MISSION

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

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

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

PURPOSES

TO ACCOMPLISH OUR MISSION, RASMUSSEN COLLEGE ESTABLISHED THESE PURPOSES:

1. Educational Excellence and Assessment: Rasmussen College fosters a learning and teaching community that is challenging, stimulating and student-focused. The College uses continuous evaluation and a number of assessment tools and methods to ensure student learning, effective teaching, student persistence and institutional effectiveness.

2. Teaching, Learning, and Development: Rasmussen College provides learning opportunities in an environment of mutual respect in an unbiased atmosphere, preparing students and team members for success, lifelong learning and continued improvement in a global environment.

3. Mission and Service: Rasmussen College publicly states its mission and demonstrates its commitment to the public good by supporting career-focused education that empowers local communities. The College builds community through education and interacts with its constituency with integrity and transparency.

4. Resources and Effectiveness: Rasmussen College allocates resources to human capital, facilities and technology in its commitment to accuracy, connectedness and timeliness. The College is dedicated to effective use and investment of resources and a quality learning and teaching environment for students, staff and faculty.

5. Diversity and Inclusion: Rasmussen College promotes diversity awareness, respect for multiple perspectives, and inclusion among all College stakeholders in and out of classrooms.
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2014-2015 ACADEMIC CALENDAR

- Summer Quarter
  July 7 – September 21
- Early Fall Quarter
  August 11 – September 21
- Fall Quarter
  October 6 – December 21
- Early Winter Quarter
  November 10 – December 21
- Winter Quarter
  January 5 – March 22
- Early Spring Quarter
  February 9 – March 22
- Spring Quarter
  April 6 – June 21
- Early Summer Quarter
  May 11 – June 21
- Summer Quarter
  July 6 – September 20

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

ACADEMIC CALENDAR

- Summer Quarter
  July 7 – September 21
- Early Fall Quarter
  August 11 – September 21
- Fall Quarter
  October 6 – December 21
- Early Winter Quarter
  November 10 – December 21
- Winter Quarter
  January 5 – March 22
- Early Spring Quarter
  February 9 – March 22
- Spring Quarter
  April 6 – June 21
- Early Summer Quarter
  May 11 – June 21
- Summer Quarter
  July 6 – September 20

2014-2015 CATALOG AND STUDENT HANDBOOK
WELCOME TO RASMUSSEN COLLEGE

I am honored that you have selected Rasmussen College as your institution to achieve your educational goals. At Rasmussen College, we are constantly researching and developing new programmatic offerings and course delivery methodologies that meet the needs of employers in our communities and our ever-changing student body. It is with this consistent programmatic focus that Rasmussen College continuously updates existing programs and launches new programs in order to stay relevant with the careers of today.

We understand there are many reasons that aided in your decision to complete your education. Whether it was for career advancement opportunities, to make yourself more in-demand in the job market or even a personal life goal that you set for yourself—our programs are specifically designed for students like you to affordably complete your degree at a pace that’s right for you.

Whatever your reasons may be for returning to school, you have taken the right step toward accomplishing your goals. Combined with SUPPORT+, our network of student support services, Rasmussen College provides you with a solid foundation of customized academic support tools and resources, so you can be successful on your path toward earning your degree.

At Rasmussen College, serving the diverse needs of the communities around us is ingrained in the culture. By becoming a Public Benefit Corporation, we can continue to make an impact on the social welfare of communities through career-focused education and volunteer efforts that are not only sustainable, but potentially life-changing.

I wish you the best of luck achieving your educational goal, and I look forward to seeing you at graduation.

Sincerely,

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 available to help you succeed in your classes and in your career.

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

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

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

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

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

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

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

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

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

MANAGER OF STUDENT RECORDS
• Records credentials on your transcript as you achieve them
• Monitors graduation requirements
**ACCOUNTING**

**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
- B095 Combined Basic and Intermediate Algebra

**GENERAL EDUCATION COURSES**
- Communication (Required course)
- G171 Communicating in Your Profession

**CERTIFICATE COURSES**
- A140 Financial Accounting I
- A141 Financial Accounting II
- A177 Payroll Accounting
- A269 Income Tax
- B136 Introduction to Business
- B233 Principles of Management
- D132 Computer Applications and Business Systems Concepts
- D181 Excel
- D279 Computer Focused Principles
- E242 Career Development

**Total Certificate Credits**
- General Education Credits
- Major and Core Credits

**TOTAL CERTIFICATE CREDITS 39***

*Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

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

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- A178 Microeconomics
- G123 Principles of Economics
- G156 Human Biology
- G203 Microeconomics
- G204 Microeconomics
- Social and Behavioral Sciences (Select one pairing)
- Total Associate's Degree Credits

**IN ADDITION TO ALL DIPLOMA COURSES**

**GENERAL EDUCATION COURSES**
- Humanities and Fine Arts (Select 2 courses)
- Total Diploma Credits

**MAJOR AND CORE COURSES**
- General Education Credits
- Major and Core Credits

**TOTAL DIPLOMA CREDITS 73-74***

*Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

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**ASSOCIATE’S DEGREE**

**CAREER OPPORTUNITIES:**
- Accounting Clerk
- Auditing Clerk
- Bookkeeper
- Bank Teller
- Accounting 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)
- Total Diploma Credits

**MAJOR AND CORE COURSES**
- General Education Credits
- Major and Core Credits

**TOTAL DEGREE CREDITS 95-96***

*Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

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**SCHOOL OF BUSINESS**

**MISSION STATEMENT**

The Rasmussen College School of Business prepares students to be confident, results-oriented business leaders who are active contributors in their chosen fields and diverse communities. Our programs focus on building a strong business foundation while helping students acquire the skills employers demand, including critical thinking, communication, teamwork, and digital fluency, as they relate to various business settings. We measure our success through the academic performance, commitment to lifelong learning, and ethical and professional contributions of our graduates.
BACHELOR’S DEGREE

Bachelor of Science 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 4
- 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

Total Bachelor’s Degree Credits
- General Education Credits 62-63
- Lower Division Major and Core Credits 57
- Upper Division Major and Core Credits 64
- TOTAL DEGREE CREDITS 183-184*

SEE PAGE 30 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 E410 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

STUDENT INVESTMENT DISCLOSURE: For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
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

GENERAL EDUCATION COURSES
Communication (Required course)  4
G171  Communicating in Your Profession
Humanities and Fine Arts (Required course)  4
G153  Ethics Around the Globe

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
D132  Computer Applications and Business Systems Concepts  3
E242  Career Development  2

Total Certificate Credits
General Education Credits  8
Major and Core Credits  29
TOTAL CERTIFICATE CREDITS  37*

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

Total Diploma Credits
General Education Credits  20-21
Major and Core Credits  39
TOTAL DIPLOMA CREDITS  59-60*

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 E270 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.
BUSINESS MANAGEMENT ASSOCIATE’S DEGREE

Associate of Applied Science Degree

CAREER OPPORTUNITIES:
• Customer Service Representative
• Administrative Assistant
• Call Center Representative
• Sales Representative

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities and Fine Arts (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>Natural Sciences (Required courses)</td>
<td>6</td>
</tr>
<tr>
<td>G156 Human Biology</td>
<td>3</td>
</tr>
<tr>
<td>G156L Human Biology Lab</td>
<td>1</td>
</tr>
<tr>
<td>Social and Behavioral Sciences (Select one pairing)</td>
<td>8</td>
</tr>
<tr>
<td>G123 Principles of Economics</td>
<td></td>
</tr>
<tr>
<td>Select 1 Social and Behavioral Sciences Elective</td>
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<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>G2013 Macroeconomics</td>
<td></td>
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<tr>
<td>G204 Microeconomics</td>
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</tbody>
</table>

MAJOR AND CORE COURSES

LOWER DIVISION

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A177 Payroll Accounting</td>
<td>4</td>
</tr>
<tr>
<td>B119 Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>D279 Computer Focused Principles</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Associate’s Degree Credits

General Education Credits

Total and Core Credits

TOTAL DEGREE CREDITS 92-93*

SEE PAGE 30 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 E320 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

BUSINESS MANAGEMENT BACHELOR’S DEGREE

Bachelor of Science Degree

CAREER OPPORTUNITIES:
• Executive Administrative Assistant
• Account Manager
• Sales Manager
• General and Operations Manager
• Assistant Manager

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G126A English Composition 2</td>
<td></td>
</tr>
<tr>
<td>Humanities and Fine Arts (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>Math (Select 1 course)</td>
<td>4-5</td>
</tr>
<tr>
<td>Natural Sciences (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>Social and Behavioral Sciences (Select 1 course)</td>
<td>4</td>
</tr>
</tbody>
</table>

MAJOR AND CORE COURSES

UPPER DIVISION

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>A332 Accounting for Business Managers</td>
<td>4</td>
</tr>
<tr>
<td>B316 Applied Management Principles</td>
<td>4</td>
</tr>
<tr>
<td>B323 Advanced Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B351 Management of Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>B352 International Business</td>
<td>4</td>
</tr>
<tr>
<td>B360 Operations Management</td>
<td>4</td>
</tr>
<tr>
<td>B370 Organizational Behavior Analysis</td>
<td>4</td>
</tr>
<tr>
<td>B371 Research and Report Writing</td>
<td>4</td>
</tr>
<tr>
<td>B404 Negotiation and Conflict Management</td>
<td>4</td>
</tr>
<tr>
<td>B415 Risk Management</td>
<td>4</td>
</tr>
<tr>
<td>B420 Organizational Development</td>
<td>4</td>
</tr>
<tr>
<td>B421 Statistics for Business</td>
<td>4</td>
</tr>
<tr>
<td>B439 Business Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>B440 Managing a Diverse Workforce</td>
<td>4</td>
</tr>
<tr>
<td>B460 Strategic Management</td>
<td>4</td>
</tr>
<tr>
<td>B492 Contemporary Leadership Challenges</td>
<td>4</td>
</tr>
<tr>
<td>B498 Management Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Bachelor’s Degree Credits

General Education Credits

Lower Division Major and Core Credits

Upper Division Major and Core Credits

TOTAL DEGREE CREDITS 183-184*

SEE PAGE 30 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 B410 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.
HEALTHCARE MANAGEMENT BACHELOR’S DEGREE

Bachelor of Science Degree

CAREER OPPORTUNITIES:
• Health and Human Services Manager
• Compliance Analyst
• Home Care Manager
• Physician Office Manager

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

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

GENERAL EDUCATION COURSES
English Composition (Required courses) 8
G124 English Composition
G126A English Composition 2
Communication (Required courses) 8
G171 Communicating in Your Profession
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 (Select one pairing; select 1 additional course) 12
G123 Principles of Economics
Select 1 Social and Behavioral Sciences Elective OR
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
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

UPPER DIVISION
B371 Research and Report Writing 4
B440 Managing a Diverse Workforce 4
B473 Leading Change 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
H365 Healthcare Planning and Policy Management 4
H400 Healthcare Information Systems 4
H410 Healthcare Operations Management 4
H420 Advanced Healthcare Law and Ethics 4
H430 Epidemiology 4
H440 International Healthcare 4
H490 Healthcare Management Capstone 3

Total Bachelor’s Degree Credits
General Education Credits 62-63
Lower Division Major and Core Credits 53
Upper Division Major and Core Credits 67

TOTAL DEGREE CREDITS 182-183*

SEE PAGE 30 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 E410 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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.
### Human Resources and Organizational Leadership 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
- B095 Combined Basic and Intermediate Algebra

**General Education Courses**
- Communication (Required course)
- Humanities and Fine Arts (Required course)
- Ethics Around the Globe

**Certificate Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A140</td>
<td>Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>A141</td>
<td>Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B232</td>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B234</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>B132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
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</tbody>
</table>

**Total Certificate Credits:**
- 37

*Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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**
- English Composition (Required course)
- G124 English Composition
- Math (Select 1 course)

**Major and Core Courses**
- B165 Introduction to Human Resource Management
- B235 Introduction to Organizational Leadership
- B250 Training and Development
- B267 Employment Law

**Total Diploma Credits:**
- 61-62

*See page 30 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 E242 Sophomore Seminar during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

*Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

### Associate of Applied Science Degree

**Career Opportunities:**
- Human Resource Generalist
- Training and Development Specialist
- Job Analysis/Recruiting Specialist

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

**In Addition to All Diploma Courses**

**General Education Courses**
- Communication (Required course)
- Humanities and Fine Arts (Select 2 courses)
- Natural Sciences (Required courses)
- Human Biology Lab
- Social and Behavioral Sciences (Select one pairing)
- Principles of Economics
- Select 1 Social and Behavioral Sciences Elective

**Major and Core Courses**
- B230 Principles of Finance
- B280 Business Capstone

**Total Associate’s Degree Credits:**
- 93-94

*See page 30 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 E320 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.*

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**Student Investment Disclosure:**
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.

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**Associate’s Degree**

**Diploma**

**Certificate**

**Earn As You Learn**
Our Credential Ladder guides you to earn increasingly advanced academic credentials.

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**School of Business**

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** contacts:**
888-5-RASMUSSEN
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

GENERAL EDUCATION COURSES
Communication (Required course) 4
G171 Communicating in Your Profession 4
Humanities and Fine Arts (Required course) 4
G153 Ethics Around the Globe 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
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2

Total Certificate Credits
General Education Credits 8
Major and Core Credits 29
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 E185 Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements. Generally, it is scheduled in the same quarter as the E242 Career Development course.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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 4
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 16-17
Major and Core Credits 41
TOTAL DIPLOMA CREDITS 57-58*

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 E270 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.
MARKETING ASSOCIATE’S DEGREE

Associate of Applied Science 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 (Select one pairing)  8
G123  Principles of Economics
Select 1 Social and Behavioral Sciences Elective
OR
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

Total Associate’s Degree Credits
General Education Credits 42-43
Major and Core Credits 51
TOTAL DEGREE CREDITS  93-94*

SE E PAGE 30 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 E320 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

SCHOOL OF BUSINESS
MISSION STATEMENT

The Rasmussen College School of Business prepares students to be confident, results-oriented business leaders who are active contributors in their chosen fields and diverse communities. Our programs focus on building a strong business foundation while helping students acquire the skills employers demand, including critical thinking, communication, teamwork, and digital fluency, as they relate to various business settings. We measure our success through the academic performance, commitment to lifelong learning, and ethical and professional contributions of our graduates.

STUDENT INVESTMENT DISCLOSURE:
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
EARLY CHILDHOOD EDUCATION
CERTIFICATE • DIPLOMA • ASSOCIATE’S 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 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.

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

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

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 E185 Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

Graduates of Early Childhood Education programs at Rasmussen College are not eligible for licensure as a teacher in an elementary or secondary school. A Bachelor’s degree 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.

IN ADDITION TO ALL CERTIFICATE COURSES

IN ADDITION TO ALL CERTIFICATE COURSES

TOTAL CERTIFICATE CREDITS 36*

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.

GENERAL EDUCATION COURSES

English Composition (Required course) 4
G124 English Composition 4
Communication (Required courses) 6
G191 Locating and Evaluating Information 4
G227 Oral Communication 4
Math (Select 1 course) 4-5

LOWER DIVISION
D132 Computer Applications and Business Systems Concepts 3
Child and Family Studies Diploma
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 Diploma
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 Diploma
EC240 Introduction to English Language Learners 4
EC241 Language and Literacy Acquisition 4
EC242 Invoking Parents of English Language Learners 4
EC243 Curriculum and Instruction for English Language Learners 4

Child with Special Needs Diploma
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 14-15
Major and Core Credits 55

TOTAL DIPLOMA CREDITS 69-70*

SEE PAGE 30 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 E270 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

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

SCHOOL OF 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.

rasmussen.edu
STUDENT INVESTMENT DISCLOSURE:
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
ASSOCIATE’S DEGREE

Associate of Applied Science 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

Child Development Specialization
EC295 Summative Project for Early Childhood Education 2

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

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

Total Associate’s Degree Credits
General Education Credits 36-37
Major and Core Credits 57
TOTAL DEGREE CREDITS 93-94*

SEE PAGE 30 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 E320 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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.
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
M250 ICD-10 Coding Practicum 1

Total Certificate Credits
General Education Credits 4
Major and Core Credits 36
TOTAL CERTIFICATE CREDITS 40*

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

MAJOR AND CORE COURSES
LOWER DIVISION
M208 Introduction to Health Information Management 4

Total Diploma Credits
General Education Credits 16-17
Major and Core Credits 40
TOTAL DIPLOMA CREDITS 56-57*

*Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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.
HEALTH INFORMATION TECHNICIAN
ASSOCIATE’S DEGREE

Associate of Applied Science 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
- M253 Health Information Professional Practicum 2

Total Associate’s Degree Credits
- General Education Credits 34-35
- Major and Core Credits 58
- TOTAL DEGREE CREDITS 92-93*

SEE PAGE 30 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 E320 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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

Bachelor of Science 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
- H340 Regulation and Compliance in Healthcare 4
- H350 Healthcare Statistics 4
- H300 Information and Communication Technologies 4
- H305 Health Information Management Systems 4
- H320 Data, Information, and File Structures 4
- H330 Financial Management of Health Information Services 4
- H340 Project Management 4
- H350 Electronic Health Record Application 4
- H360 Reimbursement Methodologies 4
- H370 Advanced Quality Management in Healthcare 4
- H400 Electronic Data Security 3
- H410 Applied Research in Health Information Management 4
- H420 Health Information Management Professional Practice Experience 4
- H430 Strategic Planning and Development 4
- H435 Health Data Management 4
- H450 Health Information Management Alternative Facility Professional Practice Experience 1
- H460 Advanced Health Information Law and Ethics 4

Total Degree Credit Hours
- General Education Credits 58-59
- Lower Division Major and Core Credits 58
- Upper Division Major and Core Credits 66
- TOTAL DEGREE CREDITS 182-183*

SEE PAGE 30 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 E410 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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 and attend a programmatic orientation. The Health Information Management BS Degree Program is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).
SCHOOL OF HEALTH SCIENCES

MEDICAL ADMINISTRATION DIPLOMA • ASSOCIATE’S 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 4
Natural Sciences (Required course) 4
G150 Structure and Function of the Human Body 4

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

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

ASSOCIATE’S DEGREE

Associate of Applied Science 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 4
Humanities and Fine Arts (Select 2 courses) 8
Math (Select 1 course) 4-5
Natural Sciences (Required courses) 6
G156 Human Biology 4
G156L Human Biology Lab 4
Social and Behavioral Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES
A140 Financial Accounting I 4
H200 US Healthcare Systems 4
Total Associate’s Degree Credits
General Education Credits 38-39
Major and Core Credits 58
TOTAL DEGREE CREDITS 96-97*

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 E320 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.

rasmussen.edu
# Medical Assisting Diploma • Associate’s 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 4
- Natural Sciences (Required course) 4
- G150 Structure and Function of the Human Body 4

**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
- MA230 Radiography Skills 3
- MA281 Medical Assisting Clinical Externship 8
- MA285 Medical Assistant Capstone 2

Total Diploma Credits
- General Education Credits 8
- Major and Core Credits 52

**Total Diploma Credits 60***

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 E270 Sophomore Seminar either during the quarter in which they finish the Diploma course requirements or the quarter immediately prior.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

This program requires specific immunizations prior to professional practice experience.

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

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

- Accrediting Bureau of Health Education Schools, 7777 Leesburg Pike, Suite 314, North Falls Church, VA 22043, 703-977-9613

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

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

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

## Associate’s Degree

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

**Major and Core Courses**

**Lower Division**
- D132 Computer Applications and Business Systems Concepts 3

Total Associate’s Degree Credits
- General Education Credits 35
- Major and Core Credits 55

**Total Degree Credits 90***

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

This program requires specific immunizations prior to professional practice experience.

