

GENERAL INFORMATION

Pg. 6 **Accreditation and Licensure**

Final paragraph should read:

For more information, please see Accreditation, Licensing, and Approvals under College Policies.

Pg. 7 **Enrollment Procedures**

Sixth bullet point should read:

- Individuals applying to the Medical Laboratory Technician, Surgical Technologist, and Practical Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the application procedures for these programs under Academic Information and College Policies.

Final bullet point should read:

- In addition, some programs require applicants to complete a criminal background check. See the Background Checks policy for more information.

Second sentence in text paragraph should read:

All money paid to the College will be refunded if you are not accepted, except any non-refundable test fees required for the Practical Nursing, Surgical Technologist, and Medical Laboratory Technician programs.

Pg. 9 **Scholarship and Grant Programs**

Add:

**On-Time Graduation Scholarship and Accelerated Graduation Scholarship**

Rasmussen College is committed to helping students get their degree and start their new careers. To help our students reach that goal faster, Rasmussen offers two scholarships to students to help make on-time graduation a reality. Students who take thirteen (13) or more credits a quarter will receive a \$500 Accelerated Graduation Scholarship each quarter. Additionally, students who take nine (9) to twelve (12) credits per quarter will receive a \$300 On-Time Graduation Scholarship each quarter. Students who start in February, May, August, or November and take seven (7) or eight (8) credits will receive a \$200 On-Time Graduation Scholarship their first quarter.

**Restrictions**

Students are eligible for only one of the following scholarship and grant programs at a time:

- Grade Point Achievement Scholarship
- Early Start Program
- 10% Military Discount
- Corporate Discount

Students may combine any of these scholarships with the On-Time Graduation Scholarship and/or the Accelerated Graduation Scholarship.

PROGRAMS

Add:

**SCHOOL OF EDUCATION**

**Early Childhood Education AAS Degree**

**Child Care Specialist Certificate**

See catalog page below.

**SCHOOL OF NURSING**

**Practical Nursing AAS Degree**

See catalog page below.

**SCHOOL OF ALLIED HEALTH**

Add program:

**Medical Administration AAS Degree**

See catalog page below.

**SCHOOL OF JUSTICE STUDIES**

Add programs:

**Human Services AAS**

**Law Enforcement AAS**

**Law Enforcement Academic Certificate**

**Law Enforcement Skills Certificate**

See catalog pages below.

**SCHOOL OF TECHNOLOGY AND DESIGN**

Add program:

**Software Systems Design AAS**

See catalog page below.

Pg. 10 **Exercise Science AAS Degree**

MA125 Pharmacology for the Allied Health Professional should read:

Number	Title	Credits
MA135	Pharmacology for the Allied Health Professional	4

Pg. 11 **Health Information Technician AAS Degree**

Statement on CAHIIM accreditation should read:

The Health Information Technician associate’s degree offered at the Brooklyn Park, Eagan, Eden Prairie, Lake Elmo, Mankato, Rockford, and St. Cloud campuses is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The Health Information Technician associate’s degree offered at the Green Bay campus is in Candidacy Status for accreditation by the Commission on Health Informatics and Information Management Education (CAHIIM).

Pg. 12 **Medical Laboratory Technician AAS Degree**

Standard Length of Program should read:

- 8 Quarters Full-Time

ML291 and ML292 should read:

ML291	Clinical Practicum I	12
ML292	Clinical Practicum II	12

Total Degree Credits should read:

**Total Degree Credits 111\***

Pg. 15 **Accounting AAS Degree**

Objective should read:

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. They value critical-thinking and communication skills and the ability to relate accounting concepts to the world around them.

Pg. 16 **Business Management BS Degree**

Program objective should read:

Graduates of this program know concepts in management, human resources, marketing, business law and ethics, and customer service. They understand accounting, and advanced management theories and techniques in a variety of fields. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; integrate their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate effectively within a continually changing environment. They value critical thinking, communication, diversity, leadership, integrity, and lifelong learning.

B480 Critical Issues in Business should read

Num.	Course	Credits
B498	Management Capstone	3

Unrestricted elective credits should read: 16

Lower Division General Education – Social Sciences should read:

**Social Sciences** (1 required\*\*\*; select 1 course)

Num.	Course	Credits
G122	World Geography	4
G123	Principles of Economics***	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4

Triple-asterisk (\*\*\*) statement should read:

\*\*\*G123 *Principles of Economics* and G233 *College Algebra* are required. Students must complete one additional course from both the Math/Natural Sciences and Social Sciences categories.

Pg. 16 **Business Management AAS Degree**

Objective should read:

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. They value critical thinking, communication, diversity, and lifelong learning.

Marketing and Sales Specialization should read:

B119	Customer Service	4
B140	Sales Techniques	4
B218	E-Commerce	4
B224	Marketing Ethics	4
B232	Principles of Marketing	4
B263	Principles of Advertising	4
R200	Principles of Retailing	4
	<b>Total Degree Credits</b>	<b>95*</b>

Add Specializations:

**Child Development Specialization**

CC151A	Foundations of Child Development	4
CC152	Early Childhood Education Curriculum and Instruction	4
CC153A	Health, Safety, and Nutrition	4
CC258A	Infant and Toddler Development	4
CC259	Dynamics of the Family	4
CC260A	The Exceptional Child	4
CC261A	Emerging Literacy Through Children's Literature	4
	<b>Total Degree Credits</b>	<b>95*</b>

**Entrepreneurship Specialization**

B146	Introduction to Entrepreneurship	4
B240	Entrepreneurial Product and Service Planning	4
B243	Entrepreneurial Marketing	4
B244	Entrepreneurial Finance: Capitalization for the Entrepreneur	4
B247	Entrepreneurial Internship	4
B293	Business Ethics	4
	<b>Total Degree Credits</b>	<b>91*</b>

**Pg. 19 Criminal Justice AAS**

Remove triple-asterisk (\*\*\*) statement on requirement of G141 for the PPOE track.

Law Enforcement Specialization should read:

**Law Enforcement Specialization\*\*\***

Statement on PPOE track should read:

\*\*\*Students seeking licensing as professional peace officers must take the Law Enforcement specialization. In order to sit for the licensing exam, students are also required to

successfully complete an officially recognized first-aid course in First Responder, Emergency Medical Technician, or Emergency Response, and to complete skills training. Students must provide the Rasmussen College Law Enforcement POST Coordinator with a copy of their required first-aid certification (e.g., a photocopy of their first-responder card) for inclusion in each student's POST file maintained at Rasmussen College. Some skills training providers may require additional academic coursework.

**Pg. 20 Professional Peace Officer Education Certificate**

Remove this program from the catalog. Beginning in Summer 2009, students who wish to obtain licensing as professional peace officers must enroll in the Law Enforcement AAS Degree, Law Enforcement Academic Certificate, and/or the Law Enforcement Skills Certificate.

**Pg. 22 Information Systems Management AAS Degree Career Opportunities should read:**

- Computer Support Specialist
- Network System Administrator
- Network Security Specialist
- Computer Application Support Specialist
- Web Developer
- Database Administrator

Database Administration Specialization should read:

**This degree program is also offered online.**

**Pg. 23 Multimedia Technologies AAS Degree**

Program Objective should read:

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

## COURSE DESCRIPTIONS

### Pg. 24 Credit Definition

Text should read:

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, practicum contained in a quarter, or the equivalent in directed study.

Clock Hour - Equal to 50 minutes of instruction.

### Pg. 24 Course Prefixes

Add the following:

CC	Child Care
HS	Human Services
LE	Law Enforcement
SD	Software Systems Design

Remove:

**B096 English for Second Language Learners**  
**R204 Entrepreneurship**

### **B480 Critical Issues in Business**

Should read:

#### **B498 Management Capstone\***

**30 hours, 3 credits**

In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, contemplating, and applying theoretical concepts studied throughout their degree in creating a solution for an actual management need. This course is designed to be taken at the end of the program.

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

### **BU301 Public Relations**

Add:

Prerequisite: Principles of Marketing

### **BU307 Insurance**

Add:

Prerequisite: Introduction to Business

### **BU322 Money and Banking**

Add:

Prerequisite: Principles of Economics or equivalent.

### **BU340 Professional Selling**

Add:

Prerequisite: Principles of Marketing

### **BU402 Strategic Management**

Should read:

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.

### **BU480 Small Business Management**

Add:

Prerequisite: Principles of Management

### **G435 Literature of American Minorities**

Course description should read:

This course introduces students to a variety of texts by American minority authors from the mid-19<sup>th</sup> 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.

### **J115 Introduction to Corrections**

Prerequisite should read:

Prerequisite: Introduction to Criminal Justice

**M209 Medical Insurance and Billing**Course description should read:

In this course students will receive an introduction to common 3<sup>rd</sup> party payers, insurance terminology, and medical billing. They will learn skills including claim forms preparation and processing, and electronic claim submission, and will review introductory medical coding. They will also examine plan options, payer requirements, state and federal regulations, and abstracting of source documents.

