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.
TABLE OF CONTENTS

Letter from the President 2

SUPPORT+ 3

School of Business 4

School of Design 12

School of Education 14

School of Health Sciences 16

School of Justice Studies 22

School of Technology 25

General Education Course Selections 31

Course Descriptions 32

Student Investment Data 51

Academic Information and College Policies 55

Faculty and Staff 73

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 account 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
B087 Practical Math 4

CERTIFICATE COURSES
LOWER DIVISION
AGC 1022 Financial Accounting I 4
AGC 1033 Financial Accounting II 4
AGC 2062C Computer Focused Principles 3
APA 1500 Payroll Accounting 4
CGS 1240 Computer Applications and Business Systems Concepts 3
COM 1007 Professional Communication 3
CTS 2511 Excel 3
E 242 Career Development 2
GEB 1011 Introduction to Business 3
MAN 2021 Principles of Management 4
TAX 2002 Income Tax 4

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 material 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 account 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
LOWER DIVISION
AGC 2950 English Composition (Required course) 4
ENC 1101 English Composition 4
Communication (Select 1 course) 4
Math/Natural Sciences (Select 1 Math course; College Algebra recommended) 3
MAJOR AND CORE COURSES
LOWER DIVISION
AGC 2980 Financial Investigation 4
AGC 2930 Accounting Capstone 2
BU 2441 Business Law 4
FIN 1202 Financial Markets and Institutions 4
MAN 2062 Business Ethics 4
MAR 2101 Principles of Marketing 4

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

TOTAL DIPLOMA CREDITS 73*

SEE PAGE 31 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:
• Accounting Clerk
• Auditing Clerk
• Bookkeeper
• Bank Teller
• Account 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 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
LOWER DIVISION
AGC 2950 English Composition (Required course) 4
ENC 1101 English Composition 4
Communication (Select 1 course) 4
Math/Natural Sciences (Select 1 Math course; College Algebra recommended) 3
ECON 2023 Microeconomics (Required course) 4
ECON 2013 Macroeconomics (Required course) 4
SYG 1000 Principles of Economics 4
SOC 1000 Principles of Social Science 4
POLS 1000 Principles of Government 4

Total Associate’s Degree Credits 32
General Education Credits 61
Major and Core Credits 61

TOTAL AAS DEGREE CREDITS 93*

SEE PAGE 31 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 Sciences requirements 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. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; integrate their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate effectively within a continually changing environment. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways.

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

UPPER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

UPPER DIVISION
ACG 3080 Managerial Accounting Theory and Practice 4
ACG 3085 Advanced Auditing Concepts and Standards 4
ACG 3110 Intermediate Financial Reporting I 4
ACG 3120 Intermediate Financial Reporting II 4
ACG 3130 Intermediate Financial Reporting III 4
ACG 4010 Cost Accounting Principles and Applications 4
ACG 4020 Advanced Financial Accounting 4
ACG 4250 International Accounting 4
ACG 4402 Accounting Information Systems 4
ACG 4931 Accounting Capstone II 4
BUL 3247 Business Law II 4
GEB 3020 Advanced Principles of Financial Management 4
GEB 4305 Statistics for Managers 4
ISM 3015 Management of Information Systems 4
MAN 4720 Strategic Management 4
TAX 3010 Taxation of Individuals 4

Total Bachelor’s Degree Credits 181*

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.
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
- B087 Practical Math 4

CERTIFICATE COURSES
LOWER DIVISION
- AG 1022 Financial Accounting I 4
- AG 1033 Financial Accounting II 4
- BUL 2241 Business Law 4
- CGS 1240 Business Systems Concepts 3
- COM 1007 Professional Communication 4
- E242 Career Development 2
- GEB 1011 Introduction to Business 4
- MAN 2021 Principles of Management 4
- MAN 2062 Business Ethics 4
- MAR 2011 Principles of Marketing 4

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.

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
LOWER DIVISION
- English Composition (Required course) 4
- ENC 1101 English Composition 4
- Communication (Select 1 course) 4
- Math/Natural Sciences (Select 1 course) 4

MAJOR AND CORE COURSES
LOWER DIVISION
- FIN 1000 Principles of Finance 4
- GEB 2930 Business Capstone 2
- MAN 1300 Introduction to Human Resource Management 4

Total Diploma Credits
General Education Credits 12
Major and Core Credits 47

TOTAL DIPLOMA CREDITS 59*

*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.

rasmussen.edu
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>LOWER DIVISION</th>
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<tbody>
<tr>
<td>Humanities (Select 2 courses)</td>
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<tr>
<td>Math/Natural Sciences</td>
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</tr>
<tr>
<td>(Select 1 Math course; College Algebra recommended)</td>
<td></td>
</tr>
<tr>
<td>Social Sciences (Select 2 courses)**</td>
<td>8</td>
</tr>
<tr>
<td>ECO 1000 Principles of Economics</td>
<td></td>
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<tr>
<td>SYG 1000 Introduction to Sociology</td>
<td></td>
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<tr>
<td>ECO 2013 Macroeconomics</td>
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<tr>
<td>ECO 2023 Microeconomics</td>
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MAJOR AND CORE COURSES

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<tr>
<td>ACG 2062C Computer Focused Principles</td>
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<tr>
<td>APA 1500 Payroll Accounting</td>
<td>4</td>
</tr>
<tr>
<td>MNA 1161 Customer Service</td>
<td>4</td>
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<td>Total Associate’s Degree Credits</td>
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<td>General Education Credits</td>
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<tr>
<td>Major and Core Credits</td>
<td>58</td>
</tr>
</tbody>
</table>

TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 31 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 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>UPPER DIVISION</th>
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<tbody>
<tr>
<td>Communication (Select 1 course)</td>
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</tr>
<tr>
<td>Humanities (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>Social Sciences (Select 2 courses)</td>
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</table>

MAJOR AND CORE COURSES

<table>
<thead>
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<th>UPPER DIVISION</th>
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<tbody>
<tr>
<td>ACG 3357 Accounting for Business Managers</td>
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<tr>
<td>BUL 4388 Business Law and Ethics</td>
<td>4</td>
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<tr>
<td>GEB 3110 Research and Report Writing</td>
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<td>GEB 4220 Managing a Diverse Workforce</td>
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<tr>
<td>GEB 4310 Statistics for Business</td>
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<td>GEB 4410 Advanced Principles of Marketing</td>
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<tr>
<td>GEB 4505 Organizational Development</td>
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<td>ISM 3015 Management of Information Systems</td>
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<tr>
<td>MAN 3175 Applied Management Principles</td>
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<td>MAN 3504 Operations Management</td>
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<td>MAN 4143 Contemporary Leadership Challenges</td>
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<tr>
<td>MAN 4240 Organizational Behavior Analysis</td>
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<td>MAN 4441 Negotiation and Conflict Management</td>
<td>4</td>
</tr>
<tr>
<td>MAN 4602 International Business</td>
<td>4</td>
</tr>
<tr>
<td>MAN 4720 Strategic Management</td>
<td>4</td>
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<tr>
<td>MAN 4900 Management Capstone</td>
<td>3</td>
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<tr>
<td>RMI 4020 Risk Management</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Bachelor’s Degree Credits 181*

SEE PAGE 31 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.
HEALTHCARE MANAGEMENT BS DEGREE

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

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

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B087 Practical Math 4

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
ENC 1101 English Composition 4
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 2 courses, including at least 1 Math course; College Algebra recommended) 8
Social Sciences (Select 2 courses)** 8
ECO 1000 Principles of Economics 4
SYG 1000 Introduction to Sociology 4
ECO 2013 Macroeconomics 4
ECO 2023 Microeconomics 4

UPPER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES
LOWER DIVISION
ACG 1022 Financial Accounting I 4
ACG 1033 Financial Accounting II 4
CGS 1240 Computer Applications and Business Systems Concepts 3
COM 1007 Professional Communication 4
E242 Career Development 2
FIN 1000 Principles of Finance 4
GEB 1011 Introduction to Business 4
HSA 2010 Marketing and Communications in Healthcare 4
HSA 2117 U.S. Healthcare Systems 4
HSA 2537 Electronic Health Records and Medical Office Procedures 4
HSC 1531 Medical Terminology 4
HSC 2641 Medical Law and Ethics 4
MAN 1300 Introduction to Human Resource Management 4
MAN 2021 Principles of Management 4
PLA 2476 Employment Law 4
PSY 1012 General Psychology 4

UPPER DIVISION
GEB 3110 Research and Report Writing 4
GEB 4220 Managing a Diverse Workforce 4
HSA 3109 Foundations of Managed Care 4
HSA 3110 Introduction to Healthcare Administration 4
HSA 3170 Financial Management of Healthcare Organizations 4
HSA 3383 Quality Improvement in Healthcare 4
HSA 3422 Regulation and Compliance in Healthcare 4
HSA 3751 Healthcare Statistics 4
HSA 4110 Healthcare Operations Management 4
HSA 4124 International Healthcare 4
HSA 4150 Healthcare Planning and Policy Management 4
HSA 4191 Healthcare Information Systems 4
HSA 4210 Advanced Healthcare Law and Ethics 4
HSA 4922 Healthcare Management Capstone 4
HSC 4500 Epidemiology 4
MAN 4143 Contemporary Leadership Challenges 4

Total Bachelor’s Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 61
Upper Division Major and Core Credits 63

TOTAL BS DEGREE CREDITS 180 *

SEE PAGE 31 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.

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

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

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B087 Practical Math 4

CERTIFICATE COURSES
LOWER DIVISION
AGC 1022 Financial Accounting I 4
AGC 1033 Financial Accounting II 4
BUL 2241 Business Law 4
CGS 1240 Computer Applications and Business Systems Concepts 3
COM 1007 Professional Communication 4
E242 Career Development 2
GEB 1011 Introduction to Business 4
MAN 2021 Principles of Management 4
MAN 2062 Business Ethics 4
MAR 2011 Principles of Marketing 4

TOTAL CERTIFICATE CREDITS 37*

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
LOWER DIVISION
English Composition (Required course) 4
Math/Natural Sciences (Select 1 course) 4

MAJOR AND CORE COURSES
LOWER DIVISION
Introduction to Organizational Leadership 4
Human Resource Management 4
Total Diploma Credits 53

TOTAL DIPLOMA CREDITS 61*

SEE PAGE 31 FOR GENERAL EDUCATION COURSE SELECTIONS.

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Select 1 course) 4
Mathematics (Select 2 courses) 8
Social Sciences (Select 2 courses) 4

Principles of Economics 4
Principles of Economics 4

Total Associate’s Degree Credits 32

MAJOR AND CORE COURSES
LOWER DIVISION
Business Capstone 4

Principles of Finance 4
Business Capstone 2

Total AAS DEGREE CREDITS 91*

SEE PAGE 31 FOR GENERAL EDUCATION COURSE SELECTIONS.

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.
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.

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B087 Practical Math 4

CERTIFICATE COURSES
LOWER DIVISION
AGG 1012 Financial Accounting I 4
AGG 1033 Financial Accounting II 4
BUL 2241 Business Law 4
CGS 1240 Computer Applications and Business Systems Concepts 3
COM 1007 Professional Communication 4
E242 Career Development 2
GEB 101 Introduction to Business 4
MAN 2021 Principles of Management 4
MAN 2062 Business Ethics 4
MAR 2011 Principles of Marketing 4

TOTAL CERTIFICATE CREDITS 37*

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

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

MARKETING DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
ENC 1101 English Composition 4
Math/Natural Sciences (Select 1 course) 4

MAJOR AND CORE COURSES
LOWER DIVISION
GEB 244 Internet Business Models and E-Commerce 4
MAR 2374 Online Multimedia Marketing 4
MAR 2873 Public Relations and Advertising 4

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

TOTAL DIPLOMA CREDITS 57*

SEE PAGE 31 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.
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

LOWER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses)** 8
ECO 1000 Principles of Economics
SYG 1000 Introduction to Sociology
ECO 2013 Macroeconomics
ECO 2023 Microeconomics

MAJOR AND CORE COURSES

LOWER DIVISION
FIN 1000 Principles of Finance 4
GEB 2930 Business Capstone 2
MAN 1300 Introduction to Human Resource Management 4

Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 59
TOTAL AAS DEGREE CREDITS 91*  

SEE PAGE 31 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 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
B087 Practical Math 4

GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required Course) 4
ENC 1101 English Composition
Communication (Select 1 course) 4
Math/Natural Sciences 4
(Select 1 Math course; College Algebra recommended)

MAJOR AND CORE COURSES

LOWER DIVISION
CGS 1586C Introduction to Computer Graphics 3
CGS 1883C Fundamentals of Web Authoring and Design 3
COM 1007 Professional Communication 4
COT 1438 Technology’s Role in the 21st Century 2
DIG 1109C Introduction to Multimedia Design 3
DIG 1280C Audio/Video Editing 3
DIG 1500C Digital Media Assembly 3
DIG 1520C Digital Media Production 3
DIG 2620C Multimedia Technologies 3
E242 Career Development 2
GEB 1011 Introduction to Business 4
GEB 1014 Project Planning and Documentation 4
GEB 2444 Internet Business Models and E-Commerce 4
GRA 1121C Digital Publishing 3
GRA 1206C Typography 3
GRA 1741C Color Theory and Techniques 3

SPECIALIZATION COURSES
ART 1309C Drawing Design and Art Theory 3
DIG 1302C Introduction to 3D Arts and Animation 3
DIG 1303C 3-Dimensional Animation 3

Total Diploma Credits
General Education Credits 12
Major and Core Credits 59

TOTAL DIPLOMA CREDITS 71*

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
B087 Practical Math 4

GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required Course) 4
ENC 1101 English Composition
Communication (Select 1 course) 4
Math/Natural Sciences 4
(Select 1 Math course; College Algebra recommended)

MAJOR AND CORE COURSES

LOWER DIVISION
CGS 1586C Introduction to Computer Graphics 3
CGS 1883C Fundamentals of Web Authoring and Design 3
COM 1007 Professional Communication 4
COT 1438 Technology’s Role in the 21st Century 2
DIG 1109C Introduction to Multimedia Design 3
DIG 1280C Audio/Video Editing 3
DIG 1500C Digital Media Assembly 3
DIG 1520C Digital Media Production 3
DIG 2620C Multimedia Technologies 3
E242 Career Development 2
GEB 1011 Introduction to Business 4
GEB 1014 Project Planning and Documentation 4
GEB 2444 Internet Business Models and E-Commerce 4
GRA 1121C Digital Publishing 3
GRA 1206C Typography 3
GRA 1741C Color Theory and Techniques 3

SPECIALIZATION COURSES
CTS 2804C Networking and Internet Technologies 3
CTS 1400C Dynamic Content Management 3
CTS 2857C Server Side Scripting 3

Total Diploma Credits
General Education Credits 12
Major and Core Credits 59

TOTAL DIPLOMA CREDITS 71*

SEE PAGE 31 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.
MULTIMEDIA TECHNOLOGIES ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Graphic Designer
• Art Director
• Website Designer
• Multimedia Artist and 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

LOWER DIVISION
Humanities (**Required course, select 1 additional course) 8
ART 1204 Art Appreciation* 4
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

LOWER DIVISION
Digital Design and Animation Specialization
DIG 2950 Multimedia Portfolio Development 4
Web Design Specialization
DIG 2950 Multimedia Portfolio Development 4
Total Associate’s Degree Credits 32
Major and Core Credits 61
TOTAL AAS DEGREE CREDITS 93*

SEE PAGE 31 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
• Visual Media Producer
• Website Designer
• Multimedia Artist and 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

UPPER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

UPPER DIVISION
ART 3332 Figure Drawing 4
DIG 3316 The Study of Animation 4
DIG 3318 Flash Animation 4
DIG 3323 Polygon Modeling 4
DIG 3330 Advanced Methods of Computer Graphics 4
DIG 3333 Digital Photography 4
DIG 3512 Advanced HTML Coding with CSS 4
DIG 3552 Concept Development for Digital Media 4
DIG 4323 3D Game Character Creation 4
DIG 4330 Advanced Applications of Digital and Experimental Art 4
DIG 4355 Digital Effects Creation 4
DIG 4432 Storyboard Development for Digital Media 4
DIG 4933 Digital Video/Audio Project 4
DIG 4934 Web Design Project 4
DIG 4935 Animation Graphics Project 4
GEB 3051 The Business of Digital Media 4
Total Bachelor’s Degree Credits 55
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 61
Upper Division Major and Core Credits 64
TOTAL BS DEGREE CREDITS 181*

SEE PAGE 31 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
B087  Practical Math  4

CERTIFICATE COURSES

LOWER DIVISION
E242  Career Development  2
EEC 1202  Early Childhood Education Curriculum and Instruction  4
EEC 1700  Foundations of Child Development  4
EEC 1735  Health, Safety, and Nutrition/CDA Application  4
EEC 2613  Observation and Assessment in Early Childhood Education  4

Choose either Track I ** or Track II

Track I **
EEC 1860  Knowledge: Externship I  6
EEC 1861  Application: Externship II  6
EEC 1862  Reflection: Externship III  6

Track II
EEC1863  Teacher Reflection I: Early Childhood Education as a Profession  6
EEC1864  Teacher Reflection II: Morality and Ethics in Early Childhood Education  6
EEC1865  Teacher Reflection III: The Intentional Teacher  6

TOTAL CERTIFICATE CREDITS  36*

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

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

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

** Track I includes externship courses, which are not available to students in all states. Please see the Early Childhood Education program page on the Rasmussen College website (rasmussen.edu) and speak to a Program Manager for more details.

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

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

SCHOOL OF EDUCATION

MISSION STATEMENT

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

rasmussen.edu

EARN AS YOU LEARN

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

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

English Composition (Required course) 4
ENC 1101 English Composition
Communication (Select 1 course) 4
Math/Natural Sciences (Select 1 course) 4

MAJOR AND CORE COURSES

LOWER DIVISION

CGS 1240 Computer Applications and Business Systems Concepts 3
E170 Introduction to Undergraduate Research 2

Child and Family Studies Specialization

EEC 2225 Guiding Children’s Behavior 4
EEC 2329 Parent Education and Support 4
EEC 2404 Child and Family Advocacy 4
SYG 1000 Introduction to Sociology 4

Child Development Specialization

EEC 2217 Emerging Literacy Through Children’s Literature 4
EEC 2401 Dynamics of the Family 4
EEC 2500 Infant and Toddler Development 4
EEX 2010 The Exceptional Child 4

English Language Learner Specialization

EEC 2213 Language and Literacy Acquisition 4
EEC 2220 Curriculum and Instruction for English Language Learners 4
EEC 2270 Introduction to English Language Learners 4
EEX 2412 Invoking Parents of English Language Learners 4

Child with Special Needs Specialization

EEC 2271 Curriculum and Instruction for Children with Special Needs 4
EEX 2272 The Inclusive Classroom 4
EEC 2403 Advocating for Children with Special Needs 4
EEX 2010 The Exceptional Child 4

Total Diploma Credits

General Education Credits 12
Major and Core Credits 57

TOTAL DIPLOMA CREDITS 69*

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

LOWER DIVISION

Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8

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

MAJOR AND CORE COURSES

LOWER DIVISION

Child and Family Studies Specialization

EEC 2935 Summative Project for Early Childhood Education 2

Child Development Specialization

EEC 2935 Summative Project for Early Childhood Education 2

English Language Learner Specialization

EEC 2935 Summative Project for Early Childhood Education 2

Child with Special Needs Specialization

EEC 2935 Summative Project for Early Childhood Education 2

Total Associate’s Degree Credits

General Education Credits 32
Major and Core Credits 59

TOTAL AAS DEGREE CREDITS 91*

SEE PAGE 31 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.

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

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

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

MEDICAL BILLING AND CODING CERTIFICATE

CAREER OPPORTUNITIES:
• Medical Coder
• Medical Coder/Biller

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

FOUNDATION COURSES
B080  Reading and Writing Strategies  4
B087  Practical Math  4

GENERAL EDUCATION COURSES

LOWER DIVISION
Math/Natural Sciences (Required course)  4

PHA 1500  Structure and Function of the Human Body  4

MAJOR AND CORE COURSES

LOWER DIVISION
CGS 1240  Computer Applications and Business Systems Concepts  3
E242  Career Development  2
HIM 1110  Anatomy and Pharmacology for Coders  3
HIM 1125  ICD-CM Coding  4
HIM 1126C  ICD-PCS Coding  4
HIM 1258C  Ambulatory Care Coding  3
HIM 2272C  Medical Insurance and Billing  3
HIM 2410  Health Information Law and Ethics  4
HIM 2940  Medical Coding Practicum  1
HSC 1531  Medical Terminology  4
MEA 2203  Pathophysiology  5

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.

* 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

LOWER DIVISION
English Composition (Required course)  4
ENG 1101  English Composition  4
Communication (Select 1 course)  4
Math/Natural Sciences (Select 1 course other than PHA 1500)  4

MAJOR AND CORE COURSES

LOWER DIVISION
HIM 2000  Introduction to Health Information Management  4

Total Diploma Credits  56*

SEE PAGE 31 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.

rasmussen.edu
HEALTH INFORMATION TECHNICIAN
ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Health Information Technician
• Medical Data Analyst
• Medical Coder
• Health Information Workflow Specialist
• Medical Records Coordinator
• Coding Analyst
• Electronic Health Record Specialist

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

Humanities (Select 2 courses) 8
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

LOWER DIVISION

HIM 2304 Management of Health Information Services 4
HIM 2510 Quality Analysis and Management 4
HIM 2652 Healthcare Information Technologies 4
HIM 2941 Health Information Practicum 2
HSA 2117 US Healthcare Systems 4
Total Associate’s Degree Credits 32
General Education Credits 8
Major and Core Credits 58
TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 31 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

HEALTH INFORMATION MANAGEMENT
BACHELOR’S DEGREE

CAREER OPPORTUNITIES:
• Medical Records Manager
• 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

UPPER DIVISION

Communication (Select 1 course) 4
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

UPPER DIVISION

HIM 3001 Information and Communication Technologies 4
HIM 3105 Health Information Management Systems 4
HIM 3202 Data, Information, and File Structures 4
HIM 3304 Financial Management of Health Information Services 4
HIM 3412 Project Management 4
HIM 3522 Electronic Health Record Application 4
HIM 3644 Reimbursement Methodologies 4
HIM 4003 Electronic Data Security 3
HIM 4115 Applied Research in Health Information Management 4
HIM 4276 Health Information Management Professional Practice Experience 4
HIM 4354 Strategic Planning and Development 4
HIM 4360 Health Data Management 2
HIM 4357 Health Information Management Alternative Facility Management 2
Professional Practice Experience 1
HSA 3383 Quality Improvement in Healthcare 4
HSA 3422 Regulation and Compliance in Healthcare 4
HSA 3751 Healthcare Statistics 4
HSA 4210 Advanced Healthcare Law and Ethics 4
MAN 3210 Advanced Human Resource Management 4

Total Bachelor’s Degree Credits 88

Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 58
Upper Division Major and Core Credits 66
TOTAL BS DEGREE CREDITS 180*

SEE PAGE 31 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

Program requirements specific immunizations prior to professional practice experience.

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

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

The Health Information Management BS degree program is in CANDIDATE 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
- B087 Practical Math 4

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**
- Communication (Select 1 course) 4
- Math/Natural Sciences (Required course) 4
- PHA 1500 Structure and Function of the Human Body

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- CGS 1240 Computer Applications and Business Systems Concepts 3
- E242 Career Development 2
- HIM 1258C Ambulatory Care Coding 3
- HIM 1311 ICD Coding 3
- HIM 2272C Medical Insurance and Billing 3
- HSA 1050 Customer Service in Healthcare 1
- HSA 2537 Electronic Health Records and Medical Office Procedures 4
- HSC 1410 Medical Writing, Style, and Grammar 3
- HSC 1531 Medical Terminology 4
- HSC 2641 Medical Law and Ethics 4
- MEA 1243 Pharmacology for the Allied Health Professional 4
- MEA 2203 Pathophysiology 5
- MTS 2005 Introduction to Medical Transcription 4
- OST 1100C Keyboarding I 3
- OST 2240 Medical Transcription 3
- OST 2465 Medical Administration Capstone 1

**TOTAL DIPLOMA CREDITS**
- General Education Credits 8
- Major and Core Credits 50

**TOTAL DIPLOMA CREDITS** 58*

SEE PAGE 31 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.

**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**

**LOWER DIVISION**
- English Composition (Required course) 4
- ENC 1101 English Composition 4
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Select 1 course other than PHA 1500) 4
- Social Sciences (Select 2 courses) 8

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- AGS 1022 Financial Accounting I 4
- HSA 2117 US Healthcare Systems 4

**TOTAL ASSOCIATE’S DEGREE CREDITS**
- General Education Credits 32
- Major and Core Credits 58

**TOTAL AAS DEGREE CREDITS** 90*

SEE PAGE 31 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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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
B087  Practical Math 4

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
ENC 1101  English Composition
Math/Natural Sciences (Required course) 4
PHA 1500  Structure and Function of the Human Body

MAJOR AND CORE COURSES
LOWER DIVISION
EA242  Career Development 2
HSA 1050  Customer Service in Healthcare 1
HSA 2537  Electronic Health Records and Medical Office Procedures 4
HSC 1410  Medical Writing, Style and Grammar 3
HSC 1531  Medical Terminology 4
HSC 2641  Medical Law and Ethics 4
MEA 1102  Introduction to Medical Assisting 3
MEA 1206  Clinical Skills I 4
MEA 1207  Clinical Skills II 4
MEA 1243  Pharmacology for the Allied Health Professional 4
MEA 2203  Pathophysiology 5
MEA 2267  Laboratory Skills for Medical Assisting 4
MEA 2804  Medical Assistant Externship 8
MEA 2820  Medical Assisting Capstone 2

Total Diploma Credits
General Education Credits 8
Major and Core Credits 52
TOTAL DIPLOMA CREDITS 60*

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
LOWER DIVISION
Communication (Select 1 course) 4
HUM 1101  Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 2 courses) 8
Social Sciences (“Required, Select 1 additional course) 8
PSY 1012  General Psychology 1

MAJOR AND CORE COURSES
LOWER DIVISION
CGS 1240  Computer Applications and Business Systems Concepts 3

Total Associate’s Degree Credits
General Education Credits 36
Major and Core Credits 55
TOTAL AAS DEGREE CREDITS 91*

SEE PAGE 31 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 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). The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Mokena/Tinley Park, Rockford, and Romeoville/Joliet campuses in Illinois; the Fort Myers, Ocala, New Port Richey/West Pasco and Tampa/Brandon campuses in Florida; the Appleton and Wausau campuses in Wisconsin; and the Blaine, Bloomington, Brooklyn Park/Maple Grove, Eagan, Mankato, and St. Cloud campuses in Minnesota are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

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.
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
- B087 Practical Math 4

GENERAL EDUCATION COURSES
LOWER DIVISION
- Math/Natural Sciences 8
  (*Required, select 1 additional course)
- PHA 1500 Structure and Function of the Human Body*

MAJOR AND CORE COURSES
LOWER DIVISION
- CGS 1240 Computer Applications and Business Systems Concepts 3
- E242 Career Development 2
- HSC 1531 Medical Terminology 4
- HSC 2641 Medical Law and Ethics 4
- MEA 1243 Pharmacology for the Allied Health Professional 4
- MEA 2203 Pathophysiology 5
- PTN 1001 Introduction to Pharmacy 4
- PTN 2017 Pharmacy Math and Dosages 4
- PTN 2220 Pharmacy Software/Automation/Insurance Billing 3
- PTN 2340 Unit Dose and Medication Preparation 3

Total Certificate Credits
- General Education Credits 8
- Major and Core Credits 36

TOTAL CERTIFICATE CREDITS 44*

SEE PAGE 31 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.

ASSOCIATE’S DEGREE
DIPLOMA
CERTIFICATE

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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

LOWER DIVISION

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Humanities (Select 2 courses)</td>
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<tr>
<td>Math/Natural Sciences (Select 1 course other than PHA 1500)</td>
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</tr>
<tr>
<td>Social Sciences (Select 2 courses)</td>
<td>8</td>
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<td>Total Associate’s Degree Credits</td>
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<tr>
<td>General Education Credits</td>
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<tr>
<td>Major and Core Credits</td>
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</tr>
<tr>
<td><strong>TOTAL AAS DEGREE CREDITS</strong></td>
<td><strong>90</strong></td>
</tr>
</tbody>
</table>

SEE PAGE 31 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.
CRIMINAL JUSTICE • AAS DEGREE • BS DEGREE

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES: **
• Corrections Officer
• Peace Officer
• Probation Assistant
• Court Clerk
• Security Professional
• Juvenile Specialist
• Juvenile Justice Assistant
• Probation Assistant
• Probation Support Specialist
• Law Enforcement Officer
• Homeland Security Specialist

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

FOUNDATION COURSES
B080  Reading and Writing Strategies  4
B087  Practical Math  4

GENERAL EDUCATION COURSES
English Composition (Required course)  4
ENC 1101  English Composition  4
Communication (Select 1 course)  4
Humanities (Select 2 courses)  8
Math/Natural Sciences (Select 2 courses, including at least one Math course)  8
Social Sciences (Required courses)  8
PSY 1012  Introduction to Sociology  8
SYG 1000  General Psychology  4

MAJOR AND CORE COURSES
CCJ 1000  Introduction to Criminal Justice  4
CCJ 1153  Criminology: Motives for Criminal Deviance  4
CCJ 1382  Field Communications in Criminal Justice  2
CCJ 2053  Ethics in Criminal Justice  4
CCJ 2170  Practical Psychology for the Criminal Justice Professional  4
CCJ 2345  Critical Thinking and Evidence-Based Practices in Criminal Justice  4
CCJ 2685  Domestic Violence  4
CCJ 2930  Contemporary Issues in Criminal Justice Capstone  4
CGS 1240  Computer Applications and Business Systems Concepts  3
CJC 1000  Introduction to Corrections  4
CJE 1006  Policing in America  4
CJE 1233  Drugs and Crime  4
CJE 2172  Juvenile Justice: Delinquency, Dependency, and Diversion  4
CJL 1552  Introduction to Criminal Law  4
CJL 1747  Applied Criminal Procedures  4
E170  Introduction to Undergraduate Research  2

Total Associate’s Degree Credits
General Education Credits  32
Major and Core Credits  59

TOTAL AAS DEGREE CREDITS  **91**

SEE PAGE 31 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 a 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.