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

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**For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.**

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**STUDENT INVESTMENT DISCLOSURE:**

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**SCHOOL OF HEALTH SCIENCES**

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**For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.**
PHARMACY TECHNICIAN
CERTIFICATE • DIPLOMA • ASSOCIATE’S 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
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<td>B095</td>
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GENERAL EDUCATION COURSES

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<tr>
<td>MA278</td>
<td>Human Anatomy and Physiology I</td>
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</tr>
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<td>MA279</td>
<td>Human Anatomy and Physiology II</td>
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MAJOR AND CORE COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
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<td>E242</td>
<td>Career Development</td>
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<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>M230</td>
<td>Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>MA135</td>
<td>Pharmacology for the Allied Health Professional</td>
<td>4</td>
</tr>
<tr>
<td>PT105</td>
<td>Introduction to Pharmacy</td>
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<tr>
<td>PT120</td>
<td>Pharmacy Math and Dosages</td>
<td>4</td>
</tr>
<tr>
<td>PT125</td>
<td>Pharmacy Software/Automation/Insurance Billing</td>
<td>3</td>
</tr>
<tr>
<td>PT230</td>
<td>Unit Dose/IV Lab</td>
<td>3</td>
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Total Certificate Credits

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<td><strong>TOTAL CERTIFICATE CREDITS</strong></td>
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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 E185 Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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

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<th>Credit Hours</th>
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<td>G124</td>
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<tr>
<td>G171</td>
<td>Communicating in Your Profession</td>
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<td>G195</td>
<td>College Statistics</td>
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MAJOR AND CORE COURSES

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<tr>
<td>PT235</td>
<td>Pharmacy Technician Practicum I</td>
<td>3</td>
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<tr>
<td>PT236</td>
<td>Pharmacy Technician Practicum II</td>
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<td>PT285</td>
<td>Pharmacy Technician Capstone</td>
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<td>S115</td>
<td>Keyboarding I</td>
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Total Diploma Credits

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<td><strong>TOTAL DIPLOMA CREDITS</strong></td>
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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 E270 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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.

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
ASSOCIATE’S DEGREE

Associate of Applied Science 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
Total Associate’s Degree Credits 43
Major and Core Credits 47
TOTAL DEGREE CREDITS 90*

SEE PAGE 30 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 E320 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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.

STUDENT INVESTMENT DISCLOSURE:
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
# CRIMINAL JUSTICE ASSOCIATE’S DEGREE • BACHELOR’S DEGREE

## ASSOCIATE’S DEGREE

**Associate of Applied Science Degree**

**CAREER OPPORTUNITIES:**

- Corrections Officer
- Peace Officer
- Probation Assistant
- Court Clerk
- Security Professional
- Juvenile Specialist

- Juvenile Justice Assistant
- Probation Assistant
- Probation Support Specialist
- Law Enforcement Officer
- Homeland Security Specialist

**OBJECTIVE:**

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

**FOUNDATION COURSES**

- B080 Reading and Writing Strategies
- B099 Combined Basic and Intermediate Algebra

**GENERAL EDUCATION COURSES**

- English Composition (Required course)
- English Composition (Required courses)
- Communication (Required courses)
- G194 Locating and Evaluating Information
- G227 Oral Communication
- Humanities and Fine Arts ("Required, Select 2 additional courses")
  - G153 Ethics Around the Globe*
  - G224 Introduction to Critical Thinking*
- Math (Select 1 course)
- Natural Sciences (Required courses)
- G156 Human Biology
- G156L Human Biology Lab
- Social and Behavioral Sciences (Required courses)
- G142 Introduction to Sociology
- G148 General Psychology

**MAJOR AND CORE COURSES**

- D132 Computer Applications and Business Systems Concepts
- J100 Introduction to Criminal Justice
- J106 Criminology: Motives for Criminal Deviance
- J115 Introduction to Corrections
- J120 Policing in America
- J140 Field Communications in Criminal Justice
- J150 Introduction to Criminal Law
- J170 Applied Criminal Procedures
- J200 Domestic Violence
- J213 Juvenile Justice: Delinquency, Dependency, and Diversion
- J246 Practical Psychology for the Criminal Justice Professional
- J250 Drugs and Crime
- J280 Contemporary Issues in Criminal Justice Capstone

**Total Associate’s Degree Credits**

- General Education Credits: 44-45
- Major and Core Credits: 49

**TOTAL DEGREE CREDITS** 93-94*

SEE PAGE 30 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 E320 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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.

## BACHELOR’S DEGREE

**Bachelor of Science Degree**

**CAREER OPPORTUNITIES:**

- Detective Investigator
- Police Officer
- Probation/Parole Officer
- Homeland Security Agent
- Juvenile Justice Specialist

**OBJECTIVE:**

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

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

**GENERAL EDUCATION COURSES**

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

**MAJOR AND CORE COURSES**

**UPPER DIVISION**

- J226 Criminal Behavior: Profiling Violent Offenders
- J331 Constitutional Law
- J350 Cultural Diversity and Justice
- J352 Victims in Criminal Justice
- J355 Realities of Crime and Justice
- J360 Statistics in Criminal Justice
- J365 Research Methods in Criminal Justice
- J410 Criminal Justice Leadership and Management
- J415 Crime Prevention
- J490 Critical Issues in Criminal Justice

**Choose either Track I or Track II**

**Track I**

- J480 Criminal Justice Internship

**Track II**

- J452 Criminal Justice Seminar
- J457 Criminal Justice Senior Thesis

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

**Total Bachelor’s Degree Credits**

- General Education Credits: 68-69
- Lower Division Major and Core Credits: 49
- Upper Division Major and Core Credits: 49
- Upper Division Elective Credits: 16

**TOTAL DEGREE CREDITS** 182-183*

SEE PAGE 30 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 E410 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

** Additional training may be required.

*** Track I includes an internship, which is only available to students in all states. Please speak to a Program Manager for more details.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
ASSOCIATE’S 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

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<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>B095</td>
<td>Combined Basic and Intermediate Algebra</td>
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GENERAL EDUCATION COURSES

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<th>Course Code</th>
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<th>Credits</th>
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<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
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<tr>
<td>F100</td>
<td>Building Construction for Fire Protection</td>
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<td>F102</td>
<td>Fire Behavior and Combustion</td>
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<td>F115</td>
<td>Fire Prevention</td>
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<td>Fire Protection Systems</td>
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<td>FS125</td>
<td>Principles of Emergency Service</td>
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<td>FS127</td>
<td>Strategy and Tactics I</td>
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<td>FS205</td>
<td>Strategy and Tactics II</td>
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<td>FS250</td>
<td>Management I: Fire Department Leadership I</td>
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Total Associate’s Degree Credits

<table>
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<tr>
<th>General Education Credits</th>
<th>Major and Core Credits</th>
<th>Total Degree Credits</th>
</tr>
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<tbody>
<tr>
<td>34-35</td>
<td>57</td>
<td>91-92*</td>
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</table>

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 E320 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, 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 ASSOCIATE’S DEGREE

ASSOCIATE OF APPLIED SCIENCE 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 4
- Communication (Required course) 4
- G227 Oral Communication 4
- Humanities and Fine Arts (**Required; Select 2 additional courses**) 12
  - G153 Ethics Around the Globe 4
  - Math (Select 1 course) 4-5
- Natural Sciences (Required courses) 6
  - G156 Human Biology 4
  - G156L Human Biology Lab 4
- Social and Behavioral Sciences (Required courses) 8
  - G142 Introduction to Sociology 4
  - G148 General Psychology 4

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
- 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

Choose either Track I or Track II
- Track I**
  - PL290 Paralegal Internship 5
- Track II
  - PL280 Paralegal Capstone 5

Total Associate's Degree Credits
- General Education Credits 38-39
- Major and Core Credits 58
- TOTAL DEGREE CREDITS 96-97*

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

**Track I includes an internship, which is not available to students in all states. Please speak to a Program Manager for more details.

Rasmussen College’s Eagan, 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.
PROFESSIONAL NURSING ASSOCIATE’S DEGREE

ASSOCIATE OF APPLIED SCIENCE DEGREE

CAREER OPPORTUNITIES IN:

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

OBJECTIVE:

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

GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>English Composition (Required courses)</td>
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<tr>
<td>G126A</td>
<td>English Composition II</td>
<td>4</td>
</tr>
<tr>
<td>G227</td>
<td>Oral Communication</td>
<td></td>
</tr>
<tr>
<td>G125</td>
<td>Humanities*</td>
<td>12</td>
</tr>
<tr>
<td>G246</td>
<td>Mathematics (Required course)</td>
<td>5</td>
</tr>
<tr>
<td>G282</td>
<td>Natural Sciences (Required courses)</td>
<td>15</td>
</tr>
<tr>
<td>G278</td>
<td>Introduction to Microbiology</td>
<td></td>
</tr>
<tr>
<td>MA278</td>
<td>Human Anatomy &amp; Physiology I</td>
<td></td>
</tr>
<tr>
<td>MA279</td>
<td>Human Anatomy &amp; Physiology II</td>
<td></td>
</tr>
<tr>
<td>G142</td>
<td>Social and Behavioral Sciences (Required courses)</td>
<td>12</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td></td>
</tr>
<tr>
<td>G217</td>
<td>Human Growth and Development</td>
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</tbody>
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MAJOR AND CORE COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NU140</td>
<td>Nursing Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>NU145</td>
<td>Fundamentals of Nursing</td>
<td>10</td>
</tr>
<tr>
<td>NU155</td>
<td>Adult Nursing I</td>
<td>9</td>
</tr>
<tr>
<td>NU215</td>
<td>Adult Nursing II</td>
<td>9</td>
</tr>
<tr>
<td>NU224</td>
<td>Adult Nursing III</td>
<td>8</td>
</tr>
<tr>
<td>NU232</td>
<td>Nursing Role and Scope</td>
<td>4</td>
</tr>
<tr>
<td>NU233</td>
<td>Maternal Child Nursing</td>
<td>9</td>
</tr>
</tbody>
</table>

Total Associate’s Degree Credits: 56

Total and Core Credits: 52

TOTAL DEGREE CREDITS: 108

SEE PAGE 30 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 E320 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.

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

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

This program is only offered at the Rockford and Romeoville/Joliet campuses.

SCHOOL OF NURSING MISSION STATEMENT

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

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
Bachelor of Science Degree

CAREER OPPORTUNITIES:
- Game Programmer
- Video Game Asset Manager
- 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.

GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required courses)</td>
<td>8</td>
</tr>
<tr>
<td>G124  English Composition</td>
<td></td>
</tr>
<tr>
<td>G126A  English Composition 2</td>
<td></td>
</tr>
<tr>
<td>Communication (Required courses)</td>
<td>6</td>
</tr>
<tr>
<td>G194  Locating and Evaluating Information</td>
<td></td>
</tr>
<tr>
<td>G227  Oral Communication</td>
<td></td>
</tr>
<tr>
<td>Humanities and Fine Arts (Select 3 courses)</td>
<td>12</td>
</tr>
<tr>
<td>G137  Oral Communication</td>
<td></td>
</tr>
<tr>
<td>Math (*Required, Select 1 additional course)</td>
<td>9</td>
</tr>
<tr>
<td>G246  Advanced Algebra</td>
<td></td>
</tr>
<tr>
<td>Natural Sciences (*Required, Select 2 additional courses)</td>
<td>14</td>
</tr>
<tr>
<td>G156  Human Biology*</td>
<td></td>
</tr>
<tr>
<td>Social and Behavioral Sciences (Select 3 courses)</td>
<td>12</td>
</tr>
</tbody>
</table>

CAREER OPPORTUNITIES:
- Simulations Programmer
- Interactive Media Technical Director

MAJOR AND CORE COURSES

LOWER DIVISION

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D132  Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E242  Career Development</td>
<td>2</td>
</tr>
<tr>
<td>N137  Programming I</td>
<td>4</td>
</tr>
<tr>
<td>N165  Fundamentals of Game Development I</td>
<td>4</td>
</tr>
<tr>
<td>N180  Math for Game and Simulation Production I</td>
<td>4</td>
</tr>
<tr>
<td>N204  Human-Computer Interaction and Interface Design</td>
<td>4</td>
</tr>
<tr>
<td>N206  Data Structures</td>
<td>4</td>
</tr>
<tr>
<td>N207  Programming II</td>
<td>4</td>
</tr>
<tr>
<td>N212  Fundamentals of Game Development II</td>
<td>4</td>
</tr>
<tr>
<td>N222  Physics for Game and Simulation Production</td>
<td>3</td>
</tr>
<tr>
<td>N225  Interactive Storytelling</td>
<td>3</td>
</tr>
<tr>
<td>N231  Web Application Development</td>
<td>3</td>
</tr>
<tr>
<td>N237  C#</td>
<td>3</td>
</tr>
<tr>
<td>N286  Math for Game and Simulation Production II</td>
<td>4</td>
</tr>
<tr>
<td>SD140  Mobile Application Development</td>
<td>3</td>
</tr>
<tr>
<td>SD225  Object-Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>W107  Programming Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

UPPER DIVISION

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

Total Bachelor's Degree Credits

- General Education Credits: 61
- Lower Division Major and Core Credits: 58
- Upper Division Major and Core Credits: 64

TOTAL DEGREE CREDITS: 183

SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS.

This program is only available to students enrolled at a campus located in Florida, Illinois, Kansas, Minnesota, North Dakota, or Wisconsin.

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 E410 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.

Students in the Information Technology Management, Information Security, and Game and Simulation Programming programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will reimburse students to sit for the mandatory certification, as well as up to two additional recommended certifications per established credentialing milestones. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.
WEB PROGRAMMING  DIPLOMA • ASSOCIATE’S DEGREE

DIPLOMA

CAREER OPPORTUNITIES:
• Web Developer

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

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

GENERAL EDUCATION COURSES
English Composition (Required course)  4
G124  English Composition
Communication (Required course)  4
G171  Communicating in Your Profession
Humanities and Fine Arts (Required course)  4
G153  Ethics Around the Globe
Math (Select 1 course)  4-5**

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

Total Diploma Credits
General Education Credits 16-17
Major and Core Credits 52
TOTAL DIPLOMA CREDITS  68-69*

SEE PAGE 30 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 E270 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

ASSOCIATE’S DEGREE

Associate of Applied Science Degree

CAREER OPPORTUNITIES:
• Web Developer

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
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

Total Associate’s Degree Credits
General Education Credits 42-43
Major and Core Credits 52
TOTAL DEGREE CREDITS  94-95*

SEE PAGE 30 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 E320 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
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
W107  Programming Fundamentals  3
W109  Relational Databases  3
W210  Java I  3

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

TOTAL CERTIFICATE CREDITS  40

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E185 Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as 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

Associate of Applied Science 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.

GENERAL EDUCATION COURSES
English Composition (Required course)  4
G124  English Composition
Communication (Required course)  4
G227  Oral Communication
Humanities and Fine Arts  8
(“Required course, select 1 additional course)
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
Unrestricted Lower Division Elective Credits  5

Total Associate’s Degree Credits
General Education Credits  39
Major and Core Credits  46
Unrestricted Lower Division Elective Credits  5

TOTAL DEGREE CREDITS  90

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E320 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.

SEE PAGE 30 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 E320 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

Bachelor of Science 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G126A English Composition 2</td>
<td></td>
</tr>
<tr>
<td>Humanities and Fine Arts (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Sciences (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>Social and Behavioral Sciences (Select 1 course)</td>
<td>4</td>
</tr>
</tbody>
</table>

MAJOR AND CORE COURSES

UPPER DIVISION

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MH300 Applied Discrete Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MH310 Probability and Statistics</td>
<td>4</td>
</tr>
<tr>
<td>N303 Software Systems Principles</td>
<td>3</td>
</tr>
<tr>
<td>N304 Operating Systems Design</td>
<td>4</td>
</tr>
<tr>
<td>N322 Web Application Architecture and Design</td>
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<tr>
<td>N341 Software Systems Engineering</td>
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<td>N358 Database Systems Design</td>
<td>4</td>
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<tr>
<td>N360 Mobile Platform Development</td>
<td>4</td>
</tr>
<tr>
<td>N361 Algorithm Analysis</td>
<td>4</td>
</tr>
<tr>
<td>N401 Artificial Intelligence</td>
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<tr>
<td>N402 Network Systems Design</td>
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<tr>
<td>N403 Advanced Mobile Application Development</td>
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<td>N436 Simulation Analysis and Design</td>
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<tr>
<td>N461 Computer Graphics Programming</td>
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<tr>
<td>N471 Engineering Virtual Worlds</td>
<td>4</td>
</tr>
<tr>
<td>N480 Senior Computer Science Capstone</td>
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<tr>
<td>Unrestricted Upper Division Elective Credits</td>
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</table>

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

TOTAL DEGREE CREDITS                                     180

SEE PAGE 30 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 E410 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.
INFORMATION TECHNOLOGY MANAGEMENT

DIPLOMAS • ASSOCIATE’S DEGREE • BACHELOR’S DEGREE

INFORMATION SECURITY BACHELOR’S DEGREE

CAREER OPPORTUNITIES:
• Deskide Support Technician
• Helpdesk/Service Desk Support Specialist
• Field Service Technician
• End User Support Specialist

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

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

GENERAL EDUCATION COURSES
English Composition (Required Course)  4
G124 English Composition  4
Communication (Required course)  4
G171 Communicating In Your Profession  4
Math (Required Course)  4
G180 General Education Mathematics  4

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

CHOOSE ONE DIPLOMA:
Computer Information Technology Diploma**
N117 Microsoft Windows Workstations  3
N149 Helpdesk Support  3
N156 Mac Integration  3
N233 Software Packaging and Deployment  3
N259 Mobile Support Principles  3

General Diploma**
D283 Access  3
N117 Microsoft Windows Workstation  3
N149 Helpdesk Support  3
N208 Linux Administration  3
W118 Introduction to HTML  3

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

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

Total Diploma Credits
Major and Core Credits  4
TOTAL DIPLOMA CREDITS  55

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
Communication (Required course)  4
G227 Oral Communication  4
Humanities and Fine Arts (Select 2 courses)  8
Natural Sciences (Required courses)  6
G156 Human Biology  3
G156L Human Biology Lab  1
Social and Behavioral Sciences (Select 2 courses)  8

Total Associate’s Degree Credits
Major and Core Credits  55
TOTAL DEGREE CREDITS  93*

SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS.

INFORMATION TECHNOLOGY

Associate of Applied Science Degree

CAREER OPPORTUNITIES:
• Deskide Support Technician
• Helpdesk/Service Desk Support Specialist
• Field Service Technician
• End User Support Specialist

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

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
INFORMATION TECHNOLOGY MANAGEMENT
BACHELOR'S DEGREE

Bachelor of Science Degree

CAREER OPPORTUNITIES:
- Network Administrator
- Network Analyst
- Information Technology Manager

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology adds value to business processes. They have advanced skills in network infrastructure management and know how to support business requirements through technology recommendations, security implementation, and development of policies and procedures to protect client data. Graduates have the ability to establish support structures and procedures to provide 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>Select 1 course other than General Education Mathematics</td>
<td>4-5</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>Select 2 courses</td>
<td>8</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>Select 1 course</td>
<td>4</td>
</tr>
</tbody>
</table>

MAJOR AND CORE COURSES

UPPER DIVISION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>N404</td>
<td>Cloud Computing</td>
<td>4</td>
</tr>
<tr>
<td>N406</td>
<td>IT Operations Management</td>
<td>4</td>
</tr>
<tr>
<td>N412</td>
<td>Risk Management and Business Continuity</td>
<td>4</td>
</tr>
<tr>
<td>N422</td>
<td>Enterprise Application Support</td>
<td>4</td>
</tr>
<tr>
<td>N424</td>
<td>Storage Management</td>
<td>3</td>
</tr>
<tr>
<td>N433</td>
<td>Operating Systems Design</td>
<td>3</td>
</tr>
<tr>
<td>N439</td>
<td>Service Management</td>
<td>4</td>
</tr>
<tr>
<td>N458</td>
<td>Systems Monitoring</td>
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</table>

Total Bachelor's Degree Credits

<table>
<thead>
<tr>
<th>Type of Credits</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>General Education Credits</td>
<td>62-63</td>
</tr>
<tr>
<td>Lower Division Major and Core Credits</td>
<td>55</td>
</tr>
<tr>
<td>Upper Division Major and Core Credits</td>
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</tr>
<tr>
<td><strong>TOTAL DEGREE CREDITS</strong></td>
<td><strong>183-184</strong></td>
</tr>
</tbody>
</table>

SEE PAGE 30 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 E410 Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

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.