Prerequisite: Medical Terminology

**M252 Health Information Practicum**Course description should read:

A simulated practical experience exploring a virtual hospital and clinic and using software and practical simulation assignments to experience real-world situations within HIM departments and other hospital departments. The practicum allows students to gain experience as a health information technician in a simulated healthcare work setting, and is essential to training and certification.

Prerequisite: Medical Law and Ethics, Healthcare Information Technologies, Quality Analysis and Management

**ML100 Introduction to Clinical Laboratory Science**Prerequisite should read:

Prerequisite: Program admission.

**ML150 Clinical Chemistry I**Prerequisite should read:

Prerequisites: Introduction to Clinical Laboratory Science, Human Anatomy and Physiology I  
Co-requisite: College Algebra

**ML291 Clinical Practicum I**Hours and credits should read:

360 hours, 12 credits

**ML292 Clinical Practicum II**Hours and credits should read:

360 hours, 12 credits

**N127 Microsoft Windows Workstations**Course description should read:

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

**N234 Microsoft Exchange Server**Course description should read:

In this course students will learn a wide range of information about Exchange Server, from installation, configuration, administration, troubleshooting, and maintenance. It introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course uses a multitude of real-world examples of networking and messaging issues. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take Microsoft's MCSE Exam #70-236.

**ST105 Introduction to Surgical Technology**Course description should read:

This course will introduce the student to the field of surgical technology and prepare them to become a part of the operating room team. Areas explored in this course are medical terminology for the operating room, introduction to microbiology, medical and surgical asepsis, operating room design, and surgical equipment, patient care, procedures, and instrumentation.

**ST112 Surgical Procedures I**Course description should read:

This course will orient the student to surgical technology and prepare them for scrub and circulator duties as well as Surgical Practicum I. Topics include standards of conduct, special populations, safety standards, biomedical medicine, asepsis and sterile technique, anesthesia, and instrumentation.



**ST203 Surgical Procedures II**Course description should read:

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

**ST207 Surgical Procedures III**Course description should read:

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

**ST215 Surgical Tech Practicum I**Course description should read:

This course is designed to provide the student with a clinical experience that includes a solid introduction to the operating room, and to scrub and circulating routines. This course functions to expand and apply knowledge gained in the Surgical Procedures courses. One of the assumptions of this curriculum is that the student who has passed the Clinical Readiness portion of the program will be ready to apply knowledge by scrubbing and circulating in a supervised setting beginning Week 1 of this course.

**ST220 Surgical Tech Practicum II**Course description should read:

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

**ADD:****B146 Introduction to Entrepreneurship****40 hours, 4 credits**

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

Prerequisite: Introduction to Business

**B240 Entrepreneurial Product and Service Planning****40 hours, 4 credits**

Students will explore the ways in which products and services are developed. They will review the various methods used to identify market opportunities, to engage in market sizing, and to develop an understanding of the competition. Students will develop a basic product or service plan, which will include a detailed description of how the product or service will be designed, sourced or manufactured, and delivered to the client. Students will also examine about the lifecycle of products and services once they are launched.

Prerequisite: Introduction to Entrepreneurship

**B243 Entrepreneurial Marketing****40 hours, 4 credits**

Students will examine all aspects of entrepreneurial marketing. Using marketing case studies, students will explore several entrepreneurial marketing tactics and will create a marketing strategy for their chosen product or service. From this strategy, students will create a complete market plan. They will also present their ideas to the class

Prerequisite: Introduction to Entrepreneurship

**B244 Entrepreneurial Finance: Capitalization for the Entrepreneur****40 hours, 4 credits**

Students will examine the ways in which entrepreneurial ventures are financed. They will explore how to raise both start-up and operating capital. Students will participate in a simulation designed to teach them the value of financial management and the practical use of tools such as profit and loss statements, balance sheets, income and cash flow statements.

Prerequisite: Principles of Finance

**B247 Entrepreneurial Internship****120 hours, 4 credits**

Students will complete an unpaid internship with a local entrepreneur or business owner. The College facilitates the process of matching students with entrepreneurs. The internship will integrate prior coursework into a comprehensive understanding of entrepreneurship, providing students with hands-on learning opportunities and work experience. During the internship, the student will shadow the entrepreneur and write a series of short, reflective papers based on their experience.

Prerequisite: Entrepreneurship student in last or second-to-last quarter

**CC151A Foundations of Child Development****40 hours, 4 credits**

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

Prerequisite: none

**CC152 Early Childhood Education Curriculum and Instruction****40 hours, 4 credits**

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

Prerequisite: none

**CC153A Health, Safety, and Nutrition****40 hours, 4 credits**

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

Prerequisite: none

**CC154A Observing and Promoting Development in the Early Childhood Classroom****240 hours, 8 credits**

Under externship supervision, the student will observe and implement developmentally appropriate practice techniques while interacting with children and family.

Prerequisite: none

**CC155 Creating a Learning Environment****300 hours, 10 credits**

Continuation of Observing and Promoting Development in the Early Childhood Classroom. The focus is on developmentally appropriate practices and leadership.

Prerequisite: Observing and Promoting Development in the Early Childhood Classroom

**CC156 Implementing Curriculum in the Early Childhood Classroom**  
**300 hours, 10 credits**

This course is a continuation of Observing and Promoting Development in the Early Childhood Classroom. The focus is on developmentally appropriate practices and leadership.

Prerequisite: Creating a Learning Environment

**CC258A 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: none

**CC259 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: none

**CC260A 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: none

**CC261A 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 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: none

**HS100 Introduction to Human Services**  
**40 hours, 4 credits**

Introduction to Human Services exposes the student to the many facets of human services work. Topics to be explored include programs, policies, history, politics, and how current economics shape programs. Human service intervention strategies utilized in daily practice are examined along with stresses faced in the workplace. Comparisons of human services systems from a variety of countries will also be examined.

Prerequisite: none

**HS110 Cultural Diversity in Human Services**  
**40 hours, 4 credits**

This course will examine diversity in many communities and the cross-cultural service delivery available in those communities. Specific client populations will be explored, with an understanding of what cultural, physical, and mental diversity is and why it is important. Special attention will be paid to working with people of both mental and physical disabilities. Those disabilities include, but are not limited to, mental retardation, autism, and Asperger's Syndrome.

Prerequisite: Introduction to Human Services



**HS115 Introductory Strategies to Crisis Intervention**  
**40 hours, 4 credits**

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

Prerequisite: Introduction to Human Services

**HS250 Organization and Leadership in Human Services****40 hours, 4 credits**

Working and managing within a human services organization takes high morals, standards, and ethics. Through this course, students will consider the complexity of moral and ethical dilemmas in navigating and managing in the human service industry. Students will learn decision-making techniques to include the necessary components for an ethical reasoning process. In order to have a strong foundation of practice, students will learn to how to build a strong ethical organization through culture, climate, and structure.

Prerequisite: Case Management, Counseling Clients

**HS260 Community Psychology****40 hours, 4 credits**

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

Prerequisite: Introduction to Psychology

**HS280 Abnormal Psychology****40 hours, 4 credits**

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

Prerequisite: Introduction to Psychology

**HS290 Human Services Internship****260 hours, 9 credits**

Field experience is a key learning experience in a human services delivery organization. It is a process of experiential learning that integrates the knowledge, theory, skills, and professional behaviors that are concurrently being taught within the classroom. It is an integral part of the total educational process.

Prerequisite: Students must be in their last or second to last quarter before graduation.

**J222 Practical Psychology for Law Enforcement**Prerequisite should read:

Prerequisite: Introduction to Criminal Justice

**LE200 Traffic Enforcement****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.

Prerequisite: Ethics in Criminal Justice, Practical Psychology for Law Enforcement

**LE211 Firearms I****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.

Prerequisite: Ethics in Criminal Justice, Practical Psychology for Law Enforcement

**LE212 Firearms II****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.

**LE221 Defensive Tactics I****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. They will learn 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.

Prerequisite: Ethics in Criminal Justice, Practical Psychology for Law Enforcement

**LE222 Defensive Tactics II****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: Defensive Tactics I

**LE230 Police Investigation Process****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.

Prerequisite: Ethics in Criminal Justice, Practical Psychology for Law Enforcement

**LE240 Minnesota Traffic Code****20 hours, 2 credits**

Students will explore motor vehicle laws and statutes related to traffic enforcement in Minnesota. They will examine rules pertaining to driving, equipment, motor vehicle insurance, and driver licensing. They will identify unique circumstances and vehicles in traffic law, including commercial motor vehicles, implements of husbandry, boats, and all-terrain vehicles. Students will also review alcohol and drugs impairments to driving, and enforcement of related laws.

Prerequisite: none

**LE245 Minnesota Criminal Code****20 hours, 2 credits**

Students will examine Minnesota criminal code and related statutes to gain a thorough understanding of peace officer responsibilities under Minnesota law. They will review specific Minnesota crimes and their elements, levels of offense, and the proper handling of suspects involved in various crimes. They will also explore charging, defenses, and sentencing will also be explored.