BACHELOR’S DEGREE

CAREER OPPORTUNITIES:**
• Detective Investigator
• Probation/Parole Officer
• Crime Victims Advocate
• Juvenile Justice Specialist
• Police Officer
• Homeland Security Agent
• Homeland Security Supervisor

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

UPPER DIVISION
Communication (Select 1 course)  4
Humanities (Select 2 courses)  8
Math/Natural Sciences (Select 1 course)  4
Social Sciences (Select 2 courses)  8

MAJOR AND CORE COURSES

UPPER DIVISION
CCJ 3164  Criminal Behavior: Profiling Violent Offenders  4
CCJ 3667  Victims in Criminal Justice  4
CCJ 3678  Cultural Diversity and Justice  4
CCJ 3700  Research Methods in Criminal Justice  4
CCJ 3706  Statistics in Criminal Justice  4
CCJ 4450  Criminal Justice Leadership and Management  4
CCJ 4931  Critical Issues in Criminal Justice  4
CJE 4444  Crime Prevention  4
CJL 3297  Constitutional Law  4
MMC 3209  Realities of Crime and Justice  4

Choose either Track I or Track II

Track I
CCJ 4392  Criminal Justice Internship  9

Track II
CCJ 4542  Criminal Justice Seminar  5
CCJ 4279  Senior Thesis  4

Elective Credits (Select 4 courses for 16 credits)  **16**
CCJ 3641  Organized Criminal Syndicates  4
CCJ 3670  Women and Criminal Justice  4
CCJ 4603  Forensic Psychology  4
CCJ 4627  Special Offenders: Serial Killers  4
CCJ 4690  Special Offenders: Sex Offenders  4
CCJ 4695  Special Populations in Criminal Justice  4
CJC 3415  Diversion and Rehabilitation  4
CJC 4164  Community Corrections  4
CJE 3610  Criminal Investigations  4
CJE 3674  Examination of Forensic Science  4
CJL 3113  Criminal Evidence  4

Total Bachelor’s Degree Credits
Lower Division General Education Credits  32
Upper Division General Education Credits  24
Lower Division Major and Core Credits  59
Upper Division Major and Core Credits  49
Upper Division Elective Credits  16

TOTAL BS DEGREE CREDITS  **180**

SEE PAGE 31 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

** Additional training may be required.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
# HUMAN SERVICES • CERTIFICATE • DIPLOMA • AAS DEGREE

## CERTIFICATE

**CAREER OPPORTUNITIES:**
- Program Assistant Specialist

**OBJECTIVE:**
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. 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
- B087 Practical Math 4

### GENERAL EDUCATION COURSES
- LOWER DIVISION
  - Social Sciences (Required course) 3
- PSY 1012 General Psychology 4

### MAJOR AND CORE COURSES
- LOWER DIVISION
  - CJC 1245 Case Management: Strategies for Rehabilitation 4
  - CJC 2400 Counseling Clients 4
  - E242 Career Development 2
  - HUS 1001 Introduction to Human Services 4
  - HUS 1320 Introductory Strategies to Crisis Intervention 4
  - HUS 1551 Cultural Diversity in Human Services 4
  - HUS 2520 Abnormal Psychology 4
  - HUS 2540 Community Psychology 4
  - HUS 2712 Organization and Leadership in Human Services 4

**Total Certificate Credits**
- General Education Credits 34
- Major and Core Credits 34

**TOTAL CERTIFICATE CREDITS** 38*

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses or pass a passing grade in the certificate courses. In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.

## DIPLOMA

**CAREER OPPORTUNITIES:**
- Community Service Specialist
- Human Service Assistant

**OBJECTIVE:**
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. They can apply critical thinking to issues in human services such as education, training and self development, facilitation of services, advocacy, organizational participation, and community living skills and supports. Graduates value 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
- LOWER DIVISION
  - COM 1007 Professional Communication 4
  - EN 1101 English Composition (Required course) 4
  - ENC 1101 Communication (Select 1 course) 4
  - MATH/Science (Select 1 course) 4

### MAJOR AND CORE COURSES
- LOWER DIVISION
  - CJC 1233 Drugs and Crime 4
  - CJE 2172 Juvenile Justice: Delinquency, Dependency, and Diversion 4
  - MNA 1161 Customer Service 4
  - HUS 2955 Human Services Capstone 5

**Total Diploma Credits**
- General Education Credits 16
- Major and Core Credits 58

**TOTAL DIPLOMA CREDITS** 74*

*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:**
- Community Service Specialist
- Community Service Assistant
- Social Service Specialist
- Human Service Assistant
- Program Assistant Specialist
- Social Service Assistant
- Program Assistant

**OBJECTIVE:**
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. They can apply critical thinking to issues in human services such as education, training and self development, facilitation of services, advocacy, organizational participation, and community living skills and supports. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

### IN ADDITION TO ALL DIPLOMA COURSES

#### GENERAL EDUCATION COURSES
- LOWER DIVISION
  - Humanities (Select 2 courses) 8
  - Math/Science (Select 1 course) 4
  - Social Sciences (Required course) 4
  - SYG 1000 Introduction to Sociology 4

**Total Associate’s Degree Credits**
- General Education Credits 32
- Major and Core Credits 58

**TOTAL AAS DEGREE CREDITS** 90*

*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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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.

PARALEGAL AAS DEGREE

FOUNDATION COURSES
B080  Reading and Writing Strategies
B087  Practical Math

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course)
ENG 1101  English Composition
Communication (Select 1 course)
Humanities (Select 2 courses)
Math/Natural Sciences (Select 2 courses)
Social Sciences (Required courses)
PSY 1012  General Psychology
SYG 1000  Introduction to Sociology

MAJOR AND CORE COURSES
LOWER DIVISION
CGS 1240  Computer Applications and Business Systems Concepts
CJL 1381  Criminal Law and Procedures: Crime and the Courtroom
E242  Career Development
PLA 1013  Introduction to Law and the Legal System
PLA 1203  Civil Litigation and Procedure I
PLA 1223  Civil Litigation and Procedure II
PLA 1310  Paralegal Ethics
PLA 1573  Contracts: Managing Legal Relationships
PLA 2204  Law Office Technology: Cyberspace and the Paralegal Profession
PLA 2320  Legal Research
PLA 2330  Legal Writing
PLA 2435  Corporate Law
PLA 2587  Torts: Auto Accidents and Other Legal Injuries
PLA 2610  Real Estate Law
PLA 2800  Family Law

CHOOSE EITHER TRACK I OR TRACK II

Track I**
PLA 2940  Paralegal Internship
Track II
PLA 2816  Paralegal Capstone

Total Associate’s Degree Credits
General Education Credits
32
Major and Core Credits
62

TOTAL AAS DEGREE CREDITS 94*
SEE PAGE 31 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.

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

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

PARALEGAL CERTIFICATE

FOUNDATION COURSES
B080  Reading and Writing Strategies
B087  Practical Math

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course)
ENG 1101  English Composition
Math/Natural Sciences (Select 1 course)
General Education Elective**

MAJOR AND CORE COURSES
LOWER DIVISION
PLA 1013  Introduction to Law and the Legal System
PLA 1203  Civil Litigation and Procedure I
PLA 1223  Civil Litigation and Procedure II
PLA 1310  Paralegal Ethics
PLA 1573  Contracts: Managing Legal Relationships
PLA 2204  Law Office Technology: Cyberspace and the Paralegal Profession
PLA 2320  Legal Research
PLA 2330  Legal Writing
PLA 2587  Torts: Auto Accidents and Other Legal Injuries
PLA 2610  Real Estate Law

ELECTIONS (CHOOSE 1 COURSE, FOR 4 CREDITS)
PLA 2435  Corporate Law
PLA 2816  Paralegal Capstone

CHOOSE EITHER TRACK I OR TRACK II

Track I***
PLA 2940  Paralegal Internship
Track II
PLA 2816  Paralegal Capstone

Total Certificate Credits
General Education Credits
12
Major and Core Credits
49

TOTAL CERTIFICATE CREDITS 61*
SEE PAGE 31 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.

** Students must complete one additional general education course or transfer in the equivalent.

*** Track I includes an internship, which is not available to students in all states. Please speak to a Program Manager for more 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 AS, or a Bachelor’s degree or higher.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
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
B087  Practical Math  4

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course)  4
ENC 1101  English Composition  4
Math/Natural Sciences (Select 1 course)  4

MAJOR AND CORE COURSES
LOWER DIVISION
CGS 1240  Computer Applications and Business Systems Concepts  3
CGS 1545  Relational Databases  3
CGS 1820C  Introduction to HTML  3
CIS 1308  Logic and Troubleshooting  4
COM 1007  Professional Communication  4
COP 1125  Programming Fundamentals  3
COP 1176  Introduction to Visual Basic  3
COP 1801  JavaScript  3
COP 2004  PERL/CGI  3
COP 2250  Java I  3
COP 2323  Object-Oriented Programming  3
COP 2333  Advanced Visual Basic  3
COP 2842  PHP/MySQL  3
COP 2890  Web Programming Capstone  2
E242  Career Development  2
GEB 1011  Introduction to Business  4
GRA 1722C  Introduction to Web Design Software  3
MAN 2062  Business Ethics  4
MNA 1161  Customer Service  4

Total Diploma Credits
General Education Credits  8
Major and Core Credits  60
TOTAL DIPLOMA CREDITS  68*

SEE PAGE 31 FOR GENERAL EDUCATION COURSE SELECTIONS.

IN ADDITION TO ALL DIPLOMA COURSES

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

TOTAL AAS DEGREE CREDITS  92*

SEE PAGE 31 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 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.

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.

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

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25
INFORMATION TECHNOLOGY COURSES

**B080** Reading and Writing Strategies 4
**B087** Practical Math 4
**ENC 1101** English Composition 4
**MAT 1031** College Algebra 4

**ENG 1240** Introduction to HTML 3
**CIS 2138C** Windows Scripting 3
**CTS 2321** Managing Information Security 3
**CIS 2404C** SQL Server Administration 3

**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.

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**

- **English Composition (Required Course)** 4
- **Math/Natural Sciences (Required Course)** 4
- **MAT 1031** College Algebra 4

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

- **CET 2600C** Networking Security 3
- **CGS 1240** Computer Applications and Business Systems Concepts 3
- **CIS 1028C** Fundamentals of Hardware and Software I 3
- **CIS 1175C** Fundamentals of Hardware and Software II 3
- **CIS 1308** Logic and Troubleshooting 4
- **CIS 2093C** Systems Analysis 3
- **CIS 2911** Information Technology Capstone 2
- **CNT 1244C** Introduction to Networks 3
- **COM 1007** Professional Communication 4
- **COP 1125** Programming Fundamentals 3
- **CTS 2383C** Microsoft Windows Server 3
- **E42** Career Development 2
- **GEB 1011** Introduction to Business 4
- **MNA 1161** Customer Service 4

**CHOOSE ONE TRACK:**

**Computer Information Technology Track**

- **CIS 1317C** Helpdesk Support 3
- **CIS 1423C** Mac Integration 3
- **CIS 2044C** Software Packaging and Deployment 3
- **CIS 2555C** Mobile Support Principles 3
- **CTS 1300C** Microsoft Windows Workstations 3

**Network Administration Track**

- **CGS 1820C** Introduction to HTML 3
- **CIS 1300C** Microsoft Windows Workstation 3
- **CIS 1317C** Helpdesk Support 3
- **CTS 2321** Linux Administration 3
- **CTS 2633C** Microsoft Access 3

**Network Security Track**

- **CET 2522C** Cisco Network Routing and Switching 3
- **CIS 2138C** Windows Scripting 3
- **CTS 2302C** Windows Active Directory 3
- **CTS 2321** Linux Administration 3
- **CTS 2811C** SQL Server Administration 3

**Total Diploma Credits**

- **General Education Credits** 8
- **Major and Core Credits** 55

**TOTAL DIPLOMA CREDITS** 67*

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses or pass a pre-professional seminar exam or by successful completion of Foundation Courses.

SEE PAGE 31 FOR GENERAL EDUCATION COURSE SELECTIONS.

**EARN AS YOU LEARN**

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
INFORMATION TECHNOLOGY MANAGEMENT BS

CAREER OPPORTUNITIES:
- Network Administrator
- Information Technology Manager

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

UPPER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

UPPER DIVISION
CIS 3436C IT Security for Managers 4
CIS 4005C IT Operations Management 4
CIS 4189C Risk Management and Business Continuity 4
CIS 4264C Storage Management 3
CIS 4371C Operating Systems Design 3
CNT 3126 Advanced Networking 4
CNT 3229 Asset Management 3
CNT 3348 Infrastructure Hardware 4
CNT 3569 Support Management 4
CNT 3777 Virtualization 4
CNT 4016 Cloud Computing 4
CNT 4283 Enterprise Application Support 4
CNT 4361 Information Technology Management Capstone 2
CNT 4437 Service Management 4
CNT 4529 Systems Monitoring 4
ISM 3015 Management of Information Systems 4
ISM 3812 Project Management for IT 3
MAN 4240 Organizational Behavior Analysis 4

Total Bachelor’s Degree Credits
Lower Level General Education Credits 32
Upper Level General Education Credits 24
Lower Level Major and Core Credits 59
Upper Level Major and Core Credits 66

TOTAL BS DEGREE CREDITS 181*

* 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.

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.

INFORMATION SECURITY BS

CAREER OPPORTUNITIES:
- Network Security Analyst
- Security Consultant
- Computer Forensic Analyst

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

UPPER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

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

Total Bachelor’s Degree Credits
Lower Level General Education Credits 32
Upper Level General Education Credits 24
Lower Level Major and Core Credits 59
Upper Level Major and Core Credits 67

TOTAL BS DEGREE CREDITS 182*

* 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.

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.
SOFTWARE APPLICATION DEVELOPMENT • CERTIFICATE • AS 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
LOWER DIVISION
Math/Natural Sciences (Required course) 5  
MAC 1106 Advanced Algebra

MAJOR AND CORE COURSES
LOWER DIVISION
CDA 1202 Foundations of Software Design 3  
CDA 2110 Introduction to Computer Systems 4  
CEN 1400 Mobile Application Development 3  
CGS 1545 Relational Databases 3  
COP 1125 Programming Fundamentals 3  
COP 1224 Programming I 4  
COP 2224 Programming II 4  
COP 2250 Java I 3  
COP 2323 Object-Oriented Programming 3  
COT 1202 Discrete Structures for Computer Science 3  
E242 Career Development 2

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
LOWER DIVISION
English Composition (Required course) 4  
ENC 1101 English Composition  
Communication (“Required, select 1 additional course) 8  
ENC 1121 English Composition 2*  
Humanities (“Required course, select 2 additional courses) 12  
PHI 2103 Introduction to Critical Thinking*  
Math/Natural Sciences (“Required, select 1 additional course) 8  
MAC 2112 Introduction to Discrete Mathematics  
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES
LOWER DIVISION
MAC 1200 Precalculus 3  
MAC 2100 Calculus I 4  
MAC 2200 Calculus II 4  
Total Associate’s Degree Credits 45  
General Education Credits 46  
Total AS Degree Credits 91

SEE PAGE 31 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

UPPER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

UPPER DIVISION
CAP 4620 Artificial Intelligence 4
CDA 3112 Web Application Architecture and Design 4
CDA 3225 Operating Systems Design 4
CDA 4120 Simulation Analysis and Design 4
CEN 3210 Database Systems Design 4
CEN 3310 Software Systems Engineering 4
CEN 3410 Software Systems Principles 3
CEN 4190 Engineering Virtual Worlds 4
CEN 4411 Advanced Mobile Application Development 3
CIS 4010 Senior Computer Science Capstone 3
CNT 4121 Network Systems Design 4
COP 4222 Computer Graphics Programming 4
DIG 3794 Mobile Platform Development 4
MAA 3060 Algorithm Analysis 4
MAD 3113 Applied Discrete Mathematics 4
MAP 3010 Probability and Statistics 4
Unrestricted Upper Division Elective Credits 4

Total Bachelor’s Degree Credits
Lower Division General Education Credits 45
Upper Division General Education Credits 24
Lower Division Major and Core Credits 46
Upper Division Major and Core Credits 61
Unrestricted Upper Division Elective Credits 4

TOTAL BS DEGREE CREDITS 180

SEE PAGE 31 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.
GAME AND SIMULATION PROGRAMMING BS DEGREE

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

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

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B087 Practical Math 4

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
ENC 1101 English Composition 4
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 9
MAC 1106 Advanced Algebra* (5 credits) 5
Social Sciences (Select 2 courses) 8

UPPER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES
LOWER DIVISION
CEN 1400 Mobile Application Development 3
CGS 1240 Computer Applications and Business Systems Concepts 3
COP 1125 Programming Fundamentals 3
COP 1224 Programming I 4
COP 2224 Programming II 4
COP 2323 Object-Oriented Programming 3
COP 2535 Data Structures 4
DIG 1118C Fundamentals of Game Development I 4
DIG 2007C Human-Computer Interaction and Interface Design 4
DIG 2172C Fundamentals of Game Development II 4
DIG 2292C Physics for Game and Simulation Production 3
DIG 3236C Web Application Development 3
DIG 4073C Quality Assurance in Game and Simulation Production 3
DIG 4291C Game Engines and Integrated Game Production 3
DIG 4446C Artificial Intelligence 3
DIG 4500C Game Production Project I 4
DIG 4602C Game Production Project II 4
DIG 4655C Game Production Project III 4
DIG 4751C Game Production Project IV 4

UPPER DIVISION
CAP 4620 Artificial Intelligence 3
CEN 4090 Software Engineering for Game and Simulation Production 3
CEN 4190 Engineering Virtual Worlds 3
DIG 3088C Principles of Computer Graphics 4
DIG 2117C Principles of Shader Programming 4
DIG 3245C Quality Assurance in Game and Simulation Production 4
DIG 3349C Game Engines and Integrated Game Development Environments 4
DIG 3438C Mobile Game Development 4
DIG 3457 Portfolio, Package and Publish 4
DIG 4073C Networking and Multiplayer Game Development 4
DIG 4188C Asset Development I 4
DIG 4291C Asset Development II 4
DIG 4310C Simulation Production Project I 4
DIG 4446C Simulation Production Project II 4
DIG 4500C Game Production Project I 4
DIG 4602C Game Production Project II 4

Total Bachelor's Degree Credits 181*

* See page 31 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.

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.
## GENERAL EDUCATION COURSE SELECTIONS

### GENERAL EDUCATION COURSE SELECTIONS

**ALL BS AND AAS DEGREE PROGRAMS**

(Except Computer Science BS, Software Application Development AS)

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
<th></th>
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<tr>
<td><strong>English Composition</strong></td>
<td>ENC 1101</td>
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<td>Film Appreciation</td>
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<td>GEA 1000</td>
<td>Human Geography</td>
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<td>SSE 2003</td>
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<td>SYG 1000</td>
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<td>CPO 4003</td>
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<td>SYO 4180</td>
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See specific course requirements on program pages.

### COMPUTER SCIENCE BS DEGREE AND SOFTWARE APPLICATION DEVELOPMENT AS DEGREE

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<th>LOWER DIVISION</th>
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<tbody>
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<td><strong>English Composition</strong></td>
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<td>MAD 2112</td>
<td>Introduction to Discrete Mathematics*</td>
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<tr>
<td>PHA 1500</td>
<td>Structure and Function of the Human Body*</td>
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<tr>
<td>SCE 1528</td>
<td>Scientific Literacy</td>
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<tr>
<td><strong>Social Sciences</strong></td>
<td>AMH 2030</td>
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<tr>
<td>ECO 1000</td>
<td>Principles of Economics</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Macroeconomics</td>
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<td>ECO 2023</td>
<td>Microeconomics</td>
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<tr>
<td>GEA 1000</td>
<td>Human Geography</td>
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<td>POS 2020</td>
<td>American/Great Britain/United States Government</td>
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<tr>
<td>PST 1012</td>
<td>General Psychology</td>
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<tr>
<td>SSE 1495</td>
<td>Technology and Society</td>
</tr>
<tr>
<td>SSE 2003</td>
<td>Understanding Cultures</td>
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<tr>
<td>SYG 1000</td>
<td>Introduction to Sociology</td>
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</tbody>
</table>

### UPPER DIVISION

<table>
<thead>
<tr>
<th>Communication</th>
<th>ENC 3311</th>
<th>Advanced Composition</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMC 3407</td>
<td>Visual Communication in the Media</td>
<td></td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
<td>AML 3041</td>
<td>American Literature</td>
</tr>
<tr>
<td>AML 4680</td>
<td>Literature of American Minorities</td>
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<tr>
<td>LIT 3191</td>
<td>Contemporary World Literature: 1900 to the Present</td>
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<tr>
<td>POT 4001</td>
<td>Political Thought</td>
<td></td>
</tr>
<tr>
<td><strong>Math/Natural Sciences</strong></td>
<td>EVR 3410</td>
<td>Human Uses of the Environment</td>
</tr>
<tr>
<td>GEO 3204</td>
<td>Physical Geography</td>
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<td>GEO 3372</td>
<td>Conservation of Resources</td>
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<td>WST 4350</td>
<td>Gender in Math and Science</td>
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<tr>
<td><strong>Social Sciences</strong></td>
<td>AMH 3304</td>
<td>Visions of America Since 1945</td>
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<tr>
<td>CPO 4003</td>
<td>Comparative Politics</td>
<td></td>
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<td>REL 3131</td>
<td>American Religious History</td>
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<tr>
<td>SYO 4180</td>
<td>Work and Family</td>
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See specific course requirements on program pages.

* Required courses.

### GENERAL EDUCATION REQUIREMENTS FOR RASMUSSEN COLLEGE CREDENTIALS

BS degree candidates must successfully complete an additional twenty-four (24) upper-division general education credits beyond the lower-division credits required in an Associate’s degree. These credits should be distributed across the following categories: Communication, Humanities, Math/Natural Sciences, and Social Sciences.

AAS degree candidates must successfully complete thirty-two (32) credits of general education coursework distributed across the following categories: English Composition, Communication, Humanities, Mathematics, Natural Sciences, and Social Sciences. AAS degree candidates in the Software Application Development program must successfully complete forty-eight (48) credits of general education coursework distributed across the same categories.

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 the 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. The individual student’s ability to attain the necessary competencies may influence the number of clock hours necessary to complete an individual course. Rasmussen encourages students to complete assignments for each hour they spend in class. Rasmussen provides a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control.

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

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

Clock Hour – Equal to 50 minutes of instruction.

How to Read Course Descriptions
Course description numbers that fall below 1000 are considered development courses. Course description numbers that range from 1000-1999 are considered to be freshman-level courses. Course description numbers that range from 2000-2999 are considered to be more advanced courses and may function as sophomore-level or capstone courses. Course description numbers that range from 3000-3999 are considered upper division courses that may function as junior-level courses. Course description numbers that range from 4000-4999 are considered to be more advanced upper division courses that may function as senior-level student requirements for a Bachelor’s degree.

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

College Experience Course, 0 credits
The College Experience Course is an instructor-led, objective qualification tool to help quantify the commitment of potential students through a 4 week simulation of the college experience at Rasmussen College. This course must be passed with a score of 80/100 in order to proceed with enrollment. This course is designed to help build a student’s confidence and knowledge through demonstrating habits necessary for success in college and clarifying expectations for student engagement. This course requires both reading and submission of assignments to closely resemble what they will experience every week in a typical Rasmussen course.

Prerequisite: none

ACG 1022 Financial Accounting I
4 hours, 4 credits
This course defines accounting objectives and their relationship to business. The student will be taught the fundamental principles of bookkeeping. The trial balance, working papers, financial statements, and completing an account closing are introduced. The course will emphasize valuing assets, including property, plant and equipment, inventory, and accounts receivable, and will address the classification of accounts, notes, payroll liabilities, and monthly adjustments.

Prerequisite: none

ACG 1303 Financial Accounting II
4 hours, 4 credits
This course is a further continuation of Financial Accounting I and will stress financial statement analysis for partnerships and corporations. It will also emphasize corporate accounting, corporate issuing and investing in debt and equity securities, financial and cash flow analysis, and decision making. The course will include manufacturing accounting methods used for budgeting and forecasting.

Prerequisite: Financial Accounting I

ACG 2062C Computer Focused Principles
40 hours, 3 credits
This course is designed to teach students to accomplish common accounting functions through the use of the computer. Students will learn to maintain accounting records on a computer, input and process information and produce standard accounting reports. This course covers common accounting functions such as maintaining accounts receivable, accounts payable and general ledgers.

Prerequisite: Financial Accounting I

ACG 2680 Financial Investigation
40 hours, 4 credits
This course will introduce students to the field of fraud examination and how fraud occurs and is detected within financial statements. This course will expand in areas of revenue, inventory, liabilities, assets, and inadequate disclosures related to financial statement investigations and fraud.

Prerequisite: Financial Accounting II

ACG 2930C Accounting Capstone
20 hours, 2 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting Associate’s degree program. A study of financial issues and time valued financial accounting, professional ethics, and transferable skills necessary for the success of an accounting associate, and accounting careers will be discussed. This course focuses on research, case analysis, and interpersonal communication and class presentations.

Prerequisite: Offered last or second-to-last for Associate’s degree students
Co-requisite: Sophomore Seminar

ACG 3080 Managerial Accounting
Theory and Practice
40 hours, 4 credits
This course provides a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control.

Prerequisite: Financial Accounting II

ACG 3085 Advanced Auditing Concepts and Standards
40 hours, 4 credits
This course includes a study of auditing standards and procedures and an integration of professional ethics within the accounting discipline. Emphasis is placed on analytical thinking, evaluation of business risks, and internal control practices and a thorough study of Sarbanes Oxley and other relevant laws and regulations as they relate to publicly traded companies.

Prerequisite: Financial Accounting II

ACG 3110 Intermediate Financial Reporting I
40 hours, 4 credits
This course covers a review of accounting theory, its conceptual framework, and how to understand and analyze financial reports including income statements, the statement of cash flows, and the balance sheet.

Prerequisite: Financial Accounting II

ACG 3120 Intermediate Financial Reporting II
40 hours, 4 credits
This course builds on Intermediate Financial Reporting I. Topics include stockholder’s equity, valuation of assets and liabilities, interpretation of financial statements, accounting changes and errors, and prior period adjustments.

Prerequisite: Intermediate Financial Reporting I

ACG 3130 Intermediate Financial Reporting III
40 hours, 4 credits
Intermediate Financial Reporting III builds on Intermediate Financial Reporting II and explores advanced financial principles, processes, and procedures related to how organizations measure key financial objectives, including revenue, cash, and taxes. The development and challenges concerning international accounting standards is also studied. An application of international standards is interwoven through each lesson.

Prerequisite: Intermediate Financial Reporting II

ACG 3205 Risk Management for Accountants
40 hours, 4 credits
This course will cover topics such as culture and appetite, risk categorization, risk strategy, risk evaluation, enterprise risk management, audit functions, treatment, reporting, and decision making.

Prerequisite: Advanced Auditing Concepts and Standards; Managerial Accounting Theory and Practice

ACG 3357C Accounting for Business Managers
40 hours, 4 credits
This course provides a review of accounting objectives and their relation to business, as well as a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control.

Prerequisite: none

ACG 3501 Governmental and Not-for-Profit Accounting
40 hours, 4 credits
This course is a study of accounting principles as they apply to governmental organizations and not-for-profit entities.

Prerequisite: Financial Accounting II

ACG 4010 Cost Accounting Principles and Applications
40 hours, 4 credits
This course provides a survey of the theory and application of cost accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control. This course focuses on how to identify, measure, and accumulate direct and indirect costs, how to apply burden, introduction to job costing systems, budgeting, cost-volume-profit relationships, and revenue forecasting.

Prerequisite: Financial Accounting II

ACG 4020 Advanced Financial Accounting
40 hours, 4 credits
This course focuses on the importance of the operational functions in organizations today to include business combinations and the related financial accounting transactions necessary, segment reporting, output planning, international transaction accounting, foreign currency transactions, inventory control, scheduling, and quality control. An interweaving emphasis will be placed on quality and its impact in securing a strategic advantage for manufacturing and service entities.