INFORMATION SECURITY BACHELOR’S DEGREE

Bachelor of Science Degree

CAREER OPPORTUNITIES:
- Network Security Analyst
- Information Security Analyst
- Security Consultant
- 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

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MAJOR AND CORE COURSES

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

Total Bachelor's Degree Credits

<table>
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</tr>
<tr>
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<td>55</td>
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<tr>
<td>Upper Division Major and Core Credits</td>
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</tbody>
</table>

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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 E410 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

Consult the double-asterisk note (**NOTE**) at the diploma level for students intending to continue into the Information Security BS program.
# General Education Course Selections

### Computer Science BS Degree Program (Continued)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G146</td>
<td>Human Geography</td>
<td>4</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G202</td>
<td>Abnormal Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G203</td>
<td>Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td>G204</td>
<td>Microeconomics</td>
<td>4</td>
</tr>
<tr>
<td>G360</td>
<td>United States History: 1900 to the Present</td>
<td>4</td>
</tr>
<tr>
<td>G401</td>
<td>Comparative Politics</td>
<td>4</td>
</tr>
</tbody>
</table>

### Sociology and Behavioral Sciences

**Required courses**

### Humanities and Fine Arts

**Required courses**

### Mathematics

**Required courses**

### Natural Sciences

**Required courses**

### Social and Behavioral Sciences

**Required courses**

### Computer Science BS Degree Program

- **English Composition**
  - G124 English Composition
  - G126A English Composition 2

- **Communication**
  - G171 Communicating in Your Profession
  - G194 Locating and Evaluating Information
  - G227 Oral Communication

- **Humanities and Fine Arts**
  - G125 Humanities
  - G145 Film Appreciation
  - G147 Art Appreciation
  - G153 Ethics Around the Globe

- **Social and Behavioral Sciences**
  - G123 Principles of Economics
  - G142 Introduction to Sociology
  - G146 Human Geography

- **Mathematics**
  - G246 Advanced Algebra
  - G247 Introduction to Discrete Mathematics

- **Natural Sciences**
  - G156 Human Biology
  - G156L Human Biology Lab

- **Social and Behavioral Sciences (Continued)**

**Required courses**

### Software Application Development AAS Degree Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition*</td>
<td>4</td>
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</tbody>
</table>

**Required courses**

### Professional Nursing AAS Degree Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>G125</td>
<td>Humanities*</td>
<td>4</td>
</tr>
<tr>
<td>G145</td>
<td>Film Appreciation</td>
<td>4</td>
</tr>
<tr>
<td>G147</td>
<td>Art Appreciation</td>
<td>4</td>
</tr>
<tr>
<td>G153</td>
<td>Ethics Around the Globe</td>
<td>4</td>
</tr>
</tbody>
</table>

**Required courses**

### Additional Information

- **Note:** This course is not eligible for selection as a general education elective. This course may be a required general education course in some programs (see program pages for details).

- **See specific course requirements on program pages.**
GENERAL EDUCATION REQUIREMENTS FOR RASMUSSEN COLLEGE CREDENTIALS

BS degree candidates must successfully complete a total of 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 thirty-four (34) 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.

GENERAL EDUCATION PHILOSOPHY

General Education inspires commitment to lifelong learning by providing learners transferable skills desirable in the workplace, such as communication, critical thinking, information literacy, diversity & teamwork, ethics & professional responsibility, and digital fluency. General Education courses may adhere to a learner’s major program, satisfy an intellectual curiosity, or both. General Education allows learners to flourish amid change, better understand their own learning, and assists in applying ideas to the modern world and workplace.

GENERAL EDUCATION COURSE CATEGORIES

In the areas of English Composition and Communication, students will demonstrate understanding of basic rhetorical strategies including audience, purpose, thesis statements, effective organization, and for 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, 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.

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, texts, 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 a 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 description 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

This 40-hour course will introduce students to the student 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 material statement investigations and fraud.

Prerequisite: Financial Accounting II

A280 Accounting Capstone

This 20-hour course will focus on the synthesis of the accounting, business, and general education courses offered in the Accounting Associate’s degree program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, and interpersonal communication and class presentations.

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

A390 Managerial Accounting

This 40-hour 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 control systems.

Prerequisite: Financial Accounting II

A332 Accounting for Business Managers

This 40-hour course provides a review of accounting objectives and their relation to business, as well as a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management control systems.

Prerequisite: none

A340 Advanced Auditing Concepts and Standards

This 40-hour 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

This 40-hour course provides a review of accounting objectives and their relation to business, as well as a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management control systems.

Prerequisite: none

A370 Intermediate Financial Reporting I

This 40-hour 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
A490 Accounting Capstone II 40 hours, 4 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting BS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, interpersonal communication and class presentation.
Prerequisite: Advanced Financial Accounting
B200 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 and economics courses.
Prerequisite: Placement determined by Rasmussen College entrance placement exam score.
B119 Customer Service 40 hours, 4 credits
This course covers the basic concepts of essential communication skills needed in business to interact/work effectively with individuals and/or groups. Special areas of emphasis include problem solving, coping with challenging customers, increasing customer retention and surveying customer satisfaction.
Prerequisite: none
B316 Introduction to Business 40 hours, 4 credits
This course is an introduction to the characteristics and functions of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, analysis and any other activities related to general ownership and operation.
Prerequisite: none
B165 Introduction to Human Resource Management 40 hours, 4 credits
This course engages the student in analyzing the potentials affected by new technologies. From ethical issues to new models for the practice of business as it is changing, students will learn the role of adult learning in training. Students will develop an understanding of the legal framework of enterprise so that learners can embrace compatible strategies and avoid cutting corners in the short-run, which can ultimately result in major disasters.
Prerequisite: Introduction to Human Resource Management
B271 Professional Communication 40 hours, 4 credits
This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse communities and disciplines. To equip students to communicate effectively, this course emphasizes written and verbal communication within global contexts, in collaborative situations, and in various electronic environments.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score.
B273 Internet Business Models and E-Commerce 40 hours, 4 credits
This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of E-Commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of E-Business.
Prerequisite: none
B280 Business Capstone
20 hours, 2 credits
This course is designed to allow students to integrate the knowledge and skills gained in the Business Management Associate’s degree program. Through case analysis, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core business concepts via completion of a Capstone project.
Prerequisite: Intended for last quarter of student’s program

B281 Public Relations and Advertising Strategies
40 hours, 4 credits
Students examine the similarities and differences between public relations, advertising and promotional marketing and how to differentiate between a target audience and a target market. Marketing interactions with associated stakeholders, including current and new customers; shareholders; the media; financial and industry analysts will be explored. Other parts of the enterprise, such as senior management and marketing, finance, and human resources departments are studied.
Prerequisite: Principles of Marketing

B293 Business Ethics
40 hours, 4 credits
This course presents an examination of current moral and ethical issues that arise in the world of business, as well as an analysis of the main theories of moral obligation, right and wrong actions, and good and bad values.
Prerequisite: none

B316 Applied Management Principles
40 hours, 4 credits
This course will review foundational management skills and insights derived from the study of management practices. Through theory, self-analysis, and analysis of others, this course provides students with the knowledge, skills, and attitudes needed to become an effective manager. Specific topics covered include managing stress; solving problems; coaching, influencing, and motivating others; team-building; and leading change.
Prerequisite: none

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: Principles of 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 or services that meet customers expectations. Quantitative modeling will be used for solving business problems.
Prerequisite: none

B370 Organizational Behavior Analysis
40 hours, 4 credits
This course is designed to explore human behavior in work settings from an interdisciplinary perspective. The following topics will be studied and analyzed from a management perspective: organizational structure, leadership, power, conflict management, individual and group dynamics, motivation, morale, and communication.
Prerequisite: none

B371 Research and Report Writing
40 hours, 4 credits
Students will learn research and report writing for academic settings. Topics will include qualitative and quantitative research methodology, literature reviews, information literacy, and academic report writing. Specific Prerequisite: English Composition or Communicating in Your Profession

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

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 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 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
In this course, students examine the operations function of managing people, information, technology, materials, and facilities to produce goods or services that meet customers expectations. Quantitative modeling will be used for solving business problems.
Prerequisite: none

B421 Statistics for Business
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 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

B423 Statistics for Business
40 hours, 4 credits
This course develops the rationale for using statistical methods and applications in business situations. In this course students will utilize a statistical computer package, and examine applied statistics methods and applications in business situations.
Prerequisite: College-Level Math course

B460 Strategic Management
40 hours, 4 credits
This course is designed to integrate prior business courses through study, discussion, and creation of strategic management plans. Students will evaluate the key functions of organizations and integration of these functions to understand the best practices used to achieve competitive advantages. Topics will include strategic formulation, implementation, and evaluation.
Prerequisite: Introduction to Business

B473 Leading Change
40 hours, 4 credits
This course will focus on the impact of change in an organizational setting. Various change management models will be explored, providing students with a foundation for approaching change and developing effective skills and techniques to perform in the workplace when change occurs. Students apply business concepts to real-world case studies and develop strategies for bringing constructive change to an organization.
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: Ethics Around the Globe or Business Law

B492 Contemporary Leadership Challenges
40 hours, 4 credits
This seminar course examines current issues within the management field. This course is highly interactive in that both students and faculty are actively engaged in researching, presenting, and discussing course materials. In addition to gaining in-depth exposure to a current key topic in the field, students learn to become active and effective members of a professional learning community.
Prerequisite: none

B498 Management Capstone
30 hours, 3 credits
In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, contemplating, and applying theoretical concepts studied throughout their degree in creating a solution for an actual management need. This course is designed to be taken during the student’s last quarter.
Prerequisite: Business Bachelor’s student in last or second-to-last quarter
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.

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

E110 Early Childhood Education Curriculum and Instruction 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 teaching in various 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.

E180 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

E181 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

E182 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

E200 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 current and controversial issues within the early childhood profession, and explore current research on early childhood education issues.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EC240 Introduction to English Language Learners 40 hours, 4 credits
Students will explore effective ways to adapt English language instruction to teach learners in our increasingly diverse population of young children and families. They will examine a range of communication styles, learning styles, and behaviors that affect English language teaching and learning. They will analyze the development of English language skills in all domains through social and cultural lenses.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EC241 Language and Literacy Acquisition 40 hours, 4 credits
Students will examine how infant, toddler, preschool, and school-aged English Language Learners acquire language and literacy. They will be exposed to early childhood programs that support children’s home languages, and explore how to create an environment that sustains English Language learners.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EC242 Involving Parents of English Language Learners 40 hours, 4 credits
Students will explore how to engage and support family involvement for English Language Learners. They will examine methods for maintaining effective communication and developing strong relationships with the families of English Language Learners. 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 of 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 officer or chief officers of small fire departments. Skills & lesson 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-Requisite: 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, disasters, 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, who is 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 of fire officer, 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 or Co-Requisite: Principles of Emergency Services
FS255 Management II: Fire Department Leadership II 40 hours, 4 credits
This course is designed to provide the supervisor, who is 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 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: Management III: Fire Department Leadership 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 technology, and use of instructional materials.
Prerequisite or Co-Requisite: 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
G123 Principles of Economics 40 hours, 4 credits
This course offers a broad overview of economic theory, history, and development. Philosophies, policies, and terms of market economies will be explored. This course includes microeconomics and macroeconomics concepts.
Prerequisite: none
COURSE DESCRIPTIONS

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

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, consciousness, motivation and emotions, the science of sensation and perceptions, and the current practices pertaining to psychological disorders, therapies, and treatments.
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

G153 Ethics Around the Globe
40 hours, 4 credits
This course provides a broad overview of information literacy concepts by introducing skills for locating, evaluating, and ethically using information literacy concepts by introducing a variety of resources for a specific purpose. The course begins with the information cycle and the production of information, followed by the identification of a topic and research question, and the selection, evaluation, and integration of sources into an annotated bibliography.
Prerequisite: none

G156 Human Biology Lab
40 hours, 4 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.

G171 Communicating in Your Profession
40 hours, 4 credits
This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse work settings and communities. Students will equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments.
Prerequisite: Pass Grade in B080 Reading & Writing Strategies or college-level English placement.

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.

G194 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

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.

G202 Abnormal Psychology
40 hours, 4 credits
This course teaches students the applied discipline of abnormal psychology. Students will explore abnormal behavior in disparate societies and cultures. Applications include individuals who have difficulty functioning effectively in everyday life, the impact of family dysfunction on the individual, and the influence of mental illness on criminal behavior. Variables which may affect a person’s ability to adapt and function in a community will be considered, such as genetic makeup, physical condition, reasoning, and socialization.
Prerequisite: General Psychology

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

G217 Human Growth and Development
40 hours, 4 credits
This course consists of the study of the development of the individual throughout the life cycle, including child, adolescent and adult patterns of behavior with attention to physical, intellectual, cognitive, personality, and social development.
Prerequisite: none

G224 Introduction to Critical Thinking
40 hours, 4 credits
A study of the rules of valid judging and reasoning, both inductive and deductive, in a traditional, language-centered context rather than a symbolic context. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements. Logical analysis is applied to concrete problems dealing with our knowledge of reality.
Prerequisite: English Composition
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, 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

G245 Introduction to Geology
40 hours, 4 credits
Examines basic geologic principles from a physical or historical perspective. Includes such topics as the formation of rocks and minerals; internal and external processes modifying the earth’s surface and phenomena; and the evolutionary history of the earth, including its life forms, oceans and atmosphere.
Prerequisite: none

G246 Advanced Algebra
50 hours, 5 credits
Students will learn about topics including functions and functional notation, domains and ranges in relation to functions, graphing functions and relations, and various function operations. Students will be able to solve linear equations and inequalities as well as quadratic equations and higher-order polynomial equations. This course will review algebraic technique as well as polynomials, factoring, exponents, roots, and radicals.
Prerequisite: Satisfactory score on placement Exam

G247 Introduction to Discrete Mathematics
40 hours, 4 credits
This course provides the basis for proper mathematical reasoning in a computer science framework. Topics that students explore include propositional and predicate logic, proof strategies and inductive reasoning, sets, functions, elementary counting techniques, and number systems. 
Prerequisites: Calculus I; Discrete Structures for Computer Science

G270 United States History: 1900 to the Present
40 hours, 4 credits
This course provides an overview of the history of the United States during the 20th century up until the present day. The political, social, and economic aspects of this time will be explored amidst a variety of human cultures, values, and perspectives within the United States. 
Prerequisite: none

G282 Introduction to Microbiology
70 hours, 5 credits
G282 Lecture (50 hours, 3 credits)
G282 Lab (40 hours, 2 credits)
This course provides an introduction to microbiology that emphasizes the role of microorganisms on humans. Topics include microbial cell structure, function and metabolism; requirements for and control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminths; infections and with and impact of microbes on humans, including the processes of pathogenicity. 
Prerequisite: none

G333 American Religious History
40 hours, 4 credits
A survey of the contribution of religion to American culture, including the influences 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 cultural 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 facilities. 
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, asset management 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 resources 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 of 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, formulas, 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 policies that drive policy and planning of healthcare delivery. The influence of participants outside the healthcare industry and the impact of government involvement 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: Health Information Law and Ethics or Electronic Health Records and Office Procedures

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 hours, 4 credits
In this course, students will compare and contrast foreign healthcare systems and services, 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. Upon completion of a Capstone project approved by the instructor. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Students must be enrolled in the Healthcare Management Bachelors Degree program and in their last or second-to-last quarter
Hi330 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 use tools and strategies to manage basic layout 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, capitalization, 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 apply project management and engineering 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 that represent 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, case mix analysis, the analysis of, and the National Correct Coding Initiative. Students will explore payment systems such as PPS, DRGs, APCs, RBRVS, and RUGs.
Prerequisite: Program Admission

Hi370 Advanced Quality Management in Healthcare 40 hours, 4 credits
This course examines facility wide quality management and continues quality improvement models which portray healthcare organizations. Emphasis will be on the evaluation of these methods and tools in the demonstration of the effectiveness and outcomes of healthcare and improvement of patient care, quality of services, safety and reduction of risk. Disease management processes, outcomes measurement, benchmarking, patient and organization safety and utilization and resource management will be included. The relationship between quality healthcare, organizational performance, and the role of governing and accrediting bodies in healthcare quality will be studied. The history of quality management and future trends, including the role of health information management will be explored.
Prerequisite: Program Admission

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 disaster recovery plans, contingency planning, and data recovery is included. Internet, web-based, and e-Health security is explored. Students will learn to enforce confidentiality and security measurement processes. The course will introduce 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 interpretation techniques will be used. Topics explored will be in adherence to Institutional Review Board processes and policies, research design and methods, knowledge-based research techniques, research protocol data management, and national guidelines regarding human subject’s research.
Prerequisite: Healthcare Statistics

Hi420 Health Information Management Professional Practice Experience 120 hours, 4 credits
A 120-hour practical experience that focuses on the management of an HIM Department. This field experience will take place in a hospital or medical center setting supervised by an HIM Director or Supervisor. The experience will include operational and managerial experience and an administrative project that will benefit the clinical site. The instructor will work with the student to identify facilities that are available in the student’s area of interest and will establish an agreement with the facility if one does not exist.
Prerequisite: Must be completed in the student’s final quarter

Hi430 Strategic Planning and Development 40 hours, 4 credits
An exploration of the principles of developing strategic and operational plans for facility-wide systems and how to assess organization-wide information needs. Students will demonstrate and apply principles of organization behavior to facilitate team building, negotiation and change management. Strategic leadership, entrepreneurialism, and benchmarking will be explored.
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

Hi460 Advanced Health Information Law and Ethics 40 hours, 4 credits
This course presents an advanced analysis of the impact of the United States legal system and various health care laws, regulations, and standards on the healthcare organization, patient and health information management environment and infrastructure. Patient privacy, confidentiality, security principles, identity management, protected health information, access and disclosure of personal health information including e-discovery, legal health records, personal health records, compliance programs, information security and training programs will be studied. Professional certification, ethical practices and issues as well as the theoretical issues and their impact on the legal health record will be explored.
Prerequisite: Program Admission

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 is 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 functions and structures of 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 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 overview 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 the professionalism of participants from pre-sentencing through post-conviction, corrections strategies for criminal offenders, and special considerations for the juvenile 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, students 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 will be 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 court systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Statutory defenses, mitigating factors and circumstances which may excuse criminal responsibility, and common law principles are examined. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice or Introduction to Law and the Legal System

J140 Field Communications in Criminal Justice
20 hours, 4 credits
This course emphasizes the skills of both oral and written communication with emphasis on writing formats used by justice professionals. Students will acquire the skills necessary to effectively communicate within diverse communities.
Prerequisite: Introduction to Criminal Justice

J150 Introduction to Criminal Law
40 hours, 4 credits
In this course, students are introduced to the Federal and State court systems. This course examines substantive criminal, definitions of crime, and principles of criminal responsibility. The course will use case studies for application of general principles to the law. Statutory defenses, mitigating factors, and circumstances which may excuse criminal responsibility and common law principles are examined.
Prerequisite: Introduction to Criminal Law

J170 Applied Criminal Procedures
40 hours, 4 credits
This course provides an examination of procedural requirements for the judicial processing of criminal offenders. The concepts of evidence sufficiency, standards of proof, and due process are explored. Students will examine the Bill of the Rights and its applicability to the criminal justice process.
Prerequisite: Introduction to Criminal Law

J201 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 criminal justice policy and its implementation.
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 clienteles 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 exploration 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

COURSE DESCRIPTIONS

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 psychological perspective, focusing on real-world efforts these principles produce on police 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 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

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 terrorism's 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

J250 Drugs and Crime
40 hours, 4 credits
This course will focus on the physical, psychological, and sociological aspects of drug and alcohol abuse. Treatment and prevention efforts will be reviewed. In addition, policy implications of drug use and the criminal justice system response will be analyzed. An emphasis will be placed on the 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

J270 Critical Thinking and Evidence-Based Practices in Criminal Justice
40 hours, 4 credits
This course is designed to focus on a wide variety of problem solving skills. These include scenario based problem solving and evidence based practices. The inter-related skills necessary for effective problem solving in a criminal justice context are emphasized. The development of evidence based practices will be explored and the incorporation of such practices in the field of criminal justice will be analyzed.
Prerequisites: Policing in America; Applied Criminal Procedures; Introduction to Corrections

J280 Contemporary Issues in Criminal Justice Capstone
40 hours, 4 credits
The capstone class examines the future of the criminal justice system. The current cutting edge technology in different fields within the criminal justice system is discussed along with insights from accomplished scholars of what the near future holds. Methods and philosophies that will govern the criminal justice field in the near future are introduced along with discussions of the ethical, legal, social, and political ramifications expected. This course includes ten hours of field experience.
Prerequisite: Introduction to Criminal Justice.

