MISSION

Rasmussen College is dedicated to serving our communities by recognizing the diverse needs of individuals. We encourage personal and professional development through respect, appreciation, and a commitment to general education as a foundation for lifelong learning. As an institution of higher learning, Rasmussen College is committed to preparing students to be active, productive, and successful contributors to a global community.

PURPOSES

TO ACCOMPLISH OUR MISSION, RASMUSSEN COLLEGE ESTABLISHED THESE PURPOSES:

1 Educational Excellence: Rasmussen College creates a teaching/learning community that is challenging, stimulating, and student-focused. This is accomplished through an integrated system of accessible resources, interactive classes, and a rigorous curriculum.

2 Learning Environment: Rasmussen College provides learning opportunities in an environment of mutual respect in an unbiased atmosphere that prepares students for challenging careers and lifelong learning.

3 Professional Development: The institutional culture of Rasmussen College provides and supports ongoing opportunities for professional growth for students and employees, preparing well-rounded individuals who contribute to our global community.

4 Modern Technology: Rasmussen College supports the use of modern technology as a tool to enhance student learning and enrich the classroom environment, as well as empower students to adapt in an ever-changing workforce. The College is committed to student development through the implementation of virtual classrooms utilizing the online learning modality.

5 Service to Communities: Rasmussen College creates and maintains a collaborative community where students, employees, businesses, industries, professional associations/communities, and other institutions of higher learning benefit from shared knowledge and experience.

6 Assessment and Planning: Rasmussen College students, both on campus and online, engage in an active assessment program that evaluates student learning, effective teaching, and institutional progress. The information gathered assists Rasmussen College as it formulates long and short-range plans, anticipates challenges, and strives to meet the goals of the institution.
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## 2013-2014 ACADEMIC CALENDAR

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

## COLLEGE HOLIDAYS

- New Year’s Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day and the following Friday
- Christmas Day
WELCOME TO RASMUSSEN COLLEGE

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

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

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

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

Sincerely,

Kristi A. Waite
President, Rasmussen College
LEARN WITH SUPPORT
GRADUATE WITH CONFIDENCE

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

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

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

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

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

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

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

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

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

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

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

MANAGER OF STUDENT RECORDS
• Evaluates your transcripts for transfer credit
• Records credentials on your transcript as you achieve them
• Monitors graduation requirements
SCHOOL OF BUSINESS

ACCOUNTING • CERTIFICATE • DIPLOMA • AAS DEGREE • BS DEGREE

CERTIFICATE

CAREER OPPORTUNITIES:
• Accounting Clerk
• Bookkeeper

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

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

CERTIFICATE COURSES

MAJOR AND CORE COURSES
A140 Financial Accounting I 4
A141 Financial Accounting II 4
A177 Payroll Accounting 4
A269 Income Tax 4
B136 Introduction to Business 4
B233 Principles of Management 4
B271 Professional Communication 4
D132 Computer Applications and Business Systems Concepts 3
D181 Excel 3
D279 Computer Focused Principles 3
E242 Career Development 2

TOTAL CERTIFICATE CREDITS 39*

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

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

DIPLOMA

CAREER OPPORTUNITIES:
• Accounting Clerk
• Bookkeeper
• Bank Teller
• Accounts Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

MAJOR AND CORE COURSES
LOWER DIVISION
A276 Financial Investigation 4
A280 Accounting Capstone 2
B232 Principles of Marketing 4
B234 Business Law 4
B293 Business Ethics 4
F108 Financial Markets and Institutions 4

Total Diploma Credits
General Education Credits 12-13
Major and Core Credits 61

TOTAL DIPLOMA CREDITS 73-74*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

**G195 College Statistics (5 credits) is the recommended math course for this program.
In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

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

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Accounting Clerk
• Auditing Clerk
• Bookkeeper
• Bank Teller
• Account Management Trainee

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
Humanities and Fine Arts (Select 2 courses) 8
Natural Sciences (Required courses) 6
G156 Human Biology 4
G156L Human Biology Lab 4
Social and Behavioral Sciences (Select 2 of the following courses)** 8
G123 Principles of Economics 4
G142 Introduction to Sociology 4
G203 Macroeconomics 4
G204 Microeconomics 4

Total Associate’s Degree Credits 44-35
Major and Core Credits 61

TOTAL AAS DEGREE CREDITS 95-96*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

SCHOOL OF BUSINESS

MISSION STATEMENT

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

CAREER OPPORTUNITIES:
• Auditor
• Cost Accountant
• Financial Analyst
• Managerial Accountant
• Accounts Payable Manager
• Accounts Receivable Manager

OBJECTIVE:
Graduates of this program know the accounting processes and cycles of professional accounting firms, businesses, and government agencies. They can manage accounts receivable, accounts payable, and payroll, and can also prepare tax returns, prepare and analyze financial statements, and use computer applications proficiently. They can perform advanced accounting tasks pertaining to taxes, auditing, fraud examination, and international accounting. 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 58-59
Lower Division Major and Core Credits 61
Upper Division Major and Core Credits 64
TOTAL BS DEGREE CREDITS 183-184*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

BUSINESS MANAGEMENT
CERTIFICATE • DIPLOMA • AAS DEGREE • BS DEGREE

BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

CERTIFICATE COURSES
LOWER DIVISION
A140 Financial Accounting I 4
A141 Financial Accounting II 4
B136 Introduction to Business 4
B232 Principles of Marketing 4
B233 Principles of Management 4
B234 Business Law 4
B237 Communication (Required course) 2
G124 English Composition (Required course) 4
G227 Business English 4
G228 Business Capstone 2

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
English Composition (Required course) 4
Communication (Required course) 4
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 CERTIFICATE CREDITS 37*

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

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

BUSINESS DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

MAJOR AND CORE COURSES
LOWER DIVISION

TOTAL DIPLOMA CREDITS 59-60*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

SCHOOL OF BUSINESS

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

EARN AS YOU LEARN
Our Credential Ladder guides you to earn increasingly advanced academic credentials.
BUSINESS MANAGEMENT ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

<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></td>
</tr>
<tr>
<td>G156L Human Biology Lab</td>
<td></td>
</tr>
<tr>
<td>Social and Behavioral Sciences (Select 2 of the following courses)</td>
<td>8</td>
</tr>
<tr>
<td>G123 Principles of Economics</td>
<td></td>
</tr>
<tr>
<td>G142 Introduction to Sociology</td>
<td></td>
</tr>
<tr>
<td>G203 Macroeconomics</td>
<td></td>
</tr>
<tr>
<td>G204 Microeconomics</td>
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</table>

MAJOR AND CORE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Lower Division</td>
<td></td>
</tr>
<tr>
<td>A177 Payroll Accounting</td>
<td>4</td>
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<tr>
<td>B119 Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>D279 Computer Focused Principles</td>
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<tr>
<td>Total Associate's Degree Credits</td>
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<tr>
<td>General Education Credits</td>
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<td>Major and Core Credits</td>
<td>58</td>
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<td>TOTAL AAS DEGREE CREDITS</td>
<td>92-93*</td>
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</table>

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

BUSINESS MANAGEMENT BACHELOR’S DEGREE

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Upper Division</td>
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<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>
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<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>
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<td>Total Bachelor's Degree Credits</td>
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<td>General Education Credits</td>
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<td>Lower Division Major and Core Credits</td>
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<tr>
<td>Upper Division Major and Core Credits</td>
<td>67</td>
</tr>
<tr>
<td>TOTAL BS DEGREE CREDITS</td>
<td>183-184*</td>
</tr>
</tbody>
</table>

SEE PAGE 32 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 in a seminar course. Students must complete the Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

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

CAREER OPPORTUNITIES:

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

OBJECTIVE:

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

Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080 Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>B095 Combined Basic and Intermediate Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

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>4</td>
</tr>
<tr>
<td>G126A English Composition 2</td>
<td>4</td>
</tr>
<tr>
<td>G227 Oral Communication</td>
<td>4</td>
</tr>
<tr>
<td>Humanities and Fine Arts (Select 3 courses)</td>
<td>12</td>
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<tr>
<td>Math (Select 2 courses)</td>
<td>8-9</td>
</tr>
<tr>
<td>Natural Sciences</td>
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<tr>
<td>(&quot;Required, select 2 additional courses)</td>
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<tr>
<td>G156 Human Biology*</td>
<td></td>
</tr>
<tr>
<td>G156L Human Biology Lab</td>
<td></td>
</tr>
<tr>
<td>Social and Behavioral Sciences (Select 2 of the following courses)</td>
<td>12</td>
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<tr>
<td>G123 Principles of Economics</td>
<td></td>
</tr>
<tr>
<td>G142 Introduction to Sociology</td>
<td></td>
</tr>
<tr>
<td>G203 Macroeconomics</td>
<td></td>
</tr>
<tr>
<td>G204 Microeconomics</td>
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</table>

MAJOR AND CORE COURSES

LOWER DIVISION

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

UPPER DIVISION

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

Total Bachelor’s Degree Credits

| Total Education Credits | 58-59 |
| Lower Division Major and Core Credits | 61    |
| Upper Division Major and Core Credits | 63    |
| TOTAL BS DEGREE CREDITS | 182-183* |

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

SCHOOL OF BUSINESS

MISSION STATEMENT

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

BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
- Entry-level Business Assistant

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

CERTIFICATE COURSES

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

TOTAL CERTIFICATE CREDITS 37*

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

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

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP DIPLOMA

CAREER OPPORTUNITIES:
- Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
- English Composition (Required course) 4
- Math (Select 1 course) 4-5

MAJOR AND CORE COURSES

LOWER DIVISION
- B165 Introduction to Human Resource Management 4
- B235 Introduction to Organizational Leadership 4
- B250 Training and Development 4
- B267 Employment Law 4
- Total Diploma Credits 22
- General Education Credits 8-9
- Major and Core Credits 53

TOTAL DIPLOMA CREDITS 61-62*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
- Communication (Required course) 4
- G123 Principles of Economics 4
- G142 Introduction to Sociology 4
- G230 Macroeconomics 4
- G240 Microeconomics 4

MAJOR AND CORE COURSES

LOWER DIVISION
- B230 Principles of Finance 4
- B280 Business Capstone 2
- Total Associate’s Degree Credits 34-35
- Major and Core Credits 59

TOTAL AAS DEGREE CREDITS 93-94*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

EARN AS YOU LEARN

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

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

CERTIFICATE COURSES

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

TOTAL CERTIFICATE CREDITS 37*

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

MARKETING DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
English Composition (Required course) 4
G124 English Composition 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 8-9
Major and Core Credits 49

TOTAL DIPLOMA CREDITS 57-58*

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

CAREER OPPORTUNITIES:
• Marketing Coordinator
• Marketing Specialist
• Electronic Commerce Specialist

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
Communication (Required course) 4
G227 Oral Communication
Humanities and Fine Arts (Select 2 courses) 8
Natural Sciences (Required courses) 6
G156 Human Biology
G156L Human Biology Lab
Social and Behavioral Sciences (Select 2 of the following courses)** 8
G123 Principles of Economics
G142 Introduction to Sociology
G203 Macroeconomics
G204 Microeconomics

MAJOR AND CORE COURSES

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

Total Associate’s Degree Credits
General Education Credits 34-35
Major and Core Credits 59
TOTAL AAS DEGREE CREDITS 93-94*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

DIGITAL DESIGN AND ANIMATION

CAREER OPPORTUNITIES:
• Graphic Designer
• Print and Digital Designer
• 3D Artist

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

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

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

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

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

Total Diploma Credits
General Education Credits 8-9
Major and Core Credits 59

TOTAL DIPLOMA CREDITS 67-68*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

WEB DESIGN

CAREER OPPORTUNITIES:
• Graphic Designer
• Print and Digital Designer
• Website Designer

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

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

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

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

SPECIALIZATION COURSES
NM110 Networking and Internet Technologies 3
NM250 Dynamic Content Management 3
NM260 Server Side Scripting 3

Total Diploma Credits
General Education Credits 8-9
Major and Core Credits 59

TOTAL DIPLOMA CREDITS 67-68*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

CAREER OPPORTUNITIES:
• Graphic Designer
• Art Director
• Website Designer
• Multimedia Artist & Animator

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
Communication (Required course) 4
G227 Oral Communication 4
Humanities and Fine Arts 8
("Required, select 1 additional course"
G147 Art Appreciation* 4
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
LOWER DIVISION
Digital Design and Animation Specialization 2
NM280 Multimedia Portfolio Development 2
Web Design Specialization 2
NM280 Multimedia Portfolio Development 2
Total Associate's Degree Credits 34-35
General Education Credits 61
Major and Core Credits

TOTAL AAS DEGREE CREDITS 95-96*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

DIGITAL DESIGN AND ANIMATION BACHELOR’S DEGREE

CAREER OPPORTUNITIES:
• Graphic Designer
• Senior Art Director
• Website Designer
• Visual Media Producer
• Multimedia Artist & Animator
• 3D Animator

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

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

Total Bachelor's Degree Credits
General Education Credits 58-59
Lower Division Major and Core Credits 61
Upper Division Major and Core Credits 64

TOTAL BS DEGREE CREDITS 183-184*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

CERTIFICATE

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

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

FOUNDATION COURSES
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
EC101  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 quarter of the program. 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 Freshmen Seminar as part of Certificate course requirements during the quarter in which they are scheduled for the E242 Career Development course.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses. In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.

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

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

DIPLOMA

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

MAJOR AND CORE COURSES

LOWER DIVISION
D132  Computer Applications and Business Systems Concepts  3
E170  Introduction to Undergraduate Research  2
Child and Family Studies Specialization
EC225  Parent Education and Support  4
EC230  Guiding Children’s Behavior  4
EC232  Child and Family Advocacy  4
G142  Introduction to Sociology  4

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

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

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

Total Diploma Credits
General Education Credits  12-13
Major and Core Credits  57
TOTAL DIPLOMA CREDITS  69-70*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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.
ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
- Early Childhood Teacher
- Teacher’s Assistant
- Early Childhood Special Education Assistant
- Preschool Teacher

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
- Humanities and Fine Arts (Select 2 courses): 8
- Natural Sciences (Required courses): 6
- G156 Human Biology
- G156L Human Biology Lab
- Social and Behavioral Sciences (Select 2 courses): 8
  Students in the Child and Family Studies Specialization may not count Introduction to Sociology as a general education Social and Behavioral Sciences requirement.

MAJOR AND CORE COURSE

Child and Family Studies Specialization
EC295 Summative Project for Early Childhood Education: 2

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: 34-35
- Major and Core Credits: 59
- TOTAL AAS DEGREE CREDITS: 93-94*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.
In addition to the courses listed, at designated points in their programs of study, students are required to complete a passing grade a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Associate's degree requirements to graduate from an Associate's degree program.

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

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

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

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

CAREER OPPORTUNITIES:
- Medical Coder
- Medical Coder/Biller

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

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

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

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

Total Certificate Credits
General Education Credits 4
Major and Core Credits 36

TOTAL CERTIFICATE CREDITS 40*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

MEDICAL BILLING AND CODING DIPLOMA

CAREER OPPORTUNITIES:
- Medical Coder
- Medical Coder/Biller

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

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

Total Diploma Credits
General Education Credits 16-17
Major and Core Credits 40

TOTAL DIPLOMA CREDITS 56-57*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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**HEALTH INFORMATION TECHNICIAN ASSOCIATE’S DEGREE**

**CAREER OPPORTUNITIES:**
- Health Information Technician
- Medical Data Analyst
- Medical Coders
- 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities and Fine Arts (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Sciences (Required courses)</td>
<td>6</td>
</tr>
<tr>
<td>G156 Human Biology</td>
<td></td>
</tr>
<tr>
<td>G156L Human Biology Lab</td>
<td></td>
</tr>
<tr>
<td>Social and Behavioral Sciences (Select 2 courses)</td>
<td>8</td>
</tr>
</tbody>
</table>

### MAJOR AND CORE COURSES

#### LOWER DIVISION

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>H200 US Healthcare Systems</td>
<td>4</td>
</tr>
<tr>
<td>M211 Quality Analysis and Management</td>
<td>4</td>
</tr>
<tr>
<td>M218 Management of Health Information Services</td>
<td>4</td>
</tr>
<tr>
<td>M229 Healthcare Information Technologies</td>
<td>4</td>
</tr>
<tr>
<td>M252 Health Information Practicum</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Associate’s Degree Credits
General Education Credits: 34-35
Major and Core Credits: 58

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

*SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.*

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**HEALTH INFORMATION MANAGEMENT BACHELOR’S DEGREE**

**CAREER OPPORTUNITIES:**
- Medical Records Manager
- Clinical Data Analyst
- Privacy Officer
- 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

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

### MAJOR AND CORE COURSES

#### UPPER DIVISION

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>B375 Advanced Human Resource Management</td>
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</tr>
<tr>
<td>H330 Quality Improvement in Healthcare</td>
<td>4</td>
</tr>
<tr>
<td>H340 Regulation and Compliance in Healthcare</td>
<td>4</td>
</tr>
<tr>
<td>H350 Healthcare Statistics</td>
<td>4</td>
</tr>
<tr>
<td>H420 Advanced Healthcare Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>H300 Information and Communication Technologies</td>
<td>4</td>
</tr>
<tr>
<td>H305 Health Information Management Systems</td>
<td>4</td>
</tr>
<tr>
<td>H329 Data, Information, and File Structures</td>
<td>4</td>
</tr>
<tr>
<td>H330 Financial Management of Health Information Services</td>
<td>4</td>
</tr>
<tr>
<td>H340 Project Management</td>
<td>4</td>
</tr>
<tr>
<td>H350 Electronic Health Record Application</td>
<td>4</td>
</tr>
<tr>
<td>H360 Reimbursement Methodologies</td>
<td>4</td>
</tr>
<tr>
<td>H400 Electronic Data Security</td>
<td>3</td>
</tr>
<tr>
<td>H410 Applied Research in Health Information Management</td>
<td>4</td>
</tr>
<tr>
<td>H420 Health Information Management Professional Practice Experience</td>
<td>4</td>
</tr>
<tr>
<td>H430 Strategic Planning and Development</td>
<td>4</td>
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<tr>
<td>H435 Health Data Management</td>
<td>2</td>
</tr>
<tr>
<td>H450 Health Information Management Alternative Facility Professional Practice Experience</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Degree Credit Hours
Lower Division Major and Core Credits: 58-59
Upper Division Major and Core Credits: 58

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

*SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.*

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

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

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

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

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

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

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

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).
## DIPLOMA

### CAREER OPPORTUNITIES:
- Medical Administrative Assistant/Secretary
- Medical Coder/Biller
- Medical Receptionist

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

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

### GENERAL EDUCATION COURSES
- Communication (Required course) 4
- G227 Oral Communication

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

### Total Diploma Credits
- General Education Credits 4
- Major and Core Credits 54
- **TOTAL DIPLOMA CREDITS** 58

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

## ASSOCIATE’S DEGREE

### CAREER OPPORTUNITIES:
- Medical Office Manager
- Medical Coder/Biller
- Medical Administrative Assistant/Secretary
- Medical Receptionist

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

### IN ADDITION TO ALL DIPLOMA COURSES

### GENERAL EDUCATION COURSES
- English Composition (Required course) 4
- G124 English Composition 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** 34-35
- Major and Core Credits 62
- **TOTAL AAS DEGREE CREDITS** 96-97

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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MEDICAL ASSISTING • DIPLOMA • AAS DEGREE

DIPLOMA

CAREER OPPORTUNITIES:
• Medical Assistant
• Medical Office Administrative Assistant

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

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

GENERAL EDUCATION COURSES
- English Composition (Required course) 4
- G124 English Composition 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
- MA250 Radiography Skills 3
- MA265 Medical Assistant Externship 8
- MA285 Medical Assistant Capstone 2

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

TOTAL DIPLOMA CREDITS 60*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

This program requires specific immunizations prior to professional practice experience.

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

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

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

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

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

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Medical Assistant
• Medical Office Administrative Assistant

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

IN ADDITION TO ALL DIPLOMA COURSES

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

MAJOR AND CORE COURSES
- D132 Computer Applications and Business Systems Concepts 3
- Total Associate’s Degree Credits 35
- Major and Core Credits 55

TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

This program requires specific immunizations prior to professional practice experience.

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

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

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2013-2014 CATALOG AND STUDENT HANDBOOK
PHARMACY TECHNICIAN • CERTIFICATE • DIPLOMA • AAS DEGREE

CERTIFICATE

CAREER OPPORTUNITIES IN:
• Retail Pharmacy
• Clinical Pharmacy

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

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

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

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

Total Certificate Credits
General Education Credits 10
Major and Core Credits 31
TOTAL CERTIFICATE CREDITS 41*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

DIPLOMA

CAREER OPPORTUNITIES IN:
• Retail Pharmacy
• Clinical Pharmacy

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

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

Total Diploma Credits
General Education Credits 19
Major and Core Credits 51
TOTAL DIPLOMA CREDITS 70*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

ASSOCIATE’S DEGREE
CERTIFICATE
DIPLMA

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ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES IN:
- Retail Pharmacy
- Clinical Pharmacy
- Hospitals and Healthcare Facilities

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

IN ADDITION TO ALL DIPLOMA COURSES

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

Total Associate’s Degree Credits
General Education Credits 39
Major and Core Credits 51

TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

CAREER OPPORTUNITIES: **
• Corrections Officer
• Peace Officer
• Probation Assistant
• Court Clerk
• Security Professional
• Juvenile Specialist

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

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

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

MAJOR AND CORE COURSES
D132 Computer Applications and Business Systems Concepts 3
E170 Introduction to Undergraduate Research 2
J100 Introduction to Criminal Justice 4
J106 Criminology: Motives for Criminal Deviance 4
J115 Introduction to Corrections 4
J120 Policing in America 4
J140 Field Communications in Criminal Justice 2
J150 Introduction to Criminal Law 4
J170 Applied Criminal Procedures 4
J200 Domestic Violence 4
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J246 Practical Psychology for the Criminal Justice Professional 4
J250 Drugs and Crime 4
J255 Ethics in Criminal Justice 4
J270 Critical Thinking and Evidence-Based Practices in Criminal Justice 4
J280 Contemporary Issues in Criminal Justice Capstone 4
Total Associate’s Degree Credits
General Education Credits
Major and Core Credits 59
TOTAL AAS DEGREE CREDITS 93-94*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS

BACHELOR’S DEGREE

CAREER OPPORTUNITIES: **
• Detective Investigator
• Police Officer
• Probation/Parole Officer
• Homeland Security Agent
• Crime Victims Advocate
• Homeland Security Supervisor
• 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) 4
G126A English Composition 2
Humanities and Fine Arts (Select 1 course) 4
Math (Select 1 course) 4-5
Natural Sciences (Select 2 courses) 8
Social and Behavioral Sciences (Select 1 course) 4

MAJOR AND CORE COURSES

UPPER DIVISION
J326 Criminal Behavior: Profiling Violent Offenders 4
J331 Constitutional Law 4
J350 Cultural Diversity and Justice 4
J352 Victims in Criminal Justice 4
J355 Realities of Crime and Justice 4
J360 Statistics in Criminal Justice 4
J363 Research Methods in Criminal Justice 4
J410 Criminal Justice Leadership and Management 4
J415 Crime Prevention 4
J490 Critical Issues in Criminal Justice 4

Choose either Track I or Track II

Track I
J480 Criminal Justice Internship 9

Track II
J453 Criminal Justice Seminar 5
J457 Senior Thesis 4

Elective Credits (Select 4 courses for 16 credits) 16
J305 Examination of Forensic Science 4
J320 Criminal Investigations 4
J325 Criminal Evidence 4
J330 Organized Criminal Syndicates 4
J340 Women and Criminal Justice 4
J345 Diversion and Rehabilitation 4
J425 Community Corrections 4
J430 Forensic Psychology 4
J435 Special Populations in Criminal Justice 4
J440 Special Offenders: Sex Offenders 4
J445 Special Offenders: Serial Killers 4
Total Bachelor’s Degree Credits
General Education Credits 58-59
Lower Division Major and Core Credits 59
Upper Division Major and Core Credits 49
Upper Division Elective Credits 16
TOTAL BS DEGREE CREDITS 182-183*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

** Additional training may be required.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
CAREER OPPORTUNITIES:
- Firefighter
- Supervisor/Manager

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

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

GENERAL EDUCATION COURSES
- English Composition (Required course) 4
- G124 English Composition 4
- G227 Oral Communication 4
- Humanities and Fine Arts (Select 2 courses) 8
- Math (Select 1 course) 4-5
- Natural Sciences (Required courses) 6
- G156 Human Biology 4
- G156L Human Biology Lab 2
- 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
- FS100 Building Construction for Fire Protection 4
- FS102 Fire Behavior and Combustion 4
- FS115 Fire Prevention 4
- FS120 Fire Protection Systems 4
- FS125 Principles of Emergency Service 4
- FS180 Strategy and Tactics I 4
- FS205 Strategy and Tactics II 4
- FS250 Management I: Fire Department Leadership I 4
- FS255 Management II: Fire Department Leadership II 4
- FS280 Management III 4
- FS285 Management IV 4
- FS290 Fire Service Instructor I 4
- FS295 Fire Service Instructor II 4

Total Associate’s Degree Credits
- General Education Credits 34-35
- Major and Core Credits 57

TOTAL AAS DEGREE CREDITS 91-92*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
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 (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 (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
PL145 Paralegal Ethics 4
PL215 Real Estate Law 4
PL216 Corporate Law 4
PL226 Law Office Technology: Cyberspace and the Paralegal Profession 4
PL228 Torts: Auto Accidents and Other Legal Injuries 4
PL230 Family Law 4
PL235 Legal Research 4
PL240 Legal Writing 4

Chose either Track I or Track II
Track I
PL290 Paralegal Internship 5
Track II
PL280 Paralegal Capstone 5

Total Associate’s Degree Credits 96-97*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

Rasmussen College’s 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.
**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**
- English Composition (Required courses) 8
- G124 English Composition 4
- G126A English Composition II 4
- Communication (Required course) 4
- G227 Oral Communication 4
- Humanities and Fine Arts (*Required; Select 2 additional courses, one of which must be a Fine Arts course) 12
- G125 Humanities* 5
- G145 Film Appreciation 8
- G147 Art Appreciation 4
- G224 Introduction to Critical Thinking 12
- G230 Introduction to Literature 5
- G238 Conversational Spanish 5
- G333 American Religious History 5
- Mathematics (Required course) 15
- G246 Advanced Algebra 5
- Natural Sciences (Required courses) 15
- GN200 Introduction to Microbiology 5
- MA241 Human Anatomy & Physiology I 5
- MA242 Human Anatomy & Physiology II 5
- Social and Behavioral Sciences (Required courses) 12
- G142 Introduction to Sociology 5
- G148 General Psychology 5
- G217 Human Growth and Development 5

**MAJOR AND CORE COURSES**
- NU140 Nursing Pharmacology 3
- NU150 Fundamentals of Nursing 10
- NU160 Adult Nursing I 9
- NU207 Adult Nursing II 9
- NU212 Adult Nursing III 8
- NU221 Maternal Child Nursing 9
- NU232 Nursing Role and Scope 4

**Total Associate’s Degree Credits**
- General Education Credits 56
- Major and Core Credits 52
- **TOTAL AAS DEGREE CREDITS** 108

**SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

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

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

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

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

GENERAL EDUCATION COURSES
- English Composition (Required courses) 8
- G124 English Composition 2
- Communication (Required course) 4
- G227 Oral Communication
- Humanities and Fine Arts (Select 3 courses) 12
- Math (“Required, Select 1 additional course”) 9
- G246 Advanced Algebra
- Natural Sciences (“Required, Select 2 additional courses”) 14
- G156 Human Biology
- G156L Human Biology Lab
- Social and Behavioral Sciences (Select 3 courses) 12

majors and core courses

LOWER DIVISION
- D132 Computer Applications and Business Systems Concepts 3
- E170 Introduction to Undergraduate Research 2
- E242 Career Development 2
- N137 Programming I 4
- N165 Fundamentals of Game Development I 4
- N180 Math for Game and Simulation Production I 4
- N204 Human-Computer Interaction and Interface Design 4
- N206 Data Structures 4
- N207 Programming II 4
- N212 Fundamentals of Game Development II 4
- N222 Physics for Game and Simulation Production 3
- N225 Interactive Storytelling 3
- N231 Web Application Development 3
- N237 C# 3
- N238 Math for Game and Simulation Production II 4
- SD140 Mobile Application Development 3
- SD225 Object-Oriented Programming 3
- W107 Programming Fundamentals 3

UPPER DIVISION
- N309 Principles of Computer Graphics 4
- N316 Principles of Shader Programming 4
- N324 Portfolio, Package and Publish 4
- N328 Quality Assurance in Game and Simulation Production 4
- N334 Game Engines and Integrated Game Development Environments 4
- N347 Mobile Game Development 4
- N401 Artificial Intelligence 4
- N402 Game Engines and Integrated Game Development Environments 4
- N403 Game Engines and Integrated Game Development Environments 4
- N407 Networking and Multiplayer Game Development 4
- N413 Asset Development I 4
- N421 Software Engineering for Game and Simulation Production 4
- N426 Asset Development II 4
- N434 Simulation Production Project I 4
- N444 Simulation Production Project II 4
- N462 Game Production Project I 4
- N463 Game Production Project II 4
- N471 Engineering Virtual Worlds 4

Total Bachelor's Degree Credits
- General Education Credits 59
- Lower Division Major and Core Credits 60
- Upper Division Major and Core Credits 64
- Total BS Degree Credits 183*

See page 32 for General Education course selections.