Prerequisite: Intermediate Financial Reporting II

ACG 4022 CPA Exam Preparation
40 hours, 2 credits
The CPA exam preparation course provides students with a comprehensive review of topics tested on the CPA examination. Students learn through lecture as well as problem solving.

Prerequisite: This is the last course students take in the program.

ACG 4180 Financial Statement Analysis
40 hours, 4 credits
This course introduces the student to the study of financial statement analysis including interpreting and analyzing accounting data and examining financial statements.

Prerequisite: Financial Accounting II

ACG 4250 International Accounting
40 hours, 4 credits
This course includes a study of the international dispersion of financial reporting and analysis. It provides students with an overview of the accounting practices of multinational enterprises and the preparation and presentation of financial statements in different nations. Topics covered include international corporate taxation, transfer pricing, foreign currency translation, financial disclosure, and international accounting harmonization.

Prerequisite: Advanced Financial Accounting

ACG 4303 Advanced Auditing II
40 hours, 4 credits
The study in greater depth and breadth of generally accepted auditing standards and their applications with emphasis on internal auditing, operational auditing, and integrity auditing.

Prerequisite: Advanced Auditing Concepts and Standards
### COURSE DESCRIPTIONS

**AMH 4402 Accounting Information Systems 40 hours, 4 credits**
An advanced course that further develops an understanding of the elements, relationships, and issues associated with manual and computerized accounting information systems. Practical application using spreadsheets, databases, and general ledger software.

**Prerequisite:** Management of Information Systems

**AGC 4450 Accounting Research Methods and Techniques 40 hours, 4 credits**
In this course students learn accounting research tools and processes, how to conduct accounting research, and how to apply findings and results to solve business problems.

**Prerequisites:** Advanced Auditing Concepts and Standards in Accounting of Individuals; Intermediate Financial Reporting III

**AGC 4507 Accounting Fraud Investigation 40 hours, 4 credits**
This course is a study of the internal audit principles, practices, and control evaluations that are utilized to ensure accountability, responsibility and ethical operations within an organization.

**Prerequisite:** Advanced Auditing Concepts and Standards

**AGC 4931 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 places emphasis on research, case analysis, interpersonal communication and class presentation.

**Prerequisite:** Intended for student’s last quarter

**AMH 2030 United States History: 1900 to the Present 40 hours, 4 credits**
This course provides an overview of the history of the United States during the 20th century up until the present day. The political, social, and economic aspects of this time will be explored amid a variety of human cultures, values, and perspectives within the United States.

**Prerequisite:** no prerequisite

**AMH 3304 Visions of America Since 1945 40 hours, 4 credits**
Since the end of World War II, popular culture has become an especially significant aspect of American history and an important element in many of our lives. Consequently, this course will explore the ways in which popular culture has represented and mediated conflicts and tensions post-World War II. Through this lens, issues of gender and family relationships, as well as class and racial politics, will be discussed. The dual role of television as a reflective and manipulative force in the new suburban family and the role Hollywood films played in the popular culture will be examined.

**Prerequisite:** none

**AML 3041 American Literature 40 hours, 4 credits**
This course surveys authors, genres, and movements in American literature from 1865 to the present, including representative works of Realism, Naturalism, Modernism, and Post-Modernism. Students will engage in critical readings of exemplary literary texts from a diverse group of authors that have influenced American literature since the Civil War. Students will analyze how these works of literature exemplify particular historical moments in U.S. history, as well as how they communicate pertinent cultural issues such as gender, race, ethnicity, class, religion, sexual identity, community, region, and nation. In their study of the broad range of American fiction, poetry, and drama since 1865, students will analyze literary, aesthetic, and critical developments.

**Prerequisites:** English Composition; Introduction to Literature

**AML 4680 Literature of American Minorities 40 hours, 4 credits**
This course introduces students to a variety of texts by American minority authors from the mid-19th century to the present. The central focus of this course will be on literary responses to social marginalization based on race/ethnicity, gender, national origin, sexual orientation, ability, and other factors. Students will study the effects of exclusionary and oppressive practices, both historical and present day, on writers’ perceptions and literary representations of their times, contexts, and identity. Students will also be introduced to samples of the most common critical-theoretical approaches to the primary texts they will study in this class.

**Prerequisite:** English Composition

**APA 1500 Payroll Accounting 40 hours, 4 credits.**
Focus is on computing and paying of wages, employee benefits, social security taxes and benefits, federal and state employment insurance and taxes, and payroll accounting systems and records.

**Prerequisite Financial Accounting I**

**ART 1204 Art Appreciation 40 hours, 4 credits**
Students will examine the historical, social, and technological factors that contributed to our understanding of 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 looking at a full range of media used to make art, and the fundamental concepts of art criticism. Western and non-Western art is represented, with a strong emphasis on a global perspective in relation to culture, communication, politics, and economics.

**Prerequisite:** none

**ART 1309C Drawing Design and Art Theory 40 hours, 3 credits.**
The course is an introduction of drawing through five elements of art (line, space, value, form and texture). A series of exercises and assignments focus on various applications involving form, lighting, perspective, figure drawing and historical studies.

**Prerequisite:** none

**ART 3332 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, proportion, and modeling using the human figure in studio and in public settings. The basic structural and anatomical concepts will be covered along with an in-depth study of motion and gesture drawing skills.

**Prerequisite:** Color Theory and Techniques

**AST 2002 Introduction to Astronomy 40 hours, 4 credits**
Examines astronomical phenomena and concepts, including the solar system, stars and galaxies, planetary motions, atoms and radiation and the origin and evolution of the universe.

**Prerequisite:** none

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

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

**B087 Practical Math 40 hours, 4 credits**
Mathematics is learned through communication. In this course, students will learn to communicate how problems are solved and how solving problems can be applied in real-world settings. Students will have opportunities to learn multiple problem solving strategies. This course also provides practice and skill problems. This course is taught in six-week sessions.

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

**BSC 2020C Introduction to Human Biology 50 hours, 4 credits**
Students will explore fundamental concepts of human biology. They will examine cell structure and function, body systems, and biochemistry. They will also learn basic concepts of genetics and biochemistry. Students will explore the relationship of human populations and the ecosystem.

**Prerequisite:** none

**BUL 2241 Business Law 40 hours, 4 credits**
This course presents fundamental principles of law applicable to business transactions. The course relates areas of legal environment of business and sales contracts. Principles of law that apply to government, regulations, commercial paper, property, bailments, agency and organizational matters are addressed.

**Prerequisite:** none

**BUL 3247 Business Law II 40 hours, 4 credits**
This course is a continuation of the study 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

**BUL 4388 Business Law and Ethics 40 hours, 4 credits**
This course examines fundamental principles of law applicable to business transactions, and provides an 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 areas of focus throughout the course.

**Prerequisite:** none

**CAP 2104 Platform Design and Human-Computer Interaction 60 hours, 4 credits**
How a person interacts with a game is one of the more crucial aspects in determining the success of the game among consumers. This course will emphasize the design 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 allow the student a wide exposure to this important element in creating games.

**Prerequisite:** Programming II

**CAP 2105 Applied Game and Simulation Theory 40 hours, 4 credits**
This course covers the applications for and the development of simulations, from game-like “Sims” to educational and military simulations. This course combines reading and critical thinking skills with hands-on development of simulations with a 3D game engine. Students will study the theory behind the production of different types of simulations as they learn to apply software to create short simulations.

**Prerequisite:** Platform Design and Human Computer Interaction

**CAP 2134 Database Security 60 hours, 4 credits**
This course covers the fundamental principles of database security and auditing as well as implementation considerations for business databases. It covers security architecture and operating system security fundamentals. In addition, the design of profiles, password policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database activities.

**Prerequisite:** SQL Server Administration

**CAP 3301 Graphics Development with OpenGL 60 hours, 4 credits**
The goal of the course is to teach fundamental principles of computer graphic algorithms in relation to video game and simulations. The focus is on graphics methods used to render realistic images. Students will learn to develop 2D and 3D game graphics. Much of this involves solving problems such as how we represent 3D models, describe their position and motion in 3D using mathematics, and render these 2D projections with pixels. We will also consider photometric problems, such as how we represent light, model the way objects reflect light, and the path the light takes as it is reflected through the scene.

**Prerequisite:** Programming II

**CAP 3302 Game and Simulation Lighting Techniques 60 hours, 4 credits**
This course provides an introduction to 3D programming, with an emphasis on using real-time shaders. The fundamentals of game and simulation lighting are covered along with how to do the shader programming to achieve more realistic “looks” in games. 3D lighting, texturing, alpha blending, and transparency are covered in detail in this course.

**Prerequisite:** Graphics Development with OpenGL

**CAP 4620 Artificial Intelligence 60 hours, 4 credits**
Students will learn how techniques in Artificial Intelligence (AI) can be utilized to create 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 ethical agent paradigm will be examined, and common sense and creativity will also be explored.

**Prerequisite:** Programming II
CCJ 1000 Introduction to Criminal Justice

An introductory course designed to provide students with a general foundation of knowledge in the criminal justice field. Course participants will explore the role of the police in the criminal justice system, their interrelationships, and the role of each in the criminal justice process. Students will have the opportunity to explore the real-world experiences of criminal justice professionals, and will analyze the decisions they make. They will discuss the different modes, branching, and subroutine calls.

Prerequisite: none

CCJ 1153 Criminality: Motives for Criminal Deviance

This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. Included is an explanation of what crime is, what causes crime, and the various techniques for measuring the amounts and characteristics of crime and criminals.

Prerequisite: none

CCJ 1382 Field Communications in Criminal Justice

20 hours, 2 credits

This course emphasizes the skills of both oral and written communication with an emphasis on writing formats used by justice professionals. Students will acquire the skills necessary to effectively communicate within diverse communities.

Prerequisite: Introduction to Criminal Justice

CCJ 2033 Social Psychology

40 hours, 4 credits

In this course, students will understand the applied discipline of social psychology. In order to understand the social interaction of functioning humans in their communities and with individuals, theories of socialization and self image will be explored. Students will examine how the social environment influences thought, behavior, feelings, and potential actions of people. Consequences of social interaction and motivation based on judgment, attitude, persuasion, conformity, and aggression will be explored. Different social interactions will be analyzed including conformity, productivity, and leadership.

Prerequisite: General Psychology

CCJ 2053 Issues 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 the criminal justice, but also of how sound moral decisions are made in response.

Prerequisites: Policing in America; Criminal Law and Procedures: Crime and the Courtroom

CCJ 2170 Practical Psychology for the Criminal Justice Professional

40 hours, 4 credits

Students will explore how principles of psychology relate to the field of criminal justice. They will explore fundamental concepts from a criminal justice perspective and review the real-world effects these principles produce on criminal justice professionals, their families, and the citizens they serve. Students will apply ideas from psychology to criminology, victim witness interviewing strategies, offender behavior-modification approaches, and coping methods. They will review the importance of long-term and long-tem physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.

General Psychology: Introduction to Criminal Justice

CCJ 2345 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 will be emphasized. Students focused on 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

CCJ 2685 Domestic Violence

40 hours, 4 credits

This course examines violence in the family; social and legal relations within families; theories and solutions on family violence; survivors and the consequences of victimization; legal responsibilities of the police; when law enforcement responds; recognizing child abuse; recognizing elder abuse; associated crimes and stalking and domestic homicide.

Prerequisite: Introduction to Criminal Justice

CCJ 2963 Contemporary Issues in Criminal Justice Capstone

40 hours, 4 credits

The capstone class examines the future of the criminal justice system. The current cutting edge technology in different fields within the criminal justice system is discussed along with insights from accomplished scholars of what the near future holds. Methods and philosophies that will govern the criminal justice field in the near future are introduced along with their implications on the ethical, legal, social, and political ramifications expected. This course includes ten hours of field experience.

Prerequisite: Introduction to Criminal Justice; Students must be enrolled in the Criminal Justice program and in their last or second to last quarter

CCJ 3164 Criminal Behavior: Profiling Violent Offenders

40 hours, 4 credits

This course will examine serial behavior by crime type and criminal profile. Crimes such as stalking, arson, murder, and sexual assault will be examined through case files to enhance investigative methods. Students will analyze psychological profiles and behavior patterns.

Prerequisites: Criminality: Motives for Criminal Deviance; except for students enrolled in the Cyber Security Program

CCJ 3641 Organized Criminal Syndicates

40 hours, 4 credits

This course examines organized criminal activity in the 21st century, from street gangs to terrorist organizations. Students will examine the cause of organized crime, in addition to the investigation, prosecution, and sentencing of syndicates.

Prerequisites: Criminality: Motives for Criminal Deviance; Juvenile Justice: Delinquency, Dependency, and Diversion

CCJ 3667 Victims in Criminal Justice

40 hours, 4 credits

This course explores the importance of the victim in the criminal-justice system's process. The victim's role in the criminal-justice process, and movements and legislation regarding victim impact on judicial proceedings are examined. A variety of crimes and types of victims is explored.

Prerequisite: none

CCJ 3670 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 different offered women in the form of a justice system will be explored. The rise of female criminality and criminal-justice professionals will be examined and will be analyzed.

Prerequisite: Domestic Violence

CCJ 3678 Cultural Diversity and Justice

40 hours, 4 credits

This course will examine the true picture and statistics of minority representation at every point in the criminal justice process, from point of contact with the police through conviction and the death penalty. The course includes a comprehensive examination of unbiased racial and ethnic theories, and research. Topics and practice of behavior and victimization affecting the criminal justice system.

Prerequisite: Ethics in Criminal Justice

CCJ 3700 Research Methods in Criminal Justice

40 hours, 4 credits

This course will explore the basic steps of conducting research. Students will explore the nature of research and the research techniques that are applied in 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

CCJ 3706 Statistics in Criminal Justice

40 hours, 4 credits

Students will learn to interpret research data on issues in criminal justice. They will explore fundamentals of statistical analysis through statistical tools typically used in criminal justice. This will involve statistical analysis using UCR and NCVS data sets.

Prerequisite: College-level Math course

CCJ 4279 Criminal Justice Senior Thesis

40 hours, 4 credits

Students will apply their knowledge of criminal justice issues and social research methodology by completing a research project on an approved thesis proposal. Students will design and carry out a research study, collect and analyze resulting data, and integrate their research and findings into a formal thesis.

Prerequisite: Criminal Justice Seminar; Students must be enrolled in the Criminal Justice program and in their last or second to last quarter

CCJ 4392 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 currently participate in discussions, journaling, and related coursework to integrate their academic and internship experiences.

Prerequisite: Contemporary Issues in Criminal Justice Capstone; Student must be enrolled in the Cyber Security Program

CCJ 4450 Criminal Justice Leadership and Management

40 hours, 4 credits

This course will familiarize students with common management theory and practice in criminal-justice organizations. The application of management techniques to all areas of criminal justice will be explored, along with leadership and administration techniques and issues particular to criminal justice.

Prerequisite: Criminal Justice Leadership and Management

CCJ 4542 Criminal Justice Seminar

50 hours, 5 credits

This course provides students with the opportunity to explore an area of criminal justice that is of specific interest for their career or personal interest. The topic 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 works in the form of a seminar.

Prerequisites: Statistics in Criminal Justice; Research Methods in Criminal Justice

CCJ 4683 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 psychologists working with law enforcement, courts, and corrections. A psychological approach to police-to-criminal will be explored.

Prerequisites: Criminal Behavior; Profiling Violent Offenders; General Psychology

CCJ 4672 Special Offenders: Serial Killers

40 hours, 4 credits

Students will explore issues and controversies involved in serial killer cases or mass murder investigations. They will cover topics including maintaining justice, victim’s rights, interrogation techniques, media coverage of crimes, and grief.

Prerequisites: Criminality: Motives for Criminal Deviance; Criminal Behavior: Profiling Violent Offenders

CCJ 4690 Special Offenders: Sex Offenders

40 hours, 4 credits

This course will examine the causes of sexual offenses and treatment of offenders. Laws and policy pertaining to sex offenders will be analyzed. Research on sex offenders, including recidivism, treatment, and re-entry into the community, will be examined.

Prerequisite: Introduction to Criminal Justice (except for students enrolled in the Cyber Security Program)

CCJ 4695 Special Populations in Criminal Justice

40 hours, 4 credits

This course examines sex offenders and treatment of offenders. The experience of women, minorities, the physically and mentally challenged, the elderly, and the sociopathically 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

CCJ 4931 Critical Issues in Criminal Justice

40 hours, 4 credits

This course will examine trends, policies, processes, and programs in criminal justice. Careful analysis of criminal-justice successes and failures is the focus of this course. Students will review some of the major initiative in policing, courts, corrections, juvenile justice, and homeland security.

Prerequisite: Contemporary Issues in Criminal Justice

CDA 1202 Foundations of Software Design

40 hours, 3 credits

This course introduces students to fundamental aspects of programming as it is related to proper software design concepts. Students will gain an understanding of how computational techniques are applied in solving a variety of problems. Topics will include variables, procedural abstraction utilizing handlers, conditionals, and loops, and data types. The course will also provide students with an understanding of software engineering by having them write small but useful computer programs using pseudo-code as well as a high-level programming language.

Prerequisite: none

CDA 2110 Introduction to Computer Systems

40 hours, 3 credits

This course is an introduction to the study of software control over the various hardware components of a computer system — the CPU, RAM, and system bus. Topics include development of C language programs with a pseudo-code foundation, CPU operation at the bus level, comparison of procedural languages to machine language, and the development of machine and assembly language programs using multiple addressing modes, branching, and subroutine calls.

Prerequisite: Foundations of Software Design
CDA 3112 Web Application Architecture and Design 50 hours, 4 credits
Prerequisite: CDA 3112 Web Application Architecture and Design
This course presents key concepts in distributed designs for network enabled software systems and applications. Distributed design allows 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 very large scale websites.
Prerequisite: Java I

CDA 3225 Operating Systems Design 50 hours, 4 credits
In the course, students learn how operating systems such as Windows, Linux, and the Mac OS X are a fundamental component of all computing systems. This course explores how operating systems are responsible for managing the running processes as well as the sharing of system resources such as the printers and storage over network infrastructures. The course provides an in-depth exploration of the design and implementation of modern operating systems. Topics include the evolution of operating systems, scheduling, paging, input/output devices, virtual memory, files, synchronization, and security.
Prerequisite: Software Systems Principles

CDA 4120 Simulation Analysis and Design 50 hours, 4 credits
This course offers students an in-depth examination of the use of probability theory and statistical methods in the development of computer simulations used to study and explore the technologies and methodologies for building worlds, and ways in which communities are hosted in local and remote configurations.
Prerequisite: Algorithm Analysis

CEN 4100 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 programs that can be used in an enterprise mobile workspace commerce systems where applications can be deployed. Instruction will focus on mobile development best practices for ease and efficiency of program development.
Prerequisite: Java I

CEN 4210 Database Systems Design 50 hours, 4 credits
In this course, students will learn how to develop and deploy a relational database management system (RDBMS) as a software application. Students will explore relations and tables as well as how to modify the relations with commands such as insert, update, and delete. Students will also understand the role and importance of primary and foreign keys in creating relational database structures.
Prerequisite: Relational Databases

CEN 4310 Software Systems Engineering 50 hours, 4 credits
This course exposes students to the implementation of software systems at a high level with an emphasis on rigorous algorithm development and test suites. The course introduces the systems aspect of development and tradeoffs related to services, system architecture capabilities, and hardware and software efficiencies. Students are also exposed to requirements engineering and the techniques to develop a functional system from specified requirements.
Prerequisite: Algorithm Analysis

CEN 4310 Software Systems Principles 40 hours, 4 credits
This course provides a historical perspective of programming languages and their development. Students will study techniques of language translation including lexical analysis, grammar, syntax, and parsers. Topics include the structure and functionality of modern operating system software with an emphasis on concurrent process execution, process scheduling, communication, and API services. The design and development of programs using dedicated OS features is also considered.
Prerequisite: Introduction to Computer Systems

CEN 4090 Software Engineering for Game and Simulation Production 60 hours, 4 credits
This course focuses on the software engineering principles and strategies necessary to develop a game or simulation, including an in-depth look at object-oriented architecture and design patterns used in game development. UML, risk analysis, constraint management, problem solving, process improvement, and handling crunch times are some of the topics that will be tackled in this class.
Prerequisite: Programming II

CEN 4190 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 a shared two-dimensional and three-dimensional environment. Students will gain an understanding of how virtual worlds change the concept of “interface” to one of “location.” The course will explore several types of worlds, the technologies and methodologies for building worlds, and ways in which communities are hosted in local and remote configurations.
Prerequisite: Programming II

CEN 4411 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: healthcare, science, and entertainment.
Prerequisite: Mobile Application Development

CET 2522C Cisco Network Routing and Switching 40 hours, 3 credits
This course prepares students to work with routers and switches in a Local Area Network. Students will learn how to configure and troubleshoot Cisco switches and routers. Concepts in the course will include routing protocols like RIPv1, RIPv2, OSPF, VLANs and VLAN routing in both IPv4 and IPv6 networks, as well as DHCP, DNS, and NAT. This course will help prepare students to take the Cisco Certified Entry Network Technician (CCENT) Exam by using a variety of hands-on labs and simulations to understand router and switch configuration by emphasizing practical, real-world principles.
Prerequisites: Introduction to Networks; Microsoft Windows Server

CET 2629 Cisco Networking Fundamentals and Routing 40 hours, 3 credits
In this course students will learn the skills necessary to deploy a new Cisco network or manage an existing network. The course provides a wide range of information, starting with a review of the basic building blocks of networks through advanced Cisco networking concepts such as access control list, WAN connectivity, and virtual LANs. The lab assignments included in this course give students adequate hands-on experience with Cisco equipment, allowing them to gain confidence in working with live networks. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the CCENT exam.
Prerequisites: Networking Fundamentals; Microsoft Windows Server

CET 2660C Networking Security 40 hours, 3 credits
This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. Students will learn to create secure communications for remote access, 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

CET 2810C Microsoft Exchange Server 40 hours, 3 credits
In this course students will learn a wide range of information about Exchange Server, from installation, configuration, administration, troubleshooting, and maintenance. It introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course uses a multitude of real world examples of networking and messaging issues. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.
Prerequisite: Windows Active Directory

CGS 1240 Computer Applications and Business Systems Concepts 40 hours, 3 credits
This course teaches students basic to advanced computer concepts and skills, including creating and modifying Word documents, designing databases, spreadsheet creation and analysis, using the internet and E-Commerce tools, and creating presentations with enhanced features and web tools.
Prerequisite: none

CGS 1545 Relational Databases 40 hours, 3 credits
This course covers relational databases and their efficient design. The course will include the definition of tables and indexes, logical and physical design, the E-R model, and transaction management. The use of Structured Query Language (SQL) will be emphasized.
Prerequisite: Programming

CGS 1586C 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 students with a variety of industry-accepted Adobe design software.
Prerequisite: none

CGS 1820C Introduction to HTML 40 hours, 3 credits
This course will introduce students to the basics of HTML. Students will learn the latest in HTML, conforming to XML and XHTML syntax and current browsers. The course provides a step-by-step approach for learning how to create, format, and enhance a webpage using HTML.
Prerequisite: none

CGS 1821I 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

CGS 1883C Fundamentals of Web Authoring and Design 40 hours, 3 credits
This course focuses on the students’ basic authoring skills by focusing on the demands, details, and subtleties of creating webpages. 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 Finalizing are addressed. Students use interactivity and multimedia elements to enhance their site design.
Prerequisite: Introduction to Multimedia Design

CGS 18219C 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 computer hardware (including laptops and mobile devices) and the software used to support the hardware. Additional topics included in the relationship between computer hardware and software, computer networks and peripherals, virus protection, disaster recovery and maintenance planning. Finally, the student will learn about and conduct the responsibilities of a professional PC technician. To reinforce the materials in this course, the instructor will assign direct hands-on projects to be performed in a physical or remote lab setting. This course helps prepare students to take both parts of the A+ certification exams. Each student supplies an assembled computer using prescribed parts and materials.
Prerequisite: Logic and Troubleshooting

CIS 1110 Operating Systems Fundamentals 60 hours, 4 credits
Students are introduced to the principles of various types of microcomputer operating systems. Topics include system resources, memory management, processor management, user interface and operating system functions especially as related to database resource management. Emphasis is placed on how the hardware, software, and software interface with the operating system.
Prerequisite: none