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; Juvenile Justice: Delinquency, Dependency, and Diversion

J330 Constitutional Law 40 hours, 4 credits
This course examines organized criminal activity in the 21st century, from street gangs to terrorist organizations. Students will examine the causes 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 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 causes 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

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 role 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 security 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.

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 Around the Globe

J360 Statistics in Criminal Justice 40 hours, 4 credits
Students will learn to interpret research data on issues in criminal justice. They will apply statistical analysis using UCR and NCVS data sets.
Prerequisites: Ethics Around the Globe

J365 Research Methods in Criminal Justice 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.
Prerequisites: Ethics Around the Globe

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 purpose of the course will be to examine the role of corrections supervisors 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 explore 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 disabled, and the elderly, and the socioeconomically deprived in all parts of the criminal justice system will be explored. Students will analyze programs, policies, and case studies relating to special populations.
Prerequisite: Criminal Behavior: Profiling Violent Offenders

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

J445 Special Offenders: Serial Killers 40 hours, 4 credits
Students will explore issues and controversies involved in serial killer cases or mass murder investigations. They will cover topics including maintaining justice, victim’s rights, interrogation techniques, media coverage of crimes, and grief.
Prerequisites: Criminology: Motives for Criminal Deviance; Criminal Behavior: Profiling Violent Offenders

J453 Criminal Justice Seminar 50 hours, 5 credits
This course provides students with the opportunity to explore an area of criminal justice that is of specific interest for their career or an area of relevant interest in the field. Topics may include any area of justice studies, with the approval of the instructor. Students will conduct a thorough review of their topic and present their work in the form of a final project.
Prerequisites: 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 a topic approved in their 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.
Prerequisites: Contemporary Issues in Criminal Justice Capstone
M100 Customer Service in Healthcare
10 hours, 3 credits
This course introduces the student to the structure and function of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology, and treatment and prevention of common diseases of the human body.

M120 Medical Terminology
40 hours, 4 credits
This course covers in-depth study of the International Classification of Diseases (ICD) 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. Use of coding and grouper software will be used as well as the use of registries and indices.

Prerequisite: Medical Terminology
Pre or Co-requisite: Pathophysiology

M130 ICD-PCS Coding
40 hours, 4 credits
This course covers 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 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-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: 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 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

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

Prerequisite: Medical Terminology
Pre or Co-requisite: Pathophysiology

M140A Intermediate ICD-9-CM Coding
40 hours, 4 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

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, gastroenterology, 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 third 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 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

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 manage 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 and prevention of common diseases of selected human body systems. Pre-requisite: Pathology I

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. Pre-requisite: Pathology I

M229 Healthcare Information Technologies
40 hours, 4 credits
This course covers 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 industry. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology, and treatment and prevention of common diseases of selected human body systems. Pre-requisite: Human Anatomy and Physiology I or Structure and Function of the Human Body

M244 Medical Transcription
60 hours, 3 credits
The student will transcribe medical records 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. Pre-requisites: Introduction to Medical Transcription; Medical Terminology; Keyboarding; Medical Law and Ethics

M258 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 manage 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
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 in both the Medical Assisting program and profession. During this course, students will complete a Programmatic Orientation and become familiar with Medical Assisting skills such as professionalism, vital signs and CPR/First Aid. This course must be completed during the first full quarter of enrollment.
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 clinical areas, including communication and technology, patient centered care, safety and emergency procedures, and 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.
Prerequisite: Medical Terminology Pre or Co-requisites: Introduction to Medical Assisting; Structure and Function of the Human Body

MA135 Pharmacology for the Allied Health Professional 40 hours, 4 credits
This course is designed for a variety of allied health programs requiring an understanding of pharmacology. It attempts to present a basic rationale for understanding current drug therapy. This course presents drugs according to their therapeutic applications. Pertinent pharmacology and related diseases are reviewed before the pharmacology of the drug is discussed. The approach to drug therapy by body systems in this course is 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 assistance. They will master knowledge and skills including patient examination and assessment, performing electrocardiography, performing venipuncture, performing medication administration, minor surgical procedures, and procedures for medical emergencies, first aid and CPR, and behaviors influencing health. They will also learn basic steps for finding employment and advancing in their careers. Students will follow applied-learning approaches to all skill development and performance objectives.
Prerequisites: Laboratory Skills for Medical Assisting; Pathophysiology

MA225 Laboratory Skills for Medical Assisting 60 hours, 4 credits
In this course students will study medical laboratory procedures and techniques that are significant to medical and laboratory assistants and other healthcare professionals. They will learn about laboratory equipment and safety, and issues concerning confidentiality. They will learn to collect specimen samples by venipuncture and patient instruction and perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing.
Prerequisite: Clinical Skills I

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 or clinical setting. On the clinical site, the extern will perform medical-assisting job duties in both the front-office and 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

MA281 Medical Assisting Clinical 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 or clinical setting. On the clinical site, the extern will perform medical-assisting job duties in both the front-office and 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

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 and 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
COURSE DESCRIPTIONS

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.
Prerequisites: 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. The course includes hands-on labs, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, the course helps prepare students to take the Microsoft Windows Configuring (70-680) Certification Exam, which counts towards Microsoft Certified Solutions Associate (MCSA) Windows 7 certification.
Prerequisites: Fundamentals of Hardware & Software II

N133 Networking Fundamentals
40 hours, 3 credits
This course has been designed to teach the foundations of networking. The course covers Local Area Networks and Wide Area Networks and how communications are accomplished in those environments. Students will learn the different Protocols used in networking. The course will cover the designing networks both cabled and wireless. Students will learn basic troubleshooting of a network and how to maintain it. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course helps prepare students to take the CompTIA Network+ certification exam.
Prerequisites: 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.
Prerequisites: none

N137 Programming I
40 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 class, and how these core elements are used in different programming projects.
Prerequisites: 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 producer's 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 game development 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 exploration of playing games, and the cultural, technical, and social aspects of games.
Prerequisites: none

N140 Logic and Troubleshooting
40 hours, 4 credits
This course provides students a strong base of Critical Thinking and troubleshooting methodologies for assessing situations and applying logical reasoning to various scenarios. The material covered within this course will assist in building the students ability to form reasonable hypotheses for solving problems in a technical nature.
Prerequisites: none

N141 Networking Security
40 hours, 3 credits
This course introduces students to general security protocols including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. Students will learn to create secure communications for remote access, e-mail, the Web, directory and file transfer, and wireless data. They will understand the concepts of physical security and disaster recovery. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, this course helps prepare students to take the CompTIA Security+ exam.
Prerequisite: Introduction to Networks

N142 Foundations of Software Design
40 hours, 3 credits
This course introduces students to fundamental aspects of programming as it is related to proper software design concepts. Students will gain an understanding of how computational techniques are used within the C++ realm and explored in a variety of problems. Topics will include variables, procedural abstraction utilizing handlers, conditionals, and loops, and data types. The course will also provide students with an understanding of software engineering by having them write small but useful computer programs using pseudo-code as well as a high-level programming language.
Prerequisites: 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 end-user 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 exams. Each student will assemble a computer using prescribed parts and materials.
Prerequisites: Logic and Troubleshooting

N146 Fundamentals of Hardware and Software I
40 hours, 3 credits
This course will introduce students to the installation, configuration, maintenance, and troubleshooting of end-user personal computer hardware (including laptops and mobile devices) and the software used to support the hardware. Additional topics covered include the relationship between computer hardware and software, computer networks and peripherals, virus protection, disaster recovery and maintenance planning. Finally, the student will learn about and conduct the responsibilities of a professional PC technician. To reinforce the materials in this course, the instructor will assign direct hands-on projects to be performed in a physical or remote lab setting. This course helps prepare students to take both parts of the A+ certification exams. Each student will assemble a computer using prescribed parts and materials.
Prerequisites: none

N147 Fundamentals of Hardware and Software II
40 hours, 3 credits
This course is a continuation of Fundamentals of Hardware and Software I, which prepared students for the CompTIA A+ 801 exam. This course will prepare students for the CompTIA A+ 220-802 exam, focusing on operating systems, security, mobile devices, and troubleshooting. Using Windows operating system, students will learn how to set up networking, printers, tablets, file sharing, and troubleshoot problems related to the same. Operating system security and methods to prevent intrusions will be discussed. Concepts of virtualization, desktop imaging, and deployment will be introduced.
Prerequisites: Fundamentals of Hardware and Software I

N149 Helpdesk Support
50 hours, 3 credits
This course covers material used by helpdesk engineers to troubleshoot and solve user problems. Dealing with the user, identifying the problem, and fixing the problem will be discussed. Software concerning trouble tickets and tracking progress will be discussed.
Prerequisites: Communicating in Your Profession

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 and systems in science, industry, education, and the arts. Categories such as communications, commerce, and quality of life will be explored as students view the scope of and application of technology within the context of everyday life.
Prerequisite: none

N156 Mac Integration
40 hours, 4 credits
The purpose of the Mac Integration course is to give students an entry-level perspective to supporting and configuring the Mac OSX operating system. Students will create an Apple Mac client into a Windows network and connect a Mac Client to services such as Active Directory and Microsoft Exchange. Also covers basic user configuration. This course maps to the Mac Integration Basics Certification Exam.
Prerequisites: Microsoft Windows Server

N165 Fundamentals of Game Development I
50 hours, 4 credits
This course introduces the non-technical study of games, the game development process, and the game industry. The course establishes a lexicon for discussing games and introduces tools for analyzing and understanding games and game design. The course will also present an overview of core concepts including game mechanics, game theory, the experience of playing games, and the cultural, technical, and social aspects of games.
Prerequisite: none

N171 Introduction to Networks
40 hours, 3 credits
This course introduces the foundation to understanding computer networks, including structure and function, components, and models of Local Area Networks (LAN), Wide Area Networks (WAN), and the Internet. Students will learn the fundamentals of Ethernet concepts such as IP addressing, protocols, hardware, and network topologies. Students will learn basic configuration of network devices and apply basic troubleshooting techniques. A variety of hands-on activities and simulations will be used. This course introduces some of the concepts covered in the Cisco Certified Entry Network Technician (CCENT) certification exam. CCENT education continues in the Cisco-Routing and Switching course.
Prerequisites: Fundamentals of Hardware and Software I

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: Advanced Algebra

N200 Systems Analysis
20 hours, 2 credits
This course covers analysis of information systems including networks, server environments, business solutions, and databases. Students will be exposed to different projects that have complex systems and be asked to create analysis documents and diagrams. Improving the functionality of the systems will be a primary goal of this course.
Prerequisite: Intro to Networks

N201 Cisco Cisco Network Routing and Switching
40 hours, 3 credits
This course prepares students to work with routers and switches in a Local Area Network. Students will learn how to configure and troubleshoot Cisco switches and routers. Concepts in the course will include routing protocols like RIPv1, RIPv2, OSPF, VLANs and VLAN routing in both IPv4 and IPv6 networks, as well as DHCP, DNS, and NAT. This course will build upon the knowledge students have taken at the Cisco Certified Entry Network Technician (CCENT) Exam by using a variety of hands-on labs and simulations to understand routers and switch configuration by emphasizing practical, real-world principles.
Prerequisites: Introduction to Networks; Microsoft Windows Server
N204 Human-Computer Interaction and Interface Design 40 hours, 4 credits
How a person interacts with a game is one of the more crucial aspects in determining the success of the game among consumers. This course will emphasize the details and planning process that must be followed to ensure a successful interface for the game that is to be played. Various techniques of creating buttons, menus, and other types of interfaces will be explored to give the student a wide exposure to this important element in creating games.
Prerequisite: Programming II

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

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

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 C++ can start to be utilized in game programming.
Prerequisite: Programming I

N208 Linux Administration 40 hours, 3 credits
This course is designed to introduce the Linux operating system. The 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 prepares students to take an industry accepted Linux certification exam.
Prerequisite: Microsoft Windows Server

N209 PHP/MySQL Administration 60 hours, 4 credits
Students learn the fundamental areas of two widely used Web application database tools, PHP and MySQL for implementing and managing database-driven websites. Topics will include PHP scripting, database 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 assembly level, computer operating system, assembly language to machine language, and the development of machine and assembly language programs using multiple addressing modes, branching, and subroutine calls.
Prerequisite: Foundations of Software Design

N211 Windows Scripting 50 hours, 3 credits
This course is designed to teach students basic scripting skills that can be used to automate administrative tasks and reporting. Topics will include an introduction to programming structures like variables, decisions, loops, arguments, and functions. Students will create Microsoft Windows-based scripts using technologies such as VBScript, PowerShell and take advantage of additional features in windows components such as WMI and ADMS.
Prerequisite: Windows Active Directory

N212 Fundamentals of Game Development II 60 hours, 4 credits
This course builds on the Fundamentals of Game Development I and introduces students to the different game platforms currently on the market. This includes games consoles as well as mobile platforms. In addition, students will be exposed to the various approaches used for creating games for these platforms as well as for creating platform agnostic games.
Prerequisite: Fundamentals of Game Development I

N221 Mobile and Mac OS Security 40 hours, 3 credits
This course gives students an alternative perspective on securing multiple mobile operating systems. Students will learn how to apply security principles to Android, iOS, and Mac operating systems. They will learn how hackers penetrate these systems and how to properly secure each environment. Students will learn about aspects of BYOD (Bring Your Own Device) and understand what additional security measures need to be implemented to secure devices that are utilizing public networks.
Prerequisite: Networking Security

N222 Software Security for Game and Simulation Production 40 hours, 3 credits
This course provides a broad overview of the fundamental principles of physics as they apply to game and simulation programming and prepares students in the use of physics engines within a game development environment. Topics include introductions to classical mechanics and dynamics, gravity, magnetism, optics and acoustics.
Prerequisite: Math for Game and Simulation Production II

N225 Interactive Storytelling 40 hours, 3 credits
This course explores the integration of storytelling and interactivity. From the fundamentals of creating stories to the integration of game technology, students will write and build worlds where story interacts with game structure. Subjects will include linear narrative, myths and the hero’s journey, character development, and storytelling methodologies from folklore to LARPs and text adventures.
Prerequisite: Fundamentals of Game Development II

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

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

N230 Fundamentals of Ethical Hacking 40 hours, 3 credits
This course will show students the opposing side to network security. Students will gain insight into the hacking mindset as well as learning how to directly apply ethical principles to the work they perform on a day-to-day basis. Students of this course will learn how to utilize various tools commonly used by network security as well as hacking. The end result of this course is to give the student a stronger perspective on how to utilize tools to better test and secure networks against threats.
Prerequisite: Networking Security

N231 Web Application Development 60 hours, 4 credits
This course is designed to provide students with an introduction to current web application development techniques. Topics include HTML5 and CSS3 as well as an introduction in scripting using PHP as well as Javascript. In addition, the core principles of social media application development are covered.
Prerequisite: Programming Fundamentals

N233 Software Packaging and Deployment 50 hours, 3 credits
This course is designed to provide students with an understanding of how to rapidly deploy applications and operating environments. Students will utilize various methods of application deployment through creating automated installs and application and operating systems images. Students will successfully package and deploy applications and operating systems via these methods in a virtual and stand-alone environment.
Prerequisite: Microsoft Windows Server

N234 Microsoft Exchange Server 40 hours, 3 credits
This course introduces students to a detailed examination of the Microsoft 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 mix of real-world examples of networking and messaging issues. This course uses a combination of reading, lecture, and lab work to reinforce the 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
This course will teach the concepts 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 an understanding of Cisco equipment and software, 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, passwords, policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database activities.
Prerequisite: SQL Server Administration

N237 C# 50 hours, 3 credits
Students will work with the C# programming language and gain an understanding of how it can be used to handle important computing tasks. Concepts such as Graphical User Interfaces, multimedia development, and video game development will be covered.
Prerequisite: Programming II

N259 Mobile Support Principles 40 hours, 3 credits
The Mobile Support Principles course covers the challenge of supporting mobile devices within a business. Topics covered are how to install custom software applications on various mobile operating systems as well as deploying standard operating images across multiple mobile devices. Additional time is spent on configuration of various mail clients, network configuration and general security troubleshooting.
Prerequisite: Introduction to Networks

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 a person interacts with a game. They will work with different consoles from various manufacturers. This course guides the student through the various parts of a console that will have grown in complexity over the years (memory, processing, storage, and debugging) to name a few. This systematic approach will allow the game programmer to determine what modifications and changes need to be made as games become part of the game libraries for different vendors.
Prerequisite: Programming II
N273 Business Intelligence Reporting 40 hours, 3 credits
The goal of this course is to allow students to understand what business intelligence is and how it affects the success or failure of organizations. In particular, this course will focus on business intelligence using industry-standard reporting tools as the basis for deriving this information.
Prerequisite: SQL Server Administration

N274 SQL Server Administration 40 hours, 3 credits
The goal of this course is to prepare individuals to work with and administer SQL Server 2008. Students will learn how to install and maintain SQL Server 2008 and also how to use various tools helpful in creating backups, promoting security, and to enhance availability and performance of the database.
Prerequisites: Microsoft Windows Server

N276 Applied Game and Simulation Theory 40 hours, 4 credits
This course covers the applications for and the development of simulations from game-like “sim” to educational and military simulations. This course combines reading and critical thinking skills with hands on development of simulations within 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 I 4 hours, 3 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 management, and content delivery. Important workforce assets of individual drive and management, and content delivery. Important workforce assets of individual drive and management, and content delivery. Important workforce assets of individual drive and management, and content delivery.
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 games 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 render exposures, and generate interactive elements and incorporating sound and video and testing Flash movies. Also, students explore the steps in creating Flash productions from start-to-finish, including site map and navigation building, button making and output.
Prerequisite: Multimedia Technologies

N316 Principles of Shader Programming 50 hours, 4 credits
This course provides an introduction to 3D programming, with an emphasis on using real-time shaders. The fundamentals of game simulation lighting are covered along with how to do the shader programming to achieve more realistic “looks” in games. 3D lighting, texting, alpha blending, and stenciling are covered in detail in this course.
Prerequisite: Principles of Computer Graphics

N320 Polygon Modeling 60 hours, 4 credits
This course demonstrates the techniques of modeling objects in a three-dimensional environment. Students will manipulate primitive objects such as cubes, spheres, pyramids, and create 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 networking web services, including database applications deployed on very large-scale websites.
Prerequisite: Java I

N323 Asset Management 40 hours, 3 credits
This course is designed to teach students best practices in inventory management. Topics include hardware and software audits, asset tracking systems, software licensing, and service contracts management.
Prerequisite: Project Management for IT

N324 Portfolio, Package and Publish 40 hours, 4 credits
This course teaches 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.
Prerequisites: Game Production Project I; Simulation Production Project I

N335 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 efficiently and outputting 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

N346 Advanced Animation 40 hours, 6 credits
This course is intended for students with an understanding of 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 pictures and watching actual animation pieces as well as taking part in exercises that demonstrate animation in action. This course also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development, and dramatic structure.
Prerequisite: Digital Media Assembly

N349 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 simulation lighting are covered along with how to do the shader programming to achieve more realistic “looks” in games. 3D lighting, texting, alpha blending, and stenciling are covered in detail in this course.
Prerequisite: Principles of Computer Graphics

N350 SQL Server Administration 40 hours, 3 credits
This course is designed to teach students best practices in inventory management. Topics include hardware and software audits, asset tracking systems, software licensing, and service contracts management.
Prerequisite: Project Management for IT

N351 The Study of Animation 60 hours, 4 credits
This course is intended for students with an understanding of 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 pictures and watching actual animation pieces as well as taking part in exercises that demonstrate animation in action. This course also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development, and dramatic structure.
Prerequisite: Digital Media Assembly
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 methods for advanced and professional results in Photoshop, all within a framework of artistically professional sensibility which will allow the student to develop their own professional work.
Prerequisite: Digital Photography