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

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

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

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

DIPLOMA

CAREER OPPORTUNITIES:
• Web Developer

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

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

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

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

Total Diploma Credits
General Education Credits 8-9
Major and Core Credits 60

TOTAL DIPLOMA CREDITS 68-69*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

**G195 College Statistics (5 credits) is the recommended math course for this program.
In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Web Developer

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

IN ADDITION TO ALL DIPLOMA COURSES

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

Total Associate’s Degree Credits
General Education Credits 34-35
Major and Core Credits 60

TOTAL AAS DEGREE CREDITS 94-95*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

EARN AS YOU LEARN

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

SOFTWARE APPLICATION DEVELOPMENT CERTIFICATE

CAREER OPPORTUNITIES:
• Programmer Analyst
• Applications Developer
• Software Developer

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

GENERAL EDUCATION COURSES
Math (Required course) 5
G246 Advanced Algebra

MAJOR AND CORE COURSES
LOWER DIVISION
E242 Career Development 2
N137 Programming I 4
N142 Foundations of Software Design 3
N207 Programming II 4
N210 Introduction to Computer Systems 4
SD110 Discrete Structures for Computer Science 3
SD140 Mobile Application Development 3
SD225 Object-Oriented Programming 3
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 Freshman Seminar as part of Certificate course requirements during the quarter in which they are scheduled for the E242 Career Development course.

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

SOFTWARE APPLICATION DEVELOPMENT ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Programmer Analyst
• Applications Developer
• Computer Systems Analyst
• Software Developer

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
English Composition (Required course) 4
G124 English Composition 4
Communication (Required course) 4
G227 Oral Communication 4
G227 Introduction to Critical Thinking 8
Math (Required course) 4
G247 Introduction to Discrete Mathematics 4
Natural Sciences (Required courses) 6
G156 Human Biology 6
G156L Human Biology Lab 6
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 39

General Education Credits 39
Major and Core Credits 46
Unrestricted Lower Division Elective Credits 5
TOTAL AAS DEGREE CREDITS 90

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

CAREER OPPORTUNITIES:
- Software Engineer
- Application Integration Engineer
- Software Architect
- Software Developer
- Applications Developer
- Computer Programmer

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

<table>
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<th>Course</th>
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<tr>
<td>English Composition (Required course)</td>
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<td>G126A English Composition</td>
<td>2</td>
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<tr>
<td>Humanities and Fine Arts (Select 1 course)</td>
<td>4</td>
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<tr>
<td>Natural Sciences (Required courses)</td>
<td>8</td>
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<tr>
<td>G239 Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>G245 Introduction to Geology</td>
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</tr>
<tr>
<td>Social and Behavioral Sciences (Select 1 course)</td>
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MAJOR AND CORE COURSES

UPPER DIVISION

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<th>Course</th>
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<tbody>
<tr>
<td>MH300 Applied Discrete Mathematics</td>
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<td>MH301 Probability and Statistics</td>
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<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>
<td>4</td>
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<tr>
<td>N341 Software Systems Engineering</td>
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<tr>
<td>N358 Database Systems Design</td>
<td>4</td>
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<tr>
<td>N360 Mobile Platform Development</td>
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<tr>
<td>N361 Algorithm Analysis</td>
<td>4</td>
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<tr>
<td>N401 Artificial Intelligence</td>
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<td>N402 Network Systems Design</td>
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<td>N403 Advanced Mobile Application Development</td>
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<td>N436 Simulation Analysis and Design</td>
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<td>N461 Computer Graphics Programming</td>
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<td>N471 Engineering Virtual Worlds</td>
<td>4</td>
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<td>N480 Senior Computer Science Capstone</td>
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<tr>
<td>Unrestricted Upper Division Elective Credits</td>
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Total Bachelor’s Degree Credits

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<th>Category</th>
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<tr>
<td>General Education Credits</td>
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<td>Lower Division Major and Core Credits</td>
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<td>Upper Division Major and Core Credits</td>
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<td>Unrestricted Lower Division Elective Credits</td>
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<td>Unrestricted Upper Division Elective Credits</td>
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</table>

TOTAL BS DEGREE CREDITS 180

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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INFORMATION TECHNOLOGY MANAGEMENT
DIPLOMAS • AAS DEGREE • BS DEGREE
INFORMATION SECURITY BS DEGREE

INFORMATION TECHNOLOGY MANAGEMENT DIPLOMAS

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

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

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

GENERAL EDUCATION COURSES
English Composition (Required Course) 4
G124 English Composition 4
Math/Natural Sciences (Required Course) 4
G180 General Education Mathematics

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

CHOOSE ONE TRACK
Computer Information Technology Track**
N127 Microsoft Windows Workstations 3
N149 Helpdesk Support 3
N156 Mac Integration 3
N233 Software Packaging and Deployment 3
N259 Mobile Support Principles 3

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

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

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

Total Diploma Credits
General Education Credits 8
Major and Core Credits 44
Track Credits 15
TOTAL DIPLOMA CREDITS 67*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

IN ADDITION TO 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 6
G156L Human Biology Lab 6
Social and Behavioral Sciences (Select 2 courses) 8
Total Associate's Degree Credits
General Education Credits 34
Major and Core Credits 59
TOTAL AAS DEGREE CREDITS 93*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

INFORMATION TECHNOLOGY MANAGEMENT AAS

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

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

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

rasmussen.edu
### INFORMATION TECHNOLOGY MANAGEMENT BS

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

**OBJECTIVE:**
Graduates of this program understand how information systems are used in business and 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**

<table>
<thead>
<tr>
<th>Course Description</th>
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<tbody>
<tr>
<td>Communication (Required course)</td>
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<tr>
<td>G126A English Composition 2</td>
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<tr>
<td>Humanities and Fine Arts (Select 1 course)</td>
<td>4</td>
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<tr>
<td>Math (Select 1 course other than General Education Mathematics)</td>
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<tr>
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<tr>
<td>Social and Behavioral Sciences (Select 1 course)</td>
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**MAJOR AND CORE COURSES**

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

**Total Bachelor’s Degree Credits**
- General Education Credits 58
- Lower Division Major and Core Credits 59
- Upper Division Major and Core Credits 66

**TOTAL BS DEGREE CREDITS** 183*  

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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### INFORMATION SECURITY BS

**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**

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**MAJOR AND CORE COURSES**

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

**Total Bachelor’s Degree Credits**
- General Education Credits 58
- Lower Division Major and Core Credits 59
- Upper Division Major and Core Credits 67

**TOTAL BS DEGREE CREDITS** 184*  

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.
### General Education Course Selections

#### ALL BACHELOR’S DEGREE PROGRAMS (EXCEPT COMPUTER SCIENCE)

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#### ALL ASSOCIATE’S DEGREE PROGRAMS (EXCEPT SOFTWARE APPLICATION DEVELOPMENT)

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#### Professional Nursing AAS Degree Program

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### General Education Philosophy

The purpose of general education is to promote breadth of knowledge and intellectual inquiry as a central component of a program of study. Through the development of their general skills, students are expected to refine their communication and critical thinking abilities. They will learn to respect and constructively relate to each other in a rapidly changing world.

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

1. Effectively communicate, orally or in writing, in the workplace, in the community, and interpersonally.
2. Analyze, evaluate, and solve problems that arise in employment and in life.
3. Locate, evaluate, and effectively use information from a variety of sources, print and electronic, in a way that promotes general understanding, and/or critical thinking.
4. Recognize and value the diverse needs and perspectives of individuals.

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

- **Natural Sciences**
- **Social and Behavioral Sciences**
- **Mathematics**
- **English Composition**
- **Communication**
- **Humanities and Fine Arts**
- **Natural Sciences**
- **Social and Behavioral Sciences**
- **Mathematics**

*Required courses

See specific course requirements on program pages.

### Computer Science BS Degree Program

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### Software Application Development AAS Degree Program

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*Required courses

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

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

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

Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in a technology-intensive learning environment, is defined as either lecture or laboratory depending primarily on whether new material is introduced. Lecture is a class setting in which the student is instructed in the theory, principles, and history of an academic or vocational subject. The student should expect a requirement of two hours of outside preparation for each hour of lecture instruction. Some lecture classes have additional time scheduled without additional charge to the student to provide for individualized coaching. Laboratory is a setting in which the student applies information and demonstrates, tests, or practices for reinforcement skills previously acquired through lecture or outside reading. An instructor is normally present in the laboratory setting, but for coaching and clarification rather than for presentation of new material. Two hours of laboratory have the credit equivalency of one hour of lecture. Internship (also extensory 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.
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: Required for student’s last quarter

B080 Reading and Writing Strategies
40 hours, 4 credits
This course develops students’ reading and writing skills in preparation for college-level coursework. Through review of grammar, punctuation, and the writing process, students will enhance their ability to compose sentences, paragraphs, and short essays. The study of active reading strategies will provide students with the tools necessary for comprehending collegiate-level texts. This course is taught in six-week sessions.
Prerequisite: Placement determined by Rasmussen College entrance placement exam score.

B095 Combined Basic and Intermediate Algebra
40 hours, 4 credits
This course is designed to be a combination of basic and intermediate algebra. Students must earn a grade of “C” or better in order to progress to general education-level mathematics courses.
Prerequisite: Placement determined by Rasmussen College entrance placement exam score.

B119 Customer Service
40 hours, 4 credits
This course covers the basic concepts of essential communication skills needed in business to interact/work effectively with individuals and/or groups. Special areas of emphasis include solving problems, developing a customer service strategy, coping with challenging customers, increasing customer retention and understanding customer satisfaction.
Prerequisite: none

B136 Introduction to Business
40 hours, 4 credits
This course is a study of the characteristics and functioning of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, analysis and any other activities related to general ownership and operation.
Prerequisite: none

B165 Introduction to Human Resource Management
40 hours, 4 credits
This course is an introduction to the management and leadership of an organization’s human resources. It explores the importance of establishing or administering the goals, policies, and procedures of the organization. Topics discussed include: compensation, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guidelines. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

B220 Project Planning and Documentation
40 hours, 4 credits
This course introduces timelines, deadlines, team-building, communication issues and problem solving. The course is set with pre-defined scenarios to assist with the definition of project roles and phases. The students work through related issues and produce a resolution in a well written format.
Prerequisite: none

B230 Principles of Finance
40 hours, 4 credits
This course is a study of financial institutions, investment techniques, and financial management. Students will examine accounting of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure.
Prerequisite: Financial Accounting I

B232 Principles of Marketing
40 hours, 4 credits
This course serves as an introduction to the marketing concept, integrating seven key marketing perspectives. Topics include consumer buying behavior, business-to-business markets and organizational buying behavior, market research techniques, fundamental pricing concepts, marketing channels and logistics, integrated marketing communications, and marketing’s role in electronic commerce.
Prerequisite: none

B233 Principles of Management
40 hours, 4 credits
Students enrolled in this course will develop managerial skills and insights by studying management practices. In addition, they will develop an understanding of the manager/employee relationship and the legal and ethical issues that impact these relationships. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

B234 Business Law
40 hours, 4 credits
This course presents fundamental principles of law applicable to business transactions. The course relates areas of legal environment of business and sales contracts. Principles of law apply to government, regulations, commercial paper, property, bailments, agency and business organizations are addressed.
Prerequisite: none

B235 Introduction to Organizational Leadership
40 hours, 4 credits
This course provides students with an opportunity to learn the fundamental theory and practical application of organizational leadership in the context of diversity. Emphasis is placed on a foundation in theoretical concepts and their practical applications to enable students to understand the chaotic and consistently changing world of organizations and help them develop their own skills to become effective leaders. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

B245 Online Multimedia Marketing
40 hours, 4 credits
This course explores emerging and innovative business and marketing technologies and techniques such as weblogs and podcasting. In addition to investigating the newest communication tools, this course will also address creating and evaluating proposals, media purchasing and online public relations.
Prerequisite: Internet Business Models and E-Commerce

B250 Training and Development
40 hours, 4 credits
This course is a study of training and development fundamentals including how training relates to Human Resource Management and Resource Development, how internal and external factors influence employee behavior, and the role of adult learning in training. Students examine how training needs are determined, best practices in developing and implementing training programs, and how to evaluate training efforts.
Prerequisite: Introduction to Human Resource Management

B267 Employment Law
40 hours, 4 credits
Students will develop an understanding of selected legal issues involved in human resource management. Legal issues to be addressed include: employment, labor relations, employee rights, sexual harassment, diversity, and compensation and benefits law. The primary orientation of the course will be to enable learners to recognize the spirit and purpose of the legal framework of enterprise so that learners can embrace compatible strategies and avoid cutting corners in the short-run, which can ultimately result in major disasters.
Prerequisite: Introduction to Human Resource Management

B271 Professional Communication
40 hours, 4 credits
This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse communities and disciplines. To equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

B273 Internet Business Models and E-Commerce
40 hours, 4 credits
This course is designed to introduce students to new trends in the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of E-Commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of E-business.
Prerequisite: none

B280 Business Capstone
20 hours, 2 credits
This course is designed to allow students to integrate the knowledge and skills gained in the Business Management Associate’s degree program. Through case analysis, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core business concepts via completion of a Capstone project.
Prerequisite: Intended for last quarter of student’s program

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

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

B315 Applied Management Principles
40 hours, 4 credits
This course will review foundational management skills and insights derived from the study of management practices. Through theory, self-analysis and analysis of others, this course provides students with the knowledge, skills, and attitudes needed to become an effective manager. Specific topics covered include managing stress; solving problems; coaching, influencing, and motivating others; team-building; and leading change.
Prerequisite: none

B323 Advanced Principles of Marketing
40 hours, 4 credits
This course examines developing, designing, and implementing marketing programs, processes, and activities. Key areas of focus include capturing market insights, brand building strategies, market segmentation, and delivering and communicating value.
Prerequisite: Principles of Marketing

B330 Advanced Principles of Financial Management
40 hours, 4 credits
This course provides an introduction to advanced concepts and methods of financial management for organizations. Topics include an analysis of corporate finance, asset pricing, leverage, risk and return, short- and long-term investment decisions, business financial planning, working capital management, and multinational finance, as well as other topics.
Prerequisite: Financial Accounting II

B333 Principles of Management II
40 hours, 4 credits
This course examines, 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 continues the study of the fundamentals of law. This includes study of the types of business organizations, property laws, wills, trusts, estate planning, bankruptcy, creditor and debtor relationships, commercial paper, securities regulation contracts, and other areas of business law.
Prerequisite: Business Law

B351 Management of Information Systems
40 hours, 4 credits
Students are introduced to the foundations of management information systems. This includes current trends, fundamental MIS technology concepts, applications for business functions, and management practice. Students will gain exposure to analyzing, utilizing, and supervising integrated management information systems.
Prerequisite: 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 for the special factors involved in managing people within a global workforce.
Prerequisite: none

The course descriptions above represent the course offerings at Rasmussen College. Each course has specific prerequisites and requirements, and students are encouraged to consult with academic advisors to plan their studies effectively.
B421 Statistics for Business 40 hours, 4 credits
In this course, students will develop basic statistical literacy along with the ability to analyze and evaluate real-life business problems using appropriate statistical methods. Students will learn to organize and present quantitative data by means of graphical and numerical methods. Topics include descriptive statistics, basic probability theory, discrete and continuous probability distributions, sampling distributions, estimation, hypothesis testing, analysis of variance, and simple linear regression.
Prerequisite: none

B439 Business Law and Ethics 40 hours, 4 credits
This course reviews fundamental principles of law applicable to business transactions, and provides overview of the current moral and ethical issues that arise in the world of business. Students will examine the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law are addressed. Critical thinking and ethical analysis are key aspects of focus throughout the course.
Prerequisite: none

B444 Statistics for Managers 40 hours, 4 credits
In this course, students will utilize a statistical computer package, and examine applied statistics methods and applications in business situations.
Prerequisite: College-level Math course

B450 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 develop competitive advantages. Topics will include strategic formulation, implementation, and evaluation.
Prerequisite: Introduction to Business

B491 Legal and Ethical Environment of Business 40 hours, 4 credits
This course presents an overview of the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Business Ethics or Business Law

B492 Contemporary Leadership Challenges 40 hours, 4 credits
This seminar course examines current issues within the management field. This course is highly interactive in that both students and faculty are actively engaged in researching, preparing, and discussing. Students are expected to take an active role in gaining in-depth exposure to a current key topic in the field, students learn to think critically and strategically, and achieve basic of a professional learning community.
Prerequisite: none

B498 Management Capstone 30 hours, 4 credits
In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, contrasting, and applying theoretical knowledge they have mastered to illustrate their depth of knowledge in a project applicable in their future career path.
Prerequisite: Business Bachelor’s student in last or second-to-last quarter.

E101 Project 40 hours, 3 credits
This course is designed to study the practical applications and concepts available in Microsoft Office Excel. Students will be introduced to electronic spreadsheet features ranging from the data input and manipulation to charting and PivotTables. This course is designed to help prepare students for the Excel portion of the Microsoft Office Specialist certification exam.
Prerequisite: Computer Applications and Business Systems Concepts

D187 Professional Presentations 40 hours, 3 credits
This course is designed to introduce and examine professional speaking and presentation skills, and to help students develop the ability to effectively and accurately present material to others.
Prerequisite: 40 hours, 3 credits

D285 Access 40 hours, 3 credits
This course is designed to provide an introduction to database management and the use of database management software, including Access. Students learn to use Access to create databases, enter data, and manage data through the use of queries and reports.
Prerequisite: Financial Accounting I

E710 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 various types of resources for a specific purpose. The course begins with the information cycle and the production of information, followed by the development of a 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 prepare students for the Access portion of a career building portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview.
Prerequisite: none

E270 Sophomore Seminar 0 credits
This seminar course challenges students at the end of their sophomore year to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. Students must complete the sophomore seminar the quarter in which they finish the Diploma course requirements.

E320 Junior Seminar 0 credits
This seminar course challenges students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. The course is required for graduation from an Associate’s degree program.

E410 Senior Seminar 0 credits
This seminar course challenges students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. The course is required for graduation from a Bachelor’s degree program.

E100 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 fundamental methods 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 physical, social, and emotional development and differences in the family as a social system.
Prerequisite: none

COURSES DESCRIPTIONS

B360 Operations Management 40 hours, 4 credits
In this course students examine the operations function of managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered will include designing and managing operations, purchasing raw materials, controlling and managing inventories, and producing goods or services that meet customers’ expectations. Quantitative modeling will be used for solving business problems.
Prerequisite: none

B370 Organizational Behavior Analysis 40 hours, 4 credits
This course is designed to explore human behavior in work settings from an inter- disciplinary 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, information literacy, and academic report writing.
Prerequisite: English Composition or Professional Communication

B375 Advanced Human Resource Management 40 hours, 4 credits
The purpose of this course is to enable the student to develop a broad exposure to new approaches, techniques, and future trends in the management of personnel. This course includes a study of the major functions in personnel management including job analysis, manpower planning, selection of personnel, performance evaluation, training and wage and salary administration.
Prerequisites: Principles of Management, Introduction to Human Resource Management or Management of Health Information Services

B404 Negotiation and Conflict Management 40 hours, 4 credits
This course will focus on negotiation and conflict management in business and other organizational settings. The emphasis is on gaining an understanding of the negotiation process and developing effective negotiation and conflict management skills.
Prerequisite: Organizational Behavior Analysis

B415 Risk Management 40 hours, 4 credits
This upper-level business course explores the elements of risk management and insurance essential to the business environment. This course will develop the rationale for risk-management systems and examine the environments in which they operate. Students will learn, analyze, and evaluate approaches to measuring and managing risks in various business environments.
Prerequisite: none

B420 Organizational Development 40 hours, 4 credits
This seminar course builds upon the theories introduced in Organizational Behavior Analysis. In this course, students examine how qualitative approaches, qualitative approaches to organizational development through the stories of professionals involved in organizational change. Students will critically examine the design, implementation, and control of organizational development programs. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none
EC110 Early Childhood Education Curriculum and Instruction 40 hours, 4 credits
This course promotes the development of young children in the academic, social, and emotional domains. It exposes developmentally appropriate methods for writing and assessing behavioral objectives, lesson plans, and activity goals. Various curriculum models will be reviewed. Strategies to enhance parent and family involvement will be emphasized.
Prerequisite: Foundations of Child Development

EC121 Health, Safety, and Nutrition/CDA Application 40 hours, 4 credits
This course covers the role of early childhood professionals working in the field via the policies and procedures governed by the state. Students will learn guidelines for establishing safe environments. They will also learn strategies for implementing health policies, controlling disease, establishing proper nutrition, and responding to children’s special health concerns. Students will carry out a 2-hour field observation in a child care center.
Prerequisite: Early Childhood Education Curriculum and Instruction

EC180 Knowledge: Externship I 180 hours, 6 credits
Under the supervision of the instructor, the student will observe and implement developmentally appropriate practices while interacting with children and adults.
Prerequisite: none

EC181 Application: Externship II 180 hours, 6 credits
Students continue their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership.
Prerequisite: Knowledge: Externship I

EC182 Reflection: Externship III 180 hours, 6 credits
Students will complete their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership.
Prerequisite: Application: Externship II

EC200 Observation and Assessment in Early Childhood Education 40 hours, 4 credits
Students will explore effective strategies for observation and assessment in early childhood education. They will understand the observation, assessment, and planning cycle and its impact on promoting children’s development.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC210 Infant and Toddler Development 40 hours, 4 credits
This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. This course will introduce the philosophy and theory behind group care, continuity of care, and responsive care as it relates to brain and attachment research. Explores ways of creating environments for infant/toddler group care which foster optimal 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, storytelling, read-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.
Prerequisite: 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 the 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 explore 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, 4 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, as well as 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, 4 credits
This 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 fund investment and 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 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 fire protection. Topics include: history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation.
Prerequisite: none

FS120 Fire Protection Systems 40 hours, 4 credits
This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers.
Prerequisite: none

FS125 Principles of Emergency Service 40 hours, 4 credits
This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives.
Prerequisite: none
FS180 Strategy and Tactics I
40 hours, 4 credits
This course provides the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents, and will prepare supervisors who are responsible for commanding one to two companies at the emergency scene. This may include supervisors such as company officers or chiefs of officers of small fire departments. Skills & lessons will include information and skills in officer supervision, stations, with information and skills in officer 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 in charge of a single fire company or fire station with information and skills in supervisory practices and personnel management. Skills & lessons will include the role and function of the fire company officer, basic management principles and concepts, leadership, motivation, task management, discipline, and conflict resolution.
Prerequisite: Principles of Emergency Service

FS255 Management II: Fire Department Leadership II
40 hours, 4 credits
This course is designed to provide the supervisor, who is in charge of a single fire company or fire station, with information and skills in personnel management. This course provides coverage in the areas of basics of all forms of communications, report writing, face-to-face communication, group dynamics, coaching and counseling skills, and job performance appraisals.
Prerequisite: Management I: Fire Department Leadership I

FS280 Management III
40 hours, 4 credits
This course will provide the supervisor, who may be in charge of multiple fire companies or fire stations, with information and skills in officer supervision and administrative functions. Skills & lessons will include: planning and decision-making, finance and budgeting, risk management, public relations and dealing with the media.
Prerequisite: Management II: Fire Department Leadership II

FS285 Management IV
40 hours, 4 credits
This course will provide the supervisor, who may be in charge of multiple fire companies or fire stations, with information and skills in officer supervision and administrative functions. Skills & lessons will include: planning and decision-making, finance and budgeting, risk management, public relations and dealing with the media.
Prerequisite or Co-Requisite: Management III

FS290 Fire Service Instructor I
40 hours, 4 credits
This course is for students seeking the knowledge and ability to teach from predominantly skills oriented prepared materials. Skills & lessons will include effective communication methods, concepts of learning, human relations in the teaching-learning environment, methods of teaching, and organizing the learning environment, records and reports, testing and evaluation, instructors’ roles and responsibilities, teaching techniques, 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 macroeconomic concepts.
Prerequisite: none

G124 English Composition I
40 hours, 4 credits
This course is designed to provide extensive training in the writing process and the development of 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: G125

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 humanistic 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.
Prerequisite: G124

G142 Introduction to Sociology
40 hours, 4 credits
This course introduces students to basic sociological 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
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 to culture, communication, politics, and economics.
Prerequisite: none

G148 General Psychology
40 hours, 4 credits
This course introduces students with a general understanding of basic methodologies, concepts, theories, and practices in contemporary psychology. Areas of investigation may include the goals and research methodologies of psychology, the science of the brain, theories of human development and intelligence, concepts of motivation and emotions, the science of sensation and perceptions, and the current practices pertaining to psychological disorders, therapies, and treatments.
Prerequisite: none

G149 Technology and Society
40 hours, 4 credits
Students will study the relationships, benefits, historical significance, and effects technology has on society. This course will investigate the local, national and global impact of technology on both individual and global cultures. This course introduces students to basic diversity and technology terms and concepts. Students will examine the influences that emerging technologies have on diversity awareness, the digital divide, and intercultural knowledge.
Prerequisite: none

G150 Structure and Function of the Human Body
40 hours, 4 credits
This course provides a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems.
Prerequisite: none

G152 Scientific Literacy
40 hours, 4 credits
In this course students will explore the role that science plays in the world. Students will survey different natural sciences such as: biology, health sciences, chemistry, astronomy and geology, as well as analyze specific case studies from these fields. Throughout the course, students will develop their scientific reasoning skills. They will learn about the scientific method as well as how to detect common fallacies and misuse of science.
Prerequisite: none

G156 Human Biology
40 hours, 4 credits
This course provides students with a comprehensive understanding of the structure and function of the human body with added applications of health and disease. Students will learn basic concepts of biochemistry, cells, body systems, and genetics. Students will examine the impact of human growth and development on society, the environment, and the promotion of the advancement of biotechnology.
Prerequisite: None

G156L Human Biology Lab
40 hours, 2 credits
This lab course is intended to be a co-requisite with the Human Biology class. The laboratory course applies critical thinking approaches 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 in 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 operations, set theory, geometry, proportion, proportionality, probability, statistics, linear modeling, and exponential modeling.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

G180 General Education Mathematics
40 hours, 4 credits
This course introduces students to topics from modern mathematics that are relevant to everyday life and not typically covered in the standard college math sequence. Students will be exposed to a variety of mathematical tools from diverse branches of mathematics. They will utilize these tools to solve interesting real-world problems. Topics may include, but are not limited to, game theory, graph theory, the mathematics of growth, applications of geometry, probability, and statistics.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

G195 College Statistics
50 hours, 4 credits
In this course students will develop basic statistical literacy along with the ability to analyze and solve problems using statistical methods. Students will work with and present quantitative data by means of graphical and numerical methods. Topics include descriptive statistics, basic probability, discrete and continuous probability distributions, sampling distributions, estimation, hypothesis testing, analysis of variance, and simple linear regression.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score
G200 Understanding Cultures 40 hours, 4 credits
This course is a comparative study of societies and cultures around the world and the cultures within the United States, focusing on the effects of ethnicity and race on American, Latin American and Asian American students. Topics include family, marriage, power, religion, values, families and work. Prerequisite: none

G203 Microeconomics 40 hours, 4 credits
In this course, students will learn the fundamentals of microeconomics, 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

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

G246 Advanced Algebra 50 hours, 5 credits
Students will learn 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 techniques 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 intuitive 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 reviewed amid a variety of human cultures, values, and perspectives within the United States. Prerequisite: none

G333 American Religious History 40 hours, 4 credits
This course covers the history of religion in American culture, including the differences between rural and urban society, the development of religious freedom and the rise of a “secular religion.” Examine the emergence of new forms of belief and practice and the variety of religious issues confronting American society today. Prerequisite: none

G401 Comparative Politics 40 hours, 4 credits
This course will introduce students to the field of comparative politics by examining classification of political systems according to institutional and developmental characteristics. Causes and consequences of political instability and instability will be explored. Comparison will be made between the different country's external policies, economic systems, and political parties. Prerequisite: none

G4101 Quality Improvement in Healthcare 40 hours, 4 credits
This course examines methods for assessing 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 authorities in managing quality in healthcare organizations. Common methods and trends in quality improvement will be explored. Prerequisite: Introduction to Healthcare Administration or Introduction to Health Information Management

