delay a potential student's funding until the general or Florida Level 2 background check process is complete.

A student who is required to submit to a general or Florida Level 2 background check as a condition of practicum or clinical placement during active enrollment who is subsequently denied continued enrollment as a result of the background check will receive no refunds or credits greater than what is allowed by the institution's refund policy for any tuition and fees previously billed or paid. In this circumstance, final grades will be awarded according to the institution's course drop policy and course withdrawal policy.

A potential student or student whose appeal has been denied has the right to file one request for reconsideration to regain future enrollment eligibility, but must provide supplemental or additional information not previously available to support such a request for reconsideration.

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

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## **B. Minnesota Department of Human Services Background Check Process**

A potential student enrolling in any of the MDHS designated programs will complete an Order Initiation Form. Part of the completion of this form will require review and acceptance of the Minnesota Department of Human Services Background Study Notice of Privacy Rights.

Upon completion of the Order Initiation Form, Rasmussen College will initiate and submit a background study application to the MDHS via the NetStudy 2.0 system. Once accepted by the MDHS, the DHS will issue a Fingerprint and Photo Authorization Form with a deadline for the potential student to be fingerprinted at a MDHS authorized fingerprint vendor.

A potential student enrolling in a program requiring a MDHS background check may begin attending if the background check is in progress, but not complete, at the start of the potential student's first academic period of enrollment. This provision of this policy does not apply to the Physical Therapist Assistant Associate's degree program whose potential students must have completed the background check process in its entirety before being accepted and starting the program.

If the potential student does not present for fingerprinting by the deadline set by the MDHS, then the MDHS will issue an Order for Immediate Removal and Rasmussen College will subsequently deny enrollment. However, this denial does not preclude enrollment in future start dates. Depending on when the order is received, potential students may be able to re-start the background check process for the current start date or may re-start the background check process for a future start date.

Once the potential student has been fingerprinted, MDHS will make an initial results determination and inform the College. The College will then make an enrollment determination based on the MDHS's initial results determination.

If the MDHS issues a clearance determination, then Rasmussen College will issue a clear to proceed notice allowing the potential student to meet the background check requirement for enrollment.

If the MDHS issues a disqualification determination or a more time required notification requiring supervision, then Rasmussen College will issue an adverse letter denying enrollment. If the potential student had begun attending while the MDHS background check was in progress and is subsequently issued an adverse action letter, then the potential student has the option to complete general education courses already started for the cost of the course technology and resources fee and

book fee(s). Any tuition or programmatic administrative fees billed will be credited. Persons who receive a disqualification determination from the MDHS may seek a commissioner's reconsideration with the MDHS, but cannot remain enrolled while doing so.

If the MDHS issues a more time required notification that does not require supervision, then Rasmussen College will allow the potential student to attend class for one quarter while the MDHS finalizes its decision. If the MDHS has not finalized its decision by the end of the potential student's first quarter of enrollment, the potential student will be withdrawn from the College and any tuition and fees billed for the first quarter of attendance will be credited. If the MDHS finalizes its decision with a clearance determination after the withdrawal, the potential student will be eligible for reentry/reenrollment for the next subsequent start date. This provision of this policy does not apply to the Physical Therapist Assistant associate's degree program whose potential students must have completed the background check process in its entirety before being accepted and starting the program.

In either of the circumstances described in the preceding two paragraphs, final grades of C or higher awarded in courses completed while the background check was in process will appear on the transcript and will count toward the cumulative grade point average. Final grades of C- or lower in courses completed will not appear on the transcript and will have no effect on the cumulative grade point average. Courses attempted, but not completed prior to withdrawal due to an adverse background check will not appear on the transcript and will have no effect on the cumulative grade point average.

A potential student enrolling in a program that requires an MDHS background check will not have their financial aid submitted until the student is determined to be eligible through a clear to proceed memo issued by Rasmussen College. This process may delay a student's funding until the background check process is complete.

Annual MDHS background checks are no longer needed under the NetStudy 2.0 system. Because the NetStudy 2.0 system constantly updates criminal history records of those that remain affiliated with the College, new criminal history subsequent to the initial background check could result in the MDHS issuing a rapback determination during the student's enrollment. If a rapback determination is received that prevents a student from providing direct contact services, the student will receive an adverse determination from the College withdrawing the student from continued enrollment. A student receiving an adverse determination as the result of a rapback determination by MDHS will receive no refunds or credits greater than what is allowed by the institution's refund policy for any tuition and fees previously billed or paid. In

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

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this circumstance, final grades will be awarded according to the institution's course drop policy and course withdrawal policy.

Some students who ran an enrollment background check or ran an annual MDHS background check through the NetStudy 1.0 system before the implementation of the NetStudy 2.0 system have a time-limited result that expires after 12 months. These students will be required to renew their NetStudy 1.0 background check under the NetStudy 2.0 system prior to the expiration of their NetStudy 1.0 results.

A background check ordered under the NetStudy 2.0 system under these circumstances will follow the proceeding process with the following applicable exceptions.

A current student in School of Health Science programs ordering an annual renewal under the NetStudy 2.0 system who receives a more time required notification that does not require supervision will be withdrawn from the College if the MDHS has not finalized its decision with a clearance determination by the end of the quarter in which the background check order was placed. A withdrawn student in this circumstance will receive no refunds or credits greater than what is allowed by the institution's refund policy for any tuition and fees previously billed or paid. In this circumstance, final grades will be awarded according to the institution's course drop policy and course withdrawal policy.

A current student in School of Nursing programs ordering an annual renewal under the NetStudy 2.0 system who receives a more time required notification that does not require supervision will be allowed to continue in the program with the more time required notification, but accepts that clinical placement may not be possible with this status, which may lead to withdraw from the program if clinical placement is not possible.

## **School of Nursing and School of Health Sciences Entrance Exam (TEAS) (p. 111, 12/12/17)**

Delete and replace the entire policy with the following:

## **School of Nursing and School of Health Sciences Entrance Exam (TEAS)**

Applicants who have completed an application for the College will be given access by admissions to the online registration process for the School of Health Sciences and School of Nursing Entrance Exam (TEAS). Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a School of Health Sciences or School of Nursing program of study for which they qualify. Any entrance exam results dated more than 12 months prior to application to Rasmussen College will not be

considered, with the following exception: students currently enrolled in a School of Nursing or School of Health Science program who transfer directly as an uninterrupted transfer (no time off between quarters) into a different program of study requiring TEAS assessment will not be required to retake the exam if the existing score meets the entrance threshold of the program into which they are transferring. Applicants who have previously taken the entrance exam within the past 12 months for admission to another institution may, at their own expense, have the results transferred to Rasmussen College. Transferred scores will be verified by the Dean of Nursing and/or Academic Dean. Current students in other programs wishing to transfer into a course of study requiring the admissions standards outlined above will be required to complete the entrance exam according to the composite score threshold and 12- month time limit.

All applicants must meet the following composite score threshold(s):

- TEAS Score for admissions eligibility for the Bachelor of Science in Nursing program, Standard Entrance Accelerated BSN Option and Second Degree Accelerated BSN Option: 75% or higher composite score. TEAS score is not required for Bachelor of Science in Nursing, RN to BSN.
- TEAS Score for admissions eligibility for Professional Nursing Associate's Degree program and Mobility Bridge Entrance Option or Physical Therapist Assistant program: 65% or higher composite score.
- TEAS Score for admissions eligibility for Practical Nursing Diploma program: 55% or higher composite score.
- TEAS Score for admissions eligibility for Medical Laboratory Technician, Radiologic Technology, or Surgical Technologist programs: 48.5% or higher composite score.
- TEAS Score for admissions eligibility for Health Science General Specialization program: 41.3% or higher composite score.

Threshold exam percentages will not be rounded.

## **Tuition (p. 113, 3/23/18)**

Add the following to the Exceptions section at the bottom of the Tuition table:

**Active Military:** Students who are active duty uniformed military receive reduced tuition pricing of \$167 per credit hour. Please see the Military Tuition Rate and Discount Policy for details.