N326 Legal and Security Issues 40 hours, 4 credits
This course offers an overview of the legal processes involved in implementing and maintaining an E-commerce website. In addition, this course examines the security issues involved in maintaining a web or intranet/ internet site and potentials for misuse.
Prerequisite: N327 SSCP Certification Preparation

N327 SSCP Certification Preparation 60 hours, 4 credits
The SSCP credential ensures that candidates continuously monitor systems to safeguard against security threats. From the course, the student will be competent in access control, cryptography, malicious code and activity, monitoring and analysis, networks and communication, risk, response and recovery, and security operations and administration.
Prerequisite: Network Security and Cryptography

N328 Quality Assurance in Game and Simulation Production 50 hours, 4 credits
Quality assurance is one of the most important elements in game production. This course focuses on the management and quality assurance methods. Topics include strategies for playtesting and including playtesting feedback in the iterative design loop.
Prerequisite: Software Engineering for Game and Simulation Production

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, SCSI, 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 projected growth.
Prerequisite: Introduction to Networks

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

N333 Wireless, Mobile and Cloud Security 50 hours, 3 credits
Wireless, mobile and cloud computing are some of the hottest technologies on the market today. Security concerns and vulnerabilities are often an afterthought, leaving many systems vulnerable to attacks. This course will cover techniques to ensure secure mobile communications, operational integrity and customer data protection.
Prerequisite: Networking Security

N334 Game Engines and Integrated Game Development Environments 60 hours, 4 credits
The goal of this course is to introduce students to the use of game engines and integrated game development environments for game production. Topics will include a general overview of the available game engines as well as an in depth introduction to the use of Unity. Students will learn how to use Javascript and C# within Unity and how to utilize external game assets within the Unity development environment.
Prerequisite: C# or C++

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. Throughout the course, students will gain a firm foundation on the fundamental differences between digital photography and traditional manual film including lighting and print.
Prerequisite: Audio/Video Editing

N341 Software Systems Engineering 50 hours, 4 credits
This course exposes students to the implementation of software systems at a high level with an emphasis on rigorous algorithm development and test suites. The course introduces the systems aspect of development and tradeoffs related to resource management, system constraints, and software quality. Students will examine hardware and software efficiencies. Students are also exposed to requirements analysis and the techniques to develop a functional system from specified requirements.
Prerequisite: Algorithm Analysis

N342 Scripting 50 hours, 4 credits
This course is designed to teach students basic scripting skills that can be used to automate administration tasks and reporting. Topics will include an introduction to programming structures like variables, decisions, loops, arguments, and functions. Students will work with examples of Shell, VB, Perl and TCL scripts and examine cases involving Linux, Windows and Cisco IOS automation through scripting.
Prerequisites: Cisco Networking Fundamentals and Routing; Linux Administration; Windows Active Directory

N343 Security Policies and Implementation 40 hours, 4 credits
This course includes a discussion on security policies that can be used to help protect and maintain a network, such as password policy, e-mail policy, and internet policy. The issues include organizational behavior and crisis management.
Prerequisite: none

N344 IT Security for Managers 40 hours, 3 credits
This course offers the perspective of how to manage security within a business environment from the IT Manager’s point of view. Students will gain the overarching idea of securing not only the network but also implementation of physical security and change management. Topics covered include security solution requisition, deployment strategies, bug reporting and penetration testing.
Prerequisite: Network Security

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 Authorizing 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 interpretive 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 both to analyze existing games and to develop their own original game ideas.
Prerequisite: Artificial Intelligence

N347 Mobile Game Development 60 hours, 4 credits
The goal of this course is to use mobile application development methods for mobile game development. Students will learn how to utilize HTML5, CSS3, JavaScript and PHP to create device independent mobile games.
Prerequisite: Web Application Development

N350 Concept Development for Digital Media 40 hours, 4 credits
This course is concerned with problem solving, research, and presentation skills for multimedia projects. Brainstorming, narrative, storyboarding, animation, 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: Storyboarding Development for Digital Media

N355 Game Planning and Development Strategies 60 hours, 4 credits
In this course students will cover the planning of the game and simulation development process from high-level design to low-level implementation. The course teaches 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

N356 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 wear an audience and factors such as the environment of the game will be addressed along with considering factors such as user input 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 risks 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 hypervisors, distributed virtual switch (DSV), server-side vs. client-side desktop virtualization (SOHO & VDI) and virtual appliances. Students will gain hands-on experience with deploying and managing virtual systems and applications.
Prerequisite: Introduction to Networks

N380 Project Management for IT
40 hours, 4 credits
This course covers the project management aspects of the IT department. Students will learn how to properly apply project management principles within the IT department to properly deploy network and software solutions. Students will utilize project management software for tracking purposes as well as develop their own method of project tracking. Topics such as ITIL principles on Project Management will also be infused into the content of the course.
Prerequisite: Support Management

N385 Scripting - Shell Scripting / Python / Perl
50 hours, 4 credits
This course is designed to teach students basic scripting skills that can be used to automate administrative tasks and reporting. Topics will include an introduction to programming structures like variables, decisions, loops, arguments, and functions. Students will work with examples of Shell, VB, Perl and TCL scripts and examine use cases involving Linux, Windows and Cisco IOS automation through scripting.
Prerequisite: Linux Security Strategies

N401 Artificial Intelligence
60 hours, 4 credits
Students will learn how techniques in Artificial Intelligence (AI) can be utilized to allow software applications to mimic human or intelligent behavior in a variety of contexts ranging from expert systems to computer-controlled game opponents. Students will be exposed to topics such as natural language processing and parsers, problem solving algorithms, and knowledge representations. The implications of the intelligent agent paradigm as it relates to common sense and creativity will also be explored.
Prerequisite: Programming II

N402 Network Systems Design
50 hours, 4 credits
This course offers the study of the technology, network architecture and topologies, and software used by systems of network-connected computers. Topics include data transmission, local area network architectures, network protocols, distributed systems, security, and network applications such as email, various transfer protocols, and services of the Internet such as the World Wide Web. Students will develop programs that run concurrently running computers within various network configurations.
Prerequisite: Operating Systems Design

N403 Advanced Mobile Application Development
40 hours, 3 credits
Building upon the topics covered in Mobile Application Development, this course provides students with instruction in the creation of more complex applications and programs. Students will learn how to use the Dalvik virtual machine as a platform to develop Android applications. Additionally, students will understand the differences in developing applications in a wide range of vertical industries including healthcare, science, and entertainment.
Prerequisite: Mobile Application Development

N404 Cloud Computing
40 hours, 4 credits
This course offers an in-depth study of current cloud computing technologies and services. Topics include cloud networking, cloud bridging, virtualization 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
50 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 these analyses to produce experimental art projects. The course builds upon traditional and digital visual-art skills learned in previous courses to create imaginative solutions to digital problems.
Prerequisite: Advanced Methods of Computer Graphics

N406 IT Operations Management
40 hours, 4 credits
The purpose of the IT Operations Management course is to give students a numeric perspective on the IT department. Students will learn how to develop standard operating procedures, create support metrics, and apply these to the proper operation of the IT department. This course will also cover how to properly read and analyze network utilization reports and properly staff various IT departments based on proposed call volume and support needs. Utilization of helpdesk tracking tools and implementation of a tracking system will also be covered to ensure an IT department has the proper foundation to start metrics reporting.
Prerequisites: Project Management for IT, IT Security for Managers

N407 Networking and Multiplayer Game Development
60 hours, 4 credits
Students are introduced to the foundations of management information systems. This includes current trends, fundamental MIS technology concepts, applications for business functions, and management practice. Students will gain exposure to analyzing, utilizing, and supervising integrated management information systems. Topics include: Game Engines and Integrated Game Development Environment
Prerequisite: Game Engines and Integrated Game Development Environment

N408 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 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 network design, systems backup and recovery strategies, hot/warm/cold site strategies, and documentation and testing of recovery plans. Students will learn how to properly analyze risks within an IT department. Topics covered are Disaster Recovery Planning, Business Continuity Planning, and how to create Risk Analysis documents for all applications associated with disaster recovery.
Prerequisite: Service Management

N412 Risk Management and Business Continuity
50 hours, 4 credits
This course covers how to properly analyze risks within an IT department. Topics covered are Disaster Recovery Planning, Business Continuity Planning, and how to create Risk Analysis documents for all applications associated with disaster recovery.
Prerequisite: Service Management

N413 Asset Development I
60 hours, 4 credits
This course provides a brief introduction to the development of 2D and audio assets for game and simulation development. Students learn the production process involved in 2D and audio asset creation and develop the skill necessary to create 2D and audio assets for the games developed within this program.
Prerequisite: Fundamentals of Game Development I

N415 Digital Effects Creation
60 hours, 4 credits
This course focuses on the use and application of effects in film and video at an advanced, post-production level. Learn professional methods of controlling digital and video representation, and 3D effects. Master the digital workflow by compositing footage, digital imagery and CG. Topics include virtual cinematography, morphing, lighting, rendering, particle effects, dynamics, camera properties, motion tracking, and filters.
Prerequisite: Digital Media Production

N416 Access Controls, Authentication, and PKI
40 hours, 4 credits
This course introduces the concept of access control to information systems and applications. Access, authentication, and accounting for end-users and system administrators will be covered. In addition, security controls for access control including tokens, biometrics, and use of public key infrastructures (PKI) will be covered.
Prerequisite: none

N420 Network Security and Cryptography
40 hours, 3 credits
This course examines threats to computer networks, network vulnerabilities, techniques for strengthening passive defenses, tools for establishing an active network defense, and policies for enhancing forensic analysis of crimes and attacks on computer networks. Topics include private and public key cryptography, digital signatures, secret sharing, security protocols, formal methods for analyzing network security, electronic mail security, firewalls, intrusion detection, Internet privacy and public key infrastructures. Students will analyze existing system examples as a guide to protecting their own systems. Students will also analyze existing system samples as a guide to their own system development project. During the course the students will also examine computer forensics techniques and terminology.
Prerequisite: Digital Media Production

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 as an in-depth look at object-oriented architecture and design patterns used in game development. UML, risk analysis, software 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.
Prerequisite: Risk Management and Business Continuity

N423 Windows Security Strategies
40 hours, 4 credits
This course discusses security implementations for various Windows platforms and applications. Areas of study include identifying and examining security risks, security solutions, and tools available for various Windows platforms and applications.

N424 Storage Management
40 hours, 3 credits
The goal of this course is to cover various methods of data management. Students will learn about Storage Area Networks, Disk Arrays, and data backup. Students will also cover topics such as data de-duplication, cloud backup and managing both physical and virtual data backup environments. Topics also covered are how to maintain both onsite and offsite data backups and creating a backup rotation policy.
Prerequisites: Advanced Networking, Application Infrastructure Hardware, Cloud Computing

N425 Storyboard Development for Digital Media
40 hours, 4 credits
This course will introduce the student to utilizing storyboards to visually represent staging and camera movement. Specific attention will be paid to utilizing storyboards for shot types, angles, cuts, and transitions. Students will analyze existing storyboard samples as a guide to creating their own storyboard project. During the course the students will also examine visual cinematic techniques and terminology.
Prerequisite: Digital Media Production

N426 Asset Development II
60 hours, 4 credits
This course provides a brief introduction to development of 3D assets, including an in-depth use of 3D modeling, rigging and animation tools. The class will focus on the production process involved in 3D asset creation and develop the skill necessary to create 3D assets for the games and simulations developed within this program.
Prerequisite: Asset Development I

N430 Computer Forensics
40 hours, 3 credits
This course centers on computer literacy and criminal investigation legal issues regarding seizure and chain of custody, and technical issues in acquiring a recovery copy of computer systems. 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 MMORPG situations. Prerequisite: Practical Game Development

N432 Information Technology Management Capstone
20 hours, 2 credits
This course summarizes key learning throughout the student’s program. Students apply what they’ve learned by completing a network operations plan. The plan will include details of hardware, software, infrastructure design, security, disaster recovery and support/service management. Prerequisite: Advanced Networking; must be completed in the student's final quarter

N433 Operating Systems Design
40 hours, 3 credits
In the course, students learn how operating systems such as Windows, Linux, and the Mac OS X are a fundamental component of all computing systems. This course explores how operating systems are responsible for managing the running processes as well as the sharing of system resources such as the printers and storage over network infrastructures. The course provides an in-depth exploration of the design and implementation of modern operating systems. Topics include the evolution of operating systems, scheduling, paging, input/output devices, virtual memory, files, synchronization, and security. Prerequisite: Enterprise Application Support

N434 Simulation Production Project I
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.

Software Engineering for Game and Simulation Production

N435 Digital Video/Audio Project 60 hours, 4 credits
This advanced course in Audio/Video production is for students to create a final product that exemplifies the aesthetic and technical aspects of digital video recording, non-linear editing, special effect generation, and production of video (and associated audio) using After Effects, Premiere, Sound Forge and Director. Also considered will be the preparation of digital audio and video for use in interactive media such as CD, DVD and Web casts. Students will produce a final project on DVD. Students may work as a team on this project.

Prerequisite: Digital Media Production

N436 Simulation Analysis and Design
50 hours, 4 credits
This course offers students an in-depth exploration of the use of probability theory and statistical methods in the development of computer simulations used to study and model real-world phenomena. Students will build application frameworks for 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 for securing Linux platforms and applications and implementing those methods. Prerequisite: Linux Administration

N440 Web Design Project 60 hours, 4 credits
The purpose of this course is the advanced application of knowledge gained by students in the process of developing websites. This course will take a user-centered approach to designing websites and will focus on the entire lifecycle of a website, from the idea of creating a website, through requirements gathering, conceptual design, physical design, testing, and implementation.

Prerequisite: Advanced HTML coding with CSS

N441 3D Game Character Creation
60 hours, 4 credits
This course is designed to equip digital media students with skills in 3D character creation and effects in a game environment. During this course students will explore advanced 3D modeling and animation theory and principles which focus on character animation as it applies to the gaming environment. Specifically, these principles and theories are applied to the context of interactive narratives and games. Advanced modeling will also be explored. Student will engage in the study of character posing and rigging for games, advanced animation, create character animation as well as morphing and blending to create expressive characters.

Prerequisite: Polygon Modeling

N442 Hacker Techniques, Tools, and Applications 40 hours, 4 credits
This course is an introduction to hacking tools and incident handling. Areas of instruction include various tools and vulnerabilities of operating systems, software, and networks used by hackers to access unauthorized information. This course also addresses incident handling methods used when information security is compromised.

Prerequisites: none

N443 Service Management 40 hours, 4 credits
This course provides a more in-depth examination of the Information Technology Infrastructure Library (ITIL®) public framework of best practices in IT service management. Topics include incident and service level agreements (SLAs), availability and capacity management. Students will write SLAs covering incident response times, availability, and capacity infrastructure performance.

Prerequisite: Support Management

N444 Simulation Production Project II 60 hours, 4 credits
This course is a continuation of the Simulation Production Project I course. Students will continue on their project from the prototype to the final release stage.

Prerequisite: Simulation Production Project I

N445 Animation Graphics Project 60 hours, 4 credits
This course combines the accumulated knowledge of students in the design and creation in 3D environments. The culmination of this knowledge will be a final 3D project using modeling, texturing and animation techniques. Students are expected to explore various theories and techniques to create professional summatve 3D animation project.

Prerequisite: 3D Game Character Creation

N450 Game Assets 60 hours, 4 credits
This course focuses on the development of visual elements and programming used in the development of a video game. It covers areas such as game engine 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 in-depth knowledge of performance monitoring, benchmark performance and implement monitoring techniques to proactively identify and react to changes in the environment. Topics include advanced techniques in 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 after the Game and Simulation Production course

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 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 formula into operational program code.

Prerequisite: Programming II

N462 Game Production Project I 60 hours, 4 credits
This course demonstrates advanced techniques for computer game design and programming. Techniques used in game engines, such as: animation synthesis, autonomous character behaviors, building structures for interactive system, solving multiplayer interface and social issues are covered in this course. Students utilize these skills to produce a game prototype as a final project.

Prerequisite: Software Engineering for Game and Simulation Production

N463 Game Production Project II 60 hours, 4 credits
This course is a continuation of the Game Production Project I course. Students will continue on their project from the prototype to the final release stage.

Prerequisite: Game Production Project I

N465 Industrial Simulation Project 60 hours, 4 credits
This course is designed around a final project in Industrial Simulation. We will focus on design and research issues pertinent to design exploration and presentation through simulations. Throughout the course we will explore concepts in modeling, simulation, and design common to many domains, and investigate specific applications from a variety of fields ranging from weather to ecology to traffic management and architectural interactivity.

Prerequisite: Multiplayer Game Programming

N466 Unified Communications and Mobile Computing 50 hours, 4 credits
This course teaches students about the trends in telecommunication, 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 Development 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 this 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: Game & Simulation Programming BS Degree program; Network and Multiplayer Game Development; Programming II

Prerequisite: Computer Science BS Degree program; Programming II
NM250 Dynamic Content Management

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

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

NM202 3Dimensional Animation

This course is designed to give 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 use of basic keyboarding, and basic troubleshooting. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: none

NM121 Typography

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 Autodesk design software.

Prerequisite: none

NM115 Networking and Internet Technologies

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

NM122 Digital Publishing

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

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/Voice Editing

Students learn the theory and processes of audio/video editing using non-linear editing software on the desktop. Exercises in production and post-production techniques will be applied for various delivery media. Students produce and edit a series of short videos for video, disk and Internet applications. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Introduction to Multimedia Design

NM131 Introduction to 3D Arts and Animation

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 will 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

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

Prerequisite: Audio/Video Editing

NM240 3-Dimensional Animation

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

NM140 Nursing Pharmacology

This course is designed to develop the student’s knowledge of the basic pharmacologic concepts and principles of medications and their use by nurse as therapeutic agents in patient care. Mechanism of drug actions, pharmacokinetics, and adverse reactions are discussed. Students will learn major drug classification, selected prototypes, along with nursing considerations and medication management. Legal and ethical responsibilities are also addressed. Integration of problem solving skills and mathematical calculations related to safe medication administration is a critical part of the course.

Prerequisites: Admission to the Nursing Program; English Composition 2; Advanced Algebra; Anatomy & Physiology I; Introduction to Sociology; General Psychology; Human Growth and Development

NU145 Fundamentals of Nursing

180 hours, 10 credits

NU145 Lecture (50 hours, 5 credits)
NU145L Lab (40 hours, 2 credits)
NU145LL Clinical (90 hours, 3 credits)

This course provides the foundation for the nursing program. Emphasis on Rasmussen’s Mission and Philosophy; Care values and Rasmussen’s Nursing Model framework is included. Students are introduced to the history and professional standards of nursing practice and the nursing process. Emphasis is on core concepts in nursing such as patient rights, family, culture, communication, critical thinking, teamwork and teaching, as well as legal and ethical principles. Pain, infection control, health assessment, diversity, safety, and life span considerations are also addressed.

Prerequisite: Nursing Pharmacology

NU155 Adult Nursing I

160 hours, 9 credits

NU155 Lecture (50 hours, 5 credits)
NU155L Lab (50 hours, 5 credits)
NU155LL Clinical (90 hours, 3 credits)

In this course, students will be introduced to the physiologic response of the human body to diseases affecting various body systems. Pathophysiology mechanisms of specific diseases are covered with emphasis on client assessment and the development of an individualized plan of care to manage the manifestations of the disease. Special emphasis is given to cultural responses and differences if they exist. This course also includes a section introducing mental health nursing, mental health diseases and the pathophysiology mechanisms of specific diseases according to the DSM-IV. Integration of client-patient relationships, therapeutic communication, and current treatment as well as pharmacology interventions to manage mental health disorders is also included.

Prerequisite: Fundamentals of Nursing

NU215 Adult Nursing II

170 hours, 9 credits

NU215 Lecture (50 hours, 5 credits)
NU215LL Clinical (120 hours, 4 credits)

This course is designed to address pathophysiology mechanisms of specific diseases associated with medical surgical diseases. Emphasis is on client assessment and the development of an individualized plan of care, and current treatment of the manifestations of the diseases. Special emphasis is placed on cultural responses and differences if they exist. Pharmacologic principles are discussed as it relates to the management of specific diseases. This course also includes a section introducing mental health nursing, mental health diseases and the pathophysiology mechanisms of specific diseases according to the DSM-IV. Integration of client-patient relationships, therapeutic communication, and current treatment as well as pharmacology interventions to manage mental health disorders is also included.