G430 Introduction to Microbiology 70 hours, 5 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 national 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

G257 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

G2599 Development of the Individual 40 hours, 4 credits
This course will present students with a broad understanding of communication in a variety of contexts. Students will learn about messages 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

G301 Introduction to Literature 40 hours, 4 credits
This course offers an introduction to the most common literary genres: fiction, poetry, drama, and the memoir. Students will study the basic elements of each genre, learn how to compare genres, become familiar with sample texts that illustrate the particularities of each genre, and practice the skills of reading 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)

G402 Introduction to Healthcare Administration 40 hours, 4 credits
This course provides a study of current healthcare policy issues affecting the U.S. healthcare system and the politics that drive policy and planning of healthcare delivery. The influence of participants outside the healthcare industry and the various levels of government involved in policymaking will be examined. Economic theory, trends, and the future of healthcare will be explored. Prerequisite: Introduction to Healthcare Administration or Introduction to Health Information Management; College-level Math course

G360 Healthcare Planning and Policy Management 40 hours, 4 credits
This course provides a study of current healthcare policy issues affecting the U.S. healthcare system and the politics that drive policy and planning of healthcare delivery. The influence of participants outside the healthcare industry and the various levels of government involved in policymaking will be examined. Economic theory, trends, and the future of healthcare will be explored. Prerequisite: Introduction to Healthcare Administration or Introduction to Health Information Management; College-level Math course

G400 Healthcare Information Systems 40 hours, 4 credits
This 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

G410 Healthcare Operations Management 40 hours, 4 credits
This course examines 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 real-world problems in the healthcare field. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Medical Law and Ethics or Health Information Law and Ethics

H430 Epidemiology
40 hours, 4 credits
This course examines the patterns and causes of disease in populations, how diseases are documented, and how to analyze the data to understand disease causes.
Prerequisite: none

H440 International Healthcare
40 hours, 4 credits
In this course, students will compare and contrast foreign healthcare services and systems, focusing on cultural, geographic, environmental, economic and political factors.
Prerequisite: Introduction to Healthcare Administration
H490 Healthcare Management Capstone
30 hours, 3 credits
This online course is designed to allow students to integrate the knowledge and skills gained in the Healthcare Management BS program. Through case analysis, class discussion, and a research project, students will synthesize and demonstrate their understanding of core healthcare-management concepts via completion of a Capstone project approved by the instructor. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Students must be enrolled in the Healthcare Management Bachelors Degree program and in their last or second-to-last quarter

H300 Information and Communication Technologies
40 hours, 4 credits
This course is an exploration of the technologies available to manage all aspects of health information and communication, including hardware and software to ensure data collection, storage, analysis and reporting of information.
Students will explore the development of networks, including intranet and internet applications to facilitate the electronic health record. Interpretation of the derivation and use of standards to achieve interoperability of healthcare information systems will be explored.
Prerequisite: Program Admission

H305 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

H320 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

H330 Financial Management of Health Information Services
40 hours, 4 credits
An exploration of the principles of developing strategic and operational plans for facility-wide systems and how to assess organizational structures to implement an information system. Students will develop and present a comprehensive strategic plan for a facility.
Prerequisite: Program Admission

H340 Project Management
40 hours, 4 credits
An introduction to the application of general principles of project management in the administration of health information services. Students will learn to implement project engineering and project management techniques to ensure efficient work flow and appropriate outcomes.
Prerequisite: Program Admission

H350 Electronic Health Record Application
70 hours, 4 credits
A lab-based course focusing on the use and application of electronic health records. Projects will be completed to simulate real-world activities that occur in the health information department and healthcare facility that will require critical thinking and problem solving.
Prerequisite: Program Admission

H360 Information Management Methodologies
40 hours, 4 credits
A study on managing the use of clinical data required in prospective payment systems and other reimbursement systems in healthcare. Topics will include compliance strategies and reporting, chargemaster management, casemix management, the audit process, and the National Correct Coding Initiative. Students will explore payment systems such as PPS, DRGs, APCs, RBRVS, and RUGs.
Prerequisite: Program Admission

H400 Electronic Data Security
40 hours, 3 credits
A study of data protection methods and monitoring including physical, technical, and managerial safeguards. Risk assessment, audit and control programs, contingency planning, and data recovery is included. Internet, web-based, and e-health security is explored. Students will lead and enhance confidence in students’ final security measures to protect electronic health information and protect data integrity and validity.
Prerequisite: Program Admission

H410 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 classmate and instructors using a webinar environment. Data analysis and presentation techniques will be used. Topics explored will be in adherence to Institutional Review Board processes and policies, research design and methods, knowledge-based research techniques, research protocol data management, and national guidelines regarding human subject’s research.
Prerequisite: Healthcare Statistics

H420 Health Information Management Professional Practice Experience
120 hours, 4 credits
A 120-hour practical clinical experience that focuses on the management of an HIM Department. This field experience will take place in a hospital or medical office 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 everyday life of the student will include identification of facilities that are available in the student’s area of interest and will establish an agreement with the facility to be completed. Must be completed in the student’s final quarter.

H430 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 organizational structures to implement an information system. Students will develop and present a comprehensive strategic plan for a facility.
Prerequisite: Program Admission

H435 Health Data Management
20 hours, 4 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 discipline 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, and retrieval and management of electronic records, 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 databases, such as the HEalsa, UHDDS, OASIS, including the history, purpose, and uses of each.
Prerequisite: Program Admission

H450 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 will 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.

H520 Community Psychology
40 hours, 4 credits
Community Psychology focuses on the four systems which work in a community: the mental health system, the educational system, the criminal justice system, and the criminal service system. As human service professionals, students will analyze problems in these communities and will evaluate individuals functioning in these systems, offering both answers and proactive models of prevention. Community psychology works toward the empowerment of members within a community, while appreciating diversity and understanding human behavior. Social change will be examined as well as understanding the setting or environment as important as the individual in it.
Prerequisite: General Psychology

H5270 Social Psychology
40 hours, 4 credits
In this course, students will understand the applied discipline of social psychology. In order to understand the social interaction of functioning humans in their communities and workplace, individual, social, 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

H5280 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 behavior, students will learn to explore what medical, psychological and social factors contribute to abnormal behavior and how it is evaluated and treated. Students will explore what is considered normal behavior and what is considered abnormal.
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 rules and mechanics of writing. They will also explore special communication issues, such as communicating with crime victims. They will develop skills for proper report writing, including such documents as search warrants, police reports, and case documents. Students will evaluate the impact of proper report writing, communication, and documentation on the outcome of legal proceedings, and review the importance of effectively translating written work into courtroom testimony.
Prerequisite: Policing in America

J130 Introduction to Homeland Security
40 hours, 4 credits
This course provides an introduction to the philosophical, historical, and multidisciplinary challenges of Homeland Security in combating terrorism. This course includes a review of the driving forces that resulted in the creation of the current Department of Homeland Security. This will be accomplished through a review of the field of homeland security, its evolution and critical issues, and an examination of current threats and vulnerabilities. The course also looks at the complexities of defining the roles of federal, state, local government, and the private sector.
Prerequisite: Introduction to Criminal Justice

J131 Criminal Law and Procedures: Crime and the Courtroom
40 hours, 4 credits
This course provides an examination of substantive and procedural criminal law. Students are introduced to the Federal and State courts systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. They will discuss mitigating factors and circumstances which may excuse criminal responsibility, and common law principles are examined. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice or Introduction to Law and the Legal System

J140 Field Communications in Criminal Justice
20 hours, 2 credits
This course emphasizes the skills of both oral and written communication with emphasis on writing formats used by justice professionals. Students will acquire the skills necessary to effectively communicate within diverse communities.
Prerequisite: Introduction to Criminal Justice

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

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

J260 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; domestic violence; and associated crimes and stalking and domestic homicide.
Prerequisite: Introduction to Criminal Justice

J211 Counseling Clients
40 hours, 4 credits
Students will examine the process and effects of counseling. Assessment tools, methods of evaluation, and case plans are explored. They will consider a variety of counseling settings, including prisons, jails, group homes, in-patient and outpatient treatment centers, and halfway houses, as places of rehabilitation and counseling. Students will explore diverse clients including juveniles and adults, men and women, and people from various cultures.
Prerequisite: Introduction to Corrections or Introduction to Human Services

J212 Criminal 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
This course will examine the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation, and aftercare treatment.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

J222 Practical Psychology for Law Enforcement
40 hours, 4 credits
Students will examine how principles of psychology relate to the field of criminal justice. They will explore fundamental concepts from a criminal justice perspective, focusing on the real-world effects these principles produce on criminal justice professionals, their families, and the citizens they serve. They will use the principles of 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.
Prerequisites: General Psychology, 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 of abuse will be explored. In addition, policy implications of drug use and the criminal justice system response will be analyzed. An overview of the theories of use, drug business, and drug law enforcement will be explored. Such recent developments as “drug wars,” in-habants, 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 Procedure, 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; Criminal Procedures; and Introduction to Corrections
J331 Constitutional Law 40 hours, 4 credits
This course challenges students to examine the complexities of the Bill of Rights and the application of those rights to the criminal justice system. The analysis of case studies will allow students to apply criminal law and procedure to fieldwork examination of criminal-justice issues. Prerequisite: Criminal Law and Procedures: Crime and the Courtroom (except for students enrolled in the Cyber Security Program)

J332 Homeland Security Policy 40 hours, 4 credits
Students will receive an overview of homeland security policy at the federal, state, and local levels. They will examine four key security components: risk education, preparedness, public warning, and protective actions. They will also explore the coordination of structure and policy across national and homeland security disciplines, including law enforcement, public education, medical, public health, emergency management (including FEMA), information operations, defense, diplomacy, commerce, transportation, and intelligence. Prerequisite: Terrorism

J335 Risk Analysis 40 hours, 4 credits
Students will examine the importance of risk management through analysis and evaluation as a means of ensuring the protection of communities, facilities, and personnel. They will gain an understanding of the identification and assessment of hazards, vulnerabilities, and risks, which is critical to the 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 minority representation at every point in the criminal justice process, from point of contact with the police to incarceration and the death penalty. The course includes a comprehensive examination of unbiased racial and ethnic theories, and research and practice of behavior and victimization affecting the criminal justice system. Prerequisite: Ethnic in Criminal Justice

J352 Victims in Criminal Justice 40 hours, 4 credits
This course explores the importance of the victim in the criminal-justice system's process. The victim's role in the criminal-justice process, and movements and legislation regarding victims' impact on judicial proceedings are examined. A variety of crimes and types of victims is explored. Prerequisite: none

J355 Realities of Crime and Justice 40 hours, 4 credits
In this course, students will analyze and critique media portrayals of crime and justice. Public perceptions of crime and realities of criminal justice will be explored. The mass media's "spectacular" cases are used to exemplify the media's influence on crime and justice. Prerequisite: Ethics in Criminal Justice

J360 Statistics in Criminal Justice 40 hours, 4 credits
Students will learn to interpret research data on issues in criminal justice. They will explore research design and statistical analysis through statistical tools typically used in criminal justice. They will apply statistical analysis using UCR and NVGS data sets. Prerequisite: College-level Math course

J365 Forensic Methods in Criminal Justice 40 hours, 4 credits
This course will explore the basic steps of conducting research. Students will explore the nature of research and the research techniques specific to the criminal-justice field. Students will become familiar with research terminology and the ethics involved in various research designs. To complete the course, students will design and simulate their own research project. Prerequisite: Statistics in Criminal Justice

J405 Emergency Management 40 hours, 4 credits
This course will examine the role of private and public managers in planning for response to natural or man-made emergencies. Response plans will be detailed and developed with the essential elements and participants. Types of hazards and risks of all involved with managing the response and the public will be explored. Prerequisite: Introduction to Homeland Security; Security Challenges

J410 Criminal Justice Leadership and Management 40 hours, 4 credits
This course will familiarize students with common management theory and practice in criminal-justice organizations. The application of management techniques is examined. The ethical and social implications of criminal justice decisions are examined. Prerequisite: Ethics in Criminal Justice

J415 Crime Prevention 40 hours, 4 credits
This course will explore the goals and types of various crime-prevention strategies. Physical environments and crime, neighborhood crime prevention, the media, and crime displacement will be explored. The course will examine persons and conditions associated with high rates of deviation. 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 Cybercrime, Terrorism, and Society 40 hours, 4 credits
This course will examine the role and function of corrections supervisors in the field. The practical considerations of managing offenders in the community will be examined. Case studies on probation and parole will be explored. Prerequisites: Criminal Behavior: Profiling Violent Offenders; Introduction to Corrections

J430 Forensic Psychology 40 hours, 4 credits
This course will examine the role and function of psychology as it applies to the criminal-justice system. Students will examine the responsibilities and tasks of forensic psychologists working with law enforcement, courts, and corrections. A psychological approach to person-to-person crimes will be explored. Prerequisites: Criminal Behavior: Profiling Violent Offenders; General Psychology

J435 Special Populations in Criminal Justice 40 hours, 4 credits
Students will examine the special populations of offenders in the criminal justice system. The experience of women, minorities, the physically and mentally challenged, the elderly, and the socioeconomically deprived in all parts of the criminal justice system will be explored. Students will analyze programs, policies, and case studies relating to special populations. Prerequisite: Criminal Behavior: Profiling Violent Offenders

J440 Special Offenders: Sex Offenders 40 hours, 4 credits
This course will examine the cases of sexual offenders and the ethical treatment of offenders. Laws and policy pertaining to sex offenders will be analyzed. Research on sex offenders, including recidivism, treatment, and community reintegration 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 methodology and 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 holds special interest for their career or an area of relevant interest in the field. Topics may include any area of justice studies, with the approval of the instructor. Students will conduct a thorough review of their topic and present their work in the form of a final project. Prerequisites: Research Methods in Criminal Justice; Statistics in Criminal Justice

J457 Criminal Justice Senior Thesis 40 hours, 4 credits
Students will apply their knowledge of criminal justice issues and social research methodology by completing a research project on an approved thesis proposal. Students will design and carry out a research study, collect and analyze resulting data, and integrate their research and findings into a formal thesis. Prerequisites: 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: Criminal Justice Internship 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 technologies and the focus of this course. Students will theorize future initiatives in policing, courts, corrections, juvenile justice, and homeland security. Prerequisites: Critical Issues in Criminal Justice Capstone

M100 Customer Service in Healthcare 10 hours, 1 credit
This course will allow students to deliver outstanding customer service in a healthcare setting by providing them with an understanding of the factors that influence the perceptions of external and internal customers. Topics covered in this course include: the psychology of patients, customer service in a diverse world, listening skills and effective communication techniques.

M120 Medical Terminology 40 hours, 4 credits
This is a basic medical vocabulary-building course. An emphasis will be placed on the most frequently used medical terms based on prefixes and suffixes, Latin and Greek roots, and anatomic/medical and anatomic/nomologous root systems. All body systems will be covered. The course will be taught using roots, terms built from word parts, abbreviations, and basic and medical surgical terms. Students will be expected to focus on spelling and pronunciation.

M121 Anatomy and Pharmacology for Coders 30 hours, 3 credits
This course provides an in-depth exploration of human anatomy and physiology as well as pharmacology in order to prepare students for coding. This course also provides a systematic approach to hospital inpatient and ambulatory care coding, emphasizing specific and correct coding procedures and techniques. Topics covered include study of human cells and tissues; the integumentary, musculoskeletal, nervous, respiratory, gastroenterological, circulatory, digestive, reproductive, sensory, cardiovascular, lymphatic, immune, and endocrine systems of the body; most commonly prescribed drugs; and laboratory tests. The student will learn to how to abstract key information from the health record to assist in improving physician documentation and to ensure all valid and accurate coding. Students will complete and laboratory exercises coordinated with course content. Prerequisites: Structure and Function of the Human Body; Medical Terminology

M130 Medical Writing, Style and Grammar 30 hours, 3 credits
A focused look at English Grammar, punctuation and sentence structure that will lend to accurate and appropriate medical documents being transcribed or edited. Common English language needs in medical transcription are explored, as well as correct use of number formatting, capitalization and abbreviations. Alkie words will be studied and practiced and a medical terminology review will be mandatory. Prerequisite: none

M31 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 appropriately in various situations and will cover diagnostic coding of all body systems. Use of coding and grouper software will be introduced as well as use of registries and indices. Prerequisites: Anatomy and Pharmacology for Coders; Pathophysiology
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M132 ICD-PCS Coding
40 hours, 4 credits
This course provides in-depth study of the International Classification of Diseases-Procedure Coding System (ICD-PCS) using sample exercises and highlight cards to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-PCS coding guidelines appropriate to the coding situation and will cover procedural coding of all body systems. Use of coding and grouper software will be used as well as the use of registers 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 highlight cards to develop skill and accuracy in coding in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems. Use of coding and grouper software will be used as well as the use of registers and indices. Prerequisite: ICD-CM Coding

M205 Medical Transcription I
40 hours, 3 credits
The student will transcribe medical histories, physical examination and other medical reports from dictation and 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 dictation 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 will 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 coding: 3rd party payers, insurance terminology, and medical billing. They will learn skills including claim forms preparation and processing, and electronic claim submission, and will review introductory medical coding. They will also examine plan options, payer requirements, state and federal regulations, and abstracting of source documents. Prerequisite: Medical Terminology

M211 Quality Analysis and Management
40 hours, 4 credits
This course covers quality improvement methodologies used in acute and long-term care, and the quality issues of health information services. This course includes data collection and compilation of healthcare statistics. Prerequisites: Introduction to Health Information Management, Computer Applications and Business Systems Concepts

M214 Medical Transcription
60 hours, 3 credits
The student will transcribe medical reports of medical specialties from dictation, including: reports generated by speech recognition from various specialties, and apply knowledge of medical terminology, anatomy, and physiology to the transcription and editing process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms, as well as proper report format. Prerequisites: Introduction to Medical Transcription; Medical Terminology; Keyboarding I

M218 Management of Health Information Services
40 hours, 4 credits
The study of management, supervision, and human resource principles with application to health information service departments in various healthcare settings. Students will learn how to measure and manage productivity of HIM staff and explore the HIM management role in relation to other hospital departments. Pre or Co-requisite: Introduction to Health Information Management

M223 Pathology I
40 hours, 4 credits
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected body systems. Prerequisite: Human Anatomy and Physiology I or Structure and Function of the Human Body

M224 Pathology II
40 hours, 4 credits
Continuation of studies of the basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment and prevention of common diseases of selected human body systems. Prerequisite: Pathology I

M229 Health Care Information Technologies
40 hours, 4 credits
This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines. Prerequisites: Introduction to Health Information Management, Computer Applications and Business Systems Concepts

M230 Medical Law and Ethics
40 hours, 4 credits
A study of the United States legal system and court process with emphasis on legal and ethical issues within the healthcare environment. Fraud, abuse, patient privacy and confidentiality, and professional practice law and ethics will be covered. The course will include a project that is specific to student’s program of study. Prerequisite: none

M232 Pathophysiology
50 hours, 5 credits
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems. Prerequisites: Human Anatomy and Physiology I or Structure and Function of the Human Body

M233 Health Information Law and Ethics
40 hours, 4 credits
A study of the impact of the United States legal system and various healthcare regulations and ethics on the health information management environment. Fraud and abuse, patient privacy and confidentiality, protected health information, release of information, and professional practice law and ethics will be explored. Prerequisite: none

M251 Medical Coding Practice
30 hours, 4 credits
This course offers a simulated practical experience utilizing medical records and coding software in an online setting under the direction of a Coding instructor. Pre or Co-requisite: Ambulatory Care Coding

M252 Health Information Practicum
60 hours, 2 credits
A simulated practical experience exploring a virtual hospital and clinic and using software and practical simulation assignments to experience real-world situations within HIM departments and other hospital departments. The practicum allows students to gain experience as a health information technician in a simulated healthcare work setting, and is essential to training and certification. Prerequisites: Health Information Law and Ethics; Healthcare Information Technologies; Quality Analysis and Management

M270 Electronic Health Records
40 hours, 4 credits
This course is designed to provide students with an understanding of the administrative duties performed in the medical office. Concepts covered include: preparing, filing, and maintaining medical records; knowledge of the various types of health insurance coverage, coding and reimbursement; confidentiality and protected health information for releasing health information; and effective oral and written communication skills. Prerequisite: Medical Terminology

M290 Medical Administration Capstone
10 hours, 3 credits
This capstone course is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administrative, and medical office management skills. Prerequisite: Medical Administration student in last or second-to-last quarter

MA102 Introduction to Medical Assisting
40 hours, 3 credits
This course is designed to provide students with a thorough understanding of the Medical Assisting profession and the skills necessary to be successful both in the Medical Assisting program and profession. During this course, students will complete a Programmatic Orientation and be exposed to basic Medical Assisting skills such as professionalism, vital signs and CPR/First Aid. Prerequisite: none

MA110 Clinical Skills I
60 hours, 4 credits
In this course students will begin their study of the essential and basic core of front-office and back-office skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including communication and technology, patient centered care, safety and emergency procedures, health insurance, medical terminology and units or measurements, medical documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. They will follow applied-learning approaches to all skill development and performance objectives. Prerequisites: Introduction to Medical Assisting; Medical Terminology; Pre or Co-requisite: Pathophysiology I or Pathophysiology

MA145 Clinical Skills II
60 hours, 4 credits
Students will continue their study of the essential and basic core of back-office medical assisting skills. They will master knowledge and skills including patient examination and assessment, performing venipuncture, performing medication administration, minor surgical procedures, procedures for medical emergency, CPR and AED, 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

MA135 Pharmacology for the Allied Health Professional
60 hours, 4 credits
This course is designed for a variety of allied health programs requiring an understanding of pharmacology. It attempts to present a basic rationale for understanding current drug therapy. This course presents drugs according to their therapeutic applications. Pertinent physiology and related diseases are reviewed before the pharmacology of the drug is discussed. The approach by body system in this course serves to provide the necessary background information and to refresh the student’s memory of previously learned material through which the therapeutic action of the drugs can be clearly understood. Prerequisites: Medical Terminology; Human Anatomy and Physiology I, or Structure and Function of the Human Body

MA145 Clinical Skills II
60 hours, 4 credits
Students will continue their study of the essential and basic core of back-office medical assisting skills. They will master knowledge and skills including patient examination and assessment, performing venipuncture, performing medication administration, minor surgical procedures, procedures for medical emergency, CPR and AED, 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 Medical Laboratory Skills for Medical Assisting 60 hours, 4 credits
In this course students will study medical laboratory procedures and techniques that are significant to medical and laboratory assistants and other healthcare professionals. They will learn about laboratory equipment and safety, and issues of patient confidentiality. They will learn to analyze blood and urine samples by venipuncture and patient instruction and perform laboratory procedures including urinalysis and hematometry, chemistry, immunology, and microbiology testing.
Prerequisites: Completion of S1A, S2A
MA241 Human Anatomy and Physiology I 60 hours, 5 credits
In this course students will begin their study of the structure and function of the human body. They will examine topics including basic chemistry and cell biology, tissues, and the integumentary, skeletal, muscular, nervous, and endocrine systems of the body, and will learn medical terminology. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: none
MA242 Human Anatomy and Physiology II 60 hours, 5 credits
In this course, students will continue their study of human anatomy and physiology begun in Human Anatomy and Physiology I. They will examine the circulatory, lymphatic and immune, respiratory, urinary, digestive, and reproductive systems, as well as fluid and electrolyte balance, acid-base balance, and nutrition and metabolism. Students will complete laboratory exercises that will cover each anatomic region. The course is designed to prepare students for the examination for Limited Scope of Practice in Radiography and will prepare students for a position as an X-ray operator.
Prerequisites: Structure and Function of the Human Body
MA265 Medical Assistant Capstone 240 hours, 8 credits
In conjunction with a Medical Assisting Capstone, students will complete 240 hours of a Medical Assisting training experience in a physician’s office, clinic or medical center. While on the clinical site, the extern will perform medical-assisting job duties in both the front-office administrative and the back-office clinical areas, in order to develop on-the-job learning skills. Under no circumstances will the student be required to perform tasks that are considered to be hazardous.
Prerequisites: Completed series of Hepatitis B immunizations, completion of a 2-Step Mammography screening test within 6 months of starting externship; Completion of all immunizations or verifications of immunity required by program site; Successful completion of background check (clear background check obtained); Attendance at Rasmussen College Externship meeting held by Program Coordinator; Attendance at externship site orientation (if required by site); Successful completion of all Medical Assisting core courses except Career Development and Seminar courses; Approval of Medical Assisting Program Coordinator.
MA285 Medical Assisting Capstone 20 hours, 2 credits
In conjunction with the Medical Assisting Externship (MA265), students will complete an online Medical Assisting Capstone course. In this course, students will learn job-search techniques and skills for entry-level medical assistants as well as share and learn from their externship experiences with the class. This will also prepare to sit for a Medical Assisting credential examination during this course (either the CMA or RMA depending on campus accreditation status).
Prerequisite: none
Co-requisite: Medical Assisting Externship
MH100 Pre-calculus 40 hours, 3 credits
In this course, students will understand the application of function theory including the properties and behavior of various function types including polynomial, exponential, rational, polar, and parametric functions. The course emphasizes the comprehension of function behavior through graph plotting, both manual and through the use of graphing calculators. Students will develop solution sets for equations and inequalities.
Prerequisite: Advanced Algebra
MH200 Calculus I 40 hours, 4 credits
This course takes students into a deeper exploration of functions within the framework of the Fundamental Theorem of Calculus. Topics include limits, derivatives, and methods of integration will be discussed. Students will cover numeric, graphical, and symbolic approaches to problem-solving for real-world problems. Knowledge of 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 integration and the applications of integrals as well as power series and methods of differentiation. This course will cover the topics of convergence and divergence, and students will understand whether improper integrals are convergent or divergent.
Prerequisite: Calculus I
MH300 Applied Discrete Mathematics 40 hours, 4 credits
This course builds on the foundation established in Introduction to Discrete Mathematics with further exploration in logic and mathematical reasoning. Topics include combinatorics and graph theory, Boolean algebra, digital logic circuits, ordered sets, functional programming, models of computation, and computational complexity. Students will gain experience formulating mathematical proofs.
Prerequisites: Introduction to Discrete Mathematics, Calculus II
MH310 Probability and Statistics 40 hours, 4 credits
This course explores the concepts of conditional probability, random variables, expectations and distributions, sample spaces, moment-generating functions, and the central-limit theorem. Further topics include an introduction to estimation, confidence intervals, and hypothesis testing. Students will be able to generate random variables through experimentation, and they will understand how to apply statistical concepts to computational applications.
Prerequisite: Introduction to Discrete Mathematics
N127 Microsoft Windows Workstations 40 hours, 4 credits
This course provides students with the knowledge and skills necessary to install and configure a Windows Workstation. The course gives the student the ability to provide technical support to a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, the course helps prepare students to take the Microsoft Windows Configuring 70-660 Certification Exam, which is required towards Microsoft Certified Solutions Associate (MCSA) Windows 7 certification.
Prerequisite: Fundamentals of Hardware & Software II
N133 Networking Fundamentals 40 hours, 3 credits
This course has been designed to teach the foundations of networking. The course covers Local Area Networks and Wide Area Networks and how communications are accomplished in those environments. Students will learn the different Protocols used in networking. The course will cover the designing networks both cabled and wireless. Students will learn basic troubleshooting of a network and how to maintain it. To reinforce the material in this course the instructor will assign directing on projects to be performed in a lab setting. Further, this course helps prepare students to take the CompTIA Network+ certification exam.
Prerequisite: Fundamentals of PC Hardware and Software
N136 Operating Systems Fundamentals 60 hours, 4 credits
Students are introduced to the principles of various types of microcomputer operating systems. The course includes system concepts, management, memory management, processor management, user interface and operating system functions especially related to database resource management. Emphasis is placed on how the user, hardware, and software interface with the operating system.
Prerequisite: none
N137 Programming I 60 hours, 4 credits
This course is designed to teach the student C++- programming utilizing object oriented concepts, including objects, classes, expressions, loops and within the C++ -realm are explored and practiced. This first course in a two course sequence ends with an analysis of functions and how to test these functions. The student will be used in different programming projects.
Prerequisite: Object-Oriented Programming
N138 Game Preproduction 40 hours, 4 credits
This course has been designed to teach you the fundamental philosophies of game design and apply them in a hands-on manner using a step-by-step process that develops problem solving strategies. The techniques taught in this course exist to provide the practical resources needed to build a firm understanding of game development from a production standpoint. In addition, the information this course provides is a grundend for any real life application where inspiration must combine with practical knowledge and application to create a marketable product.
Prerequisite: Game Design Theory I
N139 Game Design Theory I 40 hours, 4 credits
This course introduces the non-technical study of games, the game development process, and the game industry. The course establishes a lexicon for discussing games and introduces tools for analyzing and understanding games and game design. The course will also present an overview of core concepts including game mechanics, game theory, the expected effects of playing games, and the cultural, technical, and social aspects of games.
Prerequisite: none
N140 Logic and Troubleshooting 40 hours, 3 credits
This course provides students a strong base of Critical Thinking and troubleshooting methodologies for assessing situations and applying the appropriate solutions to given scenarios. The materials contained within this course will assist in building the students ability to form reasonable hypotheses for solving problems of a technical nature.
Prerequisite: none
N141 Networking Security 40 hours, 3 credits
This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. Students will learn to create secure communications for remote access, e-mail, the Web, directory and file transfer, and wireless data. They will understand the concepts of physical security and disaster recovery. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, this course helps prepare students to take the CompTIA Security+ exam.
Prerequisite: Introduction to Networks
N142 Foundations of Software Design 40 hours, 3 credits
This course introduces students to fundamental aspects of programming as it is related to proper software design concepts. Students will gain an understanding of how computational techniques are applied in solving a variety of problems. Topics will include variables, procedural abstraction utilizing handlers, conditionals, and loops, and data types. The course will prepare students with an understanding of software engineering having by them write small but useful computer programs using pseudo-code as well as a highlevel programming language.
Prerequisite: none
N145 Fundamentals of PC Hardware and Software 60 hours, 4 credits
In this course, students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and the software used to support the hardware. Additional topics covered include the relationship between computer hardware and software, computer networks and peripherals, virus protection, disaster recovery and maintenance planning. Finally, the student will learn about and conduct the responsibilities of a professional PC technician. In this course, the instructor will assign direct hands-on projects to be performed in a physical or remote lab setting. This course helps prepare students to take both parts of the A+ certification exam. Each student will assemble a computer using prescribed parts and materials.
Prerequisite: Logic and Troubleshooting
N146 Fundamentals of Hardware and Software I 40 hours, 3 credits
This course will introduce students to the installation, configuration, maintenance, and troubleshooting of end-user personal computer hardware (including laptop 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. In this course, the instructor will assign direct hands-on projects to be performed in a physical or remote lab setting. This course helps prepare students to take both parts of the A+ certification exams. Each student will assemble a computer using prescribed parts and materials.
Prerequisite: Logic and Troubleshooting
N474 Fundamentals of Hardware and Software II
40 hours, 3 credits
This course is a continuation of Fundamentals of Hardware and Software I, which prepared students for the CompTIA A+ 801 exam. This course will prepare students for the CompTIA A+ 220-802 exam, focusing on operating systems, security, mobile devices, and troubleshooting. Using the latest tools and techniques, students will learn how to set up networking, printers, tablets, file sharing, and troubleshoot problems related to the same. Operating system security and methods to prevent intrusion will be discussed. Concepts of virtualization, desktop imaging, and deployment will be introduced.
Prerequisite: Fundamentals of Hardware and Software I

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

N150 Technology’s Role in the 21st Century
20 hours, 2 credits
This course provides a broad overview of major technology developments and social developments in the late 20th and 21st centuries along with their cultural, economic, and societal impact. Topics include the use of technology tools in science, industry, education, and the arts. Categories such as communications, commerce, and quality of life will be explored as students review the scope of integration of technology within the context of everyday life.
Prerequisite: none

N156 Mac Integration
40 hours, 3 credits
The purpose of the Mac Integration course is to give students an entry-level perspective to supporting and configuring the Mac OS X operating system. Students will learn how to integrate a Mac client into a Windows network and connect a Mac Client to services such as Active Directory and Microsoft Exchange. Also covered is basic user configuration. This course maps to the Mac Integration Basics Certification Exam.
Prerequisite: Microsoft Windows Server

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 cultural, technical, and social aspects of games.
Prerequisite: none

N171 Introduction to Networks
40 hours, 3 credits
This course introduces the foundation to understanding computer networks, including structure and function, components, and models of Local Area Networks (LAN), Wide Area Networks (WAN), and the Internet. Students will learn the fundamentals of Ethernet concepts like IP addressing, protocols, hardware, and network topologies. Students for the CompTIA A+ course will prepare students for the CompTIA A+ certification exam and will create a Cybersecurity and Ethics course focused on 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 of the certification exam, the Certified Ethernet Network Technician (CENET) certification exam. CENET education continues in the Cisco Routing and Switching course.