## **Tuition (p. 113, 5/31/18)**

Within the School of Technology section, delete the current Data Analytics Bachelor's Degree tuition rates, and replace with the following:



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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

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Data Analytics Bachelor's Degree

- Part-Time: \$275 per credit
- Full-Time: \$209 per credit

## **Additional Tuition Information** (p.114, 5/23/18)

Delete and replace the sixth (last) bullet with the following:

- Students who meet qualifications for corporate, military, or articulation discounts are eligible to receive a 10% reduction per term in tuition cost. Students employed with select corporate partners are eligible to receive a 20% reduction per term in tuition cost. Students in the Bachelor of Science in Nursing program entering through the RN to BSN entrance option are not eligible for any additional discounts. Students enrolled in programs with tuition rates lower than \$209 per credit for full-time rates and \$275 per credit for part-time rates are not eligible for military, corporate or articulation discounts.

## **B. Course Technology and Resource Fee** (p.114, 5/31/18)

Delete the second paragraph regarding the Data Analytics Bachelor's Degree.

## **C. Book Fee** (p.114, 8/28/17)

Delete and replace with the following:

### **C. Book Fee**

Students may purchase required textbooks or e-books through Rasmussen College for a flat fee for each textbook (traditional or e-book) for each course. Students are not required to purchase the required textbooks through the College and may opt-out and purchase the required textbooks through another source such as Amazon. See the textbook opt-out policy. If the student does not opt out, the College will provide the required textbooks or e-book to the student for the \$15 per-book charge.

Example: For a course that has two textbooks, a student will pay the technology and course resource fee of \$175.00, plus \$30.00 in book fees, for a total of \$205.00.

## **D. Textbook Opt-Out Policy** (p.114, 8/28/17)

Delete and replace with the following:

### **D. Textbook Opt-Out Policy**

Students may opt out of purchasing any or all textbooks or e-books through the College at the flat fee per textbook or e-book. Students who opt out will need to purchase the required textbooks or e-books separately through another vendor, such as Amazon. Students who opt out are advised that access to textbook or e-books via a link within a course will be removed.

Students can opt-out by completing the textbook opt-out form available through the student portal. The form must

be completed, scanned, and emailed to

TextbookOptOut@rasmussen.edu by the end of the class add period, as defined in the Rasmussen College catalog.

The list of textbooks and materials required for each course, including the ISBN, retail price and the fee Rasmussen College charges is available on the student portal and on the bottom of the schedule confirmation page.

Students who opt out should order their textbooks and e-books at least three weeks before the start of each term to help ensure materials are delivered in time for the start of courses.

## **E. California Student Tuition Recovery Fund (for California residents only)** (p.114, 9/8/17)

Delete the entire policy and replace with the following:

### **E. California Student Tuition Recovery Fund (for California residents only)**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

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- approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
  3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
  4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
  5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
  6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
  7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

**Military Tuition Rate and Discount Policy** (p. 116, 3/23/18)

Delete and replace section (a) of this policy with the following:

**a. Active Duty Military Tuition Rate**

Students who are active duty uniformed military receive reduced tuition pricing as indicated on the tuition table. Taxes and fees, if any, are the sole responsibility of the recipient. Students who receive reduced tuition pricing are not eligible for other Rasmussen College scholarships, grants, or discount programs. Students must verify active duty military status by providing a copy of their verification letter or copy of orders from their command reflecting current status and specific date of separation.

**Cancellation, Termination, Refund Policy for Florida, Kansas, Illinois, Minnesota, Missouri, North Dakota and Wisconsin** (p. 116, 9/22/17)

Delete and replace the second bullet with the following:

- The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of the 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. The College may use the last day of recorded attendance to determine the date of withdrawal for refund purposes.

**Veterans Refund** (p. 117, 3/23/18)

Delete this policy in its entirety.

**Military Leave and Refund** (p. 118, 11/2/17)

Delete this policy.

**Military Leave for Mandatory Training or Deployment** (p. 118, 3/23/18)

Add the following policy immediately before the Medical Leave of Absence and Medical Withdrawal Policy:

**Military Leave for Mandatory Training or Deployment**

Rasmussen College supports our students who are service members and veterans, their spouses and other family members.

**A. Eligibility:**

Students or prospective students who have service requirements that make it difficult or impossible for them to be successful in their academic program are eligible for a military leave. For purposes of granting Military Leave, service requirement is defined as (a) deployment, (b) mobilization leading to deployment, or (c) mandatory training.

**B. Military Leave Procedures:**

- Students must contact their Advisor to request the Military Leave and provide a copy of their military

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

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orders for authentication. Students who have yet to receive orders need to provide a memo from their commanding officer supporting the request for the Military Leave.

- The student cannot remain enrolled in the quarter/term/session that the leave begins.
  - If the student is currently enrolled for the quarter/term/session in which their requested leave is to begin it is the responsibility of the student to request military leave drop/withdraw from their classes.
  - Students receiving benefits under any of the GI Bills will have their enrollment certifications terminated for the initial term of the military leave and any subsequent terms for which leave is approved.
- Financial Aid and Tuition/Books/Fees Impact of a Military Leave:
- Students are treated as a withdrawal from the College for Financial Aid purposes because students who take a leave of absence are generally not able to return to the same point in their academic studies upon return, as certain scheduling adjustment may be required.
  - If the student received federal financial aid funding for the term of withdrawal, a calculation of the amount of aid earned for the term of withdrawal will be performed along with a calculation of the student's tuition obligation for the same period. As a result of these calculations, the student may have a tuition balance, have unearned federal aid funds that must be returned by the College or student, or have a tuition refund due. These calculations will be performed according to federal guidelines and institutional policy and the student will be notified of the outcome.
  - If a tuition refund is due to the student, it will be returned in accordance with the directive given in the Student Statement Regarding Title IV Credit Balance Form (completed upon enrollment or as updated upon student request). Refunds will be paid to the appropriate funding agency within 45 days and the student will be billed for any remaining unpaid balance. See the College Refund Policy.
  - Students who return from a Military Leave will have their federal financial aid reinstated, but the funding package may be different from the term of withdrawal due to changes in student eligibility.
  - Official transcripts will not be released by Rasmussen College until all outstanding financial obligations have been met per the Transcripts Policy.
  - Students with federal financial aid, federal loan obligations, or military tuition assistance must contact their lenders and the military financial aid specialist to ascertain their loan repayment status or repayment of tuition assistance during the Military Leave.
  - Students who received federal student loans at any point during their enrollment at the College will receive further information regarding their loan obligations and repayment in an exit interview provided by

the College within 30 days of the student's withdrawal date.

- In the event the student discontinues their program, any supplies or textbooks issued to and paid for by the student become the property of the student. Electronic resources, access to which the student paid for as part of the course technology and resource fee, shall remain accessible to the student as long as the license provided by the publisher/content owner allows. Licenses for electronic resources, which are utilized in most courses at Rasmussen College, are typically active for a length of 180 days to two years, dependent upon the publisher. The remaining amount of the prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance.

### C. Academic Impact of a Military Leave:

- If the student takes Military Leave on or before the close of the drop period the course(s) will be dropped without being recorded on the student's transcript and tuition will not be charged.
- A grade of "WX" will be recorded for each course for which a student was registered if the student takes Military Leave from the College at any time following the course drop period of the quarter. The student will need to repeat any course for which the WX grade was awarded.
- If a student completes any Term 1: 5.5-week course(s) or Session 1: 6-week course(s) but then has to take a Military Leave in Term or Session 2, the letter grades they earned for the Term/Session 1 courses will remain on their transcript.
- All academic probations, warnings and dismissals remain applicable to students who take a Military Leave. 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.
- The standard Rasmussen transfer of credit policies apply for courses taken elsewhere while on leave to any academic work done by the student while on Military Leave from the College.

### D. Long Term Military Leave for More Than Two Quarters in Length

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. Students in good standing who withdraw under this policy may be readmitted and reenroll into the same program under the

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

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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 upon submission of the military orders showing their military deployment has been completed. The student will be charged the same tuition rate as their original program or the new tuition rate, whichever is lower. Programs with specialized admissions requirements are excluded from this policy; students must meet those additional requirements at the time of re-enrollment.

