



**RASMUSSEN**  
COLLEGE  
ILLINOIS CATALOG

[rasmussen.edu](http://rasmussen.edu)

2013 EDITION

# MISSION

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

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

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

# PURPOSES

TO ACCOMPLISH OUR MISSION, RASMUSSEN COLLEGE ESTABLISHED THESE PURPOSES:

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

## 2013 ACADEMIC CALENDAR

- Winter Quarter  
January 7 – March 24
- Early Spring Quarter  
February 11 – March 24
- Spring Quarter  
April 8 – June 23
- Early Summer Quarter  
May 13 – June 23
- Summer Quarter  
July 8 – September 22
- Early Fall Quarter  
August 12 – September 22
- Fall Quarter  
October 7 – December 22
- Early Winter Quarter  
November 12 – December 22

## COLLEGE HOLIDAYS

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

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# WELCOME TO RASMUSSEN COLLEGE



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

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

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

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

*Sincerely,*

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

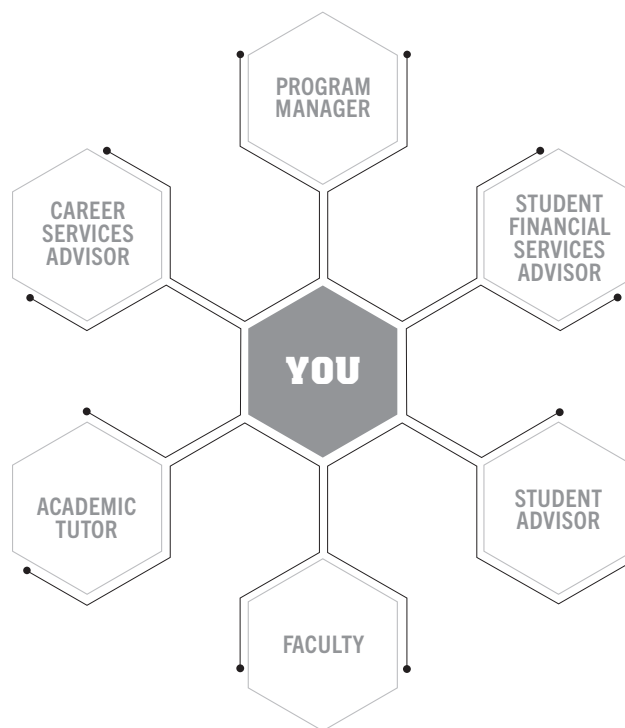
**Kristi A. Waite**  
President, Rasmussen College

# LEARN WITH SUPPORT GRADUATE WITH CONFIDENCE

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

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

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



## PROGRAM MANAGER

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

## STUDENT FINANCIAL SERVICES ADVISOR

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

## STUDENT ADVISOR

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

## FACULTY

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

## ACADEMIC TUTOR

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

## CAREER SERVICES ADVISOR

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

## PERSONAL SUPPORT CENTER

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

## ONLINE LEARNING CENTER

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

## REGISTRAR

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

## STUDENT ACCOUNT MANAGER

- Processes tuition payments and obtains account statements
- Answers questions about the online bookstore ordering process
- Assists with the use of personal checks

SCHOOL OF BUSINESS

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

**CERTIFICATE**

CAREER OPPORTUNITIES:

- Accounting Clerk
- Bookkeeper

OBJECTIVE:

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

FOUNDATION COURSES

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

CERTIFICATE COURSES

MAJOR AND CORE COURSES

A140 Financial Accounting I	4
A141 Financial Accounting II	4
A177 Payroll Accounting	4
A269 Income Tax	4
B136 Introduction to Business	4
B233 Principles of Management	4
B271 Professional Communication	4
D132 Computer Applications and Business Systems Concepts	3
D181 Excel	3
D279 Computer Focused Principles	3
E242 Career Development	2
<b>TOTAL CERTIFICATE CREDITS</b>	<b>39*</b>

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

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

**DIPLOMA**

CAREER OPPORTUNITIES:

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

OBJECTIVE:

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

GENERAL EDUCATION COURSES

English Composition (Required course)	4
G124 English Composition	4
Communication (Required course)	4
G227 Oral Communication	4-5**
Math (Select 1 course)	4-5**

MAJOR AND CORE COURSES

**LOWER DIVISION**

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

<b>Total Diploma Credits</b>	
<b>General Education Credits</b>	<b>12-13</b>
<b>Major and Core Credits</b>	<b>61</b>
<b>TOTAL DIPLOMA CREDITS</b>	<b>73-74*</b>

**SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.**

\*\*G195 College Statistics (5 credits) is the recommended math course for this program.

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

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

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

**ASSOCIATE'S DEGREE**

CAREER OPPORTUNITIES:

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

OBJECTIVE:

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

**IN ADDITION TO ALL DIPLOMA COURSES**

GENERAL EDUCATION COURSES

Humanities and Fine Arts (Select 2 courses)	8
Natural Sciences (Required courses)	6
G156 Human Biology	
G156L Human Biology Lab	
Social and Behavioral Sciences (Required courses)	8
G203 Macroeconomics	
G204 Microeconomics	
<b>Total Associate's Degree Credits</b>	<b>34-35</b>
<b>General Education Credits</b>	<b>61</b>
<b>Major and Core Credits</b>	<b>95-96*</b>

**SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

SCHOOL OF BUSINESS

MISSION STATEMENT

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

## BACHELOR'S DEGREE

### CAREER OPPORTUNITIES:

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

### OBJECTIVE:

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

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

#### GENERAL EDUCATION COURSES

English Composition (Required course)	4
G126A English Composition 2	
Humanities and Fine Arts (Select 1 course)	4
Math (Select 1 course)	4-5
Natural Sciences (Select 2 courses)	8
Social and Behavioral Sciences (Select 1 course)	4

### MAJOR AND CORE COURSES

#### UPPER DIVISION

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

<b>Total Bachelor's Degree Credits</b>	
General Education Credits	58-59
Lower Division Major and Core Credits	61
Upper Division Major and Core Credits	64
<b>TOTAL BS DEGREE CREDITS</b>	<b>183-184*</b>

#### SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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



**SCHOOL OF BUSINESS**

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

**BUSINESS CERTIFICATE**

**CAREER OPPORTUNITIES:**

- Entry-level Business Assistant

**OBJECTIVE:**

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

**FOUNDATION COURSES**

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

**CERTIFICATE COURSES**

**LOWER DIVISION**

A140	Financial Accounting I	4
A141	Financial Accounting II	4
B136	Introduction to Business	4
B232	Principles of Marketing	4
B233	Principles of Management	4
B234	Business Law	4
B271	Professional Communication	4
B293	Business Ethics	4
D132	Computer Applications and Business Systems Concepts	3
E242	Career Development	2
<b>TOTAL CERTIFICATE CREDITS</b>		<b>37*</b>

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

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

**BUSINESS DIPLOMA**

**CAREER OPPORTUNITIES:**

- Management Trainee

**OBJECTIVE:**

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

**GENERAL EDUCATION COURSES**

English Composition (Required course)	4
G124 English Composition	
Communication (Required course)	4
G227 Oral Communication	
Math (Select 1 course)	4-5

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

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

<b>Total Diploma Credits</b>	
<b>General Education Credits</b>	12-13
<b>Major and Core Credits</b>	47
<b>TOTAL DIPLOMA CREDITS</b>	<b>59-60*</b>

**SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

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

**SCHOOL OF BUSINESS**

**MISSION STATEMENT**

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## BUSINESS MANAGEMENT ASSOCIATE'S DEGREE

### CAREER OPPORTUNITIES:

- Retail Management
- Small Business Manager
- Customer Service
- Call Center/Telecommunications Manager
- Human Resource Assistant
- Benefits Administrator
- Sales Representative
- Internet Sales & Marketing Associate
- E-Marketing Coordinator/Web Analyst
- Marketing Assistant

### OBJECTIVE:

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

### IN ADDITION TO ALL DIPLOMA COURSES

#### GENERAL EDUCATION COURSES

Humanities and Fine Arts (Select 2 courses)	8
Natural Sciences (Required courses)	6
G156 Human Biology	
G156L Human Biology Lab	
Social and Behavioral Sciences (Required courses)	8
G203 Macroeconomics	
G204 Microeconomics	

#### MAJOR AND CORE COURSES

##### LOWER DIVISION

##### Business Administration Specialization

A177 Payroll Accounting	4
B119 Customer Service	4
D279 Computer Focused Principles	3

##### Call Center Management Specialization

B275 Call Center Customer Service Representative Skills	4
B276 Call Center Labor Force Management	4
B278 Call Center Operations Management	4

##### Entrepreneurship Specialization

B146 Introduction to Entrepreneurship	4
B240 Entrepreneurial Product and Service Planning	4
B244 Entrepreneurial Finance: Capitalization for the Entrepreneur	4

##### Human Resources Specialization

B250 Training and Development	4
B267 Employment Law	4
B268 Compensation and Benefits Management	4

##### Internet Marketing Specialization

B228 Search Engine Marketing	4
B245 Online Multimedia Marketing	4
B273 Internet Business Models and E-Commerce	4

##### Marketing and Sales Specialization

B140 Sales Techniques	4
B273 Internet Business Models and E-Commerce	4
B281 Public Relations and Advertising	4

##### Total Associate's Degree Credits

General Education Credits	34-35
Major and Core Credits	58-59

##### TOTAL AAS DEGREE CREDITS

**92-94\***

##### SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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



**SCHOOL OF BUSINESS**

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

**BUSINESS MANAGEMENT BACHELOR'S DEGREE**

**CAREER OPPORTUNITIES:**

- Sales Worker Supervisor
- Human Resource Manager
- Marketing Manager
- E-Retail Manager
- Computer and Information Systems Manager
- Operations Manager

**OBJECTIVE:**

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



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

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

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

**GENERAL EDUCATION COURSES**

English Composition (Required course)	4
G126A English Composition 2	
Humanities and Fine Arts (Select 1 course)	4
Math (Select 1 course)	4-5
Natural Sciences (Select 2 courses)	8
Social and Behavioral Sciences (Select 1 course)	4

**MAJOR AND CORE COURSES**

**UPPER DIVISION**

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

**Business Management Specialization**

B333 Principles of Management II	4
B360 Operations Management	4
B404 Negotiation and Conflict Management	4
B415 Risk Management	4

**Human Resources Specialization**

B375 Advanced Human Resource Management	4
B390 Human Resource Information Systems	4
B433 Human Resource Recruitment and Selection	4
B453 Compensation Administration	4

**Information Technology Specialization**

B216 Network Fundamentals for Business Professionals	3
B220 Project Planning and Documentation	4
N330 MIS Techniques	3
N340 Information Technology Project Management	4
N410 Database Management and Administration	3

**Internet Marketing Specialization**

B364 Internet Marketing, Public Relations and Social Media	4
B423 Internet Law	4
B434 Web Analytics	4
B442 Advanced Search Engine Marketing Strategies	4

**Total Bachelor's Degree Credits**

General Education Credits	58-59
Lower Division Major and Core Credits	47
Lower Division Specialization Credits or Unrestricted Electives	11-12
Upper Division Major and Core Credits	51
Upper Division Specialization Credits	16-17

**TOTAL BS DEGREE CREDITS 183-186\***

**SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

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

# HEALTHCARE MANAGEMENT BS DEGREE

## CAREER OPPORTUNITIES:

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

## OBJECTIVE:

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

## FOUNDATION COURSES

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

## GENERAL EDUCATION COURSES

English Composition (Required courses)	8
G124 English Composition	
G126A English Composition 2	
Communication (Required course)	4
G227 Oral Communication	
Humanities and Fine Arts (Select 3 courses)	12
Math (Select 2 courses)	8-9
Natural Sciences	14
(*Required, select 2 additional courses)	
G156 Human Biology*	
G156L Human Biology Lab*	
Social and Behavioral Sciences	12
(*Required, select 1 additional course)	
G203 Macroeconomics*	
G204 Microeconomics*	

## MAJOR AND CORE COURSES

### LOWER DIVISION

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

### UPPER DIVISION

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

<b>Total Bachelor's Degree Credits</b>	
General Education Credits	58-59
Lower Division Major and Core Credits	61
Upper Division Major and Core Credits	63
<b>TOTAL BS DEGREE CREDITS</b>	<b>182-183*</b>

### SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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



**SCHOOL OF BUSINESS**

**HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP**  
 CERTIFICATE • DIPLOMA • AAS DEGREE

**BUSINESS CERTIFICATE**

**CAREER OPPORTUNITIES:**

- Entry-level Business Assistant

**OBJECTIVE:**

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

**FOUNDATION COURSES**

<b>B080</b>	<b>Reading and Writing Strategies</b>	<b>4</b>
<b>B095</b>	<b>Combined Basic and Intermediate Algebra</b>	<b>4</b>

**CERTIFICATE COURSES**

**LOWER DIVISION**

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

**TOTAL CERTIFICATE CREDITS 37\***

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

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

**HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP DIPLOMA**

**CAREER OPPORTUNITIES:**

- Management Trainee

**OBJECTIVE:**

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

**GENERAL EDUCATION COURSES**

<b>English Composition (Required course)</b>	<b>4</b>
<b>G124 English Composition</b>	<b>4-5</b>
<b>Math (Select 1 course)</b>	<b>4-5</b>

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

<b>B165</b>	<b>Introduction to Human Resource Management</b>	<b>4</b>
<b>B235</b>	<b>Introduction to Organizational Leadership</b>	<b>4</b>
<b>B250</b>	<b>Training and Development</b>	<b>4</b>
<b>B267</b>	<b>Employment Law</b>	<b>4</b>

<b>Total Diploma Credits</b>	<b>8-9</b>
<b>General Education Credits</b>	<b>53</b>
<b>Major and Core Credits</b>	<b>53</b>

**TOTAL DIPLOMA CREDITS 61-62\***

**SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

**SCHOOL OF BUSINESS**

**MISSION STATEMENT**

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

## HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP ASSOCIATE'S DEGREE

### CAREER OPPORTUNITIES:

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

### OBJECTIVE:

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

### IN ADDITION TO ALL DIPLOMA COURSES

#### GENERAL EDUCATION COURSES

Communication (Required course)	4
G227 Oral Communication	
Humanities and Fine Arts (Select 2 courses)	8
Natural Sciences (Required courses)	6
G156 Human Biology	
G156L Human Biology Lab	
Social and Behavioral Sciences (Required courses)	8
G203 Macroeconomics	
G204 Microeconomics	

#### MAJOR AND CORE COURSES

##### LOWER DIVISION

B230 Principles of Finance	4
B280 Business Capstone	2

Total Associate's Degree Credits

General Education Credits	34-35
Major and Core Credits	59

**TOTAL AAS DEGREE CREDITS 93-94\***

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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



**SCHOOL OF BUSINESS**

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

**BUSINESS CERTIFICATE**

CAREER OPPORTUNITIES:

- Entry-level Business Assistant

OBJECTIVE:

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

FOUNDATION COURSES

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

CERTIFICATE COURSES

**LOWER DIVISION**

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

**TOTAL CERTIFICATE CREDITS 37\***

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

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

**MARKETING DIPLOMA**

CAREER OPPORTUNITIES:

- Management Trainee

OBJECTIVE:

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

GENERAL EDUCATION COURSES

English Composition (Required course)	4
G124 English Composition	
Math (Select 1 course)	4-5

MAJOR AND CORE COURSES

**LOWER DIVISION**

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

Total Diploma Credits	
General Education Credits	8-9
Major and Core Credits	49

**TOTAL DIPLOMA CREDITS 57-58\***

**SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

**SCHOOL OF BUSINESS**

**MISSION STATEMENT**

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

## MARKETING ASSOCIATE'S DEGREE

### CAREER OPPORTUNITIES:

- Marketing Coordinator
- Marketing Specialist
- Electronic Commerce Specialist

### OBJECTIVE:

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

### IN ADDITION TO ALL DIPLOMA COURSES

#### GENERAL EDUCATION COURSES

Communication (Required course)	4
G227 Oral Communication	
Humanities and Fine Arts (Select 2 courses)	8
Natural Sciences (Required courses)	6
G156 Human Biology	
G156L Human Biology Lab	
Social and Behavioral Sciences (Required courses)	8
G203 Macroeconomics	
G204 Microeconomics	

#### MAJOR AND CORE COURSES

##### LOWER DIVISION

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

<b>Total Associate's Degree Credits</b>	
General Education Credits	34-35
Major and Core Credits	59

**TOTAL AAS DEGREE CREDITS 93-94\***

### SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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



SCHOOL OF DESIGN

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

**MULTIMEDIA TECHNOLOGIES DIPLOMA**

**DIGITAL DESIGN AND ANIMATION**

CAREER OPPORTUNITIES:

- Graphic Designer
- Print and Digital Designer
- Website Designer

OBJECTIVE:

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

FOUNDATION COURSES

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

GENERAL EDUCATION COURSES

English Composition (Required Course)	4
G124 English Composition	
Math (Select 1 course)	4-5**

MAJOR AND CORE COURSES

**LOWER DIVISION**

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

**SPECIALIZATION COURSES**

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

**Total Diploma Credits**

General Education Credits	8-9
Major and Core Credits	59

**TOTAL DIPLOMA CREDITS 67-68\***

**SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.**

\*\*G195 College Statistics (5 credits) is the recommended math course for this program.

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

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

**WEB DESIGN**

CAREER OPPORTUNITIES:

- Graphic Designer
- Print and Digital Designer
- Website Designer

OBJECTIVE:

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

FOUNDATION COURSES

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

GENERAL EDUCATION COURSES

English Composition (Required Course)	4
G124 English Composition	
Math (Select 1 course)	4-5**

MAJOR AND CORE COURSES

**LOWER DIVISION**

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

**SPECIALIZATION COURSES**

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

**Total Diploma Credits**

General Education Credits	8-9
Major and Core Credits	59

**TOTAL DIPLOMA CREDITS 67-68\***

**SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.**

\*\*G195 College Statistics (5 credits) is the recommended math course for this program.

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

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



## MULTIMEDIA TECHNOLOGIES ASSOCIATE'S DEGREE

### CAREER OPPORTUNITIES:

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

### OBJECTIVE:

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

### IN ADDITION TO ALL DIPLOMA COURSES

#### GENERAL EDUCATION COURSES

Communication (Required course)	4
G227 Oral Communication	
Humanities and Fine Arts	8
(*Required, select 1 additional course)	
G147 Art Appreciation*	
Natural Sciences (*Required courses)	6
G156 Human Biology*	
G156L Human Biology Lab*	
Social and Behavioral Sciences (Select 2 courses)	8

#### MAJOR AND CORE COURSES

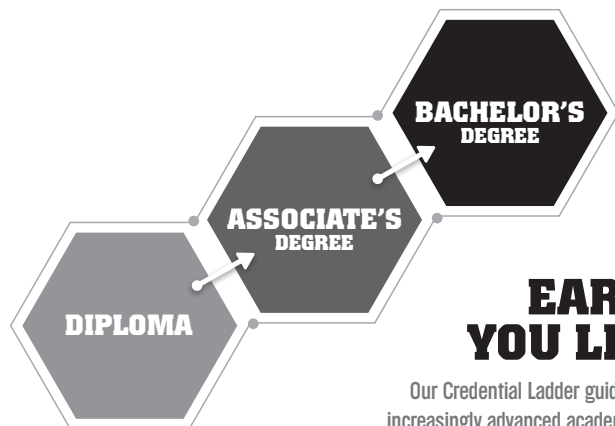
##### LOWER DIVISION

<b>Digital Design and Animation Specialization</b>	
NM280 Multimedia Portfolio Development	2
<b>Web Design Specialization</b>	
NM280 Multimedia Portfolio Development	2
<b>Total Associate's Degree Credits</b>	
General Education Credits	34-35
Major and Core Credits	61
<b>TOTAL AAS DEGREE CREDITS</b>	<b>95-96*</b>

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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



## DIGITAL DESIGN AND ANIMATION BACHELOR'S DEGREE

### CAREER OPPORTUNITIES:

- Graphic Designer
- Website Designer
- Senior Art Director
- Multimedia Artist & Animator
- Visual Media Producer
- Web Operations Manager

### OBJECTIVE:

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

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

#### GENERAL EDUCATION COURSES

English Composition (Required course)	4
G126A English Composition 2	
Humanities and Fine Arts (Select 1 course)	4
Math (Select 1 course)	4-5
Natural Sciences (Select 2 courses)	8
Social and Behavioral Sciences (Select 1 course)	4

#### MAJOR AND CORE COURSES

##### UPPER DIVISION

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

<b>Total Bachelor's Degree Credits</b>	
General Education Credits	58-59
Lower Division Major and Core Credits	61
Upper Division Major and Core Credits	64
<b>TOTAL BS DEGREE CREDITS</b>	<b>183-184*</b>

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

**SCHOOL OF EDUCATION**

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

**CERTIFICATE**

**CAREER OPPORTUNITIES:**

- Early Childhood Teacher's Aide

**OBJECTIVE:**

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

**FOUNDATION COURSES**

<b>B080</b>	<b>Reading and Writing Strategies</b>	<b>4</b>
<b>B095</b>	<b>Combined Basic and Intermediate Algebra</b>	<b>4</b>

**CERTIFICATE COURSES**

**LOWER DIVISION**

<b>E242</b>	<b>Career Development</b>	<b>2</b>
<b>EC100</b>	<b>Foundations of Child Development</b>	<b>4</b>
<b>EC110</b>	<b>Early Childhood Education Curriculum and Instruction</b>	<b>4</b>
<b>EC121</b>	<b>Health, Safety, and Nutrition/CDA Application</b>	<b>4</b>
<b>EC180</b>	<b>Knowledge: Externship I</b>	<b>6</b>
<b>EC181</b>	<b>Application: Externship II</b>	<b>6</b>
<b>EC182</b>	<b>Reflection: Externship III</b>	<b>6</b>
<b>EC200</b>	<b>Observation and Assessment in Early Childhood Education</b>	<b>4</b>

**TOTAL CERTIFICATE CREDITS 36\***

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

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

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

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

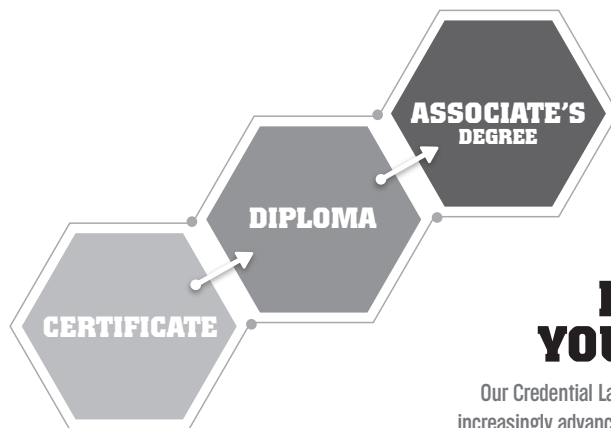
Graduates of Early Childhood Education programs at Rasmussen College are not eligible for licensure as a teacher in an elementary or secondary school. A Bachelor's degree and a state teaching license are typically required to work as a teacher in a public school and some private school settings. States,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

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



**SCHOOL OF EDUCATION**  
**MISSION STATEMENT**

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



**EARN AS YOU LEARN**

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

## DIPLOMA

### CAREER OPPORTUNITIES:

- Early Childhood Teacher's Aide

### OBJECTIVE:

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

### IN ADDITION TO ALL CERTIFICATE COURSES

#### GENERAL EDUCATION COURSES

English Composition (Required course)	4
G124 English Composition	
Communication (Required course)	4
G227 Oral Communication	
Math (Select 1 course)	4-5

#### MAJOR AND CORE COURSES

##### LOWER DIVISION

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

##### Child and Family Studies Specialization

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

##### Child Development Specialization

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

##### English Language Learner Specialization

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

##### Child with Special Needs Specialization

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

##### Total Diploma Credits

General Education Credits	12-13
Major and Core Credits	57

**TOTAL DIPLOMA CREDITS 69-70\***

#### SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

## ASSOCIATE'S DEGREE

### CAREER OPPORTUNITIES:

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

### OBJECTIVE:

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

### IN ADDITION TO ALL DIPLOMA COURSES

#### GENERAL EDUCATION COURSES

Humanities and Fine Arts (Select 2 courses)	8
Natural Sciences (Required courses)	6
G156 Human Biology	
G156L Human Biology Lab	

Social and Behavioral Sciences (Select 2 courses) 8

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

#### MAJOR AND CORE COURSE

##### Child and Family Studies Specialization

EC295 Summative Project for Early Childhood Education	2
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##### Child Development Specialization

EC295 Summative Project for Early Childhood Education	2
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##### English Language Learner Specialization

EC295 Summative Project for Early Childhood Education	2
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##### Child with Special Needs Specialization

EC295 Summative Project for Early Childhood Education	2
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##### Total Associate's Degree Credits

General Education Credits	34-35
Major and Core Credits	59

**TOTAL AAS DEGREE CREDITS 93-94\***

#### SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

SCHOOL OF HEALTH SCIENCES

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

**MEDICAL BILLING AND CODING CERTIFICATE**

CAREER OPPORTUNITIES:

- Medical Coder
- Medical Coder/Biller

OBJECTIVE:

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

FOUNDATION COURSES

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

GENERAL EDUCATION COURSES

Natural Sciences (Required Course)	4
G150 Structure and Function of the Human Body	

MAJOR AND CORE COURSES

LOWER DIVISION

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

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

**MEDICAL BILLING AND CODING DIPLOMA**

CAREER OPPORTUNITIES:

- Medical Coder
- Medical Coder/Biller

OBJECTIVE:

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

English Composition (Required course)	4
G124 English Composition	
Communication (Required course)	4
G227 Oral Communication	
Math (Select 1 course)	4-5

MAJOR AND CORE COURSES

LOWER DIVISION

M208 Introduction to Health Information Management	4
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<b>Total Diploma Credits</b>	
<b>General Education Credits</b>	<b>16-17</b>
<b>Major and Core Credits</b>	<b>40</b>
<b>TOTAL DIPLOMA CREDITS</b>	<b>56-57*</b>

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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



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## SCHOOL OF HEALTH SCIENCES

### HEALTH INFORMATION TECHNICIAN ASSOCIATE'S DEGREE

#### CAREER OPPORTUNITIES:

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

#### OBJECTIVE:

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

#### IN ADDITION TO ALL DIPLOMA COURSES

##### GENERAL EDUCATION COURSES

Humanities and Fine Arts (Select 1 course)	4
Natural Sciences (Required courses)	6
G156 Human Biology	
G156L Human Biology Lab	
Social and Behavioral Sciences (Select 2 courses)	8

##### MAJOR AND CORE COURSES

###### LOWER DIVISION

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

###### Total Associate's Degree Credits

General Education Credits	34-35
Major and Core Credits	58

**TOTAL AAS DEGREE CREDITS 92-93\***

#### SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

### HEALTH INFORMATION MANAGEMENT BACHELOR'S DEGREE

#### CAREER OPPORTUNITIES:

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

#### OBJECTIVE:

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

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

##### GENERAL EDUCATION COURSES

English Composition (Required course)	4
G126A English Composition 2	
Humanities and Fine Arts (Select 2 courses)	8
Math (Select 1 course)	4-5
Natural Sciences (Select 1 course)	4
Social and Behavioral Sciences (Select 1 course)	4

##### MAJOR AND CORE COURSES

###### UPPER DIVISION

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

###### TOTAL DEGREE CREDIT HOURS

General Education Credits	58-59
Lower Division Major and Core Credits	58
Upper Division Major and Core Credits	66

**TOTAL BS DEGREE CREDITS 182-183\***

#### SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

This program requires specific immunizations prior to professional practice experience.

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

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

**SCHOOL OF HEALTH SCIENCES**

**MEDICAL ADMINISTRATION • DIPLOMA • AAS DEGREE**

**DIPLOMA**

**CAREER OPPORTUNITIES:**

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

**OBJECTIVE:**

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

**FOUNDATION COURSES**

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

**GENERAL EDUCATION COURSES**

Communication (Required course)	4
G227 Oral Communication	

**MAJOR AND CORE COURSES**

D132 Computer Applications and Business Systems Concepts	3
E242 Career Development	2
G150 Structure and Function of the Human Body	4
M100 Customer Service in Healthcare	1
M120 Medical Terminology	4
M130 Medical Writing, Style, and Grammar	3
M133 ICD Coding	3
M141 Ambulatory Care Coding	3
M202 Introduction to Medical Transcription	4
M209 Medical Insurance and Billing	3
M214 Medical Transcription	3
M230 Medical Law and Ethics	4
M232 Pathophysiology	5
M270 Electronic Health Records and Medical Office Procedures	4
M290 Medical Administration Capstone	1
MA135 Pharmacology for the Allied Health Professional	4
S115 Keyboarding I	3

<b>Total Diploma Credits</b>	<b>4</b>
<b>General Education Credits</b>	<b>4</b>
<b>Major and Core Credits</b>	<b>54</b>
<b>TOTAL DIPLOMA CREDITS</b>	<b>58*</b>

**SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

**ASSOCIATE'S DEGREE**

**CAREER OPPORTUNITIES:**

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

**OBJECTIVE:**

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

**IN ADDITION TO ALL DIPLOMA COURSES**

**GENERAL EDUCATION COURSES**

English Composition (Required course)	4
G124 English Composition	
Humanities and Fine Arts (Select 2 courses)	8
Math (Select 1 course)	4-5
Natural Sciences (Required courses)	6
G156 Human Biology	
G156L Human Biology Lab	
Social and Behavioral Sciences (Select 2 courses)	8

**MAJOR AND CORE COURSES**

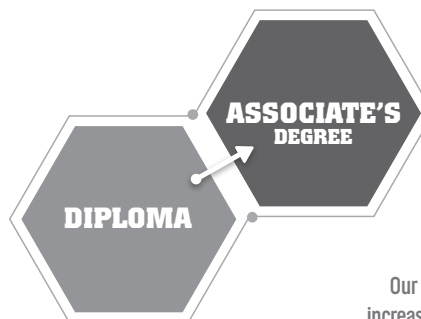
A140 Financial Accounting I	4
H200 US Healthcare Systems	4
<b>Total Associate's Degree Credits</b>	
<b>General Education Credits</b>	<b>34-35</b>
<b>Major and Core Credits</b>	<b>62</b>

<b>TOTAL AAS DEGREE CREDITS</b>	<b>96-97*</b>
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**SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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



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# MEDICAL ASSISTING • DIPLOMA • AAS DEGREE

## DIPLOMA

### CAREER OPPORTUNITIES:

- Medical Assistant
- Medical Office Administrative Assistant

### OBJECTIVE:

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

### FOUNDATION COURSES

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

### GENERAL EDUCATION COURSES

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

### MAJOR AND CORE COURSES

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

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

### SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

This program requires specific immunizations prior to professional practice experience.

The Medical Assisting Diploma program at the Bloomington, Brooklyn Park/Maple Grove, Eagan, Green Bay, Mankato, and St. Cloud Campuses; and the Medical Assisting AAS Degree program at the Lake Elmo/Woodbury and Moorhead Campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Rockford, and Romeoville campuses in Illinois, the Fort Myers, Ocala, and New Port Richey/West Pasco campuses in Florida, and the Appleton and Wausau campuses in Wisconsin are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

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

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

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

## ASSOCIATE'S DEGREE

### CAREER OPPORTUNITIES:

- Medical Assistant
- Medical Office Administrative Assistant

### OBJECTIVE:

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

### IN ADDITION TO ALL DIPLOMA COURSES

#### GENERAL EDUCATION COURSES

Communication (Required course)	4
G227 Oral Communication	
Humanities and Fine Arts (Select 1 course)	4
Math (Required course)	5
G195 College Statistics	
Natural Sciences (Required courses)	6
G156 Human Biology	
G156L Human Biology Lab	
Social and Behavioral Sciences (*Required, Select 1 additional course)	8
G148 General Psychology*	

#### MAJOR AND CORE COURSES

D132 Computer Applications and Business Systems Concepts	3
Total Associate's Degree Credits	
General Education Credits	35
Major and Core Credits	55
<b>TOTAL AAS DEGREE CREDITS</b>	<b>90*</b>

### SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

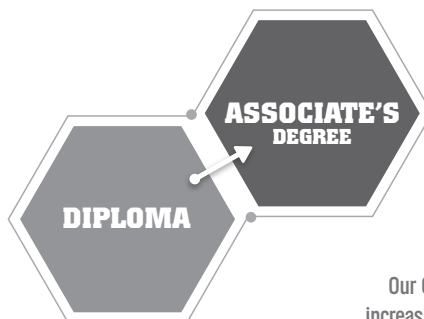
\* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

This program requires specific immunizations prior to professional practice experience.

The Medical Assisting Diploma program at the Bloomington, Brooklyn Park/Maple Grove, Eagan, Green Bay, Mankato, and St. Cloud Campuses; and the Medical Assisting AAS Degree program at the Lake Elmo/Woodbury and Moorhead Campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Rockford, and Romeoville campuses in Illinois, the Fort Myers, Ocala, and New Port Richey/West Pasco campuses in Florida, and the Appleton and Wausau campuses in Wisconsin are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

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



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SCHOOL OF HEALTH SCIENCES

**PHARMACY TECHNICIAN • CERTIFICATE • DIPLOMA • ASSOCIATE DEGREE**

**CERTIFICATE**

CAREER OPPORTUNITIES IN:

- Retail Pharmacy
- Clinical Pharmacy

OBJECTIVE:

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

FOUNDATION COURSES

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

GENERAL EDUCATION COURSES

Natural Sciences (Required courses)	10
MA241 Human Anatomy and Physiology I	
MA242 Human Anatomy and Physiology II	

MAJOR AND CORE COURSES

D132 Computer Applications and Business Systems Concepts	3
E242 Career Development	2
M120 Medical Terminology	4
M230 Medical Law and Ethics	4
MA135 Pharmacology for the Allied Health Professional	4
PT105 Introduction to Pharmacy	4
PT120 Pharmacy Math and Dosages	4
PT125 Pharmacy Software/Automation/Insurance Billing	3
PT230 Unit Dose/IV Lab	3

<b>Total Certificate Credits</b>	<b>10</b>
<b>General Education Credits</b>	<b>31</b>
<b>Major and Core Credits</b>	<b>31</b>

**TOTAL CERTIFICATE CREDITS 41\***

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

**DIPLOMA**

CAREER OPPORTUNITIES IN:

- Retail Pharmacy
- Clinical Pharmacy

OBJECTIVE:

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

English Composition (Required course)	4
G124 English Composition	
Math (Required course)	5
G195 College Statistics	

MAJOR AND CORE COURSES

B119 Customer Service	4
B271 Professional Communication	4
PT235 Pharmacy Technician Practicum I	3
PT236 Pharmacy Technician Practicum II	3
PT285 Pharmacy Technician Capstone	3
S115 Keyboarding I	3

<b>Total Diploma Credits</b>	<b>19</b>
<b>General Education Credits</b>	<b>51</b>
<b>Major and Core Credits</b>	<b>51</b>

**TOTAL DIPLOMA CREDITS 70\***

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

**ASSOCIATE'S DEGREE**

CAREER OPPORTUNITIES IN:

- Retail Pharmacy
- Clinical Pharmacy
- Hospitals and Healthcare Facilities

OBJECTIVE:

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

Communication (Required course)	4
G227 Oral Communication	
Humanities and Fine Arts (Select 2 courses)	8
Social and Behavioral Sciences (Select 2 courses)	8

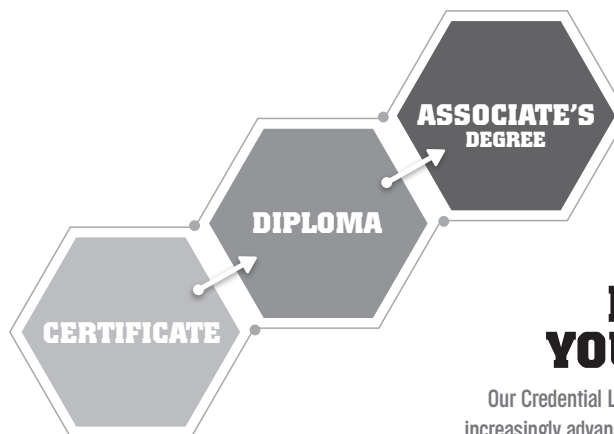
<b>Total Associate's Degree Credits</b>	<b>39</b>
<b>General Education Credits</b>	<b>39</b>
<b>Major and Core Credits</b>	<b>51</b>
<b>TOTAL AAS DEGREE CREDITS</b>	<b>90*</b>

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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



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**CRIMINAL JUSTICE** AAS DEGREE

CORRECTIONS • HOMELAND SECURITY • LAW ENFORCEMENT • PSYCHOLOGY

## CAREER OPPORTUNITIES: \*\*

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

## OBJECTIVE:

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

## FOUNDATION COURSES

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

## GENERAL EDUCATION COURSES

English Composition (Required course)		4
G124	English Composition	4
Communication (Required course)		4
G227	Oral Communication	4
Humanities and Fine Arts (Select 2 courses)		8
Math (Select 1 course)		4-5
Natural Sciences (Required courses)		6
G156	Human Biology	
G156L	Human Biology Lab	
Social and Behavioral Sciences (Required courses)		8
G142	Introduction to Sociology	
G148	General Psychology	

## MAJOR AND CORE COURSES

D132	Computer Applications and Business Systems Concepts	3
E170	Introduction to Undergraduate Research	2
E242	Career Development	2
J100	Introduction to Criminal Justice	4
J106	Criminology: Motives for Criminal Deviance	4
J115	Introduction to Corrections	4
J120	Policing in America	4
J131	Criminal Law and Procedures: Crime and the Courtroom	4
J200	Domestic Violence	4
J213	Juvenile Justice: Delinquency, Dependency, and Diversion	4
J250	Drugs and Crime	4
J255	Ethics in Criminal Justice	4
J280	Contemporary Issues in Criminal Justice Capstone	4
<b>Corrections Specialization</b>		
J121	Case Management: Strategies for Rehabilitation	4
J211	Counseling Clients	4
J212	Legal Principles in Corrections	4
<b>Homeland Security Specialization</b>		
J130	Introduction to Homeland Security	4
J230	Terrorism	4
J245	Security Challenges	4
<b>Law Enforcement Specialization</b>		
J122	Crime Scene to Conviction: Critical Skills in Documentation	4
J222	Practical Psychology for Law Enforcement	4
J226	Legal Code for Law Enforcement	4
<b>Psychology Specialization</b>		
HS260	Community Psychology	4
HS270	Social Psychology	4
HS280	Abnormal Psychology	4
<b>Total Associate's Degree Credits</b>		34-35
General Education Credits		59
Major and Core Credits		59
<b>TOTAL AAS DEGREE CREDITS</b>		<b>93-94*</b>

## SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

\*\* Additional training may be required.

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

**SCHOOL OF JUSTICE STUDIES**

**CRIMINAL JUSTICE BS DEGREE**  
**CLIENT SERVICES/CORRECTIONS • CRIMINAL OFFENDERS**  
**HOMELAND SECURITY • INVESTIGATION/LAW ENFORCEMENT**

**CAREER OPPORTUNITIES: \*\***

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

**OBJECTIVE:**

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

**FOUNDATION COURSES**

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

**GENERAL EDUCATION COURSES**

<b>English Composition (Required courses)</b>		<b>8</b>
G124	English Composition	
G126A	English Composition 2	
<b>Communication (Required course)</b>		<b>4</b>
G227	Oral Communication	
<b>Humanities and Fine Arts (Select 3 courses)</b>		<b>12</b>
<b>Math (Select 2 courses)</b>		<b>8-9</b>
<b>Natural Sciences</b>		<b>14</b>
(*Required, select 2 additional courses)		
G156	Human Biology*	
G156L	Human Biology Lab*	
<b>Social and Behavioral Sciences</b>		<b>12</b>
(*Required, select 1 additional course)		
G142	Introduction to Sociology*	
G148	General Psychology*	

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

D132	Computer Applications and Business Systems Concepts	3
E170	Introduction to Undergraduate Research	2
E242	Career Development	2
J100	Introduction to Criminal Justice	4
J106	Criminology: Motives for Criminal Deviance	4
J115	Introduction to Corrections	4
J120	Policing in America	4
J131	Criminal Law and Procedures: Crime and the Courtroom	4
J200	Domestic Violence	4
J213	Juvenile Justice: Delinquency, Dependency, and Diversion	4
J250	Drugs and Crime	4
J255	Ethics in Criminal Justice	4
J280	Contemporary Issues in Criminal Justice Capstone	4
<b>UPPER DIVISION</b>		
J326	Criminal Behavior: Profiling Violent Offenders	4
J331	Constitutional Law	4
J350	Cultural Diversity and Justice	4
J352	Victims in Criminal Justice	4
J355	Realities of Crime and Justice	4
J360	Statistics in Criminal Justice	4
J365	Research Methods in Criminal Justice	4
J410	Criminal Justice Leadership and Management	4
J415	Crime Prevention	4
J490	Critical Issues in Criminal Justice	4

**Choose either Track I or Track II**

<b>Track I</b>		
J480	Criminal Justice Internship	9
<b>Track II</b>		
J453	Criminal Justice Seminar	5
J457	Criminal Justice Senior Thesis	4

**UNRESTRICTED ELECTIVE CREDITS\*\*\* 12**

**Client Services/Corrections Specialization**

J340	Women and Criminal Justice	4
J345	Diversion and Rehabilitation	4
J425	Community Corrections	4
J435	Special Populations in Criminal Justice	4

**Criminal Offenders Specialization**

J330	Organized Criminal Syndicates	4
J430	Forensic Psychology	4
J440	Special Offenders: Sex Offenders	4
J445	Special Offenders: Serial Killers	4

**Homeland Security Specialization \*\*\***

J332	Homeland Security Policy	4
J335	Risk Analysis	4
J405	Emergency Management	4
J420	Crimes Across Borders	4

**Investigation/Law Enforcement Specialization**

J305	Examination of Forensic Science	4
J320	Criminal Investigations	4
J325	Criminal Evidence	4
J430	Forensic Psychology	4

<b>Total Bachelor's Degree Credits</b>		
<b>General Education Credits</b>		<b>58-59</b>
<b>Lower Division Major and Core Credits</b>		<b>47</b>
<b>Upper Division Major and Core Credits</b>		<b>65</b>
<b>Unrestricted Elective Credits</b>		<b>12</b>

**TOTAL BS DEGREE CREDITS 182-183\***

**SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

\*\* Additional training may be required.