N180 Math for Game and Simulation Production I
40 hours, 3 credits
This course has been designed to teach concepts in linear algebra. The course covers linear equations and matrices, and how these can be solved in various situations. In addition, topics will include determinants, vectors in the plane, and how to calculate cross determinants.
Prerequisite: College-level math course

N200 Systems Analysis
40 hours, 3 credits
This course covers analysis of information systems including networks, servers, environments, business solutions, and databases. Students will be exposed to different projects that have complex systems and be asked to create analysis documents and diagrams. Improving the efficiency of the systems will be a primary goal of this course.
Prerequisite: Introduction to Networks

N201 Cisco Network Routing and Switching
40 hours, 3 credits
This course prepares students to work with routers and switches in a Local Area Network. Students will learn how to configure and troubleshoot Cisco switches and routers. Concepts in the course will include routing protocols like RIP, VTP, OSPF, VLANs and VTP routing in both IP and IPX networks, as well as DHCP, DNS, and NAT. This course will help prepare students to take the Cisco Certified Network Technician (CCENT) Exam by using a variety of hands-on labs and simulations to understand router and switch configuration by emphasizing practical, real-world principles.
Prerequisite: Introduction to Networks; Microsoft Windows Server

N204 Human-Computer Interaction and Interface Design
50 hours, 4 credits
How a user 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 most important and 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 introduce data structures using C++. Topics to be covered include lists, stacks, and queues. In addition, additional time is spent on templates and algorithmic analysis as it relates to recursion.
Prerequisite: Programming I

N207 Programming II
60 hours, 4 credits
This course is a continuation of Programming I. This course 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 more advanced topics in C++. A project and a brief look at how C++ can start to be utilized in game programs is covered.
Prerequisite: Programming I

N208 Linux Administration
40 hours, 3 credits
This course is designed to introduce the Linux operating system. The students will learn to install, configure, maintain, administer, and use programming features of the Linux operating system. Students will learn how to download and install source application from the Internet and use Windows and Linux to compile and run Linux in the enterprise network environment. This course uses a combination of reading, lecture, Internet-based research, and lab work to reinforce the course material. Further, this course helps prepare students to take an industry accepted Linux certification exam.
Prerequisite: Microsoft Windows Server

N209 PHP/MySQL Administration
60 hours, 4 credits
Students learn the fundamental areas of two widely used Web application database technologies, PHP and MySQL for implementing and managing database-driven websites. Topics will include PHP scripting and advanced administration of MySQL database applications to be utilized through the Internet.
Prerequisite: SQL Server Administration

N210 Introduction to Computer Systems
40 hours, 4 credits
This course is an introduction to the study of software control over the hardware components of a computer’s architecture—the CPU, RAM, and system bus. Topics include development of C language programs with a pseudo-code foundation, CPU operation at the bus level, comparison of procedural languages to machine language, and the development of machine code, assembly language programs using multiple addressing modes, branching, and subroutine calls.
Prerequisite: Foundations of Software Design

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

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

N213 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 SDIO (Dual Boot Your Own Device) and understand what additional security measures need to be implemented to secure devices that are utilizing public networks.
Prerequisite: Networking Security

N214 Interactive Storytelling
50 hours, 4 credits
This course explores the integration of storytelling and interactivity. From the fundamentals of creating stories to the integration of game technology, students will write and build worlds where story interacts with game structure. Subjects will include linear narrative, myths and the hero’s journey, chatterbots and MUDs, exposition and dialogue trees, spatial narratives and storylines, and a range of interactive storytelling methodologies from campfires to LARPs and text adventures.
Prerequisite: Game Preproduction

N220 PHP/MySQL Administration
60 hours, 4 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 a 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

N225 Interactive Storytelling
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 network and system devices. In addition, the material in this course the instructor will assign direct hands on projects to be performed in a lab setting. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.
Prerequisite: Microsoft Windows Server

N226 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 a 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

N227 Activities and Operating Environments
50 hours, 4 credits
This course will provide students with the understanding of how and why current technologies function as they do. Students will be introduced to emerging digital communication technologies and will learn to identify opportunities for new applications and operating environments.
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 HTML and CSS3 as well as an introduction in scripting using PHP as well as Javascript. In addition, the core principles of social media application development are covered.
Prerequisite: Fundamentals of Programming

N233 Software Packaging and Deployment
50 hours, 4 credits
The goal of this course is to provide students an understanding of how to rapidly deploy applications and operating environments. Students will utilize various tools commonly used in application deployment through creating automated installs and application and operating systems images. Students will successfully package and deploy applications and operating systems via these methods in a virtual and stand-alone environment.
Prerequisite: Microsoft Windows Server
N234 Microsoft Exchange Server 40 hours, 3 credits
In this course students will learn a wide range of information about Exchange Server, from installation, configuration, administration, troubleshooting, and maintenance. It introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course uses real-world examples of networking and messaging issues. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.
Prerequisite: Windows Active Directory

N235 Cisco Networking Fundamentals and Routing 40 hours, 3 credits
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 on on networked platforms. In addition, the design of profiles, password policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database activities. Prerequisite: SQL Server Administration

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 on on networked platforms. In addition, the design of profiles, password policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database activities. Prerequisite: SQL Server Administration

N237 CF 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 user interface, multimedia development, and web programming will be explored.
Prerequisite: Object-Oriented Programming

N259 Mobile Support Principles 40 hours, 3 credits
The Mobile Support Principles course covers the challenges 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 mobile client, network configuration and general device 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 system architecture and perspective of information security. They begin with the strategic planning process for security, which includes an examination of countermeasures, policies, procedures and staffing functions necessary to organize and administrate ongoing security functions in an organization. Core subjects include security practices, security architecture and models, continuity planning and disaster recovery planning.
Prerequisite: Networking Security

N256 Console Development 60 hours, 3 credits
One aspect of creating games is determining how they will work with different consoles from various manufacturers. This course guides the student through various project plans that will have an impact on the game (memory, processing, storage, and debugging to name a few). This project plan will provide 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 I

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.
Prerequisites: N274 SQL Server Administration

N274 SQL Server Administration 40 hours, 3 credits
This course is 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 availability, and enhancing 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 “Sims” to educational and military simulations. This course combines reading and critical thinking skills with hands on development simulations with a 3D game engine. Students will study the theory behind the production of different types of simulations as they learn to apply software to create short simulations.
Prerequisites: Platform Design and Human-Computer Interaction

N286 Math for Game and Simulation Production II 40 hours, 4 credits
This course builds on topics introduced in Math for Game and Simulation Production I. These topics include graphing and solving equations, polynomial, rational, logarithmic, and exponential functions; analytic geometry; and determining equations from a 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. With a focus on the overall workflow and subject matter areas of the digital media, students will gain a comprehensive understanding of the business of digital media.
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 graphics algorithms in relation to video game and simulations. The focus is on modern 3D Rendering and the development of 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 models, such as how we render realistic light, model the way objects reflect light, and the path that light takes as it refracts through the scene.
Prerequisites: Programming II

N303 Software Systems Principles 40 hours, 3 credits
This course provides a historical perspective of programming languages and their development. Students will study techniques of language translation including lexical analysis, grammar, syntax and parsers. Topics include the structure and functionality of modern operating system software with an emphasis on concurrent process execution, process scheduling, communication, and API services. The course will also develop the use of basic drawing concepts using dedicated OS features is also considered.
Prerequisite: Introduction to Computer Systems

N304 Operating Systems Design 50 hours, 4 credits
In the course, students learn how operating systems are designed as Windows, Linux, and the Mac OS X are a fundamental component of all computing systems. This course explores how operating systems are responsible for managing the running processes as well as the sharing of system resources such as the printers and storage over network infrastructures. The course provides an in-depth exploration of the design and implementation of modern operating systems. Topics include the evolution of operating systems, scheduling, paging, input/output devices, virtual memory, files, synchronization, and security.
Prerequisite: Software Systems Principles

N305 Figure Drawing 60 hours, 4 credits
Figure drawing will emphasize the traditional and realistic approaches used to draw the human figure accurately. There will be an emphasis on gesture, proportions and form development using the principles of figure in context and within settings. The basic structural and anatomical concepts will be covered along with an in-depth study of motion and gesture drawing skills.
Prerequisite: Color Theory and Techniques

N306 Advanced Network Security 50 hours, 4 credits
This course provides a detailed examination of techniques and concepts surrounding the topic of network defense. Students will learn how to implement strategies for information asset security, utilizing industry tools and techniques. Both hardware and software issues within the field of Information Security will be explored. Students will examine a range of network security topics including virtual private networks, intrusion detection, cloud security, and incident response strategies.
Prerequisites: Cisco Networking Fundamentals and Routing; Principles of Network Security

N307 Principles of Network Security 40 hours, 3 credits
This course will acquaint students with the concepts needed for network defense techniques. Students will examine the tools, techniques, and technologies used in the security of information systems. The course is designed to provide in-depth information on the software and hardware components of Information Security. Topics covered include: intrusion detection, virtual private networks (VPN), protocols, firewalls, access control, response strategies and planning, wireless network security.
Prerequisite: Networking Fundamentals
N315 Flash Animation 60 hours, 4 credits
This course is an introduction to Macromedia’s Flash. The course will cover the basics of Flash: importing, creating & editing vector graphics and animations. Students will learn the basics of animation by combining interactive elements and incorporating sound and video and testing Flash movies. Also, students explore the steps in creating Flash productions from start-to-finish, including site map and navigation building, button making and output.
Prerequisite: Multimedia Technologies

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

N320 Polygon Modeling 60 hours, 4 credits
This course demonstrates the techniques of modeling objects in a three-dimensional environment. Students will create primitive objects such as cubes, spheres, pyramids, and cylinders to build more complex polygons, and students will utilize techniques to approximate curved surfaces with multiple polygons. Industry standard software such as 3D Studio Max, Zbrush, and MudBox will be discussed, and students will have the opportunity to use this software to create a variety of polygon objects.
Prerequisite: The Study of Animation

N322 Web Application Architecture and Design 50 hours, 4 credits
This course presents key concepts in distributed designs for network enabled software systems and applications. Distributed designs allow applications to span multiple machines and require deliberately planned design approaches. Students will learn to build systems that are scalable, reliable, and secure when implemented within network infrastructures. Topics include object-oriented programming to networked web services, including database applications deployed on very large-scale websites.
Prerequisite: Java I

N323 Asset Management 30 hours, 3 credits
This course is designed to teach students best practices in inventory management. Topics include hardware and software audits, asset tracking systems, software licensing, and service contracts management.
Prerequisite: Project Planning for IT

N324 Portfolio, Package and Publish 40 hours, 4 credits
This course focuses on the process and tasks necessary for game and simulation-specific employment including; implementations, contacting and connections, and the important demos and elevator pitch. Students will learn how to develop an industry-specific resume, how to present their skills in a portfolio, and how to package themselves as a top candidate for a position. Students will create a polished resume and cover letter and learn networking skills for their area of interest in game or simulation production.
Prerequisite: none

N325 Advanced Methods of Computer Graphics 60 hours, 4 credits
This course is for photographers and artists, who wish to go well beyond the basics of Photoshop. In addition to covering more sophisticated methods of color correction, image manipulation and printing, students will also learn scripting, digital camera usage, the mechanics of calibration and other more advanced sets of controls in Photoshop, all within a framework that builds professionally 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 complex security issues involved in maintaining a web or intranet/ internet site and potential for misuse.
Prerequisite: none

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

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

N331 Infrastructure Hardware 50 hours, 4 credits
This course covers hardware design and planning for medium to large scale data center operations. Topics include data center design (power, cooling, space planning), server racks, storage array systems, fiber channel, ISCIS, SAS, and SATA. Students will be able to design a data center that is both operational efficiency (Green IT), and to provide adequate fault tolerance and capacity for anticipated 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 and contingency planning are discussed.
Prerequisite: Introduction to Networks

N333 Wireless, Mobile and Cloud Security 50 hours, 4 credits
Wireless, mobile and cloud computing are some of the hottest technologies on the market today. Securing these emerging platforms are often an afterthought, leaving many systems vulnerable to attacks. This course will cover techniques necessary to ensure operational integrity and customer data protection.
Prerequisite: Network Security

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

N336 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 digitally, and find the best way to present them for on-screen and printed use. Through the course students will gain a firm foundation on the fundamental differences between digital photography and traditional manual film including lighting and printing.
Prerequisite: Audio/Video Editing

N341 Software Systems Engineering 50 hours, 4 credits
This course focuses on students to the implementation of software systems at a high level with an emphasis on rigorous algorithm development and test suites. The course introduces the systems aspect of development and tradeoffs related to resource management, system architecture capabilities, and hardware and software efficiencies. Students are also exposed to requirements analysis and the technique 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 in-depth understanding of familiar platforms 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 an open source C++ autonomic scripting solution.
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, 4 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 learn about the new ideas of security in the network but also implementation of physical security and change management. Topics covered include security policies, implementation, deployment strategies, bug reporting and penetration testing.
Prerequisite: Network Security

N345 Advanced HTML Coding with CSS 60 hours, 4 credits
This course covers advanced elements of web page 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.
Prerequisites: 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 what can be analyzed and understood for their thematic elements, formal structure, plot and interactive appreciation. The next step is a study of complex software subjects to technology constraints and the product development professional design and implementation process. The last is a study of behaviors and associations comparable to other games and systems. Students will explore how to use game design and use them both to analyze existing games and to develop their own original game ideas.
Prerequisite: Artificial Intelligence

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

N350 Concept Development for Digital Media 40 hours, 4 credits
This course is concerned with problem-solving, research, and presentation skills for multimedia projects. Brainstorming, narrative, storyboarding, analysis, and development are all explored. Sketches, source imagery, and audio are developed to effectively communicate ideas for time-based media. Documentation techniques are employed to chart progress with character and scene design, as well as cameras and lighting.
Prerequisite: Storyboard Development for Digital Media

N355 Game Planning and Development Strategies 60 hours, 4 credits
In this course students will cover the planning of the game and simulation development process from high-level design to low-level implementation. The course covers the analysis and planning of previous courses, including graphics, development of assets and the asset pipeline, interface design, and artistic interface design for 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, including the risks and benefits of different types of iterative development cycles.
Prerequisite: Game Audio Assets

N358 Database Systems Design 50 hours, 4 credits
In this course, students will learn how to develop and deploy a relational database management system (RDBMS) as a software application. Students will explore the SQL language as well as how to modify the relations with commands such as insert, update, and delete. Students will also understand the role and importance of primary and foreign keys in creating relational database structures.
Prerequisite: Relational Databases

N359 Support Management 40 hours, 4 credits
This course is designed to introduce students to the open source Technology Infrastructure Library (ITIL) public framework of best practices in IT support management. Topics include incident and problem management, change management, and help desk management. Students will design a knowledge base for tracking, and trending problems so that solutions can be implemented proactively to prevent problems and increase customer satisfaction.
Prerequisite: Customer Service

N360 Mobile Platform Development 60 hours, 4 credits
As more devices become smaller and more mobile, the need to have games to entertain users in downtime increases. This course looks at how to create games for mobile platforms using a systems approach. The Java programming language is utilized in creating these games. How to weave in audio and video is also addressed along with considering factors such as user inputs involved in playing the game.
Prerequisite: Programming II

N361 Algorithm Analysis 40 hours, 4 credits
This course describes a detailed exploration of algorithm design and analysis, including greedy algorithms, divide and conquer, dynamic programming, and backtracking. Students will gain experience with complexity analysis and sorting techniques in practical applications. The course will emphasize the verification and testing of algorithms and programs for efficiency within a software design framework.
Prerequisites: Programming II; Probability and Statistics
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, wiks, 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 wiks 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 Linux Security and the people who use them. This course presents security strategies to mitigate the risk associated with web applications and social networking.

Prerequisite: none

N370 Virtualization
50 hours, 4 credits
This course offers an in-depth study of current virtualization technologies and discusses strategies and tools for virtualization of servers, clients and applications. Topics include vSwitch, distributed virtual switching (DVS), server-side vs. client-side desktop virtualization (SBC & VDI) and virtual appliances. Students will gain hands-on experience with deploying and managing virtual systems and applications.

Prerequisite: Introduction to Networks

N380 Project Management for IT
40 hours, 3 credits
This course covers the project management aspects of the IT department. Students will learn how to properly apply project management principles within the IT department to properly deploy network and software solutions. Students will utilize project management software for tracking purposes as well as develop their own method of project tracking. Topics such as ITIL principles on Project Management will also be infused into the content of the course.

Prerequisite: Support Management

N385 Scripting – Shell Scripting / Python / Perl
50 hours, 4 credits
This course is designed to teach students basic scripting skills that can be used to automate administration tasks and reporting. Topics will include an introduction to programming structures like variables, decisions, loops, functions, and arguments. 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 networks of 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 covers an in-depth study of current cloud computing technologies and services. Topics include cloud networking, cloud bridging, virtualization of application delivery controller (ADC) and WAN optimization controller (WOC's), data center network design considerations, and emerging technologies like Edge Virtual Bridging (EVB). Students will be required to conduct research, read case studies, and develop and propose a strategy for implementing cloud computing to address specific business needs.

Prerequisite: Virtualization

N405 Advanced Applications of Digital and Experimental Art
60 hours, 4 credits
In this course, students will combine their knowledge of art techniques with the psychology of art reception to develop art projects aimed at producing specific reactions. Students will experiment with different elements of art, including shape, color, texture, and movement, and use techniques including digital photography and imaging. In addition, students will learn to analyze mainstream graphic-design projects in light of their intended effects, and to use their analyses to produce experimental art projects. The course builds upon traditional and digital visual-art skills learned in previous courses to create imaginative solutions to digital problems.

Prerequisite: Advanced Methods of Computer Graphics

N406 IT Operations Management
40 hours, 4 credits
The purpose of the IT Operations Management course is to give students a holistic 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 tracking.

Prerequisites: Project Management for IT, IT Security for Managers

N407 Networking and Multi-Platform Game Development
60 hours, 4 credits
Students are introduced to the foundations of management information systems. This includes current and fundamental MIS technology concepts, applications for business functions, and management practice. Students will gain expertise in analyzing, utilizing, and supervising integrated management information systems.

Prerequisite: Game Engines and Integrated Game Development Environment

N409 Auditing Information Technology Infrastructure
40 hours, 4 credits
This course covers the principles, the approaches, and the methodology in auditing information systems to ensure the processes and the procedures are in compliance with pertinent laws and regulatory provisions especially in the context of information systems security (ISS).

Prerequisite: none

N411 Disaster Recovery
50 hours, 4 credits
This course is designed to teach students how to perform a risk assessment and develop a disaster recovery strategy that aligns with business needs and priorities. Topics include disaster prevention, systems backup and recovery strategies, hot/warm/cold site strategies and implementation and testing of recovery procedures.

Prerequisite: Service Management

N412 Risk Management and Business Continuity
50 hours, 4 credits
This course covers how to properly analyze risks within an IT department. Topics covered are Disaster Recovery Planning, Business Continuity Planning, and how to create Risk Analysis documents for all applications assessing their long-term viability and backup solutions. Students will also perform business impact analysis to analyze key areas that are most vulnerable when a risk-based situation has occurred. Students will develop a disaster recovery plan and learn how to process and implement each phase of the plan they have developed.

Prerequisites: IT Operations Management; Storage Management

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 various production processes 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.

Prerequisites: 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 composing 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 controls and methodologies are introduced. Data 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
60 hours, 4 credits
This course examines threats to computer networks, network vulnerabilities, techniques for strengthening passive defenses, tools for establishing key and key distribution, and policies for enhancing forensic analysis of crimes and attacks on computer networks. Topics include authentication, and key cryptography, digital signatures, secret sharing, security protocols, formal methods for analyzing network security, electronic mail security, firewalls, intrusion detection, web, and privacy and public key infrastructures.

Prerequisites: Computer Applications and Business Systems Concepts; Introduction to Networks

N421 Software Engineering for Game and Simulation Production
60 hours, 4 credits
This course focuses on the software engineering principles and strategies necessary to develop a game or simulation, including an in-depth look at object-oriented architecture and design patterns used in game development. UML, risk analysis, constraint management, problem solving, process improvement, and how to perform the technical aspects 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, back-end, server-side), 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 involve identifying and examining security risks, security solutions, and tools available for various Windows platforms and applications.

Prerequisite: none

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

Prerequisites: Advanced Networking; Infrastructure Hardware; Cloud Computing

N425 Storyboard Development for Digital Media
40 hours, 4 credits
This course will introduce the student to utilizing storyboards to represent staging and camera movement. Specific attention will be paid to utilizing storyboards for shot types, angles, cuts, and the overall project. Students will analyze existing storyboard samples as a guide to creating their own storyboard project. During the course the students will also examine the use of visual virtual network defense technology.

Prerequisite: Digital Media Production

N426 Asset Development II
60 hours, 4 credits
This course provides a brief introduction to development of 3D assets, and clients use of 3D modeling, rigging and animation tools. Students learn the production process involved in 3D asset creation and develop the skill necessary to create 3D assets for the games and simulations developed within this program.

Prerequisite: Asset Development I
N430 Computer Forensics
40 hours, 3 credits
This course examines computer literacy and criminal investigation legal issues regarding seizure and chain of custody, and technical issues in accordance with computer evidence. Popular file systems are examined. Reporting issues in the legal system are discussed.
Prerequisite: Computer Applications and Business Systems Concepts

N431 Multiplayer Game Programming
60 hours, 4 credits
The trend in games is to have many people simultaneously playing a game via the Internet or some other network. Topics included in this course include scripting, server cluster architecture, data transfer, and how to prevent cheating in MMOG situations.
Prerequisite: Practical Game Development

N432 Information Technology Management Capstone
20 hours, 2 credits
This course emphasizes 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, performance monitoring, 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 this 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 processors 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 arising from system configuration and presentation through simulations. Throughout the course we will explore concepts in modeling, simulation, and design considerations, and investigate specific applications from a variety of fields ranging from weather to ecology to traffic management and architectural interactivity.
Prerequisite: Software Engineering for Game and Simulation Production

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

N436 Simulation Analysis and Design
50 hours, 4 credits
This course offers students an in-depth exploration of the use of probability theory and statistical methods in the development of computer simulations used to study and model real-world phenomena. Students will build application frameworks to model events and activities within several environments including medical, industrial, military, and scientific simulation.
Prerequisite: Algorithm Analysis

N437 Linux Security Strategies
40 hours, 4 credits
This course is an introduction to the security 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 an 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 design 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. Students will engage in the study of character posing and rigging for games, advanced animation, creative character animation as well as morphing and blending to create expressive characters.
Prerequisite: Polygon Modeling

N442 Hacker Techniques, Tools, and Applications
40 hours, 4 credits
This course is an introduction to hacking tools and incidents. The course includes information 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.

N445 Animation Graphics Project
60 hours, 4 credits
This course combines the accumulated knowledge of students in the design and creation of 2D environments. The culmination of this knowledge will be a final 3D animation project using modeling, textureing and animation techniques. Students are expected to explore various animation and techniques to complete a professional summative 3D animation project.

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 how to design and implement functionality, design for testing, 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.

N455 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.

N458 Systems Monitoring
50 hours, 4 credits
This course is designed to teach students to identify performance bottlenecks, benchmark performance and implement monitoring techniques to proactively identify and react to changes in the environment. Topics include network infrastructure monitoring, security monitoring, performance tuning, and metrics and reporting.

N459 ISS Capstone
60 hours, 3 credits
This course encompasses all the accumulated knowledge obtained from the entire ISS course. Students will complete the project by responding to a RFP for information systems security consulting.
Prerequisite: This course is designed to be taken at the end of the program

N460 Application of Physics for Game and Simulation Production
60 hours, 4 credits
An important aspect in a game or simulation is to be able to render what is happening in the game environment. Students will gain an understanding of how virtual worlds change the concept of “interface” to one of “location.” The course will cover various aspects of virtual worlds, the technologies and methodologies for building worlds, and ways in which communities are hosted in local and remote configurations.

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, virtual worlds, and multi-target environments. Students will learn how to convert complex mathematical formulae into operational program code.

N462 Game Production Project I
60 hours, 4 credits
This course demonstrates advanced techniques for computer game design and programming. Students will utilize a variety of tools, techniques and techniques used in game engines, such as: animation synthesis, autonomous character behaviors, building structures for interactive systems, interactive multi-player interface and social issues are covered in the course. Students utilize these skills to produce a game prototype as a final project.

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

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 considerations, and investigate specific applications from a variety of fields ranging from weather to ecology to traffic management and architectural interactivity.

N466 Multiplayer Games Programming
50 hours, 4 credits
This course teaches students about the trends in telecommunications, the convergence of voice and data communications systems, and how mobile computing is an integral part of business today. Students will explore communications architectures, video conferencing, IM, securing and managing mobile devices and collaboration tools.