Prerequisite: none

**LE280 Patrol Practicals with Pursuit Driving****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.

Prerequisite: Ethics in Criminal Justice, Practical Psychology for Law Enforcement

**LE290 Law Enforcement Capstone****20 hours, 2 credits**

Students will examine the future of law enforcement by reviewing the topical areas of law enforcement required for success in the field. They will discuss current employment opportunities, certification requirements, and application and hiring processes. They will review specialty areas for successful certification and licensing, and discuss the potential ethical, legal, social, and political ramifications for the future.

Prerequisite: Students must be enrolled in the Law Enforcement program and in their last or second to last quarter.

**PN100 Nursing Foundations****120 hours, 6 credits**

This introductory course is comprised of both a theory and a clinical component. Students are introduced to the concepts and nursing abilities required to meet basic human needs. Emphasis is placed on safety, psychomotor skills, therapeutic communication, and adult growth and development. The student must achieve a variety of nursing competencies to successfully complete this course.

Prerequisite: Program admission

Co-requisites: Introduction to Pharmacology, Human Anatomy and Physiology I

**PN110 Introduction to Pharmacology****40 hours, 4 credits**

This course introduces basic concepts related to drug classification, drug action/interaction, therapeutic and adverse effects, and contraindications. The student gains basic proficiency in the use of problem-solving skills and mathematical calculations to determine drug dosage. This course presents a basic overview of pharmacology; subsequent coursework builds on this foundation.

Prerequisite: none

**PN115 Nursing I**  
**90 hours, 5 credits**

This course is an introduction to medical/surgical nursing and is comprised of both a theory and clinical component. Content includes nursing documentation, medication administration, the nursing process, and transcultural considerations. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the cardiovascular and respiratory systems.

Prerequisites: Nursing Foundations, Introduction to Pharmacology, Human Anatomy and Physiology I  
Co-requisite: Psychosocial Nursing

**PN120 Psychosocial Nursing**  
**80 hours, 4 credits**

This course presents an overview of the underlying principles of psychiatric/mental health nursing and how those concepts transcend practice settings; it is comprised of both a theory and clinical component. Content includes therapeutic interventions, pathophysiology, psychopharmacology, current therapies, and rehabilitation for the patient experiencing psychiatric/mental-health alterations. Emphasis is on therapeutic communication, patient-nurse boundaries, and holistic care.

Prerequisite: Nursing Foundations  
Co-requisites: Nursing I, Introduction to Psychology

**PN125 Nursing II**  
**120 hours, 6 credits**

This course is a continuation of Nursing I and is comprised of both a theory and a clinical component. Content includes surgical care, fluid and electrolyte balance, pain management, and care environments. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and criticalthinking skills for patients with disorders of the reproductive, musculoskeletal, urologic, and endocrine systems.

Prerequisites: Nursing I, Psychosocial Nursing  
Co-requisites: Maternal-Child Nursing, Nutrition and Diet Therapy

**PN130 Maternal - Child Nursing**  
**80 hours, 4 credits**

This course introduces maternal-child nursing and is comprised of both a theory and clinical component. Students explore concepts relevant to care of the obstetrical, newborn, and pediatric patient as well as sexuality and fertility issues. Emphasis is placed on family-centered care. Obstetrical content includes progression through pregnancy, childbirth, and postpartum care including newborn and high risk infant care. Pediatric content includes concepts of growth and development and fundamentals of health maintenance, health promotion, and disease prevention.

Prerequisite: Nursing I  
Co-requisites: Nursing II, Nutrition and Diet Therapy

**PN135 Nursing III**  
**120 hours, 6 credits**

This course is a continuation of Nursing II and is comprised of both theory and clinical components. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the digestive, blood, lymph, integument, immune, and neurological systems. Modalities of care across the healthcare system are discussed.

Prerequisites: Nursing II, Maternal - Child Nursing, Nutrition and Diet Therapy  
Co-requisites: Nursing Seminar, Geriatric Nursing

**PN140 Geriatric Nursing**  
**80 hours, 4 credits**

This course explores care for the older adult and is comprised of both a theory and clinical component. The content builds on previous learning experiences to incorporate a more in-depth study of the normal aging process to assure comprehensive nursing care for the older adult patient. Content will address the psychological, cultural, spiritual, legal, and ethical aspects related to geriatric nursing care.

Prerequisites: Nursing II, Maternal - Child Nursing, Nutrition and Diet Therapy  
Co-requisites: Nursing III, Nursing Seminar

**PN145 Nursing Seminar****20 hours, 2 credits**

This course examines the role of the practical nurse. Content includes the history of nursing, practical nursing scope of practice, legal and ethical considerations, and NCLEX-PN review. Content is designed to facilitate transition from the role of student to the role of graduate practical nurse. Emphasis is placed on assuming personal accountability for nursing actions. The importance of participation in continuing educational activities is emphasized.

Prerequisites: Nursing II, Maternal – Child Nursing, Nutrition and Diet Therapy  
Co-requisites: Nursing III, Geriatric Nursing

**SD100 Fundamentals of Computer-Integrated Electronics****40 hours, 3 credits**

This course will present microcomputer programming analysis and troubleshooting for real-time applications. Emphasis will be placed in the development of student-assembled programs that use both serial and parallel input-output devices on a microcomputer system. Topics include: numbering systems, microprocessor unit, memory, input/output, instruction sets, addressing modes, assembler techniques, systems configuration, hardware, subroutines and example programs. This course will conclude with a final programming project.

Prerequisite: Fundamentals of Programming

**SD110 Discrete Structures for Computer Science****40 hours, 3 credits**

This course will provide a basic understanding of discrete mathematical topics that form the basis of computer science. Topics to be covered include truth tables, logical propositions, elements of set theory, as well as basic notions of functions and mathematical induction. Students will explore the logical constructs that are the underlying model of discrete systems.

Prerequisite: Fundamentals of Computer-Integrated Electronics

**SD120 Software Quality Assurance****40 hours, 3 credits**

Students will gain an understanding of quality control standards as it applies to software design. They will learn to use different testing methods as appropriate for various software applications, and will be able to recommend improvements to software testing.

Prerequisite: none

**SD130 Microcontroller Embedded Systems****40 hours, 3 credits**

In this class, students will explore the fundamentals of embedded system hardware and firmware design. Issues including embedded processor selection, hardware/firmware partitioning, glue logic, circuit design, circuit layout, circuit debugging, development tools, firmware architecture, firmware design, and firmware debugging will be discussed.

Prerequisite: Fundamentals of Computer-Integrated Electronics

**SD140 Mobile Application Development****40 hours, 3 credits**

This course covers the development of applications on mobile and wireless computing platforms using the Java programming language. Programming techniques for the development of standalone applications and mobile portals to enterprise and m-commerce systems will be explored. Emphasis is placed on the processes, tools and frameworks required to develop applications for current and emerging mobile computing devices touching on all stages of the software development life-cycle.

Prerequisite: Fundamentals of Computer-Integrated Electronics

**SD200 Assembly Language Programming****40 hours, 3 credits**

Students will gain experience in assembly language programming techniques and an understanding of machine code development. They will explore addressing modes, pseudo operations, stack processing, subroutine linkage, arithmetic and logical operations, and input and output. They will design, code, test, and debug programs in a microprocessor development environment.

Prerequisite: Fundamentals of Programming



**SD210 Digital Circuit Design****40 hours, 3 credits**

Students will learn the basic concepts of digital systems, including analysis and design. They will explore both combinational and sequential logic. Students will gain experience with several levels of digital systems, from simple logic circuits to hardware description language and interface programming in C.

Prerequisite: Fundamentals of Computer-Integrated Electronics

**SD220 Real-Time Java Programming****40 hours, 3 credits**

Students will learn the skills necessary to build powerful, real-time multithreaded Java-based software. They will examine the Java concurrency model exploring its strengths and weaknesses, and will learn the semantics, extensions, and modifications to the Java programming environment that enable the Java platform (Virtual Machine) to meet the requirements and constraints of real-time development.

Prerequisite: Fundamentals of Computer-Integrated Electronics

**SD225 Object-Oriented Programming****40 hours, 3 credits**

Students will receive a rigorous introduction to the concepts behind object-oriented programming. They will explore incremental programming, type-safety, polymorphism, encapsulation, and set-based abstraction, and apply these concepts through a variety of projects implemented in the Java programming language.

Prerequisite: Fundamentals of Computer-Integrated Electronics

**SD230 Microcontroller Embedded Systems II****40 hours, 3 credits**

Students will examine the principles of embedded and real-time systems inherent in many hardware platforms and applications. These will include robotics and manufacturing, interactive and multimedia, and immersive and omnipresent applications. Students will learn about real-time operating systems and the resource management issues that arise. They will explore platforms including specialized systems used in application-specific contexts, such as autonomous robotics, smart sensors, and others.

Prerequisite: Microcontroller Embedded Systems I

**SD290 Software Systems Design Capstone****20 hours, 2 credits**

Students will integrate the knowledge and skills learned in the Software Systems Design program. They will complete a capstone project involving programming, application development, and critical thinking.

Prerequisite: Software Systems Design student in last or second-to-last quarter.