Prerequisites: Adult Nursing I
PL121 Civil Litigation and Procedure II

Students will continue to develop and refine litigation skills. The course will focus on discovery, pre-trial procedure, trial procedure, post-trial procedures, and current litigation trends.

Prerequisite: Civil Litigation and Procedure I

PL142 Contracts: Managing Legal Relationships

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 breached contract.

Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate PL145 Paralegal Ethics

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

PL216 Corporate Law

This course provides a basic understanding 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 perations 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

PL226 Law Office Technology: Cyberspace and the Paralegal Profession

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 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

This course examines the fundamentals of tort law and provides a basic understanding of the principles of tort litigation. Through class 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

This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to prepare issue briefs related to family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, constitution, divorce, annulment, custody and support, adoption, guardianship, and paternity. Students will draft pleadings and documents including antenuptial and property settlement agreements.

Prerequisite: Introduction to Law and the Legal System

PL235 Legal Research

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 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 legal questions and evaluate the level of authority of various legal sources.

Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate

PL240 Legal Writing

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, judges 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 structured 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 Caspstone

This course will provide students with an opportunity to integrate and develop theoretical knowledge from the Paralegal program in the form of real-world paralegal assignments suitable in the online environment. Interview videos will be reviewed and analyzed, paralegal files completed, and “electronic office” and “paperless office” methods will be practiced.

Pre or Co-requisite: Law Office Technology: Cyberspace and the Paralegal Profession; Students must be in their last or second-to-last quarter

PL290 Paralegal Internship

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 must be the principal supervisor at the conclusion of the internship.

Prerequisite: Students must be enrolled in their last or second-to-last quarter

PT105 Introduction to Pharmacy

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 OPR. 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, dosages 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 designed 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 intern experiences 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: Programming Fundamentals

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 in the Software Application Development AAS Degree program: Java I
Prerequisite in the Game and Simulation BS Degree program: Web Application Development

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: Programming Fundamentals

W107 Programming Fundamentals
40 hours, 3 credits
Students will work with the Java programming language to learn about Java bytecode programs and how they are executed within a Java virtual machine. Students will study class libraries and gain an understanding of how they perform important computing tasks, how they interact with computer hardware and operating systems, and how they handle deficiencies encountered on computing platforms. Concepts such as Graphical User Interfaces, multimedia development, and web programming will be explored as well as the use of Java programming in the development of applications for mobile devices.
Prerequisite: none

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: Programming Fundamentals

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; Programming Fundamentals

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: Programming Fundamentals

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.
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. 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
- 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 and submitted, and paid
- 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 for non-refundable test fees required for the Medical Laboratory Technician, Surgical Technologist, or School of Nursing programs.
  - All financial arrangements 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 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 party to the contract is their parent or 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.
- Applicants providing a college transcript indicating a grade of C or higher on a grade of Pass in college-level English and/or mathematics are not required to complete College entrance placement examinations in the corresponding subject area. Students are required to complete coursework in areas in which they have previously proven this proficiency.
- Applicants without a conferred associate’s degree or higher and who have not completed a college-level English course are required to complete the Reading & Writing sections of the placement examination. Students who have completed a college-level math course are required to complete the math portion of the placement examination.

Applicants providing a transcript with a conferred associate’s degree or higher are not required to complete the College entrance placement examination in Reading and Writing and will not require remedial coursework in this area. Students providing a transcript with a conferred Associate’s degree or higher indicating a passing grade in college-level mathematics are not required to complete the College entrance placement examination in mathematics and will not require remedial coursework in this area.

Successful completion of Rasmussen College Experience Course. All prospective students, except as noted below, of Rasmussen College must successfully complete the College Experience Course with a cumulative score of 80% or higher in order to continue the enrollment process. Students who do not successfully pass the College Experience Course with a score of 80% or higher on the first attempt will be allowed an additional opportunity to re-take the course three months after the start of the first attempt. The student may be allowed to retake earlier than the three months upon a granted appeal. A third and final attempt may be granted based on two conditions: 1) one year has passed since the original first attempt; 2) written request is submitted by the student.

The following students are exempt from the College Experience Course requirement: graduates of Rasmussen College within the last two years, students who successfully completed the Child Development Associate preparation program (CDA) within six months of enrolling into a program; students accepted into Surgical Technologist, Medical Laboratory Technician, Law Enforcement Skills, Law Enforcement Academic and Law Enforcement AAS, Nursing, Flex Choice or Accelerated programs, Early Honors program and Individual Progress and Audit students as well as reenering students who have already successfully completed the College Experience Course. Students accepted into Surgical Technologist, Medical Laboratory Technician, Law Enforcement Skills, Law Enforcement Academic and Law Enforcement AAS, Nursing, Early Honors program and Individual Progress and Audit students as well as reenering students who have already successfully completed the College Experience Course will be required to successfully complete the Online College Readiness Course.

- All financial arrangements are complete, submitted and verified
- For selected programs, applicants must also pass a criminal background check. See additional information.
- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
- International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
  - TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  - Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20.
  - 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.
    4) In addition to all other admissions requirements, students must be at least 16 years old to enrol 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 will be the date of the 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.
**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 student services issues that may impair the ability to complete clinical, externship or practicum activities, obtain employment upon graduation, or accumulate unnecessary student loan debt.

The following programs require a general background check for admission in all states:
- Criminal Justice
- Early Childhood Education
- Fire Science
- Health Information Management
- Health Information Technician
- Healthcare Management
- Human Services
- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills
- Medical Billing and Coding
- Paralegal
- Pharmacy Technician

The following programs require a general background check for admission in all states except Minnesota. In Minnesota, these programs require a Minnesota Department of Human Services background check for admission:
- Health Sciences
- Medical Assisting
- Medical Laboratory Technician
- Practical Nursing
- Professional Nursing
- Surgical Technologist

In Minnesota, the following programs require a Criminal Apprehension background check in addition to the general background check for admission:
- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills

In Florida, the following programs require a Florida Department of Law Enforcement (FDLE) background check in addition to the general background check for admission:
- Practical Nursing
- Professional Nursing

Programs listed here may not be available in each state. See program pages in this catalog or program listings on rasmussen.edu for program availability.

**General Criminal and FDLE Background Check Process**

A student enrolling in any of the general criminal or FDLE background check designated programs must complete a Background Release Form, as well as a Background Check Attestation. This process may delay a student’s funding until the background check process is complete.

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 probable or possible letter. The student may acknowledge the issue and make an informed decision to continue or to change programs.

**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 or Campus Director 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 the Student Academic Progress, re-entering students are treated as continuing students and must meet progress requirements. All reentering students, regardless of time away from the College, must successfully complete the College Experience Course or have a record of successfully completing the College Experience Course as part of the acceptance process for returning to the College. All re-entering students must comply with all 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 previously completed general education courses will be applicable as required in the program.
- Students must complete the freshman seminar as part of certificate course requirements the quarter they are scheduled to enter or prior to summer quarter of 2011 will not be required to take the seminar the quarter following. 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 of completion.
- Students must complete the freshman seminar as part of certificate course requirements the quarter they are scheduled to enter or prior to summer quarter of 2011 will not be required to take the seminar the quarter following. 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 of completion.
- Students must complete the sophomore seminar in the quarter in which they finish the Bachelor or associate degree program.
- Students must complete the sophomore seminar in the quarter in which they finish the Bachelor or associate degree program.
- Students must complete the senior seminar in the quarter in which they finish the Bachelor or associate degree program.
- Students must complete the senior seminar in the quarter in which they finish the Bachelor or associate degree program.
- Students must complete the junior seminar in the quarter in which they finish the Bachelor or associate degree program.
- Students must complete the junior seminar in the quarter in which they finish the Bachelor or associate degree program.

The purpose of the non-credit, pass/fail grade requirement seminar course is to challenge students at the conclusion of the seminar program to study on concept 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 completed in the seminar courses are the completion of the Graduation 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.

For programs which require a conferred Associate’s degree from an accredited institution as recognized by the Department of Education in order to be considered for admission, students are not required to complete the Seminar course.
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 resources.
- If the student is taking transferring general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course resources.
- 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 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 exemptions.

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 Practical Nursing or Professional Nursing Programs

Applicants pursuing admittance into a Practical Nursing or Professional Nursing Program must complete the following steps in order to be deemed eligible for admission:

1. Applicants must achieve a score on the College entrance placement examination acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have 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.

2. Applicants must receive a letter from the College in the mail.

3. Students accepted into their program will receive a copy of the Student Handbook upon enrollment.

4. Applicants must be reviewed for degree eligibility and program placement.

5. If another applicant is deemed ineligible or decides not to begin class. These two alternates must complete all the necessary steps for admission. Alternates will be guaranteed the opportunity for enrollment into the next cohort provided they remain eligible for admission. Students must attend programmatic orientation as well as general orientation or risk being dismissed from the cohort.

Applying For Admission into the School of Nursing

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 may be exempt from all or portions of the College entrance exam per the terms of the College Acceptance or Rejection of Application for Admission College Entrance Placement Exam requirements. Applicants should understand that admission to the program is based on several factors with College entrance placement examination scores being the most significant. Therefore it must be assumed or implied that successful completion of all entrance exam requirements and/or Math course will guarantee admission into the program.

Applying For Admission into the School of Health Sciences Associate's General Specialization Degree

In addition to the College entrance requirements, applicants pursuing admittance into the Health Sciences Associate’s degree specialization programs must complete the following prior to being 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.

Applying For Admission to the Medical Laboratory Technician and Surgical Technologist Programs

Applicants pursuing admittance into the Medical Laboratory Technician (MLT) and Surgical Technologist (ST) Programs 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.

Applying For Admission into the School of Health Sciences Entrance Exam

Applicants who have successfully completed College entrance placement requirements for the College will be given access by admissions to the online registration process for the School of Health Sciences and School of Nursing Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a School of Health Science or School of Nursing program of study for which they qualify. Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing or to the Medical Laboratory Technician (MLT) or Surgical Technologist (ST) program. 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.

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Applying For Admission into the School of Health Sciences Entrance Exam

Applicants who have successfully completed College entrance placement requirements for the College will be given access by admissions to the online registration process for the School of Health Sciences and School of Nursing Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a School of Health Science or School of Nursing program of study for which they qualify. Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing or to the Medical Laboratory Technician (MLT) or Surgical Technologist (ST) program. 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.

Applying For Admission into the School of Health Sciences Entrance Exam

Applicants who have successfully completed College entrance placement requirements for the College will be given access by admissions to the online registration process for the School of Health Sciences and School of Nursing Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a School of Health Science or School of Nursing program of study for which they qualify. Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing or to the Medical Laboratory Technician (MLT) or Surgical Technologist (ST) program. 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.
Applying for Admission into the Software Application Development Certificate and Associate’s, Computer Science Bachelor’s, and Game and Simulation Programming Bachelor’s Programs
Minimum scores of 22 on the Math portion and 25 on the Writing portion of the STEP test are required for entry into these programs. Alternatively, the applicant may be exempt from all or portions of the College entrance placement exam per the terms of the College Acceptance or Rejection of Application for Admission College Entrance Placement Exam requirements.

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

Applying for Admission into the Health Information Management Bachelor’s Program
Applicants pursuing admittance into the Health Information Management BS Degree program must possess an Associate’s Degree in Health Information Technology/Management from a CAHIIM accredited program earned within the past five years or have an Associate’s Degree 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 juniors and seniors who have reached the minimum age of 16 have the opportunity to earn college credit through Rasmussen College’s Early Honors Program. The Early Honors Program is a great way for high school students to experience college while still supported by high school staff and mentors, try a course that may not be offered at the high school, or explore a possible future career by taking an introductory course.

Early Honors coursework is available both on campus and online based on space available.

Rasmussen College Early Honors Program Terms and Conditions
Students must meet the following criteria and expectations to participate in the Rasmussen College Early Honors Program:
• Applicants must complete an Early Honors Program Application, which includes a high school attestation indicating expected graduation date.
• Applicants must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).
• Applicants must submit a signed Early Honors High School Approval Form.
• Applicants must be high school juniors or seniors and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00. Proof of GPA must be validated by a High School Counselor or Administrator on the Early Honors High School Approval Form.
• Applicants must score at least a 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.
• Enrollment in the Program is limited to 20 students per quarter, per campus.
• Early Honors students may enter the Early Honors Program in the fall quarter of their junior year.
• The Early Honors program ends with the completion of spring quarter of the student’s senior year.
• A maximum of 24 credits per student can be taken in the Early Honors Program.
• Early Honors students may take up to 8 credits per quarter without a tuition charge.
• To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.
• Early Honors students may take one course in their first quarter of enrollment. Upon receiving a grade of B or higher in their first course, students can request to be scheduled for the second quarter.
• Students must maintain a cumulative grade point average of 3.0 in order to take two courses per quarter.
• Early Honors Applicants must meet with the Director of Admissions and Dean before being accepted to the Early Honors Program to ensure they meet all criteria and requirements, and to approve their schedule.
• Early Honors students will be accepted on a space available basis for each course selected.
• Early Honors students must meet all course prerequisites as listed in the catalog.
• Nursing courses designated with a “PN”, “PNR”, “NU” or “NUR” are not available to Early Honors students.
• Early Honors students are responsible for the course resources fee for each course taken. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The College will provide specific technology requirements information for each course.
• Students will receive college credit towards a degree, diploma, or certificate at Rasmussen College for all successfully completed courses.
• Early Honors students will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.
• Early Honors students will receive high school dual enrollment credit for successfully completed Early Honors course at the discretion of the student’s high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.
• Early Honors students may apply to a full program offered by Rasmussen College by completing the Application for Admission.
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.

**PRIMARY SOURCES OF FINANCIAL AID AND HOW TO APPLY**

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
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<tbody>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$600 - $5,730</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000, based on availability</td>
<td>Free Application for Federal Student Aid (FAFSA) — Awarded by the College</td>
</tr>
</tbody>
</table>

**EMPLOYMENT**

- 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

**FEDERAL LOAN PROGRAMS**

- Federal Subsidized Stafford Loan Program
  - Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.
  - 1st Year - $3,500
  - 2nd Year - $4,500
  - 3rd Year+ - $5,500
  - Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender and Entrance Counseling

- Federal Unsubsidized Stafford Loan Program
  - Principal and interest may be deferred until after student leaves college or attends less than half time.
  - Same as subsidized limits with additional $2,000 for Dependent. Independent: 1st & 2nd Year $6,000 3rd Year & above $7,000
  - Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender and Entrance Counseling

- Federal Parent Loan for Undergraduate Students (PLUS)
  - For credit-worthy parents of dependent undergraduates.
  - Up to college cost of attendance.
  - PLUS application and Promissory Note processed through College and Lender

**VETERANS’ BENEFITS**

- 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.

**Achieve Scholarship**

Rasmussen students may be eligible to receive an Achieve Scholarship award based upon specific enrollment criteria. Recipients can receive up to $8,000 (U.S.) in quarterly increments (if $500 per quarter) while attending as a full-time student (12 credits or more). Students in the Nursing Programs (Practical Nursing and Professional Nursing) and AcceleratED programs are not eligible for the scholarship. For a complete list of terms and conditions, visit rasmussen.edu/achieve or talk to a Program Manager.

**Real/Change Scholarship**

New prospective students enrolling in select programs at Rasmussen College may be eligible for the Real/Change Scholarship. The scholarship awards recipients up to $1,400 per year toward your tuition costs—up to $2,900 in additional scholarship funding for an Associate’s degree and $5,600 for a Bachelor’s degree. This scholarship will be awarded quarterly while attending Rasmussen College, and is calculated and applied as a 10% reduction from the current tuition rate.

In order to be eligible for the scholarship, new students must enroll at Rasmussen College in one of the select programs for the designated start date. Students must be continuously enrolled and maintain a minimum CGPA of 2.5 for the duration of their enrollment to receive their scholarship. For a complete list of terms and conditions, including the list of eligible programs and start dates, visit rasmussen.edu/realchange.

**Early Honors Program**

Rasmussen College is proud to offer select high school juniors and seniors who have reached the minimum age of 18 the opportunity to begin their professional career training early. The Early Honors Program is designed to reward those who have a strong academic background and a desire to succeed.

**Military Discount**

All current and retired military personnel, as well as veterans, enrolling in a degree, diploma, or certificate program may be eligible for a tuition discount on part-time tuition rates. In addition, the College will extend the discount to the spouse and dependents, age 18-21, of any service member on active duty as outlined above.

**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
  - Military Discount
  - Corporate Discount
  - AcceleratED Partner Success Grant
  - AcceleratED Scholarship
  - Achieve Scholarship

Students can combine any of the above with the Real/Change Scholarship, if they are eligible. The Real/Change Scholarship will be applied after the primary scholarship or grant has been applied. The Real/Change Scholarship will be applied after the primary scholarship or grant has been applied.

**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.

High School Professional Program participants are responsible for the course resources fee for each course taken. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. High School Professional Program participants electing to complete courses online will need to secure access to required hardware and software. The College will provide specific technology requirements information for each course. Grades will be recorded as audit grades with the student classified as an audit student.

Rasmussen College Academic Policies apply to participants in the High School Professional program.

rasmussen.edu
Individual Progress

Students must 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 attain a 70% of high school graduation. The Rasmussen College entrance placement exam is not required for IP course progression. Each individual progress student 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 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).

Auditing a Course

A student who audits a course does so for the purposes of self-enrichment and academic exploration. Students not enrolled in an eligible program who want to take courses without earning college credit are considered Audit students. This non-credit option is NOT available for courses beginning with a “CC” “NW” “NM” “NU” “P” “PM” “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” or “Audit” upon completion of the course. Students may choose to convert the Audit grade to a letter grade and earn credit for an additional fee. An audit student is considered a learner and it is expected that the student will participate with reasonable regularity and do assigned work, particularly if he/she expects to convert the Audit grade to a letter grade at a future time.

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 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 foundation coursework must attempt one such course in their first quarter of enrollment. Students requiring two foundation courses must attempt the first course, Reading and Writing Strategies (B080), in their first quarter of enrollment and the second course, Combined Basic and Intermediate Algebra (B085) in Illinois and Practical Math (B187) in other states, in their second quarter of enrollment. If a student withdraws from or does not pass a Foundation course, the student must successfully complete that course in the subsequent full quarter of enrollment or the student will be dismissed from the College. As such, any required Foundations courses must be completed no later than the end of the Student’s third full quarter of enrollment, or the student will be dismissed from the College. Students requiring two foundation courses must attempt Reading and Writing Strategies (B080) and one additional course in their program of enrollment prior to enrolling in the foundation math course. Upon successful completion of the first foundation course, Reading and Writing Strategies, and at least three credits of coursework in their program with a grade of C or higher, the student will be allowed to take a full-time credit load, if desired.

Foundation Course Grading

All Foundation courses are satisfactory/unsatisfactory (SX/Ux) courses. The following grading scale is then used to determine if students have passed the courses:

- **SX** 73% or higher
- **Ux** Below 73% (Combined Basic and Intermediate Algebra

Seminar Course Grading

1. The E185, E270, E320, and E410 seminar courses are satisfactory/unsatisfactory (SX/Ux) courses.

2. Students are to complete and submit the components of their Graduate Achievement Portfolio (GAP), a general education skills assessment, as assigned in the appropriate seminar courses designated for each program.
Competency Courses
Competency-based courses allow students to progress by demonstrating their competence, which means they prove that they have mastered the knowledge and skills (called competencies) required for progression in a course. Rasmussen College partners with multiple developers of competency courses to provide offerings that align with the course objectives for the instructor-led courses. Each objective is typically directed to ensure that students have learned that competency. Competency courses are groups of assessments that allow students to demonstrate mastery of different subjects and sections of the curriculum in one convenient location. Demonstrated mastery in a competency course may be converted to credits that will transfer into Rasmussen College credits.