\*\*\* Students taking the Homeland Security specialization must take as their electives J130 Introduction to Homeland Security, J230 Terrorism, and J245 Security Challenges.

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

# FIRE SCIENCE AAS DEGREE

**CAREER OPPORTUNITIES:**

- Firefighter
- Supervisor/Manager

**OBJECTIVE:**

Graduates of this program know the theory and application of fire science and fire service leadership and management. They can apply fire protection concepts to building construction, protection systems, and water supply, and can delineate strategy and tactics for survival and firefighting. They understand the principles of fire behavior, emergency response, and fire protection, as well as management and leadership approaches for fire officers. They value critical thinking, communication, and integrity in the public safety system. Students in this program will develop skills for the fire officer in curriculum designed on standards from National Fire Academy, the National Fire Protection Association (NFPA), and the Illinois State Fire Marshall's Office.

**FOUNDATION COURSES**

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

**GENERAL EDUCATION COURSES**

English Composition (Required course)	4
G124 English Composition	
Communication (Required course)	4
G227 Oral Communication	
Humanities and Fine Arts (Select 2 courses)	8
Math (Select 1 course)	4-5
Natural Sciences (Required courses)	6
G156 Human Biology	
G156L Human Biology Lab	
Social and Behavioral Sciences (Required courses)	8
G142 Introduction to Sociology	
G148 General Psychology	

**MAJOR AND CORE COURSES**

D132 Computer Applications and Business Systems Concepts	3
E242 Career Development	2
FS100 Building Construction for Fire Protection	4
FS102 Fire Behavior and Combustion	4
FS115 Fire Prevention	4
FS120 Fire Protection Systems	4
FS125 Principles of Emergency Service	4
FS180 Strategy and Tactics I	4
FS205 Strategy and Tactics II	4
FS250 Management I: Fire Department Leadership I	4
FS255 Management II: Fire Department Leadership II	4
FS280 Management III	4
FS285 Management IV	4
FS290 Fire Service Instructor I	4
FS295 Fire Service Instructor II	4

<b>Total Associate's Degree Credits</b>	
General Education Credits	34-35
Major and Core Credits	57
<b>TOTAL AAS DEGREE CREDITS</b>	<b>91-92*</b>

**SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

Program-specific Fire Science (FS) coursework is available only at the Romeoville/Joliet campus.

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

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



# PARALEGAL AAS DEGREE

## CAREER OPPORTUNITIES:

- Paralegal
- Legal Assistant
- Legal Secretary
- Compliance Specialist

## OBJECTIVE:

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

## FOUNDATION COURSES

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

## GENERAL EDUCATION COURSES

English Composition (Required course)	4
G124 English Composition	
Communication (Required course)	4
G227 Oral Communication	
Humanities and Fine Arts (Select 2 courses)	8
Math (Select 1 course)	4-5
Natural Sciences (Required courses)	6
G156 Human Biology	
G156L Human Biology Lab	
Social and Behavioral Sciences (Required courses)	8
G142 Introduction to Sociology	
G148 General Psychology	

## MAJOR AND CORE COURSES

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

### Chose either Track I or Track II

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

<b>Total Associate's Degree Credits</b>	
General Education Credits	34-35
Major and Core Credits	62

**TOTAL AAS DEGREE CREDITS 96-97\***

### SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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



# GAME AND SIMULATION PROGRAMMING BS DEGREE

## CAREER OPPORTUNITIES:

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

## OBJECTIVE:

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

## FOUNDATION COURSES

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

## GENERAL EDUCATION COURSES

English Composition (Required courses)		8
G124	English Composition	
G126A	English Composition 2	
Communication (Required course)		4
G227	Oral Communication	
Humanities and Fine Arts (Select 3 courses)		12
Math (Select 2 courses)		8-9
Natural Sciences (*Required, select 2 additional courses)		14
G156	Human Biology*	
G156L	Human Biology Lab*	
Social and Behavioral Sciences (Select 3 courses)		12

## MAJOR AND CORE COURSES

### LOWER DIVISION

D132	Computer Applications and Business Systems Concepts	3
E170	Introduction to Undergraduate Research	2
E242	Career Development	2
N137	Programming I	4
N138	Game Preproduction	4
N139	Game Design Theory I	4
N150	Technology's Role in the 21st Century	2
N180	Math for Game and Simulation Production I	4
N205	Platform Design and Human-Computer Interaction	4
N206	Data Structures	4
N207	Programming II	4
N225	Interactive Storytelling	3
N266	Console Development	4
N276	Applied Game and Simulation Theory	4
N286	Math for Game and Simulation Production II	4
SD140	Mobile Application Development	3
SD225	Object-Oriented Programming	3
W114	Fundamentals of Programming	3
W210	Java I	3

### UPPER DIVISION

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

Total Bachelor's Degree Credit Hours		
General Education Credits		58-59
Lower Division Major and Core Credits		64
Upper Division Major and Core Credits		60

**TOTAL BS DEGREE CREDITS 182-183\***

### SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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



**SCHOOL OF TECHNOLOGY**

**SOFTWARE APPLICATION DEVELOPMENT • CERTIFICATE • AAS DEGREE  
COMPUTER SCIENCE BS DEGREE**

**SOFTWARE APPLICATION DEVELOPMENT  
CERTIFICATE**

**CAREER OPPORTUNITIES:**

- Programmer Analyst
- Applications Developer
- Software Developer

**OBJECTIVE:**

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

**GENERAL EDUCATION COURSES**

Math (Required course)	5
G246 Advanced Algebra	

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

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

<b>Total Certificate Credits</b>	
General Education Credits	5
Major and Core Credits	35
<b>TOTAL CERTIFICATE CREDITS</b>	<b>40</b>

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

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

**SOFTWARE APPLICATION DEVELOPMENT  
ASSOCIATE'S DEGREE**

**CAREER OPPORTUNITIES:**

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

**OBJECTIVE:**

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

**GENERAL EDUCATION COURSES**

English Composition (Required course)	4
G124 English Composition	
Communication (Required course)	4
G227 Oral Communication	
Humanities and Fine Arts (*Required course, select 1 additional course)	8
G224 Introduction to Critical Thinking*	
Math (Required course)	4
G247 Introduction to Discrete Mathematics	
Natural Sciences (Required courses)	6
G156 Human Biology	
G156L Human Biology Lab	
Social and Behavioral Sciences (Select 2 courses)	8

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

MH100 Precalculus	3
MH200 Calculus I	4
MH210 Calculus II	4

<b>UNRESTRICTED LOWER DIVISION ELECTIVE CREDITS</b>	<b>5</b>
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<b>Total Associate's Degree Credits</b>	
General Education Credits	39
Major and Core Credits	46
Unrestricted Lower Division Elective Credits	5
<b>TOTAL AAS DEGREE CREDITS</b>	<b>90</b>

**SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

**COMPUTER SCIENCE BACHELOR’S DEGREE**

**CAREER OPPORTUNITIES:**

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

**OBJECTIVE:**

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

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

**GENERAL EDUCATION COURSES**

English Composition (Required course)	4
G126A English Composition 2	
Humanities and Fine Arts(Select 1 course)	4
Natural Sciences (Required courses)	8
G239 Introduction to Astronomy	
G245 Introduction to Geology	
Social and Behavioral Sciences (Select 1 course)	4

**MAJOR AND CORE COURSES**

**UPPER DIVISION**

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

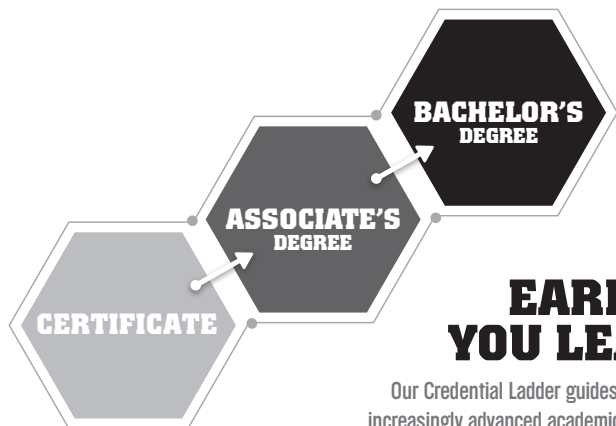
**UNRESTRICTED UPPER DIVISION ELECTIVE CREDITS**

Total Bachelor’s Degree Credits	
General Education Credits	59
Lower Division Major and Core Credits	46
Upper Division Major and Core Credits	61
Unrestricted Lower Division Elective Credits	5
Unrestricted Upper Division Elective Credits	9
<b>TOTAL BS DEGREE CREDITS</b>	<b>180</b>

**SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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



**EARN AS YOU LEARN**

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



SCHOOL OF TECHNOLOGY

# INFORMATION SYSTEMS MANAGEMENT NETWORK ADMINISTRATION DIPLOMA • AAS DEGREE

## INFORMATION TECHNOLOGY MANAGEMENT BS DEGREE

### INFORMATION SYSTEMS MANAGEMENT DIPLOMA – NETWORK ADMINISTRATION

CAREER OPPORTUNITIES:

- Network System Administrator

OBJECTIVE:

Graduates of this program understand how information systems are used in business and how technology adds value to the business process. They understand how efficiencies gained from appropriate application of technology can directly affect business performance. They understand network administrators are accountable for a business's network uptime. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and maintain a high level of network integrity.

FOUNDATION COURSES

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

GENERAL EDUCATION COURSES

English Composition (Required course)	4
G124 English Composition	
Math (Select 1 course)	4-5**

MAJOR AND CORE COURSES

B119 Customer Service	4
B136 Introduction to Business	4
B220 Project Planning and Documentation	4
B271 Professional Communication	4
B293 Business Ethics	4
D132 Computer Applications and Business Systems Concepts	3
E242 Career Development	2
N127 Microsoft Windows Workstations	3
N133 Networking Fundamentals	3
N140 Logic and Troubleshooting	4
N145 Fundamentals of PC Hardware and Software	4
N150 Technology's Role in the 21st Century	2
N208 Linux Administration	3
N226 Windows Active Directory	3
N228 Microsoft Windows Server	3
N234 Microsoft Exchange Server	3
N235 Cisco Networking Fundamentals and Routing	3
N290 Information Technology Capstone	2

Total Diploma Credits	
General Education Credits	8-9
Major and Core Credits	58
<b>TOTAL DIPLOMA CREDITS</b>	<b>66-67*</b>

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

\*\*G195 College Statistics (5 credits) is the recommended math course for this program.

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

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

### INFORMATION SYSTEMS MANAGEMENT ASSOCIATE'S DEGREE – NETWORK ADMINISTRATION

CAREER OPPORTUNITIES:

- Network System Administrator

OBJECTIVE:

Graduates of this program understand how information systems are used in business and how technology and network engineering add value to the business process. They understand how efficiencies gained from appropriate application of technology can directly affect business performance. Graduates have proficiency in management of data networking, server administration, and industry standard server operating system environments. They understand that network administrators are accountable for a business's network and are proficient in performance software that is used to ensure server and network uptime. Graduates value the importance of effective written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

IN ADDITION TO ALL DIPLOMA COURSES

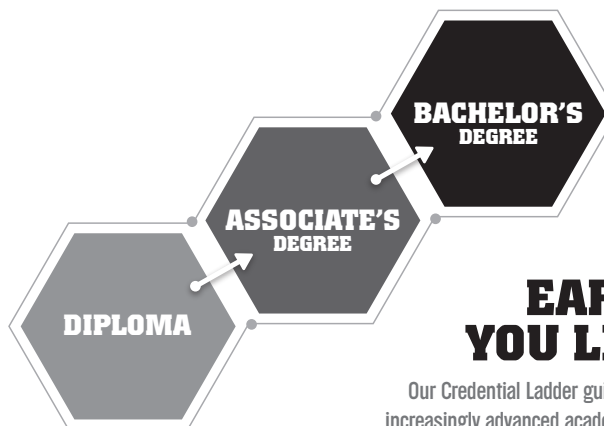
GENERAL EDUCATION COURSES

Communication (Required course)	4
G227 Oral Communication	
Humanities and Fine Arts (Select 2 courses)	8
Natural Sciences (Required courses)	6
G156 Human Biology	
G156L Human Biology Lab	
Social and Behavioral Sciences (Select 2 courses)	8
<b>Total Associate's Degree Credits</b>	
General Education Credits	34-35
Major and Core Credits	58
<b>TOTAL AAS DEGREE CREDITS</b>	<b>92-93*</b>

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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



## EARN AS YOU LEARN

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



## INFORMATION TECHNOLOGY MANAGEMENT BACHELOR'S DEGREE

### CAREER OPPORTUNITIES:

- Network Administrator
- Network Analyst
- Information Technology Manager

### OBJECTIVE:

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

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

#### GENERAL EDUCATION COURSES

English Composition (Required course)	4
G126A English Composition 2	
Humanities and Fine Arts(Select 1 course)	4
Math (Select 1 course)	4-5
Natural Sciences (Select 2 courses)	8
Social and Behavioral Sciences (Select 1 course)	4

#### MAJOR AND CORE COURSES

##### UPPER DIVISION

B351 Management of Information Systems	4
B370 Organizational Behavior Analysis	4
N306 Advanced Network Security	4
N307 Principles of Network Security	3
N312 Advanced Networking	4
N323 Asset Management	3
N331 Infrastructure Hardware	4
N342 Scripting	4
N359 Support Management	4
N362 Technical Writing	2
N370 Virtualization	4
N404 Cloud Computing	4
N411 Disaster Recovery	4
N422 Enterprise Application Support	4
N432 Information Technology Management Capstone	2
N443 Service Management	4
N458 Systems Monitoring	4
N466 Unified Communications and Mobile Computing	4

Total Bachelor's Degree Credits	
General Education Credits	58-59
Lower Division Major and Core Credits	58
Upper Division Major and Core Credits	66
<b>TOTAL BS DEGREE CREDITS</b>	<b>182-183*</b>

#### SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

**SCHOOL OF TECHNOLOGY**

**INFORMATION SYSTEMS MANAGEMENT NETWORK SECURITY**  
**DIPLOMA • AAS DEGREE**  
**CYBER SECURITY BS DEGREE**

**INFORMATION SYSTEMS MANAGEMENT  
 DIPLOMA – NETWORK SECURITY**

**CAREER OPPORTUNITIES:**

- Network Security Specialist

**OBJECTIVE:**

Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know techniques and software used by industry leading professionals to keep a network secure. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in network security practices.

**FOUNDATION COURSES**

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

**GENERAL EDUCATION COURSES**

English Composition (Required course)	4
G124 English Composition	
Math (Select 1 course)	4-5**

**MAJOR AND CORE COURSES**

B119 Customer Service	4
B136 Introduction to Business	4
B220 Project Planning and Documentation	4
B271 Professional Communication	4
B293 Business Ethics	4
D132 Computer Applications and Business Systems Concepts	3
E242 Career Development	2
N127 Microsoft Windows Workstations	3
N133 Networking Fundamentals	3
N140 Logic and Troubleshooting	4
N141 Networking Security	3
N145 Fundamentals of PC Hardware and Software	4
N150 Technology's Role in the 21st Century	2
N226 Windows Active Directory	3
N228 Microsoft Windows Server	3
N235 Cisco Networking Fundamentals and Routing	3
N253 Managing Information Security	3
N290 Information Technology Capstone	2

<b>Total Diploma Credits</b>	
<b>General Education Credits</b>	8-9
<b>Major and Core Credits</b>	58
<b>TOTAL DIPLOMA CREDITS</b>	<b>66-67*</b>

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

\*\*G195 College Statistics (5 credits) is the recommended math course for this program.

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

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

**INFORMATION SYSTEMS MANAGEMENT  
 ASSOCIATE'S DEGREE – NETWORK SECURITY**

**CAREER OPPORTUNITIES:**

- Network Security Specialist

**OBJECTIVE:**

Graduates of this program understand how information systems are used in business and how technology and secure network infrastructures add value to the business process. Graduates can apply learned techniques used by industry leading professionals to keep a network secure. They understand the configuration and setup of a network and server environment and how to utilize software to monitor and evaluate network security. Graduates value the importance of effective written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

**IN ADDITION TO ALL DIPLOMA COURSES**

**GENERAL EDUCATION COURSES**

Communication (Required course)	4
G227 Oral Communication	
Humanities and Fine Arts (Select 2 courses)	8
Natural Sciences (Required courses)	6
G156 Human Biology	
G156L Human Biology Lab	
Social and Behavioral Sciences (Select 2 courses)	8

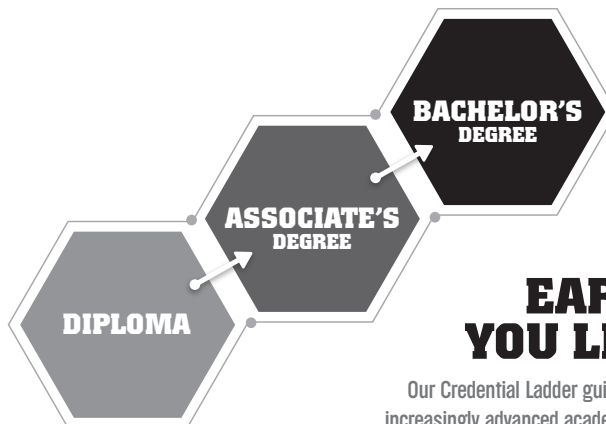
<b>Total Associate's Degree Credits</b>	
<b>General Education Credits</b>	34-35
<b>Major and Core Credits</b>	58

**TOTAL AAS DEGREE CREDITS 92-93\***

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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



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## CYBER SECURITY BACHELOR'S DEGREE

### CAREER OPPORTUNITIES:

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

### OBJECTIVE:

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

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

#### GENERAL EDUCATION COURSES

English Composition (Required course)	4
G126A English Composition 2	
Humanities and Fine Arts(Select 1 course)	4
Math (Select 1 course)	4-5
Natural Sciences (Select 2 courses)	8
Social and Behavioral Sciences (Select 1 course)	4

#### MAJOR AND CORE COURSES

##### UPPER DIVISION

J320 Criminal Investigations	4
J325 Criminal Evidence	4
J326 Criminal Behavior: Profiling Violent Offenders	4
J331 Constitutional Law	4
J440 Special Offenders: Sex Offenders	4
N313 Introduction to Information Systems Security	3
N326 Legal and Security Issues	4
N332 Managing Risk for Information Systems	4
N343 Security Policies and Implementation	4
N363 Security Strategies for Web Apps and Social Networking	3
N409 Auditing Information Technology Infrastructure	4
N416 Access Controls, Authentication, and PKI	4
N420 Network Security and Cryptography	3
N423 Windows Security Strategies	4
N430 Computer Forensics	3
N437 Linux Security Strategies	4
N442 Hacker Techniques, Tools, and Applications	4
N459 ISS Capstone	3

<b>Total Bachelor's Degree Credits</b>	
General Education Credits	58-59
Lower Division Major and Core Credits	58
Upper Division Major and Core Credits	67
<b>TOTAL BS DEGREE CREDITS</b>	<b>183-184*</b>

#### SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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



# INFORMATION SYSTEMS MANAGEMENT

## COMPUTER INFORMATION TECHNOLOGY

### CERTIFICATE • DIPLOMA • AAS DEGREE

#### INFORMATION SYSTEMS MANAGEMENT CERTIFICATE – COMPUTER INFORMATION TECHNOLOGY

**CAREER OPPORTUNITIES:**

- Computer Support Specialist
- Computer Application Support Specialist

**OBJECTIVE:**

Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities, and how to engage in IT support practices.

**FOUNDATION COURSES**

<b>B080</b>	<b>Reading and Writing Strategies</b>	<b>4</b>
<b>B095</b>	<b>Combined Basic and Intermediate Algebra</b>	<b>4</b>

**CERTIFICATE COURSES**

<b>B119</b>	<b>Customer Service</b>	<b>4</b>
<b>B136</b>	<b>Introduction to Business</b>	<b>4</b>
<b>B273</b>	<b>Internet Business Models and E-Commerce</b>	<b>4</b>
<b>D132</b>	<b>Computer Applications and Business Systems Concepts</b>	<b>3</b>
<b>D181</b>	<b>Excel</b>	<b>3</b>
<b>D187</b>	<b>Professional Presentations</b>	<b>3</b>
<b>D283</b>	<b>Access</b>	<b>3</b>
<b>E242</b>	<b>Career Development</b>	<b>2</b>
<b>N140</b>	<b>Logic and Troubleshooting</b>	<b>4</b>
<b>S120</b>	<b>Word for Windows</b>	<b>3</b>
<b>W108</b>	<b>Introduction to Website Design</b>	<b>3</b>

**TOTAL CERTIFICATE CREDITS 36\***

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

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

#### INFORMATION SYSTEMS MANAGEMENT DIPLOMA – COMPUTER INFORMATION TECHNOLOGY

**CAREER OPPORTUNITIES:**

- Computer Support Specialist
- Computer Application Support Specialist

**OBJECTIVE:**

Graduates of this program understand how information systems are used in business and how technology adds value to the business process. They know how efficiencies gained from appropriate application of technology can directly affect business performance. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in IT support practices.

**IN ADDITION TO ALL CERTIFICATE COURSES**

**GENERAL EDUCATION COURSES**

<b>English Composition (Required course)</b>	<b>4</b>
<b>G124 English Composition</b>	
<b>Communication (Required course)</b>	<b>4</b>
<b>G227 Oral Communication</b>	
<b>Math (Select 1 course)</b>	<b>4-5**</b>

**MAJOR AND CORE COURSES**

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

**Total Diploma Credits 12-13**  
**General Education Credits 59**  
**Major and Core Credits 71-72\***  
**TOTAL DIPLOMA CREDITS 71-72\***

**SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.**

\*\*G195 College Statistics (5 credits) is the recommended math course for this program.

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

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

#### INFORMATION SYSTEMS MANAGEMENT ASSOCIATE'S DEGREE – COMPUTER INFORMATION TECHNOLOGY

**CAREER OPPORTUNITIES:**

- Computer Support Specialist
- Computer Application Support Specialist

**OBJECTIVE:**

Graduates of this program understand how information systems are used in business and how technology adds value to the business process. They understand how efficiencies gained from appropriate application of technology can directly affect business performance. Graduates are proficient in support and usage of computer hardware and software applications used in business environments. Graduates value the importance of effective written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations

**IN ADDITION TO ALL DIPLOMA COURSES**

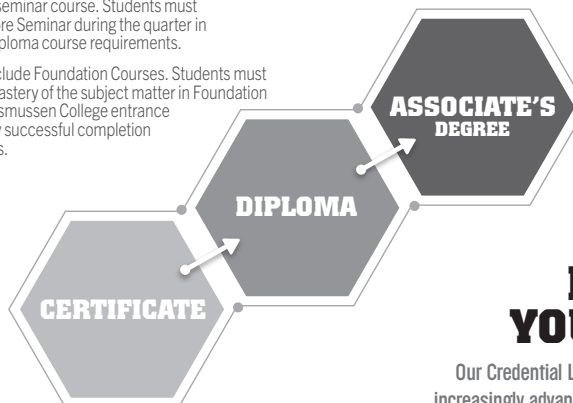
**GENERAL EDUCATION COURSES**

<b>Humanities and Fine Arts (Select 2 courses)</b>	<b>8</b>
<b>Natural Sciences (Required courses)</b>	<b>6</b>
<b>G156 Human Biology</b>	
<b>G156L Human Biology Lab</b>	
<b>Social and Behavioral Sciences (Select 2 courses)</b>	<b>8</b>
<b>Total Associate's Degree Credits</b>	
<b>General Education Credits</b>	<b>34-35</b>
<b>Major and Core Credits</b>	<b>59</b>
<b>TOTAL AAS DEGREE CREDITS</b>	<b>93-94*</b>

**SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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



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# INFORMATION SYSTEMS MANAGEMENT DATABASE ADMINISTRATION DIPLOMA • AAS DEGREE

## INFORMATION SYSTEMS MANAGEMENT DIPLOMA – DATABASE ADMINISTRATION

**CAREER OPPORTUNITIES:**

- Database Administrator

**OBJECTIVE:**

Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates understand how to store, organize, and manage data utilizing industry standard database server applications, as well as create backups, test data integrity, and what needs to be done to secure sensitive information within a database. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in IT support practices.

**FOUNDATION COURSES**

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

**GENERAL EDUCATION COURSES**

English Composition (Required course)	4
G124 English Composition	
Math (Select 1 course)	4-5**

**MAJOR AND CORE COURSES**

B119	Customer Service	4
B136	Introduction to Business	4
B220	Project Planning and Documentation	4
B271	Professional Communication	4
B293	Business Ethics	4
D132	Computer Applications and Business Systems Concepts	3
E242	Career Development	2
N136	Operating Systems Fundamentals	4
N140	Logic and Troubleshooting	4
N209	PHP/MySQL Administration	4
N236	Database Security	4
N273	Business Intelligence Reporting	3
N274	SQL Server Administration	3
N290	Information Technology Capstone	2
W109	Relational Databases	3
W114	Fundamentals of Programming	3
W125	Introduction to Visual Basic	3

Total Diploma Credits	8-9
General Education Credits	58
Major and Core Credits	58
<b>TOTAL DIPLOMA CREDITS</b>	<b>66-67*</b>

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

\*\*G195 College Statistics (5 credits) is the recommended math course for this program.

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

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

## INFORMATION SYSTEMS MANAGEMENT ASSOCIATE'S DEGREE – DATABASE ADMINISTRATION

**CAREER OPPORTUNITIES:**

- Database Administrator

**OBJECTIVE:**

Graduates of this program understand how information systems are used in business and how technology and data organization add value to the business process. Graduates know how to store, organize, and manage data utilizing industry standard database server applications, as well as create backups, test data integrity, and ensure the security of sensitive information within a database. They also understand how programming languages can be utilized to gain efficiencies within database management. Graduates value the importance of effective written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

**IN ADDITION TO ALL DIPLOMA COURSES**

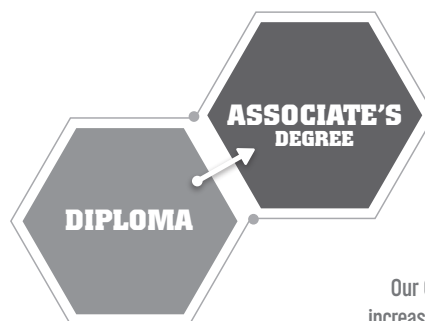
**GENERAL EDUCATION COURSES**

Communication (Required course)	4
G227 Oral Communication	
Humanities and Fine Arts (Select 2 courses)	8
Natural Sciences (Required courses)	6
G156 Human Biology	
G156L Human Biology Lab	
Social and Behavioral Sciences (Select 2 courses)	8
<b>Total Associate's Degree Credits</b>	
General Education Credits	34-35
Major and Core Credits	58
<b>TOTAL AAS DEGREE CREDITS</b>	<b>92-93*</b>

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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



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# INFORMATION SYSTEMS MANAGEMENT WEB PROGRAMMING DIPLOMA • AAS DEGREE

## INFORMATION SYSTEMS MANAGEMENT DIPLOMA – WEB PROGRAMMING

CAREER OPPORTUNITIES:

- Web Developer

OBJECTIVE:

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

FOUNDATION COURSES

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

GENERAL EDUCATION COURSES

English Composition (Required course)	4
G124 English Composition	
Math (Select 1 course)	4-5**

MAJOR AND CORE COURSES

B119 Customer Service	4
B136 Introduction to Business	4
B271 Professional Communication	4
B293 Business Ethics	4
D132 Computer Applications and Business Systems Concepts	3
E242 Career Development	2
N140 Logic and Troubleshooting	4
SD225 Object-Oriented Programming	3
W109 Relational Databases	3
W110 JavaScript	3
W114 Fundamentals of Programming	3
W116 Introduction to Web Design Software	3
W118 Introduction to HTML	3
W125 Introduction to Visual Basic	3
W201 Advanced Visual Basic	3
W210 Java I	3
W215 PERL/CGI	3
W216 PHP/MySQL	3
W290 Web Programming Capstone	2

Total Diploma Credits	
General Education Credits	8-9
Major and Core Credits	60
<b>TOTAL DIPLOMA CREDITS</b>	<b>68-69*</b>

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

\*\*G195 College Statistics (5 credits) is the recommended math course for this program.

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

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

## INFORMATION SYSTEMS MANAGEMENT ASSOCIATE'S DEGREE – WEB PROGRAMMING

CAREER OPPORTUNITIES:

- Web Developer

OBJECTIVE:

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

IN ADDITION TO ALL DIPLOMA COURSES

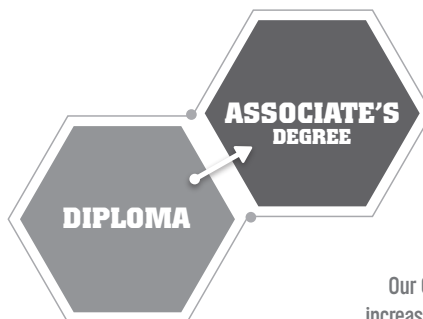
GENERAL EDUCATION COURSES

Communication (Required course)	4
G227 Oral Communication	
Humanities and Fine Arts (Select 2 courses)	8
Natural Sciences (Required courses)	6
G156 Human Biology	
G156L Human Biology Lab	
Social and Behavioral Sciences (Select 2 courses)	8
<b>Total Associate's Degree Credits</b>	
General Education Credits	34-35
Major and Core Credits	60
<b>TOTAL AAS DEGREE CREDITS</b>	<b>94-95*</b>

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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



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## GENERAL EDUCATION COURSE SELECTIONS

## GENERAL EDUCATION COURSE SELECTIONS

ALL BACHELOR'S DEGREE PROGRAMS  
(EXCEPT COMPUTER SCIENCE)

<b>English Composition</b>		
G124 English Composition		4
G126A English Composition 2		4
<b>Communication</b>		
G227 Oral Communication		4
<b>Humanities and Fine Arts</b>		
G125 Humanities		4
G145 Film Appreciation		4
G147 Art Appreciation		4
G224 Introduction to Critical Thinking		4
G230 Introduction to Literature		4
G238 Conversational Spanish		4
G333 American Religious History		4
<b>Mathematics</b>		
G161 Quantitative Literacy		4
G180 General Education Mathematics		4
G195 College Statistics		5
<b>Natural Sciences</b>		
G152 Scientific Literacy		4
G156 Human Biology		4
G156L Human Biology Lab		2
G239 Introduction to Astronomy		4
G245 Introduction to Geology		4
<b>Social and Behavioral Sciences</b>		
G142 Introduction to Sociology		4
G146 Human Geography		4
G148 General Psychology		4
G149 Technology and Society		4
G200 Understanding Cultures		4
G203 Macroeconomics		4
G204 Microeconomics		4
G242 American/U.S. National Government		4
G270 United States History: 1900 to the Present		4
G401 Comparative Politics		4

See specific course requirements on program pages.

COMPUTER SCIENCE BS  
DEGREE PROGRAM

<b>English Composition</b>		
G124 English Composition*		4
G126A English Composition 2*		4
<b>Communication</b>		
G227 Oral Communication*		4
<b>Humanities and Fine Arts</b>		
G125 Humanities		4
G145 Film Appreciation		4
G147 Art Appreciation		4
G224 Introduction to Critical Thinking*		4
G230 Introduction to Literature		4
G238 Conversational Spanish		4
G333 American Religious History		4
<b>Mathematics</b>		
G246 Advanced Algebra*		5
G247 Introduction to Discrete Mathematics*		4
<b>Natural Sciences</b>		
G156 Human Biology*		4
G156L Human Biology Lab*		2
G239 Introduction to Astronomy*		4
G245 Introduction to Geology*		4
<b>Social and Behavioral Sciences</b>		
G142 Introduction to Sociology		4
G146 Human Geography		4
G148 General Psychology		4
G149 Technology and Society		4
G200 Understanding Cultures		4
G203 Macroeconomics		4
G204 Microeconomics		4
G242 American/U.S. National Government		4
G270 United State History: 1900 to the Present		4
G401 Comparative Politics		4

\*Required courses

ALL ASSOCIATE'S DEGREE PROGRAMS  
(EXCEPT SOFTWARE APPLICATION DEVELOPMENT)

<b>English Composition</b>		
G124 English Composition		4
<b>Communication</b>		
G227 Oral Communication		4
<b>Humanities and Fine Arts</b>		
G125 Humanities		4
G145 Film Appreciation		4
G147 Art Appreciation		4
G224 Introduction to Critical Thinking		4
G230 Introduction to Literature		4
G238 Conversational Spanish		4
<b>Mathematics</b>		
G161 Quantitative Literacy		4
G180 General Education Mathematics		4
G195 College Statistics		5
<b>Natural Sciences</b>		
G156 Human Biology		4
G156L Human Biology Lab		2
<b>Social and Behavioral Sciences</b>		
G142 Introduction to Sociology		4
G146 Human Geography		4
G148 General Psychology		4
G149 Technology and Society		4
G200 Understanding Cultures		4
G203 Macroeconomics		4
G204 Microeconomics		4
G242 American/U.S. National Government		4
G270 United States History: 1900 to the Present		4

See specific course requirements on program pages.

SOFTWARE APPLICATION DEVELOPMENT  
AAS DEGREE PROGRAM

<b>English Composition</b>		
G124 English Composition*		4
<b>Communication</b>		
G227 Oral Communication*		4
<b>Humanities and Fine Arts</b>		
G125 Humanities		4
G145 Film Appreciation		4
G147 Art Appreciation		4
G224 Introduction to Critical Thinking*		4
G230 Introduction to Literature		4
G238 Conversational Spanish		4
G333 American Religious History		4
<b>Mathematics</b>		
G246 Advanced Algebra*		5
G247 Introduction to Discrete Mathematics*		4
<b>Natural Sciences</b>		
G156 Human Biology*		4
G156L Human Biology Lab*		2
<b>Social and Behavioral Sciences</b>		
G142 Introduction to Sociology		4
G146 Human Geography		4
G148 General Psychology		4
G149 Technology and Society		4
G200 Understanding Cultures		4
G203 Macroeconomics		4
G204 Microeconomics		4
G242 American/U.S. National Government		4
G270 United State History: 1900 to the Present		4
G401 Comparative Politics		4

\*Required courses

## GENERAL EDUCATION PHILOSOPHY

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

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

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

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

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

In the area of Humanities and Fine Arts, 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 and Behavioral 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.

## COURSE DESCRIPTIONS

### GENERAL EDUCATION REQUIREMENTS FOR RASMUSSEN COLLEGE CREDENTIALS

BS degree candidates must successfully complete a total of fifty-eight (58) general education credits, which is an additional twenty-four (24) general education credits beyond the credits required in an Associate's degree. These credits should be distributed across the following categories: English Composition, Communication, Humanities and Fine Arts, Math, Natural Sciences, and Social and Behavioral Sciences.

AAS degree candidates in most programs must successfully complete thirty-four (34) credits of general education coursework distributed across the following categories: English Composition, Communication, Humanities and Fine Arts, Math, Natural Sciences, and Social and Behavioral Sciences. AAS degree candidates in some programs must successfully complete additional credits of general education coursework distributed across the same categories as designated by program.

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

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

#### Program Length

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

#### Credit Definition

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

Clock Hour – Equal to 50 minutes of instruction.

#### How to Read Course Descriptions

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

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

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

#### College Experience Course, 0 credits

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

Prerequisite: none

#### A140 Financial Accounting I 40 hours, 4 credits

This course defines accounting objectives and their relation to business. The student will be taught the fundamental principles of bookkeeping. The trial balance, working papers, financial statements, and completing an accounting cycle are introduced. The course will emphasize valuing assets, including property, plant and equipment, inventory, and accounts receivable, and will address the classification of accounts, notes, payroll liabilities, and monthly adjustments.

Prerequisite: none

#### A141 Financial Accounting II 40 hours, 4 credits

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

Prerequisite: Financial Accounting I

#### A177 Payroll Accounting

##### 40 hours, 4 credits

Focus is on computing and paying of wages and salaries, social security taxes and benefits, federal and state employment insurance and taxes, and payroll accounting systems and records.

Prerequisite: Financial Accounting I

#### A269 Income Tax

##### 40 hours, 4 credits

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

Prerequisite: Financial Accounting II

#### A276 Financial Investigation

##### 40 hours, 4 credits

This course will introduce students to the field of fraud examination and how fraud occurs and is detected within financial statements. This course will expand in areas of revenue, inventory, liabilities, assets, and inadequate disclosures related to financial statement investigations and fraud.

Prerequisite: Financial Accounting II

#### A280 Accounting Capstone

##### 20 hours, 2 credits

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

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

#### A330 Managerial Accounting

##### Theory and Practice

##### 40 hours, 4 credits

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

Prerequisite: Financial Accounting II

#### A340 Advanced Auditing Concepts and Standards

##### 40 hours, 4 credits

This course includes a study of auditing standards and procedures and an integration of professional ethics within the accounting discipline. Emphasis is placed on analytical thinking, evaluation of business risks, and internal control practices and a thorough study of Sarbanes Oxley and other relevant laws and regulations as they relate to publicly traded companies.

Prerequisite: Financial Accounting II

#### A360 Taxation of Individuals

##### 40 hours, 4 credits

This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business. Focus is on income, exclusions, deductions, exemptions, credits, property, gift, estate tax and depreciation.

Prerequisite: Financial Accounting II

#### A370 Intermediate Financial Reporting I

##### 40 hours, 4 credits

This course covers a review of accounting theory, its conceptual framework, and how to understand and analyze financial reports, including income statements, the statement of cash flows, and the balance sheet.

Prerequisite: Financial Accounting II

#### A375 Intermediate Financial Reporting II

##### 40 hours, 4 credits

This course builds on Intermediate Financial Reporting I. Topics include stockholder's equity, valuation of assets and liabilities, interpretation of financial statements, accounting changes and errors, and prior period adjustments.

Prerequisite: Intermediate Financial Reporting I

#### A380 Intermediate Financial Reporting III

##### 40 hours, 4 credits

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

Prerequisite: Intermediate Financial Reporting II

#### A406 Cost Accounting Principles and Applications

##### 40 hours, 4 credits

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

Prerequisite: Financial Accounting II

#### A416 Advanced Financial Accounting

##### 40 hours, 4 credits

This course focuses on the importance of the operational functions in organizations today to include business combinations and the related financial accounting transactions necessary, segment reporting, output planning, international transaction accounting, foreign currency transactions, inventory control, scheduling, and quality control. An interweaving emphasis will be placed on quality and its impact in securing a strategic advantage for manufacturing and service entities.

Prerequisite: Intermediate Financial Reporting II

#### A420 Accounting Information Systems

##### 40 hours, 4 credits

An advanced course that further develops an understanding of the elements, relationships, and issues associated with manual and computerized accounting information systems. Practical application using spreadsheets, databases, and general education software.

Prerequisite: Management of Information Systems

#### A430 International Accounting

##### 40 hours, 4 credits

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

Prerequisite: Advanced Financial Accounting

#### A490 Accounting Capstone II

##### 40 hours, 4 credits

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

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

Prerequisite: Intended for student's last quarter



## COURSE DESCRIPTIONS

**B080 Reading and Writing Strategies**  
40 hours, 4 credits

This course develops students' reading and writing skills in preparation for college-level coursework. Through review of grammar, punctuation, and the writing process, students will enhance their ability to compose sentences, paragraphs, and short essays. The study of active reading strategies will provide students with the tools necessary for comprehending collegiate-level texts. This course is taught in six-week sessions.

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

**B095 Combined Basic and Intermediate Algebra**  
40 hours, 4 credits

This course is designed to be a combination of basic and intermediate algebra. Students must earn a grade of "C" or better in order to progress to general education-level mathematics courses.

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

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

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

Prerequisite: none

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

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

Prerequisite: none

**B140 Sales Techniques**  
40 hours, 4 credits

An introductory course in sales emphasizing the principles and practices of a professional salesperson. Course focus is on the information, skills, and activities necessary for success in today's marketplace.

Prerequisite: none

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

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

Prerequisite: Introduction to Business

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

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

Prerequisite: none

**B216 Network Fundamentals for Business Professionals**  
40 hours, 3 credits

This course teaches the foundations of networks in a business context. The course covers Local Area Networks and Wide Area Networks and includes how communication is accomplished in those environments and how they are used to support business processes.