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## ACADEMIC INFORMATION AND COLLEGE POLICIES

Add policies:**Allied Health Externships, Practicums, and Clinicals**

Externships, clinicals, and practicums for Allied Health 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.

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

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

Often, students will be offered a position towards the end of their rotation. It must be understood by both parties that should compensation occur for time associated with the practicum requirement, the student may be dismissed from the program and forfeit any accumulated hours.

**2+2 Matriculation**

Students who have completed an associate’s degree from an accredited institution may enroll in a Rasmussen College bachelor’s degree in the same program area (i.e., business degrees are required for business, accounting for accounting, criminal justice / law enforcement for criminal justice) with immediate junior-level standing. A block of 90 quarter credits for graduates from other accredited institutions or the number of credits earned from Rasmussen College graduates—minus any credits needed because of prerequisites or program emphasis that are lacking—will be posted in the student’s academic transcript upon enrollment. Students who have not completed emphasis courses or prerequisite courses for junior- or senior-level coursework may be required to complete the emphasis courses or prerequisites, depending on the applicability of their prior coursework. Students must complete the required number of total credits, including all emphasis credits, to graduate from the bachelor’s degree program.

**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:

<i>Status</i>	<i>Credits Completed</i>
Freshman	0-36
Sophomore	37-72
Junior	73-129
Senior	130 or more

**Individual Progress**

Students may enroll in one or more courses at a time, or in succeeding quarters, without enrolling in a program of study. To be considered for admission, individual progress students must complete the application form and attestation of high school graduation. The STEP test is not required for IP students. Individual progress coursework is assessed at the full cost per credit for each course. Individual progress students remain enrolled at Rasmussen College as long as they continue to select coursework and meet all additional requirements. Upon successful completion of

their courses, individual progress students will receive a letter grade and be awarded credits. To enroll in a program at Rasmussen College, students must complete all remaining programmatic application requirements (including the STEP test). Eligible individual progress courses will be applied to their degree program, and count as credits attempted and earned for purposes of Satisfactory Academic Progress (SAP).

**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, Allied Health and Nursing programs may require specific immunizations upon enrollment. Please see your campus for details.

**MEDICAL LEAVE OF ABSENCE AND MEDICAL WITHDRAWAL POLICY**

Medical Leave:

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

Medical leave is intended for students who need to take time away from Rasmussen College for health reasons.

Medical Withdrawals may be one of the following:

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

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 Officer, have it signed by the appropriate person(s) and return the completed form to the Campus Accommodations Officer.

*WHEN A STUDENT WANTS TO RETURN AFTER A MEDICAL LEAVE OF ABSENCE*

To return from Medical Leave the student, no later than 30 days prior to the first day of classes, must contact the Campus Accommodations Officer to complete a re-admission application. Additionally, the Campus Accommodations Officer must receive a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the professional therapist/physician believes the student is able to return Rasmussen College.

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

*POLICY REGARDING GRADES IN THE EVENT OF A MEDICAL LEAVE OF ABSENCE OR MEDICAL WITHDRAWAL*

1. If the student takes Medical Leave or a Medical Withdrawal on or before the close of the drop/add period the course(s) will be dropped without being recorded on the student’s transcript and tuition will not be charged.
2. A grade of “W/WD” will be recorded for each course for which a student was registered if the student takes Medical Leave or Medical Withdrawal from the College at any time following the first week of the quarter. Under certain circumstances, such as a family catastrophe or substantiated medical problems, a grade of “WX” may be recorded following the end of the first week of the quarter at the discretion of the Campus Director.
3. For Medical Leave Only: An Incomplete (“I/IN”) may be given when the student has completed a percentage of the course but, for reasons beyond his or her control, has to take a Medical Leave. See Incomplete Grade Policy section of this Catalog for rules regarding receiving the grade of Incomplete.

NOTE: Official transcripts will not be released by Rasmussen College until all outstanding financial obligations have been met.

The usual rules for transferring credit to Rasmussen College for courses taken elsewhere while on leave will apply to any academic work done by the student while on Medical Leave or while on Medical Withdrawal from the College.

All academic probations, warnings and dismissals take precedence over any Medical Leaves or Medical Withdrawals. If a student is already on probation or is

placed on probation while on leave, the conditions of his or her probation are continued to the quarter in which he or she returns to the College.

*INVOLUNTARY MEDICAL WITHDRAWAL APPEAL PROCESS*

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

*WHEN A STUDENT WANTS TO RETURN AFTER AN INVOLUNTARY MEDICAL WITHDRAWAL*

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

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

**Pg. 34 College Acceptance or Rejection of Application for Admission**

Add to bulleted list:

- For selected programs, applicants must also pass a background check. See additional information below.

Add section to policy:

*Background Checks*

For some programs, Rasmussen College requires applicants to pass a background check before admission. The background check is designed to alert students to issues that may impair their ability to complete practicum activities or obtain employment upon graduation. The programs that require a background check for admission are the following:

- Health Information Technician AAS

- Medical Laboratory Technician AAS
- Medical Office Assistant AAS
- Surgical Technologist AAS
- Early Childhood Education AAS
- Child Care Specialist Certificate
- Criminal Justice AAS
- Human Services AAS
- Law Enforcement AAS
- Law Enforcement Academic and Skills Certificates
- Paralegal AAS / Certificate
- Practical Nursing AAS

In addition to this general background check, applicants to the Law Enforcement programs or the PPOE track of the Criminal Justice program must also submit to a Minnesota Bureau of Criminal Apprehension background check. Applicants to the Human Services, Surgical Technologist, Medical Laboratory Technician, Medical Office Assistant, and Practical Nursing programs must also submit to a Minnesota Department of Human Services background check, in addition to the general background check.

A student enrolling in any of the designated programs must complete a Background Release Form, as well as a Background Check Attestation. Campuses will be notified directly of applicants whose background check results are clear.

If the background check reveals a potential problem, Rasmussen College will review the applicant's background to determine whether the applicant is eligible to start the program. The College will send either a possible issue letter, or a pre-adverse action letter to all applicants whose background check reveals a potential problem.

A possible issue letter informs applicants that a potential problem revealed in their background check may prevent the student from completing practicum activities and/or finding employment after graduation. Applicants who receive a possible issue letter may acknowledge the issue and make an informed decision to continue with the program, or they may choose to change programs.

A pre-adverse action letter informs the student that the College either will not allow the applicant to enroll in a certain program, or will remove a student from a certain program, based on the background check. The student may contact the background check firm to dispute the information contained in the background check. The College must be informed within seven days of sending the pre-adverse action letter that the student is disputing the

information. If this does not occur, the College will send the student an adverse action letter indicating the action to be taken. The Director of Admissions will contact the applicant to explain the options available. If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The College will review the appeal and issue a final decision.

**Pg. 34 Applying for the Medical Laboratory Technician and Surgical Technologist Programs**

Title should read:

**Applying for the Practical Nursing, Surgical Technologist, and Medical Laboratory Technician Programs**

Second bullet point should read:

- Once it has been determined that an applicant has scored sufficiently on the STEP, the Evolve A2 exam will then be scheduled. The Evolve A2 is a computerized exam designed to determine the ability of the applicant to be successful in the program. The applicant must pay a \$65.00 non-refundable testing fee at time of scheduling. This fee includes the exam and study guide which is to be issued by the Program Manager/Director or may be mailed to the address of the applicant by the Health Science Admissions Coordinator. The A2 will be proctored twice monthly following the predetermined testing dates. The computerized A2 test usually takes approximately three to four hours to complete and will be offered at the local campus. Applicants must score 80% or higher in the areas of Math, Vocabulary, Reading, and Grammar. The Biology, Chemistry, and Anatomy and Physiology portions of the exam will be used for placement purposes. Applicants must also score 80% or higher on the exam as a whole. Actual test scores will only be furnished to students upon written request and must be accompanied by a self-addressed stamped envelope. All requests must be made to the RCI Health Science Admissions Coordinator at the Orlando office. Applicants should allow 3 to 5 weeks for mailed results.

Fourth bullet point should read:

- If candidates wish to repeat the Evolve A2 to increase their score, they may do so by submitting a \$25.00 re-test fee. Only two attempts will be granted during a six-month period. Applicants who do not achieve a score of at least 80% in the required areas, or on the Evolve A2 as a whole, will



not be able to repeat the entrance process for 6 months after the date of the second exam. After this period applicants must repeat the entire entrance process before acceptance can be granted. Former program students who have not been enrolled for more than 12 months must successfully repeat the Evolve A2 to be deemed eligible for reenrollment into their previous program of study. Current students wishing to transfer into another course of study requiring admissions standards will be required to take or retake the Evolve A2.

Add between fourth and fifth bullet points:

- Applicants who fail to achieve a score of 80% in the specified areas of the Evolve A2, or on the exam as a whole, may appeal this requirement. In order to appeal, applicants must submit a written request to the evaluating committee.

**Pg. 34 Developmental Education**

First paragraph, fourth and fifth sentences should read:

Returning students who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundations courses are prerequisites, or their equivalents, do not need to take the STEP test. Returning students who have not successfully completed the Foundations courses, their equivalents, or the courses for which Foundations courses are prerequisites must take the STEP test.