CIS 1175C Fundamentals of Hardware and Software II 40 hours, 3 credits
This course is a continuation of Fundamentals of Hardware and Software I, which prepared students for the CompTIA A+ certification 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 operating system software, students will learn how to set up networking, printers, tablets, file sharing, and troubleshooting problems related to the same. Operating system security and methods to prevent unauthorized access will be discussed. Concepts of virtualization, desktop imaging, and deployment will be introduced.
Prerequisite: Fundamentals of Hardware and Software I
CIS 1308 Logic and Troubleshooting 40 hours, 3 credits
This course provides students a strong base of Critical Thinking and troubleshooting methodologies for assessing situations and applying logical reasoning to various scenarios. The materials contained within this course will assist in building the students ability to form reasonable hypotheses to perform solving problems of a technical nature.
Prerequisite: none
CIS 1317C Helpdesk Support 50 hours, 3 credits
This course covers material used by helpdesk engineers to troubleshoot and solve user problems. Dealing with the user, identifying the problem, and fixing the problem will be discussed. Software concerning troubleshoot tickets and tracking progress will be discussed.
Prerequisite: Professional Communication
CIS 1423C Mac Integration 40 hours, 3 credits
The purpose of the Mac Integration course is to give students an entry-level perspective to supporting and configuring the Mac OSX 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 and process. This course maps to the Mac Integration Basics Certification Exam.
Prerequisite: Microsoft Windows Server
CIS 2093C Systems Analysis 40 hours, 3 credits
This course covers analysis of information systems including networks, server environments, business solutions, and databases. Students will be exposed to different projects that have complex systems and be asked to create analysis documents and diagrams. Improving the efficiency of the systems will be a primary goal of this course.
Prerequisite: Introduction to Networks
CIS 2138C Windows Scripting 50 hours, 3 credits
This course is designed to teach students basic scripting skills that can be used to automate administrative tasks and reporting. Topics will include introduction to programming structures like variables, decisions, loops, arguments, and functions. Students will create Microsoft Windows Script using technologies such as VBScript, PowerShell and take advantage of additional features in windows components such as WMI and ADSI.
Prerequisite: Windows Active Directory
CIS 2293C Mobile and Mac OS Security 40 hours, 3 credits
This course gives students an alternative perspective on securing multiple mobile operating systems. Students will learn how to apply security principles to Android, iOS, and Mac operating systems. They will learn how hackers penetrate these systems and how to properly secure each environment. Students will learn about aspects BYOD (Bring Your Own Device) and understand what additional security measures need to be implemented to secure devices that are utilizing public networks.
Prerequisite: Networking Security
CIS 2315C Fundamentals of Ethical Hacking 40 hours, 3 credits
This course will teach students the opposing side to network security. Students will gain insight into the hacking mindset as well as learn how to directly apply ethical hacking techniques to their security work on a day-to-day basis. Students of this course will learn how to utilize various tools commonly used in network security as well as hacking. The end result of this course is to give the student a stronger perspective on how to utilize tools to better test and secure networks against threats.
Prerequisite: Networking Security
CIS 2404C Software Packaging and Deployment 50 hours, 3 credits
The goal of this class is to provide students an understanding of how to rapidly deploy applications and operating environments. Students will utilize various methods of application deployment through creating automated installs and application and operating systems images. Students will successfully package and deploy applications and operating systems via these methods in a virtual and standalone environment.
Prerequisite: Microsoft Windows Server
CIS 2555C Mobile Support Principles 40 hours, 3 credits
The Mobile Support Principles course covers the challenge of supporting mobile devices within a business. Topics covered are how to install custom software applications on various mobile operating systems as well as deploying standard operating images across multiple mobile platforms. Additional topics include configuration of various mail clients, network configuration and general device troubleshooting.
Prerequisite: Introduction to Networks
CIS 2911 Information Technology Capstone 20 hours, 2 credits
This course integrates key learning throughout the student’s program. Students apply what they’ve learned by solving a real-world project-based problem. This course exercise encompasses timelines, deadlines, team-building, and communication issues.
Prerequisite: This course is intended to be completed in last quarter of Diploma
CIS 3055 Principles of Network Security 40 hours, 3 credits
This course brings to light the concepts needed for network defense techniques. Students will examine the tools, techniques, and technologies used in the securing of information assets. This course is designed to provide in-depth information on the software and hardware components of Information Security. Topics covered include: intrusion detection, virtual private networks (VPN), and incident response strategies and planning, wireless network security.
Prerequisite: Networking Fundamentals
CIS 3100C Advanced Cisco Network Security 60 hours, 4 credits
Cisco Certified Network Associate (CCNA) is a first-level certification program for Information Technology professionals. CCNA exams are offered after completion of the entry-level (CCENT certification.) The CCNA Security Certification helps maximize your investment in foundational network security knowledge and increases confidence in the integrity of your employer’s network. CCNA Security is for Network Security Specialists, Security Administrators, and Network Security Support Engineers. This course will help student prepare for the CCNA Security certification by using hands-on labs and simulations to understand network security principles by emphasizing practical, real-world principles.
Prerequisite: Cisco Network Routing and Switching
CIS 3192 Introduction to Information Systems Security 40 hours, 3 credits
This course provides an overview of the challenges and strategies of countermeasure in the information systems environment. Topics include definition of terms, concepts, elements, and goals incorporating industry standards and practices with a focus on availability, vulnerability, integrity, and confidentiality aspects of information systems.
Prerequisite: none
CIS 3209C SSCP Certification Preparation 60 hours, 3 credits
The SSCP credential ensures that candidates continuously monitor systems to safeguard against security threats. From the course, the student will be competent in access control, cryptography, malicious code and activity, monitoring and analysis, networks and communication, risk, response and recovery, and security operations and administration.
Prerequisite: Network Security and Cryptography
CIS 3257 Legal and Security Issues 40 hours, 4 credits
This course provides an overview of the legal processes involved in implementing and maintaining an e-commerce website. In addition, this course examines the security issues involved in maintaining a web or intranet/ internet site and potentials for misuse.
Prerequisite: none
CIS 3318 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 a acceptable level of risk for information systems. Elements of a business impact analysis, business continuity plan, and a disaster recovery plan will be discussed.
Prerequisite: none
CIS 3375C Wireless, Mobile and Cloud Security 50 hours, 3 credits
Wireless, mobile, and cloud computing are some of the hottest technologies on the market today. Securing these emerging platforms are often an afterthought, leaving many systems vulnerable to attacks. This course will cover techniques necessary to ensure operational integrity and customer data protection.
Prerequisite: Networking Security
CIS 3436C IT Security for Managers 40 hours, 3 credits
This course provides the perspective of how to manage security within a business environment from the IT Manager’s point of view. Students will gain the overarching idea of securing not only the network but also implementation of physical security and change management. Topics covered include security solution requisition, deployment strategies, and auditing and penetration testing.
Prerequisite: Networking Security
CIS 3471 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
CIS 3664 Security Strategies for Web Apps and Social Networking 40 hours, 3 credits
This course addresses how the internet and web-based applications have transformed the way businesses, organizations, and people communicate. With this information came new risks, threats, and vulnerabilities for web-based applications and the people who use them. This course presents security strategies to mitigate the risks associated with web applications and social networking.
Prerequisite: none
CIS 4005C IT Operations Management 40 hours, 4 credits
The purpose of the IT Operations Management course is to give students a numeric perspective on the IT department. Students will learn how to develop standard operating procedures, create support metrics, and apply these to the proper operation of the IT department. This course will also cover how to properly read and analyze network utilization reports and properly staff various IT departments based on proposed call volume and support needs. Utilization of helpdesk tracking tools and implementation of a tracking system will also be covered to ensure an IT department has the proper foundation to start metric reporting.
Prerequisites: Project Management for IT; IT Security for Managers
CIS 4010 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. Course grades and projectings will be used for teams to demonstrate the progress of their projects as well as for the teams to meet and work. Team meetings outside of regularly scheduled class sessions will be required.
Prerequisite: Must fail in last quarter of study
CIS 4039 Auditing Information Technology Infrastructure 40 hours, 4 credits
This course covers the principles, the approaches, and the methodology in auditing information systems to ensure the processes and the procedures are in compliance with pertinent laws and regulations. Using a large-scale software project utilizing the skills and techniques they have mastered throughout their program of study. Course grades and projectings will be used for teams to demonstrate the progress of their projects as well as for the teams to meet and work. Team meetings outside of regularly scheduled class sessions will be required.
Prerequisite: none
CIS 4117 Access Controls, Authentication, and PKI 40 hours, 4 credits
This course introduces the concept of access control to information systems and applications. Access control is a technique for controlling what end-users and system administrators will be covered. In addition, security controls for access control including tokens, biometrics, and use of public key technologies (PKI) will be covered.
Prerequisite: none
CIS 4189C Risk Management and Business Continuity 50 hours, 4 credits
This course covers how to properly analyze risks within an IT department. Topics covered are Disaster Recovery Planning, Business Continuity Planning, and how to create Risk Analysis documents for all applications assessing their long-term viability and backup solutions. Students will also perform business impact analysis to analyze key areas that are most vulnerable when a risk-based situation has occurred. Students will develop a disaster recovery plan and learn how to process and implement each phase of the plan they have developed.
Prerequisites: IT Operations Management; Storage Management
CIS 4215 Windows Security Strategies 40 hours, 4 credits
This course offers security implementations for various Windows platforms and applications. Areas of study include identifying and examining security risks, implementing solutions, and tools available for various Windows platforms and applications.
Prerequisite: none
CIS 4264C Storage Management 40 hours, 3 credits
The goal of this course is to cover various methods of data management. Students will learn about Storage Area Networks, Disk Arrays, and data backup. Students will cover topics such as data de-duplication, cloud backup and managing both physical and virtual data backup environments. Topics also covered are how to maintain both onsite and offsite data backups and creating a backup rotation policy.
Prerequisites: Advanced Networking; Infrastructure Hardware; Cloud Computing
CIS 4352 Linux Security Strategies 40 hours, 4 credits
This course is an introduction to the securing of Linux platforms and applications. Areas of study include identifying and examining methods of securing Linux platforms and applications and implementing those methods.
Prerequisite: Linux Administration
CIS 4356C Network Security and Cryptography 40 hours, 3 credits
This course examines threats to computer networks, network vulnerabilities, techniques for strengthening defensive defenses, tools for establishing an active network defense, and policies for enforcing forensic analysis of crimes and attacks on computer networks. Topics include private key public cryptography, digital signatures, secret sharing, security protocols, formal methods for analyzing network security, electronic mail security, firewalls, intrusion detection, and privacy and public key infrastructures.
Prerequisites: Computer Applications and Business Systems Concepts; Introduction to Networks
CIS 4371C Operating Systems Design 40 hours, 3 credits
In the course, students learn how operating systems such as Windows, Linux, and 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, and file systems.
Prerequisite: Enterprise Application Support
CIS 4383C Computer Forensics 40 hours, 3 credits
This course examines computer literacy and criminal investigation legal issues regarding seizure and chain of custody, and technical issues in acquiring computer evidence. Popular file systems are examined. Reporting issues in the legal system are discussed.
Prerequisite: Computer Applications and Business Systems Concepts
CJS 4456 Hacker Techniques, Tools, and Applications 40 hours, 3 credits
This course is an introduction to hacking tools and incident handling. Areas of instruction include various tools and vulnerabilities of operating systems, software, and networks used by hackers to access unauthorized information. This course also addresses incident handling methods used when information security is compromised.
Prerequisite: none
CJS 4581 IS Capstone 40 hours, 3 credits
This course encompasses all the accumulated knowledge obtained from the entire IS curriculum and requires the student to respond to a RFP for information systems security consulting. 
Prerequisite: This course is designed to be taken at the end of the program
CJC 1000 Introduction to Corrections 40 hours, 4 credits
A general overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional correctional practices and procedures. The concepts of retribution and rehabilitation are examined. For residential only, this course includes a fieldwork assignment
Prerequisite: Introduction to Criminal Justice
CJC 1245 Case Management: Strategies for Rehabilitation 40 hours, 4 credits
Students will learn how to manage caseloads of clients, document casework, and use strategies for clients rehabilitation. They will learn how to write effective court reports, case entries, recommendations and violation summaries. Students will explore interview skills and motivation techniques. Examination of special populations of diverse clients, such as substance abusers and the mentally ill are reviewed.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services
CJC 2300 Legal Principles in Corrections 40 hours, 4 credits
Students will examine constitutional amendments regarding correctional management in various settings. They will explore concepts of offenders’ rights, officer professionalism, best practices, and proper procedural practices. They will also review principles as applied to special populations of offenders.
Prerequisite: Introduction to Corrections or Introduction to Human Services
CJC 2400 Counseling Clients 40 hours, 4 credits
Students will examine the process and effects of counseling. Assessment tools, methods of evaluation, and case plans are explored. They will consider a variety of counseling settings, including prisons, jails, group homes, in-patient and outpatient treatment centers, and halfway houses, as places of rehabilitation and counseling. Students will explore diverse clients including juveniles and adults, men and women, and people from various cultures.
Prerequisite: Introduction to Corrections or Introduction to Human Services
CJC 3415 Diversion and Rehabilitation 40 hours, 4 credits
In this course, 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. In addition, 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; Diversion; Domestic Violence
CJC 4164 Community Corrections 40 hours, 4 credits
This course will examine the role and function of corrections supervisors in the field. The practical considerations of managing offenders in the community will be examined. Case studies on probation and parole will be explored.
Prerequisites: Criminal Behavior: Profiling Violent Offenders; Introduction to Corrections
CJC 1006 Policing in America 40 hours, 4 credits
Students will examine the theoretical and underpinnings of police work in the United States, including its historical roots, its present status, and the trends that will shape its future. They will explore the problems and solutions facing citizen, police officers, administrators, and politicians. They will also cover contemporary practices such as Community Oriented Policing, Problem Oriented Policing, and Directed Patrol. In investigating these topics, students will develop skills in critical thinking and problem solving. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice
CJE 1233 Drugs and Crime 40 hours, 4 credits
The course will focus on the physical, psychological, and sociological aspects of drug and alcohol abuse. Treatment and prevention of abuse will be explored. In addition, policy implications of drug use and the criminal justice system response will be analyzed. An overview of the theories of use, drug business, and drug law enforcement will be explored. Such recent developments as ‘club drugs,” inhalants, herbal stimulants, and designer drugs will also be discussed.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services
CJE 1251 Crime Scene to Conviction: Critical Skills in Documentation 40 hours, 4 credits
Students will master the skills of both oral and written communication. They will examine grammar and the mechanics of writing. They will also explore special communication issues, such as communicating with crime victims. They will develop skills for proper report writing, including such documents as search warrants, police reports, and case documents. Students will evaluate the impact of proper report writing, communication, and documentation on the outcome of legal proceedings, and review the importance of effectively translating written work into courtroom testimony.
Prerequisite: Policing in America
CJE 2172 Juvenile Justice: Delinquency, Dependency, Diversion 40 hours, 4 credits
An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services
CJE 2380 Legal Code for Law Enforcement 40 hours, 4 credits
Students will use states’ criminal and traffic codes to examine familiar laws and statutes. They will review penal statutes covering issues from homicide to misconduct, and will examine legislation and statutes that govern law enforcement duties and responsibilities. Students will also examine laws and procedures that apply to specific populations like juveniles and domestic-violence victims.
Prerequisite: Policing in America
CJE 2702 Practical Psychology for Law Enforcement 40 hours, 4 credits
Students will examine the psychology of principles of psychology relate to law-enforcement work. They will explore fundamental concepts from a policing perspective, focusing on the real-world effects these principles produce on police officers, their families, and the citizens they serve. Students will apply ideas from psychology to create effective victim- and witness-interviewing strategies, offender behavior-modification approaches, and officer coping methods. They will review the short- and long-term physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.
Prerequisite: Policing in America
CJE 3610 Criminal Investigations 40 hours, 4 credits
Students will learn to conduct full criminal investigations. They will examine various techniques, methods, and processes for interviewing witnesses and crime suspects and witnesses. They will also explore techniques for conducting investigations with special populations.
Prerequisite: Constitutional Law
CJE 3674 Examination of Forensic Science 40 hours, 4 credits
Students will critically examine the role of forensic science in the criminal justice process and the court of law. They will review historical events in criminalistics, and analyze problems in forensic science in order to formulate recommendations and changes. They will also explore best practices and the future of forensic science.
Prerequisite: Constitutional Law
CJE 4176 Crimes Across Borders 40 hours, 4 credits
This course will explore the global economy of crime. Various types of transnational crime, in addition to the examination 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
CJE 4444 Crime Prevention 40 hours, 4 credits
This course will explore the goals and types of various crime-prevention strategies. Physical environments and crime, neighborhood crime prevention, the media, and crime displacement will be explored. The course will examine persons and community characteristics to look for patterns of deviance.
Prerequisites: Introduction to Corrections; Policing in America; Research Methods in Criminal Justice
CJL 1381 Criminal Law and Procedures: Crime and the Courtroom 40 hours, 4 credits
This course provides an examination of substantive and procedural criminal law. Students are introduced to the Federal and State courts systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Statutory defenses, mitigating factors and circumstances that 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 Enforcement
CJL 1552 Introduction to Criminal Law 40 hours, 4 credits
In this course, students are introduced to the Federal and State court systems. This course examines substantive criminal, definitions of crime, and principles of criminal responsibility. The course will use case studies for application of general principles to the law. Statutory defenses, mitigating factors, and circumstances which may excuse criminal responsibility and common law principles are examined.
Prerequisite: Introduction to Criminal Justice
CJL 1747 Applied Criminal Procedures 40 hours, 4 credits
This course provides an examination of procedural requirements for the judicial processing of criminal offenders. The concepts of evidence sufficiency, standards of proof, and due process are explored. Students will examine the Bill of the Rights and the judicial process to the criminal justice.
Prerequisite: Introduction to Criminal Law

888-5-RASMUSSEN
2013-2014 CATALOG AND STUDENT HANDBOOK

COURSE DESCRIPTIONS

DISCOVERIES
CJT 3113 Criminal Evidence
40 hours, 4 credits
This course will familiarize students with the fundamentals of criminal evidence as it pertains to the legal presentation of evidence in criminal trials, and with the role of legal counsel in the presentation of evidence. Students will learn about the complexities of evidence, from hearsay to physical evidence, are examined. Trial procedures such as expert-witness testimony, police testimony, and testimonial privileges are analyzed.
Prerequisite: Criminal Law and Procedures: Crime and the Courtroom (except for students enrolled in the Cyber Security Program)

CJT 3297 Constitutional Law
40 hours, 4 credits
This course challenges students to examine the complexities of the Bill of Rights and the application of those rights to the criminal-justice system. The analysis of case studies will allow students to apply criminal law and procedure to fieldwork examination of criminal-justice issues.
Prerequisite: Criminal Law and Procedures: Crime and the Courtroom (except for students enrolled in the Cyber Security Program)

CNT 3006 Networking Fundamentals
40 hours, 3 credits
This course has been designed to teach the foundations of networking. The course covers Local Area Networks (LAN) and Wide Area Networks (WAN) and the Internet. Students will learn the fundamentals of Ethernet concepts like IP addressing, protocols, hardware, and network topologies. Students will learn basic configuration of networking devices and apply basic troubleshooting techniques. A variety of hands-on activities and simulations will be used. This course introduces some of the concepts covered in the Cisco Certified Entry Network Technician (CCENT) certification exam. CCENT education continues in the Cisco Routing and Switching course.
Prerequisite: Fundamentals of Hardware and Software

CNT 3003 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 threats including virtual private networks, intrusion detection, cloud data security, and incident response strategies.
Prerequisites: Cisco Networking Fundamentals and Routing, Principles of Network Security

CNT 3126 Advanced Networking
50 hours, 4 credits
This course offers an in-depth study of current networking technologies. Topics include OSI model, communication protocols, routing protocols, WAN architecture (ATM, VPN, MPLS, and hybrid networks), Wireless and QoS. Additionally, students will learn about implementing a defined network architecture with basic network security. This course will cover how to configure, maintain, and troubleshoot network devices using appropriate network tools and understand the features and purpose of network technologies. The course includes basic solution recommendations, analyzing network traffic, and becoming familiar with common protocols and media types.
Prerequisite: Introduction to Networks

CNT 3229 Asset Management
30 hours, 3 credits
This course is designed to teach students best practices in inventory management. Topics include hardware and software audits, asset tracking systems, software licensing, and service contracts management.
Prerequisite: Project Planning for IT

CNT 3349 Infrastructure Hardware
50 hours, 4 credits
This course covers hardware design and planning for medium to large scale data center operations. Topics include the design center (power, cooling, space planning), server racks, storage array systems, fiber channel, ISCSI, SAS, and SATA. Students will be able to design a data center for both operational efficiency (Green IT) and to provide adequate cooling system fault tolerance and capacity for anticipated growth.
Prerequisite: Introduction to Networks

CNT 3473 Scripting
50 hours, 4 credits
This course is designed to teach students basic scripting skills that can be used to automate administration tasks and reporting. Topics will include an introduction to programming structures like variables, decisions, loops, arguments, and functions. Students will work with examples of Shell, VB, Perl and TCL scripts and examine use cases involving Linux, Windows and Cisco IOS automation through scripting.
Prerequisites: Cisco Networking Fundamentals and Routing; Linux Administration; Windows Active Directory

CNT 3569 Support Management
40 hours, 4 credits
This course is designed to introduce students to the Information Technology Infrastructure Library (ITIL) public examination and certification process. Topics include incident and problem management, configuration and change management, and help desk management. Students will design a knowledge base for tracking, and trending problems so that solutions can be implemented proactively to prevent problems and increase customer satisfaction.
Prerequisite: Customer Service

CNT 3619 Technical Writing
20 hours, 2 credits
This course is designed to teach students best practices in authoring technical documentation. Topics include targeting your audience, organizing content, glossaries, appropriate use of graphics, tables, lists, wikis, and cross referencing. Students will be able to determine when and how to write a white paper, and will understand the pros and cons of wikis and other documentation portals.
Prerequisite: English Composition

CNT 3777 Virtualization
50 hours, 4 credits
This course offers an in-depth study of current virtualization technologies and discusses strategies and approaches for virtualization of servers, clients and applications. Topics include Switch, distributed virtual switching (DVS), server-side vs. client-side desktop virtualization (VDI & VDI) and virtual appliances. Students will gain hands-on experience with deploying and managing virtual systems and applications.
Prerequisite: Introduction to Networks

CNT 3849 Scripting – Shell Scripting / Python / Perl
50 hours, 4 credits
This course is designed to teach students basic scripting skills that can be used to automate administration tasks and reporting. Topics will include an introduction to programming structures like variables, decisions, loops, arguments, and functions. Students will work with examples of Shell, VB, Perl and TCL scripts and examine use cases involving Linux, Windows and Cisco IOS automation through scripting.
Prerequisite: Linux Security Strategies

CNT 4016 Cloud Computing
40 hours, 4 credits
This course offers an in-depth study of current cloud computing technologies and services. Topics include public cloud networking, cloud bridging, virtualization of applications and virtual computing centers (VDC’s), data center network design considerations, and emerging technologies like Edge Virtual Bridging (EVB). Students will be required to conduct research and analyze case studies, and develop and propose a strategy for implementing cloud computing to address specific business needs.
Prerequisite: Virtualization

CNT 4121 Network Systems Design
50 hours, 4 credits
This course offers the study of the technology, network architecture and topologies, and software used by systems of network-connected computers. Topics include data transmission, local area network architectures, network protocols, distributed systems, security, and network applications such as email, various network 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

CNT 4152 Disaster Recovery
50 hours, 4 credits
This course is designed to teach students how to perform a risk assessment and develop a disaster recovery strategy that aligns with business needs and priorities. Topics include disaster prevention, systems backup and recovery strategies, hot/ warm/cold site strategies, and documentation and testing of recovery procedures.
Prerequisite: Service Management

CNT 4283 Enterprise Application Support
40 hours, 4 credits
This course introduces students to the challenges of supporting complex enterprise applications like E-commerce and ERP systems. Topics include application architecture concepts (front-end, middleware, backend, and client/server), working with application specialists, application performance monitoring (end-to-end), security, support and maintenance, and disaster recovery.
Prerequisite: Risk Management and Business Continuity

CNT 4361 Information Technology Management
40 hours, 4 credits
This course provides a more in-depth examination of the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT service management. Topics include incident and service level agreements (SLA’s), availability and capacity management. Students will write SLAs covering incident response times, availability, and capacity/infrastructure performance.
Prerequisite: Support Management

CNT 4520 Systems Monitoring
50 hours, 4 credits
This course is designed to teach students to identify performance bottlenecks, benchmark performance and implement monitoring techniques to proactively identify and react to changes in the environment. Topics include network infrastructure monitoring, security monitoring, performance tuning, and metrics and reporting.
Prerequisite: Advanced Networking

CNT 4692 Unified Communications and Mobile Computing
50 hours, 4 credits
This course teaches students about the trends in telecommunications, the convergence of voice and data communications systems, and how mobile computing is an integral part of business today. Topics include simplifying communications architecture, video conferencing, IM, securing and managing mobile devices, and collaboration tools.
Prerequisite: Advanced Networking

COM 1002 Introduction to Communication
40 hours, 4 credits
The course will introduce students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socioeconomic status, and gender influence communication. Students will focus on developing an awareness of the effects of various types of communication on themselves and others. They will also develop practical skills for improving their ability to communicate in personal, social and professional contexts. Specific topics will include perception, self-concept, verbal and non-verbal communication, effective listening and communicating in culturally diverse settings.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

COM 1007 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
COP 1000 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 other hardware and software systems, and how they handle deficiencies encountered on computing platforms. Concepts such as Graphical User Interfaces, multimedia development, and web programming will be explored as well as the use of Java programming in the development of applications for mobile devices.

Prerequisite: none

COP 1176 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

COP 1224 Programming I
60 hours, 4 credits

This course is designed to teach the student C++ programming utilizing object oriented terminology. C++ expressions, decisions, and loops within the C++ realm are explored and practiced. This first course in a two course sequence ends with an analysis of functions and classes and how these elements are used in different programming projects.

Prerequisite: Object-Oriented Programming

COP 1801 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 knowledge.

Prerequisites: Introduction to HTML;
Fundamentals of Programming

COP 2004 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

COP 2224 Programming II
60 hours, 4 credits

This course is a continuation of Programming I. Topics that will be covered in this course include design analysis, inheritance, and the use of templates in programming. A look at input/output issues is done along with a look at advanced topics in C++ programming and a brief look at how C++ can start to be utilized in game programs is covered.

Prerequisite: Programming I

COP 2250 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 other hardware and software 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
**CT 2857C Server Side Scripting**
40 hours, 3 credits

This course focuses on dynamic interactive websites from a multimedia perspective. Emphasis is on data driven pages, interaction through client-side scripting, dynamic web content and database access through server side scripting.

Prerequisites: Dynamic Content Management; Fundamentals of Web Authoring and Design

**DIG 1710 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 skills. The two projects that will be explored in this class will provide the practical resources needed to build a firm understanding of game development from a production standpoint. The two projects in this course provides a grounded study for any real life application where inspiration must combine with practical knowledge and application to create a marketable product.

Prerequisite: Game Design Theory I

**DIG 2620C Multimedia Technologies**
40 hours, 3 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. The course will also present an overview of core concepts including game mechanics, game theory, the experience of playing games, and the cultural, technical, and social aspects of games.

Prerequisite: none

**DIG 2712C 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 architectures used for creating games for these platforms as well as for creating platform agnostic games.

Prerequisite: Fundamentals of Game Development I

**DIG 2826C Physics for Game and Animation Production**
50 hours, 4 credits

This course provides a broad overview of the fundamental principles of physics as they apply to game and animation production. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: none

**DIG 2326C Web Application Development**
60 hours, 4 credits

This course is designed to provide students with an introduction to current web application development techniques. Topics include HTML5 and CSS3 as well as an introduction in scripting using PHP as well as Javascript. In addition, the course will also introduce web design and development techniques.

Prerequisite: Fundamentals of Programming

**CTS 2810C SQL Server Administration**
50 hours, 4 credits

This course will provide training in a variety of industry-accepted Adobe design software. Students use industry-standard software as tools for producing interactive projects. Topics include basic animation techniques, special effects, transitions, and user interactivity.

This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Audio/Video Editing

**DIG 1520C Digital Media Production**
40 hours, 3 credits

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

This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Multimedia Technologies

**DIG 1727C Fundamentals of Game Development I**
60 hours, 4 credits

This course introduces students to the fundamentals of 3-dimensional computer modeling and how it applies to a multimedia project. Using basic modeling techniques and utilizing texture, lighting, and environmental effects, students model and render 3-dimensional forms to create surreal and realistic images.

This course will provide training in a variety of industry-accepted Autodesk 3D design software.

Prerequisite: Introduction to Multimedia Design

** DIG 1303C 3-Dimensional Animation**
40 hours, 3 credits

Once students have learned the basics of 3D modeling and rendering, they will explore the fundamentals of animation and the more advanced methods of modeling and texturing. Students will create distinct 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

** DIG 1500C Digital Media Assembly**
40 hours, 3 credits

This course will teach students to use various tools helpful in creating backups, control sprites, video, sound, and interactivity for informational and entertainment animations using authoring software. The project produced in this class will be available for use on CD-ROM. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Multimedia Technologies

** DEP 2004 Human Growth and Development**
40 hours, 4 credits

This course covers the study of the development of the individual throughout the life cycle, including child, adolescent and adult patterns of behavior with attention to physical, intellectual, cognitive, personality, and social development.

Prerequisite: none

** DIG 1190C 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: all multimedia elements are stressed throughout the class with an emphasis on trouble shooting and problem solving. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Introduction to Computer Graphics

** DIG 1118C Fundamentals of Game Development I**
50 hours, 4 credits

This course covers 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. The course will also present an overview of core concepts including game mechanics, game theory, the experience of playing games, and the cultural, technical, and social aspects of games.

Prerequisite: none

** DIG 1280C 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 systems.ill produce and edit a series of short videos for video, disk and Internet applications. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Introduction to Multimedia Design

** DIG 1302C Introduction to 3D Arts and Animation**
40 hours, 3 credits

This course introduces students to the fundamentals of 3-dimensional computer modeling and how it applies to a multimedia project. Using basic modeling techniques and utilizing texture, lighting, and environmental effects, students model and render 3-dimensional forms to create surreal and realistic images.

This course will provide training in a variety of industry-accepted Autodesk 3D design software.

Prerequisite: Introduction to Multimedia Design

** DIG 1303C 3-Dimensional Animation**
40 hours, 3 credits

Once students have learned the basics of 3D modeling and rendering, they will explore the fundamentals of animation and the more advanced methods of modeling and texturing. Students will create distinct 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

** DIG 1500C Digital Media Assembly**
40 hours, 3 credits

This course will teach students to use various tools helpful in creating backups, control sprites, video, sound, and interactivity for informational and entertainment animations using authoring software. The project produced in this class will be available for use on CD-ROM. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Multimedia Technologies

** DIG 1520C Digital Media Production**
40 hours, 3 credits

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

This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Audio/Video Editing

** DIG 1710 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 skills. The two projects that will be explored in this class will provide the practical resources needed to build a firm understanding of game development from a production standpoint. In addition, the projects in this course provides a grounded study for any real life application where inspiration must combine with practical knowledge and application to create a marketable product.

Prerequisite: Game Design Theory I

** DIG 1711 Game Design Theory I**
40 hours, 4 credits

This course introduces the non-technical study of games, the game development process, and the game industry. The course establishes a lexicon for discussing games and introduces tools for analyzing and understanding games and game design. The course will also present an overview of core concepts, including game mechanics, game theory, the experience of playing games, and the cultural, technical, and social aspects of games.

Prerequisite: none

** DIG 2007C Human-Computer Interaction and Interface Design**
50 hours, 4 credits

How a person interacts with a game is one of the more crucial aspects in determining the success of the game among consumers. This course will emphasize the details and planning process that must be followed to ensure a successful interface for the game that is to be played. Various techniques of creating buttons, menus, and other types of interfaces will be explored to give the student a wide exposure to this important element in creating games.

Prerequisite: Programming II

** DIG 2172C 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 architectures used for creating games for these platforms as well as for creating platform agnostic games.

Prerequisite: Fundamentals of Game Development I

** DIG 2826C Physics for Game and Animation Production**
50 hours, 4 credits

This course provides a broad overview of the fundamental principles of physics as they apply to game and animation production. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Introduction to Multimedia Design

** DIG 2718 Console Development**
60 hours, 4 credits

One aspect of creating games is determining how they will work with different consoles from various manufacturers. This course guides the student through the various parts of a console that will have an impact on the game (memory, processing, storage, and debugging to name a few). This systematic approach will allow the game programmer to determine what modifications and changes need to be made as games become part of the game libraries for different vendors.