Prerequisite: Computer Applications and Business Systems Concepts

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

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

Prerequisite: none

**B228 Search Engine Marketing**  
40 hours, 4 credits

This course combines a unique mix of business, writing, and technical skills as students develop an understanding of the basics of search marketing, a search marketing program, and the steps involved in the execution and tracking of success. This course will assist students in understanding the complexities and similarities of online marketing vehicles, paid marketing, organic marketing, and how to purchase online media for the purpose of creating a quality marketing mix.

Prerequisite: Internet Business Models and E-Commerce

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

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

Prerequisite: Financial Accounting I

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

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

Prerequisite: none

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

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

Prerequisite: none

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

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

Prerequisite: none

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

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

Prerequisite: none

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

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

Prerequisite: Introduction to Entrepreneurship

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

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

Prerequisite: Principles of Finance

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

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

Prerequisite: Internet Business Models and E-Commerce

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

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

Prerequisite: Introduction to Human Resource Management

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

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

Prerequisite: Introduction to Human Resource Management

**B268 Compensation and Benefits Management**  
40 hours, 4 credits

This course content addresses the trends and evolution of compensation and benefits at both the strategic and operational dimensions. Evaluation of costs associated with various approaches to compensation and benefits is explored. This course will help students understand the role that an integrated total compensation program can play in contributing to organizational success. You will learn about effective compensation strategies and how various emerging issues impact program design.

Prerequisite: Introduction to Human Resource Management

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

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

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

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

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

Prerequisite: none

**B275 Call Center Customer Service Representative Skills**  
40 hours, 4 credits

Considering the success of any call center rests in the hands of its Customer Service Representatives, it is critical that training, continual skills assessment and professional development opportunities are incorporated into the business cycle. This course will define the requisite skills for exemplar reps as well as discuss different assessment tools and skill building techniques. Further, this course will also examine Customer Relationship Management (CRM) principles specific to call routing applications.

Prerequisite: none

**B276 Call Center Labor Force Management**  
40 hours, 4 credits

This course provides an introduction to determining the staffing requirements which balance customer requests and satisfaction while meeting budget margins critical to the overall success of the business. As such, this course will focus on the forecasting of labor force needs, staffing requests, understanding of daily service management requirements, and the benefits and barriers to the incorporation of automated software tools to assist in this process.

Prerequisite: none

**B278 Call Center Operations Management**  
40 hours, 4 credits

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

Prerequisite: none

## COURSE DESCRIPTIONS

### **B280 Business Capstone**

**20 hours, 2 credits**

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

Prerequisite: Intended for last quarter of student's program

### **B281 Public Relations and Advertising Strategies,**

**40 hours, 4 credits**

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

Prerequisite: Principles of Marketing

### **B293 Business Ethics**

**40 hours, 4 credits**

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

Prerequisite: none

### **B323 Advanced Principles of Marketing**

**40 hours, 4 credits**

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

Prerequisite: Principles of Marketing

### **B330 Advanced Principles of Financial Management**

**40 hours, 4 credits**

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

Prerequisite: Financial Accounting II

### **B333 Principles of Management II**

**40 hours, 4 credits**

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

Prerequisite: Principles of Management

### **B343 Business Law II**

**40 hours, 4 credits**

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

Prerequisite: Business Law

### **B351 Management of Information Systems**

**40 hours, 4 credits**

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

Prerequisites: none

### **B352 International Business**

**40 hours, 4 credits**

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

Prerequisite: none

### **B360 Operations Management**

**40 hours, 4 credits**

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

Prerequisite: none

### **B364 Internet Marketing, Public Relations, and Social Media**

**40 hours, 4 credits**

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

Prerequisite: Internet Business Models and E-Commerce

### **B370 Organizational Behavior Analysis**

**40 hours, 4 credits**

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

Prerequisite: none

### **B371 Research and Report Writing**

**40 hours, 4 credits**

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

Prerequisite: English Composition or Professional Communication

### **B375 Advanced Human Resource Management**

**40 hours, 4 credits**

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

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

### **B390 Human Resource Information Systems**

**40 hours, 4 credits**

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

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

### **B404 Negotiation and Conflict Management**

**40 hours, 4 credits**

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

Prerequisite: Organizational Behavior Analysis

### **B415 Risk Management**

**40 hours, 4 credits**

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

Prerequisite: none

### **B420 Organizational Development**

**40 hours, 4 credits**

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

Prerequisite: none

### **B421 Statistics for Business**

**40 hours, 4 credits**

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

Prerequisite: none

### **B423 Internet Law**

**40 hours, 4 credits**

This course gives students an in-depth understanding of Internet law and how it applies to online commerce and today's business transactions.

Prerequisite: Business Law

### **B433 Human Resource Recruitment and Selection**

**40 hours, 4 credits**

This course introduces students to the basic principles and techniques of staffing the workplace. Students will analyze theories and strategies utilized in staffing, planning, recruiting, and selection and performance assessment. This course includes educational resources from Harvard Business Publishing.

Prerequisites: Principles of Management; Introduction to Human Resource Management

### **B434 Web Analytics**

**40 hours, 4 credits**

This course teaches the fundamentals of how to use web analytics concepts, tools, and techniques to harness the power of an organization's website to create measurable business value, increase customer retention, and build customer loyalty.

Prerequisites: Advanced Search Engine Marketing Strategies; Internet Business Models and E-Commerce

### **B440 Managing a Diverse Workforce**

**40 hours, 4 credits**

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

Prerequisite: none

### **B442 Advanced Search Engine Marketing Strategies**

**40 hours, 4 credits**

This course is designed to give students an in-depth understanding of search engine optimization and search engine marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives.

Prerequisite: Search Engine Marketing

### **B444 Statistics for Managers**

**40 hours, 4 credits**

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

Prerequisite: College-level Math course

### **B453 Compensation Administration**

**40 hours, 4 credits**

This course addresses tangible and intangible compensation and the use of compensation to motivate and reward employee performance. The course also covers job analysis, job description, and job evaluation on the basis of compensable factors as well as designing an equitable pay structure. In addition, students analyze the influence of unions and government in determining the compensation of the labor force, including compensation of both hourly workers and managerial employees. This course includes educational resources from Harvard Business Publishing.

Prerequisites: Principles of Management; Introduction to Human Resource Management

### **B460 Strategic Management**

**40 hours, 4 credits**

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

Prerequisite: none

### **B491 Legal and Ethical Environment of Business**

**40 hours, 4 credits**

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

Prerequisites: Business Ethics or Business Law

## COURSE DESCRIPTIONS

**B492 Contemporary Leadership Challenges**  
40 hours, 4 credits

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

Prerequisite: none

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

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

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

**D132 Computer Applications and Business Systems Concepts**  
40 hours, 3 credits

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

Prerequisite: none

**D181 Excel**  
40 hours, 3 credits

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

Prerequisite: Computer Applications and Business Systems Concepts

**D187 Professional Presentations**  
40 hours, 3 credits

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

Prerequisite: Computer Applications and Business Systems Concepts

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

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

Prerequisite: Financial Accounting I

**D283 Access**  
40 hours, 3 credits

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

Prerequisite: Computer Applications and Business Systems Concepts

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

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

Prerequisite: none

**E185 Freshman Seminar**  
0 credits

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

**E242 Career Development**  
20 hours, 2 credits

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

Prerequisite: none

**E270 Sophomore Seminar**  
0 credits

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

**E320 Junior Seminar**  
0 credits

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

**E410 Senior Seminar**  
0 credits

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

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

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

Prerequisite: none

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

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

Prerequisite: Foundations of Child Development

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

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

Prerequisite: Early Childhood Education Curriculum and Instruction

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

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

Prerequisite: none

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

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

Prerequisite: Knowledge: Externship I

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

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

Prerequisite: Application: Externship II

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## COURSE DESCRIPTIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Prerequisite: none

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

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

Prerequisite: none

### FS100 Building Construction for Fire Protection 40 hours, 4 credits

This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

Prerequisite: none

### FS102 Fire Behavior and Combustion 40 hours, 4 credits

This course explores the theories and fundamentals of how and why fires start, spread, and are controlled.

Prerequisite: none

### FS115 Fire Prevention 40 hours, 4 credits

This course provides fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation.

Prerequisite: none

### FS120 Fire Protection Systems 40 hours, 4 credits

This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers.

Prerequisite: none

### FS125 Principles of Emergency Service 40 hours, 4 credits

This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives.

Prerequisite: none

### FS180 Strategy and Tactics I 40 hours, 4 credits

This course provides the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents, and will prepare supervisors who are responsible for commanding one to two companies at the emergency scene. This may include supervisors such as company officers or chief officers of small fire departments. Skills & lessons will include company officer leadership, safety, pre-fire planning, fire behavior, building construction, firefighting tactics, engine & truck company operations, RIT supervision, and numerous tactical & radio exercises.

Prerequisite or Co-Requirement: Principles of Emergency Services

### FS205 Strategy and Tactics II 40 hours, 4 credits

This course will prepare supervisors who are responsible for commanding multiple companies at an emergency scene. Skills & lessons will include strategic concepts in firefighting, roles and responsibilities of command officers, the incident command system, multi-company operations, dusters, high-rise operations, dealing with critical incident stress, and many tactical & radio exercises.

Prerequisite: Tactics and Strategy I

### FS250 Management I: Fire Department Leadership I 40 hours, 4 credits

This course is designed to provide the supervisor in charge of a single fire company or fire station with information and skills in supervisory practices and personnel management. Skills & lessons will include the role and function of the fire company officer, basic management principles and concepts, leadership, motivation, task management, discipline, and conflict resolution.

Prerequisite: Principles of Emergency Service

### FS255 Management II: Fire Department Leadership II 40 hours, 4 credits

This course is designed to provide the supervisor, who is in charge of a single fire company or fire station, with information and skills in personnel management. This course provides coverage in the areas of basics of all forms of communications, report writing, face-to-face communication, group dynamics, coaching and counseling skills, and job performance appraisals.

Prerequisite: Management I: Fire Department Leadership I

### FS280 Management III 40 hours, 4 credits

This course will provide the supervisor, who may be in charge of multiple fire companies or fire stations, with information and skills in officer supervision and administrative functions. Skills & lessons will include: planning and decision-making, finance and budgeting, risk management, public relations and dealing with the media.

Prerequisite: Management II: Fire Department Leadership II

### FS285 Management IV 40 hours, 4 credits

This course will provide the supervisor, who may be in charge of multiple fire companies or fire stations, with information and skills in officer supervision and administrative functions. Skills & lessons will include: planning and decision-making, finance and budgeting, risk management, public relations and dealing with the media.

Prerequisite or Co-Requirement: Management III

### FS290 Fire Service Instructor I 40 hours, 4 credits

This course is for students seeking the knowledge and ability to teach from predominantly skills oriented prepared materials. Skills & lessons will include effective communication methods, concepts of learning, human relations in the teaching-learning environment, methods of teaching, organizing the learning environment, records and reports, testing and evaluation, instructors' roles and responsibilities, teaching techniques, and use of instructional materials.

Prerequisite or Co-Requirement: Principles of Emergency Services

### FS295 Fire Service Instructor II 40 hours, 4 credits

This course will instruct students on how to place an emphasis on teaching formalized lessons from materials actually prepared by the instructor, including relating information from one lesson or class to the next. Skills & lessons will include writing performance objectives, developing lesson plans, preparing instructional materials, constructing evaluation devices, demonstrating selected teaching methods, completing training records and reports, and identifying reference resources.

Prerequisite: Fire Service Instructor I

### G124 English Composition 40 hours, 4 credits

This course is designed to guide students in understanding the writing process and developing their ability to write and express ideas in an organized, unified, and coherent manner. Students will produce college-level writing that reflects awareness of rhetorical strategies, writing purpose, student voice, and appropriate grammar, punctuation, and usage skills. Through reading, writing, discussion, research, and collaboration, students will practice effective writing and apply course concepts.

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

### G125 Humanities 40 hours, 4 credits

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

Prerequisite: none

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

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

Prerequisite: English Composition

## COURSE DESCRIPTIONS

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

This course introduces students to basic sociology terms and concepts. Students will understand how to apply sociological concepts and theories and analyze the structure and relationships of social institutions and the process of social change. Students will explore a variety of topics of sociological interest, including socialization, social inequality, social movements, and the impact of technology and social change on society.

Prerequisite: none

**G145 Film Appreciation**  
40 hours, 4 credits

Students will study different elements, forms, techniques and styles of film and will learn a critical approach to film and the motion picture industry. Students will critique films and filmmakers through various approaches and assessments that demonstrate analysis, interpretation, and evaluation skills as well as fostering a deeper appreciation and understanding of film as an art form.

Prerequisite: none

**G146 Human Geography**  
40 hours, 4 credits

This course will introduce students to the systematic study of patterns and processes that have shaped human understanding, use, and alteration of Earth's surface. Students will employ spatial concepts and landscape analysis to examine human social organization and its environmental consequences.

Prerequisite: none

**G147 Art Appreciation**  
40 hours, 4 credits

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

Prerequisite: none

**G148 General Psychology**  
40 hours, 4 credits

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

Prerequisite: none

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

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

Prerequisite: none

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

This course provides a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems.

Prerequisite: none

**G152 Scientific Literacy**  
40 hours, 4 credits

In this course students will explore the role that science plays in the world. Students will survey different natural sciences such as: biology, health sciences, chemistry, physics, astronomy, and geology; as well as analyze specific case studies from these fields. Throughout the course students will develop their scientific reasoning skills. They will learn about the scientific method as well as how to detect common fallacies and misuses of science.

Prerequisite: none

**G156 Human Biology**  
40 hours, 4 credits

This course provides students with a comprehensive understanding of the structure and function of the human body with added applications of health and disease. Students will learn basic concepts of biochemistry, cells, body systems, and genetics. Students will examine the impact of human growth and development on society, the environment, and the promotion of the advancement of biotechnology.

Co-requisite: Human Biology Lab

**G156L Human Biology Lab**  
40 hours, 2 credits

This lab course is intended to be a co-requisite with the Human Biology class. The laboratory course applies a practical approach to understanding the structural and functional aspects of the human body. Students will learn the basic concepts of biochemistry, cells, body systems, and genetics as they relate to human growth and development and human impact on the environment.

Co-requisite: Human Biology

**G161 Quantitative Literacy**  
40 hours, 4 credits

In this course students will explore the importance of numbers and numeracy. They will also get the opportunity to analyze and solve real world problems from the fields of business, finance, and the natural sciences. Students will incorporate their prior math knowledge and develop new mathematical tools throughout the course. This will include: propositional logic, set theory, geometry, probability, statistics, linear modeling, and exponential modeling.

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

**G180 General Education Mathematics**  
40 hours, 4 credits

This course introduces students to topics from modern mathematics that are relevant to everyday life and not typically covered in the standard college math sequence. Students will be exposed to a variety of mathematical tools from diverse branches of mathematics. They will utilize these tools to solve interesting real-world problems. Topics may include, but are not limited to, game theory, graph theory, the mathematics of growth, applications of geometry, probability, and statistics.

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

**G195 College Statistics**  
50 hours, 5 credits

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

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

**G200 Understanding Cultures**  
40 hours, 4 credits

This course is a comparative study of societies and cultures around the world and the cultures within the United States, focusing on the effects of ethnicity and race on African Americans, Latino, Asian American and Native Americans living in the United States. Topics include family, marriage, power, religion, values, inequality, social organization, language, social stratification, economic processes, conflicts and cultural and social change over time. Examples will be drawn from Africa, South America, North America, Asia and the Pacific Islands.

Prerequisite: none

**G203 Macroeconomics**  
40 hours, 4 credits

In this course, students will learn the fundamentals of macroeconomics, which deals with the economy as a whole. An overview of the American economy will be explored through a study of basic supply and demand analysis and a review of fiscal and monetary policy to phases of the business cycle. Unemployment, inflation, GDP, and policy decisions which affect the American economy at home and abroad will be covered.

Prerequisite: none

**G204 Microeconomics**  
40 hours, 4 credits

Students will be introduced to the field of microeconomics in this course, including theories of production, determination of prices, and distribution of income in regulated and unregulated industries. Other topics may include industrial relations, monopolies, and comparative economic systems.

Prerequisite: none

**G224 Introduction to Critical Thinking**  
40 hours, 4 credits

A study of the rules of valid judging and reasoning, both inductive and deductive, in a traditional, language-centered context rather than a symbolic context. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements. Logical analysis is applied to concrete problems dealing with our knowledge of reality.

Prerequisite: English Composition

**G227 Oral Communication**  
40 hours, 4 credits

This course will present students with a broad understanding of communication in a variety of contexts. Students will learn the processes and strategies of oral communication by exploring speech anxiety, audience analysis, and organizational speech patterns. Students will research, use supporting materials, and use effective language to develop and present a narrative, informative and persuasive speech.

Prerequisite: none

**G230 Introduction to Literature**  
40 hours, 4 credits

This course offers an introduction to the most common literary genres: fiction, poetry, drama, and literary non-fiction. Students will study the basic elements of each genre, learn how to compare genres, become familiar with sample texts that illustrate the particularities of each genre, and practice the skills of analyzing and writing about literary texts. Reading and analysis of texts will include a variety of literary forms and periods. Students will engage in approaches to determine literary meaning, form, and value.

Prerequisite: none [English Composition recommended]

**G238 Conversational Spanish**  
40 hours, 4 credits

This course focuses on common words and phrases students need to develop a working vocabulary which will enable them to communicate with Spanish-speaking individuals in their personal and professional lives. Although oral communication is stressed, included is an overview of Spanish grammar, phonetic pronunciation and Hispanic culture.

Prerequisite: none

**G239 Introduction to Astronomy** 40 hours, 4 credits

Examines astronomical phenomena and concepts, including the solar system, stars and galaxies, planetary motions, atoms and radiation, and the origin and evolution of the universe.

Prerequisite: none

**G242 American/U.S. National Government**  
40 hours, 4 credits

This course presents the development and evolution of the American national government with emphasis on the structures and processes of our representative democracy, including its ties to culture, politics and policies, political parties, and state and local governments.

Prerequisite: none

**G245 Introduction to Geology**  
40 hours, 4 credits

Examines basic geologic principles from a physical or historical perspective. Includes such topics as the formation of rocks and minerals; internal and external processes modifying the earth's surface and phenomena; and the evolutionary history of the earth, including its life forms, oceans and atmosphere.

Prerequisite: none

**G246 Advanced Algebra**  
50 hours, 5 credits

Students will learn about topics including functions and functional notation, domains and ranges in relation to functions, graphing functions and relations, and various function operations. Students will be able to solve linear equations and inequalities as well as quadratic equations and higher-order polynomial equations. This course will review algebraic technique as well as polynomials, factoring, exponents, roots, and radicals.

Prerequisite: Satisfactory score on placement Exam

**G247 Introduction to Discrete Mathematics**  
40 hours, 4 credits

This course provides the basis for proper mathematical reasoning in a computer science framework. Topics that students explore include propositional and predicate logic, proof strategies and inductive reasoning, sets, functions, elementary counting techniques, and number systems.

Prerequisites: Calculus I; Discrete Structures for Computer Science

## COURSE DESCRIPTIONS

### **G270 United States History: 1900 to the Present** 40 hours, 4 credits

This course provides an overview of the history of the United States during the 20th century up until the present day. The political, social, and economic aspects of this time will be explored amid a variety of human cultures, values, and perspectives within the United States.

Prerequisite: none

### **G333 American Religious History** 40 hours, 4 credits

A survey of the contribution of religion to American culture, including the differences between rural and urban society, the development of religious freedom and the rise of a "secular religion." Examines the emergence of new forms of belief and practice and the variety of religious issues confronting American society today.

Prerequisite: none

### **G401 Comparative Politics** 40 hours, 4 credits

This course will introduce students to the field of comparative politics by examining classification of political systems according to institutional and developmental characteristics. Causes and costs of political stability and instability will be explored. Comparison will be made between contemporary political institutions and processes in various countries.

Prerequisite: American/U.S. National Government

### **H200 US Healthcare Systems** 40 hours, 4 credits

This course provides an overview of the United States healthcare system. The history of the evolution of healthcare will be explored, along with the role of local, state, and federal government in healthcare delivery. An introduction to a variety of provider models and service delivery systems found in both private and public healthcare facilities will be covered, including different types of healthcare facilities. The influence of reimbursement methodologies and finance on healthcare delivery will be explored.

Prerequisite: none

### **H210 Marketing and Communication in Healthcare** 40 hours, 4 credits

This course is an introduction to marketing concepts and how they are applied in the healthcare industry. Topics include consumer buying behavior, business-to-business markets, market research techniques, pricing concepts, marketing channels, and promotional strategies and techniques. This course includes educational resources from Harvard Business Publishing.

Prerequisite: none

### **H300 Introduction to Healthcare Administration** 40 hours, 4 credits

This course provides an exploration of the administrative principles and practices within healthcare organizations. Emphasis is placed on organization, structure, and operation of healthcare facilities. Management principles will be applied to case studies of healthcare industry scenarios.

Prerequisites: US Healthcare Systems; Principles of Management; Introduction to Human Resource Management; Electronic Health Records and Medical Office Procedures

### **H310 Foundations of Managed Care** 40 hours, 4 credits

In this course, students will analyze controversial issues surrounding the managed-care delivery system, focusing on theory and the foundational concepts of managed care.

Prerequisite: Introduction to Healthcare Administration

### **H320 Financial Management of Healthcare Organizations** 40 hours, 4 credits

This course focuses on healthcare finances, assets, cost concepts, capital budgeting, and general principles of accounting applied in the healthcare environment. Students will discuss the development and management of department budgets, and the common sources of healthcare revenues and expenses.

Prerequisites: Introduction to Healthcare Administration; Financial Accounting II

### **H330 Quality Improvement in Healthcare** 40 hours, 4 credits

This course examines methods for assuring quality in healthcare and the statistical applications of measuring outcomes. There will be an emphasis on performance improvement and the relationship between healthcare quality, organizational performance, and the role of governing and accrediting bodies in healthcare organizations. Common methods and trends in quality improvement will be explored.

Prerequisite: Introduction to Healthcare Administration or Introduction to Health Information Management

### **H340 Regulation and Compliance in Healthcare** 40 hours, 4 credits

This course is an exploration of the many entities that regulate healthcare delivery, from local, state, and federal government to the accreditation agencies of healthcare organizations. Issues and methods for compliance with the many laws and regulations are examined. The course provides an overview of the impact of regulatory agencies on the operation of healthcare facilities. Corporate ethics and responsibilities and the operation of healthcare as a business is explored. This course includes educational resources from Harvard Business Publishing.

Prerequisite: Introduction to Healthcare Administration or Introduction to Health Information Management

### **H350 Healthcare Statistics** 40 hours, 4 credits

Students will discuss and apply the common terms, formulae, and computations used in healthcare statistics through effective data collection, interpretation of information, and the display of data.

Prerequisites: Introduction to Healthcare Administration or Introduction to Health Information Management; College-level Math course

### **H360 Healthcare Planning and Policy Management** 40 hours, 4 credits

This course provides a study of current healthcare-policy issues affecting the U.S. healthcare system and the politics that drive policy and planning of healthcare delivery. The influence of participants outside the healthcare industry and the various levels of government involved in policymaking will be examined. Economic theory, trends, and the future of healthcare will be explored.

Prerequisite: Introduction to Healthcare Administration

### **H400 Healthcare Information Systems** 40 hours, 4 credits

The Healthcare Information Systems course focuses on how healthcare institutions can use technology and information processes and solutions to assist in the diagnosis of diseases and the documentation of patient records and other data. It also addresses the strategies and techniques healthcare business professionals can use to help increase the quality of healthcare services and the efficiency with which the services are delivered.

Prerequisite: Computer Applications and Business Systems Concepts; Introduction to Healthcare Administration

### **H410 Healthcare Operations Management** 40 hours, 4 credits

In this course students examine the operations function of managing people, information technology, materials, and facilities in the healthcare industry.

Prerequisites: Principles of Management; Introduction to Healthcare Administration

### **H420 Advanced Healthcare Law and Ethics** 40 hours, 4 credits

This course examines ethical theories and the principles of bioethics. Students will analyze these theories and principles and apply them to ethical problems in the healthcare field. This course includes educational resources from Harvard Business Publishing.

Prerequisite: Medical Law and Ethics or Health Information Law and Ethics

### **H430 Epidemiology** 40 hours, 4 credits

This course examines the patterns and causes of disease in populations, how diseases are documented, and how to analyze the data to understand disease causes.

Prerequisite: none

### **H440 International Healthcare** 40 credits, 4 hours

In this course, students will compare and contrast foreign healthcare services and systems, focusing on cultural, geographic, environmental, economic and political factors.

Prerequisite: Introduction to Healthcare Administration

### **H490 Healthcare Management Capstone** 30 hours, 3 credits

This online course is designed to allow students to integrate the knowledge and skills gained in the Healthcare Management BS program. Through case analysis, class discussion, and a research project, students will synthesize and demonstrate their understanding of core healthcare-management concepts via completion of a Capstone project approved by the instructor. Students have the opportunity to participate in an optional internship/externship project. This course includes educational resources from Harvard Business Publishing.

Prerequisite: Students must be enrolled in the Healthcare Management Bachelors Degree program and in their last or second-to-last quarter

### **HI300 Information and Communication Technologies** 40 hours, 4 credits

This course is an exploration of the technologies available to manage all aspects of health information and communication, including hardware and software to ensure data collection, storage, analysis and reporting of information. Students will explore the development of networks, including intranet and internet applications to facilitate the electronic health record. Interpretation of the derivation and use of standards to achieve interoperability of healthcare information systems will be explored.

Prerequisite: Program Admission

### **HI305 Health Information Management Systems** 40 hours, 4 credits

A study of the various clinical, administrative, and specialty service applications used in healthcare organizations are emphasized. This course applies information systems development concepts and interprets the systems development life cycle. Existing and emerging healthcare information systems applications will also be explored.

Prerequisite: Program Admission

### **HI320 Data, Information, and File Structures** 60 hours, 4 credits

A lab-based environment to apply knowledge of database architecture and design such as data dictionary, data modeling, and data warehousing to meet organizational needs. Database management systems, data administration, and data definitions will be explored and students will utilize data storage and retrieval techniques such as query tools, data mining, report design, and search engines.

Prerequisite: Program Admission

### **HI330 Financial Management of Health Information Services** 40 hours, 4 credits

An exploration of healthcare finance principles required to manage a health information management department or project. Accounting, cost accounting, budgeting, financial reports, financial management, cost benefit analysis, capitation, and cost containment techniques are introduced.

Prerequisite: Program Admission

### **HI340 Project Management** 40 hours, 4 credits

An exploration of the application of general principles of project management in the administration of health information services. Students will learn to implement process engineering and project management techniques to ensure efficient work flow and appropriate outcomes.

Prerequisite: Program Admission

### **HI350 Electronic Health Record Application** 70 hours, 4 credits

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

Prerequisite: Program Admission

### **HI360 Reimbursement Methodologies** 40 hours, 4 credits

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

Prerequisite: Program Admission

### **HI400 Electronic Data Security** 40 hours, 3 credits

A study of data protection methods and monitoring including physical, technical, and managerial safeguards. Risk assessment, audit and control programs, contingency planning, and data recovery is included. Internet, web-based, and e-Health security is explored. Students will learn to enforce confidentiality and security measures to protect electronic health information and protect data integrity and validity.

Prerequisite: Program Admission

### **HI410 Applied Research in Health Information Management** 40 hours, 4 credits

Students will complete a research project specific to HIM and will present their research to classmates and instructors using a webinar environment. Data analysis and presentation techniques will be used. Topics explored will be in adherence to Institutional Review Board processes and policies, research design and methods, knowledge-based research techniques, research protocol data management, and national guidelines regarding human subject's research.

Prerequisite: Healthcare Statistics

## COURSE DESCRIPTIONS

**HI420 Health Information Management  
Professional Practice Experience  
120 hours, 4 credits**

A 120-hour practical experience that focuses on the management of an HIM Department. This field experience will take place in a hospital or medical center setting supervised by an HIM Director or Supervisor. The experience will include operational and managerial experience and an administrative project that will benefit the clinical site. The instructor will work with the student to identify facilities that are available in the student's area of interest and will establish an agreement with the facility if one does not exist.

Prerequisite: Must be completed in the student's final quarter

**HI430 Strategic Planning and Development  
40 hours, 4 credits**

An exploration of the principles of developing strategic and operational plans for facility-wide systems and how to assess organization-wide information needs. Students will demonstrate and apply principles of organization behavior to facilitate team building, negotiation and change management. Strategic leadership, entrepreneurialism, and benchmarking will be explored.

Prerequisite: Program Admission

**HI435 Health Data Management  
20 hours, 2 credits**

This course addresses the fundamental concepts of managing health records both manually and electronically in today's healthcare facilities. This course introduces students to the practice of health information management, focusing on the content and structure of patient-identifiable data and information. This covers management issues related to paper-based record systems, including clinical documentation issues, medical word processing as a tool for documentation, forms design, storage and retrieval systems, and chart tracking. Secondary records such as indexes, registers, and registries are covered in this course, along with an exploration of data sources, data capture, healthcare information infrastructure and documentation requirements. In this course, students analyze healthcare data sets, such as the HEDIS, UHDDS, OASIS including the history, purpose, and uses of each.

Prerequisite: Program Admission

**HI450 Health Information  
Management Alternative Facility  
Professional Practice Experience  
30 hours, 1 Credit**

This course is a 30-hour practical experience that will focus on a non-hospital environment of the student's choice. This experience is designed to assist students in exploring the diversity of the health information profession. The experience will include health information-related shadowing, observation, and/or performance of tasks and must be approved by the instructor. The instructor will work with the student to identify facilities that are available in the student's area of interest and will establish an agreement with the facility if one does not exist.

Prerequisite: Must be completed in the student's final quarter

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

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

Prerequisite: General Psychology

**HS270 Social Psychology  
40 hours, 4 credits**

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

Prerequisite: General Psychology

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

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

Prerequisite: General Psychology

**J100 Introduction to Criminal Justice  
40 hours, 4 credits**

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

Prerequisite: none

**J106 Criminology: Motives for Criminal Deviance  
40 hours, 4 credits**

This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. Included is an explanation of what crime is, what causes crime, and the various techniques for measuring the amounts and characteristics of crime and criminals.

Prerequisite: none

**J115 Introduction to Corrections  
40 hours, 4 credits**

A general overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophies, practices and procedures. The concepts of retribution and rehabilitation are examined. For residential only, this course includes a fieldwork assignment.

Prerequisite: Introduction to Criminal Justice

**J120 Policing in America  
40 hours, 4 credits**

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

Prerequisite: Introduction to Criminal Justice

**J121 Case Management:  
Strategies for Rehabilitation  
40 hours, 4 credits**

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

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

**J122 Crime Scene to Conviction:  
Critical Skills in Documentation  
40 hours, 4 credits**

Students will master the skills of both oral and written communication. They will examine grammar and the mechanics of writing. They will also explore special communication issues, such as communicating with crime victims. They will develop skills for proper report writing, including such documents as search warrants, police reports, and case documents. Students will evaluate the impact of proper report writing, communication, and documentation on the outcome of legal proceedings, and review the importance of effectively translating written work into courtroom testimony.

Prerequisite: Policing in America

**J130 Introduction to Homeland Security  
40 hours, 4 credits**

This course provides an introduction to the philosophical, historical, and multidisciplinary challenges of Homeland Security in combating terrorism. This course includes a review of the driving forces that resulted in the creation of the current Department of Homeland Security. This will be accomplished through a review of the field of homeland security, its evolution and critical issues, and an examination of current threats and vulnerabilities. The course also looks at the complexities of defining the roles of federal, state, local government, and the private sector.

Prerequisite: Introduction to Criminal Justice

**J131 Criminal Law and Procedures:  
Crime and the Courtroom  
40 hours, 4 credits**

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

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

**J200 Domestic Violence  
40 hours, 4 credits**

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

Prerequisite: Introduction to Criminal Justice

**J211 Counseling Clients  
40 hours, 4 credits**

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

Prerequisite: Introduction to Corrections or Introduction to Human Services

**J212 Legal Principles in Corrections  
40 hours, 4 credits**

Students will examine constitutional amendments regarding correctional management in various settings. They will explore concepts of offenders' rights, officer professionalism, best practices, and proper operational procedures in a correctional setting. They will review principles as applied to special populations of offenders.

Prerequisite: Introduction to Corrections

**J213 Juvenile Justice: Delinquency,  
Dependency, and Diversion  
40 hours, 4 credits**

An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment.

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

**J222 Practical Psychology for Law Enforcement  
40 hours, 4 credits**

Students will examine how principles of psychology relate to law-enforcement work. They will explore fundamental concepts from a policing perspective, focusing on the real-world effects these principles produce on peace officers, their families, and the citizens they serve. Students will apply ideas from psychology to create effective victim- and witness-interviewing strategies, offender behavior-modification approaches, and officer coping methods. They will review the short- and long-term physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.

Prerequisite: Policing in America

**J226 Legal Code for Law Enforcement  
40 hours, 4 credits**

Students will use states' criminal and traffic codes to become familiar with law and statutes. They will review penal statutes covering issues from homicide to misconduct, and will examine legislation and statutes that govern law-enforcement duties and responsibilities. Students will also examine laws and procedures that apply to specific populations like juveniles and domestic-violence victims.

Prerequisite: Policing in America

## COURSE DESCRIPTIONS

### J230 Terrorism 40 hours, 4 credits

Students in this course will receive an in-depth overview of terrorism, both domestic and international. (This course is designed to provide students the necessary skills to recognize acts of terrorism and gain insight into terrorists' perceptions and motivations.) The course will touch on the causes and motives that drive terrorists, their methods of operation, and the impact of terrorism on the United States and abroad. Students will examine the necessary effort of planning preparedness within the governmental regulatory framework. Students will come to understand and appreciate the complexities of community and national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism.

Prerequisite: Introduction to Criminal Justice

### J245 Security Challenges 40 hours, 4 credits

This course is an examination of the field of security and the security challenges faced in the current world situation. Both public and private security issues will be evaluated based on organization, law, and risk. Defense basics will be explored internally and externally. Specific threats to transportation, cargo, and information from terrorism will be reviewed. This course concludes with a critical look at the future of security.

Prerequisite: Introduction to Criminal Justice

### J250 Drugs and Crime 40 hours, 4 credits

The course will focus on the physical, psychological, and sociological aspects of drug and alcohol abuse. Treatment and prevention of abuse will be explored. In addition, policy implications of drug use and the criminal justice system response will be analyzed. An overview of the theories of use, drug business, and drug law enforcement will be explored. Such recent developments as "club drugs," inhalants, herbal stimulants, and designer drugs will also be discussed.

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

### J255 Ethics in Criminal Justice 40 hours, 4 credits

This course provides a strong theoretical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in criminal justice, but also of how sound moral decisions are made in response to them.

Prerequisites: Policing in America; Criminal Law and Procedures: Crime and the Courtroom

### J280 Contemporary Issues in Criminal Justice Capstone 40 hours, 4 credits

The capstone class examines the future of the criminal justice system. The current cutting edge technology in different fields within the criminal justice system is discussed along with insights from accomplished scholars of what the near future holds. Methods and philosophies that will govern the criminal justice field in the near future are introduced along with discussions of the ethical, legal, social, and political ramifications expected. This course includes ten hours of field experience.

Prerequisite: Introduction to Criminal Justice. Students must be enrolled in the Criminal Justice program and in their last or second to last quarter

### J305 Examination of Forensic Science 40 hours, 4 credits

Students will critically examine the role of forensic science in the criminal justice process and the court of law. They will review historical events in criminalistics, and analyze problems in forensic science in order to formulate recommendations for change. They will also explore best practices and the future of forensic science.

Prerequisite: Constitutional Law

### J320 Criminal Investigations 40 hours, 4 credits

Students will learn to conduct full criminal investigations. They will examine various techniques, methods, and processes for interviewing and interrogating crime suspects and witnesses. They will also explore techniques for conducting investigations with special populations.

Prerequisite: Constitutional Law

### J325 Criminal Evidence 40 hours, 4 credits

This course will familiarize students with the fundamentals of criminal evidence as it pertains to the legal presentation of evidence in criminal trials, and with the role of legal counsel. Constitutional issues involving evidence are examined. Different varieties of evidence, from hearsay to physical evidence, are examined. Trial procedures such as expert-witness testimony, police testimony, and testimonial privileges are analyzed.

Prerequisite: Criminal Law and Procedures: Crime and the Courtroom (except for students enrolled in the Cyber Security Program)

### J326 Criminal Behavior: Profiling Violent Offenders 40 hours, 4 credits

This course will examine serial behavior by crime type and criminal profile. Crimes such as stalking, arson, murder, and sexual assault will be examined through case files to enhance investigative methods. Students will analyze psychological profiles and behavior patterns.

Prerequisite: Criminology: Motives for Criminal Deviance (except for students enrolled in the Cyber Security Program)

### J330 Organized Criminal Syndicates 40 hours, 4 credits

This course examines organized criminal activity in the 21st century, from street gangs to terrorist organizations. Students will examine the cause of organized crime, in addition to the investigation, prosecution, and sentencing of syndicates.

Prerequisites: Criminology: Motives for Criminal Deviance; Juvenile Justice: Delinquency, Dependency, and Diversion

### J331 Constitutional Law 40 hours, 4 credits

This course challenges students to examine the complexities of the Bill of Rights and the application of those rights to the criminal justice system. The analysis of case studies will allow students to apply criminal law and procedure to fieldwork examination of criminal-justice issues.

Prerequisite: Criminal Law and Procedures: Crime and the Courtroom (except for students enrolled in the Cyber Security Program)

### J332 Homeland Security Policy 40 hours, 4 credits

Students will receive an overview of homeland security policy at the federal, state, and local levels. They will examine four key security components: risk education, preparedness, public warning, and protective actions. They will also explore the coordination of structure and policy across national and homeland security disciplines, including law enforcement, public education, medical, public health, emergency management (including FEMA), information operations, defense, diplomacy, commerce, transportation, and intelligence.

Prerequisite: Terrorism

### J335 Risk Analysis 40 hours, 4 credits

Students will examine the importance of risk management through analysis and evaluation as a means of ensuring the protection of communities, facilities, and personnel. They will gain an understanding of the identification and assessment of hazards, vulnerabilities, and risks, which is critical to comprehensive management of security operations. They will learn skills to aid in planning for natural or man-made disaster recovery, and for crisis management.

Prerequisites: Introduction to Homeland Security; Security Challenges

### J340 Women and Criminal Justice 40 hours, 4 credits

This course examines the role of women as offenders, victims, and professionals in criminal justice. Theories and research that have differentiated women in the criminal-justice system will be explored. The rise of female criminality and criminal-justice professionals will be examined and will be analyzed.

Prerequisite: Domestic Violence

### J345 Diversion and Rehabilitation 40 hours, 4 credits

Students will examine counseling and intervention methods used for adult and juvenile, and male and female offenders. They will explore theories proven by research and applied to treatment. They will critically evaluate evidence-based policy, best practices, program evaluations, and "what works" in both social service and criminal justice systems.

Prerequisites: Juvenile Justice: Delinquency, Dependency, and Diversion; Domestic Violence

### J350 Cultural Diversity and Justice 40 hours, 4 credits

This course will examine the true picture and statistics of minority representation at every point in the criminal justice process, from point of contact with the police to incarceration and the death penalty. The course includes a comprehensive examination of unbiased racial and ethnic theories, and research and practice of behavior and victimization affecting the criminal justice system.

Prerequisite: Ethics in Criminal Justice

### J352 Victims in Criminal Justice 40 hours, 4 credits

This course explores the importance of the victim in the criminal-justice system's process. The victim's role in the criminal-justice process, and movements and legislation regarding victims' impact on judicial proceedings are examined. A variety of crimes and types of victims is explored.

Prerequisite: none

### J355 Realities of Crime and Justice 40 hours, 4 credits

In this course, students will analyze and critique media portrayals of crime and justice. Public perceptions of crime and realities of crime are evaluated. The mass media and "spectacular" cases are used to exemplify the media's influence on crime and justice.

Prerequisite: Ethics in Criminal Justice

### J360 Statistics in Criminal Justice 40 hours, 4 credits

Students will learn to interpret research data on issues in criminal justice. They will explore fundamentals of statistical analysis through statistical tools typically used in criminal justice. They will apply statistical analysis using UCR and NCVS data sets.

Prerequisite: College-level Math course

### J365 Research Methods in Criminal Justice 40 hours, 4 credits

This course will explore the basic steps of conducting research. Students will explore the nature of research and the research techniques specific to the criminal-justice field. Students will become familiar with research terminology and the ethics involved in various research designs. To complete the course, students will design and simulate their own research project.

Prerequisite: Statistics in Criminal Justice

### J405 Emergency Management 40 hours, 4 credits

This course will examine the role of private and public managers in planning for response to natural or man-made emergencies. Response plans will be detailed and developed with the essential elements and participants. Types of hazards and risks of all involved with managing the response and the public will be explored.

Prerequisites: Introduction to Homeland Security; Security Challenges

### J410 Criminal Justice Leadership and Management 40 hours, 4 credits

This course will familiarize students with common management theory and practice in criminal-justice organizations. The application of management techniques to all areas of criminal justice will be explored, along with leadership and administration techniques and issues particular to criminal justice. Organizational philosophy, visioning, planning, and goal development will be examined.