**Pg. 35 Lab-Intensive Allied Health Programs Grading Scale**

Should read:

The following grade scale applies to ES, MA, ML, MT, PB, and ST courses.

<u>Letter Grade</u>	<u>Percentage Range</u>
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%

**Pg. 35 Repeating Failed Courses**

Should read:

Failed courses may be retaken, but only at regular tuition rates. Students repeating a course may count the credits for that course in a financial aid award calculation only if the original grade earned is an “F/FA.” If a student elects to repeat a course for which a grade above “F/FA” was earned, the credits are not included in the financial aid award calculation, thereby making the student responsible for payment out-of-pocket at regular tuition rates. The credits for all repeated courses will be included in credits attempted for the purposes of determining the satisfactory progress evaluation checkpoint, along with the credits from the first time the course was taken. The grade earned from a repeated course will replace the grade in the student’s cumulative GPA from the first time the student took the course. The student’s GPA should be recalculated to reflect the new letter grade.

Students who fail a required course twice may be able to switch to another program that does not include the course as a required part of the program curriculum. Students who fail a course twice, and who cannot switch to another program, will be terminated from the College. Those students cannot return to the College until they successfully complete an equivalent to the course elsewhere and transfer it back in to Rasmussen College, in accordance with meeting the transfer of credit requirements. In the case of credit transfer, the “TR” replaces the “F/FA” for purposes of GPA calculation. However, all of the course credits, both failed and transferred, count in the student’s Cumulative Completion Rate (CCR).

**Pg. 35 Incomplete Grade Policy**

Add:

**Incomplete Policy for Practicums**

In order to successfully complete a practicum experience, students must complete the required number of practicum hours for the course. Students who do not complete all required practicum hours during the quarter in which the course is scheduled will receive a grade of Incomplete in the practicum course. If the student does not complete the remainder of the required practicum hours during the subsequent quarter the student will receive a grade of F. Students will graduate at the end of the quarter in which they successfully complete all required practicum hours and other program requirements.



**Pg. 36 Credit by Examination**Policy should read:

Enrolled students may request credit by examination for 100-level and 200-level courses in which they have been scheduled if an exam has been developed. Credit by examination is not offered for 300-level or 400-level courses, or for Success Strategies, Career Development, practicums, or capstones or designated capstones. In order to request credit by examination for N, NM, and W courses, students must provide documentation of at least one year of relevant work experience. For D, N, NM, and W courses, and for some B and PL courses, industry certification may be considered for credit in lieu of the examination.

Program-specific Medical Office Assistant, Medical Laboratory Technician, Surgical Technologist, and School of Nursing courses are not available for credit by examination. In addition, the Healthcare Information Technologies course is not available for credit by examination.

Students must request credit by examination from the Academic Dean, Director of Campus Operations, or Associate Campus Director prior to the start of the quarter. An examination score of 83% or higher is required to receive credit by examination. The examination grade will be reflect as “TO” (test-out) on the transcript, and will not count in the student’s grade-point average. These credits will not count as credits for financial-aid purposes.

A credit by examination may only be taken once for each course. If a student has already attempted the course, as indicated by a posted W/WD or F/FA grade, no test-out attempt will be allowed. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Office Assistant, Medical Laboratory Technician, Surgical Technologist, and School of Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.

**Pg. 36 Course Waivers**Add:

Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical

Office Assistant, Medical Laboratory Technician, Surgical Technologist, and School of Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.

**Pg. 36 Transfer Credit Policy**Policy should read:

1. Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.
2. Students must request that official transcripts containing coursework to be reviewed for transfer of credit be sent directly to Rasmussen College.
3. As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding courses which transferred and the Rasmussen College courses they will replace. This information is also noted on the Rasmussen College transcript.
4. Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines defined below.
5. E242 Career Development is a course designed to facilitate lifelong career-placement services and the collection of the Graduate Achievement Portfolio. Therefore, although transfer credits may be considered for the E242 Career Development course, it is not available for credit by examination. Further, if previous college credits are accepted in transfer for this course, students will be required to communicate with College placement representatives to review their employment status and to submit their Graduate Achievement Portfolio (which is a requirement for graduation). E150 Success Strategies is not available for credit by examination because its completion is deemed vital to student success. However, E150 will be considered for transfer if a similar course with appropriate credits has been completed with a grade of C or higher at an accredited institution of higher education.
6. Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.33 quarter credits.
7. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Office Assistant, Medical Laboratory Technician, Surgical Technologist, and School of Nursing programs must complete 50% of their program requirements at Rasmussen College, and

no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.

8. All credit transfer is evaluated with the following guidelines:
  - a. Transfer credits from accredited colleges, other than Rasmussen College, will be evaluated on course content. Most courses that are comparable in content from other colleges will be accepted. Students must have received a C or higher to transfer a course to a Rasmussen College program.
  - b. Courses which have been transferred will be listed on the student's transcript with a TR designation. However, grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade-point average.
  - c. Courses from accredited degree-granting colleges which are intended to transfer as general-education requirements will be considered in the General Education categories listed in the Rasmussen College catalog.
  - d. Transfer credits from within the Rasmussen College system will be transferred directly from one Rasmussen College campus to another. Grade-point averages and grades from courses taken at any of the Rasmussen College campuses will be computed in the student's final grade-point average.
  - e. When courses are not accepted for transfer, a student may file an appeal through the following process:
    - i. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.
    - ii. The information will be reviewed by the Academic Dean, Campus Director, or Director of Campus Operations/Associate Campus Director, along with appropriate faculty.
    - iii. The student will receive written notice of the decision.
  - f. Students who enter Rasmussen College are required to take the STEP placement exam. If a student tests at a level of remediation in English or Math, the College will not accept transfer of courses with prerequisites that require completion of the Foundations courses or passing the STEP exam. Once the student successfully completes the necessary Foundations courses and passes the placement exams, the College may reconsider transfer of credit for those courses.

- g. For courses that are not part of a conferred degree to be considered for transfer, credits for major/core courses completed at other institutions must have been earned within the previous ten years of the transfer request date; for courses that are part of a conferred degree that are applicable to the program in which the student enrolls, the time restriction may be waived. Credits in information technology or computer science/computer applications completed at other institutions must have been earned within the previous five years of the transfer request date. Credits in nursing completed at other institutions or at Rasmussen College must have been earned within the previous one year of the transfer request date. General education credits may be considered for transfer regardless of completion date. General education courses that are included as part of a program major/core are to be considered as general education credits for purposes of transfer.

#### Pg. 36 **Advanced Placement Credit**

Should read:

#### **College Equivalency Credits**

The College recognizes the following college-equivalency credits:

- Advanced Placement (AP) examinations and courses based upon the College Board's AP Central for Educators 5-point grade/value scale.
- College-Level Examination Program (CLEP) examinations administered by the College Board.

Credits earned through the above methods are eligible for acceptance in general-education categories only. Students with AP credits in general-education subjects may receive credit if the examination or course score is a 3 or higher. Students who have completed CLEP examinations corresponding to the College's general-education categories may receive credit if the examination score is 50 or higher. Other types of college-equivalency courses and/or examinations may be evaluated for eligibility by the Academic Dean.

Credits earned through college-equivalency programs will be posted on student transcripts as test-out credits (TO) and may not be assigned letter grades or applied to cumulative grade-point-average credits. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or

other means. Students in the Medical Laboratory Technician, Surgical Technologist, and School of Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.

### Pg. 36 **General Education Philosophy**

#### Should read:

The purpose of general education is to promote breadth of knowledge and intellectual inquiry as a central part of all programs, each of which is intended to enable graduates to enjoy productive and satisfying careers. Through general education students are challenged to sharpen oral and written communication skills, to understand the breadth of disciplines that support their selected field of study, and to function responsibly and constructively in a rapidly changing world.

All programs at Rasmussen College are designed to prepare students for the challenges of career and community life. Regardless of length, each program will integrate general education concepts and skills to prepare students to:

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

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

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

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

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

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

### Pg. 37 **Graduation Requirements**

#### First paragraph, second sentence should read:

Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Office Assistant, Medical Laboratory Technician, Surgical Technologist, and School of Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.

### Pg. 37 **Academic Misconduct Policy**

#### Fourth paragraph should read:

These offenses can be from two different courses, or from the same course in the same quarter. The administration reserves the right to expel a student from the College if there are more than two offenses. Aiding and abetting in cheating is considered as grave as initiating the cheating, and will be treated in the same manner.

### Pg. 37 **Drop/Add Class Policy**

#### Should read:

Course registration practices ensure that the College is able to provide quality instruction through obtaining a minimum class size of 12 students per course.

#### Full-quarter drop/add period

Students may add courses through the first Friday of the quarter, which is the close of the drop/add period.

When a student notifies the College of withdrawal from a class:

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student's transcript and tuition will not be charged.
2. Following the first week of the quarter and on or before the sixth Friday of the quarter, students will receive a W/WD on their transcript. The student's grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
3. Following the sixth week of the quarter, students will receive an F/FA for any classes dropped. The student's grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

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

#### Mid-quarter drop/add period

Students may add courses through the second day of the mid-quarter term and may drop a course through the first Friday of the mid-quarter term, which is the close of the drop/add period.