Prerequisite: Programming II
DIG 2950 Multimedia Portfolio Development 60 hours, 4 credits
In this course, students select a primary and secondary track to create an industry-quality portfolio consisting of advanced and updated projects from previous classes as well as newly created projects. Students will create a final portfolio/demo reel using a consistent theme that reflects their identity package. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Digital Media Assembly

DIG 3117T 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 “*books” in games. 3D lighting, texturing, alpha blending, and transparency are covered in detail in this course.
Prerequisite: Principles of Computer Graphics

DIG 3245Q 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 methodology. Topics include QA strategies for playtesting and including playtesting through the iterative design loop.
Prerequisite: Fundamentals of Game Development I

DIG 3316 The Study of Animation 60 hours, 4 credits
This course is intended for students with an animation/multimedia background, who want to understand how animation works, from basic theory to execution. The students will develop a sense of observation and timing as it relates to animation, and they will study motion through watching actual animation pieces as well as taking part in exercises that demonstrate animation in action. This course also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development, and dramatic structure.
Prerequisite: Digital Media Assembly

DIG 3318 Flash Animation 60 hours, 4 credits
This course is an introduction to Macromedia’s Flash. The course will cover the basics of Flash: importing, creating & editing vector graphics and creating simple animations, creating interactive elements and incorporating sound and video and testing Flash movies. Also, students explore the steps in creating Flash productions from start-to-finish, including site map and navigation building, button making and output.
Prerequisite: Multimedia Technologies

DIG 3323 Polygon Modeling 60 hours, 4 credits
This course demonstrates the techniques of modeling objects in a three-dimensional environment. Students will manipulate primitive objects such as cubes, spheres, pyramids, and cylinders to build more complex polyons, and students will utilize techniques to approximate curved surfaces with multiple polyons. Industry standard software such as 3D Studio Max, Zbrush, and Mudbox will be discussed, and students will have the opportunity within an arts software modeling environment to create a variety of polygon objects.
Prerequisite: The Study of Animation

DIG 3333 Advanced Materials of Computer Graphics 60 hours, 4 credits
This course is for photographers and artists, who wish to go well beyond the basics of Photoshop. In addition to covering more sophisticated methods of color correction, image manipulation and printing, students will learn scanning, digital camera basics, the mechanics of calibration and other more advanced sets of controls in Photoshop, all within a framework of artistically professional sensibility which will allow the student to develop their own professional work.
Prerequisite: Digital Photography

DIG 3333 Digital Photography 60 hours, 4 credits
This course shows students how to evaluate images for communicative effectiveness and aesthetic appeal. They will also digitize images, adjust and manipulate them in the computer, and output them for on-screen and printed use. Through the course students will gain a firm foundation on the fundamental differences between digital photography and tradition manual film including lighting and print.
Prerequisite: Audio/Video Editing

DIG 3349C Game Engines and Integrated Game Development Environments 60 hours, 4 credits
The goal of this course is to introduce students to the use of game engines and integrated game development environments for game production. Topics will include a general overview of the available game engines as well as an in depth introduction to the use of Unity. Students will learn how to use JavaScript and C# within Unity and how to utilize external game assets within the Unity development environment.
Prerequisite: Fundamentals of Game Development II

DIG 3438C Mobile Game Development 60 hours, 4 credits
This course is focused on the processes and tasks necessary for game and simulation-specific employment, including research and resumes, contacts and connections, and the important demos and elevator pitch. Students will learn how to develop an industry-specific resume, how to best present their skills in a portfolio, and how to package themselves as a top candidate for a position. Students will create a polished resume and cover letter and learn networking skills for their area of interest in game or simulation production.
Prerequisite: none

DIG 3512 Advanced HTML Coding with CSS 60 hours, 4 credits
This class 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.
Prerequisite: Fundamentals of Web Authoring and Design

DIG 3552 Concept Development for Digital Media 60 hours, 4 credits
This course is concerned with problem-solving, research, and presentation skills for multimedia projects. Brainstorming, narrative, storyboarding, animation, pre-visualization, and transitions are all explored. Sketches, source imagery, and audio are developed to effectively communicate ideas for the media. Documentation and techniques are employed to chart progress with character and scene design, as well as cameras and lighting.
Prerequisite: Storyboard Development for Digital Media

DIG 3790 Practical Game Development 60 hours, 4 credits
This course approaches the study of computer games from several ways. First is an example of media that can be analyzed and critiqued for their thematic elements, formal structure, plot and interactive appreciation. The next step is a study of complex software subjects to technology constraints and the product of a professional design and implementation process. The last is a study of behaviors and associations comparable to other popular art forms. Students will study the principles of game design and use them both to analyze existing games and to develop their own original games.
Prerequisite: Artificial Intelligence

DIG 3792 Game Planning and Development Strategies 60 hours, 4 credits
In this course, students will cover the planning of the game and simulation development process from high-level design to low-level implementation. The course touches on topics covered in previous courses, including graphics, development of assets and the asset pipeline, interface design, and artificial intelligence to better understand the different game development methodologies. The process of developing a game or simulation will be covered from the essential design and development documents through quality assurance testing, including the risks and benefits of different types of iterative development cycles.
Prerequisite: Game Audio Assets

DIG 3794 Mobile Platform Development 60 hours, 4 credits
As devices become smaller and more mobile, the need to have games to entertain users in different positions is needed. This course looks at how to create games for mobile platforms using a systematic approach. The Java programming language is utilized in creating these games. How to weave in audio and video is also covered. This is addressed along with considering factors such as user inputs involved in playing the game.
Prerequisite: Programming II

DIG 4073C Networking and Multiplayer Game Development 60 hours, 4 credits
Students are introduced to the foundations of management information systems. This includes current trends, fundamental MIS technology concepts, applications for business functions, and management practice. Students will gain exposure to analyzing, utilizing, and supervising integrated management information systems.
Prerequisite: Game Engines and Integrated Game Development Environment

DIG 4188C Asset Development I 60 hours, 4 credits
This course provides a brief introduction to the development of 2D and audio assets for game and simulation development. Students learn the production process involved in 2D and audio asset creation and to the skill necessary to create 2D and audio assets for the games developed within this program.
Prerequisite: Fundamentals of Game Development I

DIG 4249C Asset Development II 60 hours, 4 credits
This course provides a brief introduction to development of 3D assets, including the use of 3D modeling, rigging and animation tools. Students learn the production process involved in 3D asset creation and develop the skills necessary to create 3D assets for the games and simulations introduced in this program.
Prerequisite: Asset Development I

DIG 4310C Simulation Project I 60 hours, 4 credits
This course is designed around a final project in Industrial Simulation. We will focus on design and research issues pertinent to design exploration and presentation through simulations. Throughout the course we will explore concepts in modeling, simulation, and design common to many domains, and investigate specific applications from a variety of fields ranging from weather to ecology to traffic management and architectural interactivity.
Prerequisite: Software Engineering for Game and Simulation Production

DIG 4323 3D Game Character Creation 60 hours, 4 credits
This course is designed to equip digital media students with skills in 3D character creation and effects in a game environment. During this course students will explore advanced 3D modeling and animation theory and principles. This course will 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 game enhanced 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

DIG 4330 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 perception to develop art projects aimed at producing specific reactions. Students will experiment with different elements of art, including shape, form, light, color, and movement, and use techniques including digital photography and imaging. In this course, students will learn to analyze mainstream graphic-design projects in terms of their intended effects, and to use their analyses to produce experimental art projects. The course builds on the advanced digital and visual-art skills learned in previous courses to create imaginative solutions to digital problems.
Prerequisite: Advanced Methods of Computer Graphics

DIG 4355 Digital Effects Creation 60 hours, 4 credits
This course focuses on the use and application of effects in digital video production, 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, cameras, special effects rendering, and filters.
Prerequisite: Digital Media Production

DIG 4432 Storyboard Development for Digital Media 40 hours, 4 credits
This course will introduce the student to utilizing storyboards to visual representation staging and camera movement. Specific attention will be paid to utilizing storyboards for shot types, angles, cuts, and transitions. Students will analyze professional storyboards samples as a guide to creating their own storyboard project. During the course the students will also examine cinematic visual techniques and terminology.
Prerequisite: Digital Media Production
DIG 445C Simulation Production Project II
60 hours, 4 credits
This course is a continuation of the Simulation Production Project I course. Students will continue on their project from the prototype to the final release stage.
Prerequisite: Simulation Production Project I

DIG 4500C Game Production Project I
60 hours, 4 credits
This course demonstrates advanced techniques for computer game design and programming. Techniques used in game engines, such as: animation synthesis, autonomous character behaviors, building structures for interactive system, solving multiplayer interface and social issues are covered in the course. Students utilize these skills to produce a game prototype as a final project.
Prerequisite: Networking and Multiplayer Game Development

DIG 4602C Game Production Project II
60 hours, 4 credits
This course is a continuation of the Game Production Project I course. Students will continue on their project from the prototype to the final release stage.
Prerequisite: Game Production Project I

DIG 4791 Game Assets
60 hours, 4 credits
This course focuses on the development of visual elements and programming used in the development of a video game. It covers areas such as performance tuning, debugging, designing for test, pipeline management and distribution, study of software architecture design between platforms, object oriented principles for game play, asset management and coding best practices. It also covers areas like cross-platform porting and multi-lingual techniques.
Prerequisite: Applied Game and Simulation Theory

DIG 4792 Game Audio Assets
60 hours, 4 credits
In this course, we will cover the fundamentals of audio programming for games. Topics covered include basics such as audio formats and common hardware configurations and loading sounds in ADPCM format. Students will explore play back “one shot” and looping sounds; and stream audio from an external device. They will then use these building blocks to write a low-level sound engine that will be implemented into a game engine.
Prerequisite: Game Assets

DIG 4794 Applications of Physics for Game and Simulation Production
60 hours, 4 credits
An important aspect in a game or simulation is to be able to render what is happening in the game in realistic terms based on standard real physics principles. This course is designed to allow the game or simulation programmer to be able to translate the ideas and sequences of a game into realistic actions. Key components in this class will be the opportunity for students to develop tools, demos, and working games that utilize and follow real physics.
Prerequisite: Programming II

DIG 4931 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 decision making through simulations. Throughout the course we will explore concepts in modeling, simulation, and design concerning many domains, and investigate specific applications from a variety of fields ranging from weather to ecology to traffic management and architectural interactivity.
Prerequisite: Multiplayer Game Programming

DIG 4932 Video Game Design Project
70 hours, 4 credits
This course demonstrates advanced techniques for computer game design and programming. Techniques used in game engines, such as: animation synthesis, autonomous character behaviors, building structures for interactive system, solving multiplayer interface and social issues are covered in the course. Students utilize these skills to produce a final project, demonstrating comprehension of the process of professional game creation.
Prerequisite: Multiplayer Game Programming

DIG 4933 Digital Video/Audio Project
60 hours, 4 credits
This advanced course in Audio/Vide production is for students to create a final product that exemplifies the aesthetic and technical aspects of digital video recording, non-linear editing, special effect generation, and production of video (and associated audio) using After Effects, Premiere, Sound forge and Director. Also considered will be the preparation of digital video for use in interactive media such as CD, DVD and Web casts. Students will produce a final product on DVD.
Prerequisite: Digital Media Production

DIG 4934 Web Design Project
60 hours, 4 credits
This course provides an advanced application of knowledge gained by students in the process of developing websites. This course will take a user-centered approach to designing websites and will focus on the entire lifecycle of a website, from the idea of creating a website, through requirements gathering, fourth level design, actual design, testing, and implementation.
Prerequisite: Advanced HTML coding with CSS

DIG 4935 Animation Graphics Project
60 hours, 4 credits
This course combines the accumulated knowledge of students in the design and creation in 3D environments. The culmination of this knowledge will be a final 3D Animation project using modeling, texture and animation techniques. Students are expected to explore various theories and techniques to complete a professional summative 3D animation project.
Prerequisite: 3D Game Character Creation

DSC 1003 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

DSC 2000 Homeland Terrorism 40 hours, 4 credits
Students in this course will receive an in-depth overview of terrorism, both domestic and international. (This course is designed to provide students the necessary skills to recognize acts of terrorism and gain insight into terrorists’ perceptions and motivations.) The course will touch on the causes and motives that propel terrorists, their methods of operation, and the impact of terrorism on the United States and abroad. Students will examine the necessary effort of planning preparedness within the governmental regulatory framework. Students will come to understand and appreciate the complexities of community and national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism.
Prerequisite: Introduction to Criminal Justice

DSC 2011 Security Challenges 40 hours, 4 credits
This course is an examination of the field of security and the security challenges faced in the current world situation. Both public and private security issues will be evaluated based on organization, law, and risk. Defense basics will be explored internally and externally. Specific threats to transportation, cargo, and information system terrorism will be reviewed. This course concludes with a critical look at the future of security.
Prerequisite: Introduction to Criminal Justice

DSC 3016 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

DSC 3057 Risk Analysis 40 hours, 4 credits
Students will examine the importance of risk management through the lens of risk analysis as a means of ensuring the protection of communities, facilities, and personnel. They will gain an understanding of the identification and assessment of threats, hazards, and risks, which is critical to comprehensive management of security operations. They will learn skills to aid in planning for natural or manmade disaster recovery, and for crisis management.
Prerequisites: Introduction to Homeland Security; Security Challenges

DSC 4214 Emergency Management 40 hours, 4 credits
This course will examine the role of private and public managers in planning for response to natural or man-made emergencies. Response plans will be detailed and developed with the essential elements and participants. Types of hazards and risks of all involved with managing the response and the public will be explored.
Prerequisites: Introduction to Homeland Security; Security Challenges

E170 Introduction to Undergraduate Research 20 hours, 2 credits
This course provides a broad overview of information literacy concepts by introducing skills for locating, evaluating, and ethically using a variety of resources for a specific purpose. The course begins with the information cycle and the production of information, followed by the identification of a topic & research question, and the selection, evaluation and integration of sources into an annotated bibliography.
Prerequisite: none

E185 Freshman Seminar 0 credits
This freshman seminar 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 sophomore seminar the quarter in which they finish the Diploma course requirements.

E210 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.

ECO 1000 Principles of Economics 40 hours, 4 credits
This course offers a broad overview of economic theory, history, and development. Philosophies, policies, and terms of market economies will be explored. This course includes microeconomics and macroeconomic concepts.
Prerequisite: none

ECO 203 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 phases of the business cycle. Unemployment, inflation, GDP, and policy decisions which affect the American economy at home and abroad will be covered.
Prerequisite: none

ECO 203 Microeconomics 40 hours, 4 credits
Students will be introduced to the field of microeconomics in this course, including theories of production, determination of prices, and distribution of income in regulated and unregulated industries. Other areas may include industrial relations, monopolies, and comparative economic systems.
Prerequisite: none

ECC 1202 Early Childhood Education Curriculum and Instruction 40 hours, 4 credits
This course promotes the development of young children in the academic, social, and emotional domains. It examines developmentally appropriate methods for writing and assessing behavioral objectives, lesson plans, and activity goals. Various curriculum models will be reviewed. Strategies to enhance parent and family involvement will be emphasized.
Prerequisite: Foundations of Child Development
EEC 1700 Foundations of Child Development 40 hours, 4 credits This course will explore characteristics of children at different ages, children’s developmental needs, and the foundation of early childhood education. Students will learn the fundamentals of developmentally appropriate practice as it relates to child development, individual needs, building self-esteem in children, and using interpersonal skills and communication within the classroom and center. Students will study the function of the family, and the cultural, social, class, and ethnic variations in the family as a social system. Prerequisite: none

EEC 1735 Health, Safety, and Nutrition/CDA Application 40 hours, 4 credits This course examines the role of early childhood professionals working in the field via the policies and procedures governed by the state. Students will learn guidelines for establishing safe environments. They will also learn strategies for implementing health policies, controlling disease, establishing proper nutrition, and responding to children’s special health concerns. Students will carry out a 2-hour observation in the field of education. Prerequisite: Early Childhood Education Curriculum and Instruction

EEC 1860 Knowledge: Externship I 180 hours, 6 credits Under externship supervision, the student will observe and implement developmentally appropriate practices while interacting with children and adults. Prerequisite: none

EEC 1861 Application: Externship II 180 hours, 6 credits Students continue their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership. Prerequisite: Knowledge: Externship I

EEC 1862 Reflection: Externship III 180 hours, 6 credits Students will complete their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership. Prerequisite: Application: Externship II

EEC 1863 Teacher Reflection I: Early Childhood Education as a Profession 60 hours, 6 credits This course is an introduction to the field of early childhood development as a profession and examines historical influences on the field. The identification of early childhood educator’s personal attributes, knowledge, skills, and professional codes of conduct are included. Prerequisite: none

EEC 1864 Teacher Reflection II: Morality and Ethics in Early Childhood Education 60 hours, 6 credits This course will provide an examination of morality and ethics in early childhood development. Topics include childhood ethics, ideals, and principles. Professional values and teaching styles will be explored. Prerequisite: Teacher Reflection I: Early Childhood Education as a Profession

EEC1865 Teacher Reflection III: The Intentional Teacher 60 hours, 6 credits Students will learn about intentionality in teaching and selecting best practices for young children’s learning and development. Both child-guided and adult-guided methods will be examined in the areas of language and literacy, mathematics and scientific inquiry, social skills and understandings, physical movement and visual arts. Prerequisite: Teacher Reflection II: Morality and Ethics in Early Childhood Education

EEC 2213 Language and Literacy Acquisition 40 hours, 4 credits Students will examine how infant, toddler, preschool, and school-aged English language learners acquire language and literacy. They will be exposed to early childhood programs that support children’s home languages, and explore how to create an environment that values English learners. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EEC 2224 Language and Literacy Through Children’s Literature 40 hours, 4 credits This course covers the history, selection, and integration of literature and language in the early childhood education curriculum. Topics include developmentally appropriate children’s literature and the use of books and other media to enhance language and literacy in the early childhood setting. Strategies for enhancing emerging literacy through techniques such as selecting appropriate books for storytelling, reading aloud, puppetry, and flannel-board use will also be emphasized. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EEC 2220 Curriculum and Instruction for English Language Learners 40 hours, 4 credits Students will explore practical strategies in curriculum and instruction for English Language Learners. They will apply principles of developmentally appropriate practice in the context of educating dual language learners. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EEC 2225 Guiding Children’s Behavior 40 hours, 4 credits Students will explore how to use guidance in the early childhood setting, with an emphasis on understanding why young children exhibit certain behaviors and how we can meet the child’s needs effectively and with support. Students will learn how to provide positive guidance to young children with challenging behavior. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EEC 2270 Introduction to English Language Learners 40 hours, 4 credits Students will explore effective ways to adapt English language instruction to teach learners in our increasingly diverse population of young children and families. They will examine a range of communication styles, learning styles, and behaviors that affect English language teaching and learning. They will analyze the development of English language skills in all domains through social and cultural lenses. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EEC 2271 Curriculum and Instruction for Children with Special Needs 40 hours, 4 credits Students will explore how to adapt developmentally appropriate curriculum to support the development of children with special needs. They will learn strategies for effective partnering with other professionals and parents to ensure the best development of a child’s educational goals. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EEC 2277 The Inclusive Classroom 40 hours, 4 credits Students will learn strategies for promoting and supporting an inclusive classroom. They will analyze environmental restrictions and explore ways to support young children who may have special needs in the early childhood setting. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EEC 2329 Parent Education and Support 40 hours, 4 credits Students will investigate how resources are assessed, allocated, and utilized within families. They will explore strategies for helping families manage resources through various problem solving methods. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EEC 2401 Dynamics of the Family 40 hours, 4 credits This course will focus on the dynamics of the family and the family’s influence on the growth and development of children. The history of family systems, child rearing, and parenting styles will be discussed. The course will explore issues that families of today face. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EEC 2403 Advocating for Children with Special Needs 40 hours, 4 credits Students will explore current trends, resources and advocacy on behalf of young children with special needs. They will examine their role in supporting and advocating for young children with special needs and their families. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EEC 2412 Involving Parents of English Language Learners 40 hours, 4 credits Students will explore how to engage and support family involvement for English Language Learners. They will examine methods for improving communication and developing strong relationships with the families of English Language Learners. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EEC 2500 Infant and Toddler Development 40 hours, 4 credits This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. This course will introduce the philosophy and theory behind primary care, continuity of care, and respectful care as it relates to brain and attachment research. Explores ways of creating environments for infant/toddler care which foster optimum social/ emotional, physical, and cognitive development. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EEC 2505 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

EEC 2930 Early Childhood Education Capstone 20 hours, 2 credits Students will integrate the knowledge and skills gained in the early childhood education program. Students will complete a capstone project that integrates knowledge and skills, including curriculum, instruction, and assessment, and other areas relevant to the field. Prerequisite: Early Childhood Education student in last or second-to-last quarter.

EEC 2935 Project for Early Childhood Education 20 hours, 2 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 complete research and select the best application(s) to improve care and education for young children. Prerequisite: none

EEC 2940 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 variables 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

ENC 1101 English Composition 40 hours, 4 credits This course is designed to guide students in their development of the writing process and developing their ability to write and express ideas in an organized, unified, and coherent manner. Students will produce college-level writing that reflects awareness of rhetorical strategies, writing purpose, student voice, and appropriate grammar, punctuation, and usage skills. Through reading, writing, editing, and research, and collaboration, students will learn practice effective writing and apply course concepts. Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

ENC 1121 English Composition 2 40 hours, 4 credits This course builds on students’ understanding of the writing process through an exploration of various writing strategies and research. Students will analyze readings and apply critical reading and writing skills. This course will develop argumentative writing and application of research. Prerequisite: English Composition
ENC 3311 Advanced Composition 40 hours, 4 credits
This advanced writing course is intended to help students further develop and refine their writing, researching, and analytical skills, through the application of these skills to various rhetorical situations. To achieve these goals, students will be expected to develop their ability to present their views in an organized, unified, and coherent manner to diverse audiences. Prerequisite: English Composition

EVR 3410 Human Uses of the Environment 40 hours, 4 credits
This course provides an in-depth exploration of the integrated relationship between human life and the surrounding environment, beginning with a study of the fundamental concepts and principles of ecology. Topics that are interwoven throughout the course include principles of ecology as seen in the structure and function of the ecosystem; pollution of air, soil, and water resources; population explosion and the relationship of people, disease, and food production; and environmental controls necessary for survival. Prerequisite: none

FIN 2000 Film Appreciation 40 hours, 4 credits
Students will study different elements, forms, techniques and styles of film and will learn a critical approach to film and the motion picture industry. Students will critique films and filmmakers through various approaches and assignments that demonstrate analysis, interpretation, and evaluation skills as well as fostering a deeper appreciation and understanding of film as an art form. Prerequisite: none

FIN 1000 Principles of Finance 40 hours, 4 credits
This course is a study of financial institutions, investment techniques, and financial management. Students will examine acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, capital structure. Prerequisite: Financial Accounting I

FIN 1202 Financial Markets and Institutions 40 hours, 4 credits
This course is the standard introduction to the banking profession, financial markets, and financial institutions. It touches on nearly every aspect of financial services, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry. Prerequisite: none

GEO 1000 Human Geography 40 hours, 4 credits
This course will introduce students to the systematic study of patterns and processes that have shaped human understanding, use, and alteration of the Earth’s surface. Students will employ spatial concepts and landscape analysis to examine human social organization and its environmental consequences. Prerequisite: none

GEB 1011 Introduction to Business 40 hours, 4 credits
This course is a study of the characteristics and functions of business in a free enterprise environment. It also covers the effects of these skills to vary the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, analysis and any other activities related to general ownership and operation. Prerequisite: none

GEB 1014 Project Planning and Documentation 40 hours, 4 credits
This course encompasses timelines, deadlines, team-building, communication issues and problem solving. The course is set with pre-defined scenarios to assist with the definition of project roles and phases. The students work through related issues and produce a resolution in a well-written format. Prerequisite: none

GEB 2444 Internet Business Models and E-Commerce 40 hours, 4 credits
This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of E-Commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of E-Business. Prerequisite: none

GEB 2930 Business Capstone 20 hours, 2 credits
This course is designed to allow students to integrate the knowledge and skills gained in the Business Management Associate’s degree program. Through a capstone project that demonstrates understanding and supervised field experience, students will synthesize and demonstrate their understanding of core business concepts via the completion of a Capstone Project. Prerequisite: Intended of last quarter of student’s program

GEB 3020 Advanced Principles of Financial Management 40 hours, 4 credits
This course provides an introduction to advanced concepts and methods of financial management for organizations. Topics include an analysis of corporate finance, asset pricing, leverage, risk and return, short- and long-term investment decisions, business financial planning, working capital management, capital structure, multinational finance, as well as other topics. Prerequisite: Financial Accounting II

GEB 3051 The Business of Digital Media 40 hours, 4 credits
This course provides an overview for preparing students for multiple levels of project completion across the broad spectrum of digital media such as: concept development, project management, and content delivery. Important workforce assets of individual drive and assessment, success within creative teams, management of timelines and deadlines, and effective leadership are explored as they pertain to the multimedia development pipeline. Prerequisite: Introduction to Business

GEB 3110 Research and Report Writing 40 hours, 4 credits
Students will learn research and report writing for academic settings. Topics will include qualitative and quantitative research methodology, literature reviews, information literacy, and academic report writing. Prerequisite: English Composition or Professional Communication

GEB 4220 Managing a Diverse Workforce 40 hours, 4 credits
This seminar course examines diversity from a personal, group, organizational, national, and global perspective. Students will explore stereotypes of individuals within organizations, and they will study how these stereotypes affect people within the workplace. Students will also examine issues in conducting business and managing people within a global setting. Prerequisite: none

GEB 4310 Statistics for Business 40 hours, 4 credits
In this course, students will develop basic statistical literacy along with the ability to analyze and evaluate real-life business problems using statistical methods. Students will learn to organize and present quantitative data by means of graphical and numerical methods. Topics include descriptive statistics, basic probability theory, discrete and continuous probability distributions, sampling distributions, estimation, hypothesis testing, analysis of variance, and simple linear regression. Prerequisite: none

GEB 4410 Advanced Principles of Marketing 40 hours, 4 credits
This course examines developing, designing, and implementing marketing programs, processes and activities. Key areas of focus include capturing market insights, brand building strategies, market segmentation, and delivering and communicating value. This course includes educational resources from Harvard Business Publishing. Prerequisite: Principles of Marketing

GEB 4505 Organizational Development 40 hours, 4 credits
This course is built upon the theories introduced in Organizational Behavior Analysis. In this course, students examine how qualitative approaches, quantitative approaches, and process-based approaches to organizational development through the stories of professionals involved in organizational change. Students will critically examine the design, management, and control of organizational development programs. This course includes educational resources from Harvard Business Publishing. Prerequisite: none

GEB 4520 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

GEO 3204 Physical Geography 40 hours, 4 credits
This course presents a study of the development and distribution of landforms, climates, minerals, soils and water resources. Interrelationships between the physical environment and regional patterns formed by these elements are analyzed against man’s utilization of them. Prerequisite: none

GEO 3372 Conservation of Resources 40 hours, 4 credits
The purpose of this course is to provide students with important principles of environmental resource management. Emphasis will be on local, national, and global environment problems and possible solutions to these problems. Prerequisite: none

GLY 1000 Introduction to Geology 40 hours, 3 credits
Examines basic geologic principles from a physical or historical perspective. Includes such topics as the formation of rocks and minerals; internal and external processes modifying the earth’s surface and phenomena; and the evolutionary history of the earth, including its life forms, oceans and atmosphere. Prerequisite: none

GRA 1121C 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

GRA 1206C Typography 40 hours, 3 credits
This course focuses on the fundamentals of typography and introduces the students to aspects of the type for display and 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

GRA 1722C 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

GRA 1741C 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 also is explored. This course will provide training in a variety of industry-accepted Adobe design software. Prerequisite: Introduction to Computer Graphics

HIM 1110 Anatomy and Pharmacology for Coders 30 hours, 3 credits
This course provides an in-depth exploration of human anatomy and physiology as well as pharmacology to prepare students for coding. This course also provides a systematic approach to hospital inpatient and ambulatory care coding, emphasizing specific and correct coding procedures and techniques. Topics covered include: study of human cells and tissues; the integumentary, musculoskeletal, nervous, respiratory, genitourinary, circulatory, digestive, reproductive, sensory, cardiovascular, lymphatic, immune, and endocrine systems of the body; most commonly prescribed drugs; and laboratory tests. The student will learn to abstract key information from the health record to assist in improving physician documentation and to ensure all valid and accurate coding. Students will complete laboratory exercises coordinated with course content. Prerequisites: Structure and Function of the Human Body; Medical Terminology
HIM 1125 ICD-9 Coding
40 hours, 4 credits
This course provides in-depth study of the International Classification of Diseases-Clinical Modification (ICD-9-CM) using sample exercises and medical records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover diagnostic coding of all body systems. Use of coding and grouper software will be introduced as well as the use of registries and indices.
Prerequisite: Anatomy and Pharmacology for Coders; Pathophysiology

HIM 1126 ICD-9-CM Coding
40 hours, 4 credits
This course provides in-depth study of the International Classification of Diseases-Clinical Modification (ICD-9-CM) using sample exercises and medical records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover diagnostic coding of all body systems. Use of coding and grouper software will be introduced as well as the use of registries and indices.
Prerequisite: ICD-9 Coding

HIM 1127 ICD-9-CM Coding
40 hours, 4 credits
This course provides an in-depth study of the International Classification of Diseases (ICD-9-CM) using sample exercises and medical records to develop skill and accuracy in coding in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems.
Prerequisite: Medical Terminology

HIM 1222 Basic ICD-9-CM Coding
40 hours, 4 credits
This course is a continuation of Basic ICD-9-CM Coding with developmental practice to increase proficiency in coding with ICD-9-CM using patient records. Students will apply official coding guidelines and knowledge of commonly accepted payment methodologies to medical record coding. Use of coding and grouper software will be introduced as well as the use of registries and indices.
Prerequisite: Basic ICD-9-CM Coding

HIM 1258C Intermediate ICD-9-CM Coding
40 hours, 3 credits
The emphasis in this course is medical coding in an ambulatory care setting. Students will develop an understanding of ICD-9-CM coding with an emphasis on CPT. Prerequisite: ICD-PCS Coding or ICD Coding

HIM 1311 ICD Coding
30 hours, 3 credits
This course provides a thorough overview of the International Classification of Diseases (ICD) using sample exercises and medical records to develop skill and accuracy in coding in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems.
Prerequisite: Medical Terminology

HIM 2000 Introduction to Health Information Management
40 hours, 4 credits
This course introduces the student to the history of the profession of the health information technician and the management of health information. Students learn about the organization of healthcare facilities, the members of the healthcare team who contribute to and use health information, and trends in the management of healthcare records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information.
Prerequisite: none