Prerequisite: Ethics in Criminal Justice

### J415 Crime Prevention 40 hours, 4 credits

This course will explore the goals and types of various crime-prevention strategies. Physical environments and crime, neighborhood crime prevention, the media, and crime displacement will be explored. The course will examine persons and conditions associated with high rates of deviance.

Prerequisites: Introduction to Corrections; Policing in America; Research Methods in Criminal Justice

### J420 Crimes Across Borders 40 hours, 4 credits

This course will explore the global economy of crime. Various types of transnational crime, and the investigation and prosecution of global crimes, are examined. Current issues in global crime will be examined via rotating articles, books, and other publications.

Prerequisites: Introduction to Criminal Justice; Research Methods in Criminal Justice

### J425 Community Corrections 40 hours, 4 credits

This course will examine the role and function of corrections supervisors in the field. The practical considerations of managing offenders in the community will be examined. Case studies on probation and parole will be explored.

Prerequisites: Criminal Behavior: Profiling Violent Offenders; Introduction to Corrections

### J430 Forensic Psychology 40 hours, 4 credits

This course will examine the role and function of psychology as it applies to the criminal-justice system. Students will examine the responsibilities and tasks of forensic psychologists when working with law enforcement, courts, and corrections. A psychological approach to person-to-person crimes will be explored.

Prerequisites: Criminal Behavior: Profiling Violent Offenders; General Psychology

### J435 Special Populations in Criminal Justice 40 hours, 4 credits

Students will examine the special populations of offenders in the criminal justice system. The experience of women, minorities, the physically and mentally challenged, the elderly, and the socioeconomically deprived in all parts of the criminal justice system will be explored. Students will analyze programs, policies, and case studies relating to special populations.

Prerequisite: Criminal Behavior: Profiling Violent Offenders

### J440 Special Offenders: Sex Offenders 40 hours, 4 credits

This course will examine the causes of sexual offenses and treatment of offenders. Laws and policy pertaining to sex offenders will be analyzed. Research on sex offenders, including recidivism, treatment, and re-entry into the community, will be examined.

Prerequisite: Introduction to Criminal Justice (except for students enrolled in the Cyber Security Program)

### J445 Special Offenders: Serial Killers 40 hours, 4 credits

Students will explore issues and controversies involved in serial killer cases or mass murder investigations. They will cover topics including maintaining justice, victim's rights, interrogation techniques, media coverage of crimes, and grief.

Prerequisites: Criminology: Motives for Criminal Deviance; Criminal Behavior: Profiling Violent Offenders



## COURSE DESCRIPTIONS

**J453 Criminal Justice Seminar**  
50 hours, 5 credits

This course provides students with the opportunity to explore an area of criminal justice that is of specific interest for their career or an area of relevant interest in the field. Topics may include any area of justice studies, with the approval of the instructor. Students will conduct a thorough review of their topic and present their work in the form of a final project.

Prerequisites: Research Methods in Criminal Justice; Statistics in Criminal Justice

**J457 Criminal Justice Senior Thesis**  
40 hours, 4 credits

Students will apply their knowledge of criminal justice issues and social research methodology by completing a research project on an approved thesis proposal. Students will design and carry out a research study, collect and analyze resulting data, and integrate their research and findings into a formal thesis.

Prerequisite: Criminal Justice Seminar. Students should be in their last or second-to-last quarter

**J480 Criminal Justice Internship**  
250 hours, 9 credits

This course provides students with an opportunity to apply their learning through an internship experience involving participant observation in a professional criminal justice setting. During the internship experience, students will concurrently participate in discussions, journaling, and related coursework to integrate their academic and internship experiences.

Prerequisites: Contemporary Issues in Criminal Justice Capstone; Student in last or second-to-last quarter

**J490 Critical Issues in Criminal Justice**  
40 hours, 4 credits

This course will examine trends, policies, processes, and programs in criminal justice. Careful analysis of criminal-justice successes and failures is the focus of this course. Students will theorize future initiatives in policing, courts, corrections, juvenile justice, and homeland security.

Prerequisite: Contemporary Issues in Criminal Justice Capstone

**M100 Customer Service in Healthcare**  
10 hours, 1 credit

This will prepare students to deliver outstanding customer service in a healthcare setting by providing them with an understanding of the factors that influence the perceptions of external and internal customers. Topics covered in this course include; the psychology of patients, customer service in a diverse world, listening skills and effective communication techniques.

Prerequisite: none

**M120 Medical Terminology**  
40 hours, 4 credits

This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomic roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation.

Prerequisite: none

**M121 Anatomy and Pharmacology for Coders**  
30 hours, 3 credits

This course provides an in-depth exploration of human anatomy and physiology as well as pharmacology to prepare students for coding. This course also provides a systematic approach to hospital inpatient and ambulatory care coding, emphasizing specific and correct coding procedures and techniques. Topics covered include: study of human cells and tissues; the integumentary, musculoskeletal, nervous, respiratory, genitourinary, circulatory, digestive, reproductive, sensory, cardiovascular, lymphatic, immune, and endocrine systems of the body; most commonly prescribed drugs; and laboratory tests. The student will learn how to abstract key information from the health record to assist in improving physician documentation and to ensure all valid and accurate coding. Students will complete laboratory exercises coordinated with course content.

Prerequisites: Structure and Function of the Human Body; Medical Terminology

**M130 Medical Writing, Style and Grammar**  
30 hours, 3 credits

A focused look at English Grammar, punctuation and sentence structure that will lead to accurate and appropriate medical documents being transcribed or edited. Common English language needs in medical transcription are explored, as well as correct use of number formatting, capitalization and abbreviations. Alike words will be studied and practiced and a medical terminology review will be mandatory.

Prerequisite: none

**M131 ICD-CM Coding**  
40 hours, 4 credits

This course provides in-depth study of the International Classification of Diseases-Clinical Modification (ICD-CM) using sample exercises and health records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-CM coding guidelines appropriate to the coding situation and will cover diagnostic coding of all body systems. Use of coding and grouper software will be introduced as well as the use of registries and indices.

Prerequisite: Anatomy and Pharmacology for Coders; Pathophysiology

**M132 ICD-PCS Coding**  
40 hours, 4 credits

This course provides in-depth study of the International Classification of Diseases-Procedure Coding System (ICD-PCS) using sample exercises and health records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-PCS coding guidelines appropriate to the coding situation and will cover procedural coding of all body systems. Use of coding and grouper software will be used as well as the use of registries and indices.

Prerequisite: ICD-CM Coding

**M133 ICD Coding**  
30 hours, 3 credits

This course provides a thorough overview of the International Classification of Diseases (ICD) using sample exercises and medical records to develop skill and accuracy in coding in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems.

Prerequisite: Medical Terminology  
Prerequisite or Co-requisite: Pathophysiology

**M140 Basic ICD-9-CM Coding**  
40 hours, 4 credits

This course provides in-depth study of the International Classification of Diseases (ICD-9-CM) using sample exercises and medical records to develop skill and accuracy in coding in various healthcare settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems.

Prerequisite: Medical Terminology; Pre- or Co-requisite: Pathology I or Pathophysiology

**M140A Intermediate ICD-9-CM Coding**  
40 hours, 3 credits

This course is a continuation of Basic ICD-9-CM Coding with developmental practice to increase proficiency in coding with ICD-9-CM using patient records. Students will apply official coding guidelines and knowledge of commonly accepted payment methodologies to medical record coding. Use of coding and grouper software will be introduced as well as the use of registries and indices.

Prerequisite: Basic ICD-9-CM Coding

**M141 Ambulatory Care Coding**  
40 hours, 3 credits

The emphasis in this course is medical coding in an ambulatory care setting. Students will develop an understanding of HCPCS coding with an emphasis on CPT.

Prerequisite: ICD-PCS Coding or ICD Coding

**M202 Introduction to Medical Transcription**  
40 hours, 4 credits

An introduction to the profession of medical transcription and medical editing. Topics covered will be the medical transcription process and the skills needed as well as technology and equipment used, work scenarios and work stations, employer expectations, salary methods, the job search, and professional associations. The student will explore the lifecycle of the patient record and how electronic health records impact the profession. Speech recognition and other technology will be presented along with resources that a medical transcriptionist will need to use on the job.

Prerequisite: Medical Terminology  
Pre- or Co-requisite: Medical Writing, Style and Grammar

**M205 Medical Transcription I**  
40 hours, 3 credits

The student will transcribe medical histories, physical examination and other medical reports from transcription tapes and will apply knowledge of medical terminology, anatomy, and physiology to the transcription process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms.

Prerequisites: Medical Terminology; Keyboarding I

**M206 Medical Transcription II**  
40 hours, 3 credits

A continuation of Medical Transcription I, this course will build transcription skill while introducing students to additional medical formats and specialties, including cardiology, gastrointestinal, orthopedics, general pathology, and selected specialty options. The course includes transcription from tapes of healthcare professionals who are non-native speakers of English.

Prerequisite: Medical Transcription I

**M208 Introduction to Health Information Management**  
40 hours, 4 credits

This course introduces the student to the history of the profession of the health information technician and the management of health information. Students learn about the organization of healthcare facilities, the members of the healthcare team who contribute to and use health information, and trends in the management of healthcare records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information.

Prerequisite: none

**M209 Medical Insurance and Billing**  
40 hours, 3 credits

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

Prerequisite: Medical Terminology

**M211 Quality Analysis and Management**  
40 hours, 4 credits

This course covers quality improvement methodologies used in acute and long-term care, and the quality issues of health information services. This course includes data collection and compilation of healthcare statistics.

Prerequisites: Introduction to Health Information Management; Computer Applications and Business Systems Concepts

**M214 Medical Transcription**  
60 hours, 3 credits

The student will transcribe medical reports of medical specialties from CD-ROM, edit medical reports generated by speech recognition from various specialties, and apply knowledge of medical terminology, anatomy, and physiology to the transcription and editing process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms, as well as proper report format.

Prerequisites: Introduction to Medical Transcription; Medical Terminology; Keyboarding

**M218 Management of Health Information Services**  
40 hours, 4 credits

The study of management, supervision, and human resource principles with application to health information service departments in various healthcare settings. Students will learn how to measure and manage productivity of HIM staff and explore the HIM management role in relation to other hospital departments.

Pre- or Co-requisite: Introduction to Health Information Management

**M223 Pathology I**  
40 hours, 4 credits

Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems.

Prerequisite: Human Anatomy and Physiology I or Structure and Function of the Human Body

**M224 Pathology II**  
40 hours, 4 credits

Continuation of studies of the basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology, and treatment and prevention of common diseases of selected human body systems.

Prerequisite: Pathology I

**M229 Healthcare Information Technologies**  
40 hours, 4 credits

This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines.

Prerequisites: Introduction to Health Information Management, Computer Applications and Business Systems Concepts

**M230 Medical Law and Ethics**  
40 hours, 4 credits

A study of the United States legal system and court process with emphasis on legal and ethical issues within the healthcare environment. Fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics will be covered. The course will include a project that is specific to the student's program of study.

Prerequisite: none

**M232 Pathophysiology**  
50 hours, 5 credits

Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems.

Prerequisite: Human Anatomy and Physiology I or Structure and Function of the Human Body

## COURSE DESCRIPTIONS

### **M243 Health Information Law and Ethics** 40 hours, 4 credits

A study of the impact of the United States legal system and various healthcare regulations and ethics on the health information management environment. Fraud and abuse, patient privacy and confidentiality, protected health information, release of information, and professional practice law and ethics will be explored.

Prerequisite: none

### **M251 Medical Coding Practicum** 30 hours, 1 credit

This course offers a simulated practical experience utilizing medical records and coding software in an online setting under the direction of a Coding instructor.

Pre- or Co-requisite: Ambulatory Care Coding

### **M252 Health Information Practicum** 60 hours, 2 credits

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

Prerequisites: Health Information Law and Ethics; Healthcare Information Technologies; Quality Analysis and Management

### **M270 Electronic Health Records and Medical Office Procedures** 40 hours, 4 credits

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

Prerequisite: Medical Terminology

### **M290 Medical Administration Capstone** 10 hours, 1 credit

This capstone class is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administrative, and medical office management skills.

Prerequisite: Medical Administration student in last or second-to-last quarter

### **MA102 Introduction to Medical Assisting** 40 hours, 3 credits

This course is designed to provide students with a thorough understanding of the Medical Assisting profession and the skills necessary to be successful both in the Medical Assisting program and profession. During this course, students will complete a Programmatic Orientation and be exposed to basic Medical Assisting skills such as professionalism, vital signs and CPR/First Aid.

Prerequisite: none

### **MA110 Clinical Skills I** 60 hours, 4 credits

In this course students will begin their study of the essential and basic core of front-office and back-office medical-assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including communication and technology, patient centered care, safety and emergency plans, patient assessments and encounters, medical documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. They will follow applied-learning approaches to all skill-development and performance objectives.

Prerequisites: Introduction to Medical Assisting; Medical Terminology

### **MA135 Pharmacology for the Allied Health Professional** 40 hours, 4 credits

This course is designed for a variety of allied health programs requiring an understanding of pharmacology. It attempts to present a basic rationale for understanding current drug therapy. This course presents drugs according to their therapeutic applications. Pertinent physiology and related diseases are reviewed before the pharmacology of the drug is discussed. The approach by body system in this course serves to provide the necessary background information and to refresh the student's memory of previously learned material through which the therapeutic action of the drugs can be clearly understood.

Prerequisites: Medical Terminology; Human Anatomy and Physiology I, or Structure and Function of the Human Body

### **MA145 Clinical Skills II** 60 hours, 4 credits

Students will continue their study of the essential and basic core of back-office medical assisting skills. They will master knowledge and skills including patient examination and assessment, performing electrocardiography, performing venipuncture, performing medication administration, minor surgical procedures, procedures for medical emergencies, first aid and CPR, and behaviors influencing health. They will also learn basic steps for finding employment and advancing in their careers. Students will follow applied-learning approaches to all skill development and performance objectives.

Prerequisite: Clinical Skills I

Pre- or Co-requisite: Structure and Function of the Human Body

### **MA225 Laboratory Skills for Medical Assisting** 60 hours, 4 credits

In this course students will study medical laboratory procedures and techniques that are significant to medical and laboratory assistants and other healthcare professionals. They will learn about laboratory equipment and safety, and issues of patient confidentiality. They will learn to collect specimen samples by venipuncture and patient instruction and perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing.

Prerequisite: Clinical Skills II

Pre- or Co-requisite: Pathophysiology

### **MA241 Human Anatomy and Physiology I** 60 hours, 5 credits

In this course students will begin their study of the structure and function of the human body. They will examine topics including basic chemistry and cell biology, tissues, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body, and will learn medical terminology. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.

Prerequisite: none

### **MA242 Human Anatomy and Physiology II** 60 hours, 5 credits

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

Prerequisite: Human Anatomy and Physiology I

### **MA250 Radiography Skills** 40 hours, 3 credits

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

Prerequisite: Structure and Function of the Human Body

### **MA265 Medical Assistant Externship** 240 hours, 8 credits

In conjunction with a Medical Assisting Capstone, students will complete 240 hours of a Medical Assisting training experience in a physician's office/clinic or medical center. While on the clinical site, the extern will perform medical-assisting job duties in both the front-office administrative and the back-office clinical areas, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked.

Prerequisites: Completed series of Hepatitis B immunizations; Completion of a 2-Step Mantoux screening test within 6 months of starting externship; Completion of all immunizations or verifications of immunity required by program and site; Successful completion of background check (clear background check obtained); Attendance at Rasmussen College Externship meeting held by Program Coordinator; Attendance at externship site orientation (if required by site); Successful completion of all Medical Assisting core courses except Career Development and Seminar courses; Approval of Medical Assisting Program Coordinator.

### **MA285 Medical Assisting Capstone** 20 hours, 2 credits

In conjunction with the Medical Assisting Externship (MA265), students will complete an online Medical Assisting Capstone course. In this course, students will learn job-search techniques and skills for entry-level medical assistants as well as share and learn from their externship experiences with the class. Students will also prepare to sit for a Medical Assisting credential examination during this course (either the CMA or RMA depending on campus accreditation status).

Prerequisite: none

Co-requisite: Medical Assisting Externship

### **MH100 Pre-calculus** 40 hours, 3 credits

In this course, students will understand the application of function theory including the properties and behavior of various function types including polynomial, exponential, rational, polar, and parametric functions. The course emphasizes the comprehension of function behavior through graph plotting, both manual and through the use of graphing calculators. Students will develop solution sets for equations and inequalities.

Prerequisite: Advanced Algebra

### **MH200 Calculus I** 40 hours, 4 credits

This course takes students into a deeper exploration of functions within the framework of the Fundamental Theorem of Calculus. Topics including limits, derivatives, and methods of integration will be discussed. Students will cover numeric, graphical, and symbolic approaches to problem-solving for real-world scenarios. Technology including graphing calculators and computer applications will be used to solve problems and properly interpret results.

Prerequisite: Pre-calculus

### **MH210 Calculus II** 40 hours, 4 credits

In this continuation of the topics investigated in Calculus I, students will further explore the methods of integrations and the applications of integrals as well as power series and methods of differentiation. This course will cover the topics of convergence and divergence, and students will understand whether improper integrals are convergent or divergent.

Prerequisite: Calculus I

### **MH300 Applied Discrete Mathematics** 40 hours, 4 credits

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

Prerequisites: Introduction to Discrete Mathematics; Calculus II

### **MH310 Probability and Statistics** 40 hours, 4 credits

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

Prerequisite: Introduction to Discrete Mathematics

### **N127 Microsoft Windows Workstations** 40 hours, 3 credits

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

Prerequisite: Fundamentals of PC Hardware and Software

### **N133 Networking Fundamentals** 40 hours, 3 credits

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

Prerequisite: Fundamentals of PC Hardware and Software

### **N136 Operating Systems Fundamentals** 60 hours, 4 credits

Students are introduced to the principles of various types of microcomputer operating systems. Topics include system resources, memory management, processor management, user interface and operating system functions especially related to database resource management. Emphasis is placed on how the user, hardware, and software interface with the operating system.

Prerequisite: none

## COURSE DESCRIPTIONS

**N137 Programming I****60 hours, 4 credits**

This course is designed to teach the student C++ programming utilizing object oriented terminology. C++ expressions, decisions, and loops within the C++ realm are explored and practiced. This first course in a two course sequence ends with an analysis of functions and classes and how these elements are used in different programming projects.

Prerequisite: Object-Oriented Programming

**N138 Game Preproduction****40 hours, 4 credits**

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

Prerequisite: Game Design Theory I

**N139 Game Design Theory I****40 hours, 4 credits**

This course introduces the non-technical study of games, the game development process, and the game industry. The course establishes a lexicon for discussing games and introduces tools for analyzing and understanding games and game design. The course will also present an overview of core concepts including game mechanics, game theory, the experience of playing games, and the cultural, technical, and social aspects of games.

Prerequisite: none

**N140 Logic and Troubleshooting****40 hours, 4 credits**

This course provides students with a thorough understanding of the process, tools, and techniques to efficiently diagnose computer hardware and software issues and failures. Through the application of logic, students will complete puzzle-solving exercises and activities that illustrate effective reasoning processes. Students will be exposed to multiple real-world scenarios in which they will troubleshoot technological problems, and apply lessons learned in order to anticipate potential failure concerns. By the end of the course, students will be prepared to evaluate actual issues, use logic to identify the variables contributing to failure, and finally determine the proper course of action to correct the failure issue(s) at hand.

Prerequisite: none

**N141 Networking Security****40 hours, 3 credits**

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

Prerequisite: Networking Fundamentals

**N142 Foundations of Software Design****40 hours, 3 credits**

This course introduces students to fundamental aspects of programming as it is related to proper software design concepts. Students will gain an understanding of how computational techniques are applied in solving a variety of problems. Topics will include variables, procedural

abstraction utilizing handlers, conditionals, and loops, and data types. The course will also provide students with an understanding of software engineering by having them write small but useful computer programs using pseudo-code as well as a highlevel programming language.

Prerequisite: none

**N145 Fundamentals of PC Hardware and Software****60 hours, 4 credits**

In this course, students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and the software used to support the hardware. Additional topics covered include the relationship between computer hardware and software, computer networks and peripherals, virus protection, disaster recovery and maintenance planning. Finally, the student will learn about and conduct the responsibilities of a professional PC technician. To reinforce the materials in this course, the instructor will assign direct hands-on projects to be performed in a physical or remote lab setting. This course helps prepare students to take both parts of the A+ certification exam. Each student will assemble a computer using prescribed parts and materials.

Prerequisite: Logic and Troubleshooting

**N150 Technology's Role in the 21st Century****20 hours, 2 credits**

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

Prerequisite: none

**N180 Math for Game and Simulation Production I****40 hours, 4 credits**

This course has been designed to teach concepts in linear algebra. The course covers linear equations and matrices, and how these can be applied in various situations. In addition, topics will include determinants, vectors in the plane, and how to calculate cross determinants.

Prerequisite: College-level math course

**N205 Platform Design and Human-Computer Interaction****60 hours, 4 credits**

How a person interacts with a game is one of the more crucial aspects in determining the success of the game among consumers. This course will emphasize the details and planning process that must be followed to ensure a successful interface for the game that is to be played. Various techniques of creating buttons, menus, and other types of interfaces will be explored to give the student a wide exposure to this important element in creating games.

Prerequisite: Programming II

**N206 Data Structures****60 hours, 4 credits**

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

Prerequisite: Programming I

**N207 Programming II****60 hours, 4 credits**

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

Prerequisite: Programming I

**N208 Linux Administration****40 hours, 3 credits**

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

Prerequisite: Fundamentals of PC Hardware and Software

**N209 PHP/MySQL Administration****60 hours, 4 credits**

Students learn the fundamental areas of two widely used Web application database tools, PHP and MySQL for implementing and managing database-driven websites. Topics will include PHP scripting and advanced administration of MySQL database applications to be utilized through the Internet.

Prerequisite: SQL Server Administration

**N210 Introduction to Computer Systems****40 hours, 4 credits**

This course is an introduction to the study of software control over the various hardware components of a computer's architecture—the CPU, RAM, and system bus. Topics include development of C language programs with a pseudo-code foundation, CPU operation at the bus level, comparison of procedural languages to machine language, and the development of machine and assembly language programs using multiple addressing modes, branching, and subroutine calls.

Prerequisite: Foundations of Software Design

**N225 Interactive Storytelling****40 hours, 3 credits**

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

Prerequisite: Game Preproduction

**N226 Windows Active Directory****40 hours, 3 credits**

The course will teach the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, set up, configure, utilize, maintain and trouble shoot Windows Active Directory. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.

Prerequisite: Microsoft Windows Server

**N228 Microsoft Windows Server****40 hours, 3 credits**

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

Prerequisite: Fundamentals of PC Hardware and Software

**N234 Microsoft Exchange Server****40 hours, 3 credits**

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

Prerequisite: Windows Active Directory

**N235 Cisco Networking Fundamentals and Routing****40 hours, 3 credits**

In this course students will learn the skills necessary to deploy a new Cisco network or manage an existing network. The course provides a wide range of information, starting with a review of the basic building blocks of networks through advanced Cisco networking topics such as access control list, WAN connectivity, and virtual LANs. The lab assignments included in this course give students adequate hands-on experience with Cisco equipment, allowing them to gain confidence in working with live networks. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the Cisco CCENT exam.

Prerequisites: Networking Fundamentals; Microsoft Windows Server

**N236 Database Security****60 hours, 4 credits**

This course covers the basic principles of database security and auditing as well as implementation considerations for business databases. It covers security architecture and operating system security fundamentals. In addition, the design of profiles, password policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database activities.

Prerequisite: SQL Server Administration

**N253 Managing Information Security****30 hours, 3 credits**

Information security is not only an IT, but a management issue. Therefore, this course introduces students to a detailed examination of the systems-wide perspective of information security. They begin with the strategic planning process for security, which includes an examination of the policies, procedures and staffing functions necessary to organize and administrate ongoing security functions in an organization. Course subjects include security practices, security architecture and models, continuity planning and disaster recovery planning.

Prerequisite: Networking Security

**N266 Console Development****60 hours, 4 credits**

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

Prerequisite: Programming II

**N273 Business Intelligence Reporting****40 hours, 3 credits**

The goal of this course is to allow students to understand what business intelligence is and how it affects the success or failure of organizations. In particular, this course will focus on business intelligence using industry-standard reporting tools as the basis for deriving this information.

Prerequisite: SQL Server Administration

## COURSE DESCRIPTIONS

### N274 SQL Server Administration

40 hours, 3 credits

The goal of this course is to prepare individuals to work with and administer SQL Server. Students will learn how to install and maintain SQL Server and also how to use various tools helpful in creating backups, promoting security, and to enhance availability and performance of the database.

Prerequisite: Relational Databases

### N276 Applied Game and Simulation Theory

40 hours, 4 credits

This course covers the applications for and the development of simulations from game-like "Sims" to educational and military simulations. This course combines reading and critical thinking skills with hands on development of simulations with a 3D game engine. Students will study the theory behind the production of different types of simulations as they learn to apply software to create short simulations.

Prerequisite: Platform Design and Human-Computer Interaction

### N286 Math for Game and Simulation Production II

40 hours, 4 credits

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

Prerequisite: Math for Game and Simulation Production I

### N290 Information Technology Capstone

20 hours, 2 credits

This course summarizes key learning throughout the student's program. Students apply what they've learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.

Prerequisite: This course is intended to be completed in last quarter of diploma

### N301 The Business of Digital Media

40 hours, 4 credits

This course is designed to prepare students for multiple levels of project completion across the broad spectrum of digital media such as: concept development, production, project management, and content delivery. Important workforce assets of individual drive and assessment, success within creative teams, management of timelines and deadlines, and effective leadership are explored as they pertain to the multimedia development pipeline.

Prerequisite: Introduction to Business

### N302 Graphics Development with OpenGL

60 hours, 4 credits

The goal of the course is to teach fundamental principles of computer graphic algorithms in relation to video game and simulations. The focus is on graphics methods used to render realistic images of scenes applied to the OpenGL system. Much of this involves solutions to problems such as how we represent 3D models, describe their position and motion in 3D, project them into 2D images, and render these 2D projections with pixels. We will also consider photometric problems, such as how we represent light, model the way objects reflect light, and the path that light takes as it refracts through the scene.

Prerequisite: Programming II

### N303 Software Systems Principles

40 hours, 3 credits

This course provides a historical perspective of programming languages and their development. Students will study techniques of language translation including lexical analysis, grammar, syntax, and parsers. Topics include the structure and functionality of modern operating system software with an emphasis on concurrent process execution, process scheduling, communication, and API services. The design and development of programs using dedicated OS features is also considered.

Prerequisite: Introduction to Computer Systems

### N304 Operating Systems Design

50 hours, 4 credits

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

Prerequisite: Software Systems Principles

### N305 Figure Drawing

60 hours, 4 credits

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

Prerequisite: Color Theory and Techniques

### N306 Advanced Network Security

50 hours, 4 credits

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

Prerequisites: Cisco Networking Fundamentals and Routing; Principles of Network Security

### N307 Principles of Network Security

40 hours, 3 credits

This course brings to light the concepts needed for network defense techniques. Students will examine the tools, techniques, and technologies used in the securing of information assets. This course is designed to provide in-depth information on the software and hardware components of Information Security. Topics covered include: intrusion detection, virtual private networks (VPN), and incident response strategies and planning, wireless network security.

Prerequisite: Networking Fundamentals

### N310 The Study of Animation

60 hours, 4 credits

This course is intended for students with an animation/multimedia background, who want to understand how animation works, from basic theory to execution. The students will develop a sense of observation and timing as it relates to animation, and they will study motion through watching actual animation pieces as well as taking part in exercises that demonstrate animation in action. This course also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development, and dramatic structure.

Prerequisite: none

### N311 Game and Simulation Lighting Techniques

60 hours, 4 credits

This course provides an introduction to 3D programming, with an emphasis on using real-time shaders. The fundamentals of game and simulation lighting are covered along with how to do the shader programming to achieve more realistic "looks" in games. 3D lighting, texturing, alpha blending, and stenciling are covered in detail in this course.

Prerequisite: Graphics Development with OpenGL

### N312 Advanced Networking

50 hours, 4 credits

This course offers an in-depth study of current networking technologies. Topics include OSI model, communication protocols, routing protocols, WAN architecture (ATM, VPN, MPLS, and hybrid networks), Wireless and QoS.

Prerequisite: Virtualization

### N313 Introduction to Information Systems Security

40 hours, 3 credits

This course provides an overview of security challenges and strategies of countermeasure in the information systems environment. Topics include definition of terms, concepts, elements, and goals incorporating industry standards and practices with a focus on availability, vulnerability, integrity, and confidentiality aspects of information systems.

Prerequisite: none

### N315 Flash Animation

60 hours, 4 credits

This course is an introduction to Macromedia's Flash. The course will cover the basics of Flash: importing, creating & editing vector graphics and creating simple animations, creating interactive elements and incorporating sound and video and testing Flash movies. Also, students explore the steps in creating Flash productions from start-to-finish, including site map and navigation building, button making and output.

Prerequisite: Multimedia Technologies

### N320 Polygon Modeling

60 hours, 4 credits

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

Prerequisite: The Study of Animation

### N322 Web Application Architecture and Design

50 hours, 4 credits

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

Prerequisite: Java I

### N323 Asset Management

30 hours, 3 credits

This course is designed to teach students best practices in inventory management. Topics include hardware and software audits, asset tracking systems, software licensing, and service contracts management.

Prerequisite: Project Planning and Documentation

### N324 Portfolio, Package and Publish

40 hours, 4 credits

This course focuses on the process and tasks necessary for game and simulation-specific employment including research and resumes, contacts and connections, and the important demos and elevator pitch. Students will learn how to develop an industry-specific resume, how to best present their skills in a portfolio, and how to package themselves as a top candidate for a position. Students will create a polished resume and cover letter and learn networking skills for their area of interest in game or simulation production.

Prerequisite: Multiplayer Game Programming

### N325 Advanced Methods of Computer Graphics

60 hours, 4 credits

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

Prerequisite: Introduction to Computer Graphics

### N326 Legal and Security Issues

40 hours, 4 credits

This course offers an overview of the legal processes involved in implementing and maintaining an E-commerce website. In addition, this course examines the security issues involved in maintaining a web or intranet/internet site and potentials for misuse.

Prerequisite: none

### N330 MIS Techniques

40 hours, 3 credits

This course is an introduction to computer use required of users and developers of management information systems. This course includes educational resources from Harvard Business Publishing.

Prerequisite: Computer Applications and Business Systems Concepts

### N331 Infrastructure Hardware

50 hours, 4 credits

This course covers hardware design and planning for medium to large scale data center operations. Topics include data center design (power, cooling, space planning), server racks, storage array systems, fiber channel, iSCSI, SAS, and SATA. Students will be able to design a data center for both operational efficiency (Green IT), and to provide adequate fault tolerance and capacity for anticipated growth.

Prerequisite: Networking Fundamentals

### N332 Managing Risk for Information Systems

40 hours, 4 credits

This course addresses the broad topic of risk management and how risk, threats, and vulnerabilities impact information systems. Areas of instruction include how to assess and manage risk based on defining an acceptable level of risk for information systems. Elements of a business impact analysis, business continuity plan, and disaster recovery plan will be discussed.

Prerequisite: none

### N335 Digital Photography

60 hours, 4 credits

This course shows students how to evaluate images for communicative effectiveness and aesthetic appeal. They will also digitize images, adjust and manipulate them in the computer, and output them for on-screen and printed use. Through the course students will gain a firm foundation on the fundamental differences between digital photography and traditional manual film including lighting and print.

Prerequisite: Audio/Video Editing

### N340 Information Technology Project Management

60 hours, 4 credits

This course will introduce students to the processes of project planning from the early stages of brainstorming through project planning including creating timetables, resource management, and implementation, along with the basics of writing project proposals. Students will learn to select appropriate planning techniques and software. Students will plan and propose a project appropriate to their fields of study.

Prerequisite: Computer Applications and Business Systems Concepts

## COURSE DESCRIPTIONS

**N341 Software Systems Engineering**  
50 hours, 4 credits

This course exposes students to the implementation of software systems at a high level with an emphasis on rigorous algorithm development and test suites. The course introduces the systems aspect of development and tradeoffs related to resource management, system architecture capabilities, and hardware and software efficiencies. Students are also exposed to requirements analysis and the techniques to develop a functional system from specified requirements.

Prerequisite: Algorithm Analysis

**N342 Scripting**  
50 hours, 4 credits

This course is designed to teach students basic scripting skills that can be used to automate administration tasks and reporting. Topics will include an introduction to programming structures like variables, decisions, loops, arguments, and functions. Students will work with examples of Shell, VB, Perl and TCL scripts and examine cases involving Linux, Windows and Cisco IOS automation through scripting.

Prerequisites: Cisco Networking Fundamentals and Routing; Linux Administration; Windows Active Directory

**N343 Security Policies and Implementation**  
40 hours, 4 credits

This course includes a discussion on security policies that can be used to help protect and maintain a network, such as password policy, e-mail policy, and internet policy. The issues include organizational behavior and crisis management.

Prerequisite: none

**N345 Advanced HTML Coding with CSS**  
60 hours, 4 credits

This class covers advanced elements of webpage creation using a text editor and HTML and XML standard tags. This class will focus on web terminology, advanced HTML coding to include hyperlinks, anchors, tables, forms, CSS, frames, design principles and accessibility issues.

Emphasis will be placed on understanding values and creation of CSS for business environments.

We will also explore the availability of tools for site management, validation and accessibility checks.

Prerequisite: Fundamentals of Web Authoring and Design

**N346 Practical Game Development**  
60 hours, 4 credits

This course approaches the study of computer games from different viewpoints. First is an example of media that can be analyzed and critiqued for their thematic elements, formal structure, plot and interactive appreciation. The next step is a study of complex software subjects to technology constraints and the product of a professional design and implementation process. The last is a study of behaviors and associations comparable to other popular art forms. Students will study the principle of game design and use them both to analyze existing games and to develop their own original game ideas.

Prerequisite: Artificial Intelligence

**N350 Concept Development for Digital Media**  
40 hours, 4 credits

This course is concerned with problem-solving, research, and presentation skills for multimedia projects. Brainstorming, narrative, storyboarding, animatics, pre-visualization, and transitions are all explored. Sketches, source imagery, and audio are developed to effectively communicate ideas for time-based media. Documentation techniques are employed to chart progress with character and scene design, as well as cameras and lighting.

Prerequisite: none

**N355 Game Planning and Development Strategies**  
60 hours, 4 credits

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

Prerequisite: Game Audio Assets

**N358 Database Systems Design**  
50 hours, 4 credits

In this course, students will learn how to develop and deploy a relational database management system (RDBMS) as a software application. Students will explore relations and tables as well as how to modify the relations with commands such as insert, update, and delete. Students will also understand the role and importance of primary and foreign keys in creating relational database structures.

Prerequisite: Relational Databases

**N359 Support Management**  
40 hours, 4 credits

This course is designed to introduce students to the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT support management. Topics include incident and problem management, configuration and change management, and help desk management. Students will design a knowledge base for tracking, and trending problems so that solutions can be implemented proactively to prevent problems and increase customer satisfaction.

Prerequisite: Customer Service

**N360 Mobile Platform Development**  
60 hours, 4 credits

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

Prerequisite: Programming II

**N361 Algorithm Analysis**  
40 hours, 4 credits

This course provides a detailed exploration of algorithm design and analysis, including greedy algorithms, divide and conquer, dynamic programming, and backtracking. Students will gain experience with searching and sorting techniques in practical applications. The course will emphasize the verification and analysis of time space complexity within a software design framework.

Prerequisites: Programming II; Probability and Statistics

**N362 Technical Writing**  
20 hours, 2 credits

This course is designed to teach students best practices in authoring technical documentation. Topics include targeting your audience, organization, glossaries, appropriate use of graphics, tables, lists, wikis, and cross referencing. Students will be able to determine when and how to write a white paper, and will understand the pros and cons of wikis and other documentation portals.

Prerequisite: English Composition

**N363 Security Strategies for Web Apps and Social Networking**  
40 hours, 3 credits

This course addresses how the internet and web-based applications have transformed the way businesses, organizations, and people communicate. With this information came new risks, threats, and vulnerabilities for web-based applications and the people who use them. This course presents security strategies to mitigate the risk associated with web applications and social networking.

Prerequisite: none

**N370 Virtualization**  
50 hours, 4 credits

This course offers an in-depth study of current virtualization technologies and discusses strategies and approaches for virtualization of servers, clients and applications. Topics include vSwitch, distributed virtual switching (DVS), server-side vs. client-side desktop virtualization (SBC & VDI) and virtual appliances. Students will gain hands-on experience with deploying and managing virtual systems and applications.

Prerequisite: Networking Fundamentals

**N401 Artificial Intelligence**  
60 hours, 4 credits

Students will learn how techniques in Artificial Intelligence (AI) can be utilized to allow software applications to mimic human or intelligent behavior in a variety of contexts ranging from expert systems to computer-controlled game opponents. Students will be exposed to topics such as natural language processing and parsers, problem solving algorithms, and knowledge representations. The implications of the intelligent agent paradigm as it relates to common sense and creativity will also be explored.

Prerequisite: Programming II

**N402 Network Systems Design**  
50 hours, 4 credits

This course offers the study of the technology, network architecture and topologies, and software used by systems of network-connected computers. Topics include data transmission, local area network architectures, network protocols, distributed systems, security, and network applications such as email, various transfer protocols, and services of the Internet such as the World Wide Web. Students will develop programs that run concurrently running computers within various network configurations.

Prerequisite: Operating Systems Design

**N403 Advanced Mobile Application Development**  
40 hours, 3 credits

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

Prerequisite: Mobile Application Development

**N404 Cloud Computing**  
40 hours, 4 credits

This course offers an in-depth study of current cloud computing technologies and services. Topics include cloud networking, cloud bridging, virtualization of application delivery controllers (ADC's) and WAN optimization controllers (WOC's), data center network design considerations, and emerging technologies like Edge Virtual Bridging (EVB). Students will be required to conduct research, read case studies, and develop and propose a strategy for implementing cloud computing to address specific business needs.

Prerequisite: Virtualization

**N405 Advanced Applications of Digital and Experimental Art**  
60 hours, 4 credits

In this course, students will combine their knowledge of art techniques with the psychology of art reception to develop art projects aimed at producing specific reactions. Students will experiment with different elements of art, including shape, form, light, color, and movement, and use techniques including digital photography and imaging. In addition, students will learn to analyze mainstream graphic-design projects in terms of their intended effects, and to use their analyses to produce experimental art projects. The course builds upon traditional and digital visual-art skills learned in previous courses to create imaginative solutions to digital problems.

Prerequisite: Advanced Methods of Computer Graphics

**N409 Auditing Information Technology Infrastructure**  
40 hours, 4 credits

This course covers the principles, the approaches, and the methodology in auditing information systems to ensure the processes and the procedures are in compliance with pertinent laws and regulatory provisions especially in the context of information systems security (ISS).

Prerequisite: none

**N410 Database Management and Administration**  
40 hours, 3 credits

This course covers essentials of database management and administration in a business environment and provides hands-on experience that includes transaction management, storage management, data administration, security and database tuning issues. The course also covers distributed and client/server environments.

Prerequisites: MIS Techniques; Management of Information Systems

**N411 Disaster Recovery**  
50 hours, 4 credits

This course is designed to teach students how to perform a risk assessment and develop a disaster recovery strategy that aligns with business needs and priorities. Topics include disaster prevention, systems backup and recovery strategies, hot/warm/cold site strategies, and documentation and testing of recovery procedures.

Prerequisite: Service Management

**N415 Digital Effects Creation**  
60 hours, 4 credits

This course focuses on the use and application of effects in film and video at an advanced, post-production level. Learn professional methods of controlling digital and video representation, and 3D effects. Master the digital workflow by compositing footage, digital imagery and CG. Topics include virtual cinematography, morphing, lighting, rendering, particle effects, dynamics, camera properties, motion tracking, and filters.

Prerequisite: Polygon Modeling

**N416 Access Controls, Authentication, and PKI**  
40 hours, 4 credits

This course introduces the concept of access control to information systems and applications. Access, authentication, and accounting for end-users and system administrators will be covered. In addition, security controls for access control including tokens, biometrics, and use of public key infrastructures (PKI) will be covered.

Prerequisite: none

## COURSE DESCRIPTIONS

### **N420 Network Security and Cryptography** 40 hours, 3 credits

This course examines threats to computer networks, network vulnerabilities, techniques for strengthening passive defenses, tools for establishing an active network defense, and policies for enhancing forensic analysis of crimes and attacks on computer networks. Topics include private and public key cryptography, digital signatures, secret sharing, security protocols, formal methods for analyzing network security, electronic mail security, firewalls, intrusion detection, Internet privacy and public key infrastructures.

Prerequisites: Computer Applications and Business Systems Concepts; Networking Fundamentals

### **N421 Software Engineering for Game and Simulation Production** 60 hours, 4 credits

This course focuses on the software engineering principles and strategies necessary to develop a game or simulation, including an in-depth look at object-oriented architecture and design patterns used in game development. UML, risk analysis, constraint management, problem solving, process improvement, and handling crunch times are some of the topics that will be tackled in this class.

Prerequisite: Programming II

### **N422 Enterprise Application Support** 40 hours, 4 credits

This course introduces students to the challenges of supporting complex enterprise applications like E-commerce and ERP systems. Topics include application architecture concepts (front-end, middleware, backend, and client/server), working with application specialists, application performance monitoring (end-to-end), security, support and maintenance, and disaster recovery.