When a student notifies the College of withdrawal from a class:

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student's transcript and tuition will not be charged.
2. Following the first week of the mid-quarter and on or before the third Friday of the quarter, students will receive a W/WD on their transcript. The student's grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
3. Following the third week of the mid-quarter, students will receive an F/FA for any classes dropped. The student's grade point average will be affected, the credits will be counted as cumulative credits attempted,

and tuition will continue to reflect the tuition billed at the close of the drop/add period.

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

#### **Pg. 38 Rasmussen College Early Start Program** Eighth bullet point should read:

- Courses designated with ES, M, MA, ML, MT, PB, PN, and ST are not available to Early Start students.

#### **Pg. 38 Limitations**

##### Policy should read:

Although this catalog was prepared on the basis of the best information available at the time, all information (including the academic calendar, admission and graduation requirements, course offerings, course descriptions, online courses and programs, and statements of tuition and fees) is subject to change without notice. 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 from time to time. The content of a course or program may be altered to meet particular class needs. 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.

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.

Students seeking licensing as professional peace officers in Minnesota must complete the required Law Enforcement coursework at Rasmussen College or transfer in the equivalent. In addition, these students must complete an officially recognized first aid course in First Responder, Emergency Medical Technician, or Emergency Response to be eligible to sit for the Peace Officer Standards and



Training (POST) licensing exam. Students must provide Rasmussen College with a copy of their required first aid certification (such as a copy of their first-responder card) for inclusion in the student's file at Rasmussen College.

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.

**Pg. 38 State of Minnesota Cancellation, Termination, Refund Policy**

Third and fourth bullet points should read:

- Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which he/she has been charged ("Period of Instruction"), all tuition and fees paid, except the application fee, will be refunded. If any books and supplies provided by the College are not returned unused and in a condition such that they can be returned to the supplier, the student will be assessed a fee of \$100 per course for these books and supplies. All prepaid tuition is refundable.
- If a student has been accepted by the College and gives written notice of cancellation or termination after the start of the Period of Instruction for which they have been charged, but before completion of 75% of the Period of Instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the Period of Instruction shall not exceed the pro rata portion of the total charges for tuition, fees, and all other charges that the length of the completed portion of the Period of Instruction bears to its total length, plus a \$100 fee for each course enrolled. After the completion of 75% of the Period of Instruction, no refund will be made.

**Pg. 38 Re-Enter Policy**

Add:

Medical Laboratory Technician, Surgical Technologist, and Nursing Programs

Students who wish to re-enter the Medical Laboratory Technician, Surgical Technologist, and Nursing programs must complete a programmatic assessment in order to determine an appropriate level of re-entry. These students will be allowed to re-enter at the appropriate level if a space in the program becomes available.

**Pg. 39 Return of Title IV Funds Policy**

Paragraph five should read:

A post-withdrawal disbursement occurs when a student who withdraws earned more aid than had been disbursed prior to the withdrawal. Post-withdrawal disbursements are made first from available grant funds before available loan funds and must be done within 45 days of the school's determination that the student withdrew. In addition, loan post-withdrawal disbursements must be done within 180 days of the school's determination that the student withdrew. Rasmussen College credits the student's account for any outstanding current period charges. If there is any remaining post-withdrawal disbursement to be made to the student, an offer is made to the withdrawn student in writing (letter sent to student) within 30 days of the school's determination that the student withdrew. The letter explains the type and amount of fund available and explains to the student the option to accept or decline all or part of the monies. A 14-day response time is given to the student for their decision. If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled.

**Pg. 39 Military Tuition Refund Policy**

Should read:

**Military Leave and Refund**

Enlisted students who are given official orders to deploy and cannot complete the academic quarter 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 will not receive credit or a grade for classes from which they withdraw.

Any tuition refund will be calculated according to federal guidelines, and any remaining balance will be returned in



accordance with the student's Excess Funds Form (completed upon enrollment).

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

#### Pg. 42 **Appeal Procedure**

Second paragraph should read:

If individuals wish to appeal a decision or request a hearing for any other perceived violation of rights, written statements of appeal must be submitted to the Assistant Vice President of Academic Affairs and/or the Vice President of Operations within 15 calendar days of the issue in question. Response will be given within 30 days.

#### Pg. 43 **Accreditation**

Statement on CAHIIM accreditation should read:

The Health Information Technician associate's degree offered at the Brooklyn Park, Eagan, Eden Prairie, Lake Elmo, Mankato, Rockford, and St. Cloud campuses is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The Health Information Technician associate's degree offered at the Green Bay campus is in Candidacy Status for accreditation by the Commission on Health Informatics and Information Management Education (CAHIIM).

Statement on CAAHEP accreditation should read:

The Medical Assisting program at the Brooklyn Park, Eagan, Eden Prairie, Mankato, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Add the following:

The Surgical Technologist program at the Brooklyn Park and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology.

- Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
(727) 210-2350  
[www.caahep.org](http://www.caahep.org)

Programs or campuses not listed above are not programmatically accredited.

#### **Back Cover**

Add to Illinois locations:

##### **Romeoville/Joliet Campus**

1400 W. Normantown Road  
Romeoville, IL 60446  
(866) 967-7045

Add to Wisconsin locations:

##### **Wausau Campus**

1101 Westwood Drive  
Wausau, WI 54401  
1-888-5-RASMUSSEN

## COLLEGE FACULTY AND STAFF

Pg. 44 **Central Office**Add:**Scot Berkey**, Chief Information Officer*M.B.A., University of Chicago**B.S., Northwestern University***Laureen Cahill**, Vice President of Region 1*J.D., B.A., Loyola University Chicago***Douglas Gardner**, Bench Campus Director*B.A., Buena Vista College***Andrea Peters-Swenson**, Director of Central

Recruitment

*B.A., College of St. Benedict*The following individuals should read:**Tawnie L. Cortez**, Vice President of Operations*B.A., Montana State University***Greg Finkelstein**Vice President of Human Capital and Corporate  
Communications*B.S., Tulane University***Michelle Maack Friederichs**, Director of Programmatic

Accreditation and State Licensure

*Ed.D., St. Mary's University**M.A., Minnesota State University – Mankato**B.A., College of St. Benedict***Cynthia Glewwe**, RHIA

Health Science Curriculum Coordinator

*M.Ed., Capella University**B.A., College of St. Scholastica***Bob King, Jr.**, Vice President of Marketing*M.B.A., Northwestern University**B.A., DePaul University***Jim Maza**, Vice President of Information Technology*M.S., DePaul University**B.S., DeVry University***Eric Rasmussen**, Vice President of Region 4*M.Ed., B.Math., University of Minnesota***Matthew Seggaard**, Assistant Vice President of Academic  
Affairs*Ph.D., University of Minnesota**M.A., Ohio University**M.A., B.A., Bowling Green State University***Randall Smith**, Director, Center for Learning and  
Teaching*M.A., B.A., Auburn University***Shawn Walden**, Vice President of Region 3*B.S., Emporia State University*Pg. 44 **Campus and Academic Administration**Remove:

Peter Limvere

Add:**Travis Reimche** Fargo/Moorhead

Director of Admissions – Moorhead

*B.S., University of Mary***Jon P. Peterson**, Campus Director Online*B.A., University of St. Thomas***Ann Morgan**, Dean of Faculty Online*M.A., University of Minnesota – Twin Cities**B.A., University of Wisconsin – Eau Claire***Carrie Daninhirsch** Online

Dean of Student Learning

*M.S., Lesley College**B.S., Northeastern University*Should read:**Seth Grimes** Online

Director of Campus Operations

*M.B.A., Benedictine University**B.S., University of Alabama*Pg. 44 **Financial Aid**Remove:

Darwin Olson

Christina Nelson

Add:**Megan Kragness** Fargo/Moorhead

Financial Planning Coordinator

*B.S., Bemidji State University***Kristin Larson** Fargo/Moorhead

Financial Aid Officer

*B.A., Augustana College***Adam Link** Fargo/Moorhead

Financial Planning Coordinator

*B.S., Minnesota State University - Moorhead*Should read:**Kimberly Burton** Fargo/Moorhead

Financial Aid Officer

*B.B.A., University of North Dakota*

Pg. 44 Student Services

Remove:

Angela Bachman  
Robert Neuteboom  
Carrie Daninhirsch  
Charlene Weatherford

Add:

**Diane Nemitz**, College Registrar Twin Cities  
*M.A., Concordia University*  
*B.A., University of St. Thomas*

**Ashley Armstrong** Fargo/Moorhead  
Administrative Assistant  
*A.A.S., Minnesota State Community and Technical College*

**Michael Carpenter** Fargo/Moorhead  
Administrative Assistant  
*A.A.S., Rasmussen College*

**Sarah Erickson** Fargo/Moorhead  
Administrative Assistant  
*A.S., Minnesota State Community and Technical College*  
*B.S., Minnesota State University – Moorhead*