HIM 2272 Medical Insurance and Billing
40 hours, 4 credits
This course introduces an introduction to common 3rd party payers, insurance terminology, and medical billing. They will learn skills including claim forms preparation and processing, and electronic claim submission, and will review introductory medical coding. They will also examine plan options, payer requirements, state and federal regulations, and abstracting of source documents.
Prerequisite: Medical Terminology

HIM 2304 Management of Health Information Services
40 hours, 4 credits
This course studies the management, supervision, and human resource principles with application to health information service departments in various healthcare settings. Students will learn how to measure and manage productivity of HIM staff and explore the HIM management role in relation to other hospital departments.
Pre or Co-requisite: Introduction to Health Information Management

HIM 2410 Health Information Law and Ethics
40 hours, 4 credits
This course provides an overview of the legal issues and ethics in the health information service departments in various healthcare settings. Students will learn skills in the development of security guidelines appropriate to the coding situation and will cover coding of all body systems.
Prerequisite: ICD-9 Coding

HIM 2510 Quality Analysis and Management
40 hours, 4 credits
This course covers quality improvement methodologies used in acute and long-term care facilities as well as 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

HIM 2652 Health Informatics
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 implementation, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines.
Prerequisite: Introduction to Health Information Management; Computer Applications and Business Systems Concepts

HIM 2940 Medical Coding Practicum
30 hours, 1 credit
This course will expose students to 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

HIM 2941 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 and other hospital departments. The practicum allows students to learn skills including coding in a health information technician in a simulated healthcare work setting, and is essential to training and certification.
Prerequisites: Quality Analysis and Management; Health Information Technologies; Health Information Law and Ethics

HIM 3001 Information and Communication Technologies
40 hours, 4 credits
This course is an exploration of the technologies available to manage all aspects of health information and communication, including hardware and software to ensure data collection, storage, analysis and reporting of information. Students will explore the development of networks, including intranet and internet applications to facilitate the electronic health record. Interpretation of the derivation and use of standards to achieve interoperability of healthcare information systems will be explored.
Prerequisite: Program Admission

HIM 3105 Health Information Management Systems
40 hours, 4 credits
A study of the various clinical, administrative, and specialty service applications used in healthcare organizations are emphasized. This course applies information systems development concepts and interprets the systems development life cycle. Existing and emerging healthcare information systems applications will also be explored.
Prerequisite: Program Admission

HIM 3022 Data, Information, and File Structures
60 hours, 4 credits
A lab-based environment to apply knowledge of database architecture and design such as data dictionaries, data modeling, 120-hour warehouse, or database languages to meet organizational needs. Database management systems, data administration, and data definitions will be explored, and students will use data storage and retrieval techniques such as query tools, data mining, report design, and search engines.
Prerequisite: Program Admission

HIM 3304 Financial Management of Health Information Services
40 hours, 4 credits
An exploration of healthcare finance principles required to manage a health information department or project. Accounting, cost accounting, budgeting, financial reports, financial management, cost benefit analysis, capital, and cost containment techniques are introduced.
Prerequisite: Program Admission

HIM 3312 Project Management
40 hours, 4 credits
An exploration of the application of general principles of project management in the administration of health information services. Students will learn to implement process engineering and project management techniques to ensure efficient workflow and appropriate outcomes.
Prerequisite: Program Admission

HIM 3522 Electronic Health Record Application
70 hours, 4 credits
A lab-based course focusing on the use and application of electronic health records. Projects will be completed to simulate real-world activities that occur in the health information department and healthcare facility that will require critical thinking and problem solving.
Prerequisite: Program Admission

HIM 3644 Reimbursement Methodologies
40 hours, 4 credits
A study on managing the usual usage of data required in prospective payment systems and other reimbursement systems in healthcare. Topics will include compliance strategies and reporting, chargemaster, CPT/HCPCS, EHRs, and the National Correct Coding Initiative. Students will explore payment systems such as PPS, DRGs, APCs, RBRVS, and RUGs.
Prerequisite: Program Admission

HIM 4003 Electronic Data Security
40 hours, 4 credits
A study of data protection methods and monitoring including physical, technical, and managerial safeguards. Risk assessment, audit and control programs, contingency planning, data destruction, data recovery is included. Internet, web-based, and e-Health security is explored. Students will learn to enforce confidentiality and security measures to protect electronic health information and protect data integrity and validity.
Prerequisite: Program Admission

HIM 4115 Applied Research in Health Information Management
40 hours, 4 credits
Students will complete a research project specific to HIM and will present their research to classmates and instructors using a web-based environment. Data analysis and presentation techniques will be used. Topics explored will include hospital and system analysis, software selection, and evaluation processes and policies, research design and methods, knowledge-based research techniques, research protocol development, and national guidelines regarding human subject’s research.
Prerequisite: Healthcare Statistics

HIM 4276 Health Information Management Professional Practice Experience
120 hours, 4 credits
A practicum experience that focuses on the management of an HIM Department. This field experience will take place in a hospital or medical center setting supervised by an HIM Director. The experience will include operational and managerial experience and an administrative project that will benefit the clinical site. The instructor will work with the student to identify facilities that are available in the student’s area of interest and will establish an agreement with the facility if one does not exist.
Prerequisite: Must be completed in the student’s final quarter

HIM 4354 Strategic Planning and Development
40 hours, 4 credits
An exploration of the principles of developing strategic and operational information systems in large-scale, web-based systems and how to assess organization-wide information needs. Students will demonstrate and apply principles of organizational behavior to facilitate team building, negotiation, and change management. Strategic leadership, entrepreneurship, and benchmarking will be explored.
Prerequisite: Management of Health Information Services

HIM 4360 Health Data Management
20 hours, 2 credits
This course addresses the fundamental concepts of managing health records both manually and electronically in today’s healthcare facilities. This course introduces students to the practice of health information management, focusing on the content and structure of patient-identifiable data and information. The course covers information systems related to paper-based record systems, including clinical documentation issues, medical record processing as a tool for documentation, forms design, storage and retrieval systems, and chart tracking. Secondary records such as indexes, registers, registries are covered in this course, along with an exploration of data structures, data capture, healthcare information infrastructure and documentation requirements. In this course, students analyze healthcare datasets, such as AHEAD, USDOH, OASIS including the history, purpose, and uses of each.
Prerequisite: Program Admission
HIM 4537 Health Information Management
Alternative 30 hours, 3 credits
This course is a 30-hour practical experience that will focus on a non-hospital environment of the student’s choice. This experience is designed to assist students in exploring the diversity of the health information profession. The experience will include health information-related shadowing, observation, and/or performance of tasks and must be approved by the instructor. The instructor will work with the student to identify facilities that are available in the student’s area of interest and will establish an agreement with the facility if one does not exist.
Prerequisite: Must be completed in the student’s final quarter
HSA 1050 Customer Service in Healthcare
10 hours, 1 credit
This will prepare students to deliver outstanding customer service in a healthcare setting by providing them with an understanding of the factors that influence the perceptions of external and internal customers. Topics covered in this course include; the psychology of patients, customer service in a diverse world, listening skills and effective communication techniques.
Prerequisite: none
HSA 2010 Marketing and Communication in Healthcare
40 hours, 4 credits
This course is an introduction to marketing concepts and how they are applied in the healthcare industry. Topics include consumer buying behavior, market segmentation, market research techniques, pricing concepts, marketing channels, and promotional strategies and techniques. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none
HSA 2117 US Healthcare Systems
40 hours, 4 credits
This course provides an overview of the United States healthcare system. The history of the evolution of the healthcare will be explored, along with the role of local, state, and federal government in healthcare policy, and an introduction to a variety of provider models and service delivery systems found in both private and public healthcare facilities will be covered, including different types of healthcare facilities. The influence of reimbursement methodologies and finance on healthcare delivery will be explored.
Prerequisite: none
HSA 2537 Electronic Health Records and Medical Office Procedures
40 hours, 4 credits
This course is designed to provide students with an understanding of the administrative duties performed in the medical office. Concepts covered include: preparing, filing and maintaining medical records; knowledge of the various types of health insurance coverage, coding and reimbursement; confidentiality and guidelines for releasing health information; and effective oral and written communication skills.
Prerequisite: Medical Terminology
HSA 3109 Foundations of Managed Care
40 hours, 4 credits
In this course, students will analyze controversial issues surrounding the managed-care delivery system, focusing on theory and the foundational concepts of managed care.
Prerequisite: Introduction to Healthcare Administration
HSA 3110 Introduction to Healthcare Administration
40 hours, 4 credits
This course provides an exploration of the administrative principles and practices within healthcare organizations. Emphasis is placed on organization, structure, and operation of healthcare facilities. Management principles will be applied to case studies of healthcare industry scenarios.
Prerequisites: US Healthcare Systems; Principles of Management; Introduction to Human Resource Management; Electronic Health Records and Medical Office Procedures
HSA 3170 Financial Management of Healthcare Organizations
40 hours, 4 credits
This course focuses on healthcare finances, assets, cost concepts, capital budgeting, and general principles of accounting applied in the healthcare environment. Students will discuss the development and management of department budgets, and the common sources of healthcare revenues and expenses.
Prerequisites: Introduction to Healthcare Administration; Financial Accounting II
HSA 3383 Quality Improvement in Healthcare
40 hours, 4 credits
This course examines methods for assuring quality in healthcare and the statistical applications of measuring outcomes. There will be an emphasis on performance improvement and the relationship between healthcare quality, organizational performance, and the role of governing and Accrediting bodies in healthcare organizations. Common methods and trends in quality improvement will be explored.
Prerequisite: Introduction to Healthcare Administration or Health Information Management
HSA 3422 Regulation and Compliance in Healthcare
40 hours, 4 credits
This course is an exploration of the many entities that regulate healthcare delivery, from local, state, and federal government to the accreditation agencies of healthcare organizations. Issues and methods for compliance with the many laws and regulations are examined. The course provides an overview of the impact of regulatory agencies on the operation of healthcare facilities. Corporate ethics and responsibilities and the operation of healthcare as a business is explored. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Introduction to Healthcare Administration or Introduction to Health Information Management
HSA 3751 Healthcare Statistics
40 hours, 4 credits
Students will discuss and apply the common terms, formulas, and computations used in healthcare statistics through effective data collection, interpretation of information, and the display of data.
Prerequisites: Introduction to Healthcare Administration or Introduction to Health Information Management;
HSA 4110 Healthcare Operations Management
40 hours, 4 credits
In this course students examine the operations function of managing people, information technology, materials, facilities in the healthcare industry.
Prerequisites: Principles of Management; Introduction to Healthcare Administration
HSA 4124 International Healthcare
40 hours, 4 credits
In this course, students will compare and contrast foreign healthcare systems and facilities, focusing on cultural, geographic, environmental, economic and political factors.
Prerequisite: Introduction to Healthcare Administration
HSA 4150 Healthcare Planning and Management
40 hours, 4 credits
This course provides a study of current healthcare-policy issues affecting the U.S. healthcare system and the policies that drive policy and planning of healthcare delivery. The influence of participants outside the healthcare industry and the various levels of government involved in policymaking will be examined. Economic theory, trends, and the future of healthcare will be explored.
Prerequisite: Introduction to Healthcare Administration
HSA 4191 Healthcare Information Systems
40 hours, 4 credits
The Healthcare Information Systems course focuses on how healthcare institutions can use technology and information processes and solutions to assist in the diagnosis of diseases and the documentation of patient records and other data. It also addresses the strategies and techniques healthcare business professionals can use to help increase the quality of healthcare services and the efficiency with which the services are delivered.
Prerequisites: Computer Applications and Business Systems Concepts; Introduction to Healthcare Administration
HSA 4210 Advanced Healthcare Law and Ethics
40 hours, 4 credits
This course examines ethical theories and the principles of bioethics. Students will analyze these theories and principles and apply them to ethical problems in the health-care field. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Medical Law and Ethics or Health Information Law and Ethics
HSA 4922 Healthcare Management Capstone
30 hours, 3 credits
This online course is designed to allow students to integrate the knowledge and skills gained in the Healthcare Management BS program. Through case analysis, class discussion, and a research project, students will synthesize and demonstrate their understanding of core healthcare management concepts via completion of a Capstone project approved by the instructor. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Students must be enrolled in the Healthcare Management Bachelor’s Degree program and in their last or second-to-last quarter
HSC 1410 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. Alike words will be studied and practiced and a medical terminology review will be mandatory.
Prerequisite: none
HSC 1531 Medical Terminology
40 hours, 4 credits
This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomic roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation.
Prerequisite: none
HSC 2641 Medical Law and Ethics
40 hours, 4 credits
A study of the United States legal system and court process with emphasis on legal and ethical issues within the healthcare environment. Fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics will be covered. The course will include a project that is specific to the student’s program of study.
Prerequisite: none
HSC 4500 Epidemiology
40 hours, 4 credits
This course examines the patterns and causes of disease in populations, how diseases are documented, and how to analyze the data to understand disease causes.
Prerequisite: none
HUM 2023 Humanities
40 hours, 4 credits
This course investigates human creative achievement. It is designed to increase the student’s understanding and appreciation of cultural literacy and the pursuit of humanitarian goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.
Prerequisite: none
HUS 1001 Introduction to Human Services
40 hours, 4 credits
Introduction to Human Services exposes the student to the many facets of human services work. Topics to be explored include programs, policies, history, politics, and how current economics shape programs. Human service intervention strategies utilized in daily practice are examined along with stresses faced in the workplace. Comparisons of human services systems from a variety of cultures will also be examined.
Prerequisite: none
HUS 1320 Introductory Strategies to Crisis Intervention
40 hours, 4 credits
This course sets the foundation for students to develop the morals, ethics, and attitude necessary to strategically help those in crisis situations. The values and ethics intrinsic to the human services profession will be explored, as well as developing interpersonal communication skills. Students will explore how human services professionals function as change agents and must therefore attain and develop a core of intervention knowledge, theory, and skills to effectively deal with people in crisis. The ability to create genuine and empathetic relationships with others is central to those entering the human services field. Intervention strategies are also explored.
Prerequisite: Introduction to Human Services
HUS 1551 Cultural Diversity in Human Services
40 hours, 4 credits
This course will examine diversity in many communities and the cross-cultural service delivery available in those communities. Specific client populations will be explored, with an understanding of what cultural, physical, and mental diversity is and why it is important. Special attention will be paid to working with people of both mental and physical disabilities. Those disabilities include, but are not limited to, mental retardation, autism, and Asperger’s Syndrome.
Prerequisite: Introduction to Human Services

RASMUSSEN COLLEGE KANSAS
In ISM 2202C Business Intelligence Reporting 40 hours, 4 credits

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

Prerequisite: General Psychology

HUS 2540 Community Psychology 40 hours, 4 credits

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

Prerequisite: General Psychology

HUS 2712 Organization and Leadership in Human Services 40 hours, 4 credits

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

Prerequisites: Case Management: Strategies for Rehabilitation; Counseling Clients

HUS 2357 Internship for Human Services 250 hours, 9 credits

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

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

Co-requisite: Sophomore Seminar

HUS 2955 Human Services Capstone 50 hours, 5 credits

This course will provide students with an opportunity to integrate learning, skills, and knowledge from the Human Services program in the form of a Capstone Project. Contemporary issues and future trends will also be analyzed.

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

ISM 2202C Business Intelligence Reporting 40 hours, 3 credits

The goal of this course is to allow students to understand what business intelligence is and how it affects the success or failure of organizations. In particular, this course will focus on business intelligence using industry-standard reporting tools as the basis for deriving this information.

Prerequisite: SQL Server Administration

ISM 2211 Managing Information Security 30 hours, 3 credits

Information security is not only an IT, but a management issue. Therefore, this course introduces students to a detailed examination of the systems-wide perspective of information security. They begin with the strategic planning process for security, which includes an examination of the policies, protocols, and staffing and functions necessary to organize and administrate ongoing security functions in an organization. Course subjects include security practices, security architecture and models, continuity planning and disaster recovery planning.

Prerequisite: Network Security

ISM 3015 Management of Information Systems 40 hours, 4 credits

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

Prerequisites: none

ISM 3812 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 apport project management principles to 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

LBS 2030 Training and Development 40 hours, 4 credits

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

Prerequisite: Introduction to Human Resource Management

LDR 2439 Introduction to Organizational Leadership 40 hours 4 credits

This course provides students with an opportunity to learn the fundamental 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

LIT 2000 Introduction to Literature 40 hours, 4 credits

This course offers an introduction to the most common literary genres: Fiction, poetry, drama, and literary non-fiction. Students will study the basic elements of each genre, learn how to compare genres, become familiar with sample texts that illustrate the particularities of each genre, and practice the skills of analyzing and writing about literary texts. Reading and analysis of texts will include a variety of literary forms and periods. Students will engage in approaches to determining literary meaning, form, and value.

Prerequisite: none (English Composition recommended)

LIT 3191 Contemporary World Literature: 1900 to Present 40 hours, 4 credits

This course explores how authors from around the world have engaged with important themes and historical events throughout the twentieth century. In studying these texts, students will examine the interplay of fiction and history, the variables of literary style, and the qualities that link as well as distinguish works from different cultures. Students will respond to texts critically in discussion and essays, as well as research critical evaluations of literary topics, authors, etc.

Prerequisite: English Composition

MAD 3060 Algorithm Analysis 40 hours, 4 credits

This course provides a detailed exploration of algorithm design and analysis, including greedy algorithms, divide and conquer, dynamic programming, and backtracking. Students will gain experience with searching and sorting techniques in practical applications. The course will emphasize the verification and analysis of time space complexity within a software design framework.

Prerequisites: Programming II; Probability and Statistics

MAC 1106 Advanced Algebra 50 hours, 5 credits

Students will learn about topics including function transformations, 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, graph quadratic equations, and develop higher-order polynomial equations. This course will review algebraic techniques as well as polynomials, factoring, exponents, roots, and radicals.

Prerequisite: SAT Satisfactory score on placement exam

MAC 1200 Precalculus 40 hours, 3 credits

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

MAC 2100 Calculus I 40 hours, 4 credits

This course introduces students into a deeper exploration of functions within the framework of the Fundamental Theorem of Calculus. Topics including limits, derivatives, and methods of integration will be discussed. Students will cover numeric, graphical, and symbolic approaches to problem-solving for real-world scenarios. Technology including graphing calculators and computer applications will be used to solve problems and properly interpret results.

Prerequisite: Precalculus

MAC 2200 Calculus II 40 hours, 4 credits

In this course, the organization 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

MAD 3133 Introduction to Discrete Mathematics 40 hours, 4 credits

This course provides the basis for proper mathematical reasoning in a computer science framework. Topics students will explore include fundamental and predicate logic, proof strategies and inductive reasoning, sets, functions, elementary counting techniques, and graphs.

Prerequisites: Calculus I; Discrete Structures for Computer Science

MAN 3133 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.

Prerequisite: Introduction to Discrete Mathematics; Calculus II

MAN 1300 Introduction to Business 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 building and maintaining a stable, motivated organization, the policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guidelines. This course includes educational resources from Harvard Business Publishing.

Prerequisite: none

MAN 2022 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

MAN 2062 Business Ethics 40 hours, 4 credits

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

Prerequisite: none

MAN 3175 Applied Management Principles 40 hours, 4 credits

This course will review foundational management skills and insights derived from the study of management practices. Through theory, self-analysis, and analysis of others, this course provides students with the knowledge, skills, and attitudes needed to become an effective manager. Specific topics covered include managing stress; solving problems; coaching, influencing, and motivating others; team-building; and leading change.

Prerequisite: none

MAN 3040 Principles of Management II 40 hours, 4 credits

This course will present an examination of the management of employees and organization. Specific topics covered include managing stress; solving problems; coaching, influencing, and motivating others; team-building; and leading change.

Prerequisite: Principles of Management
MAN 3175 Applied Management Principles 40 hours, 4 credits
This course will review foundational management skills and insights derived from the study of management practices. Through theory, self-analysis, and analysis of others, this course provides students with the knowledge, skills, and attitudes needed to become an effective manager. Specific areas covered include managing stress; solving problems; coaching, influencing, and motivating others; team-building; and leading change.
Prerequisite: none
MAN 3210 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
MAN 3504 Operations Management 40 hours, 4 credits
In this course students examine the operations function of managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered will include designing and managing operations; purchasing raw materials; controlling and maintaining inventories; and producing goods or services that meet customers’ expectations. Quantitative modeling will be used for solving business problems.
Prerequisite: none
MAN 4143 Contemporary Leadership Challenges 40 hours, 4 credits
This seminar course examines current issues within the management field. This course is highly interactive in that students and faculty are actively engaged in researching, presenting, and discussing course materials. In addition to gaining in-depth exposure to a current key topic in the field, students learn to become active and effective members of a professional learning community.
Prerequisite: none
MAN 4240 Organizational Behavior Analysis 40 hours, 4 credits
This course is designed to explore human behavior in work settings from an interdisciplinary perspective. The following topics will be studied and analyzed from a management perspective: organizational structure, leadership, power and control, management, individual and group dynamics, motivation, morale, and communication.
Prerequisite: none
MAN 4441 Negotiation and Conflict Management 40 hours, 4 credits
This course will focus on negotiation and conflict management in business and other organizational settings. The emphasis is on gaining an understanding of the negotiation process and developing effective negotiation and conflict management skills.
Prerequisite: Organizational Behavior Analysis
MAN 4602 International Business 40 hours, 4 credits
This course provides management students with an introduction to international economic, political, cultural and business environments. Students will develop a basic understanding and appreciation of the myriad factors involved in managing people within a global workforce.
Prerequisite: none
MAN 4720 Strategic Management 40 hours, 4 credits
This course is designed to integrate prior business courses through study, discussion, and creation of strategic management plans. Students will evaluate the key functions of organizations and integration of these functions to understand the best practices used to achieve competitive advantages. Topics will include strategic formulation, implementation, and evaluation.
Prerequisite: Introduction to Business
MAN 4900 Management Capstone 30 hours, 3 credits
This course explores the concepts of conditional probability, random variables, expectation 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 real-world applications.
Prerequisite: Introduction to Discrete Mathematics
MAR 2011 Principles of Marketing 40 hours, 4 credits
This course serves as an introduction to the marketing concept, integrating seven key marketing perspectives. Topics include consumer buying behavior, business-to-business marketing and organizational buying behavior, market research techniques, fundamental pricing concepts, marketing channels and logistics, integrated marketing communications, and marketing’s role in electronic commerce.
Prerequisite: none
MAR 2374 Online Multimedia Marketing 40 hours, 4 credits
This course explores emerging and innovative business and marketing technologies and techniques such as websites 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.
Prerequisites: Internet Business Models and E-Commerce
MAR 2873 Public Relations and Advertising Strategies 40 hours 4 credits
Students examine the similarities and differences between public relations, advertising and promotional marketing and how to differentiate between a target audience and a target market. Marketing interactions with associated stakeholders, including current and new customers; shareholders; the media; financial and industry analysts will be explored. Other parts of the enterprise, such as senior management and marketing, finance, and human resources departments are studied.
Principles: Principles of Marketing
MAT 1031 College Algebra 40 hours, 4 credits
This course provides students with the skills to achieve mastery of algebraic terminology and applications including, but not limited to, real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score
MAT 1402 General Education Mathematics 40 Hours, 4 credits
This course introduces students to topics from modern mathematics that are relevant to everyday life and not typically covered in the standard college math sequence. Students will be exposed to a variety of mathematical tools from diverse branches of mathematics. They will utilize these tools to solve interesting real-world problems. Topics may include, but are not limited to, game theory, graph theory, the mathematics of growth, applications of geometry, probability, and statistics.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score
MEA 1102 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
MEA 1206 Clinical Skills I 60 hours, 4 credits
In this course students will begin their study of the essential and basic core of front-office medical-assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including communication and technology, patient centered care, safety and emergency, patient history and encounters, medical documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. They will follow a step-by-step approach to all skill development and performance objectives.
Prerequisites: Introduction to Medical Assisting; Medical Terminology Pre or Co-requisite: Structure and Function of the Human Body
MEA 1207 Clinical Skills II 60 hours, 4 credits
Students will continue their study of the essential and basic core of back-office medical-assisting skills. They will master knowledge and skills including patient examination and assessment, performing electrocardiography, performing venipuncture, performing medication administration, minor surgical procedures, procedures for medical laboratories, first aid and CPR, and behaviors influencing health. They will also learn basic steps for finding employment and advancing in their careers. Students will follow applied-learning approaches to all skill development and performance objectives.
Prerequisites: Laboratory Skills for Medical Assisting; Pathophysiology
MEA 1243 Pharmacology for the Allied Health Professional 40 hours, 4 credits
This course is designed for a variety of allied health programs requiring an understanding of pharmacology. It attempts to present a basic rationale for understanding current drug therapy. This course presents drugs according to their therapeutic applications. Pertinent physiology and related diseases are reviewed before the pharmacology of the drug is discussed. The approach by body system in this course serves to provide the necessary background information and to refresh the student’s memory of previously learned material through which the therapeutic action of the drugs can be clearly understood.
Prerequisites: Medical Terminology; Human Anatomy and Physiology I, or Structure and Function of the Human Body
MEA 2003 Pathophysiology 50 Hours, 5 credits
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems.
Prerequisite: Human Anatomy and Physiology I or Structure and Function of the Human Body
MEA 2267 Laboratory Skills for Medical Assisting 40 hours, 4 credits
In this course students will study medical laboratory procedures and techniques that are significant to medical and laboratory assistants and other healthcare professionals. They will learn about laboratory equipment and safety, and issues of patient confidentiality. They will learn to collect and examine samples and perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing.
Prerequisite: Medical Assisting I
MEA 2804 Medical Assistant Externship 240 hours, 8 credits
In conjunction with a Medical Assisting Capstone, students will complete 240 hours of a Medical Assisting training experience in a physician’s office/clinic or medical center. While on the clinical site, the extern will perform medical-assisting job duties in both the front-office administrative and the back-office clinical areas, in order to develop on-the-job learning skills. Under no circumstances will the student extern complete more than 20 hours of work per week.
Prerequisites: Completed series of Hepatitis B immunizations; Completion of a 2-Step Mantoux screening test within 6 months of starting externship; Completion of a background check; Previous experience or verification of immunity required by program and site; Successful completion of background check (clear background check obtained); Attendance at Rasmussen College Externship meeting held by Program Coordinator; Attendance at externship site orientation (if required by site); Successful completion of all Medical Assisting core courses except Career Development and Seminar courses; Approval of Medical Assisting Program Coordinator.
MEA 2805 Medical Assisting Capstone 20 hours, 2 credits
In conjunction with the Medical Assisting MEA 2804, students will complete an online Medical Assisting Capstone course. In this course, students will learn job-search techniques and skills for entry-level medical assistants as well as share and learn from their externship experiences with the class. Students will also attempt 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
MMC 3209 Realities of Crime and Justice 40 hours, 4 credits
In this course, students will analyze and critique media portrayals of crime and justice. Public perceptions of crime and realities of crime are evaluated. The mass media and "spectacular" cases are used to exemplify the media's influence on crime and justice. Prerequisite: Ethics in Criminal Justice

MMC 3407 Visual Communication in the Media 40 hours, 4 credits
This course examines how people understand their world through visual images. Students will examine how people visually gather, process, and interpret information presented through media sources. Prerequisite: none

MNA 1161 Customer Service 40 hours, 4 credits
This course covers the basic concepts of essential communication skills needed in business to interact/work effectively with individuals and/or groups. Special areas of emphasis include solving problems, developing a customer service strategy, coping with challenging customers, increasing customer retention and surveying customer satisfaction. Prerequisite: none

MTB 1381 Math for Game and Simulation Production I 40 hours, 4 credits
This course has been designed to teach concepts in linear algebra. The course covers linear equations and matrices, and how these can be applied in various situations. In addition, topics will include determinants, vectors in the plane, and how to calculate cross determinants. Prerequisite: College Algebra

MTB 2381 Math for Game and Simulation Production II 40 hours, 4 credits
This course builds on topics introduced in Math for Game and Simulation Production I. These topics include graphing and solving equations: polynomial, rational, logarithmic, and exponential functions; analytic geometry; and determining equations from the shape of a graph. Prerequisite: Math for Game and Simulation Production I

MTS 2005 Introduction to Medical Transcription 40 hours, 4 credits
An introduction to the profession of medical transcription and medical editing. Topics covered will be the medical transcription process and the skills needed as well as technology and equipment used, work scenarios and work stations, employer expectations, salary methods, the job search, and professional associations. The student will explore the lifecycle of the patient record and how electronic health records impact the profession. Speech recognition and other technology will be presented along with resources that a medical transcriptionist will need to use on the job. Prerequisite: Medical Terminology Pre or Co-requisite: Medical Writing, Style and Grammar

OST 1100C 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 wares with 5 or fewer errors is the course goal. Prerequisite: none

OST 1611 Medical Transcription I 80 hours, 4 credits
The student will transcribe medical reports of medical specialties from CD-ROM, edit medical reports generated by speech recognition from various specialties, and apply knowledge of medical terminology, anatomy, and physiology to the transcription and editing process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms, as well as proper report format. Prerequisites: Medical Writing, Style, and Grammar; Introduction to Medical Transcription; Medical Terminology; Keyboarding I

OST 1764C 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. Prerequisites: Computer Applications and Business Systems Concepts

OST 2240 Medical Transcription 60 hours, 3 credits
The student will transcribe medical reports of medical specialties from CD-ROM, edit medical reports generated by speech recognition from various specialties, and apply knowledge of medical terminology, anatomy, and physiology to the transcription and editing process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms, as well as proper report format. Prerequisites: Introduction to Medical Transcription; Medical Terminology; Keyboarding I

OST 2465 Medical Administration Capstone 10 hours, 1 credit
This capstone class is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administrative, and medical office management skills. Prerequisite: Medical Administration student in last or second-to-last quarter

PHA 1500 Structure and Function of the Human Body 40 hours, 4 credits
This course provides a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems. Prerequisite: none

PHI 2103 Introduction to Critical Thinking 40 hours, 4 credits
A study of the rules of valid judging and reasoning, both inductive and deductive, in a traditional, language-centered context rather than a symbolic context. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements. Logical analysis is applied to concrete problems dealing with our knowledge of reality. Prerequisite: English Composition

PLA 1013 Introduction to Law and the Legal System 40 hours, 4 credits
Students will examine the American legal system from a variety of perspectives. They will survey topics including essential history, the working structure of government, issues of court procedure, and specific legal concepts. In addition, they will investigate the role of the paralegal in the legal system, and the impact of legal ethics on the paralegal. Paralegal students will gain a foundation for further paralegal study, and students from other disciplines will gain an appreciation of the legal system's impact on their disciplines. Students will prepare a resume as part of this course. Prerequisite: none

PLA 1203 Civil Litigation and Procedure I 40 hours, 4 credits
Students will examine the lawyers and paralegals' roles in handling civil cases and the means by which the objectives of litigation may be achieved. Strategy and mechanics of civil procedure will be explored in depth, and students will be required to prepare complaints, motions, and answers. Prerequisite: Introduction to Law and the Legal System

PLA 1223 Civil Litigation and Procedure II 40 hours, 4 credits
Students will continue to develop and refine litigation skills. The course will focus on discovery, pre-trial procedure, trial procedure, post-trial procedure, and initial appellate documents. Prerequisites: Introduction to Law and the Legal System

PLA 1310 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

PLA 2024 Law Office Technology: Cyberspace and the Paralegal Profession 40 hours, 4 credits
This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law-oriented computer software applications. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time, and docket management and computer-based legal research and document movement. Prerequisite: Introduction to Law and the Legal System

PLA 2320 Legal Research 40 hours, 4 credits
This course introduces the Legal Research process for paralegals. An overview of legal source materials and how and when they are incorporated in the legal research process will be examined. Students will develop information literacy skills specific to the paralegal field by working with primary sources, like state and federal enacted text and secondary sources, like legal encyclopedias, treatises, and state specific practice books. Students will develop skills such as legal analysis, application, and synthesis skills by identifying and classifying the best sources that apply to legal problems. Students will evaluate the relevance of sources for specific problems and critically evaluate the level of authority of various legal sources. Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate

PLA 2330 Legal Writing 40 hours, 4 credits
After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and to an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written opinions. Students will use the results of their research from the Legal Research course in connection with at least three (3) significant writing projects, including memoranda of law. High level communication skills will be developed. Students will learn to effectively communicate in writing to different potential readers, including clients, attorneys and their firms. Students will develop an appreciation for the value of clear, specific, rule based, formatting and structural content. This content includes items such as tables of cases and other authorities, a table of contents, statement of the case, argument, and conclusion.