Prerequisites: Advanced Networking; Disaster Recovery

### **N423 Windows Security Strategies** 40 hours, 4 credits

This course discusses security implementations for various Windows platforms and applications. Areas of study involve identifying and examining security risks, security solutions, and tools available for various Windows platforms and applications.

Prerequisite: none

### **N425 Storyboard Development for Digital Media** 40 hours, 4 credits

This course will introduce the student to utilizing storyboards to visually represent staging and camera movement. Specific attention will be paid to utilizing storyboards for shot types, angles, cuts, and transitions. Students will analyze existing storyboard samples as a guide to creating their own storyboard project. During the course the students will also examine cinematic visual techniques and terminology.

Prerequisite: Digital Media Production

### **N430 Computer Forensics** 40 hours, 3 credits

This course examines computer literacy and criminal investigation legal issues regarding seizure and chain of custody, and technical issues in acquiring computer evidence. Popular file systems are examined. Reporting issues in the legal system are discussed.

Prerequisite: Computer Applications and Business Systems Concepts

### **N431 Multiplayer Game Programming** 60 hours, 4 credits

The trend in games is to have many people simultaneously playing a game utilizing the Internet or some other network. Topics included in this course include scripting, server cluster architecture, data transfer, and how to prevent cheating in MMOG situations.

Prerequisite: Practical Game Development

### **N432 Information Technology Management Capstone** 20 hours, 2 credits

This course summarizes key learning throughout the student's program. Students apply what they've learned by completing a network operations plan. The plan will include details of hardware, software, infrastructure design, security, disaster recovery and support/service management.

Prerequisite: Advanced Networking; must be completed in the student's final quarter

### **N435 Digital Video/Audio Project** 60 hours, 4 credits

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

Prerequisites: Audio/Video Editing; Digital Media Assembly

### **N436 Simulation Analysis and Design** 50 hours, 4 credits

This course offers students an in-depth exploration of the use of probability theory and statistical methods in the development of computer simulations used to study and model real-world phenomena. Students will build application frameworks to model events and activities within several environments including medical, industrial, military, and scientific simulation.

Prerequisite: Algorithm Analysis

### **N437 Linux Security Strategies** 40 hours, 4 credits

This course is an introduction to the securing of Linux platforms and applications. Areas of study include identifying and examining methods of securing Linux platforms and applications and implementing those methods.

Prerequisite: none

### **N440 Web Design Project** 60 hours, 4 credits

The purpose of this course is the advanced application of knowledge gained by students in the process of developing websites. This course will take a user-centered approach to designing websites and will focus on the entire lifecycle of a website, from the idea of creating a website, through requirements gathering, conceptual design, physical design, testing, and implementation.

Prerequisite: Multimedia Technologies

### **N441 3D Game Character Creation** 60 hours, 4 credits

This course is designed to equip digital media students with skills in 3D character creation and effects in a game environment. During this course students will explore advanced 3D modeling and animation theory and principles which focus on character animation as it applies to the gaming environment. Specifically, these principles and theories are applied to the context of interactive narratives and games. Advanced modeling will also be explored. Student will engage in the study of character posing and rigging for games, advanced animation, creative character animation as well as morphing and blending to create expressive characters.

Prerequisite: Polygon Modeling

### **N442 Hacker Techniques, Tools, and Applications** 40 hours, 4 credits

This course is an introduction to hacking tools and incident handling. Areas of instruction include various tools and vulnerabilities of operating systems, software, and networks used by hackers to access unauthorized information. This course also addresses incident handling methods used when information security is compromised.

Prerequisites: none

### **N443 Service Management** 40 hours, 4 credits

This course provides a more in-depth examination of the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT service management. Topics include incident and service level agreements (SLAs), availability and capacity management. Students will write SLAs covering incident response times, availability, and capacity/infrastructure performance.

Prerequisite: Support Management

### **N445 Animation Graphics Project** 60 hours, 4 credits

This course combines the accumulated knowledge of students in the design and creation in 3D environments. The culmination of this knowledge will be a final 3D animation project using modeling, texturing and animation techniques. Students are expected to explore various theories and techniques to complete a professional summative 3D animation project.

Prerequisite: The Study of Animation

### **N450 Game Assets** 60 hours, 4 credits

This course focuses on the development of visual elements and programming used in the development of a video game. It covers areas such as performance tuning, debugging, designing for test, pipeline management and distribution, study of software architecture design between platforms, object oriented practices for game play, asset management and coding best practices. It also covers areas like cross-platform porting and multi-lingual techniques.

Prerequisite: Applied Game and Simulation Theory

### **N455 Game Audio Assets** 60 hours, 4 credits

In this course, we will cover the fundamentals of audio programming for games. Topics covered include basics such as audio formats and common hardware configurations and loading sounds in ADPCM format. Students will explore play back "one shot" and looping sounds; and stream audio from an external device. They will then use these building blocks to write a low-level sound engine that will be implemented into a game engine.

Prerequisite: Game Assets

### **N458 Systems Monitoring** 50 hours, 4 credits

This course is designed to teach students to identify performance bottlenecks, benchmark performance and implement monitoring techniques to proactively identify and react to changes in the environment. Topics include network infrastructure monitoring, security monitoring, performance tuning, and metrics and reporting.

Prerequisite: Advanced Networking

### **N459 ISS Capstone** 40 hours, 3 credits

This course encompasses all the accumulated knowledge obtained from the entire ISS curriculum and requires the student to respond to a RFP for information systems security consulting.

Prerequisite: This course is designed to be taken at the end of the program

### **N460 Application of Physics for Game and Simulation Production** 60 hours, 4 credits

An important aspect in a game or simulation is to be able to render what is happening in the game in realistic terms based on standard real physics principles. This course is designed to allow the game or simulation programmer to be able to translate the ideas and sequences of a game into realistic actions. Key components in this class will be the opportunity for students to develop tools, demos, and working games that utilize and follow real physics.

Prerequisite: Programming II

### **N461 Computer Graphics Programming** 50 hours, 4 credits

This course offers a survey of computer industry-standard graphic hardware, foundation graphic operations and implementations, two-dimensional and three-dimensional transformations utilizing matrix calculations, hidden lines and surface removal, illumination and shading models, curves and surface textures, object modeling, and three-dimensional animation. Students will learn how to convert complex mathematical formulae into operational program code.

Prerequisite: Programming II

### **N465 Industrial Simulation Project** 60 hours, 4 credits

This course is designed around a final project in Industrial Simulation. We will focus on design and research issues pertinent to design exploration and presentation through simulations. Throughout the course we will explore concepts in modeling, simulation, and design common to many domains, and investigate specific applications from a variety of fields ranging from weather to ecology to traffic management and architectural interactivity.

Prerequisite: Multiplayer Game Programming

### **N466 Unified Communications and Mobile Computing** 50 hours, 4 credits

This course teaches students about the trends in telecommunications, the convergence of voice and data communications systems, and how mobile computing is an integral part of business today. Topics include simplifying communications architecture, video conferencing, IM, securing and managing mobile devices, and collaboration tools.

Prerequisite: Advanced Networking

### **N470 Video Game Production Project** 70 hours, 4 credits

This course demonstrates advanced techniques for computer game design and programming. Techniques used in game engines, such as: animation synthesis, autonomous character behaviors, building structures for interactive system, solving multiplayer interface and social issues are covered in the course. Students utilize these skills to produce a final project, demonstrating comprehension of the process of professional game creation.

Prerequisite: Multiplayer Game Programming

### **N471 Engineering Virtual Worlds** 50 hours, 4 credits

In this course, students will learn how to create multi-user virtual worlds. Virtual worlds allow network-connected users to interact in real time within shared two-dimensional and three-dimensional environments. Students will gain an understanding of how virtual worlds change the concept of "interface" to one of "location." The course will explore several types of worlds, the technologies and methodologies for building worlds, and ways in which communities are hosted in local and remote configurations.

Prerequisite: Programming II

### **N480 Senior Computer Science Capstone** 30 hours, 3 credits

The Senior Computer Science Capstone course provides a culminating and integrative educational experience. While participating in a team environment, students will design and implement a large-scale software project utilizing the skills and techniques they have mastered throughout their program of study. Class and small group meetings will be used for teams to demonstrate the progress of their projects as well as for the teams to meet and work. Team meetings outside of regularly scheduled class sessions will be required.

Prerequisite: Must fall in last quarter of study

## COURSE DESCRIPTIONS

**NM110 Drawing Design and Art Theory  
40 hours, 3 credits**

This course introduces the fundamentals of drawing through five elements of art (line, space, value, form and texture). A series of exercises and assignments focuses on various applications involving form, lighting, perspective, figure drawing and historical studies.

Prerequisite: Color Theory and Techniques

**NM111 Introduction to Computer Graphics  
40 hours, 3 credits**

This course gives students an overview of desktop publishing and other graphic software that enables them to use the computer as a graphic design tool. Additional topics include file management, the Internet, basic keyboarding, and basic troubleshooting. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: none

**NM113 Introduction to Multimedia Design  
40 hours, 3 credits**

This course is designed to provide the student an overview and exposure to the basic multimedia concepts and software. Students examine introductory theory and concepts of four tracks in multimedia: Web, Interactive, Video, and 3D. Preproduction of all multimedia elements are stressed throughout the class with an emphasis on trouble shooting and problem solving. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Introduction to Computer Graphics

**NM115 Networking and Internet Technologies  
40 hours, 3 credits**

This course provides students with a practical understanding of the structure and operation of the Internet, including various communications and data-transfer protocols, an overview of programming for the Internet, how to manage Internet security and e-commerce. Further, students will explore in-depth a variety of technologies and methodologies such as network models and topologies as well as a range of security considerations. Students will be able to demonstrate proficiency in working with the Internet as a useful repository of desired information.

Prerequisite: none

**NM121 Typography  
40 hours, 3 credits**

This course focuses on the fundamentals of typography and introduces the students to aspects of type for display and text design. Students become familiar with the categories of type and a variety of font families. They also become proficient at choosing fonts to match a specific message. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Introduction to Computer Graphics

**NM122 Digital Publishing  
40 hours, 3 credits**

This course utilizes techniques associated with designing computer graphics and page make-up for desktop publishing. Emphasis is on the exploration of illustration, photo retouching and manipulation, and working toward finished results primarily in printed form as well as web. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Typography

**NM124 Color Theory and Techniques  
40 hours, 3 credits**

This course introduces basic compositional principles of harmony and contrast through the practice of color applications, digital input devices and graphic software packages. Basic exercises are introduced and practiced to learn how to achieve different visual effects and create visual effectiveness. The use of color in printing is also explored. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Introduction to Computer Graphics

**NM130 Audio/Video Editing  
40 hours, 3 credits**

Students learn the theory and processes of audio/video editing using non-linear editing software on the desktop. Exercises in production and post-production techniques will be applied for various delivery media. Students produce and edit a series of short videos for video, disk and Internet applications. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Digital Media Production

**NM131 Introduction to 3D Arts and Animation  
40 hours, 3 credits**

This course introduces students to the fundamentals of 3-dimensional computer modeling and how it applies to a multimedia project. Using basic modeling techniques and utilizing texture, lighting, and environmental effects, students model and render 3-dimensional forms to create surreal and realistic images. This course will provide training in a variety of industry-accepted Autodesk 3D design software.

Prerequisite: Introduction to Multimedia Design

**NM141 Digital Media Production  
40 hours, 3 credits**

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

Prerequisite: Introduction to Multimedia Design

**NM240 3-Dimensional Animation  
40 hours, 3 credits**

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

Prerequisite: Introduction to 3D Arts and Animation

**NM250 Dynamic Content Management  
40 hours, 3 credits**

This course introduces students to the standards for designing relational databases. The course focuses on record creation, modification, and deletion as well as report generation and database design. In addition, Structured Query Language is utilized to obtain dynamic information for multimedia authoring.

Prerequisite: Fundamentals of Web Authoring and Design

**NM252 Fundamentals of Web Authoring and Design  
40 hours, 3 credits**

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

Prerequisite: Introduction to Multimedia Design

**NM260 Server Side Scripting  
40 hours, 3 credits**

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

Prerequisites: Dynamic Content Management; Fundamentals of Web Authoring and Design

**NM262 Digital Media Assembly  
40 hours, 3 credits**

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

Prerequisite: Multimedia Technologies

**NM272 Multimedia Technologies  
40 hours, 3 credits**

In this course students will learn aspects of advanced programming languages that allow for scripting of complex interactive applications for Internet delivery. Students will also explore the newest technologies and their impact on multimedia and visual design. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Digital Media Production

**NM280 Multimedia Portfolio Development  
20 hours, 2 credits**

In this course, students select a primary and secondary track to create an industry-quality portfolio consisting of enhanced and updated projects from previous classes as well as newly created projects. Students will create a final portfolio/demo reel using a consistent theme related to their identity package. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Digital Media Assembly

**PL100 Introduction to Law and the Legal System  
40 hours, 4 credits**

Students will examine the American legal system from a variety of perspectives. They will survey topics including essential history, the working structure of government, issues of court procedure, and specific legal concepts. In addition, they will investigate the role of the paralegal in the legal system, and the impact of legal ethics on the paralegal. Paralegal students will gain a foundation for further paralegal study, and students from other disciplines will gain an appreciation of the legal system's impact on their disciplines. Students will prepare a resume as part of this course.

Prerequisite: none

**PL121 Civil Litigation and Procedure I  
40 hours, 4 credits**

Students will examine the lawyers and paralegals' roles in handling civil cases and the means by which the objectives of litigation may be achieved. Strategy and mechanics of civil procedure will be explored in depth, and students will be required to prepare complaints, motions, and answers.

Prerequisite: Introduction to Law and the Legal System

**PL122 Civil Litigation and Procedure II  
40 hours, 4 credits**

Students will continue to develop and refine litigation skills. The course will focus on discovery, pre-trial procedure, trial procedure, post-trial procedure, and initial appellate documents.

Prerequisite: Civil Litigation and Procedure I

**PL142 Contracts: Managing Legal Relationships  
40 hours, 4 credits**

This course will provide students with a practical approach to the law of contracts. The class discussions and assignments will include analyzing contracts, breach of contracts, and the remedies provided for a breach of contract.

Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate

**PL145 Paralegal Ethics  
40 hours, 4 credits**

This course provides a strong theoretical and practical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in paralegal studies, but also how to resolve these issues with sound moral decisions and proper responses.

Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate

**PL215 Real Estate Law  
40 hours, 3 credits**

This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with perorations and other real estate related documents. The student will have a working knowledge of title searches and a thorough understanding of closing procedures. The student will also become familiar with mortgage foreclosures, landlord/tenant law, and zoning regulations.

Prerequisite: Introduction to Law and the Legal System

**PL216 Corporate Law  
40 hours, 4 credits**

This course will provide students an overview of the formation, operation, and dissolution of the corporate entity. Stockholders rights and remedies as corporate owners will be examined. Corporate documents and corporate formalities will be discussed.

Prerequisite: Introduction to Law and the Legal System

**PL226 Law Office Technology: Cyberspace and the Paralegal Profession  
40 hours, 4 credits**

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

Prerequisite: Introduction to Law and the Legal System

**PL228 Torts: Auto Accidents and Other Legal Injuries  
40 hours, 4 credits**

This course examines the fundamentals of tort law and provides a basic understanding of the principles of tort litigation. Through classroom discussions, projects and supervised library research, students will develop an overview of causes of actions in torts and their relevancy to the paralegal.

Prerequisite: Introduction to Law and the Legal System

**PL230 Family Law  
40 hours, 4 credits**

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

Prerequisite: Introduction to Law and the Legal System

## COURSE DESCRIPTIONS

### PL235 Legal Research

40 hours, 4 credits

This course introduces the Legal Research process for paralegals. An overview of legal source materials and how and when they are incorporated in the legal research process will be examined. Students will develop information literacy skills specific to the Paralegal field by working with primary sources, like state and federal enacted law and secondary sources, like legal encyclopedias, treatises, and state specific practice books. Students will develop skills such as legal application, analysis, and synthesis skills by identifying and classifying the best sources that apply to legal problems. Students will evaluate the relevance of sources for specific problems and critically evaluate the level of authority of various legal sources.

Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate

### PL240 Legal Writing

40 hours, 4 credits

After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and to an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written opinions. Students will use the results of their research from the Legal Research course in connection with at least three (3) significant writing projects, including memoranda of law. High level communication skills will be developed to effectively communicate in writing to different potential readers, including clients, attorneys in an office, trial court judges, and appellate panel judges. Analysis and preparation of high level legal content as well as formatting, citation rules, and other items needed for writing in this field will be developed. Students will organize an appellate brief which requires specific, rule based, formatting and structural content. This content includes items such as tables of cases and other authorities, a table of contents, statement of the case, argument, and conclusion.

Prerequisites: Legal Research; English Composition

### PL280 Paralegal Capstone

50 hours, 5 credits

This course will provide students with an opportunity to integrate learning, skills, and theoretical knowledge from the Paralegal program in the form of real-world paralegal activities simulated in the online environment. Interview videos will be reviewed and analyzed, paralegal files completed, and "electronic office" and "paperless office" methods will be practiced.

Pre-requisite or Co-requisite: Law Office Technology; Cyberspace and the Paralegal Profession; Students must be in their last or second-to-last quarter

### PL290 Paralegal Internship

130 hours, 5 credits

This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship.

Prerequisite: Students must be enrolled in their last or second-to-last quarter

### PT105 Introduction to Pharmacy

40 hours, 4 credits

An introduction to the technician's role in pharmacy practice. The student will gain a basic knowledge of chemistry and become knowledgeable in correct use of CPR. Emphasis will be on patient profiles, receiving and interpreting drug orders, routes of administration, dosage forms, and brand versus generic drugs. The importance of accuracy will be addressed along with methods of avoiding medication errors.

Prerequisite: none

### PT120 Pharmacy Math and Dosages

40 hours, 4 credits

This course will provide the student with the necessary math skills to effectively work within a pharmacy setting. In addition to ratios and proportions, dosage calculations, and conversions, the student will develop knowledge and skills to perform business math functions related to retail pharmacy practice.

Prerequisite: Introduction to Pharmacy

### PT125 Pharmacy Software/

Automation/Insurance Billing

40 hours, 3 credits

Hands-on experience using pharmacy software will be gained via entering patient profiles and prescriptions. The student will learn how to process prescriptions, understand common insurance rejection codes, and gain knowledge of how to solve rejections. Automated ordering, receiving, and maintenance of inventory will be addressed. Students will gain understanding of the various payment methods received by retail pharmacies. The student will explore various automation machines used within pharmacy settings.

Prerequisite: Pharmacy Math and Dosages

### PT230 Unit Dose/IV Lab

40 hours, 3 credits

In this course, the student will apply knowledge of medication charts and pharmacy math to correctly dispense and chart delivery of patient medications within an institutional setting. Emphasis is on correctly filling orders with correct drug, dosage, and frequency. The IV lab will stress aseptic techniques and the maintenance of sterile conditions. The student will learn to read an IV label, select appropriate additives and base solutions, and properly prepare the prescribed IV compound.

Prerequisites: Introduction to Pharmacy; Pharmacy Math and Dosages

### PT235 Pharmacy Technician

Practicum I – Outpatient/Retail

90 hours, 3 credits

This course offers supervised practical experience in outpatient settings with a minimum of 90 hours of externship experience in the unit-dose area of a pharmacy. The practicum will be under the direction of practicing pharmacists and pharmacy technicians. This practicum will allow the student to gain experience as a pharmacy technician in an actual pharmacy setting and is essential to training.

Prerequisites: Pharmacology; Pharmacy Software/Automation/Insurance Billing

### PT236 Pharmacy Technician

Practicum II – Unit Dosage/IV

90 hours, 3 credits

This course offers supervised practical experience in pharmacy settings with a minimum of 90 hours of internship experience in the particular area of pharmacy designated by the practicum. The internships will be under the direction of practicing pharmacists and pharmacy technicians. The practicum course allows the student to gain experience as a pharmacy technician in actual pharmacy settings and is essential to training.

Prerequisite: Unit Dose/IV Lab

### PT285 Pharmacy Technician Capstone

30 hours, 3 credits

This course is an overview of all pharmacy technician program courses and concepts, with an emphasis on the reviewing and preparation of materials which comprise the Pharmacy Technician Certification Board examination.

Prerequisite: Pharmacy Technician student in last or second-to-last quarter

### S115 Keyboarding I

40 hours, 3 credits

This course introduces students to the keyboard and basic formatting for business documents. An objective of 25 wpm on five-minute timed writings with five or fewer errors is the course goal.

Prerequisite: none

### S120 Word for Windows

40 hours, 3 credits

This course is designed to investigate the advanced applications and concepts available in Microsoft Office Word. Students will be introduced to word processing features ranging from the creation of new documents to mail merge and web pages. This course is designed to help prepare students for the Word portion of the MOS certification exam.

Prerequisite: Computer Applications and Business Systems Concepts

### SD110 Discrete Structures for Computer Science

40 hours, 3 credits

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

Prerequisite: Fundamentals of Programming

### SD140 Mobile Application Development

40 hours, 3 credits

In this course, students will understand the development cycle of programs and applications for mobile devices. Utilizing the Java language, students will create both standalone programs as well as program suites for mobile marketplace commerce systems where applications can be deployed. Instruction will focus on mobile development best practices for ease and efficiency of program development.

Prerequisite: Java I

### SD225 Object-Oriented Programming

40 hours, 3 credits

This course will provide students with an understanding of the basic concepts of object-oriented programming including encapsulation, inheritance, and polymorphism. Students will explore the uses of class templates as well as their attributes, behaviors, and the methods that can be applied to them. Programs will be developed and implemented utilizing the Java programming language.

Prerequisite: Fundamentals of Programming

### W108 Introduction to Website Design

40 hours, 3 credits

Intended for beginning- to intermediate-level web authors, this course provides an overview of the World Wide Web and an introduction to HTML, JavaScript, and webpage design principles. The course also introduces students to web-authoring tools that facilitate and enhance page creation.

Prerequisite: Computer Applications and Business Systems Concepts

### W109 Relational Databases

40 hours, 3 credits

This course covers relational databases and their efficient design. The course will include the definition of tables and indexes, logical and physical design, the E-R model, and transaction management. The use of Structured Query Language (SQL) will be emphasized.

Prerequisite: Fundamentals of Programming

### W110 JavaScript

40 hours, 3 credits

In this course students learn how to effectively create web pages using the JavaScript programming language. Students will gain exposure to programming, debugging, and testing web pages created with this language. This course builds upon HTML principles.

Prerequisites: Introduction to HTML; Fundamentals of Programming

### W114 Fundamentals of Programming

40 hours, 3 credits

This course introduces students to the fundamentals of developing well-structured computer programs utilizing a high-level programming language such as C++. Focusing on Object Oriented Programming techniques, the course provides an understanding of programming constructs such as handlers, loops, conditionals, and variables. Additionally, the use of pseudo-code examples and exercises will allow students to manipulate these constructs without requiring that they have previous experience with program code syntax. A final project is required for the successful completion of this course.

Prerequisite: none

### W116 Introduction to Web Design Software

40 hours, 3 credits

This course will introduce beginners to the tools and knowledge needed in creating interesting, usable, and well-designed websites.

Prerequisite: none

### W118 Introduction to HTML

40 hours, 3 credits

This course will introduce students to the basics of HTML. Students will learn the latest in HTML, conforming to XML and XHTML coding standards. The course is a step-by-step approach for learning how to create, format, and enhance a webpage using HTML.

Prerequisite: none

### W125 Introduction to Visual Basic

40 hours, 3 credits

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

Prerequisite: Fundamentals of Programming

### W201 Advanced Visual Basic

40 hours, 3 credits

The students who take this course will learn to create applications using Visual Basic .NET. This course incorporates the basic concepts of programming, problem solving, and programming logic, as well as the design techniques of an object-oriented language. Topics in the course include graphic interface design and development, control properties, DBMS, SQL, and ASP.NET.

Prerequisite: Introduction to Visual Basic

### W210 Java I

40 hours, 3 credits

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

Prerequisite: Object-Oriented Programming

### W215 PERL/CGI

40 hours, 3 credits

This course will cover the PERL scripting language, the development of PERL code for web applications, and client/server socket programming using PERL.

Prerequisite: JavaScript

### W216 PHP/MySQL

40 hours, 3 credits

This course covers the use of PHP scripting language and the MySQL database to create dynamic webpages. Topics include PHP scripting fundamentals; creating, accessing, and manipulating data with the MySQL database within a PHP program; creating HTML forms; and writing secure PHP programs.

Prerequisite: Java I

### W290 Web Programming Capstone

20 hours, 2 credits

This course summarizes key learning throughout the student's program. Students apply what they have learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.

Prerequisites: Java I; PERL/CGI. This course is intended to be completed in the student's last quarter



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## LOANS AND FINANCIAL AID

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## TUITION AND FEES

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SCHOOL OF BUSINESS	Degree Level	SOC Code**	On-Time Completion Rate (%) <sup>1</sup>	Rasmussen Placement Rate (%) <sup>2</sup>	Federal Student Loans <sup>3</sup>	Private Loans <sup>4</sup>	Institutional Loans <sup>5</sup>	Illinois Tuition and Fees <sup>6</sup>	Illinois Books and Supplies <sup>7</sup>	Room and Board <sup>8</sup>
Accounting	Bachelor's	13-2011, 13-2031	89%	95%	\$38,167	\$0	\$0	\$54,717	\$7,050	\$0
Accounting	Associate's	13-2082, 43-3071, 43-3031	49%	89%	\$23,338	\$0	\$0	\$28,405	\$3,750	\$0
Accounting	Certificate	43-3021	NA*	100%	NA*	NA*	NA*	\$11,661	\$1,650	\$0
Accounting	Diploma	43-3021	NA*	NA*	NA*	NA*	NA*	\$21,827	\$3,000	\$0
Business Management—Business Administration	Associate's	43-4161	30%	88%	\$26,850	\$0	\$0	\$27,508	\$3,600	\$0
Business Management—Call Center Management	Associate's	43-4161	30%	88%	\$26,850	\$0	\$0	\$27,807	\$3,600	\$0
Business Management—Entrepreneurship	Associate's	43-4161	30%	88%	\$26,850	\$0	\$0	\$27,807	\$3,600	\$0
Business Management—Human Resource	Associate's	43-4161	30%	88%	\$26,850	\$0	\$0	\$27,807	\$3,600	\$0
Business Management—Internet Marketing	Associate's	43-4161	30%	88%	\$26,850	\$0	\$0	\$27,807	\$3,600	\$0
Business Management—Marketing and Sales	Associate's	43-4161	30%	88%	\$26,850	\$0	\$0	\$27,807	\$3,600	\$0
Business Management—Business Management	Bachelor's	11-2021	89%	95%	\$38,167	\$0	\$0	\$55,016	\$7,050	\$0
Business Management—Human Resources	Bachelor's	11-2021	88%	91%	\$36,902	\$0	\$0	\$55,016	\$7,050	\$0
Business Management—Information Technology	Bachelor's	11-2021	88%	91%	\$36,902	\$0	\$0	\$55,614	\$7,200	\$0
Business Management—Internet Marketing	Bachelor's	11-2021	88%	91%	\$36,902	\$0	\$0	\$55,016	\$7,050	\$0
Business	Certificate	43-6011	NA*	100%	NA*	NA*	NA*	\$11,063	\$1,500	\$0
Business	Diploma	43-6011	NA*	NA*	NA*	NA*	NA*	\$17,641	\$2,400	\$0
Healthcare Management	Bachelor's	11-9111	97%	89%	\$35,575	\$0	\$0	\$54,717	\$6,900	\$0
Human Resources and Organizational Leadership	Associate's	13-1071, 13-1151, 13-1141	NA*	NA*	NA*	NA*	NA*	\$27,807	\$3,600	\$0
Human Resources and Organizational Leadership	Diploma	13-1071, 13-1151, 13-1141	NA*	NA*	NA*	NA*	NA*	\$18,239	\$2,400	\$0

<sup>1</sup> The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)

<sup>2</sup> Internal placement rate methodology can be found at [rasmussen.edu/SID](http://rasmussen.edu/SID)

<sup>3</sup> Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans)

<sup>4</sup> Median loan debt for completers from private educational loans

<sup>5</sup> Median amount that completers owe to Rasmussen College upon graduation

<sup>6</sup> Tuition and fees charged for completing the program in normal time

<sup>7</sup> Total cost of books and supplies when completing the program in normal time

<sup>8</sup> Total cost of room and board is not applicable at Rasmussen College

<sup>9</sup> Non-Florida residents enrolling in the HIT program will be charged \$395 per credit, bringing the total Tuition and Fees for the HIT program to \$35,550.

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

\*\*Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.

STUDENT INVESTMENT DATA

# STUDENT INVESTMENT DISCLOSURE INFORMATION

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SCHOOL OF DESIGN	Degree Level	SOC Code**	On-Time Completion Rate (%) <sup>1</sup>	Rasmussen Placement Rate (%) <sup>2</sup>	Federal Student Loans <sup>3</sup>	Private Loans <sup>4</sup>	Institutional Loans <sup>5</sup>	Illinois Tuition and Fees <sup>6</sup>	Illinois Books and Supplies <sup>7</sup>	Room and Board <sup>8</sup>
Digital Design and Animation	Bachelor's	27-1014	92%	100%	\$31,033	NA*	NA*	\$55,016	\$7,650	\$0
Multimedia Technologies—Digital Design and Animation	Associate's	15-1199, 27-1014, 27-1024	26%	72%	\$27,165	\$0	\$0	\$28,704	\$4,200	\$0
Multimedia Technologies—Digital Design and Animation	Diploma	15-1199, 27-1014, 27-1024	NA*	NA*	NA*	NA*	NA*	\$20,332	\$3,150	\$0
Multimedia Technologies—Web Design	Associate's	15-1199, 27-1014, 27-1024	26%	72%	\$27,165	\$0	\$0	\$28,704	\$4,200	\$0
Multimedia Technologies—Web Design	Diploma	15-1199, 27-1014, 27-1024	NA*	NA*	NA*	NA*	NA*	\$20,332	\$3,150	\$0

SCHOOL OF EDUCATION	Degree Level	SOC Code**	On-Time Completion Rate (%) <sup>1</sup>	Rasmussen Placement Rate (%) <sup>2</sup>	Federal Student Loans <sup>3</sup>	Private Loans <sup>4</sup>	Institutional Loans <sup>5</sup>	Illinois Tuition and Fees <sup>6</sup>	Illinois Books and Supplies <sup>7</sup>	Room and Board <sup>8</sup>
Early Childhood Education—Child and Family Studies	Associate's	25-2011, 25-9041	66%	98%	\$18,861	\$0	\$0	\$27,807	\$3,300	\$0
Early Childhood Education—Child Development	Associate's	25-2011, 25-9041	66%	98%	\$18,861	\$0	\$0	\$27,807	\$3,300	\$0
Early Childhood Education—Child with Special Needs	Associate's	25-2011, 25-9041	66%	98%	\$18,861	\$0	\$0	\$27,807	\$3,300	\$0
Early Childhood Education—English Language Learner	Associate's	25-2011, 25-9041	66%	98%	\$18,861	\$0	\$0	\$27,807	\$3,300	\$0
Early Childhood Education	Certificate	25-2011, 25-9041	45%*	80%	\$8,671	NA*	NA*	\$10,764	\$1,200	\$0
Early Childhood Education—Child and Family Studies	Diploma	25-9041, 25-2011	NA*	100%	NA*	NA*	NA*	\$20,631	\$2,550	\$0
Early Childhood Education—Child Development	Diploma	25-9041, 25-2011	NA*	100%	NA*	NA*	NA*	\$20,631	\$2,550	\$0
Early Childhood Education—Child with Special Needs	Diploma	25-9041, 25-2011	NA*	100%	NA*	NA*	NA*	\$20,631	\$2,550	\$0
Early Childhood Education—English Language Learner	Diploma	25-9041, 25-2011	NA*	100%	NA*	NA*	NA*	\$20,631	\$2,550	\$0

<sup>1</sup>The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)

<sup>2</sup>Internal placement rate methodology can be found at rasmussen.edu/SID

<sup>3</sup>Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans)

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<sup>5</sup>Median amount that completers owe to Rasmussen College upon graduation

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<sup>7</sup>Total cost of books and supplies when completing the program in normal time

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<sup>9</sup>Non-Florida residents enrolling in the HIT program will be charged \$395 per credit, bringing the total Tuition and Fees for the HIT program to \$35,550.

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## STUDENT INVESTMENT DATA

SCHOOL OF HEALTH SCIENCES	Degree Level	SOC Code**	On-Time Completion Rate (%) <sup>1</sup>	Rasmussen Placement Rate (%) <sup>2</sup>	Federal Student Loans <sup>3</sup>	Private Loans <sup>4</sup>	Institutional Loans <sup>5</sup>	Illinois Tuition and Fees <sup>6</sup>	Illinois Books and Supplies <sup>7</sup>	Room and Board <sup>8</sup>
Health Information Management	Bachelor's	29-2071	NA*	NA*	NA*	NA*	NA*	\$54,418	\$7,350	\$0
Health Information Technician	Associate's	29-2071	46%	81%	\$26,133	\$0	\$0	\$27,508	\$3,750	\$0
Medical Administration	Associate's	43-6013	37%	82%	\$25,325	\$0	\$0	\$28,405	\$4,050	\$0
Medical Administration	Diploma	43-6013	NA*	NA*	NA*	NA*	NA*	\$16,744	\$2,550	\$0
Medical Assisting	Associate's	31-9092	57%	83%	\$23,211	\$0	\$0	\$27,508	\$3,600	\$0
Medical Assisting	Diploma	31-9092	59%*	67%	\$15,304	NA*	NA*	\$17,940	\$2,400	\$0
Medical Billing and Coding	Certificate	29-2071	NA*	NA*	NA*	NA*	NA*	\$11,960	\$1,800	\$0
Medical Billing and Coding	Diploma	29-2071	0.0%	75%	NA*	\$0	\$0	\$16,744	\$2,400	\$0
Pharmacy Technician	Associate's	29-2052, 31-9095	56%	75%	\$22,034	\$0	\$0	\$26,910	\$3,600	\$0
Pharmacy Technician	Certificate	29-2052, 31-9095	55%	90%	\$11,294	NA*	NA*	\$12,259	\$1,650	\$0
Pharmacy Technician	Diploma	29-2052, 31-9095	NA*	NA*	NA*	NA*	NA*	\$20,930	\$2,850	\$0

STUDENT INVESTMENT DATA

SCHOOL OF JUSTICE STUDIES	Degree Level	SOC Code**	On-Time Completion Rate (%) <sup>1</sup>	Rasmussen Placement Rate (%) <sup>2</sup>	Federal Student Loans <sup>3</sup>	Private Loans <sup>4</sup>	Institutional Loans <sup>5</sup>	Illinois Tuition and Fees <sup>6</sup>	Illinois Books and Supplies <sup>7</sup>	Room and Board <sup>8</sup>
Criminal Justice—Corrections	Associate's	33-3012, 33-3051, 33-3052	46%	74%	\$24,653	\$0	\$0	\$28,106	\$3,600	\$0
Criminal Justice—Homeland Security	Associate's	33-3012, 33-3051, 33-3052	46%	74%	\$24,653	\$0	\$0	\$28,106	\$3,600	\$0
Criminal Justice—Law Enforcement	Associate's	33-3012, 33-3051, 33-3052	46%	74%	\$24,653	\$0	\$0	\$27,807	\$3,600	\$0
Criminal Justice—Psychology	Associate's	33-3012, 33-3051, 33-3052	46%	74%	\$24,653	\$0	\$0	\$28,106	\$3,600	\$0
Criminal Justice—Client Services / Corrections	Bachelor's	33-3051, 21-1092, 33-3021	91%	77%	\$42,167	\$0	\$0	\$54,717	\$6,900	\$0
Criminal Justice—Criminal Offenders	Bachelor's	33-3051, 21-1092, 33-3021	91%	77%	\$42,167	\$0	\$0	\$54,717	\$6,900	\$0
Criminal Justice—Homeland Security	Bachelor's	33-3051, 21-1092, 33-3021	91%	77%	\$42,167	\$0	\$0	\$54,717	\$6,900	\$0
Criminal Justice—Investigation / Law Enforcement	Bachelor's	33-3012	91%	77%	\$42,167	\$0	\$0	\$54,717	\$6,900	\$0
Fire Science	Associate's	33-1021, 33-2011	NA*	NA*	NA*	NA*	NA*	\$27,209	\$3,450	\$0
Paralegal	Associate's	23-2011, 23-2099	64%	78%	\$23,727	\$0	\$0	\$29,003	\$3,600	\$0

SCHOOL OF NURSING	Degree Level	SOC Code**	On-Time Completion Rate (%) <sup>1</sup>	Rasmussen Placement Rate (%) <sup>2</sup>	Federal Student Loans <sup>3</sup>	Private Loans <sup>4</sup>	Institutional Loans <sup>5</sup>	Illinois Tuition and Fees <sup>6</sup>	Illinois Books and Supplies <sup>7</sup>	Room and Board <sup>8</sup>
Professional Nursing	Associate's	29-1141	86%	95%	\$21,848	\$0	\$0	\$42,660	\$3,000	\$0

STUDENT INVESTMENT DATA

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## TUITION AND FEES

The tuition shown is the full tuition cost and does not reflect scholarships, grants, loans, or any credit transfers—all of which can lower your tuition cost. Contact a program manager to discuss your unique situation and tuition costs for your degree.

SCHOOL OF TECHNOLOGY	Degree Level	SOC Code **	On-Time Completion Rate (%) <sup>1</sup>	Rasmussen Placement Rate (%) <sup>2</sup>	Federal Student Loans <sup>3</sup>	Private Loans <sup>4</sup>	Institutional Loans <sup>5</sup>	Illinois Tuition and Fees <sup>6</sup>	Illinois Books and Supplies <sup>7</sup>	Room and Board <sup>8</sup>
Computer Science	Bachelor's	11-3021, 15-1133, 15-1131	NA*	NA*	NA*	NA*	NA*	\$49,634	\$6,750	\$0
Cyber Security	Bachelor's	15-1142	NA*	NA*	NA*	NA*	NA*	\$55,016	\$7,500	\$0
Game and Simulation Programming	Bachelor's	15-1199	NA*	67%	NA*	NA*	NA*	\$54,717	\$7,200	\$0
Information Systems Management—Network Security	Associate's	15-1141, 15-1142, 15-1150	38%	83%	\$26,186	\$0	\$0	\$27,807	\$3,900	\$0
Information Systems Management—Computer Information Technology	Associate's	15-1141, 15-1142, 15-1150	38%	83%	\$26,186	\$0	\$0	\$28,106	\$3,900	\$0
Information Systems Management—Database Administration	Associate's	15-1141, 15-1142, 15-1150	38%	83%	\$26,186	\$0	\$0	\$27,807	\$3,750	\$0
Information Systems Management—Database Administration	Diploma	15-1150	NA*	NA*	NA*	NA*	NA*	\$20,033	\$2,850	\$0
Information Systems Management—Network Administration	Associate's	15-1141, 15-1142, 15-1150	38%	83%	\$26,186	\$0	\$0	\$27,807	\$3,900	\$0
Information Systems Management—Network Administration	Diploma	15-1150	NA*	NA*	NA*	NA*	NA*	\$20,033	\$3,000	\$0
Information Systems Management—Web Programming	Associate's	15-1141, 15-1142, 15-1150	38%	83%	\$26,186	\$0	\$0	\$28,405	\$4,050	\$0
Information Systems Management—Web Programming	Diploma	15-1150	NA*	NA*	NA*	NA*	NA*	\$20,631	\$3,150	\$0
Information Systems Management—Computer Information Technology	Diploma	15-1150	NA*	NA*	NA*	NA*	NA*	\$21,528	\$3,150	\$0
Information Systems Management—Computer Information Technology	Certificate	15-1150	NA*	NA*	NA*	NA*	NA*	\$10,764	\$1,650	\$0
Information Systems Management—Network Security	Diploma	15-1150	NA*	NA*	NA*	NA*	NA*	\$20,033	\$3,000	\$0
Information Technology Management	Bachelor's	15-1152, 15-1142, 15-1179	NA*	NA*	NA*	NA*	NA*	\$54,418	\$7,500	\$0
Software Application Development	Associate's	15-1021, 15-1132	NA*	NA*	NA*	NA*	NA*	\$25,415	\$3,450	\$0
Software Application Development	Certificate	15-1150	NA*	NA*	NA*	NA*	NA*	\$11,960	\$1,800	\$0

<sup>1</sup> The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)

<sup>2</sup> Internal placement rate methodology can be found at [rasmussen.edu/SID](http://rasmussen.edu/SID)

<sup>3</sup> Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans)

<sup>4</sup> Median loan debt for completers from private educational loans

<sup>5</sup> Median amount that completers owe to Rasmussen College upon graduation

<sup>6</sup> Tuition and fees charged for completing the program in normal time

<sup>7</sup> Total cost of books and supplies when completing the program in normal time

<sup>8</sup> Total cost of room and board is not applicable at Rasmussen College

<sup>9</sup> Non-Florida residents enrolling in the HIT program will be charged \$395 per credit, bringing the total Tuition and Fees for the HIT program to \$35,550.