N467 Video Game Production Project
70 hours, 4 credits
This course demonstrates advanced techniques for computer game design and programming. Students will utilize a variety of tools, techniques and techniques used in game engines, such as: animation synthesis, autonomous character behaviors, and building structures for interactive systems, interactive multi-player interface and social issues are covered in the course. Students utilize these skills to produce a final project, demonstrating comprehension of the process of professional game creation.

N470 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 cover various aspects of virtual worlds, the technologies and methodologies for building worlds, and ways in which communities are hosted in local and remote configurations.

N471 Engineering Virtual Worlds
30 hours, 3 credits
The Senior Computer Science Capstone course provides a culminating and integrative educational experience. While participating in a team environment, students will design and implement a large-scale software project utilizing the skills and techniques they have mastered throughout their program of study. Class and small group meetings will be used for teams to demonstrate the progress of their projects as well as for the teams to meet and work together. Team meetings outside of regularly scheduled class sessions will be required.
Prerequisite: Must fall in last quarter of study

N480 Senior Computer Science Capstone
30 hours, 3 credits
The Senior Computer Science Capstone course provides a culminating and integrative educational experience. While participating in a team environment, students will design and implement a large-scale software project utilizing the skills and techniques they have mastered throughout their program of study. Class and small group meetings will be used for teams to demonstrate the progress of their projects as well as for the teams to meet and work together. Team meetings outside of regularly scheduled class sessions will be required.
Prerequisite: Must fall in last quarter of study

RASMUSSEN COLLEGE ILLINOIS
NM111 Introduction to Computer Graphics 40 hours, 3 credits
This course gives students an overview of desktop publishing and other graphic software that enables them to use the computer as a graphic design tool. Additional topics include file management, the Internet, basic keyboarding, and basic troubleshooting. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: none

NM113 Introduction to Multimedia Design 40 hours, 3 credits
This course is designed to provide the student an overview and exposure to the basic multimedia concepts and software. Students examine introductory theory and concepts of four tracks in multimedia: Web, Interactive, Video, and 3D. Prerequisite: Introduction to Computer Graphics

NM135 Networking and Internet Technologies 40 hours, 3 credits
This course provides students with a practical understanding of the structure and operation of the Internet, including various communications and data-transfer protocols, an overview of programming for the Internet, how to manage Internet security and e-commerce. Further, students will explore in-depth a variety of technologies and methodologies such as network models and topologies as well as a range of security considerations. Students will be able to demonstrate proficiency in working with the Internet as a useful repository of desired information.
Prerequisite: none

NM122 Typography 40 hours, 3 credits
This course focuses on the fundamentals of typography and introduces the students to aspects of type for display and text design. Students become familiar with the categories of type and a variety of font families. They also become proficient at choosing fonts to match a specific message. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Computer Graphics

NM122 Digital Publishing 40 hours, 3 credits
This course utilizes techniques associated with designing computer graphics and page make-up for desktop publishing. Emphasis is on the exploration of illustration, photo retouching and manipulation, and working toward finished results primarily in printed form as well as web. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Typography

NM124 Color Theory and Techniques 40 hours, 3 credits
This course introduces basic compositional principles of harmony and contrast through the practice of color applications, digital input devices and graphic software packages. Basic exercises are introduced and practiced to learn how to achieve different visual effects and create visual effectiveness. The use of color in printing is also explored. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Computer Graphics

NM130 Audio/Video Editing 40 hours, 3 credits
Students learn the theory and processes of audio/video editing using non-linear editing software on the desktop. Exercises in production and post-production techniques will be applied for various delivery media. Students produce and edit a series of short videos for video, disk and Internet application. This course will introduce and train in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Multimedia Design

NM131 Introduction to 3D Arts and Animation 40 hours, 3 credits
This course introduces the student 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 40 hours, 3 credits
This course is a study of the integration of components and materials in multimedia applications using authoring software. Students use industry-standard software as tools for producing interactive projects. Topics include animation, interactivity, special effects, transitions, and user interaction. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Audio/Video Editing

NM240 3-Dimensional Animation 40 hours, 3 credits
Once students have learned the basics of 3D modeling and rendering, they will explore the fundamentals of animation and the more advanced methods of modeling and textures. Students will create photo-realistic products and environments utilizing complex technical techniques and through creative design. Emphasis will be placed on detailed modeling and texture mapping complementing elementary 3D animation and story development. This course will provide training in a variety of industry-accepted Autodesk 3D design software.
Prerequisite: Introduction to 3D Arts and Animation

NM250 Dynamic Content Management 40 hours, 3 credits
This course introduces students to the standards for designing relational databases. The course focuses on SQL database management, multimedia content as well as report generation and database design. In addition, Structured Query Language is utilized to obtain dynamic information for multimedia authoring.
Prerequisite: Fundamentals of Web Authoring and Design

NM252 Fundamentals of Web Authoring and Design 40 hours, 3 credits
This course focuses on the student's basic authoring skills by focusing on the demands, details, and subtleties of creating web pages. HTML and supplemental client-side scripting are the primary focus of the course. In addition, processes of graphic and multimedia creation – adding interactivity, color use, file management and formats, testing, publishing, and publicizing are addressed. Students use interactivity and multimedia elements to enhance their site design.
Prerequisite: Introduction to Multimedia Design

NM260 Server Side Scripting 40 hours, 3 credits
This course focuses on dynamic interactive websites from a multimedia perspective. Emphasis is on data-driven pages, interactivity through client-side scripting, dynamic web content and database access through server side scripting.
Prerequisites: Dynamic Content Management; Fundamentals of Web Authoring and Design

NM262 Digital Media Assembly 40 hours, 3 credits
In this course, students will develop and apply scripts to control sprites, video, sound, and interactivity for informational and entertainment animations using authoring software. This project produced in this class will be available for use on CD-ROM. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Multimedia Technologies

NM272 Multimedia Technologies 40 hours, 3 credits
In this course, students will learn aspects of authoring multimedia and enhanced and updated projects from previous classes as well as newly created projects. Students will create a final portfolio/ demo reel using a consistent theme related to their identified major. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Multimedia Design

NM280 Multimedia Portfolio Development 20 hours, 3 credits
This course, students select a primary and secondary track to create an industry-quality portfolio demonstrating enhanced and updated projects from previous classes as well as newly created projects. Students will create a final portfolio/demo reel using a consistent theme related to their identified major. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Digital Media Assembly

NU140 Nursing Pharmacology 30 hours, 3 credits
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 for clients of all ages. Mechanism of drug action, pharmacokinetics, and adverse reactions are discussed. Students will learn major drug classifications, selected prototypes, along with nursing implications 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; English Composition 2; Advanced Algebra; Anatomy & Physiology I; Introduction to Sociology; General Psychology; Human Growth and Development

NU150 Fundamentals of Nursing 180 hours, 10 credits
This course is the foundation for the nursing program. Emphasis on Rasmussen’s Mission and Philosophy, Core values, and curricular 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: nutrition, oxygenation, communication, caring, critical thinking, teaching and learning, as well as legal and ethical principles. Pain, infection control, health assessment, diversity, safety, and life span considerations are also discussed.

Prerequisite: Nursing Pharmacology

NU160 Adult Nursing I 160 hours, 9 credits
In this course, students will be introduced to the physiologic response of the human to diseases affecting various body systems. Pathophysiology mechanisms of specific diseases are covered with an emphasis on client safety and the development of an individualized plan of care to manage the manifestations of the disease. Special emphasis is placed on 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-V. 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

NU221 Adult Nursing II 140 hours, 8 credits
In this course, students will learn to apply the holistic nursing process in the care of diverse, multicultural patients who have complex medical conditions. The course includes the recognition of appropriate pharmacologic management of symptoms, with a focus on palliative and end of life care. Professional reasoning is emphasized as students enhance critical thinking skills and practice clinical decision making which include the principles of delegation, prioritization, and management.
Prerequisites: Adult Nursing II and Maternal Child Nursing

NU221 Maternal Child Nursing 160 hours, 9 credits
This course is designed to introduce the student to the nurses’ role in providing care to the childbearing family population. Emphasis is placed on the development of knowledge and skills related to the child bearing family, labor and delivery, and the newborn period. Students will evaluate a plan of care to address the childbearing family population. Students will learn to apply the nursing process in the care of diverse and multicultural women, newborns, children, and their families. Emphasis is placed on the integration of theory from nursing and related fields including: genetics, growth and development, standards of clinical practice, evidence based care, communication, family systems, pharmacologic use, and critical thinking in planning and providing care.
Prerequisite: Adult Nursing II

NU232 Nursing Rule and Scope 40 hours, 4 credits
This course is designed to assist the graduating student in the transition to the role of the registered nurse. Client care management and delegation concepts are stressed. The legal, ethical and professional responsibilities of the registered nurse are also emphasized. Students will be required to successfully complete an exit exam and demonstrate readiness to sit for the NCLEX-RN exam.
Prerequisite: Adult Nursing II

Co-requisite: Adult Nursing III

PL100 Introduction to Law and the Legal System 40 hours, 4 credits
Students will examine the American legal system from a variety of perspectives. They will survey topics including essential history, the working structure of government, issues of court procedure, and specific legal concepts. In addition, they will investigate the role of the paralegal in the legal system, and the impact of legal ethics on the paralegal. Paralegal students will gain a foundation for further paralegal study, and students from other disciplines will gain an appreciation of the legal system's impact on their disciplines. Students will prepare a resume as part of this course.
Prerequisite: none
PL121 Civil Litigation and Procedure I  
40 hours, 4 credits  
Students will examine the lawyers and paralegal roles in handling civil cases and the means by which the objectives of litigation may be achieved. Strategy and mechanics of civil procedure will be explored in depth, and students will be required to prepare complaints, motions, and answers.  
Prerequisite: Introduction to Law and the Legal System

PL122 Civil Litigation and Procedure II  
40 hours, 4 credits  
Students will continue to develop and refine litigation skills. The course will focus on discovery, pre-trial procedure, trial procedure, post-trial procedure, and initial appellate documents.  
Prerequisite: Civil Litigation and Procedure I

PL142 Contracts: Managing Legal Relationships  
40 hours, 4 credits  
This course will provide students with a practical approach to the law of contracts. The class discussions and assignments will include analyzing contracts, breach of contracts, and the remedies provided for a breach of contract.  
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate PL145 Paralegal Ethics  
40 hours, 4 credits  
This course provides a strong theoretical and practical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in paralegal studies, but also how to resolve these issues with sound moral decisions and proper responses.  
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate PL215 Real Estate Law  
40 hours, 4 credits  
This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sale agreements, deeds, mortgages, closing statements with warranties and other real estate related documents. The student will have a working knowledge of title searches and a thorough understanding of closing procedures. The student will also become familiar with mortgage foreclosures, landlord/tenant law, and zoning regulations.  
Prerequisite: Introduction to Law and the Legal System

PL216 Corporate Law  
40 hours, 4 credits  
This course will provide students an overview of the formation, operation, and dissolution of the corporate entity. Stockholders rights and remedies as corporate owners will be examined. Corporate documents and corporate formalities will be discussed.  
Prerequisite: Introduction to Law and the Legal System

PL226 Law Office Technology: Cyberspace and the Paralegal Profession  
40 hours, 4 credits  
This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law-oriented computer software applications. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time, and dockets management, computer-based legal research and document movement.  
Prerequisite: Introduction to Law and the Legal System

PL228 Torts: Auto Accidents and Other Legal Injuries  
40 hours, 4 credits  
This course examines the fundamentals of tort law and provides a basic understanding of the principles of tort litigation. Through classroom discussions, projects and supervised library research, students will develop an overview of causes of actions in torts and their relevance to the paralegal.  
Prerequisite: Introduction to Law and the Legal System

PL230 Family Law  
40 hours, 4 credits  
This course is designed to teach the student to handle client interview, to draft necessary pleadings and supporting documents, and to present cases in court. Students will learn family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, cohabitation, divorce, annulment, custody and support, adoption, guardianship and paternity. Students will draft pleadings and documents including antenuptual and property settlements agreements.  
Prerequisite: Introduction to Law and the Legal System

PL235 Legal Research  
40 hours, 4 credits  
This course introduces the legal Research process for paralegals. An overview of legal source materials and how and when they are incorporated in the legal research process will be examined. The course will also examine the interpretation of citation and relevant information in primary materials, and potential problems and critical evaluation the level of authority of legal sources.  
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate PL240 Legal Writing  
40 hours, 4 credits  
After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and to an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written opinions. Students will use the results of their research from the Legal Research course in connection with at least three (3) significant writing projects, including memoranda of law. High level communication skills will be developed to effectively communicate in writing to different potential readers, including clients, attorneys, a law office, trial court judges, and appellate panel judges. Analysis and preparation of high level legal content as well as formatting, citation rules, and other issues will be covered.  
Prerequisite: Introduction to Law and the Legal System

PL280 Paralegal Capstone  
50 hours, 5 credits  
This course will provide students with an opportunity to integrate learning, skills, and theoretical knowledge from the Paralegal program in the form of real-world paralegal activities simulated in the online environment. Interview videos will be reviewed and analyzed, paralegal tasks are completed, and “paperless office” methods will be practiced.  
Prerequisite: Law Office Technology: Cyberspace and the Paralegal Profession; Students must have completed all courses of their last or second-to-last quarter

PL290 Paralegal Internship  
130 hours, 5 credits  
This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship.  
Prerequisites: must be enrolled in their last or second-to-last quarter

PT105 Introduction to Pharmacy  
40 hours, 4 credits  
An introduction to the technician’s role in pharmacy practice. The student will gain a basic understanding of chemistry and become knowledgeable in correct use of CPR. Emphasis will be on patient profiles, receiving and interpreting drug orders, routes of administration, dosage forms, and brand versus generic drugs. The importance of accuracy will be addressed along with methods of avoiding medication errors.  
Prerequisite: none

PT120 Pharmacy Math and Dosages  
40 hours, 4 credits  
This course will provide the student with the necessary math skills to effectively work within a pharmacy setting. In addition to ratios and proportions, dosage calculations, and conversions, the student will develop knowledge and skills to perform pharmacy math functions related to retail pharmacy practice.  
Prerequisite: Introduction to Pharmacy

PT125 Pharmacy Software/ Automation/Insurance Billing  
40 hours, 3 credits  
Hands on using pharmacy software will be gained via entering patient profiles and prescriptions. The student will learn how to process prescriptions, understand common insurance rejection codes, and gain knowledge of how to solve rejections. Automated ordering, receiving, and maintenance of inventory will be addressed. Students will gain understanding of the various payment methods received by retail pharmacies. The student will explore various automation machines used within pharmacy settings.  
Prerequisites: 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 filing 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 internship experience in the unit-dose area of a pharmacy. The practicum 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.  
Prerequisites: Pharmacy Technician Certification Examination.

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 Systems Concepts

SD110 Discrete Structures for Computer Science  
40 hours, 3 credits  
This course will provide a basic understanding of discrete mathematical topics that form the basis of computer science. Topics to be covered include truth tables, logical propositions, elements of set theory, as well as basic notions of functions and mathematical induction. Students will explore the logical constructs that are the underlying model of discrete systems.  
Prerequisite: Fundamentals of Programming

SD140 Mobile Application Development  
40 hours, 3 credits  
In this course, students will understand the development cycle of programs and applications for mobile devices. Utilizing the Java language, students will create both standalone programs as well as program suites for mobile phones, desktop and web-based systems where applications can be deployed. Instruction will focus on mobile development best practices for ease and efficiency of program development.  
Prerequisite: Java

Introduction to Paralegal Training Program
SD225 Object-Oriented Programming
40 hours, 3 credits
This course will provide students with an understanding of the basic concepts of object-oriented programming including encapsulation, inheritance, and polymorphism. Students will explore the uses of class templates as well as their attributes, behaviors, and the methods that can be applied to them. Programs will be developed and implemented utilizing the Java programming language. Prerequisite: Fundamentals of Programming

W108 Introduction to Website Design
40 hours, 3 credits
Intended for beginning-to-intermediate-level web authors, this course provides an overview of the World Wide Web and an introduction to HTML, JavaScript, and webpage design principles. The course also introduces students to web-authoring tools that facilitate and enhance page creation. Prerequisite: Computer Applications and Business Systems Concepts

W109 Relational Databases
40 hours, 3 credits
This course covers relational databases and their efficient design. The course will include the definition of tables and indexes, logical and physical design, the E-R model, and transaction management. The use of Structured Query Language (SQL) will be emphasized. Prerequisite: Fundamentals of Programming

W110 JavaScript
40 hours, 3 credits
In this course students learn how to effectively create web pages using the JavaScript programming language. Students will gain exposure to programming, debugging, and testing web pages created with this language. This course builds upon HTML principles. Prerequisites: Introduction to HTML; Fundamentals of Programming

W116 Introduction to Web Design Software
40 hours, 3 credits
This course will introduce beginners to the tools and knowledge needed in creating interesting, usable, and well-designed websites. Prerequisite: none

W118 Introduction to HTML
40 hours, 3 credits
This course will introduce students to the basics of HTML. Students will learn the latest in HTML, conforming to XML and XHTML coding standards. The course is a step-by-step approach for learning how to create, format, and enhance a webpage using HTML. Prerequisite: none

W125 Introduction to Visual Basic
40 hours, 3 credits
The students who take this course will learn to create basic applications using Visual Basic .NET. It covers language basics and program structure. Topics include graphical interface design and development, control properties, event-driven procedures, variables, scope, expressions, operators, functions, decision-making structures, looping structures, and database access files. Prerequisite: Fundamentals of Programming

W201 Advanced Visual Basic
40 hours, 3 credits
The students who take this course will learn to create applications using Visual Basic .NET. This course incorporates the basic concepts of programming, problem solving, and programming logic, as well as the design techniques of an object-oriented language. Topics in the course include graphic interface design and development, control properties, DBMS, SQL, and ASP.NET. Prerequisite: Introduction to Visual Basic

W210 Java I
40 hours, 3 credits
Students will work with the Java programming language to learn about Java bytecode programs and how they are executed within a Java virtual machine. Students will study class libraries and gain an understanding of how they perform important computing tasks, how they interact with computer hardware and operating systems, and how they handle deficiencies encountered on computing platforms. Concepts such as Graphical User Interfaces, multimedia development, and web programming will be explored as well as the use of Java programming in the development of applications for mobile devices. Prerequisite: Object-Oriented Programming

W143 Fundamentals of Programming
40 hours, 3 credits
Students will work with the Java programming language to learn about Java bytecode programs and how they are executed within a Java virtual machine. Students will study class libraries and gain an understanding of how they perform important computing tasks, how they interact with computer hardware and operating systems, and how they handle deficiencies encountered on computing platforms. Concepts such as Graphical User Interfaces, multimedia development, and web programming will be explored as well as the use of Java programming in the development of applications for mobile devices. Prerequisite: none

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

W210 Java II
40 hours, 3 credits
This course covers the use of 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: 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
The information below details our student completion rate, our College-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

Our on-time completion and placement rates exceed the national averages of 22% and 74%, respectively. With our SUPPORT+ team members working one-on-one with you, including our student advisors and career services advisors, we help support your success. Contact a program manager to learn more about how you can become a Rasmussen College graduate.

### LOANS AND FINANCIAL AID

Our SUPPORT+ team can help you complete your financial aid application and review your financial aid award letter. Contact a student financial services advisor to discuss your individual needs and goals.

### TUITION AND FEES

The tuition shown is the full tuition cost and does not reflect scholarships, grants, loans, or any credit transfers—all of which can lower your tuition cost. Contact a program manager to discuss your unique situation and tuition costs for your degree.

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<table>
<thead>
<tr>
<th>SCHOOL OF BUSINESS</th>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)2</th>
<th>Federal Student Loans3</th>
<th>Private Loans4</th>
<th>Institutional Loans5</th>
<th>Illinois Tuition and Fees6</th>
<th>Illinois Books and Supplies7</th>
<th>Room and Board8</th>
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1 The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)
2 Internal placement rate methodology can be found at rasmussen.edu/SID
3 Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans)
4 Median loan debt for completers from private educational loans
5 Median amount that completers owe to Rasmussen College upon graduation
6 Tuition and fees charged for completing the program in normal time
7 Total cost of books and supplies when completing the program in normal time
8 Total cost of room and board is not applicable at Rasmussen College

*Information about median loan amounts, on-time completion rates, and placement rates are unavailable for new programs.

**Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.
### SCHOOL OF DESIGN

<table>
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<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Illinois Tuition and Fees</th>
<th>Illinois Books and Supplies</th>
<th>Room and Board</th>
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### SCHOOL OF EDUCATION

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### SCHOOL OF HEALTH SCIENCES

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<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Illinois Tuition and Fees</th>
<th>Illinois Books and Supplies</th>
<th>Room and Board</th>
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<tr>
<td>Medical Billing and Coding</td>
<td>Certificate</td>
<td>29-2071</td>
<td>39%</td>
<td>NA*</td>
<td>$13,052</td>
<td>$0</td>
<td>$0</td>
<td>$11,960</td>
<td>$1,800</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>Diploma</td>
<td>29-2071</td>
<td>45%</td>
<td>75%</td>
<td>$15,629</td>
<td>$0</td>
<td>$0</td>
<td>$16,744</td>
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</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Associate’s</td>
<td>29-2052, 31-9095</td>
<td>45%</td>
<td>75%</td>
<td>$21,550</td>
<td>$0</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,600</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Certificate</td>
<td>29-2052, 31-9095</td>
<td>31%</td>
<td>90%</td>
<td>$12,595</td>
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<td>$0</td>
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<tr>
<td>Pharmacy Technician</td>
<td>Diploma</td>
<td>29-2052, 31-9095</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,930</td>
<td>$2,850</td>
</tr>
</tbody>
</table>
STUDENT INVESTMENT DATA

The information below details our student completion rate, our College-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

Our on-time completion and placement rates exceed the national averages of 22% and 74%, respectively. With our SUPPORT+ team members working one-on-one with you, including our student advisors and career services advisors, we help support your success. Contact a program manager to learn more about how you can become a Rasmussen College graduate.

LOANS AND FINANCIAL AID
Our SUPPORT+ team can help you complete your financial aid application and review your financial aid award letter. Contact a student financial services advisor to discuss your individual needs and goals.

TUITION AND FEES
The tuition shown is the full tuition cost and does not reflect scholarships, grants, loans, or any credit transfers—all of which can lower your tuition cost. Contact a program manager to discuss your unique situation and tuition costs for your degree.

<table>
<thead>
<tr>
<th>SCHOOL OF JUSTICE STUDIES</th>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans ($)</th>
<th>Private Loans ($)</th>
<th>Institutional Loans ($)</th>
<th>Illinois Tuition and Fees ($)</th>
<th>Illinois Books and Supplies ($)</th>
<th>Room and Board ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice</td>
<td>Associate's</td>
<td>33-3051</td>
<td>31%</td>
<td>74%</td>
<td>$25,751</td>
<td>$0</td>
<td>$0</td>
<td>$27,807</td>
<td>$3,600</td>
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<tr>
<td>Criminal Justice</td>
<td>Bachelor's</td>
<td>33-3051</td>
<td>66%</td>
<td>77%</td>
<td>$32,956</td>
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<td>$0</td>
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<td>Fire Science</td>
<td>Associate's</td>
<td>33-2011, 33-2021</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>Paralegal</td>
<td>Associate's</td>
<td>23-2011, 23-2099</td>
<td>41%</td>
<td>78%</td>
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<td>$0</td>
<td>$0</td>
<td>$29,003</td>
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<td>$0</td>
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</table>

<table>
<thead>
<tr>
<th>SCHOOL OF NURSING</th>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans ($)</th>
<th>Private Loans ($)</th>
<th>Institutional Loans ($)</th>
<th>Illinois Tuition and Fees ($)</th>
<th>Illinois Books and Supplies ($)</th>
<th>Room and Board ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing (RN to BSN)</td>
<td>Bachelor's</td>
<td>29-1141</td>
<td>79%</td>
<td>NA*</td>
<td>$18,263</td>
<td>$0</td>
<td>$0</td>
<td>$20,332</td>
<td>$2,550</td>
<td>$0</td>
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<tr>
<td>Professional Nursing</td>
<td>Associate's</td>
<td>29-1141</td>
<td>90%</td>
<td>95%</td>
<td>$19,910</td>
<td>$0</td>
<td>$0</td>
<td>$42,660</td>
<td>$3,000</td>
<td>$0</td>
</tr>
</tbody>
</table>

1 The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)
2 Internal placement rate methodology can be found at rasmussen.edu/SID
3 Federal Stafford Loan program does not include Federal PLUS loans
4 Median loan debt for completers from private educational loans
5 Median loan debt for completers from Rasmussen College upon graduation
6 Total cost of books and supplies when completing the program in normal time
7 Total cost of room and board is not applicable at Rasmussen College

*Information about median loan amounts, on-time completion rates, and placement rates are unavailable for new programs.
**Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.
<table>
<thead>
<tr>
<th>SCHOOL OF TECHNOLOGY</th>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Illinois Tuition and Fees</th>
<th>Illinois Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science</td>
<td>Bachelor's</td>
<td>15-1133</td>
<td>NA*</td>
<td>NA*</td>
<td>$49,634</td>
<td>$6,600</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Game and Simulation Programming</td>
<td>Bachelor's</td>
<td>15-1131</td>
<td>64%</td>
<td>67%</td>
<td>$28,165</td>
<td>$0</td>
<td>$0</td>
<td>$54,717</td>
<td>$7,650</td>
<td>$0</td>
</tr>
<tr>
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<td>Bachelor's</td>
<td>15-1122</td>
<td>NA*</td>
<td>NA*</td>
<td>$55,016</td>
<td>$8,250</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management–Network Security</td>
<td>Associate's</td>
<td>15-1150</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$0</td>
<td>$27,807</td>
<td>$4,500</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management–Computer Information Technology</td>
<td>Associate's</td>
<td>15-1150</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$0</td>
<td>$27,807</td>
<td>$4,500</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management–Computer Information Technology</td>
<td>Diploma</td>
<td>15-1150</td>
<td>29%</td>
<td>NA*</td>
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<td>$0</td>
<td>$20,033</td>
<td>$3,150</td>
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</tr>
<tr>
<td>Information Technology Management–General</td>
<td>Associate's</td>
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<td>NA*</td>
<td>$27,807</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management–General</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,033</td>
<td>$3,450</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management–Network Administration</td>
<td>Associate's</td>
<td>15-1150</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$0</td>
<td>$27,807</td>
<td>$4,500</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management–Network Administration</td>
<td>Diploma</td>
<td>15-1150</td>
<td>29%</td>
<td>NA*</td>
<td>$20,183</td>
<td>$0</td>
<td>$0</td>
<td>$20,033</td>
<td>$3,450</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management–Network Security</td>
<td>Diploma</td>
<td>15-1150</td>
<td>29%</td>
<td>NA*</td>
<td>$20,183</td>
<td>$0</td>
<td>$0</td>
<td>$20,033</td>
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</tr>
<tr>
<td>Information Technology Management</td>
<td>Bachelor's</td>
<td>15-1142</td>
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<tr>
<td>Software Application Development</td>
<td>Associate's</td>
<td>15-1132</td>
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<td>$3,450</td>
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<tr>
<td>Software Application Development</td>
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<td>15-1131</td>
<td>NA*</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Web Programming</td>
<td>Diploma</td>
<td>15-1134</td>
<td>29%</td>
<td>NA*</td>
<td>$20,183</td>
<td>$0</td>
<td>$0</td>
<td>$20,033</td>
<td>$3,150</td>
<td>$0</td>
</tr>
<tr>
<td>Web Programming</td>
<td>Associate's</td>
<td>15-1134</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$0</td>
<td>$28,405</td>
<td>$4,200</td>
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</tr>
</tbody>
</table>
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 (apply early for best scholarship opportunities)
- Attestation of high school graduation or equivalency
- Enrollment Agreement
- Rasmussen College entrance placement exam(s)
- Rasmussen College Experience Course (if applicable)
- All financial arrangements are complete, submitted, and verified
- Criminal Background Check, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.
- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
- International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
  - Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that (1) you are or expect to be a full-time student pursuing a degree at Rasmussen College; (2) you meet our admissions requirements; (3) you proved to us that you have enough financial resources to study and live in the U.S. without working illegally or suffering from poverty.
- In addition to all other admissions requirements, students must be at least 16 years old to enroll at Rasmussen College. The College reserves the right to reject any applicant on the good faith belief that the applicant is seeking to enroll for any reason other than to obtain an educational degree or credential, or if the College determines that admission of the applicant would create a potential danger or disruption to the College or its existing students, staff and faculty.

In the event of rejection, any monies paid will be refunded in full. The date of acceptance by the College shall be presumed to be the date of delivery of the notice of acceptance; and if delivered by mail, the postmarked date of the letter of acceptance.