• Students may attempt a competency course as long as they are concurrently enrolled in and taking coursework in an eligible program.
• Competency-based students may elect to take a Rasmussen College course in lieu of an online, instructor-led course for any course that has been identified as having a competency course equivalent.
• Upon successful completion of a competency course, Rasmussen College will issue a Certificate of Successful Competency Course Completion. The certificate will be placed in the student’s academic file.
• If a student has already attempted an online, instructor-led course, as indicated by a posted W/D or F/F grade, the student will not be allowed to attempt the equivalent competency course. A student may attempt a competency course and later enroll in an equivalent instructor-led course as long as the competency transfer credit has not been awarded.
• Competency courses will not count as credits for financial aid eligibility.
• Students have 60 days from the date they access a competency course to complete it. Students may apply in writing for one additional 30-day extension to complete the competency course; additional requirements may apply. Students are allowed a maximum of one 30-day extension per competency course.
• Students who do not successfully complete a competency course within the allotted time will be required to take the course as an instructor-led course.
• Competency courses must be completed prior to or concurrently with the final instructor-led courses in the program.

School of Health Sciences Programs Grade Scale
The following grade scale applies to all BMS, CTV, EK, HI, HIM, HSA, HSC, M, MA, MEA, ML, MLT, MTS, OB, PB, PC, PT, PTT, and ST coursework in School of Health Sciences programs.

Letter Grade Percentage Range
A 100% to 93%
A- 92% to 90%
B+ 89% to 87%
B 86% to 83%
B- 82% to 80%
C+ 79% to 77%
C 76% to 73%
C- Below 73%

Students who fail a required course three times and fail a cumulative grade point average test or greater may be required 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 competency 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 otherwise by earning a grade of C or higher in a grade of Pass and transferring it back to Rasmussen College, in accordance with the transfer of credit requirements. In the case of course transfer, an “S/F” 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 grade schools and other institutions to which they wish to transfer may not accept repeated courses or may include all grades in calculating GPA for admission.

Nursing Repeating Courses Policy
The School of Nursing allows students to fail one course within the core Nursing curriculum (NU, NUR, PN, PRN, HUN course work). However, a second failure, whether it be the same Nursing course or any other Nursing course, will result in removal from the Nursing program.

School of Health Sciences Repeating Courses Policy
Students are required to attend the Extternship or Practicum Orientation prior to their externship or practicum. They receive an externship or practicum manual that discusses the expectations, and students are required to sign an acknowledgement form that is submitted and included in their programmatic file. The externship or practicum manual discloses that students have two attempts to complete their externship or practicum successfully, or they will be dismissed from the program. If a student fails both attempts, documentation will be included in the student’s file. If a student is dismissed from an externship or practicum site due to circumstances out of his/her control, attempts will be made to secure an additional site within the same quarter for the student to complete his/her externship or practicum.

Late Assignment Submission Policy
Students may submit assignments up to seven (7) days past the stated deadline. A 10% penalty is assessed for work up to twenty-four hours late; an additional 10% penalty is assessed for each day the work is late. In some cases (such as late discussion postings) students may be asked to complete an alternate assignment for equivalent point value, minus any applicable penalty. Online discussions conclude at the end of the current week/module. Discussion posts made after the stated end of the current week/module will not be accepted. Instructors may waive the late penalty or timeframe in the case of extenuating circumstances as determined by the faculty. In some cases, certain activities, such as labs and exams, must be completed at the designated time and therefore cannot be made up. The instructor should apprise students beforehand of any such activities. In no circumstances may students submit work after the last day of the academic term unless an incomplete grade has been requested and granted beforehand.

Incomplete Grade Policy
An “IN” indicates an incomplete grade, and is a temporary grade for a course which a student is unable to complete due to extenuating circumstances. The student must request an incomplete from the instructor prior to the last day of the term. An incomplete may be granted to a student at the end of a quarter after notification of the instructor under the following conditions:

1. An incomplete form is completed by the instructor which identifies:
   - a. The work to be completed,
   - b. Qualifications for acceptable work,
   - c. The deadline for completing the work (within two weeks of the end of the term),
   - d. The grade to be entered should the student not complete the work by the deadline (the calculated grade).
   - e. Instructors will have one week for grading, recalculation of grades and processing of all documented requests.

2. Incomplete records will be maintained in the student’s file.

3. The student’s Dean must be informed of all incomplete grades prior to the final instructor. Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:
   - a. The work to be completed must be regularly assigned work, identified in the course syllabus,
   - b. The student can reasonably be expected to complete the work by the deadline,
   - c. The student’s grade will be substantially improved,
   - d. The student has demonstrated a commitment to completing work in a timely fashion,
   - e. Granting the incomplete is truly in the best interest of the student

4. By completing the work, one of the following will apply:
   i. The student will have sufficient information by completing the work.
   ii. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.

5. Allowing the student extra time compensates for events or conditions not within the student’s control (i.e., illness, emergencies, etc.).

6. 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.

7. Credits for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment. Incomplete grades may be completed within two weeks of the last day of the term. An incomplete grade not completed by the deadline will be changed to the calculated alternate grade designated by the instructor in the case of the Incomplete Form and will be included in the cumulative grade point average. The final grade awarded for the course will be the calculated alternate grade 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 a change of grade.
  - Situations involving miscommunications, misplaced assignments, or technical difficulties beyond the control of the student.
  - Accommodation for special circumstances such as short-term disabilities 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.
Academic Overload Policy

Four and Five 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 approval of their 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 at least 2.75. In order to apply for an overload, 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 WF/WXF 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 FD/UNXD/UD 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.

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

Rasmussen College provides technology and computer packages, electronic databases, and a helpdesk lab as needed at a Rasmussen College Campus.

Students must contact their instructors within one week of the start of a scheduled 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 are made after the second week of the quarter. Grade disputes which cannot be resolved between the student and instructor should be directed to the appropriate Dean. The appeal will either be approved or denied based on the student’s record 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 Manager of Student Records. A clear background check is required for enrollment in certain programs as determined by the institution. The student’s ability to complete their 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 program requirements 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.

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Program Changes

A student may request to change 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 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.

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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, through an academic program within a prescribed timeframe.

Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic 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.

<table>
<thead>
<tr>
<th>Percentage of Credits Attempted Toward Maximum Time Frame</th>
<th>Minimum Successful Completion of Cumulative Credit Hours Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 25%</td>
<td>25%</td>
</tr>
<tr>
<td>Greater than 25%, up to 50%</td>
<td>50%</td>
</tr>
<tr>
<td>Greater than 50%</td>
<td>67%</td>
</tr>
</tbody>
</table>

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/FD, U/UDI/UN, W/WD/WF/WP/WX, I/N. In addition, Foundations courses are not included in the number of credits attempted or successfully completed when assessing satisfactory progress.

Graduation Honors
Rasmussen College recognizes outstanding academic achievement by awarding honors to graduates who meet minimum qualifications. Students who earn an Associate’s or Bachelor’s degree, complete all graduation requirements, and earn a cumulative grade point average of 3.50 or higher will graduate with honors and will receive gold cords for the graduation ceremony as a symbol of this achievement. An honors designation will appear on the diploma of an honors graduate who has completed an Associate’s degree program. Additionally, the following honors will be noted on the diplomas of Bachelor’s degree students:

Cum Laude: Bachelor’s students who earn a cumulative grade point average of 3.50-3.669
Magna Cum Laude: Bachelor’s students who earn a cumulative grade point average of 3.67-3.749
Summa Cum Laude: Bachelor’s students who earn a cumulative grade point average of 3.75-4.00

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 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.
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 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 and unofficial transcripts will be evaluated for transfer of credit. Students will receive notification regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.
- 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), or recognized by the American Council on Education, will be considered for college transfer.
- Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means, except as noted below.
  1. Students in the Medical Assisting, Medical Laboratory Technician, and Surgical Technologist programs must complete at least 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.
  2. Students in the Professional Nursing Associate’s degree program must complete at least 45% of their program requirements at Rasmussen College, and no more than 55% may be completed via transfer credits, course waivers, credit by examination, or other means.
  3. Students eligible and approved for the Surgical Technologist Associate’s Degree Completor Block Transfer must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
  4. Students in the Nursing Bachelor’s degree program must complete at least 25% of their program requirements at Rasmussen College, and no more than 75% may be completed via transfer credits, course waivers, credit by examination, or other means.
- Rasmussen College awards quarter credits. In considering transfer courses, 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 converted to quarter credits before being transferred.

International transcripts must be evaluated by a NACES approved organization (National Association of Credential Evaluation Services) or by AACRAO International Education Services (IES) to ensure the student’s credit transfer is equivalent to Rasmussen College course content. The evaluation is the student’s responsibility.

- Transfer credit is evaluated based on the program in which the student is applying for or is currently enrolled in.
- Credits earned at Rasmussen College will be transferred directly from one Rasmussen College campus to another. Only the classes that are applicable to the current program will be posted or calculated.
- Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average, but will be counted as credits attempted and earned for determining Satisfactory Academic Progress. All credits considered to be toward program completion, including test-out, transfer, and course waiver credits, are also counted as 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 approved pending 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 accepted for transfer, a student may file an appeal through the following process:
  1. The student completes an appeal form.
  2. Supporting documentation (such as an equivalent course syllabus, course description, or text material, may be required.
  3. The information will be reviewed by the Associate College Registrar.
  4. The student will receive written notice of the decision.

Course By Course Transfer

- Course by course transfer credits from regionally or nationally accredited institutions of higher learning will be evaluated on course content. Most courses that are comparable in content will be accepted.
- Course must have the minimum number of credits to that of the Rasmussen College course.
- Only courses completed with a grade of C or higher, or a grade of Pass (in a Pass/Fail grading system), will be eligible for transfer credit.
- Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average. Grade-point averages and grades from courses taken at any of the Rasmussen College campuses, which pertain to the current program, will be computed in the student’s final grade-point average.
- General education credits may be considered for transfer regardless of completion date.
- Credits in Major and Core Courses in the School of Education must have been earned within the previous three (3) years of the assessment date. Prefixes included in Florida and Kansas: CAP, CDA, CEN, CET, CDS, CIP, DPT, DPTA, DVS, DVSQ, DVM, ISM, MAA, and MTB. Prefixes included in Illinois, Minnesota, North Dakota, Wisconsin: N, M, CAA. This exclusion does not apply to core courses, which do not have exceptions. 1. Application Computer Aides and Systems Concepts 2. Excel
- Credits in Major and Core Courses in the School of Education must have been earned within the previous five (5) years and specialization courses within the previous three (3) years of the assessment date, excluding Drawing from Observation and Figure Drawing courses, which do not expire.
- Nursing Programs will not accept any core course transfers (prefixes NUR, PBS, PHN, or FNP are included in Illinois, Wisconsin, Minnesota, and Michigan).
- Health Sciences core courses as defined by course prefix (except for the Medical Terminology course) have a five year transfer limit.
- The following courses in the Medical Assisting Program are not transferable: MA102 Introduction to Medical Assisting, MA110 Clinical Skills I, MA145 Clinical Skills II, MA225 Laboratory Skills, MA265 Medical Assisting Externship, and MA265 Medical Assisting Capstone.
- Transfer of credit for Medical Laboratory Technician and Surgical Technologist core courses (ML and ST prefixes) has a 24 month time from time of course completion time limit. Students in the Medical Assisting and Program Management Program with similar course work that exceeds the 24 month 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.
- Extenshion, Internship, Practicum and Reflection Courses cannot be transferred in from another institution of higher learning.
- Seminar Courses cannot be transferred in from another institution of higher learning.
- For students in MN who enroll in the Law Enforcement Officer’s, Law Enforcement Academic Certificate, or Law Enforcement Skills Certificate programs, transfer credits for law enforcement specific courses (U LE prefix) 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.

Competency Course Transfer Policy

- Credit for successfully completed competency courses at an equivalent Rasmussen College course may be transferred.
- Competency courses transferred from a Non-Rasmussen College are accepted as credit by examination (TO) grade on a transcript. Competency course credits awarded through credit by examination (TO) may not be transferable to another institution.
- Credit for successfully completed competency courses that have been approved by the American Council on Education (ACE) will appear as a transfer of credit (TR) on a transcript.
- The decision to accept transfer credits is always at the discretion of the receiving institution.
- Credits earned through competency courses count toward the transfer maximum. Credits earned through competency courses will count toward earned credits.

2+2 Matriculation for Baccalaureate Candidates

- For students who have an Associate degree, who enroll in a Rasmussen College Bachelor’s degree in a similar program area (i.e., business degrees are required for business, accounting, management, and computer science majors; law degrees for law), they will receive immediate junior-level standing.
- Rasmussen College AAS/AS graduates will receive a total of 60 credits (62 in Illinois) for a total of 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 receive fewer or transfer courses as they will have received 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 completed at an Rasmussen College computer science field and have a programming course comparable to Programming II and a math course comparable to Calculus II in order to complete the remaining credits. If this is 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 provide a resume to the Program Coordinator. The student may also enroll if he/she has an RHIT credential and an earned Associate degree in any field. If so, the student needs to submit his/her AHIMA membership card, showing it as current.
- For Bachelor of Science Healthcare Management program students, credits will be transferred based on the guidelines below.
  1. Health Sciences Programs (including Medical Assisting AAS/AS, Health Information Technician AAS/AS, Medical Administration AAS/AS, Pharmacy Technician AAS/AS) – Transfer 45 lower level general education credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 73 credits (75 in Illinois).
  2. 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.
  3. Business Management AAS/AS
    - a) Business Management AAS/AS – Transfer 49 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 81 credits (83 in Illinois).
    - In addition, these students will need to take Medical Terminology, Electronic Health Records, and Medical Records and Office Procedures.
    - b) Accounting AAS/AS – Transfer 44 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 76 credits, 78 in Illinois. In addition, these students will need to take Introduction to Human Resource Management, Medical Terminology, Electronic Health Records, and Office Procedures.
  4. 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 source through Rasmussen College.

• All required general education courses must be met due to accreditation requirements.
• Confirmed Associate’s degrees may be posted as a block of up to 40-credits (up to 42-credits in Illinois), depending upon the Program.
• Confirmed Baccalaureate degrees may be posted as a block of up to 64-credit block (up to 66-credit block in Illinois), depending upon the Program.

ACADEMIC INFORMATION AND COLLEGE POLICIES

Students who have met the acceptance for their program requirements and a current unencumbered RN license without an Associate’s Degree will receive 66 credits for their nursing core and licensure. These students will need to complete previously completed 19 transferrable course credits comparable to Introduction to Human Biology, Introduction to Microbiology, Human Anatomy I and Human Anatomy II to enroll in this program, as Rasmussen does not offer these online courses. The remaining 28 credits of lower division General Education, if not transferred in from a previous college transcript, will need to be completed.

• Upper division core classes are not transferable.
• Upper division General Education coursework is transferable and follows the standard Course by Course Transfer Policy.

Medical Assisting Associate’s Degree

Completer Block Transfer Policy

A block transfer of 51 core credits may be allowed into the Medical Assistant Associate’s Degree program if one of the following criteria is met:

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

Students may seek a course-by-course transfer credits or course waiver for MA250/ MEA 2290 (Radiography Skills) only if they have a limited scope x-ray operators certificate. Students will need to complete 52 general education credits, 32 major/core credits, and 20 lower-level and 24 upper-level credits in Illinois.

For those students without an earned degree, successfully completed general education credits will be applied.

School of Health Sciences Waivers

Course Waivers will be considered for students who have select professional certifications from the Computing Technology Industry Association (CompTIA); Microsoft; Cisco; (ISC)²; Adobe; VMware; EMC; Oracle; CCM, C+ Institute.

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

• Certifications must have been earned within the last three years or are current through renewal.

• Contact your Student Advisor for a list of available challenge exams

• The student’s credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student’s transcript as a Course Waiver (CW) once the course waiver request form is signed.

School of Design Waivers

Course Waivers will be considered for students who have select professional certifications from Adobe (Certified Associate or Certified Expert) and Autodesk.

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

• Certifications must have been earned within the last three years or are current through renewal.

• Contact your Student Advisor for a list of available challenge exams

• The student’s credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student’s transcript as a Course Waiver (CW) once the course waiver request form is signed.

School of 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.

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

• Contact your Student Advisor for a list of available challenge exams

• The student’s credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student’s transcript as a Course Waiver (CW) once the course waiver request form is signed.

School of Nursing Waivers

Course Waivers will be considered for students who have completed the Professional Nursing AS program and have a practical nursing license that is current and unencumbered on the date the program started at Rasmussen College, may request a waiver from NU117/NU1172 Nutritional Principles in Nursing and NU203/NUR2034C Fundamentals of Professional Nursing.

• The student’s license status, as recorded on the state’s licensing website will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student’s transcript as a Course Waiver (CW) once the course waiver request form is signed.

• This does not apply to the Illinois Professional Nursing AAS program.

Fire Science Waivers

The following coursework is available only at the Rasmussen Fire Science Academy® location, and will not be considered through Rasmussen College:

Fire Officer Certificate
• FS290 Fire Service Instructor I
• FS180 Strategy & Tactics I
• FS115 Fire Prevention

Fire Department Leadership
• FS250 Management I: Fire Department Leadership I
• FS255 Management II: Fire Department Leadership II

Fire Officer II Certificate
• FS295 Instructor II
**EXTENSIONS, 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. Practicum placements 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**

***Academics 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 to provide academic accommodation for students with disabilities. Rasmussen College makes reasonable academic adjustments for students with disabilities. These adjustments are determined in accordance with the Rasmussen College’s disability policies and procedures. 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 register with the Campus Accommodations Coordinator to request such services. Students who are unsure who to contact should check with their Academic Dean or Campus Director.

**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 transcript is the official Rasmussen College record of the student’s academic achievements. A student’s academic records are not released to third parties except in the form of official academic transcripts from students under certain circumstances such as having an outstanding financial obligation to the College.

**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. Work-related excuses also require a call to the Dean of Student Affairs, although the student would be graded as ‘F’ if an absence is necessary. Rasmussen College students are expected to call the College and to indicate if they are absent or tardy to the College’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, participation in online class activities, and quizzes. Attendance will be recorded on a daily basis. No exception will be allowed for activities and/or homework unless the student contacts the instructor to verbally report the absence prior to the due date.

Mature students may be administratively withdrawn from the course if they fail to maintain or report attendance to the College as established through The Council for Adult Educational Learning (CAEL). When a student is administratively withdrawn from the course, and the final grade assigned to the course, but the ‘FD’ will remain on the student’s transcript even if the student re-takes the course, but the ‘FD’ will remain on the student’s transcript even if the student re-takes the course.

**Rasmussen College Academic Integrity Policy**

1. Introduction

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

2. 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:

- Copying answers, data, or information for any academic exercise from another person.
- Exploiting another student’s identity or allowing another person to complete an academic exercise on one’s own behalf.
- Using or attempting to use unauthorized materials, texts, devices, notes, information or study aids in any academic exercise (i.e. assignments, discussions, tests, quizzes, papers, labs).

- Collusion: Knowingly assisting, attempting to assist, or receiving assistance from another student or students to commit academic misconduct, or cooperating with any other person in or outside of the College to commit misconduct.

- Destruction, Theft, Obstruction, Interference: Seeking to gain unfair advantage by destroying, damaging, or stealing equipment or products of any academic exercise, or obstructing or interfering with an instructor’s materials or another student’s academic work.

- Fabrication, Falsification, Forgery: Deliberately falsifying, altering, or inventing any information or documents, signatures, or the like.

- Plagiarism: The act of representing an individual’s or an organization’s words, thoughts, or ideas as one’s own. Examples include:

  - Using information (a paraphrase or quotation, in whole or in part) from a source without attempting to give credit to the author of that source.
  - Using charts, illustrations, images, figures, equations, etc., without citing the source.
  - Using an academic exercise (in whole or in part) purchased or copied from a ghostwriter or paper mill.
  - Copyright infringement or piracy, including the use, alteration, or duplication of media, software, code, or information when expressly prohibited or where copyright exists or is implied.
  - Submitting work previously graded in another course without prior approval by the course instructor, or, submitting the same work in two or more concurrent courses without prior approval by all course instructors.

- Violations

A student who violates the Academic Integrity policy faces severe penalty from the College. Violations may occur in one or more courses in one or more quarters and accumulate for all quarters in which the student is enrolled. Upon conclusion by the student’s instructor and the student’s Dean that the student has committed Academic Misconduct, the following penalties will be applied:

- First Offense. The student will receive no credit on the assignment in question and will not be allowed to redo the work.