Prerequisites: Legal Research; English Composition

PLA 2435 Corporate Law 40 hours, 4 credits
This course will provide students an overview of the formation, operation, and dissolution of the corporate entity. Stockholders rights and remedies as corporate owners will be examined. Corporate doctrine and corporate formalities will be discussed.

Prerequisite: Introduction to Law and the Legal System

PLA 2476 Employment Law 40 hours, 4 credits
Students will develop an understanding of selected legal issues involved in human resource management. Legal issues to be addressed include: labor relations, employee rights, sexual harassment, diversity, and compensation and benefits law. The primary orientation of the course will be to enable learners to recognize the spirit and purpose of the legal framework of enterprise so that learners can embrace compatible strategies and avoid cutting corners that could cause a law suit, which can ultimately result in major disasters.

Prerequisite: Introduction to Human Resource Management

PLA 2587 Torts: Auto Accidents and Other Legal Injuries 40 hours, 4 credits
This course examines the fundamentals of tort law and provides a basic understanding of the principles of tort litigation. Through classroom discussions, projects and supervised library research, students will develop an overview of causes of actions in torts and their relevancy to the paralegal.

Prerequisite: Introduction to Law and the Legal System
PLA 2610 Real Estate Law 40 hours, 4 credits
This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with parocations and other real estate related documents. The student will have a working knowledge of title searches and a thorough understanding of closing procedures. The student will also become familiar with mortgage foreclosures, landlord/tenant law, and zoning regulations.
Prerequisite: Introduction to Law and the Legal System

PLA 2800 Family Law 40 hours, 4 credits
This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to perform research relative to the practice of family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, cohabitation, divorce, annuement, custody and support, adoption, guardianship and paternity. Students will draft pleadings and documents including antenuptial and property settlement agreements.
Prerequisite: Introduction to Law and the Legal System

PLA 2816 Paralegal Capstone 50 hours, 5 credits
This course will provide students with an opportunity to integrate learning, skills, and theoretical knowledge from the Paralegal program in the form of real-world paralegal activities simulated in the online environment. Interview videos will be reviewed and analyzed, paralegal files completed, and “paperless office” methods will be practiced. Pre or Co-requisite: Law Office Technology: Cyberspace and the Paralegal Profession; Students must be in their last or second-to-last quarter

PLA 2940 Paralegal Internship 130 hours, 5 credits
This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship.
Prerequisite: Students must be enrolled in their last or second-to-last quarter

POS 2020 American/U.S. National Government 40 hours, 4 credits
This course presents the development and evolution of the American national government with emphasis on the structures and processes of our representative democracy, including its ties to culture, politics and policies, political parties, and state and local governments.
Prerequisite: none

POT 4001 Political Thought 40 hours, 4 credits
The aim of this course is to understand and appreciate some important authors and traditions of political thought. The course will cover such topics as authority, consent, freedom and obligation.
Prerequisite: none

REL 3131 American Religious History 40 hours, 4 credits
A survey of the contribution of religion to American culture, including the differences between rural and urban society, the development of religious freedom and the rise of a “secular religion.” Examines the emergence of new forms of belief and practice and the variety of religious issues confronting American society today.
Prerequisite: none

RMI 3011 Insurance 40 hours, 4 credits
This course examines the characteristics of those areas of risk and uncertainty where the mechanisms of insurance are effective alternatives. Insurable risks of both business and individuals are covered. The concepts, contracts, and institutions involved in insurance are covered, as well as governmental regulations that impact the industry.
Prerequisite: Introduction to Business

RMI 4020 Risk Management 40 hours, 4 credits
This upper-level business course explores the elements of risk management and insurance essential to the business environment. This course will develop the rationale for risk-management systems and examine the environments in which they operate. Students will learn, analyze, and evaluate approaches to measuring and managing risks in various business environments.
Prerequisite: none

SCE 1528 Scientific Literacy 40 hours, 4 credits
This course will provide the student with the necessary math skills to effectively work within a pharmacy setting. In addition to ratios and proportions, dosage calculations, and conversions, the student will develop knowledge and skills to perform business math functions related to retail pharmacy practice.
Prerequisite: Introduction to Pharmacy

SCE 2017 Pharmacy Math and Dosages 40 hours, 4 credits
This course will provide the student with the necessary math skills to effectively work within a pharmacy setting. In addition to ratios and proportions, dosage calculations, and conversions, the student will develop knowledge and skills to perform business math functions related to retail pharmacy practice.
Prerequisite: Introduction to Pharmacy

SCE 3020 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

SCE 2020 Pharmacy Software/Automation/Insurance Billing 40 hours, 3 credits
Hands-on experience using pharmacy software will be gained via entering patient profiles and prescriptions. The student will learn how to process prescriptions, understand common insurance rejection codes, and gain knowledge of how to solve rejections. Automated pharmacy, receiving, and maintenance of inventory will be addressed. Students will gain understanding of the various payment methods received in retail pharmacies. The student will explore various automation machines used within pharmacy settings.
Prerequisite: Pharmacy Math and Dosages

SCE 2340 Unit Dose and Medication Preparation 40 hours, 3 credits
This course will provide knowledge of medication charts and pharmacy math to correctly dispense and chart delivery of patient medications. Emphasis is on correctly filling orders with correct drug, dosage, and frequency. The course 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

SSE 1465 Technology and Society 40 hours, 4 credits
Students will examine the relationships, benefits, historical significance, and effects technology has on society. This course will investigate the local, national and global impact of technology on both individual and global cultures. This course introduces students to basic diversity and technology terms and concepts. Students will explore which influences that emerging technologies have on diversity awareness, the digital divide, and intercultural knowledge.
Prerequisite: none

SSE 2003 Understanding Cultures 40 hours, 4 credits
This course is a comparative study of societies and cultures around the world and the cultures within the United States, focusing on the effects of ethnicity and race on African Americans, Latin, Asian American and Native Americans living in the United States. Topics include family, marriage, power, religion, values, inequality, social organization, language, social stratification, economic processes, conflicts and cultural and social change over time. Examples will be drawn from Africa, South America, North America, Asia and the Pacific Islands.
Prerequisite: none

SYG 1000 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, family, work and family responsibilities. An emphasis is placed on female labor force participation.
Prerequisite: none

TAX 2002 Income Tax 40 hours, 4 credits
This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business. Focus is on income, exclusions, deductions, exemptions, credits, property, gift, estate tax and depreciation.
Prerequisite: Financial Accounting II

TAX 3010 Taxation of Individuals 40 hours, 4 credits
This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business. Focus is on income, exclusions, deductions, exemptions, credits, property, gift, estate tax and depreciation.
Prerequisite: Financial Accounting II

TAX 4011 Advanced Federal Tax Theory 40 hours, 4 credits
This course provides advanced instruction in the tax laws as implemented by the Internal Revenue Service, addressing individuals, corporations, and partnerships.
Prerequisite: Taxation of Individuals

WST 4350 Gender in Math and Science 40 hours, 4 credits
This course examines the personal and collective educational experiences, career paths, and discoveries of female researchers, teachers, and science students in the fields of mathematics and science.
Prerequisite: none
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.

**STUDENT INVESTMENT DISCLOSURE INFORMATION**

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.

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### SCHOOL OF BUSINESS

<table>
<thead>
<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 Loan $</th>
<th>Kansas Tuition and Fees $</th>
<th>Kansas Books and Supplies $</th>
<th>Room and Board $</th>
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<tr>
<td>Accounting Bachelor's</td>
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</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. 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.

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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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#### SCHOOL OF EDUCATION

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>Degree Code</th>
<th>On-Time Completion Rate (%)</th>
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<th>Federal Student Loans ($)</th>
<th>Private Loans ($)</th>
<th>Institutional Loans ($)</th>
<th>Kansas Tuition and Fees ($)</th>
<th>Books and Supplies ($)</th>
<th>Room and Board ($)</th>
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<td>44%</td>
<td>98%</td>
<td>$19,464</td>
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<td>Early Childhood Education–Child with Special Needs Associate's 25-2011, 25-9041</td>
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<tr>
<td>Early Childhood Education–English Language Learner Diploma 25-9041, 25-2011</td>
<td>NA*</td>
<td>100%</td>
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<td>$20,631</td>
<td>$2,550</td>
<td>$0</td>
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## Student Investment Data

### School of Health Sciences

<table>
<thead>
<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>Kansas Tuition and Fees</th>
<th>Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Information Management Bachelor's</td>
<td>29-2071</td>
<td>NA*</td>
<td>NA*</td>
<td>$23,919</td>
<td>$0</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,750</td>
<td>$0</td>
</tr>
<tr>
<td>Health Information Technician Associate's</td>
<td>29-2071</td>
<td>42%</td>
<td>81%</td>
<td>$25,871</td>
<td>$0</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,900</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Administration Associate's</td>
<td>43-6013</td>
<td>23%</td>
<td>82%</td>
<td>$16,882</td>
<td>$0</td>
<td>$0</td>
<td>$17,342</td>
<td>$2,550</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Administration Diploma</td>
<td>43-6013</td>
<td>10%</td>
<td>NA*</td>
<td>$21,045</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Assisting Associate's</td>
<td>31-9092</td>
<td>49%</td>
<td>83%</td>
<td>$14,417</td>
<td>$0</td>
<td>$0</td>
<td>$17,940</td>
<td>$2,400</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Assisting Diploma</td>
<td>31-9092</td>
<td>44%</td>
<td>67%</td>
<td>$13,052</td>
<td>$0</td>
<td>$0</td>
<td>$11,960</td>
<td>$1,800</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Billing and Coding Certificate</td>
<td>29-2071</td>
<td>39%</td>
<td>NA*</td>
<td>$23,919</td>
<td>$0</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,750</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Billing and Coding 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>
<td>$2,400</td>
<td>$0</td>
</tr>
<tr>
<td>Pharmacy Technician 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>
<td>$0</td>
</tr>
<tr>
<td>Pharmacy Technician Certificate</td>
<td>29-2052, 31-9095</td>
<td>31%</td>
<td>90%</td>
<td>$12,595</td>
<td>$0</td>
<td>$0</td>
<td>$13,156</td>
<td>$1,800</td>
<td>$0</td>
</tr>
</tbody>
</table>

### School of Justice Studies

<table>
<thead>
<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>Kansas Tuition and Fees</th>
<th>Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice Associate's</td>
<td>33-3051</td>
<td>31%</td>
<td>74%</td>
<td>$25,751</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice Bachelor's</td>
<td>33-3051</td>
<td>66%</td>
<td>77%</td>
<td>$32,956</td>
<td>$0</td>
<td>$0</td>
<td>$53,820</td>
<td>$6,750</td>
<td>$0</td>
</tr>
<tr>
<td>Human Services Associate's</td>
<td>21-1093, 21-1094, 21-1099</td>
<td>40%</td>
<td>85%</td>
<td>$25,402</td>
<td>$0</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,450</td>
<td>$0</td>
</tr>
<tr>
<td>Human Services Certificate</td>
<td>21-1093, 21-1094, 21-1099</td>
<td>28%</td>
<td>NA*</td>
<td>$15,730</td>
<td>$0</td>
<td>$0</td>
<td>$11,362</td>
<td>$1,500</td>
<td>$0</td>
</tr>
<tr>
<td>Human Services Diploma</td>
<td>21-1093, 21-1094, 21-1099</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
</tr>
<tr>
<td>Paralegal Associate's</td>
<td>23-2011, 23-2099</td>
<td>41%</td>
<td>78%</td>
<td>$24,539</td>
<td>$0</td>
<td>$0</td>
<td>$28,166</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Paralegal Certificate</td>
<td>23-2011.00, 23-2099</td>
<td>NA*</td>
<td>75%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$18,239</td>
<td>$2,250</td>
</tr>
</tbody>
</table>

### School of Nursing

<table>
<thead>
<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>Kansas Tuition and Fees</th>
<th>Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing RN to BSN 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>
</tr>
</tbody>
</table>
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 TECHNOLOGY</th>
<th>Degree Level</th>
<th>SOC Code*</th>
<th>On-Time Completion Rate (%)</th>
<th>Placement Rate (%)</th>
<th>Federal Student Loan</th>
<th>Private Loan</th>
<th>Institutional Loan</th>
<th>Kansas Tuition and Fees</th>
<th>Kansas 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>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$53,820</td>
<td>$7,200</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>$53,119</td>
<td>$7,350</td>
<td>$0</td>
</tr>
<tr>
<td>Information Security</td>
<td>Bachelor's</td>
<td>15-1122</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$54,119</td>
<td>$7,950</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management</td>
<td>Bachelor's</td>
<td>15-1142</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$54,119</td>
<td>$7,950</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>$27,209</td>
<td>$4,350</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management—General</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—General</td>
<td>Associate's</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$27,209</td>
<td>$4,350</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management—Network Administration</td>
<td>Diploma</td>
<td>15-1150</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$4,350</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management—Network Administration</td>
<td>Associate's</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$27,209</td>
<td>$4,350</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>$27,209</td>
<td>$4,350</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>
<td>$3,450</td>
<td>$0</td>
</tr>
<tr>
<td>Software Application Development</td>
<td>Associate's</td>
<td>15-1132</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$27,209</td>
<td>$3,750</td>
<td>$0</td>
</tr>
<tr>
<td>Software Application Development</td>
<td>Certificate</td>
<td>15-1131</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$11,960</td>
<td>$1,800</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>$27,508</td>
<td>$4,050</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>$20,332</td>
<td>$3,150</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. 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. 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.
AEMISIIONS 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 accreditation. 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 or your parent or guardians is a U.S. citizen or a permanent resident, (2) you meet our admissions requirements, (3) you prove 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

Nondiscrimination Policy

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

Student Definition

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

College Acceptance or Rejection of Application for Admission

The College will notify each applicant in writing of acceptance or rejection based on fulfillment of the following requirements:

- Completed application form and enrollment agreement
- An attestation of high school graduation or equivalency. If any information provided on the attestation is found to be false, the student will be subject to immediate dismissal from the College, all credits will be invalidated and any financial aid will have to be repaid.
- 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.
- 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 Accelerated program; Early Honors program and Individual Progress students and re-entry students who have already successfully completed the College Experience Course. Early Honors program and Individual Progress students will be required to successfully complete the Online College Readiness 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 entering the College which includes an exposure to the College 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.
ADMISSIONS REQUIREMENTS

Background Checks
For some programs, Rasmussen College requires applicants to pass a background check prior to 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 acquire unnecessary student loan debt.

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

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

In Minnesota, the following programs require a Department of Justice or Department of Public Safety background check in addition to the general background check for admission:
- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills

In Minnesota, the following programs require a Minnesota Department of Public Safety 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 FDLIE Background Check Process:
A student enrolling in any of the MDHS designated programs must complete a Background Release Form, as well as a Background Check Attestation. If a student is not eligible for a program, he/she is also not eligible for financial aid while attending school for that program, and any financial aid funds disbursed must be returned to the lender. A student enrolling in a program that requires a MDHS background check will not have his/her aid submitted until the student is determined to be eligible either through a clear or possible letter or successfully going through the appeals process.

If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course materials. If a student chooses to not complete his/her termination from the school, all appeals must be completed by the end of the first quarter, or the student may not continue to the next quarter.

A student enrolling in a program that requires a background check will not have his/her aid submitted until the student is determined to be eligible either through a clear or possible letter or successfully going through the appeals process. This process may delay a student's funding until the background check process is complete.

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

A pre-adverse action letter informs the student that the College is about to take adverse action by either not allowing the applicant to enroll in that program, or removing a student from a certain program, based on the background check. After receiving a pre-adverse action letter, the student may request that the background check firm directly to dispute the information contained in the background check. Within seven days of sending the pre-adverse action letter, the College will send the student an adverse action letter indicating the action to be taken. The Director of Admissions will contact the applicant and the appropriate available appeal.

If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The College will review the appeal and issue a final decision.

A student enrolling in an MDHS designated program who is denied the right to request to file one request for reconsideration of their appeal, but may provide subsequent mitigating information in support of such a request for reconsideration.

Minnesota Department of Human Services Background Check Process
A student enrolling in any of the MDHS designated programs must complete a Background Release Form, as well as a Background Check Attestation. If a student is not eligible for a program, he/she is also not eligible for financial aid while attending school for that program, and any financial aid funds disbursed must be returned to the lender.

A student enrolling in a program that requires a MDHS background check will not have his/her aid submitted until the student is determined to be eligible 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 request that the MDHS review their appeal. While the MDHS finalizes its decision, if the MDHS has not finalized its decision by the end of the student's first quarter of enrollment, the student will be withdrawn from the College and not allowed to continue into a second quarter. If the MDHS finalizes its decision with a blue clearance letter after the withdrawal, the student will be eligible for re-entry/ enrollment for the next subsequent start date.
A student who receives a MDHS disqualification is not eligible 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 readmission to the College at a level that does not require remedial coursework. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have either achieved Entrance Placement score above that requiring a Foundation course or have provided a college transcript indicating a grade of C or higher in college-level English and Mathematics are not required to repeat the Entrance Placement test.

Three application deadlines will be scheduled for the Evolve A2 entrance exam. Applicants must pay a $75 non-refundable testing fee (covering the exam, and the study guide to be issued to the student) at the time of scheduling. Applicants will take the Evolve A2 at a Rasmussen College campus. To be considered for admissions, applicants must achieve a score of 70% in the areas of Math, Vocabulary, Reading, and Grammar. Applicants who achieve the required Evolve A2 score will be contacted by the College to complete the following:

- Application
- Background screening
- Any additional program-specific requirements as specified at the time of enrollment. A Health Physical must be completed and approved within the six months prior to Internship/Practicum as specified by the clinical facility.

Applicants who wish to repeat the Evolve A2 to increase their score must submit a $30 non-refundable re-test fee. Current students in other programs wishing to transfer into a course of study requiring the admissions standards outlined above will be required to take or attempt Evolve A2.

Once the applicant file is complete, the College will schedule an interview between the applicant and Program Coordinator/Director. Students accepted into their program will receive a letter from the College in the mail. Former nursing students in good standing with a School of Nursing Entrance Exam 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 acceptance into the nursing program.

Applying for Admission into Law Enforcement Programs

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. Applicants with lower than admissible scores may choose to repeat the application process once an English Composition or Math course has been successfully completed. Students should understand that admission to the program is based on several factors with College entrance placement examination scores being the most significant. Therefore it must not be assumed or implied that successful completion of an English Composition and/or Math course will guarantee admission into the program.

Applicants who have met the Entrance Placement requirements above, the School of Nursing Entrance Exam may be scheduled.

2. School of Nursing Entrance Exam: Applicants who have successfully completed College entrance placement requirements will be given access by admissions to the online registration process for the School of Nursing Entrance Exam. The applicant may apply and register for the exam at their convenience. 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 are subject to additional requirements to determine if they are eligible to apply to the program.

Applications are accepted on a rolling basis. Applicant appointments are conducted by the Program Coordinator/Director. Following this interview, applicants may continue with the necessary steps to proceed, which include:

- Application
- Application fee
- Provide official high school and college transcripts
- Rasmussen College background check
- Any additional program-specific requirements as specified at the time of enrollment

Upon completing the application process, the completed files will be reviewed by the acceptance committee. Students accepted into their program will receive a letter from the College in the mail.

Applicants must also attend programmatic orientation as well as general orientation or risk being dismissed as an applicant.

Interview 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 the writing portion of the ASSET 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 recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA). Please speak with a Program Manager for details.
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**

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.

### Federal Pell Grant Program
- **Type of Award:** Grant based on financial need.
- **Amount Per Year:** $600 - $5,645
- **Application:** Free Application for Federal Student Aid (FAFSA)

### Federal Supplemental Educational Opportunity Grant (SEOG)
- **Type of Award:** Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.
- **Amount Per Year:** $100 - $4,000, based on availability
- **Application:** Free Application for Federal Student Aid (FAFSA) – Awarded by the College

### Federal Work Study
- **Type of Award:** Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.
- **Amount Per Year:** Varies
- **Application:** Free Application for Federal Student Aid (FAFSA) – Awarded by the College

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

### Federal Unsubsidized Stafford Loan Program
- **Type of Award:** Principal and interest may be deferred until after student leaves college or attends less than half time.
- **Amount Per Year:**
  - Same as subsidized limits with additional $2,000 for Dependent. Independent:
    - 1st & 2nd Year: $6,000
    - 3rd Year & above: $7,000
- **Application:** 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)
- **Type of Award:** For credit-worthy parents of dependent undergraduates.
- **Amount Per Year:** Up to college cost of attendance.
- **Application:** PLUS application and Promissory Note processed through College and Lender and Entrance Counseling

### Veterans' Benefits
- **Veterans' Benefits:** Veterans and dependents of veterans, including Guard and Reserve Component.
- **Monthly Benefit:** Based on service contributions
- **Application:** Veterans Administration or Veterans Service Officer

**Gift aid and work study are awarded annually based on the fiscal year dates of July 1 through June 30. Students attending in more than one fiscal year period must reapply for financial aid assistance.**
SCHOLARSHIP AND GRANT PROGRAMS

Rasmussen College offers the following institutional scholarship and grant programs. All scholarships are non-cash scholarships. Some campuses may offer 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 per academic quarter (maximum of $500 per quarter) while attending Rasmussen College. Students in the Nursing Programs (Practical Nursing and Professional Nursing) and AcceleratedED 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
• AcceleratedED Partner Success Grant
• Achieve Scholarship

Employer Tuition Reimbursement
Many employers today offer tuition reimbursement to their employees earning a degree. Whether in need of full reimbursement or partial, we want to use your tuition reimbursement plan as seamlessly as possible so you can reduce the cost of your education as well as potentially reduce the amount of loans required to fund your degree.

To take advantage of tuition reimbursement, check with your employer about what tuition reimbursement options may be available to you. Then contact your Program Manager or the Student Financial Services Department to discuss your tuition reimbursement options.

High School Professional Program
Rasmussen College waives tuition for High School Teachers and Counselors who meet the required criteria. This program is only available to teachers and counselors who are employed at a high school (grades 9-12) in Minnesota, North Dakota, Florida, Illinois, Kansas, and Wisconsin. Current status as a high school professional will be verified by Rasmussen College prior to the initial start of any course. Attendance is required at an orientation, which must be completed prior to the start date of the course, and first course. Offer is limited to one course, per quarter, per high school professional. A maximum of 50 seats in online courses will be made available to high school teachers and counselors. Admission is based on a maximum of cumulative number of classes that may be taken. Tuition free courses for high school professionals are offered on a space-available basis, with priority given to other enrolled Rasmussen students who must complete the course as part of their degree program at Rasmussen College.

Participants are responsible for purchasing books or supplies needed for the course. Books may be purchased through the online bookstore. Grades will be recorded as audit grades with the student classified as an audit student.

ACADEMIC INFORMATION AND COLLEGE POLICIES

ACADEMIC POLICIES

Class Content
The College reserves the right at any time to make changes to improve the quality or content of the programs of study offered. The College reserves the right to cancel any classes or programs where enrollment is under 12 students.

Class Standing
Rasmussen College determines class standing by the number of credit hours a student has completed. The College assigns class standings according to the following criteria:
Freshman 0-36 credits completed
Sophomore 37-72 credits completed
Junior 73-123 credits completed
Senior 130 or more credits completed

These Programs May Also Be Offered Online
Bachelor’s Degrees
• Accounting
• Business Management
• Criminal Justice
• Digital Design and Animation
• Game and Simulation Programming
• Health Information Management
• Healthcare Management
• Nursing Bachelor of Science (RN to BSN)

Associate’s Degrees
• Accounting
• Business Management
• Criminal Justice
• Early Childhood Education (all specializations)
• Health Information Technician
• Human Services
• Information Technology Management (all specializations)
• Medical Administration
• Multimedia Technologies (all specializations)
• Paralegal
• Pharmacy Technician
• Web Programming

Diplomas
• Accounting
• Business
• Early Childhood Education (all specializations)
• Human Services
• Information Technology Management (all specializations)
• Medical Administration
• Medical Billing and Coding
• Multimedia Technologies (all specializations)
• Pharmacy Technician
• Web Programming

Certificates
• Accounting
• Business
• Early Childhood Education
• Human Services
• Law Enforcement Academic
• Medical Billing and Coding
• Paralegal
• Pharmacy Technician

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

Upon successful completion of their courses, individual progress students will receive a letter grade and be awarded credits. To enroll in a program at Rasmussen College, students must complete the remaining programmatic requirements and graduation requirements (including the entrance placement test). Eligible individual progress courses will be added to their degree program, and can be added as credits attempted and earned for purposes of Satisfactory Academic Progress (SAP).

Developmental Education and Rasmussen College Entrance Placement Exam Re-test Policy
The goal of developmental coursework is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into Foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students, and to providing educational opportunities to those who enroll. All new students who enroll in a Degree, Diploma, or Certificate program are required to take the Rasmussen College Entrance Placement Exam reading, writing, and math placement tests. Applicants providing a college transcript* indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete college entrance placement exams in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the reading and writing sections of the placement examination. Students who have not completed a college-level math course are required to complete the math portion of the placement examination. Returning students who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundation courses are prerequisites, or their equivalents, do not need to take the College entrance placement examination. Returning students who have not successfully completed the Foundation courses, their equivalents, or the courses for which Foundation courses are prerequisites must take the College entrance placement examination. Coursework in 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 “D” or better 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 take remediation level, and who wish to transfer courses that have Foundation courses as prerequisites, must first successfully complete the Foundation courses. Students enrolled in Foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program. Students who place below the level of B080 Reading and Writing Strategies are not eligible for admission to Rasmussen College. A student who place below the level of B080 Reading and Writing Strategies and are not admitted to Rasmussen College may, after three months, have the option to re-take the same foundation course. The College entrance placement examination may not be re-taken for initial placement purposes after the start of a Foundation level course. On occasion, however, a re-take of the same foundation course is required 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 such one 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, all students requiring a Foundation course must complete one such course in their first full quarter of enrollment. Additionally, all required foundation courses must be taken in the student’s first two full quarters of enrollment. If a student withdraws from or does not pass a Foundation course, the student must successfully complete that course in the subsequent quarter of enrollment or the student will be dismissed from the College. Foundation courses are B080 and B087. 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 and Writing Strategies if they achieve a final grade percentage of 73% or higher.
3. Students pass B087 Practical Math if they achieve a final grade percentage of 73% or higher.