*Official and unofficial transcripts and grade reports for courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be accepted.

UNLESS OTHERWISE NOTED, THE POLICIES IN THIS CATALOG REPLACE ALL PREVIOUSLY ISSUED VERSIONS.

Rasmussen College Admissions Non-Discrimination Policy
Rasmussen College is committed to the principle of equal opportunity in education. Rasmussen College admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status to all the rights, privileges, programs, and other activities generally accorded or made available to students at Rasmussen College. Rasmussen College does not discriminate against individuals on the basis of race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status in the administration of its educational policies, admissions policies, scholarship and loan programs, and other Rasmussen College administered programs and activities. Otherwise qualified persons are not subject to discrimination on the basis of disability.

Student Definition
The word “student” means the student himself or herself or whomever he/she is the party to the contract, or his/her parents or guardian or another person, if the parent, guardian, or other person is party to the contract on behalf of the student.

College Acceptance or Rejection of Application for Admission
The College will notify each applicant in writing of acceptance or rejection based on fulfillment of the following requirements:

- Completed application form and enrollment agreement
- An attestation of high school graduation or equivalency. If any information provided on the attestation is found to be false, the student will be subject to immediate dismissal from the College; all credits will be invalidated and any financial aid will have to be repaid.
- Completed College entrance placement examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College. Alternatively, applicants providing a college transcript* indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete Entrance Placement Examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the Reading and Writing sections of the placement examination. Students who have not completed a college-level Math course are required to complete the Math portion of the placement examination. To ensure their basic numeracy skills, students who test at a remedial Math level will be scheduled for B099 Foundations of Math, regardless of their anticipated Math/Natural Sciences general education course schedule.
- Successful completion of Rasmussen College Experience Course. All prospective students, except as noted below, of Rasmussen College must successfully complete the College Experience Course with a cumulative score of 80% or higher in order to continue the enrollment process. Students who do not successfully pass the College Experience Course with a score of 80% or higher on the first attempt will be allowed one additional opportunity to re-take the course three months after the start of the first attempt. The following students are exempt from the College Experience Course requirement: graduates of Rasmussen College within the last two years, students accepted into an AcceleratedED program; Early Honors program and Individual Progress students and re-entry students who have already successfully completed the College Experience Course.

Rasmussen College will notify you in writing of your acceptance or rejection. All money paid to the College will be refunded if you are not accepted except any non-refundable test fees required for the Medical Laboratory Technician, Surgical Technologist, or School of Nursing programs. All new students will complete an orientation program prior to beginning classes which includes an experiential course and an informational session covering college policies and services. This required orientation program provides students with valuable tools and knowledge necessary for success at Rasmussen College.

Early Honors program and Individual Progress program students will be required to successfully complete the Online College Readiness Course.
- All financial arrangements are complete, submitted and verified
- For selected programs, applicants must also pass a criminal background check. See additional information.
- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
- International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
  - TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  - Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that (1) you are or expect to be a full-time student pursuing a degree at Rasmussen College; (2) you meet our admissions requirements; (3) you proved to us that you have enough financial resources to study and live in the U.S. without working illegally or suffering from poverty.
  - In addition to all other admissions requirements, students must be at least 16 years old to enroll at Rasmussen College. The College reserves the right to reject any applicant on the good faith belief that the applicant is seeking to enroll for any reason other than to obtain an educational degree or credential, or if the College determines that admission of the applicant would create a potential danger or disruption to the College or its existing students, staff and faculty.

In the event of rejection, any monies paid will be refunded in full. The date of acceptance by the College shall be presumed to be the date of delivery of the notice of acceptance; and if delivered by mail, the postmarked date of the letter of acceptance.

*Official and unofficial transcripts and grade reports for courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be accepted.
Assessment
Rasmussen College has developed an institutional culture wherein assessment is at the heart of the College’s daily functions. The Rasmussen College Comprehensive Assessment Plan (CAP) is the primary measurement for the Institution’s mission. The CAP is organized around the Mission Statement and the six purposes that support the mission. For each purpose, supporting objectives have been developed, and assessment tools are used to collect data and assess each objective. In this way, the College systematically assesses the purposes and, ultimately, the mission of the institution.

In the spirit of this learning-focused approach to assessment, academic assessment at Rasmussen College follows a pattern of incoming, ongoing, and outcome assessment. The College has an academic assessment plan that it uses to evaluate and improve the quality of learning and teaching. The academic assessments used measure incoming student skills through a placement test to determine students’ reading, writing, and numeracy skills; ongoing skills in a formative fashion in individual courses; and end of program skills through various program outcomes assessments. At designated points in their programs of study students are required to complete with a passing grade a year-long course, Students who have completed E242 Career Development prior to the summer quarter of 2011 will not be required to take the seminar course. Following is the most common method by which students will complete the various seminar courses, but there may be some variation from this depending on course sequencing or other scheduled courses that are required for a student’s program completion.

• Students must complete the freshman seminar as part of certificate course requirements in the quarter they are scheduled for the E242 Career Development course.
• Students must complete the sophomore seminar the quarter in which they finish the diploma course requirements.
• Students must complete the junior seminar the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.
• Students must complete the senior seminar the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

The purpose of the non-credit, pass/fail graded re-entry assessment seminar is to challenge students at the end of their program of study to reflect on concepts and skills learned in courses across their curriculum. Semester assessments included in the seminar course focus on general education skills that provide the basis for lifelong learning. Among the required assessments compiled in the seminar courses are the components of the Graduate Achievement Portfolio (GAP), which may include communication, critical thinking, information literacy, and diversity awareness, depending on the course. Other external assessments may also be included in the seminar courses.

Re-Enter Policy
Students may re-enroll in certificate or diploma programs one time. Associate’s degree programs two times, and Bachelor’s degree programs up to four times, unless the Dean, Campus Director, or Director of Student Affairs determines that mitigating circumstances exist. Any student who withdraws from classes after the first week of the initial quarter of attendance and then elects to return in a subsequent quarter is defined as a re-enter. Re-entering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. For the purpose of Satisfactory Academic Progress, re-entering students are treated as continuing students and must meet progress requirements. All re-entering students, regardless of time away from the College, must successfully complete the College Experience Course or have a record of successfully completing the College Experience Course as part of the acceptance process for returning to the College. All re-entering students must comply with all other college acceptance criteria as outlined in the current catalog before being accepted into the College as a re-enter. Determination of whether a student is eligible to re-enroll is based on the criteria below. A student will be allowed to start the enrollment process and re-enroll if the student meets the following criteria: all other enrollment qualifications are met at the time of re-enrollment; the student is in good academic standing as defined in the Standards of Satisfactory Academic Progress guidelines in the catalog at the time of the most recent withdrawal; the student has no outstanding balance owed to the College; and the student has successfully completed any required Foundations Writing courses or placed into Reading and Writing Strategies previously or through re-test, and has a previous clear background check.

A re-entry request will be initiated for a student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of previous withdrawal from the College or a request and/or re-entry request and/or have an outstanding balance with the College or has not met the foundations course requirements at the time of the request. As part of the re-entry process the student will be required to participate in Project Rally following the Re-Entry Process Guidelines. The re-entry request will either be approved or denied based on a review of the student’s current academic standing at the time of withdrawal, financial status and completion of online learning tools within Project Rally. A complete description and the requirements of the re-entry application process are available through the Campus Registrar.

Students in Health Sciences programs who wish to re-enter into the School of Health Sciences programs must complete a program check letter and obtain an acceptable level of re-entry. These students will be allowed to re-enter at the appropriate level in a current quarter if a space is available in the program. Students who wish to re-enter into a Nursing program must complete a program assessment in order to determine an appropriate level of re-entry. Nursing students will have their previous completed Nursing core courses as designated by course prefix (IN, NU, PN, RN, HUN) assessed against the current program to determine which will be applied to the program into which they are enrolling. All previously completed general education courses will be applied as required in the program. Rasmussen College will allow the student to re-enter at the appropriate level in a current program if a space in the program is available and all other re-entry requirements are met.

Admissions Requirements
For some programs, Rasmussen College requires applicants to pass a background check before admission. Note that “passing” a criminal background check is determined by Rasmussen College, in its sole discretion. The background check is designed to alert students to issues that may impair their ability to complete clinical, externship or practicum activities, obtain employment upon graduation, or accumulate unnecessary student loan debt.

The following programs require a general background check for admission in all states:

• Criminal Justice
• Early Childhood Education
• Fire Science
• Health Information Management
• Health Information Technician
• Healthcare Management
• Human Services
• Law Enforcement
• Law Enforcement Academic Development
• 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
• Surgical Technician

In Minnesota, the following programs require an Minnesota Bureau of Criminal Apprehension background check in addition to the general background check for admission:

• Law Enforcement
• Law Enforcement Academic Development
• Law Enforcement Skills

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

• Practical Nursing
• Professional Nursing

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

General Criminal and FDLE Background Check Process
A student enrolling in any of the general criminal or FDLE background check designated programs must complete a Background Release Form, as well as a Background Check Attestation. Campuses will be notified directly of applicants whose background check results are clear. If the background check reveals an issue the student will have the opportunity to appeal that decision. Rasmussen College will review the applicant’s background to determine whether the applicant is eligible to start the program. If a student is not eligible for the program, the student is also not eligible for financial aid while attending school for that program, and any financial aid funds disbursed must be returned to the lender. This also applies to a student whose appeals are denied. If a student is determined ineligible for admission, the following must be completed.

• All Title IV, state, and grant aid (Grants, Scholarships and VA) must be returned.
• The student must return all course materials.
• If the student is taking transferable general education courses, the student may elect to finish those courses or the student, if the student pays for the course materials.
• If a student chooses to appeal the student’s termination from the school, all appeals must be completed by the end of the first quarter, or the student may not continue to the next quarter.

A student enrolling in a program that requires a background check will have not have/his/her aid submitted to the program. Within 7 days of being eligible either through a clear or possible letter or successfully going through the appeals process, this process may delay a student’s funding until the background check process is complete.

The College will send either a possible issue letter or a pre-adverse action letter to all applicants whose background check reveals a potential problem. A possible issue letter informs applicants that a potential problem was found in their background check may prevent the student from completing practicum activities, field trip experiences, and or finding employment in-field after graduation. Applicants who receive a possible issue letter may acknowledge the issue and make an informed decision to continue with the program, or they may choose to change programs.

A pre-adverse action letter informs the student that the College has determined that the student cannot enter the program by either not allowing the applicant to enroll in a certain program, or removing a student from a certain program, based on the background check. After receiving a pre-adverse action letter the student may contact the background check firm directly to dispute the information contained in the background check. Within 7 days of receiving the pre-adverse action letter the College will send the student an adverse action letter indicating the action to be taken. The Director of Admissions will contact the applicant to explain the options available.

If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions within 20 days of receiving the appeal and issue a final decision. A student whose appeal has been denied has the right to request file one request or reconsideration of their appeal. The student must provide supplemental or additional information to support such a request for reconsideration.

Minnesota Department of Human Services Background Check Process
A student enrolling in any of the MDHS designated programs must complete a Background Release Form, as well as a Background Check Attestation. If a student is not eligible for a program, the applicant may elect to finish those courses or the student, if the student pays for the course materials.

A student enrolling in a program that requires a MDHS background check will have not have/his/her aid submitted to the program. Within 7 days of being eligible either through a clear or possible letter or successfully going through the appeals process, this process may delay a student’s funding until the background check process is complete.

A student who receives a MDHS yellow letter may complete the program provided the student is not required by the MDHS to delay the student. If the student is required to delay the student must withdraw from the College and not allowed to continue into a second quarter. If the MDHS finalizes its decision by the end of the student’s first quarter, the student must withdraw from the College and not allowed to continue into a second quarter. If the MDHS finalizes its decision by the end of the student’s first quarter, the student must withdraw from the College and not allowed to continue into a second quarter.
Academic Information and College Policies

A student who receives a MDHS disqualification is determined ineligible for admission and must complete the following:

- All Title IV, state and grant aid (Grants, Scholarships and VA) must be returned.
- The student must return all course materials.
- If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course materials.
- A student who receives a MDHS disqualification may choose to apply for a Commissioner’s Reconsideration with the MDHS. If the Commissioner sets aside the disqualification, Rasmussen College will allow the student to apply for re-entry/re-enrollment for the next subsequent start date.

Immunization Requirements

Minnesota law (M.S. 135A.14) requires proof that all students born after 1956 are vaccinated against diptheria, 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

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

1. Applicants must achieve a score on the College entrance placement examination acceptable for admission into the College at a level that does not require remedial coursework. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have either achieved Entrance Placement scores above that requiring a Foundation course or have provided a college transcript indicating a grade of C or higher in college-level English and/or Mathematics are not required to repeat the Entrance Placement test.

   If students have met the Entrance Placement requirements above, the School of Nursing Entrance Exam may be rescheduled.

2. The School of Nursing Entrance Exam: Applicants who have successfully completed College entrance placement requirements will be given access by admissions to the online registration process for the School of Nursing Entrance Exam. Here the applicant may register and pay associated fees for the study materials exam. Based on exam scores, applicants may apply for a nursing program of study for which they qualify. Applicants not meeting the exam score requirement determined by Rasmussen College at its sole discretion upon first attempt may register for one additional attempt. Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing. Applicants who have previously taken the entrance exam within the past two years for admission to another institution may, at their own expense, have the results transferred to Rasmussen College. Transferred exam scores will be verified by the Dean of Nursing and will count as one of the two attempts allowed in a 12 month period. Any nursing entrance exam results dated more than 12 months prior to application to Rasmussen College will not be considered.

- TEAS Score for admissions eligibility for Associate Degree Nursing (ADN) program: 50% or higher composite score
- 3. Complete Application Requirements: Applicants successful in completing the College entrance placement exam requirements and the School of Nursing Entrance Exam must complete the following prior to being deemed eligible for consideration for admission:
  - Rasmussen College Application
  - Health Physical and proof of vaccinations
  - The student will be required to have current Basic Life Saving & Cardio Pulmonary Resuscitation Certification with Defibrillator (BLS - CPR with Defibrillator).
  - The certificate must have been issued by either the American Heart Association Healthcare Professionals or American Red Cross Professional Rescuers.
  - Criminal Background Screening
  - Any additional program specific requirements as specified at the time of enrollment.

Applicants with prior college credits will receive a transcript evaluation during the admissions process. Applicants will receive a letter from the College in the mail confirming acceptance once all admissions requirements have been met, including attendance at programmatic orientation. Accepted applicants must attend the Rasmussen College General Orientation and the School of Nursing Orientation. Failure to attend both orientation sessions will result in dismissal from the program. Former nursing students in good standing with the School of Nursing who have not been enrolled for more than 12 months must successfully repeat the School of Nursing Entrance Exam or ATI Exam to be deemed eligible for reenrollment into the nursing program through a consultation with the Dean of Nursing.

Entrance Requirements for Software Application Development Certificate and Associate’s, Computer Science Bachelor’s, and Game and Simulation Programming Bachelor’s Programs

Minimum scores of 22 on the Math portion and 25 on the Writing portion of the ACT test are required for entry into these programs. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or college-level algebra courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA). Please speak with a Program Manager for details.

Paralegal Certificate Entrance Requirements

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

Entrance Requirements for Health Information Management Bachelor’s Program

Applying for nursing admittance into the Health Information Management BS Degree program must possess an AAS in Health Information Technology/Management from a CAHIIM accredited program earned within the past five years or have an AAS degree and possess a current RHIT certification. If the degree was obtained over five years ago, the student may also need 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 Terms and Conditions

Students must meet the following criteria and expectations to participate in the Rasmussen College Early Honors Program:

- Students must complete an Early Honors Program Application, which includes a high school attestation indicating expected graduation date.
- Students must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).
- Students must submit a signed Early Honors High School Approval Form.
- Students must be high school seniors and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00. Proof of GPA must be validated by a High School Counselor or Administrator on the Early Honors High School Approval Form.
- Students must score at least a 25 on the writing portion of the Rasmussen College entrance placement exam to be accepted to the Early Honors Program.
- The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.
- A maximum of 20 Early Honors students will be accepted per quarter, per campus.
- To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.
- Seniors may take up to 4 credits per quarter without a tuition charge. The student must meet with the Director of Admissions and Dean before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule. After receiving a grade of B or higher in his/her first class, the student can request a second class for the second quarter. A maximum of 24 credits per student can be taken in the Early Honors Program.

- Applicants will be accepted on a space available basis for each course selected.
- Early Honors students must meet all course prerequisites as listed in the catalog. Nursing courses designated with a “PN,” “PRN,” “NU” or “NUR” are not available to Early Honors students.
- Students must cover the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The College will provide specific information on each course, including textbook prices and technology requirements.
- Students will receive college credit towards a degree, diploma, or certificate at Rasmussen College for all successfully completed courses. Students who elect to pursue their education at another academic institution will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.
- Students will receive high school dual enrollment credit for successfully completed Early Honors course at the discretion of the student’s high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.
- Students may apply to a full program of study by completing an Application for Admission.
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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</thead>
<tbody>
<tr>
<td><strong>GIFT AID</strong></td>
<td></td>
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</tr>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$600 - $5,645</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>
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</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: 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
New prospective students enrolling at Rasmussen College for the October 7, 2013 academic start and taking 12 or more credits per quarter may be eligible for the Achieve Scholarship. The Achieve Scholarship awards recipients up to $8,000 (U.S.) in quarterly increments (of $500 per quarter) while attending Rasmussen College. Students in the Nursing Programs (Practical Nursing and Professional Nursing) and AccelerateED 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.

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

#### Military Discount
All current and retired military personnel, as well as veterans, enrolling in a Degree, Diploma, or Certificate program may be eligible for a tuition discount.

In addition, the College will extend the discount to the spouse and dependents, age 18-21, of any service member on active duty as outlined above.

#### 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
- AccelerateED Partner Success Grant
- Achieve Scholarship

#### 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.
ACADEMIC INFORMATION AND COLLEGE POLICIES

DEVELOPMENTAL EDUCATION AND RASMUSSEN COLLEGE ENTRANCE PLACEMENT EXAM TEST-OUT 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 in Foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students, and to providing educational opportunities to those who enroll. All new students who enroll in a Degree, Diploma, or Certificate program are required to take the Rasmussen College Entrance Placement Exam reading, writing, and math placement tests. Applicants provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete College entrance placement examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level course are required to complete the reading and writing sections of the placement examination. Students who have not completed a college-level math course are required to complete the math portion of the placement examination. Returning students who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundation courses are prerequisites, or their equivalents, do not need to take the College entrance placement examination. Returning students who have not successfully completed the Foundation courses, their equivalents, or the courses for which Foundation courses are prerequisites must take the College entrance placement examination. Coursework in Math or English that is numbered below 100 is considered to be developmental. College entrance placement examination scores are used to appropriately place students in English and Math courses according to skill level. See Entrance Assessment Table for placement scores.

These credits are not counted toward graduation, and each must be passed with a grade of “S” in order for the student to proceed to the next course in the sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the Foundation courses. Students who test at remediation level, and who wish to transfer courses that have Foundation courses as prerequisites, must first successfully complete the Foundation courses. Students enrolled in Foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program.

Students who place below the level of B090 Reading and Writing Strategies are not eligible for admission to Rasmussen College. Student who place below the level of B090 Reading and Writing Strategies are not eligible for admission to Rasmussen College. Students who place below the level of B090 Reading and Writing Strategies and are not enrolled in the student may, after three months, have the option to re-take the assessment test.

The College entrance placement examination may not be re-taken for initial placement purposes after the student has completed the Foundation level. However, a re-test may be allowed prior to the start of a quarter. Such re-tests are only granted if extenuating circumstances exist that lead the College to determine a re-test is needed to accurately determine the student’s ability level. Only one such re-test may be allowed, at the discretion of the Academic Dean.

These include official and unofficial transcripts and grade reports for courses completed at regionally or nationally accredited institutions of higher learning, as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA).

Foundation Courses Timeframe

To help ensure student success, students who are successful in developmental education must complete one such course in their first full quarter of enrollment. Additionally, all required developmental education courses must be taken in the student’s first two full quarters of enrollment. If a student withdraws from or does not pass a developmental education course, the student must successfully complete that course in the subsequent full quarter of enrollment or the student will be dismissed from the College. Developmental education courses in Illinois are B080 and B095. A “full quarter” excludes the mid-quarter start.

Foundation Course Grading

1. All Foundation courses are satisfactory/unsatisfactory (SX/UX) courses.
2. Students pass B080 Reading & Writing Strategies if they achieve a final grade percentage of 73% or higher.
3. Students pass B095 Combined Basic & Intermediate Algebra if they achieve a final grade percentage of 73% or higher.

The following grading scale is then used to determine if students have passed the courses:

- Reading and Writing Strategies: Satisfactory (73% or higher)
- Geometry or Combined Basic and Intermediate Algebra: SX 73% or higher

Seminar Course Grading

1. The E185, E270, E320, and E410 seminars courses are satisfactory/unsatisfactory (SX/UX) courses.
2. Students are to complete and submit the components of their Graduate Achievement Portfolio (GAP), a general education skills assessment, as assigned in the appropriate seminar courses designated for each program.
3. If a student does not successfully submit an assigned GAP general education assessment piece in the appropriate seminar course, then he or she will be unable to earn enough points to pass that seminar course.
4. E185, E270, E320, and E410 Seminars

73% or more = UX Below 73%
Common Grading System Percentange Scale

Letter Grade Percentage Range
A+ 100 to 93%
A 92 to 90%
A- 90 to 89%
B+ 89 to 88%
B 88 to 83%
B- 82 to 80%
C+ 79 to 77%
C 76 to 73%
C- 72 to 70%
D+ 69 to 67%
D 66 to 63%
D- 62 to 60%
F Below 60%

Point Scale

Alphabetical Grading System

Grade of SX applies to Foundation and College Experience courses. Grade of UX applies to Foundation and College Experience courses. Grade of SX/UX apply to Seminar courses. Grade of W applied to Foundation, Military Leave, and Medical Leave withdrawal.

Grade Grade Points Description
A 4.00 Excellent
A- 3.75 Very Good
A- 3.50 Good
B 3.00
B- 2.75
C+ 2.50
C 2.00
C- 1.75
D+ 1.50
D 1.00
D- 0.75
Below Average
F 0.00 Failure
Course Waiver
See “Incomplete Policy” Pending Transfer In
Credits based on unofficial transcripts
Satisfactory, Foundation, Seminar courses, or College Experience course

SAT

SA NA
SX NA

Test- Out

Transfer In based on unofficial transcripts
Unsatisfactory or failure to meet speed requirement
Unsatisfactory Foundation, Seminar courses, or College Experience course
Withdrawing
Foundation Withdrawal, Military Leave or Medical Leave Withdrawal
Failure to complete audit course requirement
Successful completion of audit course requirement

Health Sciences Programs Grade Scale

The following grade scale applies to all BMS, CTV, EK, HH, HIMA, HSC, M, MA, MEA, MLT, MTS, DPT, PR, PT, PRT, and ST coursework in School of Health Sciences programs.

Letter Grade Percentage Range
A+ 100 to 93%
A 92 to 90%
A- 90 to 89%
B+ 89 to 88%
B 88 to 83%
B- 82 to 80%
C+ 79 to 77%
C 76 to 73%
C- 72 to 70%
D+ 69 to 67%
D 66 to 63%
D- 62 to 60%
F Below 60%

Nursing Programs Grade Scale

Students are required to earn at least a “C” in their Nursing courses. This applies to all GN, MCB, NU, NUR, HUN, PN, and PRN coursework level 600 through 6999.

Letter Grade Percentage Range
A+ 100% to 94%
A 93% to 85%
B+ 84% to 78%
B Below 78%

Students are required to achieve an overall total exam score average at or above the threshold of 78% for all exams taken within the Nursing course in order to pass. The 78% exam threshold criterion has been met, the final grade for the Nursing course will incorporate points earned for exams, assignments, quizzes, and other coursework requirements. Laboratory and clinical learning performance is graded as satisfactory (S) or unsatisfactory (U). Satisfactory performance (score of 78% or higher), in the laboratory and clinical area is required to earn a passing grade in the Nursing course. Failure to earn a satisfactory grade in the laboratory and/or clinical component will result in failure of the Nursing course.

Repeating Courses Policy

Students who are meeting Satisfaction Academic Progress may re-take courses up to three times, but only at regular tuition rates. Students repeating a course for a second time will not receive the credits for that course in a financial aid award calculation only if the original grade earned is an “F/FA.” If a student elects to repeat a course for which a grade above “F/FA” was earned, the credits are included in the financial aid aid award calculation only if the student has been previously granted. In this case if the student fails the previously passed course all future eligibility to receive financial aid for that course is discontinue. The credits are included in all repeated courses, along with the credits from prior attempts, will be included in credits attempted for the purposes of determining Satisfaction Academic Progress. The highest grade earned from a repeated course will be used in the calculation of the student’s cumulative GPA.
The student’s GPA will be recalculated to reflect the highest letter grade. If the GPA is recalculated but the student does not withdraw the incompletes in the same letter grade, only the most recent one will be used in the calculation of GPA. Students who fail a required course three times and have a cumulative grade point average of 2.0 or greater may be able to take another program that does not include the course as a required part of the program curriculum without going through the program approval process. Students may fail a course three times, and who cannot switch to another program as determined by the program change appeal process, or withdraw from the College. Those students cannot return to the College until they successfully complete an equivalent to the course elsewhere by earning a grade of C or higher and transferring it back in to Rasmussen College, in accordance with the transfer of credit requirements. In the case of credit transfer, an “incomplete” 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 record. Transcripts, although they may not be included in the GPA calculation. Students should be aware that graduate schools and other institutions to which they might wish to transfer may accept or require grades. Students must also re-include all grades in calculating GPA for admission.

Nursing Repeating Courses Policy

The School of Nursing allows students to fail one Nursing course within the core nursing curriculum (NU, NUR, PN, PRN, HNU coursework). However, a second failure, whether it be the same Nursing course or any other Nursing course, will result in withdrawal from the Nursing Program.

Late Assignment Submission Policy

Students may submit assigned work up to seven (7) days after the stated deadline. A 10% grade penalty is assessed for work up to twenty-four hours late; an additional 10% penalty is assessed for each additional day the paper 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 week/module. Discussion boards made after that time 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 no case, however, must any exams, quizzes, or exams, be must be completed on the designated time and therefore cannot be made up. The instructor should apprise students beforehand of such extenuating circumstances. 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 at the discretion of the instructor under the following conditions:

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

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

3. The student’s Dean must be informed of any incompleted grade by instructor. Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:
   a. The work to be completed must be regular, assigned and 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:
   a. The student will learn substantive information by completing the work.
   b. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.

4. Allowing the student extra time compensates for events or conditions not within the student’s control such as illness, accidents, emergencies, etc.

5. Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to pass up ‘extra’ work.

6. Credits for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment. Incomplete grades must be completed within two weeks of the last day of the term. An incomplete grade not completed by the deadline will be changed to the calculated alternate grade designated by the instructor on the incomplete form and will be included in the cumulative grade point average. The final grade awarded for the course is included in the calculation of the cumulative grade point average.

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 the change. Instructors may change grades at their discretion, with the following guidelines:

Circumstances that may warrant a change of grade include:

- Emergency situations that prevent a student from submitting a petition to receive an incomplete grade. Examples of such emergencies are hospitalization, car accident, death of a close family member, or mandatory military service.
- Miscalculations of the final grade by the instructor.
- Situations involving communications, misplaced assignments, or technical difficulties beyond the control of the student.
- Accommodation for special circumstances such as temporary-term disability or family leave.

Changes must be consistent with course policies as outlined on the syllabus. In particular, stated policies regarding the acceptance of late work and how points are apportioned must be followed. Students must contact their instructors within one week of the start of a subsequent term regarding grade changes. Instructors will have one week from the time they are contacted by students to sign off on any changes for grade changes. No grade changes may be made after the end of the second week of the subsequent quarter. Appeals of grade changes which are to be resolved between instructors and students should be directed to the appropriate Dean.

Circumstances where a grade change may be authorized later by or someone other than the original instructor include:

- Administrative errors regarding grades will be authorized by appropriate staff as soon as they are identified.
- If the original instructor is no longer available to submit a grade change (for example, an adjunct instructor no longer employed at the College), the Academic Dean may determine if a grade change is appropriate.
- The Dean may authorize grade changes in order to settle academic appeals.

School of Nursing Incomplete Grade Policy and Policy for Change of Grade

The Incomplete Grade Policy and Policy for Change of Grade, above, apply to students in the School of Nursing, with the following exceptions:

- Students taking the Nursing Role and Scope or Leadership in Nursing course who do not earn a score of 90% or higher on the ATI Comprehensive Predictor Exam on either their first, second, or third attempt, will receive an incomplete grade for the course and be scheduled for remediation through the campus and ATI services during the subsequent quarter. Upon completion of remediation, the student will retake the ATI Comprehensive Predictor Exam.
- Students who achieve a score of 90% or higher will receive a grade change. Students who score below 90% on the ATI Comprehensive Predictor Exam will fail the course and be scheduled to repeat Nursing Role and Scope or Leadership in Nursing as available in the following academic calendar.