**Gail Hayes** Fargo/Moorhead  
Administrative Assistant

**Janelle Knudson** Fargo/Moorhead  
Student Services Coordinator

**Brian Olson** Fargo/Moorhead  
Career Services Advisor  
*B.S., University of North Dakota*

**Lael Richards** Fargo/Moorhead  
Learning Center Coordinator  
*B.S., Valley City State University*

**June Schott** Fargo/Moorhead  
Administrative Assistant and Registrar

John Andrick should read:

**John Andrick** Fargo/Moorhead  
Online Services Coordinator  
*B.U.S., North Dakota State University*

Pg. 45 General Education

Remove:

JaDeen Anderson  
Marvin Carlson  
Scott Dack  
Dawn Miller

Add:

**Robert Neuteboom** Fargo/Moorhead  
*M.F.A., Minnesota State University – Moorhead*  
*M.A., B.A., University of South Dakota*

Pg. 45 Rasmussen College Library

Add:

**Emily O'Connor** Ocala  
Director of Library and Learning Resources  
*M.S., Florida State University*  
*B.A., West Virginia Wesleyan College*

Pg. 45 School of Allied Health

Remove:

Bradley Moore  
Lael Richards  
Kathleen Beck

Add:

**Lorrie Laurin**, MT (ASCP) Twin Cities  
Director, School of Allied Health  
*B.A., Carthage College*

**Tammy Renner** Twin Cities  
Medical Laboratory Technician Program Director  
*M.S., University of North Dakota*  
*B.S., Minot State University*

**Gregory Barnett** Fargo/Moorhead  
*M.S., University of Wisconsin – La Crosse*  
*B.S., Minnesota State University – Moorhead*

**Karla Berger**, CMA Fargo/Moorhead  
*Diploma, Lakeland Medical/Dental Academy*

**Crystal Sayler**, RHIA Fargo/Moorhead  
Health Information Technician Program Coordinator  
*B.S., Strayer University*

**Sallie Vance**, CST Fargo/Moorhead  
Surgical Technologist Program Coordinator  
*A.A.S., Presentation College*

Pg. 45 School of Business

Remove:

MacDalton Berns

Add:

**Kathy Heldman** Chicago  
Director, School of Business  
*J.D., M.S., Syracuse University*  
*B.A., University of Michigan*

**Lisa Wixo** Fargo/Moorhead  
*M.B.A., University of Phoenix*  
*B.S., Minnesota State University – Moorhead*

Robert Johnston should read:

**Robert Johnston** Fargo/Moorhead  
*M.B.A., M.S., University of Mary*  
*B.A., Mayville State University*

Pg. 45 **School of Justice Studies**

Patricia Laney should read:

**Patricia Laney** Fargo/Moorhead  
 Criminal Justice Program Coordinator  
*J.D., Hamline University*  
*B.S., Minnesota State University – Mankato*

Pg. 45 **School of Technology and Design**

Remove:

David Pickens

**Add sections:**

**SCHOOL OF EDUCATION**

**Cecelia Westby** Twin Cities  
 Director, Early Childhood Education  
*Ed.D., University of Minnesota*  
*M.A., Concordia University*  
*B.S., University of Minnesota*

**SCHOOL OF NURSING**

**Bradley Moore, RN** Orlando  
 Director, School of Nursing  
*B.S.N., University of South Alabama*

**Cheryl Pratt, RN** Mankato  
 Regional Dean of Nursing  
*M.A., Nursing College of St. Scholastica – Duluth*  
*B.S.N., Winona State University*

**Carol Bunge, RN** Moorhead  
 Dean of Nursing  
*M.H.A., University of Southern Indiana*  
*B.S.N., Indiana University*

**Objective – Practical Nursing AAS degree**

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

<b>PRACTICAL NURSING AAS Degree</b>	
Total Credits for AAS Degree	<b>96</b>
Standard Length of Program	
• 6 Quarters Full-Time	
Career Opportunities	
• Hospital	• Assisted Living
• Clinic	• Dental Office
• Long-Term Care	• Physician’s Office

*\* Students must complete those general education classes listed as required to graduate in this program (G124, G137, G141, G142, G233, MA241, and MA242) or transfer in the equivalent. Additionally, the student must complete two courses from the four listed electives (G125, G138, G201, and G230) or transfer in the equivalent. Credits accepted in transfer must meet the Institution’s guidelines for transfer.*

*To graduate from the program, students must complete all required coursework with an earned grade of C or better, achieve all required skill competencies, and satisfactorily complete all required clinical learning experiences.*

**Nursing and Career Courses**

D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
G124	English Composition*	4
G137	Introduction to Psychology*	4
G141	Introduction to Communication*	4
G142	Introduction to Sociology*	4
G233	College Algebra*	4

**Humanities** (Select 2 courses\*)

G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4

M120	Medical Terminology	4
MA241	Human Anatomy and Physiology I*	5
MA242	Human Anatomy and Physiology II*	5
PN100	Nursing Foundations	6
PN105	Nutrition & Diet Therapy	4
PN110	Introduction to Pharmacology	4
PN115	Nursing I	5
PN120	Psychosocial Nursing	4
PN125	Nursing II	6
PN130	Maternal – Child Nursing	4
PN135	Nursing III	6
PN140	Geriatric Nursing	4
PN145	Nursing Seminar	2
<b>Total Degree Credits</b>		<b>96*</b>

**Applicants to this program must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See “Applying for the Practical Nursing, Surgical Technologist, and Medical Laboratory Technician Programs” under Academic Information.**



**Objective – Medical Administration AAS Degree**

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

<b>MEDICAL ADMINISTRATION AAS Degree</b>	
<i>Total Credits for AAS Degree</i>	<b>100*</b>
<i>Standard Length of Program</i>	
• 7 Quarters <b>Full-Time</b>	• 10 Quarters <b>Part-Time</b>
<i>Career Opportunities</i>	
• Medical Office Assistant	• Medical Business Office Clerk
• Medical Receptionist	• Medical Transcriptionist
• Medical Office Manager	• Medical Coder/Biller

**Foundation Courses**

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

*Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.*

**General Education Courses**

<b>English Composition</b> (Required course)		
G124	English Composition	4
<b>Communication</b> (Select 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4
<b>Math/Natural Sciences</b> (2 required courses)		
G150	Structure and Function of the Human Body	4
G233	College Algebra	4
<b>Social Sciences</b> (Select 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4

*\* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.*

**Major and Core Courses**

D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
M120	Medical Terminology	4
M140	Basic ICD-9-CM Coding	4
M140A	Intermediate ICD-9-CM Coding	3
M141	Ambulatory Care Coding	3
M200	Medical Office Procedures	4
M205	Medical Transcription I	3
M206	Medical Transcription II	3
M207	Medical Transcription III	3
M208	Introduction to Health Information Management	4
M209	Medical Insurance and Billing	3
M223	Pathology I	4
M224	Pathology II	4
M230	Medical Law and Ethics	4
M251	Medical Coding Practicum	1
M280	Medical Transcription Capstone	3
S115	Keyboarding I	3
S116	Keyboarding II	3
S120	Word for Windows	3
<b>Total Degree Credits</b>		<b>100*</b>

**Objective – Human Services AAS Degree**

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

Human Services AAS Degree	
Total Credits for AAS Degree	90*
Standard Length of Program	
• 6 Quarters Full-Time	• 8 Quarters Part-Time
Career Opportunities	
<ul style="list-style-type: none"> <li>• Community Service Specialist</li> <li>• Social Service Specialist</li> <li>• Human Service Assistant</li> <li>• Program Assistant Specialist</li> </ul>	

**Foundation Courses**

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

**General Education Courses**

English Composition (Required course)		
G124	English Composition	4
Communication (Select 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
Humanities (Select 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4
Math/Natural Sciences (1 required**; select 1 course)		
G150	Structure and Function of the Human Body	4
G233	College Algebra**	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4
Social Sciences (2 required courses)		
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4

\* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

\*\* College Algebra is required. Students must complete one additional course from the Math/Natural Sciences category.

**Major and Core Courses**

B119	Customer Service	4
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
HS100	Introduction to Human Services	4
HS110	Cultural Diversity in Human Services	4
HS115	Introductory Strategies to Crisis Intervention	4
HS250	Organization and Leadership in Human Services	4
HS260	Community Psychology	4
HS280	Abnormal Psychology	4
HS290	Human Services Internship	9
J116	Case Management	4
J205	Juvenile Justice	4
J211	Counseling Clients	4

**Total Degree Credits 90\***

**This degree program is also offered online.**

**Objective – Software Systems Design AAS Degree**

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

Software Systems Design AAS Degree	
Total Credits for AAS Degree	92*
Standard Length of Program	
• 6 Quarters Full-Time	• 9 Quarters Part-Time
Career Opportunities	
<ul style="list-style-type: none"> <li>• Software Design Engineer</li> <li>• Computer Programmer</li> <li>• Embedded Systems Engineer</li> </ul>	

**Major and Core Courses**

B119	Customer Service	4
B136	Introduction to Business	4
B271	Professional Communication	4
B293	Business Ethics	4
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2

**Foundation Courses**

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

**General Education Courses**

<b>English Composition</b> (Required course)		
G124	English Composition	4
<b>Communication</b> (Select 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4
<b>Math/Natural Sciences</b> (1 required**; select 1 course)		
G150	Structure and Function of the Human Body	4
G233	College Algebra**	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4
<b>Social Sciences</b> (Select 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4

\* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

\*\* College Algebra is required. Students must complete one additional course from the Math/Natural Sciences category.