## E. Short Term Military Leave for Up to Two Quarters in Length

Military service members who are given official orders for mandatory training who cannot complete the academic quarter due to military training may withdraw without penalty from any or all classes in which they are enrolled, even if the established deadline for withdrawal has passed. Each leave may be for up to two consecutive quarters. There is no limit to the total number of Military Leaves that a student may accumulate during their enrollment with the College. Students in good standing who withdraw under this short term (up to two quarters in length) leave policy reenroll at the start of the next term/session/ quarter after the military training is complete, and will be allowed to return into the same program under the catalog that the student was enrolled in prior to the military leave. The student will be charged the same tuition rate as their original program or the new tuition rate, whichever is lower. The student must contact their Advisor at least one week prior to the first day of the quarter/ term/session in which the student wants to return to complete the reentry process and submit the military orders showing their military training has been completed. If the student reenrolls after more than one quarter, they will reenroll under the catalog and tuition rate that is current at the time of re-enrollment, without penalty or redetermination of admission eligibility, within one year following their release from military training. Programs with specialized admissions requirements are excluded from this policy; students must meet those additional requirements at the time of re-enrollment.

### Class Content (p.119, 9/22/17)

Delete and replace the entire policy with the following:

#### 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. Students will be notified of changes impacting their program of study.

### Graduate Programs Grade Scale (p.120, 8/14/17)

Students are required to earn at least a “C” in their graduate level courses. This applies to all coursework level 5000 through 6999.

Letter Grade	Percentage Range
A	100% to 94%
B	93% to 85%
C	84% to 78%
F	Below 78%

### Health Sciences Programs Grade Scale (p.120, 8/28/17)

Delete and replace the entire policy with the following:

The following grade scale applies to all upper- and lower-level courses with prefixes of BSC, BMS, HIM, HSC, MEA, MLT, MTS, PHT, PTN, RTE and STS.

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%

In addition to the lecture component, a School of Health Sciences course may contain a co-requisite lab component, a co-requisite clinical/externship/practicum learning component, or both. Satisfactory performance (score of 73% or higher) in each of the learning components of the course is required to earn a passing grade in the course. If a satisfactory grade is achieved in all learning components of a course each learning component will receive an independent grade. Failure to earn a satisfactory grade in all learning components of the course will result in failure of all components of the course. All learning component grades will appear on the student’s transcript.

### Flex Choice® Credit-Based Competency-Based Education (CBE) Programs (p. 121, 5/23/18)

Delete and replace the entire policy with the following:

#### Flex Choice® Credit-Based Competency-Based Education (CBE) Programs

Students enrolled in a Flex Choice® Credit-Based Competency-Based Education (CBE) Program will be enrolled in competency-based courses where they are offered and in traditional courses when a course is not available as a competency-based course. Traditional courses are defined as courses of any modality with specific assignment deadlines. Flex Choice® CBE courses are defined as those which allow students control over their assignment deadlines and are time-flexible within the academic term.

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

---

- Competency-based courses must be completed within the academic term of the program.
- All Rasmussen College policies and procedures apply to a student in a Flex Choice® CBE program unless otherwise noted.
- The credit-based CBE programs will offer at least 51% of the program credits as CBE credits.
- Students may attempt a competency-based course as long as they are enrolled in an eligible program.
- Competency-based courses will count as credits toward financial aid eligibility.
- Attendance policies of the College must be met.
- First Week Attendance: Students are expected to meet attendance requirements in their courses on or before the seventh (7th) day after the start of a term. Completion and submission of the Learning Plan will be required to fulfill the first week attendance requirement in a competency-based course.
- Attendance requirements in competency-based courses are met by (a) completing and submitting identified activities or assessments within the competency-based course (b) substantive academic engagement, including completing the course Learning Plan, quizzes, or diagnostic assessments.
- Student grades will be impacted by the completion of assessments.
- Students have until the final day of the quarter to complete the competency based course(s).
- Competency-based course scores will be converted to letter grades following a standard grading scale as identified on the Competency-Based Education Course Grade Conversion Scale and will appear on the student's transcript.
- Upon successful completion of a competency-based course the attendance requirements have been met and Rasmussen College will post the final letter grade to the student's record.
- Students who do not successfully complete a competency-based course within the allotted time will be required to repeat it as a CBE course.
- If a student has already attempted and failed or withdrawn from a traditional course, as indicated by a posted W/ WD or F/FA grade, the student will be allowed to attempt the equivalent competency-based course following the expectations of the course repeat policy.
- Students who elect to take an incomplete at the end of a quarter per the College Incomplete Grade Policy will be given an "I" indicating an incomplete grade. Students will be required to work independently without support or guidance from the course faculty during the incomplete period. At the end of the incomplete period the grade will be converted per the Incomplete Grade Policy.
- Upon withdrawal from the College the student's financial aid award will be adjusted according to the Institution's Refund Policy as described in the College

Catalog. Grades will be assigned according to the Rasmussen College Course Add, Drop, and Withdrawal policies.

- If a student receiving Title IV funds (federal financial aid) ceases to be enrolled in a quarter, including students who complete all competency-based courses prior to the end of the quarter and have no other enrollment that quarter, the student may need to have their financial aid awards adjusted according to the Institution's Return of Title IV Funds Policy as described in the College Catalog.
- It is the expectation that students in an undergraduate Flex Choice® CBE Program will be full-time by taking a combination of traditional courses and/or competency-based courses.
- It is the expectation that students in a graduate Flex Choice® CBE Program will be full-time by taking only competency-based courses.
- Students will matriculate into Rasmussen College upon acceptance in a Flex Choice® CBE program of their choice.

## **Flex Choice® Credit-Based Competency-Based Education (CBE) Programs (p. 121, 9/22/17)**

Delete and replace the first and second paragraph with the following:

Students enrolled in a Flex Choice® Credit-Based CBE Program are eligible to take either traditional courses or competency-based courses, if traditional courses are offered. The traditional courses are delivered within the standard terms of the College.

Students may choose to take competency-based courses as they apply to their program requirements. The competency-based courses are optional, and students can complete their program without completing any competency based courses. This does not apply to any programs with 5000 or 6000 level courses.

Add a new bullet, to appear first:

- Competency-based courses must be completed within the standard term of the program.

Delete and replace the current thirteenth bullet with the following:

Students who do not successfully complete a competency-based course within the allotted time will be required to repeat the course as either a competency-based course or as a traditional course per the course repeat policy. All 5000 and 6000 level competency-based courses must be repeated as a competency-based course.

Delete and replace the current eighteenth bullet with the following:

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

---

It is the expectation that students in an undergraduate Flex Choice® CBE Program will be full-time by taking a combination of traditional courses and/or competency-based courses.

### **Reenter Policy** (p.121, 5/23/18)

Add the following to the end of the existing policy:

Students reentering into or transferring to the Physical Therapist Assistant program must complete the requirements as detailed in the Physical Therapist Assistant Associate Degree Program Re-enrollment Policy.

### **Physical Therapist Assistant Associate's Degree Re-enrollment Policy** (p.121, 5/23/18)

Add the following after the Reenter Policy:

### **Physical Therapist Assistant Associate's Degree Re-enrollment Policy**

A Physical Therapist Assistant (PTA) program re-enrollment is defined as any student who was enrolled in the Physical Therapist Assistant program and previously attempted any program-specific core course (PHT prefix) and earned a grade of A-F or W in those courses. This includes students who have withdrawn from the Program and/or withdrawn from the College. The College reenter and program transfer policies apply to any Physical Therapist Assistant student who withdrew from the program prior to attempting any core courses (PHT prefix).

Re-enrolling students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. Re-enrollment is limited to one time for students withdrawn from the Program for any reason. However, students who have been administratively withdrawn/dismissed from the Physical Therapist Assistant program for disciplinary or conduct reasons may not be eligible for re-enrollment into the program and may not be eligible for reentry to Rasmussen College.

Re-enrolling students admitted to a subsequent PTA cohort must meet all current entrance requirements as identified in the Entrance Requirements for the Physical Therapist Assistant Associate's degree program. Acceptance is also subject to cohort size limitations at the campus to which they are applying. In addition, re-enrolling applicants are required to demonstrate competencies from previously passed or completed PHT courses. An applicant must prove competencies in course sequence order. At any point that competencies are not proven, the applicant cannot attempt any subsequent competencies. Students will be allowed one attempt to achieve a passing grade as defined by the Health Sciences Program Grade Scale on each of the required competencies, failure to meet this threshold will require

the student to re-take the associated courses in the program. Competency assessment may begin no earlier than six (6) months prior to the start date of the re-enrolling quarter and must be completed no later than the Friday two weeks prior to the start date of the re-enrolling quarter.