This policy applies to the following courses:

- NUR 2820 Nursing Role & Scope (FL)
- NU232 Nursing Role & Scope (IL)
- NU280 Leadership in Nursing (WI)
- NU295 Leadership in Nursing (MN)

Program Changes

A student in good academic standing at the end of the current quarter will be awarded 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 changes 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 the quarter break.

A student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the end of the current quarter and does not meet any of the criteria above must file an appeal with the campus Program Change Appeal Committee. As part of the appeal process, the student will be required to submit a letter following the appeal process guidelines. The appeal will either be approved or denied based on a review of academic standing and progress to date with Rasmussen College and the information provided in the appeal letter.

A complete description and requirements of the program change appeal process is available through the Campus Registrar. A clear background check is required for enrollment in certain programs as determined in the background check section of the catalog. Students who do not successfully pass a background check will be terminated from the College. All program change appeals must be received no later than Friday of the first week of break prior to the start of the quarter in which the student is attempting to change programs.

If a student chooses to change his/her program of study, the student defaults to the current catalog curriculum requirements. On occasion, a student may request to change his/her original catalog, assuming the desired program is still offered. A student who chooses to change programs must provide written authorization in the form of a completed change of status form and a new enrollment agreement.

Independent Study Policy

In certain circumstances, when a student contracts to meet regularly with a qualified instructor to fulfill assignments, tests, projects, and other tasks necessary to achieve the performance objectives of a given course, the course is designated as independent study. This study requires a student to be motivated and organized.

Because an independent study does not provide the student with the classroom interaction normally expected in higher education, it is important to note that there is no alternative and as infrequently as possible.

Students may take, and the College may offer, a course through independent study under the following conditions:

1. The course is not currently offered on-site or online.
2. Completion of the course is necessary for on-time graduation.
3. The need for the course in the quarter in question does not arise from the student’s decision to withdraw from the course in an earlier quarter, the student’s failure to satisfactorily complete the course in an earlier quarter, or the student’s decision to change programs.
4. The student will complete work of a similar quantity and quality as required in a regularly scheduled class and will meet the standard participation, exams, papers, etc., required.
5. The Academic Dean approves the plan for completing the course work.
6. The student and instructor meet once a week for a minimum of one hour with sufficient learning activities planned to meet the clock hour requirements of the course.
7. At least twice and at regular intervals during the quarter, the Dean will evaluate the student’s progress by reviewing work completed.

In accordance with the Academic Policy, the student must meet the following guidelines:

Prior to the beginning of the independent study, the student and instructor must meet to define the following:

1. Where the work will be completed each week.
2. Weekly objectives for work to be completed based upon the weekly objectives defined by the syllabus on an on-site class.
3. Progress checks to be reviewed by the Dean.
4. Standards of academic quality for the course.
5. Deadline for all work to be completed at the end of the quarter.

Prerequisites

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

Equipment

Rasmussen College strives to maintain its role as an educational leader by incorporating current technology. Rasmussen College provides technology and computer access, and internet access at each campus. Students will also have access to printers, additional software packages, electronic databases, and a help desk lab as needed at a Rasmussen College Campus.

Graduation Requirements

Degrees, Diplomas, and Certificates are awarded solely on the merit and completion of the requirements listed, and satisfied within the allowed limits of clock hours in attendance. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technology, and Respiratory Care programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.

Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.0 to receive a Degree, Diploma, or Certificate with a passing grade in each area.
Completion and submission of the components of the Graduate Academic Program, as well as having completed the appropriate seminars or courses designated for each program, is a graduation requirement. Students in Information Technology Management, Information Security, and Game and Simulation Programs must also complete designated mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will pay for students to sit for the mandatory certification, as well as up to two additional recommended certifications. Payments will be made only to those certifications that are responsible for paying for any additional attempts. Certificates or transcripts of credits may be given to those students taking individual subjects.

Academic Overload Policy

An academic or credit overload occurs when a student registers for more than 20 credits per quarter. Students wishing to schedule an overload must obtain the signature of the Student Advisor as well as the approval and signature of the Academic Dean of the campus in which they are enrolled. In order to apply for an overload, the student must have completed a minimum of 32 credits at Rasmussen College. The student must also be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average of at least 2.75. To be considered an overload, Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 12 total credits in the approved quarter. For students who are newly transferring to the College, a minimum of 24 credits must be transferred to the College and the most recent GPA on a transcript must be 2.75 or higher. The student must apply for approval no later than two weeks prior to the start date of the session in which the overload is desired. Any future overload requests for transfer students must follow the Academic Overload Policy for the full term. The Academic Overload Approval Form is available through a Student Advisor.

Drop/Add Class Policy

Course registration practices ensure that the College is able to provide quality instruction through obtaining a minimum class size of 12 students per course. Full-quarter drop/add period:

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

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

1. On or before the close of the drop/add period, the class will be dropped without recording on the student’s transcript and tuition will not be charged.
2. Following the first week of the quarter and on or before the sixth Friday of the quarter, students will receive a W/D on their transcript. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
3. Following the sixth week of the quarter, students will receive an F/FA for any classes dropped. The student’s grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period. Students who fail to notify the College that they wish to drop a class are still scheduled in the class, the credits for all classes will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Course Withdrawals

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

Students who fail to notify the College that they...
TRANSFER OF CREDIT, PRIOR LEARNING AND WAIVERS

Transfer of Previously Earned College Credit and Prior Learning Assessments

General Transfer Credit Policy

Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.

- Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.
- Students must request all official transcripts containing coursework for review be sent directly to Rasmussen College. It is the student’s responsibility to ensure that all official transcripts have been received by Rasmussen College.
- As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.
- A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credit conditionally awarded through the use of an unofficial transcript will be reviewed by the official transcript received by Rasmussen College.

Transfer of Credit

- Grade points from institutions other than Rasmussen College will be converted into the Rasmussen College grade point average but will be counted as credits attempted and earned for determining Satisfaction and Satisfactory Academic Progress. All credits considered to be earned toward program completion, including test-out, transfer, and course waivers, will also be credited.
- Courses which have been accepted for transfer will be listed on the student’s transcript with a Transfer (TR) designation. Transfer credits which have been conditionally accepted pending the receipt of an official transcript will be listed with a Pending Transfer (PT) designation. Any pending transfer credits still remaining at the end of the student’s program will be removed and the student will be required to complete the program requirements in order to graduate.
- College-level courses completed at regionally or nationally accredited institutions of higher learning, as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be considered for college transfer.
- Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
- Students in the Medical Assisting, Medical Laboratory Technician, and Surgical Technology programs must complete at least 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means, with the exception of “block transfer” candidates for the Surgical Technician and Medical Assisting Associate’s degree programs.
- 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.
- Students eligible and approved for the Surgical Technology AAS/Computer Block Transfer must only complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, or credit by examination, or other means. The calculated number is rounded down. Transfer credits based on a different unit of credit than quarters will be subject to conversion prior to being transferred.
- International transcripts must be evaluated by a NACES approved organization (National Association of Credential Evaluation Services) to determine if the student’s current program 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 enrolled.
- Credits earned at Rasmussen College will be transferred directly from one Rasmussen College campus to another. Only the classes that are applicable to the current program will be posted or calculated.

Associate Nursing Program will not accept any credits from prior transfer of course credits (prefixes NUR, PRN in Florida; prefixes PN/NU/NUR in Illinois, Minnesota and Wisconsin).
- Health Sciences core courses as designated by course prefix, have a five (5) year transfer limit.
- The following courses in the Medical Assisting Program are not transferable; MA102 Introduction to Medical Assisting, MA110 Clinical Skills I, MA145 Clinical Skills II, MA225 Laboratory Skills, MA265 Medical Assisting Externship, and MA285 Medical Assisting Capstone.
- Transfer of credit for Medical Laboratory Technician and Surgical Technology core courses (ML and ST prefixes) has a one (1) year limit. Students who have completed similar course work that exceeds the one (1) year limit can test-out of the course with a 75% or greater score on a course assessment. All transfers or test-outs into the Medical Laboratory Technician and Surgical Technology programs are based on program space availability.
- Seminar Courses cannot be transferred in from another institution of higher learning.
- For students in MN who enroll in the Law Enforcement Administration or Enforcement Administration, or Law Enforcement Skills Certificate programs, transfer credits for law enforcement specific courses (U & LE prefixes) can only be accepted if the courses are from a regionally accredited college that is PIST Board approved.
- Students who have credits that are not transferable are eligible to demonstrate competency by completing the course specific test out, if available.

2. Matriculation for Baccalaureate Candidates

For students who have completed an Associate degree, who enroll in a Rasmussen College Bachelor degree in a similar program area (i.e., business degrees are required for business, accounting for accounting, criminal justice/ law enforcement for criminal justice), they will receive immediate junior-level standing.
- Rasmussen College AAS/AS graduates will receive actual credits earned up to 95 credits (97 in Illinois).
- A minimum of up to 91 quarter credits for graduates from outside institutions will be awarded.
- If a student has more AAS/AS credits than the enrolling program requires, then the student may have fewer upper-level courses to take. The Dean/Director will provide a list of courses for reduction when needed. This applies only to the Business Management B.S 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 credits in the program in order to graduate. Rasmussen College Bachelor degree of Science.
- For the Bachelor in Computer Science, the two year degree must be in an equivalent computer science field and have a programming course comparable to Programming I and a math course comparable to Calculus II in order to qualify. If those conditions are not met, the 2-2 policy cannot be applied.
- For the Bachelor in Health Information Management, qualifying Associate degrees have to be from a CAHIM accredited program and earned within the past five years. If the degree was obtained over five years, the student will take the HIM Foundations course.
- Students who have completed a BLI (Bachelor in the Liberal Institute) in a health related area will meet the HIM experience in the health information industry within the last ten years and be approved by the Program Coordinator. The student may also enroll if she has an RHIT credential and an 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 in Healthcare Management Bachelor degrees, up to 91 credits will be transferred based on the guidelines below:

1. Health Sciences Programs (including Medical Assisting AAS/AS, Health Information Technology AAS/AS, Medical Laboratory Assisting AAS/AS, Pharmacy Technician AAS/AS) – Transfer 45 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 77 credits (79 in Illinois).

In addition, these students will need to take Financial Accounting I, Financial Accounting II, Introduction to Business and Introduction to Human Resource Management in the core.

2. Business Programs

a) Business Management AAS/AS – Transfer 49 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 81 credits (83 in Illinois). In addition, these students will need to take Medical Terminology, Electronic Health Records and Medical Office Procedures, and Medical Law and Ethics in the core.

b) Accounting AAS/AS – Transfer 44 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 76 credits (78 in Illinois). In addition, these students will need to take Introduction to Human Resource Management, Medical Terminology, Electronic Health Records and Medical Office Procedures, and Medical Law and Ethics in the core.

3. The remaining core content necessary for the Healthcare Management degree will be provided in the 300 and 400 level core courses.

General Education Block Transfer for Baccalaureate Candidates

For students with a conferred degree, general education coursework will be transferred as a block regardless of conferred degree or degree sought through Rasmussen College.
- Conferring Associate’s degrees may be posted as a 32-credit (34-credit in Illinois) general education block.
- Conferring Baccalaureate degrees may be posted as a 56-credit block (58-credit block in Illinois) comprised of 32 lower-level and 24 upper-level credits (34 lower-level and 26 upper-level in Illinois).
- All required general education courses must be met due to accreditation requirements.
- For those students without an earned degree, successfully completed general education credits will be accepted.

Medical Assisting Associate’s Degree Complete Block Transfer Policy

A block transfer of 51 core credits may be allowed into the Medical Assisting AAS program if one of the following criteria is met:

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

Students may seek a course-by-course transfer credit or course waiver for MA250/ REA400 (Rasmussen College) and if they have a limited scope x-ray operators certificate. Students will need to complete 32 General education credits and E424 (Career Development), unless transferred in.

When applying this policy, the transfer maximum is 67%.
Rasmussen College Medical Assisting Diploma graduates who have completed the healthcare Certificate or Diploma and enroll into the Health Sciences AS program a total block transfer of 19 major core credits may be posted.

For students who have completed a Diploma or Associate’s degree in Medical Assisting and enroll in the Health Sciences AS program Phlebotomy Track a total block transfer of 25 major core credits may be posted.

For students who have completed a diploma or Associate’s degree in Medical Assisting and enroll into the Health Sciences AS program EKG Technician Track a total block transfer of 26 major core credits may be posted. Previously completed coursework will be considered for transfer on a course-by-course basis. Students must complete 33% of their program at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other transfers. A five-year transfer limit for SoHS core courses, including the block transfer applies to this program.

RN to Bachelor of Science Nursing (RN to BSN) Policy

Students who meet the acceptance for admissions requirements and hold a current unencumbered Registered Nurse license and have successfully completed their Associate’s degree in Nursing will receive a block transfer, equivalent to 113 credits for their general education, nursing core and licensure. Students who have met the acceptance for admissions requirements and hold a current current RN license without an Associate’s Degree will receive 66 credits for their nursing core and licensure. The 47 credits of lower division General Education will need to be completed, unless transferred in from a previous college transcript.

- Upper division core classes are not transferable.
- Upper division general education coursework is transferable and follows the standard Course by Course Transfer Policy.
- The total percentage of credits that may be transferred into the program is 75%.

Credit by Examination

- Enrolled students may request credit by examination for courses if an exam has been developed.
- An exam score of 73% or higher is required to earn credit by examination.
- The examination grade will be posted as Test-out (TO) on the student transcript.
- Credits earned count in the transfer maximum.
- Credit by examination will not count as credits for financial-aid eligibility.
- A credit by examination may be taken only once for each course.

- If a student has already attempted the course, as indicated by a posted WD or F/FA grade, no test-out attempt will be allowed.
- The following are not available for credit by examination: Program specific Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing courses, and 200-level Pharmacy Technician courses. In addition, Healthcare Information Technology, Healthcare Software/Automation/Insurance Billing, Career Development, practicum, or designated capstone courses are not available for credit by examination.

Course Waivers

Medical Coding Practicum Waiver

- Students with a minimum cumulative GPA of 3.0 in their program major courses may request a waiver for the Medical Coding Practicum course. Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the practicum.

- Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student’s employer. The Program Coordinator/Director will inform the Campus Registrar of the result of the evaluation.

- If the waiver is granted, the grade will be posted on the student transcript as a Course Waiver (CW).

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

- Students who have a current and valid CDA Credential, awarded by the Council for Professional Recognition, and are enrolled in the Early Childhood Education Associate’s degree, Early Childhood Education Diploma, or Early Childhood Education Certification may request a waiver from Foundations of Child Development; Early Childhood Education Curriculum and Instruction; and Health, Safety and Nutrition/CDA Application.

- The student’s credential will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Technology Waivers

- Course waivers will be considered for students who have select professional certifications from the Computing Technology Industry Association (CompTIA); Microsoft Certified Technology Specialist (MCTS); Cisco Certified Entry Networking Technician (CCENT); or CIW JavaScript certification.

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

- Certifications must have been earned within the last three years.

- The student’s credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student’s transcript as a Course Waiver (CW).

School of Design Waivers

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

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

- Certifications must have been earned within the last three years.

- The student’s credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student’s transcript as a Course Waiver (CW).

School of Health Sciences Waivers

- Course waivers will be considered for students who have earned the Certified Coding Specialist (CSCS) or CCRS-P designation from AHIMA. In addition, an X-ray operator license may also be considered.

- Certifications must be current.

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

- The student’s credential will be reviewed, and if the criteria are met, will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

Fire Science Waivers

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

- Fire Officer I Certificate
- FSO290 Fire Service Instructor I
- FS230 Strategy & Tactics I
- FS135 Fire Prevention
- FS250 Management I: Fire Department Leadership
- FS250 Management II: Fire Department Leadership
- FS250 Management III: Fire Department Leadership

Transcripts

Transcripts for graduates and students who have completed their course of study are provided without charge; however a fee of $5.00 is charged for all other transcripts. The institution reserves the right to withhold official academic transcripts from students under certain circumstances such as having an outstanding financial obligation to the College.

EXTERNSHIPS, PRACTICUMS, AND CLINICALS

Health Sciences Externships, Practicums, and Clinicals

Externships, clinicals and practicums in Health Sciences programs have attendance expectations that differ from the general Rasmussen College Attendance Policy. These attendance policies can be found in the program-specific manuals/handbooks. In order to successfully complete a practicum experience, students must complete the required number of practicum hours for the course. Students who do not complete all required practicum hours during the quarter in which the course is scheduled will fail the practicum course.

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

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

POLICIES AND GRIEVANCES

Accommodations Policy

The mission of Rasmussen College in disability services is to create an accessible college community where students with disabilities have an equal opportunity to participate fully in all aspects of the educational experience. Rasmussen College recognizes its obligation under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty by prohibiting discrimination on the basis of disability and requiring reasonable accommodations to qualified disabled students in all programs and activities.

Students with disabilities do not have to self-disclose or register with the Campus Accommodations Coordinator, although the College encourages them to do so. Students seeking academic accommodations or adjustments may contact the Campus Accommodations Coordinator to request such services. Students who are unsure who to contact should check with their Academic Dean or Campus Director.

rasmussen.edu
Academic Information and College Policies

Attendance

A basic requirement for employment in any organization is regular, on-time attendance. Rasmussen College students are expected to be on-time and in regular attendance for all of their classes. Workplace ethics requires a call be made if an absence is necessary. Rasmussen College students are expected to call the College and to indicate if they will be absent or tardy. It is the student’s responsibility to contact the instructor to get missed information, class work, and assignments.

Attendance requirements are met by attending a face-to-face course session at the campus or other class location, or (b) substantive online activity, including commentary in the discussion sections of the online class, participation assignments and course quizzes and exams in a timely manner. Discussion posts in the student lounge area of the classroom are encouraged but do not count as attendance activities. Attendance is not equivalent to participation. Student grades will be impacted by the frequency and quality of participation in class, whether face-to-face or online, consistent with the requirements of the particular course and as outlined in the course syllabus.

Rasmussen College uses a standard grading scale for its courses (although some programs may be required to follow additional standards). Faculty are required to keep accurate attendance records which are submitted to the Registrar. Rasmussen College makes attendance records available to supporting agencies and prospective employers.

Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid. First Week Attendance: Students are expected to meet attendance requirements in their courses on or before the seventh (7th) day of the class. Students who have not met the attendance requirement in at least one scheduled College course within seven days of the start, may be administratively withdrawn from the College.

Course Attendance: If a student has not been in attendance in a course within 14 days of their last date of attendance in that course, he or she may be administratively withdrawn from the course. If the student has not been in attendance in any courses within 14 days of their last day of attendance, he or she may be administratively withdrawn from the College. Upon withdrawal a student’s financial aid eligibility will be adjusted according to the Institution’s refund policy described in the College Catalog and will be assigned grades according to the Rasmussen College Drop/Add Class Policy.

Practicums/Externs in Nursing and Health Sciences programs have attendance requirements that are more stringent than the attendance policy above. Attendance policies for programs with additional requirements can be found in program-specific manuals/handbooks.

Rasmussen College Academic Integrity Policy

I. Introduction

As an institution of higher learning, Rasmussen College is committed to preparing students to be active, productive and successful contributors to a global community. In pursuit of this commitment, students, faculty and staff of Rasmussen College are expected to uphold the very highest business and personal ethics. Students of Rasmussen College commit to holding themselves and each other to the highest level of academic integrity, and accept responsibility should behaviors and actions fall short of the College’s expectations.

II. Definitions

a) Academic Misconduct is the violation of the Academic Integrity Policy, including all forms of academic cheating including but not limited to acts listed below, and any other act perpetrated to give unfair advantage to the student.

b) Cheating: Distributing or receiving unauthorized information or materials other than expressly permitted by an instructor for any academic exercise. Examples include:
   i. Copying answers, data, or information for an academic exercise from another student in which the student is not expressly permitted to have such information.
   ii. Impersonation: Assuming another student’s identity or allowing another person to complete an academic exercise on one’s own behalf.
   iii. Using or attempting to use unauthorized materials, tests, devices, notes, information or study aids in any academic exercise (i.e., assignments, discussion tests, quizzes, papers, labs).
   iv. Collusion: Knowingly assisting, attempting to assist, or receiving assistance from another student or students to commit academic misconduct, or conspiring with any other person in or outside of the College to commit misconduct.
   v. Destruction, Theft, Obstruction, Interference: Seeking to gain unfair academic advantage by destroying, damaging, or stealing equipment or products of academic exercises or tests; or interfering with an instructor’s materials or another student’s academic work.
   vi. Fabrication, Falsification, Forgery: Deliberately falsifying, altering, or inventing student records, information or citations. Forgery is the act of imitating or counterfeiting documents, signatures, etc.
   vii. Plagiarism is the act of representing an individual’s or organization’s words, thoughts, or ideas as one’s own. Examples include:
      i. Using information (a paraphrase or quotation, in whole or in part) from a source without attempting to give credit to the author of that source.
      ii. Using charts, illustrations, images, figures, equations, etc., without citing the source.
      iii. Using an academic exercise (in whole or in part) purchased or copied from a ghostwriter or paper/essay mill.
      iv. Copyright infringement or piracy, including the use, alteration, or duplication of media, software, code, or information when expressly prohibited or where copyright exists or is implied.
      v. Submitting work previously graded in another course without prior approval by the course instructor; or, submitting the same work in two or more concurrent courses without prior approval by all course instructors.

III. Violations

a) 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 semesters and accumulate to any means 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 definitions apply:
   a) First Offense. The student will receive no credit on the assignment in question and will not be allowed to redo the work.
   b) Second Offense. The student will be expelled from the course, and the final grade assigned for the course will be an “F/FI”. The student may re-take the course, but the “F/FI” will remain a transcript even if the student re-takes the course and earns a passing grade.

The College reserves the right to dismiss a student from the College if there are additional course and or 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 losing future educational achievement and employment opportunities. Reference forms sent by prospective employers and other educational institutions often ask for judgment and comment on an applicant’s past academic behavior. As there is sent in the behalf of the student, the student waives any rights he or she may have under the Family Educational Rights and Privacy Act to keep Academic Integrity violations confidential.

IV. Concurrent Offenses: A concurrent offense is an instance of Academic Misconduct that occurs at the same time as another instance (i.e., two or more assignments submitted at the same time in the same or different courses), or instances of misconduct that occur prior to the student receiving notice of the immediate prior offense. Concurrent offenses will be treated as a single offense, and the appropriate penalty will be applied for all concurrent violations.

V. Appeal: A student who disagrees with a ruling of Academic Misconduct has one week to appeal the ruling to his or her Dean. All appeals are reviewed by the Academic Integrity Committee, which has the final determination from the time they receive the appeal to thoroughly investigate and rule on the appeal. If the issue remains unresolved, the student may submit a written statement of appeal to the Assistant Vice President of Institutional Research and Assessment thereafter. Response will be given within 30 days.

VI. Conduct/Dismissal

Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an 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 guidelines for College of Health Science students enrolled in the Medical Assisting, Health Information Technician/Management, Medical Laboratory Technician and Surgical Technology programs can be found in each programmatic handbook provided at programmatic orientation. This policy is not limited to conduct:

• By students, faculty, or staff that is detrimental within the classroom environment.
• That interferes with the well-being of the fellow students and/or faculty and staff members.
• That causes damage to the appearance or structure of the College facility and/or its equipment.
• By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.
• By students who otherwise display conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.

Students, employees and guests using Rasmussen networks to access the internet are prohibited from viewing inappropriate material or visiting sites which have been identified as facilitating the violation of copyright/intellectual property protections or other suspicious/illegal activity. Prohibited material could include pornographic images in the following sharing programs (such as the illegal downloading and sharing of music), or other violations of the Rasmussen College Acceptable Use Policy. Violation of this rule in the loss of network use privileges and possibly other penalties, up to and including dismissal.

Anti-Hazing Policy

It shall be 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 enrollment into any organization operating under the sanction of the College. This policy applies to any student or other person who commits, participates in or has actual knowledge of violation of this policy. 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 will be responsible for the administration of this policy.

Dress Code

The College encourages students to dress as if they were going to work and to start acquiring a wardrobe suitable for employment after graduation. Some Health Sciences programs have uniform requirements. Please see your Program Manager or Program Coordinator for details.

Minimum Technical Requirements

In order to be successful in online courses, you must use a computer system that meets or exceeds the minimum technical requirements specified in the course, if any. In those circumstances, you may need to attend a campus to complete some assignments. Technical support is available for online courses to run properly are located on the following website: http://contentlearn.rasmussen.edu/course_files/techinfo/techinfo_ols.html. If you need to purchase software that is not Mac compatible, but you may need to attend a campus, use a PC, or run the software in Windows emulation mode in order to complete the required course activities and assignments.

Student Senate

The Student Senate assists the College in providing a successful, positive, and rewarding atmosphere by organizing campus events. The Student Senate meets on a regular basis. Students are encouraged to participate in the open forum discussions or may petition to be one of the board representatives. The representatives include: President, Vice President, Treasurer, and Secretary.

Student Senate is open to all students, however student groups vary from campus to campus. Therefore, students should see their Campus Director for information regarding student groups.

Exit Interviews

Students contemplating the termination of their education at Rasmussen College should contact the Dean or Campus Director or the Director of Student Affairs, and then the Student Financial Services Office. Academic and financial aid files are not complete until both exit interviews have been completed. All students graduating or withdrawing (that have financial aid) are required to attend a mandatory exit interview. During this interview students receive information regarding their loans including address and telephone numbers of lenders, deferment requests, a list of qualifications, a sample repayment guide, loan consolidation information, and review of loan terms.

The Student Financial Services Office is available for your assistance for the duration of your student loan.

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

Circulation Policy

Library Mission & Introduction

Rasmussen College Library System, in accordance with the mission of the College, promotes lifelong learning, develops information literacy skills, and fosters educational achievement. The library is dedicated to supporting the diverse education and information needs of our online and residential communities.

888-5-RASMUSSEN

2013-2014 CATALOG AND STUDENT HANDBOOK

ACADEMIC INFORMATION AND COLLEGE POLICIES
In support of this mission, we:

- Extend our resources and personnel to non-traditional 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 that support a variety of formats.

This circulation policy supports the library mission by ensuring that library materials are available to members of the Rasmussen College community and other library users on an equitable basis. Exceptions to this policy may be granted by the Campus Librarian on a case-by-case basis if need is demonstrated.

**Borrowing Materials: General**

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

- **Rasmussen College students and staff 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/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 other pending holds on the material. Special materials are loaned for 3 hours or 3 days, depending on the material type. Restricted materials may not be renewed.

Library materials must be returned to the library on or before the end of the loan period. Returned materials are accepted at any campus library and may be delivered in person or mailed to the library.

Non-circulating materials are not loaned but may be used in the library.

**Fees and Restriction of Borrower Privileges**

Users will receive a reminder 2 days in advance of an item’s due date.

Following the grace period (5 days for circulating items; 10 days for non-circulating items) all outstanding items are considered overdue and borrower privileges will be restricted until items are returned or fees are paid for lost materials.

After 30 days past the end of the grace period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. The library will charge $55.00 plus the cost of replacing the item plus a $5.00 processing fee.

In the event that a library material is returned damaged, the borrower will be assessed a fee to repair or replace the damaged item. In the event that an irreparable item is damaged, the library will assess a $55.00 fee.

Rasmussen College cannot override fines incurred at other libraries, including interlibrary loan items lost or returned late.

**Non-Discrimination Policy**

Rasmussen is strongly committed to providing equal employment opportunity for all employees and all applicants for employment. For us, this is the only acceptable way to operate our College.

Rasmussen employment practices conform both with equal employment opportunities in the spirit of federal, state, local laws and regulations regarding non-discrimination in employment, compensation, and benefits.

**Anti-Harassment and Sexual Violence Policy**

It is Rasmussen College’s policy and responsibility to provide our employees and students in a work 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 our commitment to treat each other with dignity and respect. This policy is to be in accordance with the Equal Opportunity Policy of Rasmussen College to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. An Executive Vice President of the College 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-workers, management, 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. When a formal complaint consists with a school official, he/she has the option of making an informal or formal complaint according to the procedures outlined below. No retaliatory actions may be taken against any person because he/she makes such a complaint or against any member of the College community who serves as an advisor or advocate for any party in any such complaint. No retaliatory actions may be taken against any member of the College community because he/she is or has been the object of such a complaint.

**Informal Resolution**

Early efforts to control a potentially harassing situation are very important.