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

\*\*Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

## ADMISSIONS AND ENROLLMENT PROCEDURES

Congratulations on taking the first steps toward earning your degree and achieving your professional goals. If you haven't already done so, schedule a time to discuss your educational and career objectives with a member of our admissions team. Contact information is at the end of this document and on our website at [rasmussen.edu](http://rasmussen.edu). Our staff is knowledgeable in helping you select the right major to prepare you for your desired career.

Whether you are looking at a campus-based, online, or a blended learning model, our staff will assist you in planning your course schedule and connect you with our student financial services team to get you started on your journey toward earning a college degree.

When you've chosen the program that best meets your needs, apply for admission by submitting or completing the following:

- Application Form (apply early for best scholarship opportunities)
- Attestation of high school graduation or equivalency
- Enrollment Agreement
- Rasmussen College entrance placement exam(s)
- Rasmussen College Experience Course (if applicable)
- All financial arrangements are complete, submitted, and verified
- Criminal Background Check, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.
- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
- International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student's education level equivalent to U.S. secondary education standards.
  - Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20.

Rasmussen College will notify you in writing of your acceptance or rejection. All money paid to the College will be refunded if you are not accepted except any non-refundable test fees required for the Medical Laboratory Technician, Surgical Technologist, or School of Nursing programs. All new students will complete an orientation program prior to beginning classes which includes an experiential course and an informational session covering college policies and services. This required orientation program provides students with valuable tools and knowledge necessary for success at Rasmussen College.

UNLESS OTHERWISE NOTED, THE POLICIES IN THIS CATALOG REPLACE ALL PREVIOUSLY ISSUED VERSIONS.

#### Rasmussen College Admissions Nondiscrimination Policy

Rasmussen College is committed to the principle of equal opportunity in education. Rasmussen College admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status to all the rights, privileges, programs, and other activities generally accorded or made available to students at Rasmussen College. Rasmussen College does not discriminate against individuals on the basis of race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status, in the administration of its educational policies, admissions policies, scholarship and loan programs, and other Rasmussen College administered programs and activities. Otherwise qualified persons are not subject to discrimination on the basis of disability.

#### Student Definition

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

#### College Acceptance or Rejection of Application for Admission

The College will notify each applicant in writing of acceptance or rejection based on fulfillment of the following requirements:

- Completed application form and enrollment agreement
- An attestation of high school graduation or equivalency. If any information provided on the attestation is found to be false, the student will be subject to immediate dismissal from the College, all credits will be invalidated and any financial aid will have to be repaid.
- For students completing the application process October 1, 2012 and thereafter, completed College entrance placement examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College. Alternatively, applicants providing a college transcript\* indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete Entrance Placement Examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the Reading and Writing sections of the placement examination. Students who have not completed a college-level Math course are required to complete the Math portion of the placement examination. To ensure their basic numeracy skills, students who test at a remedial Math level will be scheduled for B099 Foundations of Math, regardless of their anticipated Math/Natural Sciences general education course schedule.
- For students completing the application process on or before September 30, 2012, completed College entrance placement examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College.
- Rasmussen College Experience Course successful completion. All prospective students, except as noted below, of Rasmussen College must successfully complete the College Experience Course with a cumulative score of 80% or higher in order to continue the enrollment process.

Students who do not successfully pass the College Experience Course with a score of 80% or higher on the first attempt will be allowed one additional opportunity to re-take the course three months after the start of the first attempt. The following students are exempt from the College Experience Course requirement: graduates of Rasmussen College within the last two years; Early Honors program and Individual Progress students and re-entry students who have already successfully completed the College Experience Course. Early Honors program and Individual Progress students will be required to successfully complete the Advantage Experience Course.

- All financial arrangements are complete, submitted and verified
- For selected programs, applicants must also pass a criminal background check. See additional information.
- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
- International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student's education level equivalent to U.S. secondary education standards.
  - TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  - Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that (1) you are or expect to be a full-time student pursuing a degree at Rasmussen College; (2) you meet our admissions requirements; (3) you proved to us that you have enough financial resources to study and live in the U.S. without working illegally or suffering from poverty.
- In addition to all other admissions requirements, students must be at least 16 years old to enroll at Rasmussen College.

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

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

\* Official and unofficial transcripts and grade reports for courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be accepted.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

### Entrance Assessment

The STEP (Student Testing for Educational Placement) exam is used for entrance assessment. Based on the outcomes in the areas of English and Math, students are placed in the following courses:

Subject	Score	Course Placement
• Writing	0-16	Not eligible for admission
• Writing	17-24	B080 Reading & Writing Strategies
• Writing	25-35	G124 English Composition
• Math	0-21	B095 Combined Basic & Intermediate Algebra
• Math	22-35	G161 Quantitative Literacy, or G180 General Education Mathematics, or G195 College Statistics

### Assessment

Rasmussen College has developed an institutional culture wherein assessment is at the heart of the College's daily functions. The Rasmussen College Comprehensive Assessment Plan (CAP) is the primary measurement for the Institution's mission. The CAP is organized around the Mission Statement and the six purposes that support the mission. For each purpose, supporting objectives have been developed, and assessment tools are used to collect data and assess each objective. In this way, the College systematically assesses the purposes and, ultimately, the mission of the institution.

In the spirit of this learning-focused approach to assessment, academic assessment at Rasmussen College follows a pattern of incoming, ongoing, and outcome assessment.

The College has an academic assessment plan that it uses to evaluate and improve the quality of learning and teaching. The academic assessments used measure incoming student skills through a placement test to determine students' reading, writing, and numeracy skills; ongoing skills in a formative fashion in individual courses; and end of program skills through various program outcomes assessments.

At designated points in their programs of study students are required to complete with a passing grade a seminar course. Students who have completed E242 Career Development prior to summer quarter of 2011 will not be required to take the seminar course. Following is the most common method by which students will complete the various seminar courses, but there may be some variation from this depending on course sequencing or other scheduled courses that are required for a student's program completion.

- Students must complete the freshman seminar as part of certificate course requirements the quarter they are scheduled for the E242 Career Development course.
- Students must complete the sophomore seminar the quarter in which they finish the diploma course requirements.
- Students must complete the junior seminar the quarter in which they finish the Associate's degree requirements to graduate from an Associate's degree program.
- Students must complete the senior seminar the quarter in which they finish the Bachelor's degree requirements to graduate from a Bachelor's degree program.

The purpose of the non-credit, pass/fail graduation requirement seminar course is to challenge students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments included in the seminar course focus on general education skills that provide the basis for lifelong learning. Among the required assessments compiled in the seminar courses are the components of the Graduate Achievement Portfolio (GAP), which may include communication, critical thinking, information literacy, and diversity awareness, depending on the course. Other external assessments may also be included in the seminar courses.

### Re-Enter Policy

Students may re-enroll in certificate or diploma programs one time, Associate's degree programs two times, and Bachelor's degree programs up to four times, unless the Dean, Campus Director, or Director of Student Affairs determines that mitigating circumstances exist. Any student who withdraws from classes after the first week of the initial quarter of attendance and then elects to return in a subsequent quarter is defined as a re-enter. Re-entering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. For the calculation of Satisfactory Academic Progress, re-entering students are treated as continuing students and must meet progress requirements. All re-entering students, regardless of time away from the College, must successfully complete the College Experience Course or have a record of successfully completing the College Experience Course as part of the acceptance process for returning to the College. All re-entering students must comply with all other college acceptance criteria as outlined in the current catalog before being accepted into the College as a re-enter.

Determination of whether a student is eligible to re-enroll is based on the criteria below. A student will be allowed to start the enrollment Process and re-enter if the student meets the following criteria: all other enrollment qualifications are met at the time of reentry; the student is in good academic standing as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of the most recent withdrawal; the student has no outstanding balance owed to the College; and the student has successfully completed any required Foundations Writing courses or placed into Reading and Writing Strategies previously or through re-test, and has a previous clear background check.

A re-entry process will be initiated for a student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of the re-entry request and/or has an outstanding balance with the College or has not met the foundations course requirements at the time of the request. As part of the re-entry process the student will be required to submit a re-entry letter following the Re-entry Process Guidelines. The re-entry request will either be approved or denied based on a review of the student's current academic standing at the time of withdrawal, financial status and progress to date with Rasmussen College and the information provided in the re-entry letter.

A complete description and the requirements of the re-entry application process is available through the Campus Registrar.

Students in Health Sciences programs and Nursing programs who wish to re-enter into the School of Health Sciences 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 is available.

## ADMISSIONS REQUIREMENTS

### Background Checks

For some programs, Rasmussen College requires applicants to pass a background check before admission. Note that "passing" a criminal background check is determined by Rasmussen College, in its sole discretion. The background check is designed to alert students to issues that may impair their ability to complete clinical, externship or practicum activities, obtain employment upon graduation, or accumulate unnecessary student loan debt.

### The following programs require a general background check for admission in all states:

- Business Management: Child Development Specialization
- Criminal Justice
- Early Childhood Education
- Fire Science
- Health Information Management
- Health Information Technician
- Healthcare Management
- Human Services
- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills
- Medical Billing and Coding
- Paralegal
- Pharmacy Technician

The following programs require a general background check for admission in all states except Minnesota. In Minnesota, these programs require a Minnesota Department of Human Services background check for admission.

- Medical Assisting
- Medical Laboratory Technician
- Practical Nursing
- Professional Nursing
- Professional Nursing: Mobility Degree
- Surgical Technologist

In Minnesota, the following programs require a Minnesota Bureau of Criminal Apprehension background check in addition to the general background check for admission.

- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills

In Florida, the following programs require a Florida Department of Law Enforcement (FDLE) background check in addition to the general background check for admission.

- Practical Nursing
- Professional Nursing
- Professional Nursing: Mobility Degree

Programs listed here may not be available in each state. See program pages in this catalog or program listings on [rasmussen.edu](http://rasmussen.edu) for program availability.

### General Criminal and FDLE Background Check Process:

A student enrolling in any of the general criminal or FDLE background check designated programs must complete a Background Release Form, as well as a Background Check Attestation. Campuses will be notified directly of applicants whose background check results are clear. If the background check reveals a potential problem, Rasmussen College will review the applicant's background to determine whether the applicant is eligible to start the program. If a student is not eligible for a program, he/she is also not eligible for financial aid while attending school for that program, and any financial aid funds disbursed must be returned to the lender. This also applies to a student whose appeals are denied. If a student is determined ineligible for admission, the following must be completed:

- All Title IV, state and grant aid (Grants, Scholarships and VA) must be returned.
- The student must return all course materials.
- If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course materials.
- If a student chooses to appeal his/her termination from the school, all appeals must be completed by the end of the first quarter, or the student may not continue to the next quarter.

A student enrolling in a program that requires a background check will not have his/her aid submitted until the student is determined to be eligible either through a clear or possible letter or successfully going through the appeals process. This process may delay a student's funding until the background check process is complete.

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

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

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

### Minnesota Department of Human Services Background Check Process

A student enrolling in any of the MDHS designated programs must complete a Background Release Form, as well as a Background Check Attestation. If a student is not eligible for a program, he/she is also not eligible for financial aid while attending school for that program, and any financial aid funds disbursed must be returned to the lender.

A student enrolling in a program that requires a MDHS background check will not have his/her aid submitted until the student is determined to be eligible either through a MDHS blue clearance letter or set aside letter. This process may delay a student's funding until the background check process is complete.

A student who receives a MDHS yellow letter may attend class for one quarter while the MDHS finalizes its decision. If the MDHS has not finalized its decision by the end of the student's first quarter of enrollment, the student will be withdrawn from the College and not allowed to continue into a second quarter. If the MDHS finalizes its decision with a blue clearance letter after the withdrawal, the student will be eligible for re-entry/re-enrollment for the next subsequent start date.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

A student who receives a MDHS disqualification is determined ineligible for admission and must complete the following:

- All Title IV, state and grant aid (Grants, Scholarships and VA) must be returned.
- The student must return all course materials.
- If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course materials.

A student who receives a MDHS disqualification may choose to apply for a Commissioner's Reconsideration with the MDHS. If the Commissioner sets aside the disqualification, Rasmussen College will allow the student to apply for re-entry/re-enrollment for the next subsequent start date.

#### Immunization Requirements

Minnesota law (M.S. 135A.14) requires proof that all students born after 1956 are vaccinated against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions. Non-exempt students must submit the required vaccination information within 45 days after their first enrollment, or they cannot remain enrolled. Please see the campus for a list of possible exceptions.

In addition to other entrance requirements, Health Sciences and Nursing programs may require specific immunizations upon enrollment. Please see your campus for details.

#### Applying For Admission into the School of Nursing

Applicants pursuing admittance into a Practical Nursing, Mobility Nursing or Professional Nursing Program must complete the following steps in order to be deemed eligible for admission.

1. Applicants must achieve a score on the College entrance placement examination acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have either achieved Entrance Placement score above that requiring a Foundation course or have provided a college transcript indicating a grade of C or higher in college-level English and Mathematics are not required to repeat the Entrance Placement test. Once applicants have met the Entrance Placement requirements above, the School of Nursing Entrance Exam may be scheduled.

2. School of Nursing Entrance Exam: Applicants who have successfully completed College entrance placement requirements will be given access by admissions to the online registration process for the School of Nursing Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a nursing program of study for which they qualify. Applicants not meeting the exam score requirement determined by Rasmussen College at its sole discretion upon first attempt may register for one additional attempt. Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing. Applicants who have previously taken the entrance exam within the past twelve months for admission to another institution may, at their own expense, have the results transferred to Rasmussen College. Transferred scores will be verified by the Dean of Nursing and will count as one of the two attempts allowed in a 12 month period. Any nursing entrance exam results dated more than 12 months prior to application to Rasmussen College will not be considered.

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

- Rasmussen College Application
- Submit Official College Transcripts
- Health Physical and proof of vaccinations
- BLS-CPR with Defibrillator
- Criminal Background Screening
- Any additional program specific requirements as specified at the time of enrollment.

4. Interview with the Dean of Nursing: Once all requirements for application have been submitted, the applicant will be scheduled for an interview with the Dean of Nursing. Students accepted into their program will receive a letter from the College in the mail. Accepted applicants must attend the Rasmussen College General Orientation and the School of Nursing Orientation. Failure to attend will result in removal from the program. Former nursing students in good standing with the School of Nursing who have not been enrolled for more than 12 months must successfully repeat the School of Nursing Entrance Exam or ATI Exam to be deemed eligible for reenrollment into the nursing program.

#### Entrance Requirements for Software Application Development Associate's and Computer Science Bachelor's Programs

Minimum scores of 22 on the Math portion and 25 on the Writing portion of the STEP test are required for entry into either program. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA). Two letters of recommendation are also required for acceptance. Please speak with a Program Manager for details.

#### Paralegal Certificate Entrance Requirements

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

#### Entrance Requirements for Health Information Management Bachelor's Program

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

#### Rasmussen College Early Honors Program

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

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

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

#### Rasmussen College Early Honors Program

##### Terms and Conditions

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

- Students must complete an Early Honors Program Application, which includes a high school attestation indicating expected graduation date.
- Students must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).
- Students must submit a signed Early Honors High School Approval Form.
- Students must be high school seniors and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00. Proof of GPA must be validated by a High School Counselor or Administrator on the Early Honors High School Approval Form.
- Student must score at least a 25 on the writing portion of the Rasmussen College entrance placement exam to be accepted to the Early Honors Program.
- The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.
- A maximum of 20 Early Honors students will be accepted per quarter, per campus.
- To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.
- Seniors may take up to 4 credits per quarter without a tuition charge. The student must meet with the Director of Admissions and Dean before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule. After receiving a grade of B or higher in his/her first class, the student can request a second class for the second quarter. A maximum of 24 credits per student can be taken in the Early Honors Program.
- Applicants will be accepted on a space available basis for each course selected.
- Early Honors students must meet all course prerequisites as listed in the catalog. Nursing courses designated with a "PN", "PRN", "NU" or "NUR" are not available to Early Honors students.
- Students must cover the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The College will provide specific information on each course, including textbook prices and technology requirements.
- Students will receive college credit towards a degree, diploma, or certificate at Rasmussen College for all successfully completed courses. Students who elect to pursue their education at another academic institution will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.
- Students will receive high school dual enrollment credit for successfully completed Early Honors course at the discretion of the student's high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.
- Students may apply to a full program of study by completing an Application for Admission.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

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

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

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

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

**Tuition Rates**

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

	Program	Type of Award	Amount Per Year	Application
<b>GIFT AID</b>	Federal Pell Grant Program	Grant based on financial need.	\$575 - \$5,550	Free Application for Federal Student Aid (FAFSA)
	Federal Supplemental Educational Opportunity Grant (SEOG)	Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.	\$100 - \$4,000, based on availability	Free Application for Federal Student Aid (FAFSA) – Awarded by the College
<b>EMPLOYMENT</b>	Federal Work Study	Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.	Varies	Free Application for Federal Student Aid (FAFSA) –Awarded by the College
<b>FEDERAL LOAN PROGRAMS</b>	Federal Subsidized Stafford Loan Program	Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.	1st Year - \$3,500 2nd Year - \$4,500 3rd Year+ - \$5,500	Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender
	Federal Unsubsidized Stafford Loan Program	Principal and interest may be deferred until after student leaves college or attends less than half time.	Same as subsidized limits with additional \$2,000 for Dependent. Independent: 1st & 2nd Year \$6,000 3rd Year & above \$7,000	Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender
	Federal Parent Loan for Undergraduate Students (PLUS)	For credit-worthy parents of dependent undergraduates.	Up to college cost of attendance.	PLUS application and Promissory Note processed through College and Lender
<b>VETERANS' BENEFITS</b>	Veterans' Benefits	Veterans and dependents of veterans, including Guard and Reserve Component.	Monthly benefit based on service contributions	Veterans Administration or Veterans Service Officer

### SCHOLARSHIP AND GRANT PROGRAMS

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

**Early Honors Program**

Rasmussen College is proud to offer select high school seniors the opportunity to begin their professional career training early. The Early Honors Program is designed to reward those who have a strong academic background and a desire to succeed.

**10% Military Discount**

All current and retired military personnel, as well as veterans, enrolling in a Degree, Diploma, or Certificate program are eligible for a 10% tuition discount. In order to qualify for the discount, all admission requirements must be completed, and applicants must provide proof of service by submitting an actual or faxed copy of their military ID card, including expiration date.

Retired military personnel must provide valid military retiree ID or DD 214 form. In addition, the College will extend the 10% discount to the spouse and dependents, age 18-21, of any service member on active duty as outlined above. These individuals must provide an actual or faxed copy of their dependent military ID card, which includes an expiration date.

**Corporate Discount**

Some companies receive a tuition discount or grant from Rasmussen College for eligible employees. Contact your campus for details.

**Restrictions**

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

- Early Honors Program
- 10% Military Discount
- Corporate Discount
- Community Business Success Grant
- AcceleratED Partner Success Grant

**Employer Tuition Reimbursement**

Many employers today offer tuition reimbursement to their employees earning a degree. Whether it's full reimbursement or partial, we want to make using your tuition reimbursement plan as seamless as possible so you can reduce the cost of your education, as well as potentially reduce the amount of loans required to fund your degree.

To take advantage of tuition reimbursement, check with your employer about what tuition reimbursement options may be available to you. Then, contact your program manager or the Student Financial Services Department to discuss your tuition reimbursement options.

**High School Professional Program**

Rasmussen College waives tuition for High School Teachers and Counselors who meet the required criteria.

This program is only available to teachers and counselors who are employed at a high school (grades 9-12) in Minnesota, North Dakota, Florida, Illinois, Kansas and Wisconsin.

Current status as a high school professional will be verified by Rasmussen College prior to the initial start of any course. Attendance is required at an orientation, which must be completed prior to the start date of the professional's first course.

Offer is limited to one course, per quarter, per high school professional. A maximum of 50 seats in online courses will be made available to high school teachers and counselors each quarter. There is no maximum on cumulative number of classes that may be taken. Tuition free courses for high school professionals are offered on a space-available basis, with priority given to other enrolled Rasmussen students who must complete the course as part of their degree program at Rasmussen College.

Participants are responsible for purchasing books or supplies needed for the course. Books may be purchased through the online bookstore. Grades will be recorded as audit grades with the student classified as an audit student.



## ACADEMIC INFORMATION AND COLLEGE POLICIES

### ACADEMIC POLICIES

#### Class Content

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

#### Class Standing

Rasmussen College determines class standing by the number of credit hours a student has completed. The College assigns class standings according to the following criteria:

Freshman	0-36 credits completed
Sophomore	37-72 credits completed
Junior	73-129 credits completed
Senior	130 or more credits completed

#### These Programs May Also Be Offered Online

##### Bachelor's Degrees

- Accounting
- Business Management (all specializations)
- Criminal Justice (all specializations)
- Digital Design and Animation
- Game and Simulation Programming
- Health Information Management
- Healthcare Management
- Nursing Bachelor of Science (RN to BSN)

##### Associate's Degrees

- Accounting
- Business Management (all specializations)
- Criminal Justice (all specializations)
- Early Childhood Education (all specializations)
- Health Information Technician
- Human Services
- Information Systems Management (all specializations)
- Medical Administration
- Multimedia Technologies (all specializations)
- Paralegal
- Pharmacy Technician

##### Diplomas

- Accounting
- Business (all specializations)
- Early Childhood Education (all specializations)
- Human Services
- Information Systems Management (all specializations)
- Medical Administration
- Medical Billing and Coding
- Multimedia Technologies (all specializations)
- Pharmacy Technician

##### Certificates

- Accounting
- Business
- Early Childhood Education
- Human Services
- Information Systems Management (all specializations)
- Law Enforcement Academic
- Medical Billing and Coding
- Multimedia Technologies (all specializations)
- Paralegal
- Pharmacy Technician

##### Individual Progress

Students may enroll in one or more courses at a time, or in succeeding quarters, without enrolling in a program of study. To be considered for admission, individual progress students must complete the application form and attestation of high school graduation. The Rasmussen College entrance placement exam is not required for IP students. Individual progress coursework is assessed at the full cost per credit for each course.

Individual progress students remain enrolled at Rasmussen College as long as they continue to select coursework and meet all additional requirements. Upon successful completion of their courses, individual progress students will receive a letter grade and be awarded credits. To enroll in a program at Rasmussen College, students must complete all remaining programmatic application requirements (including the entrance placement test). Eligible individual progress courses will be applied to their degree program, and count as credits attempted and earned for purposes of Satisfactory Academic Progress (SAP).

#### Developmental Education and Rasmussen College Entrance Placement Exam Re-test Policy

The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into Foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students, and to providing educational opportunities to those who enroll. All new students who enroll in a Degree, Diploma, or Certificate program are required to take the Rasmussen College Entrance Placement Exam reading, writing, and math placement tests. Applicants providing a college transcript\* indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete College entrance placement examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the reading and writing sections of the placement examination. Students who have not completed a college-level math course are required to complete the math portion of the placement examination.

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

These credits are not counted toward graduation, and each must be passed with a grade of 'SX' in order for the student to proceed to the next course in the sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the Foundation courses. Students who test at remediation level, and who wish to transfer courses that have Foundation courses as prerequisites, must first successfully complete the Foundation courses. Students enrolled in Foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program.

Students who place below the level of B080 Reading and Writing Strategies are not eligible for admission to Rasmussen College. Student who place below the level of B080 Reading and Writing Strategies and are not admitted to Rasmussen College may, after three months, have the option to re-take the assessment test.

The College entrance placement examination may not be re-taken for initial placement purposes after the start of a Foundation level course. On occasion, however, a re-test may be allowed prior to the start of a quarter. Such re-tests are only granted if extenuating circumstances exist that lead the College to determine a re-test is needed to accurately determine the student's ability level. Only one such re-test may be allowed, at the discretion of the Academic Dean.

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

#### Foundation Courses Timeframe

To help ensure student success, students requiring a developmental education course must complete one such course in their first full quarter of enrollment. Additionally, all required developmental education courses must be taken in the student's first two full quarters of enrollment. If a student withdraws from or does not pass a developmental education course, the student must successfully complete that course in the subsequent full quarter of enrollment or the student will be dismissed from the College. Developmental education courses in Illinois are B080 and B095. A "full quarter" excludes the mid-quarter start.

#### Foundation Course Grading

- All Foundation courses are satisfactory/unsatisfactory (SX/UX) courses.
- Students pass B080 Reading & Writing Strategies if they achieve a final grade percentage of 73% or higher.
- Students pass B095 Combined Basic & Intermediate Algebra if they achieve a final grade percentage of 73% or higher.

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

Reading and Writing Strategies	
SX 73% or higher	UX Below 73%
Geometry or Combined Basic and Intermediate Algebra	
SX 73% or higher	UX Below 73%

#### Common Grading System Percentage Scale

A	100 TO 93%
A-	92 TO 90%
B+	89 TO 87%
B	86 TO 83%
B-	82 TO 80%
C+	79 TO 77%
C	76 TO 73%
C-	72 TO 70%
D+	69 TO 67%
D	66 TO 63%
D-	62 TO 60%
F	Below 60%

#### Point Scale

##### Alphabetical Grading System

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

Grade	Grade Points	Description
A	4.00	Excellent
A-	3.75	
B+	3.50	
B	3.00	Very Good
B-	2.75	
C+	2.50	
C	2.00	Average
C-	1.75	
D+	1.50	
D	1.00	Below Average
D-	0.75	
F/FA	0.00	Failure
CW	NA	Course Waiver
I/IN	NA	See "Incomplete Policy"
PT	NA	Pending Transfer In Credits based on unofficial transcripts
S/SA	NA	Satisfactory

SX	NA	Satisfactory Foundation, Seminar courses, or College Experience course
TO	NA	Test-Out
TR	NA	Transfer In Credit based on official transcripts
U/UN	NA	Unsatisfactory or failure to meet speed requirement
UX	NA	Unsatisfactory Foundation, Seminar courses, or College Experience course
W/WD	NA	Withdrawal
WX	NA	Foundation Withdrawal, Military Leave or Medical Leave Withdrawal
ZF	NA	Failure to complete audit course requirement
ZP	NA	Successful completion of audit course

#### Nursing Programs Grade Scale

Students are required to earn at least a "C" in their Nursing courses. This applies to all NU, NUR, HUN, PN, and PRN coursework level 000 through 4999. The grading scale for these courses is as follows:

Letter Grade	Percentage Range
A	100% to 94%
B	93% to 85%
C	84% to 78%
F	Below 78%

Students are required to achieve an overall total exam score average at or above the threshold of 78% for all exams taken within the Nursing course, in order to pass. Once this 78% exam threshold criterion has been met, the final grade for the Nursing course will incorporate points earned for exams, assignments, quizzes, and other coursework requirements.

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

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

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

#### Repeating Courses Policy

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

ACADEMIC INFORMATION AND COLLEGE POLICIES

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The student's GPA will be recalculated to reflect the highest letter grade. If more than one attempt results in the same letter grade, only the most recent one will be used in the calculation of GPA.

Students who fail a required course three times and have a cumulative grade point average of 2.0 or greater may be able to switch to another program that does not include the course as a required part of the program curriculum without going through the program appeal process. Students who fail a course three times, and who cannot switch to another program as determined by the program change appeal process, will be terminated from the College. Those students cannot return to the College until they successfully complete an equivalent to the course elsewhere by earning a grade of C or higher and transfer it back in to Rasmussen College, in accordance with meeting the transfer of credit requirements. In the case of credit transfer, an "F/FA" grade will remain for purposes of GPA calculation. However, all of the course credits, both failed and transferred, count in the student's Cumulative Completion Rate (CCR).

Foundation courses may only be repeated one time. Students who fail a Foundation course a second time will be terminated from the College. All attempts of repeated courses, including the grades, remain on academic records and transcripts even though they may not be included in the GPA calculation. Students should be aware that graduate schools and other institutions to which they might wish to transfer may not accept repeats and may include all grades in calculating GPA for admission.

### Late Assignment Submission Policy

Students may submit assigned work after the stated deadline. A 10% grade penalty is assessed for work up to twenty-four hours late; an additional 10% is assessed for each additional day the work is late. In some cases (such as late discussion postings) students may be asked to complete an alternate assignment for equivalent point value, minus any applicable penalty.

Instructors may decide in the case of legitimately extenuating circumstances to waive the late penalty; if not, though, the penalty must be enforced as described. In some cases in the residential classroom, certain activities, such as labs and exams, must be completed at the designated time and therefore cannot be made up. The instructor should apprise students beforehand of any such activities.

In no circumstances may students submit work after the last day of the academic term unless an incomplete grade has been requested and granted beforehand.

### Incomplete Grade Policy

An "I/IN" indicates an incomplete grade, and is a temporary grade for a course which a student is unable to complete due to extenuating circumstances. An incomplete may be granted to a student at the end of a quarter at the discretion of the instructor under the following conditions:

1. An incomplete form is completed which identifies:
  - a. The work to be completed,
  - b. Qualifications for acceptable work,
  - c. The deadline for completing the work (within two weeks of the last day of class),
  - d. The grade to be entered should the student not complete the work by the deadline (the calculated grade).
  - e. Instructors will have one week for grading, recalculation of grades and processing of all documents required.
2. Incomplete forms will be maintained by the respective campus for approval and resolution. Students must request an incomplete prior to the last day of the end of the term.

3. The Dean must be informed of all incompletes granted. Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:

- a. The work to be completed must be regularly assigned work, identified in the course syllabus.
  - b. The student can reasonably be expected to complete the work by the deadline.
  - c. The student's grade will be substantially improved.
  - d. The student has demonstrated a commitment to completing work in a timely fashion.
  - e. Granting the incomplete is truly in the best interest of the student.
  - f. By completing the work, one of the following will apply:
    - i. The student will learn substantive information by completing the work.
    - ii. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.
4. Allowing the student extra time compensates for events or conditions not within the student's control (i.e., illness, emergencies, etc.) as opposed to compensating for poor planning, poor attendance, or failure to take assignments seriously.
5. Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to make up "extra credit" work.
6. Credits for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment. Incomplete grades must be completed within two weeks of the last day of class. An incomplete grade not completed by the deadline will be changed to an 'FA' (or the calculated alternate grade designated by the instructor on the incomplete form) and will be included in the cumulative grade point average.

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

### Policy for Change of Grade

On occasion it is appropriate to change a final grade submitted by an instructor at the end of a quarter. Except for situations outlined below, only the instructor who issued the original grade may authorize its change. Instructors may change grades at their discretion, with the following guidelines:

Circumstances that may warrant a change of grade include:

- Emergency situations that prevent a student from submitting a petition to receive an incomplete grade. Examples of such emergencies are hospitalization, car accident, death of a close family member, or mandatory military service.
- Miscalculation of the final grade by the instructor.
- Situations involving miscommunications, misplaced assignments, or technical difficulties beyond the control of the student.
- Accommodation for special circumstances such as short-term disability or family leave.

Grade changes must be consistent with course policies as outlined on the syllabus. In particular, stated policies regarding the acceptance of late work and how points are apportioned must be followed.

Students must contact their instructors within one week of the start of a subsequent term regarding grade changes. Instructors will have one week from the time they are contacted by students to consider any requests for grade changes. No grade changes may be made after the end of the second week of the subsequent quarter. Grade disputes which cannot be resolved between instructors and students should be directed to the appropriate Dean.

Circumstances where a grade change may be authorized later or by someone other than the original instructor include:

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

### Program Changes

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

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

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

A complete description and requirements of the program change appeal process is available through the Campus Registrar. A clear background check is required for enrollment in certain programs as determined in the background check section of the catalog. Students who do not successfully pass a background check will be terminated from the College. All program change appeals must be received no later than Friday of the first week of break prior to the start of the quarter in which the student wants to change programs.

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

### Independent Study Policy

Independent study applies when a student contracts to meet regularly with a qualified instructor to fulfill the assignments, tests, projects, and other tasks necessary to achieve the performance objectives of a given course. Independent study requires a student to be motivated and organized.

Because an independent study does not provide the student with the classroom interaction normally expected in higher education, it is to be offered only when there is no alternative and as infrequently as possible.

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

1. The course is not currently offered on-site or online.
2. Completion of the course is necessary for on-time graduation.

3. The need for the course in the quarter in question does not arise from the student's decision to withdraw from the course in an earlier quarter, the student's failure to satisfactorily complete the course in an earlier quarter, or the student's decision to change programs.

4. The student will complete work of a similar quantity and quality as required in a regularly scheduled class and will meet the standard performance objectives for the class.

5. The Academic Dean approves the plan for completing the course work.

6. The student and instructor meet once a week for a minimum of one hour with sufficient learning activities planned to fulfill the clock hour requirements of the course.

7. At least twice and at regular intervals during the quarter, the Dean will evaluate the student's progress by reviewing work completed.

Independent studies must meet the following guidelines:

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

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

### Prerequisites

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

### Equipment

Rasmussen College strives to maintain its role as an educational leader by incorporating current technology. Rasmussen College provides technology and computer access, and internet access at each campus. Students will also have access to printers, additional software packages, electronic databases, and a helpdesk lab as needed at a Rasmussen College Campus.

### Graduation Requirements

Degrees, Diplomas, and Certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means. Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.0 to receive a Degree, Diploma, or Certificate with a passing grade in each area. Completion and submission of the components of the Graduate Achievement Portfolio (GAP), as assigned in the appropriate seminar courses designated for each program, is a graduation requirement.

Certificates or transcripts of credits may be given to those students taking individual subjects or individual progress courses of study.

### Academic Overload Policy

An academic or credit overload occurs when a student registers for more than 20 credits per quarter. Students wishing to schedule an overload must obtain the signature of the Student Advisor as well as the approval and signature of the Academic Dean of the campus in which they are enrolled. In order to apply for an overload, the student must have completed a minimum of 32 credits at Rasmussen College.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

The student must also be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average at least 2.75 to apply for an overload. Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 24 total credits in the approved quarter. The student must apply for approval no later than week six(6) of the quarter prior to which the overload is desired. The Academic Overload Approval Form is available through a Student Advisor.

#### Academic Overload Policy for Five and Six Week Courses

An academic or credit overload occurs when a student registers for more than 10 credits per six week session. Students wishing to schedule an overload must obtain the signature of the Student Advisor as well as the approval and signature of the Academic Dean of the campus in which they are enrolled. In order to apply for an overload, the student must have completed a minimum of 32 credits at Rasmussen College. The student must also be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average at least 2.75 to apply for an overload. Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 12 total credits in the approved quarter. For students who are newly transferring to the College, a minimum of 24 credits must be transferred to the College and the most recent GPA on a transcript must be 2.75 or higher. The student must apply for approval no later than two weeks prior to the start date of the session in which the overload is desired. Any future overload requests for transfer students must follow the Academic Overload Policy for the full term. The Academic Overload Approval Form is available through a Student Advisor.

#### Drop/Add Class Policy

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

Full-quarter drop/add period:

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

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

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

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

Drop/add period for five and six week courses:

Students may add courses through the second day of the five or six week term and may drop a course through the first Friday of the term, which is the close of the drop/add period.

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

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student's transcript and tuition will not be charged.
2. Following the first week of the five or six week term and on or before the third Friday of the term, students will receive a W/WD on their transcript. The student's grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
3. Following the third week of the five or six week term, students will receive an F/FA for any classes dropped. The student's grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period. Students who fail to notify the College that they wish to withdraw from a class are still scheduled in the class, the credits for all courses will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

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

#### Course Withdrawals

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

#### Online Courses

Students may be required to take online courses in order to complete a degree. Online course activities and assignments at Rasmussen College are conducted via chat, email, message boards, and interactive websites.

Tuition and fees for online courses are assessed at the same rate as for residential courses unless otherwise indicated. Online instructors receive training and support while operating in the online environment. A list of computer hardware and software requirements for online courses is provided to students upon enrollment. Textbooks and other resources required for online courses are available at the Rasmussen College bookstore.

## RASMUSSEN COLLEGE STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe.

Cumulative grade point averages and successful completion of credits attempted are monitored quarterly, and students not meeting the standards are notified. If a student is not meeting the standards, a Learning Plan will be created describing the steps the student needs to take to meet SAP standards during the upcoming term. The College's staff will attempt to meet in person or via phone with the student regarding this plan. If the student does not respond, a copy of the plan will be sent via email and mailed to the student's home address. The student must sign the plan and return it to the Campus Dean by the first Friday of the quarter. Failure to return the plan may result in an administrative withdrawal from the College.

SAP Components: All students must meet all three of the components that are used to measure a student's Satisfactory Academic Progress (SAP) towards the completion of a degree or certificate. The three components are as follows:

1. GPA. Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00.
2. Pace/Cumulative Completion Rate (CCR). This is the pace at which a student progresses through a program. CCR is calculated by dividing cumulative credits earned by cumulative credits attempted within a program (e.g., 6 credits earned ÷ 12 credits attempted = 50%). Minimum standards are listed in the chart below.

Percentage of Credits Attempted Toward Maximum Time Frame	Minimum Successful Completion of Cumulative Credit Hours Attempted
Up to 25%	25%
Greater than 25%, up to 50%	50%
Greater than 50%	67%

3. Duration of Eligibility. This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program (e.g., maximum time frame for a 90-credit program = 90 X 150%, or 135 credits).

Total credits are indicated for each program listing in the catalog. A student who exceeds 150% of the maximum time frame is no longer eligible for financial aid.

In calculating Pace/CCR and Duration of Eligibility, the following grades will be considered attempted, but will not be considered as credits successfully completed or earned: F/FA, U/UN, W/WD, I/IN. In addition, Foundations courses are not included in the number of credits attempted or successfully completed when assessing satisfactory progress.

Financial Aid Warning: If a student's CGPA falls below 2.00, or if Pace/CCR standards or Duration of Eligibility requirements are not met, the student will be placed on Financial Aid Warning for the subsequent quarter. A student is eligible for financial aid during the Financial Aid Warning period. A student who fails to meet any one of the components of SAP at the end of the Financial Aid Warning period is not eligible for financial aid.

Not Eligible for Financial Aid: A student who fails to meet the minimum Satisfactory Academic Progress requirements at the end of either the Financial Aid Warning or Financial Aid Probation period, and who does not successfully appeal, is not eligible for further financial aid funding.

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

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

Students must regain Satisfactory Academic Progress within two quarters or they will be terminated from the College. The decision to terminate may be appealed through the Academic Review Committee process.

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

## ACADEMIC INFORMATION AND COLLEGE POLICIES

## TRANSFER OF CREDIT, PRIOR LEARNING AND WAIVERS

**Transfer of Previously Earned College Credit and Prior Learning Assessments****General Transfer Credit Policy**

- Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.
- Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.
- Students must request that official transcripts containing coursework for review be sent directly to Rasmussen College. It is the student's responsibility to ensure that all official transcripts have been received by Rasmussen College.
- As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.
- A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credit conditionally awarded through the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College prior to the completion of the student's first quarter, after which the student will be required to complete the necessary credits in order to receive the degree.
- College-level courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be considered for college transfer.
- Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
- Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist and Associate's Nursing programs must complete at least 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means, with the exception of "block transfer" candidates for the Surgical Technologist and Medical Assisting Associate's degree programs. Students in the Professional Nursing Mobility Associate's degree program may complete up to 67% of their program via transfer of credit or block transfer of credit.
- Students eligible and approved for the Surgical Technologist AAS Completer Block Transfer must only complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
- Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.5 quarter credits. The calculated number is rounded down. Transfer credits based on a different unit of credit than quarters will be subject to conversion prior to being transferred.
- International transcripts must be evaluated by a NACES approved organization (National Association of Credential Evaluation Services) to ensure the student's credit transfer is equivalent to Rasmussen course content. The evaluation is the student's responsibility.
- Transfer credit is evaluated based on the program in which the student is enrolled.
- Credits earned at Rasmussen College will be transferred directly from one Rasmussen College campus to another. Only the classes that are applicable to the current program will be posted or calculated.

- Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average, but will be counted as credits attempted and earned for determining Satisfactory Academic Progress. All credits considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are also credits attempted.
  - Courses which have been accepted for transfer will be listed on the student's transcript with a Transfer (TR) designation. Transfer credits which have been conditionally accepted pending the receipt of an official transcript will be listed with a Pending Transfer (PT) designation. Any pending transfer credits still remaining at the end of the student's program will be removed and the student will be required to complete the program requirements in order to graduate.
  - Courses for which a student has received credit by examination will be listed on the student's transcript with a Test Out (TO) designation.
  - Courses for which a student has received credit through waiver will be listed on the student's transcript with a Course Waiver (CW) designation.
  - When courses are not accepted for transfer, a student may file an appeal through the following process:
    - The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.
    - The information will be reviewed by the College Registrar.
    - The student will receive written notice of the decision.
  - For students who enter Rasmussen College and are required to take the Rasmussen College entrance placement exam the following will apply: If a student tests at a level of remediation in English or Math, the College will not accept transfer of courses with prerequisites that require completion of the Foundations courses or passing the entrance placement exam. Once the student successfully completes the necessary Foundations courses or passes the placement exams, the College will then post the transfer credit pertaining to the specific course.
  - The following Early Childhood Education externship courses cannot be transferred into the program from another program: EC180 Knowledge: Externship I, EC181 Application: Externship II, EC182 Reflection: Externship III.
- Course By Course Transfer**
- Course by course transfer credits from regionally or nationally accredited institutions of higher learning will be evaluated on course content. Most courses that are comparable in content will be accepted.
  - Course must have the minimum number of credits to that of the Rasmussen College course.
  - Only courses completed with a grade of C or higher will be eligible for transfer credit.
  - Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade-point average. Grade-point averages and grades from courses taken at any of the Rasmussen College campuses, which pertain to the current program, will be computed in the student's final grade-point average.
  - General education credits may be considered for transfer regardless of completion date.
  - Credits in information technology or computer science/computer applications must have been earned within the previous three (3) years of the assessment date.
- Associate Nursing Program (prefixes of PN/NU and NUR/PRN in Florida) will not accept any core course transfers. For Associate Nursing program only, there is a five (5) year limit on Anatomy & Physiology, Microbiology, Human Biology, and Nutrition courses. All grades must be C or higher.
  - Health Sciences core courses as designated by course prefix, have a five (5) year transfer limit.
  - The following courses in the Medical Assisting Program are not transferable; MA 110 Clinical Skills I, MA145 Clinical Skills II, MA225 Laboratory Skills, and MA265, Medical Assisting Externship.
  - Transfer of credit for Medical Laboratory Technician and Surgical Technologist core courses (ML and ST prefixes) has a one (1) year limit. Students who have completed similar course work that exceeds the one (1) year limit can test-out of the course with a 73% or greater score on a course assessment. All transfers or test-outs into the Medical Laboratory Technician and Surgical Technologist programs are based on program space availability.
  - Seminar Courses cannot be transferred in from another institution of higher learning.
  - For students in MN who enroll in the Law Enforcement Associate's, Law Enforcement Academic Certificate, or Law Enforcement Skills Certificate programs, transfer credits for law enforcement specific classes (J or LE prefixes) can only be accepted if the incoming course is from a regionally accredited college that is POST Board approved. Students who have credits that are not transferable are eligible to demonstrate competency by completing the course specific test out, if available.