### **Program Transfer Policy** (p.123, 5/23/18)

Add the following to the end of the existing policy:

Students reentering into or transferring to the Physical Therapist Assistant program must complete the requirements as detailed in the Physical Therapist Assistant Associate Degree Program Re-enrollment Policy.

### **Repeating Courses Policy** (p. 122, 3/23/18)

Delete and replace the first four paragraphs of this policy with the following (subparts A and B remain in effect). *(Note: the original instruction for this change provided an incorrect directive to replace the entire policy.)*

### **Repeating Courses Policy**

Students who are meeting Satisfactory Academic Progress may retake courses up to three times, but only at regular tuition rates. Courses should be repeated in the next quarter in which it is offered. No course can be repeated within the same quarter in which it was most recently attempted. Repeated course credits may be included in financial aid award calculations when:

- the student is repeating a course for a second or third time and failing grades have been earned in all previous attempts of that course; OR
- the student is repeating a previously passed course (one time only per previously passed course) for a higher grade. In this case if the student fails the previously passed course the student loses all future financial aid eligibility for that course.

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

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

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they successfully complete an equivalent to the course elsewhere by earning a grade of C or higher or a grade of Pass and transferring it back in to Rasmussen College, in accordance with the transfer of credit requirements. In the case of credit transfer, an "F/FA" grade will be replaced by a "TR" and the student's GPA will be recalculated to reflect the transfer of credit. However, all of the course credits both failed and transferred, count in the student's Cumulative Completion Rate (CCR). Developmental Education courses may only be repeated one time. Students who fail a Developmental Education 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.

## **Course Drop Policy** (p.124, 8/14/17)

Delete and replace the entire policy with the following:

Students may drop courses through the sixth business day of the term/session/quarter. Students who are enrolled in courses at the beginning of a quarter may drop courses through the sixth business day of the quarter for all courses, including Term/Session 1 and Term/Session 2 courses, which is the close of the drop period. For courses dropped prior to tuition billing, the student will be unregistered from the course and no grade will be assigned. Tuition is billed on the seventh business day of the quarter for all courses remaining on the schedule. If tuition billing has occurred, the student may drop a term/session 2 course through the sixth business day of term/session II and the student will receive a grade of CL; which does not have an academic impact, it may however have a financial impact. Beginning on the seventh business day of a quarter/term/session a dropped course in the current term/session/quarter will receive a withdrawal grade per the Course Withdrawal policy. For Term/Session II courses a student who has already been billed tuition may swap courses for an equivalent credit-value course up through the 2nd day of Term/Session II. The student will need to work with their Advisor to determine if this is an option. The student cannot add courses to their schedule if tuition has already been billed. Business days are defined as Monday through Friday, excluding any College holidays.

## **Course Withdrawal Policy** (p. 124, 9/8/17)

Delete and replace the entire policy with the following:

### **Course Withdrawal Policy**

Course withdrawal dates vary depending on the scheduled length of the course. Once the Course Drop period has passed, students are permitted to withdraw from a course

until 60 percent of the scheduled course length has elapsed. If a student receiving financial aid withdraws from a course or all courses, there may be financial penalties.

During the withdrawal period the student will receive a withdrawal grade on their transcript for any classes from which they have withdrawn. The student's grade point average will not be affected. However, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the course drop period.

Once 60 percent of the scheduled course length has passed the student will receive a failing grade on their transcript for any classes from which they have been withdrawn. 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 course drop period. Students who fail to notify the College that they have stopped attending and 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 period.

## **Graduation Requirements Policy** (p. 124, 9/22/17)

Delete and replace the entire policy with the following:

### **Graduation Requirements Policy**

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 enrolled in undergraduate programs 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. Exceptions to this rule exist; see Transfer of Credit Policies. Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students enrolled in an undergraduate degree program, diploma, or certificate must have a cumulative grade point average of a 2.00 and above with a passing grade in each required course.

Students enrolled in a graduate degree program must have earned a cumulative grade point average of 3.00 or higher and have completed each required course with a passing grade in order to earn the degree.

## **Declining Transfer of Credit** (p.127, 8/28/27)

Add the following to the end of the first paragraph:

The U.S. Department of Veteran's Affairs (VA) does not allow students using VA education benefits to decline transfer of credit. Students using VA educational benefits must therefore submit all previously completed college-

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

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level coursework for transfer evaluation, and all credits deemed eligible for transfer must be accepted.

## **Transfer of Credit for Master's Degree Students** (p. 127, 9/22/17)

Add the following policy immediately after the Declining Transfer of Credit policy:

### **Transfer of Credit for Master's Degree Students**

Graduate-level coursework completed at an institution other than Rasmussen College will not be accepted for transfer credit. Master's-level students may request transfer of 5000 level or higher coursework previously completed in an undergraduate program with a grade of C or higher at Rasmussen College. Any course transferred or completed at Rasmussen College as a graduate student, whether passed or failed, will appear on the transcript and will count toward the cumulative grade point average as applicable to the program of enrollment. Each transferring course must closely align to the course objectives and expected outcomes of the course it is replacing. Transferred credits count toward cumulative grade point average and will appear on the student's transcript.

## **Surgical Technologist Associate's Degree Completer Block Transfer** (p.129, 5/23/18)

Delete this entire policy.

## **Credit by Examination** (p.130, 8/28/27)

Delete the 8<sup>th</sup> bulleted paragraph and replace with the following:

- If a student has already attempted the faculty-led course, as indicated by any posted grade, including W/WD/WP or F/FA/FD and excluding CL grade, no credit by examination attempt will be allowed.

## **Phlebotomy Waiver for Medical Laboratory Technician Students** (p. 131, 10/12/17)

Add the following policy immediately before School of Justice Studies Waivers:

### **Phlebotomy Waiver for Medical Laboratory Technician Students**

Students who enroll in the Medical Laboratory Technician Associate's degree program and have a Phlebotomy Technician (PBT) certification from the American Society of Clinical Pathology (ASCP), Certified Phlebotomy Technician (CPT) from the National Healthcareer Association (NHA) or the Registered Phlebotomy Technician (RPT) certification from American Medical Technologists (AMT) may receive a waiver from MLT 1325 Phlebotomy. The credential must be current at the time the student starts in the Medical Laboratory Technician program. The student's credential will be reviewed, and if the criteria are met, the Phlebotomy course requirement will be waived and the

grade will be posted on the student's transcript as a Course Waiver (CW).

## **Transcripts** (p.131, 5/23/18)

Delete and replace the first sentence of the policy with the following:

Official transcripts and diplomas will not be released if you have an outstanding financial obligation to Rasmussen College.

Delete and replace the final sentence of the policy with the following:

Rasmussen College reserves the right to withhold official academic transcripts and diplomas from students under certain circumstances such as having an outstanding financial obligation to the College.

## **Academic Appeals and Grievance Policy** (p. 133, 5/23/18)

Delete and replace the first paragraph of this policy with the following:

Rasmussen College broadly recognizes the rights of students and others who have dealings with the College to present a complaint through the impartial procedures of a grievance or academic appeal. We recommend that students follow the Academic Appeal Procedure when appealing a final grade or an academic policy, however in some cases academic appeals are escalated to or start from a grievance, and in some cases students pursue both avenues. For any situation involving sexual misconduct or gender-based discrimination, please reference the Title IX and Policy Against Sexual Misconduct section of the catalog.

## **Academic Appeals and Grievance Policy** (p. 133, 3/23/18)

Delete and replace section A of this policy with the following:

### **A. Academic Appeal Procedure**

The following procedure must be followed for a grade appeal or appeal regarding a program-specific academic policy:

1. For grade appeals, the student must submit a written appeal to their instructor's "@rasmussen.edu" email address. Grade appeals must be submitted within five business days after grades have been posted to the student's record. Students wishing to submit an appeal related to a program-specific academic policy must contact their Dean or Advisor to begin the process as outlined in number 2 below.
  - a. Please note the instructor's "@rasmussen.edu" email address can be found in the course syllabus and is different from "course mail."