1. If the alleged sexual harassment is not stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop.
2. Writing a letter to the person or talking to the person’s supervisor can also be effective.
3. Go to a sexual harassment/violence information center or discuss the matter with a friend.
4. Talk to others who might also be victims of harassment.
5. Any employee, faculty member, staff member, or student is encouraged to discuss incidents of possible sexual harassment with the Campus Director, Regional Vice President, or College President.

A Campus Director contacted by a person who may have been subjected to sexual harassment will give advice and guidance on both informal and formal procedures for solving the problem. During the informal inquiry, the person will be informed that the information will be kept confidential to as great a degree as legally possible.

No specific circumstances, including the names of the parties involved, will be reported to anyone else, except the President, Executive Vice President and the Human Resources Director and Corporate Counsel, without the written permission of the person making the complaint.

However, if in the judgment of the inquiry Rasmussen College finds that the circumstances warrant a formal investigation, it will be necessary to inform the person complained against.

Incidents should be reported within 30 days. At any time during the procedures, both the person bringing a complaint and the person against whom the complaint is made may have a representative present in discussions with the Campus Director.

**Resolving 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.

If the person who discusses an informal complaint with an advisor is willing to be identified to others but not the person against whom the informal complaint is made, the College will make record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences.

While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, it will be protected to as great a degree as is legally possible. The expressed wishes of the complaining person 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.

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 parties involved.

3. When a number of people report incidents of sexual harassment that have occurred in a public context (for instance, offensive sexual propositions in a classroom lecture) or when the College receives repeated complaints from different people that an individual has engaged in other forms of sexual harassment, the College may inform the person complained against without revealing the identity of the complaints.

**Definitions**

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Such conduct is sexual in nature, even if such advances, requests, or conduct is not overtly sexual in nature.
2. Such conduct is sexual in nature and is unwanted by the person who is subjected to the conduct.
3. Such conduct is sexual in nature and is unwelcome.

Sexual harassment includes but is not limited to:

1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative job action or sexual advances;
4. Verbal sexual advances or propositions;
5. Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means);
6. Sexual offensive comments, graphic verbal comments about an individual’s body, dress, sexually explicit jokes and innuendos, and other sexually-oriented statements; and
7. Physical conduct, such as: touching, assault, or impeding or blocking movements.

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or as subtle as a comment. Harassment is any third party of the definition often consists of callous insensitivity to the experience of others.

Normal, courteous, mutually respectful, pleasant, non-captive interactions on the basis of focus on 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 two types of sexual harassment:

1. "Quid pro quo" harassment, where submission to harassment is used as the basis for employment decisions.
   - Employment benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if she goes on a date with him/her.
2. "Hostile work environment," where the harassment creates an offensive, and unpleasant working environment.
   - A hostile work environment is created by anyone in the work environment, whether it be supervisors, other employees, or customers. Hostile environment harassment consists of verbal or physical conduct or sexual advances, sexual materials, or even unwelcome physical contact as a regular part of the work environment.
   - Cartoons or posters of a sexual nature, vulgar or lewd cartoons, jokes, or unwanted touching or fondling all fall under this category.
   - For further information please refer to the EEOC’s website atexoc.gov or call the EEOC Publications Distribution Center at 800-669-3362 (voice), 800-669-7786 (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 environment for an employee.

Romantic/sexual relationships between superior and subordinate: Substantial risks are involved even in seemingly consensual romantic/sexual relationships where a power differential exists between the involved parties. The respect and trust accorded a faculty member or other employee by a student, as well as the power exercised by faculty in grading, grades, advice, praise, recommendations, opportunities for further study, or other forms of advancement may greatly diminish the student’s actual freedom of choice in what constitutes the relationship. Similarly, the authority of the supervisor to hire, fire, evaluate performance, reward, make recommendations, assign and oversee the work activities of employees may interfere with the employee’s ability to choose freely in the relationship. Further, it is inherently risky where age, background, stature, credentials or other characteristics contribute to the perception that a power differential exists between the involved parties which limits the student or employee’s ability to make independent decisions.

Claims of consensual romantic/sexual relationships will not protect individuals from sexual harassment charges or guarantee a successful defense if charges are made. It is the faculty member, supervisor, or other employee’s responsibility because of his/her special power and responsibility, and it is exceedingly difficult to use mutual consent in defense. Therefore, all employees should be made aware of the risks and consequences involved in entering a romantic/sexual relationship where there is a superior/subordinate relationship.

To view the full Academic Information and College Policies, please visit the Rasmussen College website at rasmussen.edu.
Sexual assault: Sexual activity, including sexual penetration or contact caused by force, coercion or deceit under coercion, with the threat of a weapon, through the threat of bodily harm, through a position of authority, or when the victim/ survivor is not an accepted date or sexual assault. The victim/survivor does not need to prove that she/he resisted and another witness is not needed to prove the case. The age of the persons involved, the victim/survivor’s fear of bodily harm to self or other, the use of threat to use a weapon by the perpetrator, and the infliction of either physical or emotional anguish upon the victim/survivor are among the criteria taken into account by state laws on Criminal Sexual Conduct and under the Crime Victims Bill of Rights.

Formal Complaints by Students and Employees

a. A formal complaint of sexual harassment must include a written statement, signed by the complainant specifying the incident(s) of sexual harassment. The statement may be prepared by the complainant or by an advisor as a record of the complaint. The complaint must be addressed to the Campus Director, or other manager who will immediately report such complaint to an Executive Vice President or President and Human Resource Director or Corporate Counsel.

b. The Human Resource Director and/or Corporate Counsel, with the assistance of the Campus Director, or other manager will then investigate and present the findings and recommendations to an Executive Vice President or President.

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

1. The person first contacted, after initial discussions with the complainant, will inform the College specifying the individuals involved. Rasmussen will decide whether the circumstances reported in the complaint warrant a formal investigation or an informal inquiry.

2. If the circumstances warrant an investigation, Rasmussen will inform the complainant of the name of the person making the complaint as well as of the substance of the complaint. The College will then limit the investigation to what is necessary to resolve the complaint or make a recommendation. If it is necessary for the College to speak to any people other than those involved in the complaint, they will do so only after informing the complaining person and the person complained against.

3. The College’s first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.

4. The College will be in communication with the complainant until the complaint is resolved. The complainant will be informed of procedures being followed throughout the investigation, with the exception of the specific conversations held with the person complained against.

5. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and make its recommendations within 60 days from the time the formal investigation is initiated.

6. If a formal complaint has been preceded by an informal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.

c. After an investigation of the complaint the College will

1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that harassment has occurred and report its findings and the resolution to an Executive Vice President or President;

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, if there is insufficient evidence to support the complaint.

Victims’ Rights Under Sexual Assault Policy

If the assault is alleged to have been committed by a member of our college community on property owned by the College the following additional policy applies:

1. The victim is aware that criminal charges can be made with local law enforcement officials;

2. The prompt assistance of campus administration, or Rasmussen management at the request of the victim, in notifying the appropriate law enforcement official 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 activity disciplinary proceeding concerning a sexual assault complaint;

4. Notice to a sexual assault victim of the outcome of any campus or college facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;

5. The complete and prompt assistance of campus administration, or Rasmussen management at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault investigation;

6. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding;

7. The assistance of campus administration or Rasmussen personnel in cooperation with the appropriate law enforcement authorities, at a sexual assault victim’s request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes; and

8. Further information can be obtained from either the following services:

   Illinois Department of Human Rights
   James R. Thompson Center
   100 West Randolph Street, Suite 10-100
   Chicago, IL 60601
   312-814-6200
   217-785-5125 (Voice/TTY)

   Illinois Attorney General
   Illinoisattorneygeneral.gov/victims/index.html

   800-228-3368

   Illinois State's Attorney
   Illinoisstatestas.org

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   Nothing in this policy shall prevent the complainant from pursuing formal legal remedies or resolution through state or federal agencies or the courts.

Drug-Free School and Workplace

In accordance with the Drug-Free Schools and Communities Act (34 CFR Part 85), Rasmussen College campuses are hereby declared a drug-free school and workplace. For more information visit The U.S. Department of Education’s Higher Education Center for Alcohol and Other Drug Prevention website at edc.org.

Students are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to the College including but not limited to: grounds, parking areas, or anywhere within the building(s); or while participating in College-related activities including but not limited to: clinical, externship, or practicum experiences.
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2. The right to request the amendment of the student’s education record if the student believes that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading by writing to the Campus Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the institution does not accept not to amend the record as requested by the student, the institution will notify the student of the decision in writing and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that such disclosure is otherwise permitted by law. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including student) who has been designated by the institution to have access to education records, whether or not paid by the institution. A person holding an official position at an institution of the parent or legal guardian of a student is considered an agent of the school. A person employed by an educational institution but working at an off-campus facility or other educational institution and may not be considered an employee of that school.

4. The right to disclose – without the written consent or knowledge of the student or parent – information contained in the student’s education records to a court or law enforcement official without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.

A student's education records are defined as files, materials, or documents that contain information directly related to the student and are maintained by the institution. Access to a student’s education records is afforded to school officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising, and determining financial aid eligibility.

5. The right to disclose – without the written consent or knowledge of the student or parent – information from a student’s education record 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 person 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 person designated in a State or local law enforcement subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution's response. Notification requirements or record retention requirements apply.

All Subpoenas – The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent of the student may seek protective action. The institution will record all requests for information from a standard court or order subpoena.

6. The right to disclose – without the written consent or knowledge of the student or parent – information in education records to “appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals.” Iniminent danger of student or others must be present.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office,
U.S. Department of Education,
400 Maryland Avenue, SW,
Washington, DC 20202.

8. The right to request further action on education records issues. For example, the student may ask the Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.

9. The right to request further action on any other perceived violations of rights, written statements of appeal must be submitted to the Vice President of Student Affairs within 15 calendar days of the issue in question. Response will be given within 30 days.

Arbitration

Any controversy or claim arising out of, or relating to a current or former student’s enrollment, in or education at Rasmussen College (“Controversy or Claim”), shall be resolved first in accordance with the procedures in the Grievance Policy published in the then current academic catalog. If, following completion of the Grievance Policy procedures, any current or former student (the “Student”) or Rasmussen College remains不满意, then the Student, in accordance with the Enrollment Agreement, shall be resolved by binding arbitration administered in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Arbitration shall be the sole remedy for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Chicago, Illinois before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration law. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The arbitrator shall have no authority to award punitive damages, consequential damages, or other damages not measured by the prevailing party’s actual damages. The arbitrator also shall have no authority to award attorney’s fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly circumstanced Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator’s fees and administrative costs of arbitration charged by the American Arbitration Association but otherwise the Student and Rasmussen College shall bear their own costs and expenses of the arbitration, including attorney’s fees. Except as may be required by law, no party to the arbitration nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both the Student and Rasmussen College.

Disclosure of Financial Information

Availability of financial information regarding the College may be requested from the Chief Financial Officer. Rasmussen College is currently authorized or licensed in the state of Alabama, Arkansas, Delaware, Florida, Illinois, Iowa, Kansas, Minnesota, North Dakota, Wisconsin, and Wyoming. Rasmussen College will continue to monitor development in state laws in each state in which it enrolls students and, if authorization or licensure is or becomes necessary, will work to obtain such additional approvals.

“Many states do not require specific authorization or licensure for their residents to enroll in online programs.”
North Dakota Consumer Protection Division
Office of Attorney General
Parrell Grossman, Director,
Consumer Protection Division
701-328-5570

Oklahoma State Board of Private Vocational Schools
655 Research Parkway, Suite 200
Oklahoma City, OK 73104

Oklahoma State Board of Education
501 NE 11th Street
Oklahoma City, OK 73105

Oregon State Board of Education
1500 Valley River Drive, Suite 100
Eugene, OR 97401

Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126

Residents of states with a consortium agreement should be sure to review and acknowledge the agreement to continue enrollment.

Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126

education.state.pa.us/portal/server.pt/community/higher_education/8711/complaint_procedure/1004474

Office of Attorney General, Bureau of Consumer Protection
14th Floor, Strawberry Square
Harrisburg, PA 17120

attorneysgeneral.gov/uploadedFiles/Complaints/BSP_Complaint_Form.pdf

PUERTO RICO

Puerto Rico Office of Higher Education
300 North Biscayne Boulevard
Miami, FL 33132

Office of Attorney General, Consumer Protection Division
14th Floor, Strawberry Square
Harrisburg, PA 17120

attorneysgeneral.gov/uploadedFiles/Complaints/BSP_Complaint_Form.pdf

RHODE ISLAND

Rhode Island Office of the Attorney General
250 West Water Street
Providence, RI 02903

Rhode Island Department of Education
Division of Student Affairs
500 Providence College Drive
Providence, RI 02903

ri.edu/portals/19/Complaints/BCP_Complaint_Form.pdf

SOUTH CAROLINA

South Carolina Department of Education
803-737-3918

South Carolina Office of the Governor
57501 College Park Drive
Avenue, Suite 3
Pine, SD 57501

sotd@state.sd.us

South Dakota Office of the Attorney General
Division of Consumer Protection
1302 East 14th Street
South Dakota 57501

sotd@state.sd.us

Washington

Washington Workforce Training and Education
Consortium Agreement
128 10th Avenue SW
PO Box 43105
Olympia, WA 98504

workforce@wcb.wa.gov
wcb.wa.gov/PCG_Complaints.asp (instructions)

WEST VIRGINIA

West Virginia Higher Education Policy Commission
1018 Kanawha Blvd East, Suite 700
Charleston, WV 25301

West Virginia Attorney General’s Office
P.O. Box 1789
Charleston, WV 25326

wvago.gov/literacy/consumer-complaint-form.pdf

Community and Technical College System of West Virginia
1018 Kanawha Blvd, East, Suite 700
Charleston, WV 25301

WISCONSIN

Wisconsin Educational Approval Board
201 West Washington Avenue, 3rd Floor
P.O. Box 696
Madison, WI 53708

wab.state.wi.us/resources/complaint.asp

WYOMING

Wyoming Department of Education
2300 Capitol Avenue, Hathaway Building, 2nd Floor
Cheyenne, WY 82002

Wyoming Attorney General’s Office
123 Capitol Building, 200 West 24th Street
Cheyenne, WY 82002

*This list includes contact information for all 50 states, the District of Columbia, and Puerto Rico and should not be construed as informative of the relevant agencies in all states.

The consortium agreement is kept on file at each campus. Students have the right to review and acknowledge the agreement prior to taking courses at other campuses.

CONSORTIUM AGREEMENT

Rasmussen College has signed consortium agreements with all Rasmussen College campuses.

Course requirements for programs may be completed at any of the campus locations, as the schools have common ownership and common courses, and students will have the flexibility to take courses from all locations as they choose. Students who attend a class at a location other than their home campus (primary attendance location) are subject to their tuition and fees charged by their home campus. All financial aid will be awarded and disbursed from the home campus. The home campus monitors satisfactory progress.

A copy of the consortium agreement is kept on file at each campus. Students have the right to review and acknowledge the agreement prior to taking courses at other campuses.

REFUNDS

The State of Illinois Cancellation, Termination, Refund Policy

If a student is cancelled or terminated, for whatever reason, the following apply:

• Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. A student in any term who withdraws from the College must give written notice to the College. Date of withdrawal is the last day of recorded attendance.

TUITION

Full time pricing will be effective for all students as of October 2013:

<table>
<thead>
<tr>
<th>All Programs:</th>
<th>Part Time</th>
<th>Full Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Business</td>
<td>$350 per credit for Foundations courses and all 100-200 level courses</td>
<td>$299 per credit for Foundation courses and all 100-200 level courses</td>
</tr>
<tr>
<td>School of Health Sciences</td>
<td>$310 per credit for all 300-400 level courses</td>
<td>$299 per credit for all 300-400 level courses</td>
</tr>
<tr>
<td>School of Technology</td>
<td>$395 per credit</td>
<td>$395 per credit</td>
</tr>
</tbody>
</table>

- Full time students are defined as taking 12 or more credits per quarter. Students taking less than 12 credits are part time students. For tuition purposes only, students taking 8 or more credits during the Mid Quarter term are considered full time.
- There is a required course materials fee of $150 per course. Course numbers ending with “L” or “LL” will not be charged a course materials fee.
- FAST TRACK: Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course materials fee of $150 per course for every course over four courses.
- Tuition rate is locked for continuously enrolled students. A change in the number of credits taken during enrollment in any quarter may lead to different prices if a student moves from part-time to full-time or vice versa.
- Individual Progress students will be charged at the School of Business rate, plus the cost of books and other fees.
- Students not enrolled in an eligible program who elect to take courses without earning college credit are charged $75 per credit hour, plus the cost of books and other fees. This non-credit option is NOT available for courses beginning with a “CC” or “NC”, “NM” or “NP” until quarter term is considered full time.
- For information on our graduation rates, median graduate debt levels, and other student investment disclosure information, visit rasmussen.edu/SD.
• The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the cases where the notice is hand carried, it shall occur on the date the notice is delivered.

Not withstanding anything to the contrary, if a student writes notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which he or she has been charged ("Period of Instruction"), tuition and fees paid will be refunded. If any books and supplies provided by the College are not returned unused and in a condition such that they can be returned to the supplier, the student will be assessed a fee of $150 per course for these books and supplies. All prepaid tuition is refundable.

• If a student has been accepted by the College and gives written notice of cancellation before the start of the Period of Instruction for which they have been charged, but before completion of 60% of the Period of Instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the Period of Instruction, shall not exceed the pro rata portion of the total charges for tuition, fees, and all other charges that the student would have paid for a completed period of the Period of Instruction based on its total length. After the completion of 60% of the Period of Instruction, no refund will be made.

• Tuition refunds are made within 45 days of the date of determination of withdrawal if the student does not officially withdraw.

• The refund policy is not linked to compliance with the College’s regulations or rules of conduct.

• Any promissory note instrument received as payment of tuition or other charge will not be negotiated prior to completion of 50% of the course.

Return of Title IV Funds Policy

If a student withdraws or is expelled, they need to visit with the Campus Director or Dean to complete the Rasmussen College Notice of Change in Student Status form, which will begin the withdrawal process. Students are allowed to convey their withdrawal verbally or in writing to the Student Services Division. Rasmussen College uses the state-mandated refund policy to determine the amount of institutional charges they can retain. The federal formulas dictate the amount of federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdraw on or before completing 60% of the quarter. The percentage of Title IV aid to be returned is determined by dividing the number of calendar days remaining in the quarter by the number of total calendar days in the quarter. Schedules breaks of five or more consecutive days are excluded. If funds are released to a student because of an academic balance and the student account, the student may be required to repay some of the federal grants if they withdraw. The federal return of Title IV funds formula calls for a second calculation, similar to the one outlined above, to be performed on the portion of the year. The percentage and amount of tuition which was unearned. The school compares the unearned tuition with the amount of Title IV funds and returns the lesser of these two amounts. The student withdrawing from school may be eligible for post-withdrawal disbursements according to federal regulations.

A post-withdrawal disbursement occurs when a student is determined to have withdrawn and more aid had been disbursed prior to the withdrawal. Post-withdrawal disbursements are made first from available grant funds before available loan funds, and must be done within 45 days of the school’s determination that the student withdrew. In addition, loan post-withdrawal disbursements must be done within 180 days of the school’s determination that the student withdrew. Rasmussen College credits the student’s account for any outstanding current period charges. If there is any remaining post-withdrawal disbursement to be made within 45 days of the date an offer is made to the withdrawn student in writing (letter sent to student) within 30 days of the school’s determination that the student withdrew.

The letter explains the type and amount of fund available and explains to the student the option to accept or decline all or part of the monies. A 14-day response time is given to the student for their decision. If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled.

Federal regulations dictate the specific order in which funds must be repaid to the Title IV programs by both the school and the student, if applicable. Rasmussen College follows this mandate by refunding monies in the following sequence: Unsubsidized Stafford Loans, Subsidized Stafford Loans, and PLUS Loans, Pell Grant, FSEOG, and then other Title IV programs. Rasmussen College uses the software and printed worksheets provided by the U.S. Department of Education to document the Return of Title IV Funds Calculation along with the Post-Withdrawal Disbursement Tracking Sheet.

Extended Quarter Break Stop Out Policy

Rasmussen College encourages students to remain continuously enrolled in their program through to graduation. Rasmussen College recognizes that on occasion a student may experience an extraordinary personal situation for which the student may need an extended break between quarters. A student with an extenuating circumstance may apply for the Extended Quarter Break Stop Out. Students who are enrolled and meeting the standards of Satisfactory Academic Progress at the end of one term may apply for an extended break for the following term. The student must successfully complete the term immediately prior to the Stop Out term. The student must commit to returning on the mid-quarter start week of the following quarter or the student will be withdrawn from Rasmussen College. The student must meet with her or his Student Advisor in order to obtain a Stop Out Request Form. The Student Advisor will provide the student with the necessary information to make an informed decision. Student Stop Out Request Forms must be signed prior to the first day of quarter for which the Stop Out is being requested. Students will remain continuously enrolled and will not be eligible to receive financial aid at any other institution during this break. Students who are approved to take a Stop Out are eligible to receive aid only on the mid-start courses of the term the student returns.

A Stop Out is not permitted in the following terms.

Military Leave and Refund

Rasmussen College supports its students who are also members of the armed forces. Military service members who are given official orders to deploy for state or federal needs, as well as their spouses, who cannot complete the academic quarter due to the deployment may withdraw without penalty from any course in which they are enrolled, even if the established deadline for withdrawal has passed. These students are entitled to withdraw without refund of tuition and other charges to the extent, 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 W.X.

Any tuition refund will be calculated according to federal regulations, and excess tuition balance will be returned in accordance with the student’s Excess Funds Form (completed upon enrollment). Students in good standing who receive an involuntary withdrawal may re-enroll and re-under the catalog that is current at the time of reenrollment, without penalty or redetermination of admission status within one year following their release from active military service. Programs with specialized admissions requirements are excluded from this policy. Students may meet those additional requirements at the time of re-enrollment.

Medical Leave of Absence and Medical Withdrawal Policy

Medical Leave: Each leave will be for one quarter and can be extended through the following quarter. No leave may extend for more than two consecutive quarters, although there is no limit to the total number of quarters that a student may accumulate. Medical leave is intended for students who need to take time away from Rasmussen College for health reasons.

Medical Withdrawals may be one of the following:

1. Medical Withdrawal: intended for students who do not plan to return to Rasmussen College.
2. Involuntary Medical Withdrawal: Initiated by campus administration for students who are suspended or are otherwise unable 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 are considered to be taking a tuition balance. Students should see the Student Financial Services Office to determine the impact of a Medical Leave of Absence or Withdrawal.

Applying for a Leave or Withdrawal:

To apply for a Medical Leave or Medical Withdrawal the student must obtain the application form from the Campus Accommodations Coordinator, have it signed by the appropriate person(s) and return the completed form to the Campus Accommodations Coordinator.

When a Student Wants to Return After a Medical Leave of Absence:

To return from Medical leave, the student must contact the Campus Accommodations Coordinator prior to the first day of classes to complete a re-admission form. Additionally, the Campus Accommodations Coordinator must receive a letter from the student’s professional therapist/physician and/or the student’s medical institution 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 “W.X.” will be recorded for each course for which a student was registered if the student takes Medical Leave or Medical Withdrawal from the College at any time following the first week of the quarter.

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

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

All academic probations, warnings, and dismissals carry over effect any previous aid from 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 remains in effect, and the student will be dismissed in the manner in which he or she returns to the College.

Involuntary Medical Withdrawal Appeal Process

A student who is placed on an Involuntary Medical Withdrawal may appeal the decision to the College President within 15 days of the determination of the appeal. The appeal shall be made in writing and shall set forth the basis for the appeal. The College President (or their designee) has (3) three business days from the date of the receipt of the appeal (excluding weekends and federal holidays) of the decision. The Appeal shall be made in writing and shall set forth the basis for the appeal. 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-application admission form from the student along with a letter from the student’s professional therapist and/or physician stating the student’s medical condition that the student’s professional therapist/physician believes the student is able to return to Rasmussen College.

Students must be cleared by all of the following: re-admission, financial aid, and enrollment. If all of the above is completed, the student 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 or the student is not an eligible recipient of 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 amount of refund due to the State Grant Program, the SELF Loan Programs, and other Minnesota State Aid Programs (with the exception of the State Work Study Program), the following formula is used:

Amount of funds (financial aid and cash) applied to institutional charges (including post-withdrawal disbursements of Title IV aid) in all institutions are continued to the quarter(s).

Amount of institutional charges that the school can retain per our state mandated refund policy less any:

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 Title IV financial aid disbursement for 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 remaining refund due to both the SELF Loan Programs. If the student received funds from other State Aid Programs, those refunds would be calculated in the same manner.
Note that for purposes of calculating institutional charges in the State Refund Calculation, the definition for Title IV programs is used.

- Any remaining refund monies will then be applied to reduce the student’s Minnesota State Grant award and/or Minnesota SELF Loan.
- Any remaining refund monies will then be applied to any other sources.

For North Dakota Campuses
If the disbursement is made of the North Dakota State Grant while the student is enrolled full-time, no refund is due. If the disbursement is made while the student is no longer in attendance, a full refund to the North Dakota State Grant program is due.

For Illinois and Wisconsin Campuses
Please note that Illinois, Kansas, and Wisconsin do not have state grant programs, so the Non-Federal Refund Distribution Policy does not apply to students attending campuses in Illinois, Kansas, or Wisconsin.

Veterans Refund
In the event a veteran discontinues training for any reason, any supplies or textbooks issued to and paid for by the veteran become the property of the veteran. The remaining amount of the prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance of training.

CAMPUS SECURITY
CRIME STATISTICS

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
Rasmussen College provides prospective and enrolled students and employees with its current Crime Awareness and Campus Security Act statistics. This policy contains information pertaining to the reporting procedure of criminal activities, security and access to campus facilities, campus law enforcement and criminal offenses reported to the campus or local police. As part of our campus crime prevention plan, Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.

ACCREDITATION, LICENSING & APPROVALS

The Medical Laboratory Technician program at the Green Bay, Lake Elmo/Woodbury, Mankato, Moorhead, and St. Cloud campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 North River Road, Rosemount, IL, 60018. 713-714-8880.
- National Accrediting Agency for Clinical Laboratory Sciences
- 5600 North River Road
- Rosemont, IL 60018
- Phone: 773-714-8880
- Fax: 773-714-8886

Programs or campuses not listed above are not programatically accredited.

Licensing
Rasmussen College is licensed as a private career school with the Illinois Board of Higher Education. License is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. The education programs may not meet the needs of every student or employer.
- Illinois Board of Higher Education
- 431 East Adams, 2nd Floor
- Springfield, Illinois 62701
- Phone: 217-782-2561
- Illinois Department of Financial and Professional Regulation
- Division of Professional Regulation
- 100 East Randolph, 9th Floor
- Chicago, IL 60601

Rasmussen College is licensed as a private career school with the State of Wisconsin Educational Approval Board.
- State of Wisconsin Educational Approval Board
- 201 West Washington Avenue, 3rd Floor
- Madison, WI 53703
- 608-266-1996

Approved For:
- Veterans’ Benefits by the Illinois State Approving Agency. Veterans’ benefits for all National Online students are certified through Bloomington, Minnesota.
- Illinois Board of Nursing

Statement of Ownership
Rasmussen College, Inc. is a private corporation under the laws of the State of Delaware. Rasmussen, Inc. is the parent company of Rasmussen College, Inc., with campuses located in the States of Florida, Illinois, Kansas, Minnesota, North Dakota, and Wisconsin.

Corporate Officers:
- Robert E. King, Executive Chairman
- J. Michael Locke, Vice Chairman, Secretary
- Thomas M. Slagle, President

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

Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impair one’s eligibility to sit for these exams or to secure employment in one’s chosen career field.

Pharmacy Technician students convicted of non-drug-related felonies may not be eligible to sit for the Pharmacy Technician Certification Exam (PTCE) exam.

Pharmacy Technician students convicted of drug- or pharmacy-related felonies ARE NOT eligible to sit for the PTCE exam.

Students seeking licensing as professional peace officers in Minnesota must complete the required Law Enforcement coursework at Rasmussen College or transfer in the equivalent. In addition, these students must complete an officially recognized first aid course in First Responder, Emergency Medical Technician, or Emergency Response, and to complete practical/skills coursework meeting POST objectives, to be eligible to sit for the Peace Officer Standards and Training (POST) licensing exam. Students must provide Rasmussen College with a copy of their required first aid certification (such as a copy of their first responder card) for inclusion in the student’s file at Rasmussen College. Some skills training providers may require additional academic coursework.

Skills training cannot be completed online.

Rasmussen College reserves the right to deny admission to applicants whose total credentials reflect an inability to assume the obligations of performance and behavior deemed essential by Rasmussen College and relevant to any of its lawful missions, process, and functions as an educational institution and business.

The administration of Rasmussen College reserves the right to address any issue in this catalog or its operations regarding its meaning.
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