**Embedded Systems Specialization**

SD100	Fundamentals of Computer-Integrated Electronics	3
SD110	Discrete Structures for Computer Science	3
SD120	Software Quality Assurance	3
SD130	Microcontroller Embedded Systems	3
SD140	Mobile Application Development	3
SD200	Assembly Language Programming	3
SD210	Digital Circuit Design	3
SD220	Real-Time Java Programming	3
SD225	Object-Oriented Programming	3
SD230	Microcontroller Embedded Systems II	3
SD290	Software Systems Design Capstone	2
W114	Fundamentals of Programming	3

**Total Degree Credits 92\***

**Objective – Early Childhood Education AAS Degree**

Graduates of this program know management and supervisory skills in the early childhood field, and the rules that govern early childhood centers. They understand developmentally appropriate practices, and techniques for behavior guidance and classroom management. They can plan and implement curriculum, and establish and maintain a safe environment. They value critical thinking, professionalism in the workplace, and lifelong learning.

<b>EARLY CHILDHOOD EDUCATION AAS Degree</b>	
Total Credits for AAS Degree	<b>97*</b>
<i>Standard Length of Program</i>	
• 6 Quarters <b>Full-Time</b>	• 8 Quarters <b>Part-Time</b>
<i>Career Opportunities</i>	
• Early Childhood Instructor	• Child Care Administrator
• Early Childhood Paraprofessional	
• Child Care Center Director	

**Major and Core Courses**

CC151A	Foundations of Child Development	4
CC152	Early Childhood Education Curriculum and Instruction	4
CC153A	Health, Safety, and Nutrition	4
CC154A	Observing and Promoting Development in the Early Childhood Classroom	8
CC155	Creating a Learning Environment	10
CC156	Implementing Curriculum in the Early Childhood Classroom	10
CC258A	Infant and Toddler Development	4
CC259	Dynamics of the Family	4
CC260A	The Exceptional Child	4
CC261A	Emerging Literacy through Children’s Literature	4
D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2

**Foundation Courses**

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

*Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.*

**General Education Courses**

<b>English Composition</b> (Required course)		
G124	English Composition	4
<b>Communication</b> (Select 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
<b>Humanities</b> (Select 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4
<b>Math/Natural Sciences</b> (1 required**; select 1 course)		
G150	Structure and Function of the Human Body	4
G233	College Algebra**	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4
<b>Social Sciences</b> (Select 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4

\* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

\*\* G233 College Algebra is required. Students must complete one additional course from the Math/Natural Sciences category.

**Objective – Child Care Specialist Certificate**

Graduates of this program know developmentally appropriate practices, techniques for behavior guidance and classroom management, and the rules that govern early childhood centers. They can plan and implement curriculum, and establish and maintain a safe environment. They value professionalism in the workplace and lifelong learning.

<b>CHILD CARE SPECIALIST Certificate</b>	
<i>Total Credits for AAS Degree</i>	<b>44*</b>
<i>Standard Length of Program</i>	
• 3 Quarters <b>Full-Time</b>	• 3 Quarters <b>Part-Time</b>
<i>Career Opportunities</i>	
• Early Childhood Instructor	• Infant/Toddler Instructor
• Child Care Administrator	• Lead Teacher
• Preschool Assistant	
• Nanny	

**Foundation Courses**

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

*Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.*

**Major and Core Courses**

CC151A	Foundations of Child Development	4
CC152	Early Childhood Education Curriculum and Instruction	4
CC153A	Health, Safety, and Nutrition	4
CC154A	Observing and Promoting Development in the Early Childhood Classroom	8
CC155	Creating a Learning Environment	10
CC156	Implementing Curriculum in the Early Childhood Classroom	10
E150	Success Strategies	4
	<b>Total certificate credits</b>	<b>44*</b>

*\* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.*



**LAW ENFORCEMENT AAS DEGREE**

- 6 Quarters Full-Time
- 8 Quarters Part-Time

**CAREER OPPORTUNITIES**

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

**OBJECTIVE**

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

**FOUNDATIONS COURSES**

B097	Foundations of English	4
B098	Foundations of English II	4
B099	Foundations of Math	4

**GENERAL EDUCATION COURSES**

English Composition (Required course)

G124	English Composition	4
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Communication (Select 1 course)

G141	Introduction to Communication	4
G226	Speech	4

Humanities (Select 2 courses)

G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4

Math/Natural Sciences (1 required\*\*; select 1 course)

G150	Structure and Function of the Human Body	4
G233	College Algebra**	4
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

Social Sciences (2 required courses)

G137	Introduction to Psychology	4
G142	Introduction to Sociology	4

\* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

\*\* College Algebra is required. Students must select 1 additional course from the Math/Natural Sciences category.

**MAJOR AND CORE COURSES**

D111	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
J100	Introduction to Criminal Justice	4
J120	Policing in America	4
J122	Crime Scene to Conviction: Critical Skills in Documentation	4
J125	Criminal Law and Procedures	4
J200	Domestic Violence	4
J205	Juvenile Justice	4
J222	Practical Psychology for Law Enforcement	4
J255	Ethics for Criminal Justice	4
LE200	Traffic Enforcement	3
LE211	Firearms I	2
LE212	Firearms II	2
LE221	Defensive Tactics I	2
LE222	Defensive Tactics II	2
LE230	Police Investigation Process	3
LE240	Minnesota Traffic Code	2
LE245	Minnesota Criminal Code	2
LE280	Patrol Practicals with Pursuit Driving	4
LE290	Law Enforcement Capstone	2

**Total Degree Credits 97\***

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

In order to sit for the Peace Officer licensing exam, students are also required to successfully complete an officially recognized first-aid course in First Responder, Emergency Medical Technician, or Emergency Response. Students must provide the Rasmussen College Law Enforcement POST Coordinator with a copy of their required first-aid certification (e.g., a photocopy of their first-responder card) for inclusion in each student's POST file maintained at Rasmussen College.

**LAW ENFORCEMENT ACADEMIC CERTIFICATE**

- 3 Quarters Full-Time
- 4 Quarters Part-Time

**CAREER OPPORTUNITIES**

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

**OBJECTIVE**

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

**FOUNDATIONS COURSES**

B097	Foundations of English	4
B098	Foundations of English II	4
B099	Foundations of Math	4

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

**MAJOR AND CORE COURSES**

J100	Introduction to Criminal Justice	4
J120	Policing in America	4
J122	Crime Scene to Conviction: Critical Skills in Documentation	4
J125	Criminal Law and Procedures	4
J200	Domestic Violence	4
J205	Juvenile Justice	4
J222	Practical Psychology for Law Enforcement	4
J255	Ethics in Criminal Justice	4
LE240	Minnesota Traffic Code	2
LE245	Minnesota Criminal Code	2

In order to sit for the licensing exam, students are also required to successfully complete an officially recognized first-aid course in First Responder, Emergency Medical Technician, or Emergency Response, and practical/skills coursework meeting POST objectives. Students must provide the Rasmussen College Law Enforcement POST Coordinator with a copy of their required first-aid certification (e.g., a photocopy of their first-responder card) for inclusion in each student’s POST file maintained at Rasmussen College.

**Total Degree Credits** **36\***

**This program is also available online.**

*\* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.*

**LAW ENFORCEMENT SKILLS CERTIFICATE**

• 2 Quarters Part-Time

**CAREER OPPORTUNITIES**

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

**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. They value communication, critical thinking, and integrity in the criminal justice system. Upon completing this program and additional required academic coursework, graduates will be eligible to take the Minnesota Professional Peace Officer (POST) licensing exam.

**FOUNDATIONS COURSES**

B097	Foundations of English	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Admission into 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. Applicants are also required to interview with an admissions representative and complete a Rasmussen College placement test as part of the admissions process.

**MAJOR AND CORE COURSES**

LE200	Traffic Enforcement	3
LE211	Firearms I	2
LE212	Firearms II	2
LE221	Defensive Tactics I	2
LE222	Defensive Tactics II	2
LE230	Police Investigation Process	3
LE240	Minnesota Traffic Code	2
LE245	Minnesota Criminal Code	2
LE280	Patrol Practicals with Pursuit Driving	4
LE290	Law Enforcement Capstone	2

In order to sit for the licensing exam, students are also required to successfully complete an officially recognized first-aid course in First Responder, Emergency Medical Technician, or Emergency Response, and academic coursework meeting POST objectives. Students must provide the Rasmussen College Law Enforcement POST Coordinator with a copy of their required first-aid certification (e.g., a photocopy of their first-responder card) for inclusion in each student's POST file maintained at Rasmussen College.

**Total Degree Credits** **24\***

\* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

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