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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

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- b. The written appeal must include a detailed explanation as to why an appeal should be considered, and must clearly state the student's desired outcome (e.g., that a new grade should be assigned, or that the student is willing to resubmit work or repeat the course).
    - c. The instructor will consider the appeal and respond to the student via email within seven business days from the date the appeal was submitted.
  2. For program-specific academic policy appeals or an appeal of the instructor's determination in number 1 above. Program-specific academic policy appeals must be submitted within ten business days after grades have been posted to the student's record. If the student is unsatisfied with the instructor's decision from number 1 above and desires to pursue the appeal further with the Dean, a formal appeal request may be initiated by contacting their Advisor or Dean.
    - a. An academic appeal form will be sent electronically to the student by their Advisor or Dean based on the student's request.
    - b. The form needs to be completed electronically within seven calendar days.
    - c. The Dean will consider the appeal and will respond to the student via email within seven business days from the date the appeal form was submitted.
  3. If the student is unsatisfied with the Dean's decision and desires to pursue the appeal further, the student may appeal to the Academic Appeals Committee. All committee decisions are final. A formal appeal request may be initiated by the student contacting their Advisor or Dean.
    - a. An academic appeal form will be sent electronically to the student by their Advisor or Dean based on the student's request.
    - b. The form needs to be completed electronically within seven calendar days.

## A. Accreditation (p.133, 8/14/17)

The address for CCNE has changed, update as follows:

The Bachelor of Science in Nursing degree at Rasmussen College is accredited by the Commission on Collegiate Nursing Education. <http://www.ccnaccreditation.org>  
655 K Street, NW, Suite 750  
Washington, DC 20001  
202-887-6791

## A. Accreditation (p.133-134, 1/30/18)

Add the following:

The Professional Nursing Associate's Degree program at Rasmussen College – Blaine is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

The Professional Nursing Associate's Degree program at Rasmussen College – Tampa/Brandon is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

Delete and replace the ABHES accreditation statement with the following:

The Medical Assisting Diploma program at the Overland Park campus in Kansas; 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 Green Bay and Wausau campuses in Wisconsin; and the Blaine, Bloomington, Brooklyn Park / Maple Grove, Eagan, Lake Elmo / Woodbury, 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

## A. Accreditation (p.133-134, 5/23/18)

Add the following:

The Practical Nursing Diploma at Rasmussen College – Eagan is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

The Practical Nursing Diploma at Rasmussen College – Brooklyn Park/Maple Grove is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

The Professional Nursing Associate's Degree program at Rasmussen College – Bloomington is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

## A. Accreditation (p.133-134, 7/5/17)

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

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Add the following:

The Practical Nursing Diploma at Rasmussen College – Mankato is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

The Practical Nursing Diploma at Rasmussen College – St. Cloud is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

The Professional Nursing Associate’s Degree program at Rasmussen College – Mankato is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

The Professional Nursing Associate’s Degree program at Rasmussen College – St. Cloud is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

**A. Accreditation** (p.133-134, 8/28/17)

Remove the ACEN candidacy statement for the Professional Nursing Associate’s Degree program at the Rasmussen College–Overland Park/Topeka campus in Kansas. The current status is:

The Professional Nursing Associate’s Degree program at Rasmussen College – Overland Park and Topeka is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

Remove the ACEN candidacy statement for the Professional Nursing Associate’s Degree program at the Rasmussen College–Moorhead campus in Minnesota. The current status is:

The Professional Nursing Associate’s Degree program at Rasmussen College – Moorhead is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

Remove the ACEN candidacy statement for the Practical Nursing Diploma at the Rasmussen College–Moorhead campus in Minnesota. The current status is:

The Practical Nursing Diploma at Rasmussen College – Moorhead is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

**A. Accreditation** (p.133-134, 7/25/17)

Remove the ACEN candidacy statement for the Practical Nursing Diploma at the Rasmussen College–Land O’Lakes / East Pasco campus in Florida. The current status is:

The Practical Nursing Diploma at Rasmussen College – Land O’ Lakes / East Pasco is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

Remove the ACEN candidacy statement for the Professional Nursing Associate’s Degree program at the Rasmussen College – New Port Richey / West Pasco campus in Florida. The current status is:

The Professional Nursing Associate’s Degree program at Rasmussen College – New Port Richey / West Pasco is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

**A. Accreditation** (p.134, 12/12/17)

Delete and replace the current ARC/STSA statement for Surgical Technologist with the following:

The Surgical Technologist Associate’s Degree program at the Brooklyn Park / Maple Grove, Moorhead, Romeoville/Joliet, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs ([caahep.org](http://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), 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, 727 210-2350, [caahep.org](http://caahep.org)

**A. Accreditation** (p.133-134, 5/31/18)

Delete the current CAPTE statement regarding the Brooklyn Park/Maple Grove campus and replace with the following:

Effective April 26, 2017, **Rasmussen College – Brooklyn Park/Maple Grove** has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org)). If needing to contact the program/institution directly, please call 763-496-6022 or email [Matthew.Vraa@rasmussen.edu](mailto:Matthew.Vraa@rasmussen.edu) .

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

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Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

Delete the current CAPTE statement regarding the Land O' Lakes/East Pasco campus and replace with the following:

Effective November 28, 2017, **Rasmussen College – Land O' Lakes/East Pasco** has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org)). If needing to contact the program/institution directly, please call 952-806-3939 or email [Mark.Shepherd@rasmussen.edu](mailto:Mark.Shepherd@rasmussen.edu).

Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

**A. Accreditation** (p.134, 2/9/18)  
Add the following:

The Professional Nursing Associate's Degree program at Rasmussen College – Fort Myers is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE,

Suite 850, Atlanta, GA 30326; 404-975-5000.  
[www.acenursing.org](http://www.acenursing.org)

**A. Accreditation** (p.134, 2/23/18)  
Add the following:

The Radiologic Technology Associate's Degree program at the Lake Elmo campus in Minnesota and the Land O' Lakes/East Pasco campus in Florida are accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850 Chicago, Illinois 60606-3182, (312) 704-5300, [mail@jrcert.org](mailto:mail@jrcert.org)

**Title IX and Policy Against Sexual Misconduct** (p. 142, 12/12/17)  
Delete and replace Section K(1) of this policy with the following:

1. The following college authorities are primarily responsible for receiving reports, and for conducting inquiries or investigations under this policy. To reach them, use the Online Reporting System or send an email to: [titleix@rasmussen.edu](mailto:titleix@rasmussen.edu)

- a. Title IX Coordinator: Joshua Collier
- b. Deputy Title IX Coordinator: Noel Borg
- c. General Counsel: Lori Kruienga
- d. Associate Counsel: Aleksandar Dordevic
- e. Associate Counsel: Nathaniel Orpen

## FACULTY AND STAFF

Add to Central Office (p. 143)

**Kevin Delano**  
Chief Financial Officer  
MBA, Washington University in St Louis  
BS, University of Southern California  
Location: Oak Brook Central Office

Add to Campus Administration: Florida (p. 143)

**Daniel Stern**  
Campus Director  
BA, University of South Florida  
Location: Tampa/Brandon

Add to School of Nursing (p. 147):

**Robert J. Muster**  
Northern Region Dean of Nursing  
PhD, University of Minnesota  
MS, University of Minnesota  
BS, Bemidji State University  
ASN, North Hennepin Community College  
Location: Bloomington

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## **ADDENDUM to the Rasmussen College Catalog 2017-2018**

June 27, 2018

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### BACK COVER

The correct address for the Ocala School of Nursing is:

**Ocala School of Nursing**

1227 SW 17<sup>th</sup> Avenue

Ocala, FL 34471-0536

352-291-0865

*(Addendum continues at next page....)*

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

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## Finance | BACHELOR'S DEGREE

Flex Choice Competency-Based Education Program (Credit by Assessment Available) | 12-Week Quarters (6-Week Sessions)

### Bachelor of Science Degree

#### CAREER OPPORTUNITIES

- Financial Analyst
- Financial Manager
- Budget Analyst

#### OBJECTIVE

Graduates of this degree program strive to make an impact and create value for their stakeholders in their role as financial experts. The curriculum is designed to challenge the students to perform financial calculations, think critically, and communicate their reasoning to a diverse audience. Students will learn concepts in personal financial management to identify techniques that affect personal goals and decisions. By evaluating various forms of portfolio theory, they explore risks and construct an efficient portfolio. Students will be able to apply, analyze, synthesize, and evaluate facts and theories; skillfully locate, assess, and integrate data sources; blend their ideas with those of others to create new knowledge; recognize and address intricate ethical situations; communicate thoughtfully within a continually changing environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, leadership, integrity, and lifelong learning.