**2+2 Matriculation for Baccalaureate Candidates**

- For students who have completed an Associate's degree, who enroll in a Rasmussen College Bachelor's degree in a similar program area (i.e., business degrees are required for business, accounting for accounting, criminal justice/law enforcement for criminal justice), they will receive immediate junior-level standing.
- Rasmussen College AAS/AS graduates will receive actual credits earned up to 95 credits (97 in Illinois).
  - A block of up to 91 quarter credits for graduates from outside institutions will be awarded.
  - If a student has more AAS/AS credits than the enrolling program requires, then the student may have fewer upper-division courses to take. The School Director will provide a list of courses for reduction when needed. This applies only to the Business Management BS degree.
  - If the student has taken all of the required upper division courses and is still short credits, the remaining credits will be fulfilled by taking unrestricted electives.
  - Students must complete the required number of total credits in the program to earn a Rasmussen College Bachelor of Science degree.
  - For the Bachelor in Computer Science, the two year degree must be in an equivalent computer science field and have a programming course comparable to Programming II and a math course comparable to Calculus II in order to qualify. If those conditions are not met, the 2+2 policy cannot be applied.
  - For the Bachelor in Health Information Management, qualifying Associate degrees have to be from a CAHIIM accredited program and earned within the past five years. If the degree was obtained over five years ago, the student needs to have work experience in the health information industry within the last five years and be approved by the Program Coordinator. The student may also enroll if he/she has an RHIT credential and an earned Associate degree in any field. If so, the student needs to submit his/her AHIMA membership card, showing it as current.

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

- Health Sciences Programs (including Medical Assisting AAS/AS, Health Information Technician AAS/AS, Medical Administration AAS/AS, Pharmacy Technician AAS/AS) – Transfer 45 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 77 credits (79 in Illinois).

In addition, these students will need to take Financial Accounting I, Financial Accounting II, Introduction to Business and Introduction to Human Resource Management in the core.

- Business Programs:

- Business Management AAS/AS – Transfer 49 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 81 credits (83 in Illinois). In addition, these students will need to take Medical Terminology, Electronic Health Records and Medical Office Procedures, and Medical Law and Ethics in the core.
- Accounting AAS/AS – Transfer 44 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 76 credits (78 in Illinois). In addition, these students will need to take Introduction to Human Resource Management, Medical Terminology, Electronic Health Records and Medical Office Procedures, and Medical Law and Ethics in the core.

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

**General Education Block Transfer for Baccalaureate Candidates**

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

- Conferred Associate's degrees may be posted as a 32-credit (34-credit in Illinois) general education block.
- Conferred Baccalaureate degrees may be posted as a 56-credit block (58-credit block in Illinois) comprised of 32 lower-level and 24 upper-level credits (34 lower-level and 24 upper-level credits in Illinois).
- All required general education courses must be met due to accreditation requirements.
- For those students without an earned degree, successfully completed general education credits will be applied.

**Bachelor Completer Block Policy**

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

- Students may transfer up to 121 credits (67% maximum of a Rasmussen College program).
- Course by Course transfer guidelines apply to required classes.
- Required general education courses must still be met.
- Transfer for upper division courses will be done on a course by course basis.
- Students must meet pre-requisite requirements for upper division coursework.
- Students may transfer up to 41 unrestricted lower division core credits.
- Unless a course has been transferred, a student must take all courses required in the program.
- Illinois students must meet the current general education category breakdown requirements.
- This policy is not applicable to the Health Information Management BS degree.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

**Medical Assisting Associate Degree****Completer Block Transfer Policy**

A total block transfer of 58 core credits may be allowed into the Medical Assisting AAS/AS program if one of the following criteria is met:

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

Students may seek a course-by-course transfer of credits or course waiver for MA250 (Radiography Skills) only if they have a limited scope x-ray operator's certificate. Students will need to complete or may seek a course-by-course transfer of credits for 32 general education credits and E242. For Medical Assisting students entering the College utilizing the block transfer process, only 67% of the total program credits may be transferred into the program.

**RN to Bachelor of Science Nursing (RN to BSN) Policy**

For students who have an unencumbered Registered Nurse license and have successfully completed an Associate's degree in field, they will receive a block transfer of 113 credits.

- Students will receive a block of 32 lower division General Education classes plus a block of 81 lower division core classes.
- Students who have the RN license alone will receive a block transfer of 81 lower division core credits. The 32 credits of lower division General Education will need to be completed, unless transferred in from a college transcript.
- Upper division core classes are not transferable.
- Upper division General Education coursework is transferable and follows the standard Course by Course Transfer Policy.
- The total percentage of credits that may be transferred into the program is 76%.

**Credit by Examination**

- Enrolled students may request credit by examination for courses if an exam has been developed.
- An examination score of 73% or higher is required to earn credit by examination.
- The examination grade will be posted as Test-out (TO) on the student transcript.
- Credits earned count in the transfer maximum.
- Credit by examination will not count as credits for financial-aid eligibility.
- A credit by examination may be taken only once for each course.
- If a student has already attempted the course, as indicated by a posted W/WD or F/FA grade, no test-out attempt will be allowed.
- The following are not available for credit by examination: Program specific Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing courses, and 200-level Pharmacy Technician courses. In addition, Healthcare Information Technologies, Pharmacy Software/Automation/Insurance Billing, Career Development, practicum, or designated capstone courses are not available for credit by examination.

**Course Waivers****Medical Coding Practicum Waiver**

- Students with a minimum cumulative GPA of 3.0 in their program major courses may request a waiver for the Medical Coding practicum coursework. Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the practicum.
- Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student's employer. The Program Coordinator/Director will inform the Campus Registrar of the result of the evaluation.

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

**Foundations of Child Development; Early Childhood Curriculum and Instruction; and Health, Safety and Nutrition/CDA Application Waivers**

• Students who have earned a Florida Child Care Professional Credential (FCCPC), formerly known as the CDA-Equivalent or who have earned a CDA, awarded by the National Council within the past three years, awarded by The Florida Department of Children and Families, and are enrolled in the Early Childhood Education Associate's degree, Early Childhood Education Diploma, Early Childhood Education Certificate, or Business Management – Child Development Specialization Associate's degree may request a waiver from Foundations of Child Development; Early Childhood Education Curriculum and Instruction; and Health, Safety and Nutrition/CDA Application.

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

**School of Technology Waivers**

• Course waivers will be considered for students who have select professional certifications from the Computing Technology Industry Association (CompTIA); Microsoft Certified Technology Specialist (MCTS); Cisco Certified Entry Networking Technician (CCENT); or CIW JavaScript certification.

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

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

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

**School of Health Sciences Waivers**

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

• Certifications must be current.

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

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

• The following coursework is available only at the Romeoville Fire Science Academy\* location, and will not be offered through Rasmussen College:

**Fire Officer I Certificate**

- FS290 Fire Service Instructor I
- FS180 Strategy & Tactics I
- FS115 Fire Prevention
- FS250 Management I: Fire Department Leadership I
- FS 255 Management II: Fire Department Leadership II

**Fire Officer II Certificate**

- FS295 Instructor II
- FS205 Strategy & Tactics II
- FS280 Management III
- FS285 Management IV

These courses are offered through the Romeoville Fire Academy in partnership with Rasmussen College. These courses will be billed at a rate of \$325 per course by the Romeoville Fire Academy and are not eligible for Financial Aid through Rasmussen College. The student's credential for each Certificate will be reviewed, and if the criteria are met, Rasmussen College will waive the course

requirements and the grades will be posted on the student's transcript as a Course Waiver (CW). Students who fail to submit the evidence of the successfully completed Fire Officer I & Fire Officer II certifications will be dropped from the program.

\*Alternatively, a student may present original Fire Officer I and/or Fire Officer II certification from an Illinois Office of the State Fire Marshall authorized agency and may be granted a Course Waiver for the corresponding Rasmussen coursework.

Students eligible and approved for the Fire Science AAS Degree must complete at least 33% of their program at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination or other means.

**College Equivalency Credit**

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

- Advanced Placement (AP) examinations administered by The College Board. A score of 3 or higher required.
- College-Level Examination Program (CLEP) examinations administered by The College Board. A score of 50 or higher is required.
- DSST, DANTES, Excelsior College Exams. Passing scores are determined by the individual test requirements.
- College credit for military service may be awarded upon review of a military transcript. Rasmussen College follows the American Council on Education (ACE) recommendations on transferring credit. These credits are usually listed on Sailor/Marine American Council on Education Registry Transcript (SMART), Defense Activity for Non-Traditional Education Support (DANTES) transcript, College Level Examination Program (CLEP) score, Coast Guard Institute (CGI) transcript, Army American Council on Education Registry Transcript System (AARTS) transcript and/or Community College of the Air Force (CCAF) transcript.
- Prior Learning Assessment (PLA) credits may be earned by going through the PLA process as established through The Council for Adult Experiential Learning (CAEL).
- Other types of college-equivalency courses and/or examinations may be evaluated for eligibility by the Campus Registrar.

**Transfer to Other Colleges**

Graduates or students who would like to transfer credits earned at Rasmussen College to another school should understand that the decision to accept transfer credits is always at the discretion of the receiving institution. Please see the Registrar with questions about transfer to other colleges.

**Transcripts**

Transcripts for graduates and students who have completed their course of study are provided without charge; however a fee of \$5.00 is charged for all other transcripts. The institution reserves the right to withhold official academic transcripts from students under certain circumstances such as having an outstanding financial obligation to the College.

**EXTERNSHIPS, PRACTICUMS, AND CLINICALS****Health Sciences Externships, Practicums, and Clinicals**

Externships, clinicals and practicums or Health Sciences programs are to be conducted in Rasmussen-approved locations. Each practicum site will be established utilizing an agreement to determine the responsibilities of the practicum partner, Rasmussen College, and the participating student. Students may need to travel out of the immediate area to complete practicum activities.

The cost of any such travel is the responsibility of the student. Practicums/Externships in Health Sciences programs have attendance expectations that differ from the general Rasmussen College Attendance Policy. These attendance policies can be found in the program-specific manuals/handbooks.

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

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

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

**POLICIES AND GRIEVANCES****Accommodations Policy**

The mission of Rasmussen College in disability services is to create an accessible college community where students with disabilities have an equal opportunity to participate fully in all aspects of the educational experience. Rasmussen College recognizes its obligation under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty by prohibiting discrimination on the basis of disability and requiring reasonable accommodations to qualified disabled students in all programs and activities.

Students with disabilities do not have to self-disclose or register with the Campus Accommodations Coordinator, although the College encourages them to do so. Students seeking academic accommodations or adjustments must contact the Campus Accommodations Coordinator to request such services. Students who are unsure who to contact should check with their Academic Dean or Campus Director.

**Attendance**

A basic requirement for employment in any organization is regular, on-time attendance. Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Workplace etiquette also requires a call be made if an absence is necessary. Rasmussen College students are expected to call the College and to indicate if they will be absent or tardy. It is the student's responsibility to contact the instructor to get missed information, class work, and assignments.

Attendance requirements are met by (a) attending a face-to-face course session at the campus or other class location, or (b) substantive online activity, including commentary in the discussion section of the online classroom, posting of required assignments and course quizzes and exams in a timely manner. Discussion posts in the student lounge area of the classroom are encouraged but do not count as attendance activities. Attendance is not equivalent to participation. Student grades will be impacted by the frequency and quality of participation in class, whether face-to-face or online, consistent with the requirements of the particular course and as outlined in the course syllabus.

Rasmussen College uses a standard grading scale for its courses (although some programs may be required to follow additional standards). Faculty are required to keep accurate attendance records which are submitted to the Business Office. Rasmussen College makes attendance records available to supporting agencies and prospective employers.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid. **First Week Attendance:** Students are expected to meet attendance requirements in their courses on or before the seventh (7th) day of the start of a term. Students who have not met the attendance requirement in at least one scheduled College course within seven days of the start of a term may be administratively withdrawn from the College.

**Course Attendance:** If a student has not been in attendance in a course within 14 days of their last date of attendance in that course, he or she may be administratively withdrawn from the course. If the student has not been in attendance in any courses within 14 days of their last day of attendance, he or she may be administratively withdrawn from the College. Upon withdrawal a student's financial aid eligibility will be adjusted according to the Institution's refund policy as described in the College catalog and will be assigned grades according to the Rasmussen College Drop/Add Class Policy.

Practicums/Externships in Nursing and Health Sciences programs have attendance requirements that are more stringent than the attendance policy above. Attendance policies for programs with additional requirements can be found in program-specific manuals/handbooks.

### Rasmussen College Academic Integrity Policy

#### I. Introduction

As an institution of higher learning, Rasmussen College is committed to preparing students to be active, productive and successful contributors to a global community. In pursuit of this commitment, students, faculty and staff of Rasmussen College are expected to uphold the very highest business and personal ethics. Students of Rasmussen College commit to holding themselves and their peers to the foremost level of academic integrity, and accept responsibility should behaviors and actions fall short of the College's expectations.

#### II. Definitions

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

b) **Cheating:** Distributing or receiving answers or information by any means other than those expressly permitted by an instructor for any academic exercise. Examples include:

i. Copying answers, data, or information for any academic exercise from another student in which the student is not expressly permitted to work jointly with others.

ii. **Impersonation:** Assuming another student's identity or allowing another person to complete an academic exercise on one's own behalf.

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

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

d) **Destruction, Theft, Obstruction, Interference:** Seeking to gain unfair academic advantage by destroying, damaging, or stealing equipment or products of any academic exercise; or obstructing or interfering with an instructor's materials or another student's academic work.

e) **Fabrication, Falsification, Forgery:** Deliberately falsifying, altering, or inventing student records, information or citations. Forgery is the act of imitating or counterfeiting documents, signatures, and the like.

f) **Plagiarism** is the act of representing an individual's or organization's words, thoughts, or ideas as one's own. Examples include:

i. Using information (a paraphrase or quotation, in whole or in part) from a source without attempting to give credit to the author of that source.

ii. Using charts, illustrations, images, figures, equations, etc., without citing the source.

iii. Using an academic exercise (in whole or in part) purchased or copied from a ghostwriter or paper/essay mill.

iv. **Copyright infringement or piracy,** including the use, alteration, or duplication of media, software, code, or information when expressly prohibited or where copyright exists or is implied.

v. Submitting work previously graded in another course without prior approval by the course instructor; or, submitting the same work in two or more concurrent courses without prior approval by all course instructors.

#### III. Violations

A student who violates the Academic Integrity policy faces severe penalty from the College. Violations may occur in one or more courses in one or more quarters and accumulate for all quarters in which the student is enrolled. Upon conclusion by the student's instructor and the student's Dean that the student has committed Academic Misconduct, the following penalties will be applied:

a) **First Offense.** The student will receive no credit on the assignment in question and will not be allowed to redo the work.

b) **Second Offense.** The student will be expelled from the course, and the final grade assigned for the course will be an 'F/FA'. The student may re-take the course, but the 'F/FA' will remain on the transcript even if the student re-takes the course and earns a passing grade.

The College reserves the right to dismiss a student from the College if there are more than two offenses. A student dismissed from the College because of Academic Misconduct may not re-enroll.

Students who commit Academic Misconduct also run the risk of harming future educational and employment opportunities. Reference forms sent by prospective employers and other educational institutions often ask for judgment and comment on a student's ethical behavior. As the form is sent at the behest of the student, the student waives any rights he or she may have under the Family Educational Rights and Privacy Act to keep Academic Integrity violations confidential.

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

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

#### Conduct/Dismissal

Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an all encompassing policy regarding student conduct. The College reserves the right to suspend or terminate any students whose conduct is detrimental to the educational environment. Conduct/dismissal guidelines for School of Health Sciences students enrolled in the Medical Assisting, Health Information Technician/Management, Medical Laboratory Technician and Surgical Technologist programs can be found in each programmatic handbook provided at programmatic orientation. This includes, but is not limited to, conduct:

- By students, faculty, or staff that is detrimental within the classroom environment.
- That interferes with the well-being of the fellow students and/or faculty and staff members.
- That causes damage to the appearance or structure of the College facility and/or its equipment.
- By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.
- By students who otherwise display conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.

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

#### Anti-Hazing Policy

It shall be the policy of the College to strictly prohibit any action or situation which may recklessly or intentionally endanger the mental, physical health or safety of its students for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College. This policy applies to any student or other person who may be associated with any student organization. Violation of this policy may result in disciplinary action including but not limited to suspension and/or termination from school or employment. The Campus Director of the College shall be responsible for the administration of this policy.

#### Dress Code

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

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

#### Minimum Technical Requirements

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

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

#### Student Senate

The Student Senate assists the College in providing a successful, positive, and rewarding atmosphere by organizing campus events.

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

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

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

#### Exit Interviews

Students contemplating the termination of their education at Rasmussen College should contact the Dean or Campus Director or the Director of Student Affairs, and then the Student Financial Services Office. Academic and financial aid files are not complete until both exit interviews have been completed.

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

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

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

#### Circulation Policy

##### Library Mission & Introduction

Rasmussen College Library System, in accordance with the mission of the College, promotes life-long learning, develops information literacy skills, and fosters educational achievement. The library is dedicated to supporting the diverse education and information needs of our online and residential communities.

In support of this mission, we:

- Extend our resources and personalized services to all students and employees of the College;
- Empower students to access information independently in the changing world of technology;
- Support faculty by providing professional development and instructional partnerships;
- Engage in responsive collection development and resource sharing; and
- Collaborate with faculty to select resources in a variety of formats.

This circulation policy supports the library mission by ensuring that library materials are available to members of the Rasmussen College community and other library users on an equitable basis. Exceptions to this policy may be granted by the Campus Librarian on a case-by-case basis if need is demonstrated.

##### Borrowing Materials: General

The following persons are permitted to check out materials owned by our campus libraries:

- Rasmussen College students and alumni in good financial standing with the College
- Rasmussen College faculty and staff in good standing with the library

- Community, consortia, and interlibrary loan patrons in good standing with the library

A patron in good standing with the library is defined as a person who has no overdue items and owes no fees toward damaged or lost items.

A library user is responsible for any items checked out in his or her name. Rasmussen College retains the right to deny borrowing privileges to any person in violation of this or any other library policy.

##### Loan Periods

Circulating materials are loaned for 21 calendar days and may be renewed up to two times if there are no outstanding holds on the material.

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Special materials are loaned for 3 hours or 3 days, depending on the material type. Restricted materials may not be renewed.

Library materials must be returned to the library on or before the end of the loan period. Returned materials are accepted at any campus library and may be delivered in person or mailed to the campus.

Non-circulating materials are not loaned but may be used in the library.

**Fees and Restriction of Borrower Privileges**

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

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

After 30 days past the end of the grace period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. The library will charge \$55.00, or the cost of replacing the item plus a \$5.00 processing fee.

In the event that a library material is returned damaged, the borrower will be assessed a fee to repair or replace the damaged item. In the event that an irreplaceable item is damaged, the library will assess a \$55.00 fee.

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

Library fees are assessed through the Department of Student Financial Services. Rasmussen College reserves the right to withhold the release of academic information, and other records, pending settlement of any amount due to the College.

#### Non-Discrimination Policy

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

Rasmussen employment practices conform both with the letter and spirit of federal, state, and local laws and regulations regarding non-discrimination in employment, compensation, and benefits.

#### Anti-Harassment and Sexual Violence Policy

It is Rasmussen College's policy and responsibility to provide our employees and students an environment that is free from harassment.

Rasmussen College expressly prohibits harassment of employees or students on the basis of gender. Harassment undermines our College community morale and our commitment to treat each other with dignity and respect. This policy is related to and is in conformity with the Equal Opportunity Policy of Rasmussen College to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken.

An Executive Vice President or President will be notified of all allegations. This will ensure a prompt, consistent, and appropriate investigation.

It is a violation of policy for any member of our College community to engage in sexual harassment and it is a violation of policy for any member of the College community to take action against an individual for reporting sexual harassment.

This policy covers actions of all students and employees, whether co-worker, manager or by any other persons doing business with or for Rasmussen.

#### Informal and Formal Complaints

Members of this College community who believe they have been sexually harassed or have been the victim of sexual assault may properly turn for assistance to the Campus Director, Regional Vice President, Executive Vice President or President.

Whether or not a person consults with a school official, he/she has the option of making an informal or formal complaint according to the procedures outlined below.

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

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

#### Informal Resolution

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

1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop.
2. Writing a letter to the person or talking to the person's supervisor can also be effective.
3. Go to a sexual harassment/violence information center or discuss the matter with a friend.
4. Talk to others who might also be victims of harassment.
5. Any employee, faculty member, staff member, or student is encouraged to discuss incidents of possible sexual harassment with the Campus Director, Regional Vice President, or College President.

A Campus Director contacted by a person who may have been subjected to sexual harassment will give advice and guidance on both informal and formal procedures for solving the problem.

During the informal inquiry process, all information will be kept confidential to as great a degree as legally possible.

No specific circumstances, including the names of the people involved, will be reported to anyone else, except the President, Executive Vice President and the Human Resources Director and Corporate Counsel, without the written permission of the person making the complaint. However, if in the course of the inquiry Rasmussen College finds that the circumstances warrant a formal investigation, it will be necessary to inform the person complained against.

Incidents should be reported within 30 days.

At any time during the procedures, both the person bringing a complaint and the person against whom the complaint is made may have a representative present in discussions with the Campus Director.

#### Resolutions and Informal Complaints

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

1. If the person who discusses an informal complaint with an advisor is willing to be identified to others but not the person against whom the informal complaint is made, the College will make record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences.

While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, they will be protected to as great a degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the College's obligation to act upon the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the College and those involved in the investigation.

2. If the person bringing the complaint is willing to be identified to the person against whom the complaint is made and wishes to attempt resolution of the problem, the College will make a confidential record of the circumstances (signed by the complainant) and suggest and/or undertake appropriate discussions with the persons involved.

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

#### Definitions

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

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement,
- 2) submission to or rejection of such conduct by an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment,
- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or academic environment.

This policy prohibits behavior such as, but not limited to:

1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Verbal sexual advances or propositions;
5. Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means);
6. Sexually offensive comments, graphic verbal commentary about an individual's body or dress, sexually explicit jokes and innuendos, and other sexually-oriented statements; and
7. Physical conduct, such as: touching, assault, or impeding or blocking movements.

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

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

There are basically two types of sexual harassment:

1. "Quid pro quo" harassment, where submission to harassment is used as the basis for employment decisions.

Employee benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.

2. "Hostile work environment," where the harassment creates an offensive and unpleasant working environment.

Hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or customers. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment.

Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

For further information please refer to the EEOC's website [ateeoec.gov](http://ateeoec.gov) or call the EEOC Publications Distribution Center at 800-669-3362 (voice), 800-800-3302 (TTY).

Sexual orientation harassment: Sexual harassment includes harassment based on sexual orientation. Sexual orientation harassment is verbal or physical conduct that is directed at an individual because of his/her sexual orientation and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

Romantic/sexual relationships between superior and subordinate: Substantial risks are involved even in seemingly consensual romantic/sexual relationships where a power differential exists between the involved parties.

The respect and trust accorded a faculty member or other employee by a student, as well as the power exercised by faculty in giving grades, advice, praise, recommendations, opportunities for further study, or other forms of advancement may greatly diminish the student's actual freedom of choice concerning the relationship. Similarly, the authority of the supervisor to hire, fire, evaluate performance, reward, make recommendations, assign and oversee the work activities of employees may interfere with the employee's ability to choose freely in the relationship. Further, it is inherently risky where age, background, stature, credentials or other characteristics contribute to the perceptions that a power differential exists between the involved parties which limits the student or employee's ability to make informed choices about the relationship.

Claims of consensual romantic/sexual relationships will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the faculty member, supervisor, or staff who will bear the burden of accountability because of his/her special power and responsibility, and it is exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks and consequences involved in entering a romantic/sexual relationship where there is a superior/subordinate relationship.

Sexual assault: Sexual activity, including sexual penetration or sexual conduct carried out under coercion, with the threat of a weapon, through the threat of bodily harm, through a position of authority, or when the victim/survivor is mentally or physically disabled or helpless constitutes criminal sexual conduct.

Having a previous relationship of any nature, including prior sexual contact with the victim/survivor is not an accepted defense for sexual assault. The victim/survivor does not need to prove that she/he resisted and another witness is not needed to prosecute the case. The relative age of the persons involved, the victim's/survivor's fear of bodily harm to self or another, the use of threat to use a weapon by the perpetrator, and the infliction of either physical or emotional anguish upon the victim/survivor are among the criteria taken into account by state laws on Criminal Sexual Conduct and under the Crime Victims Bill of Rights.

#### Formal Complaints by Students and Employees

a. A formal complaint of sexual harassment must include a written statement, signed by the complainant specifying the incident(s) of sexual harassment. The statement may be prepared by the complainant or by an advisor as a record of the complaint. The complaint must be addressed to the Campus Director, or other manager who will immediately report such complaint to an Executive Vice President or President and Human Resource Director or Corporate Counsel.

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The Human Resource Director and/or Corporate Counsel, with the assistance of the Campus Director, or other manager will formally investigate the complaint and present the findings and recommendations to an Executive Vice President or President.

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

1. The person who is first contacted, after initial discussions with the complainant, will inform the College specifying the individuals involved. Rasmussen will decide whether the circumstances reported in the complaint warrant a formal investigation or an informal inquiry.
2. If the circumstances warrant an investigation, Rasmussen will inform the person complained against of the name of the person making the complaint as well as of the substance of the complaint. The College will then limit the investigation to what is necessary to resolve the complaint or make a recommendation. If it is necessary for the College to speak to any people other than those involved in the complaint, they will do so only after informing the complaining person and the person complained against.
3. The College's first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.
4. The College will be in communication with the complainant until the complaint is resolved. The complainant will be informed of procedures being followed throughout the investigation although not of the specific conversations held with the person complained against.
5. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and make its recommendations within 60 days from the time the formal investigation is initiated.
6. If a formal complaint has been preceded by an informal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.

c. After an investigation of the complaint the College will:

1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that harassment has occurred and report its findings and the resolution to an Executive Vice President or President; or
2. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President; or
3. Report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.

#### Victims' Rights Under Sexual Assault Policy

If the assault is alleged to have been committed by a member of our college community on property owned by the College the following additional policy applies:

1. The victim is aware that criminal charges can be made with local law enforcement officials;
2. The prompt assistance of campus administration, or Rasmussen management at the request of the victim, in notifying the appropriate law enforcement officials of a sexual assault incident;
3. A sexual assault victim's participation in and the presence of the victim's attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint;
4. Notice to a sexual assault victim of the outcome of any campus or college facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;

5. The complete and prompt assistance of campus administration, or Rasmussen management at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;
6. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding;
7. The assistance of campus and/or other Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim's request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes; and
8. Further information can be obtained from either of the following sources:  
Illinois Department of Human Rights  
James R. Thompson Center  
100 West Randolph Street, Suite 10-100  
Chicago, IL 60601  
312-814-6200  
217-785-5125 (TTY)  
state.il.us/dhr  
Illinois Attorney General  
illinoisattorneygeneral.gov/victims/index.html  
800-228-3368 (Voice/TTY)

Nothing in this policy shall prevent the complainant or the respondent from pursuing formal legal remedies or resolution through state or federal agencies or the courts.

#### Drug Abuse Policy

Rasmussen College is committed to providing a safe, drug-free environment for its students and employees and to protecting its business from unnecessary financial loss due to drug or other intoxicant use among its employees. This policy is based in substantial part on Rasmussen's concern regarding the safety, health and welfare of its employees and their families, its students and the community.

Consistent with this commitment, Rasmussen College strictly prohibits:

1. The presence of employees or students on campus or in corporate offices while under the influence of intoxicants, drugs or any other controlled substances.
2. The use, manufacturing, furnishing, possession, transfer, or trafficking of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time on Rasmussen College campuses or in Rasmussen College corporate offices.

Rasmussen College has the right to:

1. Discipline employees, including dismissal, for felony convictions regarding illegal use, possession or trafficking of drugs.
2. Take disciplinary action against employees who violate this policy. Employees may also be suspended pending outcome of an investigation regarding compliance with this policy.

#### Drug-Free School and Workplace

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, 34 CFR Part 86, this institution is hereby declared a drug- and alcohol-free college and workplace. For more information visit The U. S. Department of Education's Higher Education Center for Alcohol and Other Drug Prevention website at [edc.org/hec](http://edc.org/hec).

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

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

1. Reporting the violation to law enforcement officials.
2. Taking appropriate disciplinary action against such employee, up to and including expulsion or termination of employment.
3. Requiring such employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency.

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

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

The Federal Government has taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws affect several areas of our lives. For instance, the Department of Housing and Urban Development, which provides public housing funds, has the authority to evict residents found to be involved in drug related crimes on or near the public housing premises. Businesses with federal contracts are subject to a loss of those contracts if they do not promote a drug-free environment. In our particular situation, students involved with drugs could lose their eligibility for financial aid. Further, they could also be denied other federal benefits, disability, retirement, health, welfare, and Social Security. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.

Drugs and alcohol are highly addictive and injurious to the person and can cause harmful effects to virtually every aspect of a person's life, i.e., relationships, family, job, school, physical, and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, inattentive, anxious, or experience sexual indifference, loss of physical coordination and appetite, go into a coma, experience convulsions, or even death.

Persons who use drugs and alcohol face not only health risks, but their ability to function in their personal and professional lives can be impaired as well. Some examples of this are a hangover, or a feeling of being "burnt out", being preoccupied with plans for the next drink, or "high" or slowed reflexes that can be especially dangerous while driving.

Alcohol related driving deaths are the top killer of 15 to 24 year olds.

There are danger signals that could indicate when someone is in trouble with drugs or alcohol:

- inability to get along with family or friends
- uncharacteristic temper flare-ups
- increased "secret" type behavior
- abrupt changes in mood or attitude
- resistance to discipline at home or school
- getting into a "slump" at work or school
- increased borrowing of money
- a complete set of new friends

We recommend that any person observing any of the above changes in any student or employee of Rasmussen College immediately notify their Campus Director or the Human Resources Department.

#### Weapons Policy

Rasmussen College prohibits the possession of weapons of any kind inside campus buildings. Prohibited items include but are not limited to firearms, BB/pellet guns, slingshots, paint guns, arrows, swords and knives other than cooking utensils and utility/pocket knives with a blade length of 3 inches or less. Prohibited items include weapons that are loaded or unloaded, functioning or non-functioning, and anything that could be perceived as a weapon, including toys and weapons used for decorative, display and/or simulation purposes. This policy applies to all staff, faculty, students and visitors with the exception of licensed peace officers and law enforcement/security agents as allowed by applicable statute. The approved storage and use of weapons for training purposes as part of a School of Justice Studies program is permitted. This policy includes both campus buildings and offsite events sponsored and controlled by the College including graduation ceremonies, internships, and clinical sites. This policy does not include Rasmussen College parking lots, where weapons are allowed to be stored in private vehicles unless prohibited by a separate parking facility owner or operator. Rasmussen policy defers to agency/site-specific rules regarding School of Justice Studies training facilities.

#### Family Educational Rights and Privacy Act (FERPA)

Amended 10/01 to include the USA Patriot Act The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar, business office, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the Campus Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.



## ACADEMIC INFORMATION AND COLLEGE POLICIES

4. The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student's education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student's file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.
5. The right to disclose – without the written consent or knowledge of the student or parent – information from a student's education records in order to comply with a "lawfully issued subpoena or court order" in three contexts.
- a. Grand Jury Subpoenas – The institution may disclose education records to the entity or persons designated in a Federal Grand Jury Subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution's response.
- b. Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution's response. Notification requirements nor recordation requirements apply.
- c. All Other Subpoenas – The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent of student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.
6. The right to disclose – without the written consent or knowledge of the student or parent – information in education records to "appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals." Imminent danger of student or others must be present.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
- Family Policy Compliance Office,  
U.S. Department of Education,  
400 Maryland Avenue, SW,  
Washington, DC, 20202.

**Educational Records Definition**

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

**Directory Information**

Directory Information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The school requires that such requests be made in writing to the Campus Director within fifteen (15) days after the student starts classes.

Directory Information includes: Student's name, date of birth, address(es); course of study; extracurricular activities; degrees and/or awards received; last school attended; dean's list or equivalent; attendance status (full-time, part-time) and dates of attendance (the period of time a student attends or attended Rasmussen College not to include specific daily records of attendance).

Students may restrict the release of Directory Information except to school officials with legitimate educational interests and others as outlined above. To do so, a student must make the request in writing to the Business Office. Once filed this becomes a permanent part of the student's record until the student instructs the institution, in writing, to have the request removed.

**Grievance Policy**

It is the policy of Rasmussen College that students should have an opportunity to present school related complaints through grievance procedures. The College will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

An appropriate grievance is defined as a student's expressed feeling of dissatisfaction regarding any interpretation or application of school-related policies or the College's personnel. Students should notify the College in a timely fashion of any grievance considered appropriate for handling under this policy. As used in this policy the terms "timely fashion," "reasonable time," and "promptly" will mean ten days.

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

**Grievance Procedure**

In the event an applicant, student, graduate, former student, or other party who has dealings with the College feels his/her rights have been violated, the following procedures should be followed:

- The individual must first try to resolve the issue with the other member involved.
- If the matter is not resolved to the person's satisfaction he/she has the option to follow the appropriate steps:
  - Requests for further action on educational issues should be made to the Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.
  - Students who feel they have an appropriate non-academic grievance should see the Campus Director for their campus. The Campus Director will investigate the grievance, attempt to resolve it, and issue a decision to the student.
  - If the grievance is still not resolved, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.

Students or other interested parties may also contact:

- Illinois Board of Higher Education  
431 East Adams, Second Floor  
Springfield, IL 62701  
217-557-7350
- Kansas Board of Regents  
1000 SW Jackson Street, Suite 520  
Topeka, KS 66612  
785-296-3421
- The Higher Learning Commission (ncahc.org), a commission of the North Central Association of Colleges and Schools,  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604  
800-621-7440 or 312-263-0456

**Appeal Procedure**

Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. Individuals who feel they have been unjustly treated can request the Campus Director to hear their appeal.

For appeals involving academic issues such as final grades, students should appeal first to their instructor within one week of the start of a subsequent term. If the issue remains unresolved after an appeal to the instructor, who will have one week from the time they are contacted by students to consider any such appeals, students should appeal to the Dean for their campus. If the issue remains unresolved after a thorough investigation of the matter by the Dean, who will have one week from the time they are contacted by students to consider any such appeals, students may submit a written statement of appeal to the Assistant Vice President of Academic Affairs thereafter. Response will be given within 30 days.

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

**Arbitration**

Any controversy or claim arising out of, or relating to a current or former student's recruitment by, enrollment in, or education at Rasmussen College ("Controversy or Claim"), shall be resolved first in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. If, following completion of the Grievance Policy procedures, any current or former student (the "Student") or Rasmussen College remains dissatisfied, then the Controversy or Claim, in accordance with the Enrollment Agreement, shall be resolved by binding arbitration administered in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Arbitration shall be the sole remedy for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Chicago, Illinois before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party's actual damages. The arbitrator also shall have no authority to award attorney's fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly circumstanced Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator's fees and administrative costs of arbitration charged by the American Arbitration Association but otherwise the Student and Rasmussen College shall bear their own costs and expenses of the arbitration, including attorney's fees. Except as may be required by law, no party to the arbitration nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both the Student and Rasmussen College.

**Disclosure Policy**

Availability of financial information regarding the College may be requested from the Chief Financial Officer.

Rasmussen College is currently authorized or licensed\* to operate in: Alabama, Arkansas, Delaware, Florida, Illinois, Iowa, Kansas, Minnesota, North Dakota, Wisconsin, and Wyoming. Rasmussen College will continue to monitor developments in state laws in each state in which it enrolls students and, if authorization or licensure is or becomes necessary, will work to obtain such additional approvals.

\*Many states do not require specific authorization or licensure for their residents to enroll in online programs.