- Second Offense. The student will be expelled from the course. The final grade assigned for the course will be an ‘F’D’. The student may re-take the course, but the ‘FD’ will remain on the transcript even if the student 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 in writing to his/her Dean. If the Dean confirms the violation, the appeal is 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 must submit a written statement of appeal to the Vice President of Academic Affairs – Learning & Teaching thereafter. Response will be given within 30 days.

Conduct/Dismissal

Students are required 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 Nursing Students, or School of Health Sciences students enrolled in the Medical Assisting, Health Information Technician/Management, Medical Laboratory Technician and Surgical Technologist programs can be found in each programmatic handbook provided at the 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 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 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

Rasmussen College encourages students to dress as if they were going to work and to start acquiring a wardrobe suitable for employment after graduation. Several programs, including those in our School of Nursing and our School of Health Sciences, have stringent dress code and professional appearance requirements. Standards are specified in the applicable program handbooks. In some cases, failure to meet the required standard may impact a student’s ability to participate in an externship or clinical experience, and may ultimately result in the student’s grade. Please consult the handbook specific to your program or see your Program Coordinator/Dean for details.

Rasmussen College Minimum Technical Requirements

In order to be successful in online courses, you must use a computer system that meets or exceeds the minimum technical requirements specified in the course. If you do not meet those requirements, you may need to attend a campus to complete some assignments. Due to frequent changes in technology, technological requirements change periodically. Technical requirements necessary for online courses to run properly are located on the following website: http://content.learn.edu.info/course_files/techinfo/techinfo_os.html, which is updated regularly to reflect current requirements.

Current technical requirements are as follows:

Technical Requirements:

These are the technical requirements necessary for your online courses to run properly. Please read this information carefully, as you must ensure that your computer is properly configured. Please note, some courses require a version of software that is not Mac compatible. If you use a Mac, you may need to attend a campus, or use a PC, or run the software in Windows emulation mode in order to complete required course activities and assignments.

1. Web Browser Requirements

The following web browsers are formally supported and tested:

- With PCs running Windows OS:
  - Google Chrome
  - Firefox
- Internet Explorer version 8, 9 or 10;
- With Mac running OS X:
  - Google Chrome
  - Firefox
  - Safari 5 or 6.0.x

Please note, there is currently no support for Firefox, Internet Explorer, Safari or Chrome on mobile devices.

2. Cookies Must Be Enabled on your Browser

A cookie is a small file that is placed on your computer by the server. Cookies are a very common Internet technology used by many websites, such as Amazon or eBay. Your browser has a setting that allows you to control whether you allow cookies on your computer. Since cookies are so common, your browser probably already has cookies enabled. If you are unsure whether your browser is set up properly, please call the Personal Support Center.

3. Required Plug-ins

Flash

Your courses may include images or animations that require the Flash plug-in. If you do not have Flash installed, or have difficulty viewing the animations, you may load the most current version of the Flash plug-in here: http://get.adobe.com/flashplayer/.

Shockwave

Your courses may include images or animations that require the Shockwave plug-in. If you do not have Shockwave installed, or have difficulty viewing the animations, you may load the most current version of the Shockwave plug-in here: get.adobe.com/shockwave.

Acrobat Reader

Your courses may include .pdf files, which require the Adobe Acrobat Reader. If Acrobat is not installed on your computer, please download the free Adobe Acrobat Reader, get.adobe.com/reader/.

Microsoft PowerPoint

Your courses may include Microsoft PowerPoint presentations. If you do not have PowerPoint installed on your computer, you may use the free PowerPoint viewer to view the course materials. Download the free PowerPoint viewer here: microsoft.com/en-us/download/details.aspx?id=13.

Microsoft Word

Your courses require the use of Microsoft Word to turn in written assignments. If you do not have Word, please contact your instructor.

ZIP File Compression Utility

Your courses may require the use of a compression utility, like 7-Zip, to create a “zipped” file (i.e. filename.zip). If you do not have a compression utility installed on your computer, you may download a free copy of 7-Zip here: 7-zip.org.

If your computer is running Windows XP, or newer, there is a compression utility already installed. For help “unzipping” “.zip” files using the Windows compression tools, please view the demonstrations at content.learn.edu/info/course_files/techinfo/techinfo_os.html.

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 completing the termination of their education at Rasmussen College should contact the Dean or Campus Director or Student Advisor, and then the Student Financial Services Office. Academic records will be released only upon completion of all exit interviews and 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 loans including address and telephone numbers of lenders, deferment and forbearance, a list of options, 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 loan period.

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

Circulation Policy

Library Mission & Introduction

Rasmussen College Library System, in accordance with the mission of the College, promotes excellence in information literacy skills, and fosters educational achievement. The library is dedicated to supporting the diverse education and information needs of degree-seeking 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 Rasmussen College community and other library users on an equitable basis. Exceptions to this policy may be granted by the Campus Librarian on a case-by-case basis if need is demonstrated.

Borrowing Materials: General

The following persons are permitted to check out materials owned by our campus libraries:

- Rasmussen College students and alumni in good financial standing with the College
- Rasmussen College faculty and staff in good standing with the library
- Community, consortia, and interlibrary loan patrons in good standing with the library

A patron in good standing with the library is defined as a person who has no overdue items and owes no fees toward damaged or lost items. A library user is responsible for any items checked out in his or her name. Rasmussen College retains the right to deny borrowing privileges to any person in violation of this or any other library policy.

Loan Periods

Circulating materials are loaned for 21 calendar days and may be renewed up to two times if there are no outstanding holds on the material. Special materials are loaned for 3 hours or 3 days, depending on the material type. Restricted items 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.
ACADEMIC INFORMATION AND COLLEGE POLICIES

Informal Resolution
Early and consistent resolution of potentially harassing situations is 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 someone 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 the extent allowed by law. No specific circunstances, 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, to be retained only in the context 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, 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 reasonable accommodations 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 confidentiality of the complaint will not be breached, it is possible that the 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 persons 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 as 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 refusal of 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;
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 countless insensitivities 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) "Negative cue" harassment, where the 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 the wishes of the 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 she 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, customers, co-workers or others. Hostile environment harassment consists of verbalization of a sexual nature, unwelcome sexual advances, coercion, 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 more information please refer to the EEOC’s website atecoo.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 superiors and subordinates: Where power differentials 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 similar actions, may greatly diminish the student’s actual freedom of choice concerning the relationship. Similarly, the authority of the supervisor to hire, evaluate, perform evaluations, reward, recommend employees, dissociate and oversee the work activities of employees may interfere with the employee’s ability to choose freely in the relationship. Further, it may act as an incentive 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 of sexual harassment to protect a successful defense may cause serious problems. 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 or 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 engaging in romantic/sexual relationships within the Rasmussen College where there is a superior/subordinate relationship.

Sexual assault: Sexual activity, including sexual penetration or sexual conduct carried out further 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 may need to prove that she/hesisted and another witness is not needed to prosecute the case. The relative age of the persons involved, the victim/survivor’s fear of bodily harm to self or another, the use of threat to use a weapon by the perpetrator, 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 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 some other person as a record of the complaint. The statement cannot be addressed to the Campus Director, or other manager who will immediately report such complaint to an Executive Vice President or President and Human Resource Director or Corporate Counsel.

The Human Resource Director and/or Campus Director, with the assistance of the Campus Director, or other manager will formally investigate the complaint and prepare a formal report to Executive Vice President or President. The complaint shall not be investigated in a manner that disadvantages the complainant.

b. The College will investigate formal complaints in the following manner:

Feasibility 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. Interlibrary loans 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 library will assess 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 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 College 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 commitment 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 and 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. Preventive investigative steps 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 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 has made such a disclosure 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.

4-2015

STUDENT HANDBOOK

800-800-3302 (TTY).

Website ateeoc.gov or call the EEOC Publications Distribution Center at 800-669-3362 (voice), 800-800-3302 (TTY).
1. The person who is first contacted, after initial disclosure of sexual assault, will inform the College specifying the individuals involved. Rasmussen will decide whether the circumstances reported by the complainant 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 other people other than those involved in the complaint, they will be so informed prior to 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 College will be informed of procedures being followed throughout the investigation although not of the details of the conversation 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 recommendation 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.

7. After an investigation of the complaint the College will:
   1. Look at all the facts and circumstances surrounding the allegations and determine if there is reasonable cause to believe that harassment has occurred and report its findings 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 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 the 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, preserving, 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;
2. The right to request the amendment of the student's educational record if the student believes that the information in the record is inaccurate or misleading. The student should write the College to request the deletion of this information or to have the appropriate education records corrected. If the institution decides not to amend the education record as requested by the student, it will notify the student of the decision and advise the student of his or her right to a hearing regarding the requested 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 FERPA authorizes disclosure without consent. The school’s policy 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, 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 or group, 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 in the records if the official needs to review an education record in order to fulfill his or her professional responsibilities.

4. The right to disclose – without the written consent or prior knowledge of the student or parent – personally identifiable information from the student’s education records to the Attorney General of the United States or its designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(3)(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 not knowingly participated 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 prior 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 or request for law enforcement purposes. As with a Federal Grand Jury Subpoena, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or context of the subpoena or the institution’s response. Notification requirements or record retention requirements apply.

c. All Other Subpoenas – The institution may disclose information contained in the student’s education records 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, subject to the provisions 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.
**ACADEMIC INFORMATION AND COLLEGE POLICIES**

**ALASKA**
Alaska Commission on Postsecondary Education
PO Box 110505
Juneau, AK 99811
EED.AEPS@alaska.gov
akadvantage.alaska.gov/EDUCATOR-SCHOOL/Postsecondary_Institutions/Consumer_Protection.aspx

**ARIZONA**
Arizona State Board for Private Postsecondary Education
1400 West Washington Street, Room 260
Phoenix, AZ 85007
azppse@arkansas.gov/studentinfo/compliance.aspx

**ARKANSAS**
Arkansas Higher Education Coordinating Board
Arkansas Department of Higher Education
114 East Capitol Ave.
Little Rock, AR 72201

**CALIFORNIA**
Approved Institutions:
California Bureau of Private Postsecondary Education
PO Box 980810, West
Sacramento, CA 95798
bppe@ca.ca.gov
bppe.ca.gov/forms__pubs/complaint.pdf
Exempt Institutions:
Attorney General’s Office
California Department of Justice
Attn: Public Inquiry Unit
P.O. Box 9044255
Sacramento, CA 94244
ag.ca.gov/contact/complaint_form.php?cmpt=PL

**COLORADO**
Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, CO 80202
highered.colorado.gov/Academics/Complaints/default.html
highered.colorado.gov/DPOSS/Students/complaint.html

**CONNECTICUT**
Connecticut Office of Financial and Academic Affairs for Higher Education
61 Woodland Street
Hartford, CT 06105
860-947-1800
info@ctdhe.org
Non-degree institutions: ctdeh.org/POST/ComplaintForm.pdf
Connecticut Department of Consumer Protection
165 Capitol Avenue, Room 110
Hartford, CT 06106
trade.practices@ct.gov

**DELAWARE**
Delaware Higher Education Office
219 North French Street
Wilmington, DE 19801
dhee@doe.k12.de.us

**DISTRICT OF COLUMBIA**
District of Columbia Office of the State Superintendent of Education
810 First Street, NE, 9th Floor
Washington, DC 20002

**FLORIDA**
Florida Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399
fdoe.org/ciel/complaint.asp

**GEORGIA**
Georgia Nonpublic Postsecondary Education Commission 2082 Easy Exchange Pl, #220
Tucker, GA 30084
rules.sss.state.ga.us/docs/392/5/06.pdf

**HAWAII**
Hawaii State Board of Education
P.O. Box 2360
Honolulu, HI 96804
ocpcp@dcpa.hawaii.gov
hawaii.gov/dcpp/consumer_complaint

**IDAHO**
Idaho State Board of Education
Attn: Coordinator for Private Colleges and Proprietary Schools
610 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: 217-782-2551

**INDIANA**
Indiana Board for Proprietary Education
Attn: Director of Regulatory Compliance
302 West Washington Street, Room E201
Indianapolis IN 46204
in.gov/ibhe/2744.htm

**IOWA**
Iowa Student Aid Commission
603 East 12th Street, 5th Floor
Des Moines, IA 50319
info@iowacollegeaid.org
apps.iowacollegeaid.org/marketing/docs/constitutionrequestform.pdf

**KANSAS**
Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612
kansaregents.org/resources/PDFS/PDF-ComplaintProceduresAndForm.pdf

**KENTUCKY**
Kentucky Council on Postsecondary Education
1024 Capital Center Dr. #320
Frankfort, KY 40601

**LOUISIANA**
Louisiana Attorney General Office
Consumer Protection Section
ListCtrlConsumer_complaints.asp

**MAINE**
Maine Department of Education
Harry Osgood - Complaints
23 State House Station
Augusta, ME 04333
harry.osgood@maine.gov

**MASSACHUSETTS**
Massachusetts Department of Higher Education
Attn: Public Inquiry Division
500 Washington Street
Boston, MA 02210

**MARYLAND**
Maryland Attorney General Office
Consumer Protection Section

**MICHIGAN**
Michigan Attorney General Office
Consumer Protection Section

**MINNESOTA**
Minnesota Department of Education
Attn: Postsecondary Industry Office
946 Sunset Avenue
Saint Paul, MN 55107
info@mn.gov

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Missouri Attorney General Office
Consumer Protection Section

**NEBRASKA**
Nebraska Attorney General Office
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Wyoming Attorney General Office
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**TUITION**

<table>
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<tr>
<th>All Programs:</th>
<th>Part Time</th>
<th>Full Time</th>
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<tbody>
<tr>
<td>School of Business</td>
<td>$310 per credit</td>
<td>$299 per credit</td>
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<td>School of Education</td>
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<td>School of Design</td>
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<td>School of Health Sciences</td>
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<td>School of Technology</td>
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<tr>
<th>School of Nursing:</th>
<th>Professional Nursing</th>
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<th>Professional Nursing</th>
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<tbody>
<tr>
<td>School of Nursing Studies</td>
<td>$395 per credit</td>
<td>School of Nursing Studies</td>
<td>$395 per credit</td>
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</table>
| School of Health 
Sciences | | |
| School of Technology | | |

**Course Resources Fee**

Rasmussen College has one simple course resources fee, charged for all courses. This fee makes the cost of course resources predictable.

- **Financial Aid**
- **Tuition Rates:**
  - $299 per credit

**For information on our graduation rates, median graduate debt levels, and other student investment disclosure information, visit rasmussen.edu/STD.**
to review and acknowledge the agreement
be awarded and disbursed from the home campus.
charged by their home campus. All financial aid will
Students who attend a class at a location other
agreements among all Rasmussen College campuses.
Rasmussen College has signed consortium
• Each student will be notified of acceptance/
place on the date the letter of cancellation
rejected, all tuition, fees and other charges
returns the lesser of these two amounts.
the student's account, the student may be required
return the completed form to the Campus
To apply for a Leave or Withdrawal:
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 regulations. The amount of tuition 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 re-determination 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 all 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 determined due to conduct policy violations, or who pose a direct threat to themselves or others. Students are treated as a drop/withdraw for Financial Aid purposes and must qualify for an 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 return from Medical Leave, the student must contact the Campus Accommodations Coordinator prior to the first day of classes for re-enrollment.

Additionally, the Campus Accommodations Coordinator must receive a letter from the student’s professional therapist and/or physician stating that the student’s mental and/or physical health condition 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 prior to the drop/add period following the first week of the quarter.

NOTE: Official transcripts will not be released by Rasmussen College until all outstanding financial obligations have been settled. 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 President of the College 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:

\[
\text{Amount of funds (financial aid and cash) applied to institutional charges including post-withdrawal disbursements of Title IV aid applied to institutional charges less:}
\]

\[
\text{Amount of institutional charges that the school can retain per our state mandated refund policy less:}
\]

\[
\text{Amount of Institutional Share of the Title IV Refund}
\]

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-Tite 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. Electronic resources, access to which the veteran paid for as part of the course resource fee, shall remain accessible to the veteran as long as the license provided by the publisher/content owner allows. Licenses for electronic resources, which are utilized in most courses at Rasmussen College, are typically active for a length of 180 days to two years, dependent on the publisher. The remaining amount of the prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance of training.

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.
ACCREDITATION, LICENSING & APPROVALS

Accreditation
Rasmussen College is accredited by the Higher Learning Commission and a member of the North Central Association. 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604 800-621-7440 or 312-263-0456
The Health Information Technician Associate in Science Degree program offered at the Brooklyn Park Maple Grove, Bloomington, Eagan, Lake Elmo/woodbury, Mankat o, and St. Cloud campuses in Minnesota – the Aurora/MapleV ille 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 Health Information Management BS Degree program is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).
• Commission on Accreditation of Allied Health Education Programs
1361 Park Street Clearwater, FL 33756 727-210-2350
The Medical Assisting Diploma program at the Green Bay, Lake Elmo/woodbury, Moorhead and St. Cloud campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). 11 Howard Street, Suite 900, Silver Spring, MD 20910-6399. 301-654-9000. NAACLS.org
• Commission on Accreditation of Allied Health Education Programs
233 North Michigan Avenue, 21st Floor Chicago, IL 60601 312-233-1100
The Medical Assisting Diploma program at the Bismarck campus in North Dakota, Aurora/Naperville and Rockford Campuses in Illinois

The Medical Laboratory Technician program at the Green Bay, Lake Elmo/woodbury, Mankat o, Moorhead, and St. Cloud campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). 11 Howard Street, Suite 900, Silver Spring, MD 20910-6399. 301-654-9000. NAACLS.org
• Commission on Accreditation of Allied Health Education Programs
233 North Michigan Avenue, 21st Floor Chicago, IL 60601 312-233-1100

The Associate Degree Nursing program at Rasmussen College– Ocala School of Nursing is accredited by the Commission on Accreditation of Education in Nursing (ACEN). 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404) 975-5000. acenursing.org
The Nursing Degree (RN to BSN) program at Rasmussen College is a new applicant pursuing initial accreditation by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036; (202) 887-6791. New applicant status is neither a status of accreditation nor a guarantee that accreditation will be granted.

Programs or campuses not listed above are not programmatically accredited.

Licenses, Authorizations, Certifications, Approvals, and Registrations
The Arkansas Higher Education Coordinating Board has certified Rasmussen College to offer the following degree programs by distance technology to Arkansans residents: Accounting B.S., Business Management B.S., Early Childhood Education Leadership B.S., Marketing B.S., Finance B.S., Healthcare Management B.S., Human Resources and Organizational Leadership B.S., Health Information Management B.S., Criminal Justice B.S., Nursing B.S. (RN to BSN), Cyber Security B.S., Information Technology Management B.S., Accounting A.A.S., Business Management A.A.S., Early Childhood Education A.A.S., Health Information Technician A.A.S., Medical Administration A.A.S., Criminal Justice A.A.S., Human Services A.A.S., Paralegal A.A.S., Information Systems Management A.A.S. Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required by the rules and regulations implementing institutional and programmatic accreditation as defined in Arkansas Code 6-81-301.
Rasmussen College is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at:
• Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414 Tallahassee, FL 32399 850-488-7480
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.

Corporate Officers:
• Robert E. King, Executive Chairman
• Thomas M. Slagle, President

Limitations
This catalog was prepared using information current at the time of publishing, however all information contained herein is subject to change without notice at the discretion of the College. This includes but is not limited to the following: admission and graduation requirements, academic calendar, course descriptions and content, courses offered, online courses and programs, and statement of tuition and fees. For complete program requirements, refer to a copy of the schedule of classes for the term in which they enroll. The courses listed in this catalog are intended as a general indication of Rasmussen College’s curricula. Courses and programs are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary. Students who maintain continuous enrollment will be able to complete their program at Rasmussen College even if the program is discontinued. Rasmussen College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty and to add or to delete certain courses, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and the course resource fee.

Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impair one’s eligibility to sit for the Pharmacy Technician Certification Board (PTCB) exam. Pharmacy Technician students convicted of non-drug-related felonies may not be eligible to sit for the Pharmacy Technician Certification Board (PTCB) exam.

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Mail: Rasmussen College, 1361 Park Street, Clearwater, FL 33756-0001

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