#### ENTRANCE REQUIREMENTS

This is a bachelor-completer program. To be considered for admission, students must provide transcripts that demonstrate one of the following: A) a conferred associate's degree from an accredited institution as recognized by the U.S. Department of Education; or B) prior successful completion of at least 60 quarter or 40 semester credits of college-level coursework with a grade of C or higher.

Students who have not completed Excel, Principles of Financial Accounting for Managers, and Principles of Finance or Financial Markets and Institutions, or their equivalents, with a grade of C or higher will be required to complete these courses.

Students who have fewer than 90 transferable lower level quarter credits will be required to take additional lower-level coursework. The additional coursework will be determined by Rasmussen College based upon a predetermined elective pool appropriate for the program of enrollment.

Students not transferring successfully completed Excel, Principles of Financial Accounting for Managers, and Principles of Finance or Financial Markets and Institutions, or course equivalents, will be considered prequalified until both courses are completed within a regularly scheduled term at the regular non-AcceleratED tuition rate. Once the program pre-qualification requirements are met, the student will be accepted into the Finance Bachelor's Degree program.

#### GENERAL EDUCATION COURSES

##### Upper Division

<i>Communication (Select 1 course) +</i>	4
<i>Humanities (Select 2 courses) +</i>	8
<i>Math/Natural Sciences (*Required, select 1 additional course) +</i>	8
<i>*STA 3215 Inferential Statistics and Analytics</i>	
<i>Social Sciences (*Required, select 1 additional course) +</i>	8
<i>*ECO3250 Managerial Economics</i>	
See page 71 for General Education Course Selections	

#### MAJOR AND CORE COURSES

##### Upper Division

ACG 3080 Managerial Accounting Theory and Practice	4
BUL 4060 Business Law and Ethical Behavior	3
ECO 4223 Money and Banking	4
<i>FIN 3520 Concepts in Personal Financial Management</i>	3
<i>FIN 3247 Investments and Security Markets</i>	4
FIN 3396 International Finance	4
FIN 3434 Applications in Corporate Finance	4
FIN 4019 Financial Modeling	4
<i>FIN 4372 Investment Portfolio Management</i>	4
GEB 3020 Advanced Principles of Financial Management	4
<i>ISM 3015 Management of Information Systems</i>	4
<i>MAN 4845 Leadership and Teams</i>	4
<i>MAN 4720 Strategic Management</i>	4
FIN 4275 Exploration in Finance	4
<i>RMI 4020 Risk Management</i>	4

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

<b>Track 1</b>	
FIN4985 Finance Internship	4
<b>Track 2</b>	
FIN4970 Capstone for Finance	4

<b>Transferred Lower Division Credits</b>	<b>90</b>
<b>Upper Division General Education Credits</b>	<b>28</b>
<b>Upper Division Major and Core Credits</b>	<b>62</b>
<b>Total Bachelor's Degree Credits</b>	<b>180</b>

+ Flex Choice Credit by Assessment options available; see page 132 for details.

*This Flex Choice Credit-Based Competency-Based Education Program contains both traditional and competency-based education (CBE) courses. CBE courses are indicated in italics.*

For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit [www.rasmussen.edu/doi\\_sid/finance\\_accelerated.html](http://www.rasmussen.edu/doi_sid/finance_accelerated.html)

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

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## Human Services | ASSOCIATE'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

### Associate of Science Degree

#### CAREER OPPORTUNITIES

- Community Service Assistant
- Social Service Specialist
- Human Service Assistant
- Advocate
- 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 the significance of diversity awareness skills in academic and workplace situations.

#### DEVELOPMENTAL EDUCATION COURSES

B080 Reading and Writing Strategies	4
B087 Practical Math	4

#### GENERAL EDUCATION COURSES

##### Lower Division

<b>English Composition</b> (Required course)	<b>4</b>
ENC 1101 English Composition+	
<b>Communication</b> (*Required, select 2 additional courses)+	<b>10</b>
*COM 1865 Locating and Evaluating Information	
<b>Humanities</b> (Select 2 courses)+	<b>8</b>
<b>Math/Natural Sciences</b> (Select 2 courses)+	<b>8</b>
<b>Social Sciences</b> (Required courses)	<b>16</b>
PSY 1012 General Psychology+	
PSY 2420 Abnormal Psychology	
SSE 1250 Multiculturalism and Diversity	
SYG 1000 Introduction to Sociology	

See page 70 for General Education Course Selections

### MAJOR AND CORE COURSES

#### Lower Division

DEP 2004 Human Growth and Development	4
HUS 1001 Introduction to Human Services	4
HUS 1175 Developing Awareness and Understanding	4
HUS 1238 Evolving Populations in Human Services	4
HUS 1320 Introductory Strategies to Crisis Intervention	4
HUS 1461 Perspectives on Human Behavior	4
HUS 1632 Working with Clients	4
HUS 2409 Micro and Macro Systems in Human Services	4
HUS 2627 Principles of Ethical and Legal Practices in Human Services	4
HUS 2834 Professional Practices in Human Services	4
HUS 2979 Human Services Associate Capstone	4

**General Education Credits** 46

**Major and Core Credits** 44

**Total Associate's Degree Credits** 90

+Flex Choice Credit by Assessment available; see page 132 for details.

This program has not been approved by any state professional licensing body, and this program is not intended to lead to any state-issued professional license. For further information on professional licensing requirements, please contact the appropriate board or agency in your state of residence.

Developmental Education courses do not count toward total program credits and are not calculated in GPA. Students must demonstrate mastery of the subject matter in Developmental Education courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Developmental Education courses.

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

For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit [http://www.rasmussen.edu/doi\\_sid\\_2017/human\\_services\\_as.html](http://www.rasmussen.edu/doi_sid_2017/human_services_as.html)

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

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## Marketing | BACHELOR'S DEGREE

Flex Choice Competency-Based Education Program (Credit by Assessment Available) | 12-Week Quarters (6-Week Sessions)

### Bachelor of Science Degree

#### CAREER OPPORTUNITIES

##### Digital Marketing:

- Marketing Manager
- Marketing Research Analyst
- Marketing Specialist
- Marketing Coordinator/Assistant
- Digital Content Manager
- Media Coordinator

##### Sales Management:

- Sales Manager
- Marketing Research Analyst
- Marketing Manager
- Marketing Specialist
- Event/Catering Coordinator
- Event/Catering Manager
- Product Manager
- Territory Manager

#### OBJECTIVE

Graduates of this program can apply concepts in marketing and business management in specialized areas, specifically Digital Marketing and Sales Management. Students will be able to demonstrate the ability to perform market research for effective advertising and corporate communications, all while demonstrating the highest standards of personal and professional ethics. Students will understand how to create and execute marketing strategies and plans that integrate digital marketing and traditional marketing techniques. Students will evaluate the roles of professional sales and sales management, and how these roles relate to marketing. Students will be able to 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 will value innovation, communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, business acumen, and knowledge creation skills. Graduates of the program will have the capability to incorporate these skills in meaningful ways.

#### ENTRANCE REQUIREMENTS

This is a bachelor-completer program. To be considered for admission, students must provide transcripts that demonstrate one of the following: A) a conferred associate's degree from an accredited institution as recognized by the U.S. Department of Education; or B) prior successful completion of at least 60 quarter or 40 semester credits of college-level coursework with a grade of C or higher.

Students who have fewer than 90 transferable lower level quarter credits will be required to take additional lower-level coursework. The additional coursework will be determined by Rasmussen

College based upon a predetermined elective pool appropriate for the program of enrollment.