**State Contact Information for Student Complaints\*****ALABAMA**

Alabama Commission on Higher Education  
P.O. Box 302000  
Montgomery, AL 36130  
[ache.state.al.us/federal-reg.pdf](http://ache.state.al.us/federal-reg.pdf)

Alabama Department of Postsecondary Education  
P.O. Box 302130  
Montgomery, AL 36130  
[mccs.cc/complaintform.aspx](http://mccs.cc/complaintform.aspx)

**ALASKA**

Alaska Commission on Postsecondary Education  
P.O. Box 110505  
Juneau, AK 99811  
EED.ACPE-IA@alaska.gov  
[akadvantage.alaska.gov/EDUCATOR-SCHOOL/Postsecondary\\_Institutions/Consumer\\_Protection.aspx](http://akadvantage.alaska.gov/EDUCATOR-SCHOOL/Postsecondary_Institutions/Consumer_Protection.aspx)

**ARIZONA**

Arizona State Board for Private Postsecondary Education  
1400 West Washington Street, Room 260  
Phoenix, AZ 85007  
[azpps.gov/student\\_info/compliance.asp](http://azpps.gov/student_info/compliance.asp)

**ARKANSAS**

Arkansas Higher Education Coordinating Board  
Arkansas Department of Higher Education  
114 East Capitol Ave.  
Little Rock, AR 72201  
ADHE\_Info@adhe.edu  
[adhe.edu/SiteCollectionDocuments/AcademicAffairsDivision/Delores/APPENDIX%20J%20Student%20Grievance%20complaint%20process%20%20new.pdf](http://adhe.edu/SiteCollectionDocuments/AcademicAffairsDivision/Delores/APPENDIX%20J%20Student%20Grievance%20complaint%20process%20%20new.pdf)

Arkansas State Board of Private Career Education  
501 Woodlane, Suite 312S  
Little Rock, AR 72201  
sbpcc@arkansas.gov  
[sbpcc.arkansas.gov/students/Pages/complaintProcess.aspx](http://sbpcc.arkansas.gov/students/Pages/complaintProcess.aspx)

**CALIFORNIA**

Approved Institutions:  
California Bureau of Private Postsecondary Education  
P.O. Box 980818, West  
Sacramento, CA 95798  
[bppe@dca.ca.gov](http://bppe@dca.ca.gov)  
[bppe.ca.gov/forms\\_pubs/complaint.pdf](http://bppe.ca.gov/forms_pubs/complaint.pdf)

Exempt Institutions:  
Attorney General's Office  
California Department of Justice  
Attn: Public Inquiry Unit  
P.O. Box 904425  
Sacramento, CA 94244  
[ag.ca.gov/contact/complaint\\_form.php?cmplt=PL](http://ag.ca.gov/contact/complaint_form.php?cmplt=PL)

**COLORADO**

Colorado Department of Higher Education  
1560 Broadway, Suite 1600  
Denver, CO 80202  
[highered.colorado.gov/Academics/Complaints/default.html](http://highered.colorado.gov/Academics/Complaints/default.html)  
[highered.colorado.gov/DPOS/Students/complaint.html](http://highered.colorado.gov/DPOS/Students/complaint.html)

**CONNECTICUT**

Connecticut Office of Financial and Academic Affairs for Higher Education  
61 Woodland Street  
Hartford, CT 06105  
860-947-1800,  
[info@ctdhe.org](mailto:info@ctdhe.org)  
Non-degree institutions: [ctdhe.org/POSA/pdf/CP2ComplaintForm.pdf](http://ctdhe.org/POSA/pdf/CP2ComplaintForm.pdf)

## ACADEMIC INFORMATION AND COLLEGE POLICIES

*Connecticut Department of Consumer Protection*  
165 Capitol Avenue, Room 110  
Hartford, CT 06106  
trade.practices@ct.gov  
ct.gov/dcp/lib/dcp/Consumer\_Statement\_  
CPFR-2.pdf  
Consumer Complaint Hotline: 800-842-2649

**DELAWARE**

*Delaware Higher Education Office*  
Carvel State Office Building, 5th Floor,  
820 North French Street  
Wilmington, DE 19801  
dheo@doe.k12.de.us

*Delaware Attorney General*  
Consumer Protection Wilmington:  
820 North French Street 5th floor  
Wilmington, DE 19801  
consumer.protection@state.de.us

**DISTRICT OF COLUMBIA**

*District of Columbia Office of the State*  
Superintendent of Education  
Education Licensure Commission  
810 First Street, NE, 9th Floor  
Washington, DC 20002  
osse.dc.gov/sites/default/files/dc/  
sites/osse/publication/attachments/  
complaint\_form\_4\_11.pdf

**FLORIDA**

*Florida Commission for Independent Education*  
325 West Gaines Street, Suite 1414  
Tallahassee, FL 32399  
fldoe.org/cie/complaint.asp

**GEORGIA**

*Georgia Nonpublic Postsecondary Education*  
Commission  
2082 Easy Exchange Pl. #220  
Tucker, GA 30084  
rules.sos.state.ga.us/docs/392/5/06.pdf

**HAWAII**

*Hawaii State Board of Education*  
P.O. Box 2360  
Honolulu, HI 96804  
ocp@dcca.hawaii.gov  
hawaii.gov/dcca/ocp/consumer\_complaint

**IDAHO**

*Idaho State Board of Education*  
Attn: State Coordinator for Private Colleges and  
Proprietary Schools  
650 West State Street  
P.O. Box 83720  
Boise, ID 83720-0037

**ILLINOIS**

*Board of Higher Education*  
Illinois Board of Higher Education  
431 East Adams, 2nd Floor  
Springfield, IL 62701  
info@bhe.org  
Institutional Complaint Hotline: 217-557-7359

**INDIANA**

*Indiana Board for Proprietary Education*  
Attn: Director of Regulatory Compliance  
302 West Washington Street, Room E201  
Indianapolis IN 46204  
in.gov/che/2744.htm  
*Department of Workforce Development, Office of*  
*Career and Technical Schools*  
Complaint Adjudicator  
DWD/Office of Career and Technical Schools  
10 North Senate Avenue, Suite 203  
Indianapolis, IN 46204  
in.gov/dwd/files/StudentComplaintForm.pdf

**IOWA**

*Iowa Student Aid Commission*  
603 East 12th Street, 5th Floor  
Des Moines, IA 50319  
info@iowacollegeaid.gov  
apps.iowacollegeaid.gov/marketing/  
docs/constituentrequestform.pdf

**KANSAS**

*Kansas Board of Regents*  
1000 SW Jackson Street, Suite 520  
Topeka, KS 66612  
kansasregents.org/resources/PDF/524-  
ComplaintProcedureandForm.pdf

**KENTUCKY**

*Kentucky Council on Postsecondary Education*  
1024 Capital Center Dr. #320  
Frankfort, KY 40601  
sarah.levy@ky.gov  
*Kentucky Commission on Proprietary Education*  
911 Leewood Drive  
Frankfort, KY 40601  
bpe.ky.gov/Applications%20and%20Forms/  
Form%20to%20File%20a%20Complaint.pdf

*Office of the Attorney General*  
Capitol Suite 118, 700 Capitol Avenue,  
Frankfort, KY 40601  
consumer.protection@ag.ky.gov  
ag.ky.gov/civil/consumerprotection/complaints/  
Lists/consumer\_complaint/form.aspx

**LOUISIANA**

*Louisiana Attorney General Office*  
Consumer Protection Section  
P.O. Box 94005  
Baton Rouge, LA 70804  
ConsumerInfo@ag.state.la.us  
1-800-351-4889, 225-326-6465  
ag.state.la.us/Complaint.  
aspx?articleID=16&catID=15  
Secondarily, complaints may also be sent to:  
*Louisiana Board of Regents*  
Attn: Nancy Beall or Dr. Larry Tremblay  
P.O. Box 3677  
Baton Rouge, LA 70821  
regents.louisiana.gov/assets/docs/  
ProprietarySchools/StudentComplaintProcedure.pdf

**MAINE**

*Maine Department of Education Harry Osgood -*  
*Complaints*  
23 State House Station  
Augusta, ME 04333  
harry.osgood@maine.gov  
*Maine Attorney General, Consumer Protection Division*  
6 State House Station  
Augusta, ME 04333  
maine.gov/ag/consumer/complaints/  
complaint\_form.shtml

**MARYLAND**

*Maryland Higher Education Commission*  
6 North Liberty Street, 10th Floor  
Baltimore, MD 21201  
410-767-3388  
mh.ec.state.md.us/higherEd/acadAff/  
MHECStudentComplaintProcess.pdf  
*Office of the Attorney General, Consumer*  
*Protection Division*  
200 St. Paul Place  
Baltimore, MD 21202  
Consumer Protection Hotline: 410-528-8662  
consumer@oag.state.md.us  
oag.state.md.us/Consumer/complaint.htm  
**MASSACHUSETTS**  
*Massachusetts Board of Higher Education*  
One Ashburton Place  
Room 1401  
Boston, MA 02108  
mass.edu/forstudents/complaints/  
complaintprocess.asp  
*Massachusetts Division of Professional Licensure,*  
*Office of Private Occupational School Education*  
1000 Washington Street  
Boston, MA 02118  
mass.gov/locabr/docs/dpl/complaint.pdf

**MICHIGAN**

*Michigan Department of Licensing and Regulatory*  
*Affairs, Bureau of Commercial Services, Licensing*  
*Division*  
Proprietary School Unit Staff  
201 North Washington Square  
Lansing, MI 48913  
michiganps.net/complaint.aspx

**MINNESOTA**

*Minnesota Office of Higher Education*  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108  
ohe.state.mn.us/mPg.cfm?pagelD=1078

**MISSISSIPPI**

*Mississippi Commission on College Accreditation*  
3825 Ridgewood Road  
Jackson, MS 39211-6453  
mississippi.edu/mcca/downloads/  
studentcomplaintform.pdf

*Mississippi Commission of Proprietary Schools*  
*and College Registration*  
3825 Ridgewood Road  
Jackson, MS 39211-6453  
sbccjcc.ms.us/pdfs/pg/PSComplaintForm.pdf

*Consumer Protection Division, Office of the*  
*Attorney General*  
P.O. Box 22947  
Jackson, MS 39225-2947  
ago.state.ms.us/index.php/contact(email)  
ago.state.ms.us/images/uploads/forms/  
MSAGO\_Complaint\_Form.pdf

**MISSOURI**

*Missouri Department of Higher Education*  
205 Jefferson Street  
P.O. Box 1469  
Jefferson City, MO 65102-1469  
info@dhe.mo.gov  
Policy: dhe.mo.gov/documents/  
POLICYONCOMPLAINTRESOLUTION-reviseddraft.pdf

**MONTANA**

*Montana Board of Regents*  
*Office of Commissioner of Higher Education*  
Montana University System  
2500 Broadway Street  
P.O. Box 203201  
Helena, MT 59620-3201

*Montana Office of Consumer Protection*  
2225 11th Avenue  
P.O. Box 200151  
Helena, MT 59620-0151  
contactocp@mt.gov  
doj.mt.gov/wp-content/uploads/2011/05/  
complaintform3.pdf

**NEBRASKA**

*Nebraska Coordinating Commission for*  
*Postsecondary Education*  
P.O. Box 95005  
Lincoln, NE 68509-5005  
*Nebraska Attorney General, Consumer*  
*Protection Division*  
2115 State Capitol  
Lincoln, NE 68509  
ago.state.ne.us/consumer/emailforms/  
consumer\_complaint.htm  
Consumer Protection Hotline: 800-727-6432

*Nebraska Department of Education, Private*  
*Postsecondary Career Schools*  
*Investigations Office*  
301 Centennial Mall South  
P.O. Box 98987  
Lincoln, NE 68509-4987  
education.ne.gov/PPCS/PDF%20Folders/PDF%20  
Documents/PPCS%20Forms/Complaint-form.pdf

**NEVADA**

*Nevada Commission on Postsecondary Education*  
3663 East Sunset Road, Suite 202  
Las Vegas, NV 89120  
cpe.state.nv.us/CPE%20Complaint%20Info.htm

**NEW HAMPSHIRE**

*New Hampshire Department of Education*  
*Stephen Berwick, Coordinator, Dispute Resolution,*  
*and Constituent Complaints*  
101 Pleasant Street  
Concord, NH 03301  
603-271-2299  
stephen.berwick@doe.nh.gov

**NEW JERSEY**

*Secretary of Higher Education*  
New Jersey Higher Education  
P.O. Box 542  
Trenton, NJ 08625  
nj\_che@che.state.nj.us  
*New Jersey Division of Consumer Affairs*  
124 Halsey Street  
Newark, NJ 07102  
nj.gov/oag/ca/complaint/ocp.pdf  
*New Jersey Department of Labor*  
*and Workforce Development*  
1 John Fitch Plaza, P.O. Box 110  
Trenton, NJ 08625  
schoolapprovalunit@dol.state.nj.us  
lwd.dol.state.nj.us/labor/forms\_pdfs/coei/SAU/  
Conflict%20Resolution%20Questionnaire.pdf

**NEW MEXICO**

*New Mexico Higher Education Department*  
2048 Galisteo  
Santa Fe, NM 87505  
hed.state.nm.us/Complaint\_3.aspx

**NEW YORK**

*Office of College and University Evaluation*  
New York Office of College and University  
Evaluation New York State Education Department  
5 North Mezzanine, Albany, NY 12234  
ocueinfo@mail.nysed.gov  
highered.nysed.gov/ocue/spr/COMPLAINT  
FORMINFO.html

*New York Bureau of Proprietary School Supervision*  
New York State Education Department  
99 Washington Avenue, Room 1613 OCP  
Albany, NY 12234  
access.nysed.gov/bpsps/students/documents/  
ComplaintForm.pdf  
access.nysed.gov/bpsps/students/disclos.htm

**NORTH CAROLINA**

*Board of Governors for the University of North*  
*Carolina*  
Postsecondary Education Complaints  
c/o Assistant Director of Licensure and  
Workforce  
University of North Carolina General  
Administration  
910 Raleigh Road  
Chapel Hill, NC 27514  
studentcomplaint@northcarolina.edu  
ncdoj.gov/getdoc/59be4357-4113-4377-  
b10f-3e8bd532da5f/Complaint-Form.aspx  
See also: northcarolina.edu/aa\_  
planning/licensure/resources.htm

*Community College System Office of Proprietary Schools*  
North Carolina Community College System Office  
of Proprietary Schools  
200 West Jones St.  
Raleigh, NC 27603  
nccommunitycolleges.edu/Proprietary\_Schools/  
docs/PDFFiles/StdComplForm.pdf

**NORTH DAKOTA**

*North Dakota Department of Career and Technical*  
*Education (if institution is "authorized")*  
State Capitol - 15th Floor  
600 East Boulevard Avenue Dept. 270  
Bismarck, ND 58505  
cte@nd.gov

*North Dakota Consumer Protection Division (if*  
*institution is "exempt" or not authorized)*  
Office of Attorney General  
Parrell Grossman, Director,  
Consumer Protection Division  
701-328-5570  
Gateway Professional Center, 1050 East  
Interstate Avenue Suite 200  
Bismarck, ND 58503  
ag.state.nd.us/cpat/PDFFiles/SFN7418.pdf

**OHIO**

*Ohio Board of Regents*  
30 East Broad Street, 36th Floor  
Columbus, OH 43215  
*Ohio Attorney General, Consumer Protection Section*  
30 East Broad Street, 14th floor  
Columbus, OH 43215  
ohioattorneygeneral.gov/consumercomplaint  
*Ohio State Board of Career Colleges and Schools*  
30 East Broad Street, Suite 2481  
Columbus, OH 43215  
scr.ohio.gov/ConsumerInformation/  
FilingaComplaint.aspx

**OKLAHOMA**

*Oklahoma State Regents for Higher Education*  
655 Research Parkway, Suite 200  
Oklahoma City, OK 73104  
*Oklahoma Office of the Attorney General,*  
*Consumer Protection Unit*  
Attn: Investigative Analyst  
313 NE 21st Street  
Oklahoma City, OK 73105  
oag.state.ok.us/oagweb.nsf/ccomp.html  
*Oklahoma State Board of Private Vocational Schools*  
3700 Classen Boulevard, Suite 250  
Oklahoma City, OK 73118

ACADEMIC INFORMATION AND COLLEGE POLICIES

OREGON

Oregon Higher Education Coordinating Commission  
1500 Valley River Drive, Suite 100  
Eugene, OR 97401

Oregon Attorney General  
Financial Fraud/Consumer Protection Section  
1162 Court Street NE  
Salem, OR 97301  
doj.state.or.us/finfraud/pdf/concompform.pdf

Oregon Department of Education,  
Private Career Schools Office  
255 Capitol Street NE  
Salem, OR 97310  
ode.state.or.us/search/page/?id=325

PENNSYLVANIA

Pennsylvania Department of Education  
333 Market Street  
Harrisburg, PA 17126  
education.state.pa.us/portal/server.pt/  
community/higher\_education/8711/  
complaint\_procedure/1004474

Office of Attorney General, Bureau of Consumer Protection  
14th Floor, Strawberry Square  
Harrisburg, PA 17120  
attorneygeneral.gov/uploadedFiles/  
Complaints/BCCP\_Complaint\_Form.pdf

PUERTO RICO

Puerto Rico Council on Higher Education  
P.O. Box 1900  
San Juan, PR 00910

Puerto Rico Department of Justice  
P.O. Box 9020192  
San Juan, PR 00902

RHODE ISLAND

Rhode Island Board of Governors for Higher Education  
Shepard Building, 80 Washington Street  
Providence, RI 02903

Rhode Island Department of Attorney General,  
Consumer Protection Unit  
150 South Main Street  
Providence, RI 02903  
riag.state.ri.us/documents/consumer/  
ConsumerComplaintForm.pdf  
ribghe.org/8a1031912.pdf

SOUTH CAROLINA

South Carolina Commission on Higher Education  
1122 Lady Street, Suite 300  
Columbia, SC 29201  
803-737-3918  
che.sc.gov/AcademicAffairs/License/  
Complaint\_procedures\_and\_form.pdf

SOUTH DAKOTA

South Dakota Secretary of State Jason M. Gant  
State Capitol 500 East Capitol Avenue  
Pierre, SD 57501  
sdsos@state.sd.us

South Dakota Office of Attorney General,  
Division of Consumer Protection  
1302 East Hwy 14 Suite 3  
Pierre, SD 57501  
atg.sd.gov/Consumers/HandlingComplaints/  
ConsumerComplaintForm.aspx

TENNESSEE

Tennessee Higher Education Commission  
404 James Robertson Parkway, Suite 1900  
Nashville, TN 37243  
tn.gov/thecc/Divisions/LRA/PostsecondaryAuth/  
Complaint%20Form.rtf

TEXAS

Higher Education Coordinating Board  
Texas Higher Education Coordinating Board  
1200 East Anderson Lane  
Austin, TX 78752

Office of the Attorney General Consumer Protection Division  
PO Box 12548  
Austin, TX 78711  
oag.state.tx.us/consumer/complaintform.pdf

Texas Workforce Commission  
Career Schools and Colleges - Room 226-T  
101 East 15th Street  
Austin, TX 78778  
twc.state.tx.us/svcs/propschools/ps401a.pdf  
Additional complaint information  
is available at twc.state.tx.us/svcs/  
propschools/problem-school.html

UTAH

Utah Division of Consumer Protection  
160 East 300 South  
Salt Lake City, UT 84111  
consumerprotection@utah.gov  
http://consumerprotection.utah.  
gov/complaints/index.html

VERMONT

Vermont Department of Education, State Board of Education  
120 State Street  
Montpelier, VT 05620  
education.vermont.gov/new/  
pdfdoc/pgm\_postsecondary/EDU-  
Complaint\_Resolution\_Statement\_for\_  
Postsecondary\_Education\_Matters.pdf  
Vermont Attorney General's Office  
109 State Street  
Montpelier, VT 05609

VIRGINIA

State Council of Higher Education for Virginia  
101 North 14th Street, James Monroe Building  
Richmond, VA 23219  
communications@schbev.edu  
schev.edu/students/studentcomplaint.asp

WASHINGTON

Washington Student Achievement Council  
917 Lakeridge Way, P.O. Box 43430  
Olympia, WA 98504  
dainfo@wsac.wa.gov  
wsac.wa.gov/ConsumerProtection

Washington Workforce Training and Education  
Coordinating Board  
128 10th Avenue SW  
PO Box 43105  
Olympia, WA 98504  
workforce@wtb.wa.gov  
wtb.wa.gov/PCS\_Complaints.asp (instructions)

WEST VIRGINIA

West Virginia Higher Education Policy Commission  
1018 Kanawha Blvd East, Suite 700  
Charleston, WV 25301

West Virginia Office of the Attorney General  
Consumer Protection Division  
P.O. Box 1789  
Charleston, WV 25326  
wvago.gov/pdf/general-consumer-  
complaint-form.pdf

Community and Technical College System of West Virginia  
1018 Kanawha Blvd. East, Suite 700  
Charleston, WV 25301

WISCONSIN

Wisconsin Educational Approval Board  
201 West Washington Avenue, 3rd Floor  
P.O. Box 8696  
Madison, WI 53708  
eabmail@eab.wisconsin.gov  
eab.state.wi.us/resources/complaint.asp

WYOMING

Wyoming Department of Education  
2300 Capitol Avenue, Hathaway Building, 2nd Floor  
Cheyenne, WY 82002  
Attorney General's Office  
123 Capitol Building, 200 West 24th Street  
Cheyenne, WY 82002

\*This list includes contact information for all 50 states, the District of Columbia, and Puerto Rico and should not be construed as informative of what agencies regulate the institution or in what states the institution is licensed or required to be licensed. States, through the relevant agencies or Attorney Generals Offices, will accept complaints regardless of whether an institution is required to be licensed in that state.

CONSORTIUM AGREEMENT

Consortium Agreement

Rasmussen College has signed consortium agreements among all Rasmussen College campuses.

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

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

REFUNDS

The State of Illinois Cancellation, Termination, Refund Policy

If a student is cancelled or terminated, for whatever reason, the following apply:

- Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. A student in any term who withdraws from the College must give written notice to the College. Date of withdrawal is the last day of recorded attendance.

- The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the cases where the notice is hand carried, it shall occur on the date the notice is delivered to the College.

- Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which he/she has been charged ("Period of Instruction"), all tuition and fees paid will be refunded. If any books and supplies provided by the College are not returned unused and in a condition such that they can be returned to the supplier, the student will be assessed a fee of \$150 per course for these books and supplies. All prepaid tuition is refundable.

- If a student has been accepted by the College and gives written notice of cancellation or termination after the start of the Period of Instruction for which they have been charged, but before completion of 60% of the Period of Instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the Period of Instruction shall not exceed the pro rata portion of the total charges for tuition, fees, and all other charges that the length of the completed portion of the Period of Instruction bears to its total length. After the completion of 60% of the Period of Instruction, no refund will be made.

- Student refunds are made within 45 days of the date of determination of withdrawal if the student does not officially withdraw.
- The refund policy is not linked to compliance with the College's regulations or rules of conduct.
- Any promissory note instrument received as payment of tuition or other charge will not be negotiated prior to completion of 50% of the course.

TUITION

Full time pricing will be effective for new students as of February 2013:

	Part Time	Full Time
<b>All Programs:</b>		
• School of Business	• School of Design	\$350 per credit for Foundations courses and all 100-200 level courses
• School of Health Sciences	• School of Justice Studies	\$299 per credit for Foundation courses and all 100-200 level courses
• School of Technology		\$310 per credit for all 300-400 level courses
		\$299 per credit for all 300-400 level courses
<b>School of Education:</b>	Early Childhood Education	\$310 per credit
		\$299 per credit
<b>School of Health Sciences:</b>	Medical Assisting	\$310 per credit
		\$299 per credit

- Full time students are defined as taking 12 or more credits per quarter. Students taking less than 12 credits are part time students.
- Currently enrolled students will maintain their current tuition rate and will be eligible for the full time rates October 2013.
- There is a required course materials fee of \$150 per course. Course numbers ending with "L" or "LL" will not be charged a course materials fee.
- Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course materials fee of \$150 for every course over four courses.
- Continuously enrolled students in certificate, diploma and associate programs will not be subject to a tuition increase for two years from the time they begin their program of study. Continuously enrolled students in bachelor programs will not be subject to tuition increase for four years from the time they begin their program of study.
- Individual Progress students will be charged at the School of Business rate, plus the cost of books and other fees.
- Students not enrolled in an eligible program who elect to take courses without earning college credit are charged \$275 per credit hour, plus the cost of books and other fees. This non-credit option is NOT available for courses beginning with a "CC" "N" "NM" "PT" "ST" "ML" and "W". Students who elect to complete courses on a non-credit basis are not guaranteed full technology access; however, every effort will be made to provide technology resources. Transcripts denote a "ZP" upon completion of the course. Students may choose to convert the "ZP" to a letter grade and earn credit for an additional cost of \$75 per credit hour.

ACADEMIC INFORMATION  
AND COLLEGE  
POLICIES

## ACADEMIC INFORMATION AND COLLEGE POLICIES

**Return of Title IV Funds Policy**

If a student withdraws or is expelled, they need to visit with the Campus Director or Dean to complete the Rasmussen College Notice of Change in Student Status form, which will begin the withdrawal process. Students are allowed to convey their withdrawal verbally or in writing to the Campus Director or Dean.

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

The percentage of Title IV aid to be returned is determined by dividing the number of calendar days remaining in the quarter by the number of total calendar days in the quarter. Scheduled breaks of five or more consecutive days are excluded. If funds are released to a student because of a credit balance on the student's account, the student may be required to repay some of the federal grants if they withdraw. The federal return of Title IV funds formula calls for a second calculation, similar to the one outlined above, where the school determines the percentage and amount of tuition which was unearned. The school compares the unearned tuition with the unearned Title IV aid, and returns the lesser of these two amounts.

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

A post-withdrawal disbursement occurs when a student who withdraws earned more aid than had been disbursed prior to the withdrawal. Post-withdrawal disbursements are made first from available grant funds before available loan funds and must be done within 45 days of the school's determination that the student withdrew.

In addition, loan post-withdrawal disbursements must be done within 180 days of the school's determination that the student withdrew. Rasmussen College credits the student's account for any outstanding current period charges.

If there is any remaining post-withdrawal disbursement to be made to the student, an offer is made to the withdrawn student in writing (letter sent to student) within 30 days of the school's determination that the student withdrew.

The letter explains the type and amount of fund available and explains to the student the option to accept or decline all or part of the monies. A 14-day response time is given to the student for their decision.

If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled.

Federal regulations dictate the specific order in which funds must be repaid to the Title IV programs by both the school and the student, if applicable. Rasmussen College follows this mandate by refunding monies in the following sequence: Unsubsidized Stafford Loans, Subsidized Stafford Loans, and PLUS Loans, Pell Grant, FSEOG, and then other Title IV programs. Rasmussen College uses the software and printed worksheets provided by the U.S. Department of Education to document the Return of Title IV Funds Calculation along with the Post-Withdrawal Disbursement Tracking Sheet.

**Extended Quarter Break Stop Out Policy**

Rasmussen College encourages students to remain continuously enrolled in their program through to graduation. Rasmussen College recognizes that on occasion a student may experience an extraordinary personal situation for which the student may need an extended break between quarters.

A student with an extenuating circumstance may apply for the Extended Quarter Break Stop Out. Students who are enrolled and meeting the standards of Satisfactory Academic Progress at the end of one term may apply for an extended break for the following term. The student must successfully complete the term immediately prior to the Stop Out term. The student must commit to returning on the mid-quarter start (week 6) of the subsequent quarter or the student will be withdrawn from Rasmussen College. The student must meet with his or her Student Advisor in order to obtain a Stop Out Request Form. The Student Advisor will provide the student with the necessary information to make an informed decision. Stop Out Request Forms must be signed prior to the first day of quarter for which the Stop Out is being requested. Students will remain continuously enrolled and will not be eligible to receive financial aid at any other institution during this break. Students who are approved to take a Stop Out are eligible to receive aid only on the mid-start courses of the term the student returns. A Stop Out is not permitted in consecutive terms.

**Military Leave and Refund**

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

Any tuition refund will be calculated according to federal guidelines, and any remaining balance will be returned in accordance with the student's Excess Funds Form (completed upon enrollment). Students in good standing who withdraw under this policy may be readmitted and re-enroll under the catalog that is current at the time of reenrollment, without penalty or redetermination of admission eligibility, within one year following their release from active military service. Programs with specialized admissions requirements are excluded from this policy; students must meet those additional requirements at the time of re-enrollment.

**Medical Leave of Absence and****Medical Withdrawal Policy**

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

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

Medical Withdrawals may be one of the following:

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

Students are treated as a drop/withdrawal for Financial Aid purposes and may end up owing a tuition balance. Students should see the Student Financial Services Office to determine the impact of a Medical Leave or Withdrawal.

Applying for a Leave or Withdrawal:

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

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

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

**Policy Regarding Grades in the Event of a Medical Leave of Absence or Medical Withdrawal**

1. If the student takes Medical Leave or a Medical Withdrawal on or before the close of the drop/add period the course(s) will be dropped without being recorded on the student's transcript and tuition will not be charged.
2. A grade of "WX" will be recorded for each course for which a student was registered if the student takes Medical Leave or Medical Withdrawal from the College at any time following the first week of the quarter.

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

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

All academic probations, warnings and dismissals take precedence over any Medical Leaves or Medical Withdrawals. If a student is already on probation or is placed on probation while on leave, the conditions of his or her probation are continued to the quarter in which he or she returns to the College.

**Involuntary Medical Withdrawal Appeal Process**

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

**When a Student Wants to Return After an Involuntary Medical Withdrawal**

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

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

**Non Federal Refund Distribution Policy For Florida Campuses**

If the disbursement is made of the Florida State Assistance Grant (FSAG) while the student is enrolled, no refund will be due. If the disbursement is made while the student is no longer in attendance, a full refund to the FSAG program is due. A student must be attempting a minimum of six credits per quarter to be eligible to receive Bright Futures scholarship funding. If a student receiving Bright Futures scholarship funds withdraws from course(s) after the drop/add period, the student will be required to repay the institution for the amount of the scholarship for those course(s) withdrawn from.

**For Minnesota Campuses**

Refunds for state aid programs are calculated on a proportional basis. To calculate the minimum refund due to the Minnesota State Grant Program, the SELF Loan Program, and other Minnesota State Aid Programs (with the exception of the State Work Study Program), the following formula is used:

Amount of funds (financial aid and cash) applied to institutional charges (including post-withdrawal disbursements of Title IV aid applied to institutional charges) less:

Amount of institutional charges that the school can retain per our state mandated refund policy less:

Amount of Institutional Share of the Title IV Refund

=

Remaining refund due to the State Aid Programs

Ratios are then determined for each of the State Financial Aid Programs as part of the total Non-Title IV financial aid disbursed to the student (for the period during which the student withdrew).

These ratios are then multiplied against the remaining refund due to the State Aid Programs to determine the proportional minimum refund due to both the State Grant and SELF Programs. If the student received funds from other State Aid Programs, those refunds would be calculated in the same manner.

Note that for purposes of calculating institutional charges in the State Refund Calculation, the definition for Title IV programs is used.

- Any remaining refund monies will then be applied to reduce the student's Minnesota State Grant award and/or Minnesota SELF Loan.
- Any remaining refund monies will then be applied to any other sources.

**For North Dakota Campuses**

If the disbursement is made of the North Dakota State Grant while the student is enrolled full-time, no refund is due. If the disbursement is made while the student is no longer in attendance, a full refund to the North Dakota State Grant program is due.

**For Illinois and Wisconsin Campuses**

Please note that Illinois, Kansas and Wisconsin do not have state grant programs, so the Non-Federal Refund Distribution Policy does not apply to students attending campuses in Illinois, Kansas, or Wisconsin.

**Veterans Refund**

In the event a veteran discontinues training for any reason, any supplies or textbooks issued to and paid for by the veteran become the property of the veteran. The remaining amount of the prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance of training.

CAMPUS SECURITY  
CRIME STATISTICS**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

Rasmussen College provides prospective and enrolled students and employees with its current Crime Awareness and Campus Security Act statistics. This policy contains information pertaining to the reporting procedure of criminal activities, security and access to campus facilities, campus law enforcement and criminal offenses reported to the campus or local police. As part of our campus crime prevention plan, Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.

## ACADEMIC INFORMATION AND COLLEGE POLICIES

## ACCREDITATION, LICENSING &amp; APPROVALS

**Accreditation**

Rasmussen College is accredited by the Higher Learning Commission and a member of the North Central Association  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604  
800-621-7440 or 312-263-0456

The Health Information Technician Associate Degree Program offered at the Brooklyn Park/Maple Grove, Bloomington, Eagan, Lake Elmo/Woodbury, Mankato, and St. Cloud Campuses in Minnesota

– the Aurora/Naperville and Rockford Campuses in Illinois

– the Green Bay Campus in Wisconsin – and the Rasmussen College Online Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

- Commission on Accreditation for Health Informatics and Information Management Education  
233 North Michigan Avenue, 21st Floor  
Chicago, IL 60601  
312-233-1100

The Medical Assisting Diploma program at the Bloomington, Brooklyn Park/Maple Grove, Eagan, Green Bay, Mankato and St. Cloud Campuses; and the Medical Assisting AAS Degree program at the Lake Elmo/Woodbury and Moorhead Campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

- Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727-210-2350

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Rockford, and Romeoville campuses in Illinois, the Fort Myers, Ocala and New Port Richey/West Pasco campuses in Florida, and the Appleton and Wausau campuses in Wisconsin are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

- Accrediting Bureau of Health Education Schools  
7777 Leesburg Pike, Suite 314  
North Falls Church, VA 22043  
703-917-9503

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

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

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

- National Accrediting Agency for Clinical Laboratory Sciences  
5600 North River Road  
Rosemont, IL 60018  
Phone: 773-714-8880  
Fax: 773-714-8886

Programs or campuses not listed above are not programmatically accredited.

**Licensing**

Rasmussen College is licensed as a private career school with the Illinois Board of Higher Education. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. The education programs may not meet the needs of every student or employer.

- Illinois Board of Higher Education  
431 East Adams, 2nd Floor  
Springfield, Illinois 62701  
Phone: 217-782-2551

Rasmussen College is licensed as a private career school with the State of Wisconsin Educational Approval Board.

- State of Wisconsin Educational Approval Board  
201 West Washington Avenue, 3rd Floor  
Madison, WI 53703  
608-266-1996

Approved For:

- Veterans' Benefits by the Illinois State Approving Agency

**Statement of Ownership**

Rasmussen College, Inc. is a private corporation under the laws of the State of Delaware. Rasmussen, Inc. is the parent company of Rasmussen College, Inc., with campuses located in the States of Florida, Illinois, Kansas, Minnesota, North Dakota, and Wisconsin.

**Corporate Officers:**

- J. Michael Locke, Chairman, President, Chief Executive Officer, Secretary
- Patrick D. Branham, Chief Financial Officer, Treasurer
- Michael J. Malee, Vice President

**Limitations**

This catalog was prepared using information current at the time of publishing, however all information contained herein is subject to change without notice at the discretion of the College. This includes but is not limited to the following: admission and graduation requirements, academic calendar, course descriptions and content, courses offered, online courses and programs, and statement of tuition and fees. For current calendars, students should refer to a copy of the schedule of classes for the term in which they enroll. The courses listed in this catalog are intended as a general indication of Rasmussen College's curricula. Courses and programs are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary. Students who maintain continuous enrollment will be able to complete their program at Rasmussen College even if the program is discontinued. Rasmussen College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty and to add or to delete certain courses, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and book prices.

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

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

Pharmacy Technician students convicted of drug- or pharmacy-related felonies ARE NOT eligible to sit for the PTCB exam.

Students seeking licensing as professional peace officers in Minnesota must complete the required Law Enforcement coursework at Rasmussen College or transfer in the equivalent. In addition, these students must complete an officially recognized first aid course in First Responder, Emergency Medical Technician, or Emergency Response, and to complete practical/"skills" coursework meeting POST objectives, to be eligible to sit for the Peace Officer Standards and Training (POST) licensing exam. Students must provide Rasmussen College with a copy of their required first aid certification (such as a copy of their first responder card) for inclusion in the student's file at Rasmussen College. Some skills training providers may require additional academic coursework. Skills training cannot be completed online.

Rasmussen College reserves the right to deny admission to applicants whose total credentials reflect an inability to assume the obligations of performance and behavior deemed essential by Rasmussen College and relevant to any of its lawful missions, process, and functions as an educational institution and business.

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

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<b>Matthew Segard</b> Assistant Vice President of Academic Affairs Ph.D., University of Minnesota M.A., Ohio University M.A., B.A., Bowling Green State University	Twin Cities
<b>Matthew Petz</b> Senior Dean of Academic Programs M.A., St. Mary's University of Minnesota B.E.S., St. Cloud State University	Twin Cities
<b>Marta Leonida</b> Academic Dean M.H.R.M., M.B.A., Keller Graduate School of Management M.S.M.E., Gheorghe Asachi University	Aurora/Naperville
<b>Julie Lawrence</b> Academic Dean M.Ed., National Lewis University B.S., Indiana University	Mokena/Tinley Park
<b>Caroline Gulbrandsen</b> Academic Dean M.Ed., Florida Atlantic University B.A., University of South Florida	Rockford
<b>Jon Mladic</b> Academic Dean M.A., DePaul University B.A., Illinois Wesleyan University	Romeoville/Joliet
<b>Ann Morgan</b> Director of Online Academic Management M.A., University of Minnesota-Twin Cities B.A., University of Wisconsin-Eau Claire	Online
<b>David Lungren</b> Director of Campus Academic Management M.S., Full Sail University B.A., University of Chicago B.A., Columbia College	Online
<b>Lynne Croteau</b> Online Dean M.B.A., M.H.R.M., Keller Graduate School of Management of DeVry University B.S., Westfield State College	Online
<b>Carrie Daninhirsch</b> Online Dean M.S., Lesley College B.S., Northeastern University	Online
<b>Michelle Carlin</b> Faculty Manager M.A., University of Hartford B.A., Wells College	Online
<b>Sabrina Ely</b> Faculty Manager M.A., Bethel University B.S., University of Wisconsin-River Falls	Online
<b>Jennifer Moorhead</b> Faculty Manager M.B.A., B.S., University of Central Florida	Online
<b>Elle O'Keeffe</b> Faculty Manager M.B.A., Keller Graduate School of Management of DeVry University M.A., B.A., University of Central Florida	Online
<b>Shawn Ulwelling</b> Online Dean M.S., B.S., University of Minnesota-Twin Cities	Online
<b>Heather Zink</b> Hybrid Classroom Manager B.S., Ohio Northern University Clinical Lab Science Certificate-Wright State University	Online

### SCHOOL OF BUSINESS

<b>Drew Dreseden</b> M.B.A., Keller Graduate School of Management of DeVry University M.A.F.M., DeVry University B.S., Illinois State University	Aurora/Naperville
<b>Duane A. Johnson</b> M.B.A., Roosevelt University M.S., Illinois Institute of Technology B.S., Western Illinois University A.A., Southeastern Community College	Aurora/Naperville
<b>Adam Samuelson</b> Business Program Coordinator M.B.A., North Central College B.S., Northern Illinois University	Rockford
<b>Heather Bradshaw</b> J.D., Thomas M. Cooley Law School B.A., Northern Illinois University	Rockford
<b>Venus Fisher</b> M.B.A., B.S., Roosevelt University	Romeoville/Joliet
<b>Tyhani Hill</b> M.S., Roosevelt University B.S., Robert Morris University	Romeoville/Joliet
<b>Suzan Spitzberg</b> M.S.I.S., Roosevelt University B.A., Spertus College	Romeoville/Joliet
<b>Latricia Roundtree</b> M.B.A., Webster University B.S., Florida State University	Online

### SCHOOL OF DESIGN

<b>Justin Denton</b> N.M.C.M., Keller Graduate School of Management of DeVry University B.S., DeVry Institute of Technology	Aurora/Naperville
<b>Alex Dolezal</b> M.A., Governors State University B.A., University of Iowa	Aurora/Naperville
<b>Jean Graham</b> M.L.A., University of Chicago B.A., Loyola University	Aurora/Naperville
<b>Keith Feggstad</b> B.S., Northern Illinois University A.A.S., Rock Valley College	Rockford
<b>P.J. Way</b> M.I.S., B.S., University of Phoenix A.S., Rock Valley College	Rockford
<b>Charlene Weatherford</b> M.Ed., Nova Southeastern University B.A., Newberry College	Online

### SCHOOL OF EDUCATION

<b>Cecelia Westby</b> Dean, Early Childhood Education Ed.D., University of Minnesota M.S., Concordia University B.S., University of Minnesota	Twin Cities
<b>Kristen Mall</b> M.A., National-Louis University B.A., Northern Illinois University	Aurora/Naperville
<b>Mary Pikul</b> M.Ed., Erickson Institute-Chicago B.A., University of Illinois-Chicago	Aurora/Naperville
<b>Kimberly Blanton</b> Early Childhood Education Program Coordinator M.S., Pacific Oaks College B.A., National Lewis University	Rockford

### SCHOOL OF HEALTH SCIENCES

<b>Lynn Skafte, CMA (AAMA)</b> National Medical Assisting Program Coordinator M.A., The Chicago School of Professional Psychology B.A., The College of St. Scholastica A.A.S., Duluth Business University	Twin Cities
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<b>Hyatt Kawadry</b> Pharm. D., Midwestern University B.A., University of Illinois	Aurora/Naperville
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<b>La Dalea Robinson</b> B.A., Ashford University Medical Assistant Certification, Olympia College	Aurora/Naperville
<b>Melissa Torres</b> Pharm.D., Nova Southwestern University B.S.RCM Pharmacy, San Juan, Puerto Rico	Aurora/Naperville
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<b>Tina Reynoso, RHIA, CHPS</b> B.A., Metropolitan State University A.A.S., Moorhead State	Online

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<b>Ron Harper</b> Justice Studies Program Coordinator M.S., B.A., DePaul University	Rockford
<b>Heather Bradshaw</b> J.D., Thomas M. Cooley Law School B.A., Northern Illinois University	Rockford
<b>Noel Acosta</b> M.S., Lewis University B.S., American Intercontinental University	Romeoville/Joliet
<b>Adam Gynac</b> J.D., Northern Illinois State University B.S., University of Illinois-Urbana-Champaign	Romeoville/Joliet
<b>Kirk Olson</b> J.D., University of Minnesota Law School B.A., University of Minnesota	Online
<b>Joan Rich, DNP, RN, PHN, LSN, PN</b> Vice President, School of Nursing D.N.P., Johns Hopkins University School of Nursing M.L.S., University of Minnesota B.A., College of St. Scholastica P.N., Concordia College	Twin Cities

### SCHOOL OF NURSING

<b>Joan Rich, DNP, RN, PHN, LSN, PN</b> Vice President, School of Nursing D.N.P., Johns Hopkins University School of Nursing M.L.S., University of Minnesota B.A., College of St. Scholastica P.N., Concordia College	Twin Cities
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### SCHOOL OF TECHNOLOGY

<b>Justin Denton</b> N.M.C.M., Keller Graduate School of Management of DeVry University B.S., DeVry Institute of Technology	Aurora/Naperville
<b>Alex Dolezal</b> M.A., Governors State University B.A., University of Iowa	Aurora/Naperville
<b>Jean Graham</b> M.L.A., University of Chicago B.A., Loyola University	Aurora/Naperville
<b>Keith Feggestad</b> B.S., Northern Illinois University A.A.S., Rock Valley College	Rockford
<b>P.J. Way</b> M.I.S., B.S., University of Phoenix A.S., Rock Valley College	Rockford
<b>Charlene Weatherford</b> M.Ed., Nova Southeastern University B.A., Newberry College	Online

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<b>Sarah Carson</b> M.F.A., National University, La Mesa, California B.A., Spring Arbor University, Michigan	Aurora/Naperville
<b>Drew Dresden</b> M.B.A., M.A.F.M., Keller Graduate School of Management B.S., Illinois State University	Aurora/Naperville
<b>Vicki Garringer</b> M.S., B.S., Northern Illinois University	Aurora/Naperville
<b>Monica Hennessey</b> M.S., State University of New York B.A., College of St. Scholastica	Aurora/Naperville
<b>Jill Schneider</b> M.A., Northern Illinois University B.A., Bradley University	Aurora/Naperville
<b>Mariys Moon</b> B.A., North Central College	Aurora/Naperville
<b>Bonnie Reiss</b> M.S., B.A., Long Island University	Aurora/Naperville
<b>Susan Trestrail</b> M.S., B.A., Northern Illinois University	Aurora/Naperville
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<b>Natalie DeJonghe</b> M.S., University of North Carolina-Greenboro B.S., East Carolina University	Mokena/Tinley Park
<b>Tina Marino</b> M.A., Roosevelt University B.A., University of Illinois-Chicago	Mokena/Tinley Park
<b>Steve Honeywell</b> General Education Program Coordinator M.A., B.A., Northern Illinois University	Rockford
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<b>Andrew Johnson</b> M.F.A., New School University-New York B.A., Lake Forest	Romeoville/Joliet
<b>Keitaro Matsuoka</b> M.S., B.S., University of Illinois M.B.A., University of Wisconsin	Romeoville/Joliet
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