#### GENERAL EDUCATION COURSES

##### Upper Division

<i>Communication (Select 1 course) +</i>	<b>4</b>
<i>Humanities (Select 2 courses) +</i>	<b>8</b>
<b>Math/Natural Sciences (*Required course)</b>	<b>4</b>
<i>*STA 3215 Inferential Statistics and Analytics</i>	
<i>Social Sciences (Select 2 courses) +</i>	<b>8</b>

See page 71 for General Education Course Selections

#### MAJOR AND CORE COURSES

##### Upper Division

<i>GEB 3275 Consumer Behavior</i>	<b>4</b>
<i>GEB 3422 Business Project Management</i>	<b>4</b>
<i>MAN 4240 Organizational Behavior Analysis</i>	<b>4</b>
<i>MAR 3033 Introduction to Marketing Design</i>	<b>3</b>
<i>MAR 3128 Foundations of Digital Marketing</i>	<b>4</b>
<i>MAR 3250 Marketing Research</i>	<b>3</b>
<i>MAR 3322 Marketing Law and Ethics</i>	<b>4</b>
<i>MAR 3592 Strategic Sales and Sales Management</i>	<b>4</b>
<i>MAR 3817 Search Engine Optimization and Marketing Strategies</i>	<b>4</b>
<i>MAR 4065 Marketing Communications</i>	<b>4</b>
<i>MAR 4171 Advanced Marketing Strategies</i>	<b>4</b>
<i>MAR 4920 Marketing Bachelor Capstone</i>	<b>4</b>
<i>TRA 3086 Principles of Supply Chain</i>	<b>4</b>

#### CHOOSE ONE SPECIALIZATION

##### Digital Marketing Specialization

<i>CIS 4836C Web Analytics</i>	<b>4</b>
<i>GEB 4230 Website Development for Business</i>	<b>4</b>
<i>MAR 4285 Advanced Digital Marketing Strategies</i>	<b>4</b>
<i>MAR 4316 Visual Marketing and Social Media</i>	<b>4</b>

##### Sales Management Specialization

<i>MAN 4164 Sales Force Management</i>	<b>4</b>
<i>MAN 4636 Business Development and Customer Relations Management</i>	<b>4</b>
<i>MAR 4409 Professional Selling</i>	<b>4</b>
<i>MAR 4532 Sales Promotion, Analytics, and Forecasting</i>	<b>4</b>

<b>Transferred Lower Division Credits</b>	<b>90</b>
<b>Upper Division General Education Credits</b>	<b>24</b>
<b>Upper Division Major and Core Credits</b>	<b>66</b>
<b>Total Bachelor's Degree Credits</b>	<b>180</b>

+ Flex Choice Credit by Assessment options available; see page 132 for details.

*This Flex Choice Credit-Based Competency-Based Education Program contains both traditional and competency-based education (CBE) courses. CBE courses are indicated in italics.*

For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit [www.rasmussen.edu/doi\\_sid/marketing\\_accelerated.html](http://www.rasmussen.edu/doi_sid/marketing_accelerated.html)

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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

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## Radiologic Technology | ASSOCIATE'S DEGREE Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

Associate of Science Degree in Florida, Associate of Applied Science Degree in Minnesota

### CAREER OPPORTUNITIES

- Radiologic Technologist

### OBJECTIVE

Graduates of this program know basic concepts of anatomy and physiology, medical imaging, radiation production, and radiation safety. Graduates of the program will implement proper patient care techniques, operate radiographic equipment, position body parts, and follow radiation safety standards. Graduates can provide quality diagnostic medical imaging at a variety of clinical settings through the use of standard X-ray, mobile X-ray, and fluoroscopic technologies. They value critical thinking, communication, diverse perspectives, technology and information literacy, and patient safety and care.

### ENTRANCE REQUIREMENTS

Applicants must complete the following steps in order to be deemed eligible for admission:

1. Applicants must achieve a score on the School of Health Sciences Entrance Exam that is acceptable for admission per the School of Nursing and School of Health Sciences Entrance Exam policy.
2. Applicants successful in completing the School of Health Sciences Entrance Exam must complete the following prior to being deemed eligible for consideration for admission:
  - a. Application
  - b. Background screening
  - c. 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. 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 School of Health Sciences Entrance Exam. Once the applicant file is complete, the College will schedule an interview between the applicant and Program Coordinator/Director.

This program has an enrollment capacity limit. 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 classes. 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.

Additional admission requirements and enrollment procedures are included in the Academic Information and College Policies section of the catalog.

For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit [www.rasmussen.edu/doe\\_sid\\_2017/radiologic\\_technology\\_as.html](http://www.rasmussen.edu/doe_sid_2017/radiologic_technology_as.html)

### GENERAL EDUCATION COURSES

#### Lower Division

<b>English Composition (Required course)</b>	<b>4</b>
ENC 1101 English Composition+	
<b>Communication (Select 1 course)+</b>	<b>4</b>
<b>Humanities (Select 2 courses)+</b>	<b>8</b>
<b>Math/Natural Sciences (Required courses)</b>	<b>8</b>
PHA 1500 Structure and Function of the Human Body+	
MAT 1222 Algebra+	
<b>Social Sciences (Select 2 courses)+</b>	<b>8</b>

See page 70 for General Education Course Selections.

### MAJOR AND CORE COURSES

#### Lower Division

E242 Career Development+	2
HSC 1531 Medical Terminology	4
RTE 1000 Introduction to Radiology and Patient Care	5
RTE 1100 Radiology Physics	5
RTE 1200 Advanced Modalities in Radiology	3
RTE 2000 Radiographic Equipment and Acquisition	3
RTE 2100 Radiographic Evaluation, Disease, and Quality Control	3
RTE 2200 Radiobiology and Radiation Protection	4
RTE 2300 Radiographic Positioning and Anatomy I	5
RTE 2400 Radiographic Positioning and Anatomy II	5
RTE 2500 Radiographic Positioning and Anatomy III	5
RTE 2600 Radiologic Technology Practicum I	10
RTE 2700 Radiologic Technology Practicum II	10
RTE 2800 Radiologic Technology Practicum III	10
RTE 2900 Radiologic Technology Capstone	2

**General Education Credits** 32

**Major and Core Credits** 76

**Total Associate's Degree Credits** 108

+Flex Choice Credit by Assessment available; see page 132 for details.

The Radiologic Technology Associate's Degree is only offered at the Land O' Lakes / East Pasco campus in Florida and the Lake Elmo / Woodbury campus in Minnesota.

The Radiologic Technology Associate's Degree program meets the educational requirements to apply for certification through the American Registry of Radiologic Technologists (ARRT) and to register or obtain state professional licensure in Florida and Minnesota. Other eligibility requirements may apply; please verify your eligibility against state licensure rules. This program may not meet the educational requirements for licensure in other states.

The Radiologic Technology Associate's Degree program at the Lake Elmo campus in Minnesota and the Land O' Lakes/East Pasco campus in Florida are accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182, (312) 704-5300, mail@jrcert.org

In addition to meeting all other admissions requirements and attending a programmatic orientation, Florida campus applicants must successfully complete and pass a criminal background check and also submit to a Florida Department of Law Enforcement background check; Minnesota campus applicants must successfully complete and pass only a Minnesota Department of Human Services background check.

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



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# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

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## Cyber Security | BACHELOR'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

### Bachelor of Science Degree

#### CAREER OPPORTUNITIES

- Information Assurance Analyst
- Information Security Analyst
- Information Security Manager
- Information Systems Security Analyst
- Information Technology Security Analyst

#### OBJECTIVE

Graduates will be exposed to ethical and professional cyber security standards for business operations, administration, and report writing. Graduates of this program will also be able to address current and future cyber security challenges, such as risk management, security awareness, business continuity, and the collection and preservation of digital evidence, with a strong foundation of cyber security principles. The curriculum emphasizes a comprehensive understanding of the forensic tools and techniques used to investigate and analyze network-related incidents and digital devices. Courses are project-based and simulate real-world experience with relevant software applications and hands-on labs. Students benefit by learning from highly qualified faculty who have practical, in-field experience. Graduates are able to document procedures and comply with relevant policies, regulation standards, and ethical practices. Graduates understand the importance of lifelong learning, transferable skills, and staying current with emerging technology and trends. Graduates will be able to communicate effectively, think critically, and act ethically in a variety of professional contexts. This program is aligned to industry relevant skills and certifications that are sought most by employers, which provides graduates an edge as they enter the career field.

#### ENTRANCE REQUIREMENTS

This is a bachelor-completer program. To gain acceptance to the program, students must provide evidence of an acceptable conferred associate's degree as listed below, or at least 90 quarter credits of college level coursework with a grade of C or higher in each course that will be transferred, from an accredited institution as recognized by the U.S. Department of Education. Students seeking consideration of credit for work or professional experience must go through the Prior Learning Assessment (PLA) process as established through the Council for Adult Experiential Learning (CAEL). Acceptable associate's degree programs are:

- Network Systems Administration
- Networking Technology
- Computer Network Systems
- Computer Network Administration
- Network Security
- Network Administration and Security

Prospective students with an associate's degree or at least 90 quarter credits or 60 semester credits outside the fields listed above may be considered for this program according to the following:

- Only courses with a grade of C or higher will be transferred.
- Students may be required to take additional coursework as pre-requisites to upper level courses in order to complete the program.

The courses a student may be required to complete include: CET 2522C Cisco Network Routing and Switching, CIS 2647C Windows Directory Services, and ISM 2321 Managing Information Security. Prior transcripts will be evaluated on a course-by-course basis to determine which coursework is required to complete as a pre-requisite for upper level courses. Comparable courses must have been completed within the past three (3) years and passed with a grade of C or higher.

#### GENERAL EDUCATION COURSES

##### Upper Division

<b>Communication (Select 1 course)+</b>	<b>4</b>
<b>Humanities (Select 2 courses)+</b>	<b>8</b>
<b>Math/Natural Sciences (Required course)</b>	<b>4</b>
MAD 3300 Discrete Mathematics	
<b>Social Sciences (Select 2 courses)+</b>	<b>8</b>

See page 70 for General Education Course Selections

#### MAJOR AND CORE COURSES

##### Upper Division

CEN 4200C Malware Reverse Engineering	4
CIS 3086 Principles of Cyber Security	3
CIS 3139 Security Risk Assessment	4
CIS 3240C Security Controls	4
CIS 3332 Cyber Security Policy Analysis	4
CIS 3417 Regulatory and Legal Compliance	4
CIS 4039 Auditing Information Technology Infrastructure	4
CIS 4028C Cryptography and Traffic Analysis	4
CIS 4162C Enterprise Storage Management	4
CIS 4189C Risk Management and Business Continuity	4
CIS 4222C Managing Security Awareness	4
CIS 4385C Computer Forensics	3
CIS 4456 Hacker Techniques, Tools and Applications	4
CIS 4955C Cyber Security Capstone	4
CNT 3003 Advanced Network Security	4
CNT 3126 Advanced Networking	4
CNT 3777 Virtualization	4

<b>Transferred Lower Division Credits</b>	<b>90</b>
<b>Upper Division General Education Credits</b>	<b>24</b>
<b>Upper Division Major and Core Credits</b>	<b>66</b>
<b>Total Bachelor's Degree Credits</b>	<b>180</b>

+ Flex Choice Credit by Assessment available; see page 132 for details.

Students in this program are eligible for specific industry certifications. The College will reimburse students to sit for one recommended certification, as well as up to two additional optional certifications. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.

For important information about the educational debt, earnings, and completion rates of students who attended this program, please visit [http://www.rasmussen.edu/doi\\_sid\\_2017/information\\_security\\_bs.html](http://www.rasmussen.edu/doi_sid_2017/information_security_bs.html)

# ADDENDUM to the Rasmussen College Catalog 2017-2018

June 27, 2018

## Data Analytics | BACHELOR'S DEGREE

Flex Choice Credit by Assessment Available | 11-Week Quarters (5.5-Week Terms)

### Bachelor of Science Degree

#### CAREER OPPORTUNITIES

- Business Intelligence Developer
- Data Analyst
- Data Quality Analyst
- Junior Data Analyst
- Systems Engineer
- Systems Software Developer
- Web Analytics Analyst

#### OBJECTIVE

This program provides students with hands-on experience, which allows them to apply knowledge and skills related to the complete data analysis lifecycle. Courses are project-based and simulate real-world experience with relevant software applications and databases. Students benefit from learning from highly-qualified faculty who have practical, in-field experience. Graduates will understand how to explore and apply data analytics principles such as management, environments, platforms, scripting, software, data quality, data analysis, and visualization. This program's curriculum is aligned to industry-standard analytics and software tools that gives an advantage to our graduates as they enter the career field. Authentic, real-world scenario assessments allow students to further apply industry-relevant knowledge and skills. Graduates are prepared to communicate actionable insights to stakeholders through data analysis and visualization.

#### BACHELOR COMPLETER ENTRANCE OPTION

Students with prior college experience may be eligible for the bachelor completer entrance option. The bachelor completer entrance option requires either: (a) evidence of a conferred associate's degree in one of the fields listed below, or (b) at least 90 quarter credits (or 60 semester credits) of transferrable college-level coursework with a grade of C or higher in each course. All conferred degrees and transfer credits must have been earned at an accredited institution recognized by the U.S. Department of Education.

The following are acceptable associate's degree fields:

- Computer Science
- Programming
- Web Programming
- Game Programming
- Software Engineering
- Computer Engineering
- Software Application Development

Students may be required to take additional coursework if they have not presented a transcript proving prior completion of the following courses with a grade of C or higher: C++ Programming, Database Fundamentals for Programmers, and Essential Statistics and Analytics. Prior transcripts will be evaluated on a course-by-course basis to determine if additional coursework is required to be completed as a prerequisite for upper-level courses. Comparable introductory programming and database courses must have been completed within the past three (3) years.

Students seeking consideration of credit for work or professional experience must pursue the Prior Learning Assessment (PLA) process as established through the Council for Adult Experiential Learning (CAEL).

#### GENERAL EDUCATION COURSES

##### Lower Division

English Composition (Required course)	4
ENC 1101 English Composition+	
Communication (Select 3 courses)+	12
Humanities (Select 2 courses)+	8
Math/Natural Sciences (Required courses)	13
MAC 1106 Advanced Algebra	
QMB 2600C Discrete Mathematics for Data Analytics	
STA 1625 Essential Statistics and Analytics	
Social Sciences (Select 2 courses)+	8

##### Upper Division

Communication (Select 2 courses)+	8
Humanities (Select 1 course)+	4
Math/Natural Sciences (*Required course, select 1 additional course)+	8
*STA 3215 Inferential Statistics and Analytics	
Social Sciences (Select 1 course)+	4

##### MAJOR AND CORE COURSES

##### Lower Division

COP 1350CC++ Programming	4
COP 1532C Database Fundamentals for Programmers	3
GEB 1011 Introduction to Business	4
QMB 1000C Fundamentals of Data Analytics 3	
QMB 1100C Software Design Using C#	3
QMB 1200C Object-Oriented Programming Using Java	4
QMB 2000C Introduction to Linux in Analytics	4
QMB 2100C Data Platforms	4
QMB 2200C Fundamentals of Data Visualization	4
QMB 2300C Introduction to Data Warehousing	4
QMB 2400C Introduction to Analytics Environments	4
QMB 2500C Open Source Scripting Languages	4

##### Upper Division

CDA 3315C Fundamentals of Enterprise Architecture	4
CTS 3265C Introduction to Business Intelligence	4
CTS 4557 Emerging Trends in Technology	3
GEB 3422 Business Project Management	4
IDC 3152 Enterprise Resource Reporting	4
MAN 3504 Operations Management	4
QMB 3000 Introduction to Data Analytics	4
QMB 3100 Foundations of Analytics Platforms, Environments, and Software	4
QMB 3200 Introduction to Scripting	4
QMB 3300 Introduction to Data Visualization	4
QMB 4000 Data Elements	4
QMB 4100 Applied Business Intelligence	4
QMB 4200 Advanced Analytics Platforms, Environments, and Software	4
QMB 4300 Data Quality in Analytics	4
QMB 4400 Data Analysis and Optimization	4
QMB 4500 Data Visualization Implementation and Communication	4
QMB 4900 Data Analytics Capstone	3

Lower Division General Education Credits	45
Upper Division General Education Credits	24
Lower Division Major and Core Credits	45
Upper Division Major and Core Credits	66
<b>Total Bachelor's Degree Credits</b>	<b>180</b>

+Flex Choice Credit by Assessment available; see page 132 for details.

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