Reading and Writing Strategies
SX 73% or higher UX Below 73% Practical Math
SX 73% or higher UX Below 73%

Seminar Course Grading
1. The E185, E270, E320, and E410 seminar courses are satisfactory/unsatisfactory (SX/UX) courses.
2. Students are to complete and submit the components of their Graduate Achievement Portfolio (GAP), a general education skills assessment, as assigned in the appropriate seminar courses designated for each program.
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.

E185, E270, E320, and E410 Seminars
SX 73% or more UX Below 73%

Common Grading System

Letter Grade Percentage Range
A 100 to 93%
A- 92 to 90%
B+ 89 to 87%
B 86 to 83%
B- 82 to 80%
C+ 79 to 77%
C 76 to 73%
C- 72 to 70%
D+ 69 to 67%
D 66 to 63%
D- 62 to 60%
F Below 60%

Point Scale

Alphabetical Grading System

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

Grade Point Descriptions

A 4.00 Excellent
A- 3.75
B+ 3.50
B 3.00 Very Good
B- 2.75
C+ 2.50
C 2.00 Average

888-5-RASMUSSEN 59

2013-2014 CATALOG AND STUDENT HANDBOOK
Health Sciences Programs Grade Scale

The following grade scale applies to all BMS, CTV, EK, HI, HIM, HSA, HSC, M, MA, MEA, ML, MUL, MTS, O, OST, PB, PC, PT, FTN, and ST coursework in School of Health Sciences programs.

Letter Grade Percentage Ranges

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

Nursing Programs Grade Scale

Students are required to earn at least a “C” in their Nursing courses. This applies to all AG, ANC, BU, M, MB, MCH, MCHC, MCHS, MCO, NUR, PN, and NR courses. However, a second failure, whether it be the same instructor or any other Nursing course, will result in removal from the Nursing program.

Late Assignment Submission Policy

Students may submit assignments for 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 work up to the end of the quarter (or term) the work is late. In some cases (such as late discussion postings) students may be asked to complete an alternate assignment for equivalent point value, minus any applicable penalty. Online discussions conclude at the end of the current week/module. Discussion posts made after the end of the current week/module will not be accepted. Instructors may mark late work as a zero or time frame in the case of extending circumstances as determined by the faculty. In some cases, certain activities, such as labs and exams, must be completed by the designated time; failure to complete the work cannot be made up. The instructor should apprise students beforehand of any such activities. In no case may students make up work after the last day of the academic term unless an incomplete grade has been requested and granted beforehand.

Incomplete Grade Policy

An incomplete grade may be given when a student has reached 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 grade from the instructor prior to the last day of the term. An incomplete grade may be granted to a student at the end of a quarter at the discretion of the Dean 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 all incompletes granted by instructor. Instructors will be granted rank that instructors will take the following into consideration when granting an incomplete:
   a. The work to be completed must be regularly assigned work, identified in the course syllabus
   b. The student can reasonably be expected to complete the work by the deadline.
   c. The student’s grade will be substantially improved.
   d. The student has demonstrated a commitment to completing work in a timely fashion.
   e. Granting the incomplete is truly in the best interest of the student.

4. Completing the work, one of the following will apply:
   i. The student will learn substantive information by completing the work.
   ii. The student will learn higher level thinking skills or gain substantially more knowledge of the subject matter. A grade of “C” will be assigned.

5. All students who receive an Incomplete Grade must complete the work 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. The criteria for situations outlined below, only the instructor who issued the original grade may authorize its change. The instructor 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.
• Misclassification of the final grade by the instructor.
• Situations involving miscommunications, misspelled assignments, or technical difficulties beyond the control of the student.
• Accommodation for special circumstances such as serious or chronic illness, military service, or family leave.

Grade changes must be consistent with course policies as outlined in the syllabus. In particular, stated policies regarding the acceptance of late work and any penalties are apportioned must be followed. Students must contact their instructors within one week of the start of a subsequent term regarding grade changes. Instructors will have one week from the time they are contacted by students to consider any requests for grade changes. No grade changes may be made after the end of the second week of the subsequent quarter. Grade disputes which cannot be resolved between instructors and students should be directed to the appropriate Dean.

In determining a change in grade, the following conditions must be met:

1. The student is currently enrolled in the same program in which the original grade was obtained.
2. The student is not enrolled in another program or course.
3. The student must request a change in grade within one week of the notification of the assignment of the grade.
4. The student must have a valid reason for the change.

Change of Grade Policy

The student shall review the following conditions for acceptance of late work and any penalties are apportioned must be followed. Students must contact their instructors within one week of the start of a subsequent term regarding grade changes. Instructors will have one week from the time they are contacted by students to consider any requests for grade changes. No grade changes may be made after the end of the second week of the subsequent quarter. Grade disputes which cannot be resolved between instructors and students should be directed to the appropriate Dean.
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 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 letter.

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

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

Independent Study Policy

Independent study applies when a student contracts to meet regularly with a qualified instructor to fulfill the assignments, tests, projects, and other tasks necessary to achieve the performance objectives of a given course. Independent study requires a student to be motivated and organized. Because an independent study does not provide the student with the classroom interaction normally expected in higher education, it is to be offered only when there is no alternative and as infrequently as possible.

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

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

Independent studies must meet the following guidelines:

Prior to the beginning of the independent study, the student and instructor must meet to discuss the following:
1. When and where they will meet each week.
2. Weekly objectives for work to be completed based upon the weekly objectives defined by the syllabus for an on-site class.
3. Progress checks to be recorded at the completion of the quarter.
4. Standards of academic quality for the work to be completed.
5. Deadline for all work to be completed at the end of the quarter.

Prerequisites

In addition to the 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 must also have access to printers, additional software packages, electronic databases, and a helpdesk lab as needed at a Rasmussen College campus.

Graduation Requirements

Degrees, Diplomas, and Certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.

Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.0 to receive a Degree, Diploma, or Certificate with a passing grade in each area. Completion and submission of the components of the Graduate Achievement Portfolio (GAP), as assigned in the appropriate seminar courses designed for each program, is a graduation requirement.

Students in Information Technology Management, Information Security, and Game and Simulation Programs must sit for designated, mandatory industry certifications, and all exams 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 up to one quarter per certification. Students 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, the student must have completed a minimum of 32 credits at Rasmussen College. The student must also be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average at least 2.75 to apply for an overload. Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 12 total credits in the approved quarter. For students who are newly transferring to the College, a minimum of 24 credits must be transferred to the College and the most recent GPA on a transcript must be 2.75 or higher. The student must apply for approval no later than two weeks prior to the start date of the session in which the overload is desired. Any future overload requests for transfer students must follow the Academic Overload Policy for the quarter. The Academic Overload Approval Form is available through a Student Advisor.

Drop/Add Class Policy

Course registration practices ensure that a student 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 or the close of the drop/add period.

When a student notifies the College of withdrawal from a class:
1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student’s transcript and tuition will not be charged.
2. Following the first week of the quarter and on or before the sixth Friday of the quarter, students will receive a W/DW on their transcript. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
3. Following the third week of the five or six week term, students will receive an F/FU for any classes dropped. The student’s grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period. Students who fail to notify the College that they wish to withdraw from a class are still required to complete all classes in the week, the credits for all courses will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Course Withdrawals

The credits for all courses in which the last date of attendance was after the drop deadline will be counted in the cumulative credits attempted.

Online Courses

Students may be required to take online courses in order to complete a degree. All new students will complete an orientation program prior to beginning classes. Online course activities and assignments at Rasmussen College are conducted via chat, email, message boards, and interactive websites.

Tuition and fees for online courses are assessed at the same rate as for residential courses unless otherwise indicated. Online instructors receive training and support while operating in the online environment. A list of computer hardware and software requirements for online courses is provided to students upon enrollment. Textbooks and other resources required for online courses are available at the Rasmussen College bookstore.

Academic Honors

Term Honors and Dean’s List Recognition

Each term, Rasmussen College recognizes outstanding academic achievement by awarding certificates of achievement. Enrolled, degree-seeking students who earn a term grade point average of 3.25-3.49 will receive an Honor Roll certificate. Enrolled, degree-seeking students who earn a term grade point average of 3.50-4.00 will receive a Dean’s List certificate.

Graduation Honors

Rasmussen College recognizes outstanding academic achievement by awarding academic honors to those students who have completed their degree.

Students who earn an Associate’s or Bachelor’s degree, complete all graduation requirements, and earn a cumulative grade point average of 3.50 or higher will graduate with honors and will receive gold cords for the graduation ceremony as a symbol of this achievement.

Additional requirements for the following honors are based on the diplomas of Bachelor’s degree students:

Cum Laude: Bachelor’s students who earn a cumulative grade point average of 3.67-3.749
Magna Cum Laude: Bachelor’s students who earn a cumulative grade point average of 3.75-3.899
Summa Cum Laude: Bachelor’s students who earn a cumulative grade point average of 3.75-4.00

2013-2014 CATALOG AND STUDENT HANDBOOK
Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe. Cumulative grade point averages and successful completion of credits attempted are monitored quarterly, and students not meeting the standards are notified. Students who do not meet the standards will be expected to participate in Project Rally, which includes online learning tools and consultations with a member of the College team. The student is expected to complete the online learning tool in Project Rally by the first of the quarter. Failure to complete this tool may result in an administrative withdrawal from the College.

SAP Components: All students must meet all of the components that are used to measure a student’s Satisfactory Academic Progress (SAP) towards the completion of a degree or certificate. The three components are as follows:

1. GPA. Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00.
2. Pace/Cumulative Completion Rate (CCR). This is the pace at which a student progresses through a program. CCR is calculated by dividing cumulative credits earned by cumulative credits attempted within a program (e.g., 6 credits earned ÷ 12 credits attempted = 50%). Minimum standards are listed in the chart below.

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

3. Duration of Eligibility. This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program (e.g., maximum time frame for a 90-credit program - 90 X 150%, or 135 credits).

Total credits are indicated for each program listing in the catalog. A student who exceeds 150% of the maximum time frame is no longer eligible for financial aid.

In calculating Pace/CCR and Duration of Eligibility, the following grades will be considered attempted, but will not be considered as credits successfully completed or earned: F, FA, U, UN, W, WD, I, IN. In addition, Foundations courses are not included in the number of credits attempted or successfully completed when assessing satisfactory progress. Financial Aid Warning: If a student’s CGPA falls below 2.00, or if Pace/CCR standards or Duration of Eligibility requirements are not met, the student will be placed on Financial Aid Probation for the subsequent quarter. A student is eligible for financial aid during the Financial Aid Warning period. A student who fails to meet any one of the components of SAP at the end of the Financial Aid Warning period is not eligible for financial aid.

Not Eligible for Financial Aid: A student who fails to meet the minimum Satisfactory Academic Progress requirements at the end of either the Financial Aid Warning or Financial Aid Probation period, and who does not successfully appeal, is not eligible for further financial aid funding.

Appeals: A student may appeal his/her assigned status of Not Eligible for Financial Aid to the Academic Review Committee, which will determine whether mitigating circumstances exist, and, if so, will forward the appeal to the Vice President of Compliance and Financial Services. All appeals must be made in writing and must address the nature of the circumstances that the student believes warrant exception to the policy stated above. All appeals will be reviewed and ruled on within ten business days, and students will be notified in writing regarding the outcome of the appeal. The ruling of the Vice President of Compliance and Financial Services is final and cannot be appealed.

Financial Aid Probation: If a student fails to make Satisfactory Academic Progress, but submits a successful appeal and has his/her eligibility for aid reinstated, he/she will be placed on Financial Aid Probation. A student is eligible for financial aid during the Financial Aid Probation period. At the end of the Financial Aid Probation period, the student must meet minimum SAP requirements to be eligible for further financial aid funding. A student who fails to meet either the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Probation period is not eligible for financial aid.

Students must regain Satisfactory Academic Progress within two quarters or they will be terminated from the College. The decision to terminate may be appealed through the Academic Review Committee process.

Students who withdraw from the College and later re-enter are treated as continuing students and must meet progress requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Academic Progress calculations for a re-entering student who changes programs will include only the grades and credits attempted and earned for courses that are part of the student’s new program; standard CCR requirements will be followed from the re-entry point and for each quarter thereafter. If other courses have been taken at another institution and can be transferred in, the courses will be included in SAP calculations as described elsewhere in this section. A student terminated due to SAP may not re-enter the College unless he/she has completed coursework elsewhere that is acceptable for transfer into the College and will bring the student back into good standing.

TRANSFER OF CREDIT, PRIOR LEARNING AND WAIVERS

Transfer of Previously Earned College Credit and Prior Learning Assessments

General Transfer Credit Policy

- Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.
- Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.
- Students must request that official transcripts containing coursework for review be sent directly to Rasmussen College. It is the student’s responsibility to ensure that all official transcripts have been received by Rasmussen College.
- As part of the acceptance process, official transcripts will be evaluated for transfer. Students will receive notification regarding the total number of credits for transfer and the equivalent Rasmussen College courses.
- A student may send copies of transcripts or documents during the initial admissions process for the purpose only. Any transfer credit conditionally awarded through the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College prior to the completion of the student’s first quarter, after which the student will be required to complete the necessary credits in order to receive the degree.
- College-level courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be considered for college transfer.
- Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
- Students in the Medical Assisting, Medical Laboratory Technician, and Surgical Technologist programs must complete at least 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means, with the exception of “block transfer” candidates for the Surgical Technologist 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 Technologist 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, credit by examination, or other means.
- Rasmussen College awards transfer credits. In considering transfer courses, a semester credit is equivalent to 1 quarter credits. The calculated number is rounded down. Transfer credits based on a different unit of credit than quarters will be subject to conversion prior to being transferred.
- International transcripts must be evaluated by a NACES approved organization (National Association of Credential Evaluation Services) to ensure the student’s credit transfer is equivalent to Rasmussen course content. The evaluation is the student’s responsibility.
- Transfer credit is evaluated based on the program in which the student is enrolled.
- Credits earned at Rasmussen College will be transferred directly from one Rasmussen College campus to another. Only the classes that are applicable to the current program will be posted or calculated.
- Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average, but will be counted as credits attempted and earned for determining Satisfactory Academic Progress. All credits considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are also credits attempted.
- Courses which have been accepted for transfer will be listed on the student’s transcript with a Transfer (TR) designation. Transfer credits which have been conditionally accepted pending the receipt of an official transcript will be listed with a Pending Transfer (PT) designation. Any pending transfer credits still remaining at the end of the student’s program will be removed and the student will be required to complete the program requirements in order to graduate.
- Courses for which a student has received credit by examination will be listed on the student’s transcript with a Test Out (TO) designation.
- Courses for which a student has received credit through waiver will be listed on the student’s transcript with a Course Waiver (CW) designation.
Academic Information and College Policies

When courses are not accepted for transfer, a student may file an appeal through the following process:
1. The student completes an appeal form.
2. Supplemental information such as a syllabus, course description, or other supporting documentation may be required.
3. The information will be reviewed by the College Registrar.
4. The student will receive written notice of the decision.

For students who enter Rasmussen College and are required to take the Rasmussen College entrance placement exam the following will apply: If a student tests at a level of remediation in English or Math, the College will not accept transfer of courses with prerequisites that require completion of the Foundations courses or passing the entrance placement exam. Once the student successfully completes the necessary College Foundations courses or passes the placement exams, the College will then post the transfer credit pertaining to the specific course.

The following Early Childhood Education externship courses cannot be transferred into the program from another program: EEC 1860 Knowledge: Externship I, EEC 1861 Application: Externship II, and EEC 1862 Reflection: Externship III.

Course by Course Transfer

Course by course transfer credits from regionally or nationally accredited institutions of higher learning will be evaluated on a course content. Most courses that are comparable in content will be accepted.

Course must have the minimum number of credits to that of the Rasmussen College course.

Only courses completed with a grade of C or better may be accepted.

Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade-point average. Grade- point averages and grades from courses taken at any of the Rasmussen College campuses, which pertain to the current program, will be computed in the student’s final grade-point average.

General education credits may be considered for transfer regardless of completion date.

Credits in information technology or computer science/computer applications must have been earned within the previous three (3) years of the assessment date.

Associate Nursing Program will not accept any core course transfers (prefixes NUR/ PN/ 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-Laboratory, MA145 Clinical Skills-II, MA225 Laboratory Skills, MA265 Medical Assisting Externship, and MA235 Medical Assisting Capstone.

Transfer of credit for Medical Laboratory Technician and Surgical Technologist core courses (ML and ST prefixes) has a one (1) year limit. Students who have completed similar course work that exceeds the one (1) year limit can test-out of the course, with a 75% or greater score on a course assessment. All transfers to or from the Medical Laboratory Technician and Surgical Technology programs are based on program space availability.

Seminar Courses cannot be transferred from another institution of higher learning.

For students in MN who enroll in the Law Enforcement Associate’s, Law Enforcement Academic Certificate, or Law Enforcement Skills Certificate programs, transfer credits for law enforcement specific classes (J or LE prefixes) cannot be accepted if the incoming course is from a regionally accredited college that is POLIC Board approved. Students who have credits that are not transferable are eligible to demonstrate competency by completing the course specific test out, if available.

2-2 Matriculation for Baccalaureate Candidates

For students who have completed an Associate’s degree in a Rasmussen College Bachelor’s degree in a similar program area (i.e., business degrees are required for business, accounting for accounting, criminal justice, law enforcement for criminal justice), they will receive immediate junior-level standing.

Rasmussen College AAS/AS graduates will receive actual credits earned up to 95 credits (97 in Illinois).
A block of up to 91 quarter credits for graduates from outside institutions will be awarded.
If a student has more AAS/AS credits than the enrolling program requires, then the student must transfer the upper division additional coursework.
The School 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 unaccepted electives.

Students must complete the required number of total credits in the program to earn a Rasmussen College Bachelor of Science degree.
For the Bachelor in Computer Science, the two year degree must be in an equivalent computer science field and have a programming course comparable to Programming II and a math course comparable to Calculus II in order to qualify. If those conditions are not met, the 2-2 policy cannot apply.

For the Bachelor in Health Information Management, qualifying Associate degrees have to be a CAAHIM accredited program and earned within the last five years. If the degree was obtained over five years ago, the student needs to have work experience in the health information industry within the last five years and be approved by the Program Coordinator.
The student may also enroll if he/she has an RHIT credential and an earned Associate degree in any field. The student needs to submit his/her AHIMA membership card, showing it as current.

For Bachelor of Science Healthcare Management program students, credits will be transferred based on the guidelines below:

1) Health Sciences Programs (including Medical Assisting AAS/AS, Health Information Technician AAS/AS, Medical Administration AAS/AS, Pharmacy Technician AAS/AS – Transfers 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 necessary for the Healthcare Management degree will be provided in the 300 and 400 level core courses.

General Education Block Transfer for Baccalaureate Candidates

For students with a conferred degree, general education coursework will be transferred as a block regardless of conferred degree or degree sought through Rasmussen College.

• Conferred Associate’s degrees may be posted as a 32-credit (34-credit in Illinois) education block.

• Conferred Baccalaureate degrees may be posted as a 56-credit (58-credit block in Illinois) comprised of 32 lower-level and 24 upper-level credits (34 lower-level and 44 upper-level credits in Illinois).

All required general education courses must be met due to accreditation requirements.

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

Medical Assisting Associate’s Degree Completer Block Transfer Policy

A block transfer of 54 core credits may be allowed into the Medical Assistant AAS program if one of the following criteria is met:

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

Students will need to complete 32 general education credits and G242 (Career Development), unless transferred in.
When applying this policy, the transfer maximum is 67%.
Rasmussen College Medical Assisting Diplomas graduates will receive actual credits earned in their program up to a maximum. The maximum equals the credit value of the current Diploma program.

Block Transfer for Health Sciences Associate’s Degree

For students who have completed a healthcare Certificate or Diploma and enroll into the Health Sciences 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 program Phlebotomy Track a total block transfer of 25 credits may be posted.

For students that have completed a Diploma or Associate’s degree in Medical Assisting and enroll in the Health Sciences program Dental Hygiene 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 means. A five year transfer limit for SHS core courses, including the block transfer applies to this program.

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

Students who have met the acceptance for admissions requirements and hold a current unencumbered Registered Nurse license and have completed a Bachelor’s degree in Nursing will receive a block transfer, equivalent to 113 credits for their general education coursework and major.

Students who have met the acceptance for admissions requirements and hold a current RN license without an Associate’s Degree will receive credit 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%.

Mobility Bridge Entrance Option

Students who have successfully completed a practical nursing program and hold a current unencumbered practical nursing license will receive credit for the nursing content of the ALV103 (24 credits) or NU103 (22 credits) and/or the general education coursework of Rasmussen College’s Practical Nursing program. Students will receive credit for G242 (Enrollment, 2 credits) for the General Education coursework. Rasmussen College’s Practical Nursing program will receive credit for G242/NC1101 English Composition, G233/MAT101 College Algebra, and the Communication course the student completed in the Practical Nursing program for a total of 12 additional general education credits). Rasmussen graduates should contact the campus in which they intend to enroll to determine whether they have completed additional coursework that is eligible for transfer. Students must successfully complete all remaining coursework in the Professional Nursing AS degree program to earn this degree.

Surgical Technologist AAS Completer Block Policy

Students who have graduated from a CAHEP or ABHES accredited surgical technology diploma or certificate program and hold the CST (NBSTSA) certification will receive a total block transfer of 60 credits. Students will receive a block of 4 natural sciences general education credits plus a block of 56 credits for CST requirements. Students will need to complete 28 general education credits and E242 Career Development.

Credit by Examination

Earned Test Credits may request credit by examination for courses if an exam has been developed.

• An examination score of 75% or higher is required to earn credit.

• The examination grade will be posted as Test-out (TO) on the student transcript.

• Credits earned count in the transfer maximum.

• Credit by examination will not count as credits for financial-aid eligibility.

• A credit by examination may be taken only once for each course.

• If a student has already attempted the course, as indicated by a posted W/D/F or F/FA grade, no test-out attempt will be allowed.

The following are not available for credit by examination: Program Completion, Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing courses, and 200- level Pharmacy Technician courses.

In addition the Health Information Management, Pharmacy Software/Automation/Insurance Billing, Career Development, practicum, or designated capstone courses are not available for credit by examination.
Medical Coding Practicum Waiver

• 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 Certificate program may request a waiver from the Program Coordinator/Director prior to the start of the quarter of the practicum.
• Students must have a history of success in the program and a grade of B or higher in all courses.

College Equivalency Credit

Certifications earned through coursework or equivalency programs will be posted on student transcripts as Test-Out credits (TO) and will not be assigned letter grades or applied to cumulative grade-point average. Rasmussen College recognizes the following college equivalencies:
• Advanced Placement (AP) examinations administered by The College Board. A score of 3 or higher is required.
• College-Level Examination Program (CLEP) examinations administered by The College Board. A score of 50 or higher is required for course credit. For courses based testing since 2/15/2003, for paper-based exams taken prior to 2/15/2005, the CLEP ACE recommended score will be used.
• DSST, DANTES, Excelsior College Exams. Passing scores are determined by the individual test requirements.
• College credit for military service may be awarded upon review of a military transcript. Rasmussen College follows the American Council of Education (ACE) recommendations on transferring credit. These credits are usually listed on Sailor/Marine American Council on Education Registry Transcript (SMART), Defense Activity for Non-Traditional Education Support (DANTES) transcript, College Level Examination Program (CLEP) score, Coast Guard Institute (CGI) transcript, Army National Education Directory Registry Transcript System (AARDTS) transcript and/or Community College of the Air Force (CCAF) transcript.
• Prior Learning Assessment (PLA) credits may be earned by going through the PLA process as established through The Council for Adult Experiential Learning (CAEL).
• Other types of college-equivalency courses and/or examinations may be evaluated for eligibility by the Campus Registrar.

Transfer to Other Colleges

Graduates or students who would like to transfer credits earned at Rasmussen College to another school should understand that the decision to accept transfer credits is always at the discretion of the receiving institution. Please see the Registrar with questions about transfer to other colleges.

Transcripts

Transcripts for graduates and students who have completed their course of study are provided without charge; however, each transcript is $5.00 charged for all other transcripts. The institution reserves the right to withhold official academic transcripts from students under any 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 for Health Sciences programs are to be conducted in Rasmussen-approved locations. Each practicum site will be established utilizing an agreement to determine the responsibilities of the practicum partner and Rasmussen College, for the participating student. Students may need to travel outside the immediate area to complete practicum activities. The cost of any such travel is the responsibility of the student. Externships/Externships in Health Sciences programs have attendance expectations that differ from the general Rasmussen College Attendance Policy. These attendance policies can be found in the program-specific manuals/handbooks.

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

All student activities associated with the current quarter, whether or not the student is completing his or her clinical rotations, will be educational in nature. The student will not receive any monetary remuneration during the educational experience. If the student does not complete the required number of practicum hours, 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 is the clinician and the student who both should be clear on the financial arrangements. These arrangements will be adjusted according to the institution’s refund policy as described in the College catalog and will be assigned grades according to the following guidelines:

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 Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty in prohibiting discriminatory denial of, or participation in, programs or services which are not benefited by and are not necessary to the operation of Rasmussen College. The College guarantees that all students will be afforded reasonable accommodations in order to enable them to fully participate. Students with disabilities do not have the right to self-disclose or register with the Campus Accommodations Coordinator, although the College encourages them to do so. Students seeking academic accommodations or adjustments must contact the Campus Accommodations Coordinator to request such services. Students who are unsure who to contact should check with their Academic Dean or Campus Director.

Attendance

A basic requirement for employment in any organization is regular, on-time attendance. Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Workplace etiquette also requires a call be made if an absence is necessary. Rasmussen College students are expected to call the College and to indicate if they will be absent. It is the student's responsibility to contact the instructor to get missed information, class work, and assignments.

Attendance requirements are met by (a) attending the face-to-face class at the campus or other class location, or (b) substantive online activity, including commentary in the discussion section of the online classroom, posting of required assignments and course quizzes and exams in a timely manner. Discussion posts in the student lounge area of the classroom are encouraged but do not count as attendance activities. Attendance is not equivalent to participation. Student grades will be impacted by the frequency and quality of participation in class, whether face-to-face or online, consistent with the requirements of the particular course and as outlined in the course syllabus.

Rasmussen College uses a standard grading scale for its courses (although some programs may be required to follow additional standards). Faculty are required to keep accurate attendance records which are submitted to the Business Office. Rasmussen College uses Accudata, LMS, and Blackboard to track attendance and for processing financial aid and student loans. Students must maintain regular contact with the College and hold themselves and their peers to the very highest business and personal ethics. Students of Rasmussen College commit to holding themselves and their peers 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 Code of Conduct, including but not limited to acts listed below and any other act perpetrated to give unfair advantage to the student.

b) Cheating: Distributing or receiving answers or information by any method other than those expressly permitted by an instructor for any academic exercise. Examples include:

• Copying answers, data, or information for any academic exercise from another student in which the student is not expressly permitted to work jointly with others.

• Impersonation: Assuming another student’s identity or allowing another person to complete an academic exercise on one’s own behalf.

• Using or attempting to use unauthorized materials, tests, text books, information or study aids in any academic exercise (i.e., assignments, discussions, tests, quizzes, papers, labs).

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

• Destruction, Theft, Obstruction, Interference: Seeking to gain unfair academic advantage by destroying, damaging, or stealing equipment or property, or by attempting to interfere with or obstructing or interfering with an instructor’s materials or another student’s academic work.

• Fabrication, Falsification, Forgery: Deliberately falsifying, altering, or inventing student records, information or citations.

• Forgery is the act of imitating or counterfeiting documents, signatures, and the like.

• Plagiarism: The act of appropriating someone else’s individual or organization’s words, thoughts, ideas or one’s own. Examples include:

• Using information (a paraphrase or quotation, in whole or in part) from a source within 14 days of the last date of attendance in that course, he/she may be administratively withdrawn from the course. If the student has not been in attendance in any course within 14 days of the last date of attendance, he or she may be administratively withdrawn from the College. Upon withdrawal student’s financial aid will be adjusted according to the Institution’s refund policy as described in the College catalog and will be assigned grades according to the following guidelines:

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 highest standards of personal and professional ethics. Students of Rasmussen College commit to holding themselves and their peers to the highest level of academic integrity, and accept responsibility should behaviors and actions fall short of the College’s expectations.

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a) Academic Misconduct is the violation of the Academic Code of Conduct, including but not limited to acts listed below and any other act perpetrated to give unfair advantage to the student.

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• Impersonation: Assuming another student’s identity or allowing another person to complete an academic exercise on one’s own behalf.

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• Using information (a paraphrase or quotation, in whole or in part) from a source within 14 days of the last date of attendance in that course, he/she may be administratively withdrawn from the course. If the student has not been in attendance in any course within 14 days of the last date of attendance, he or she may be administratively withdrawn from the course. If the student has not been in attendance in any course within 14 days of the last date of attendance, he or she may be administratively withdrawn from the course. If the student has not been in attendance in any course within 14 days of the last date of attendance, he or she may be administratively withdrawn from the course. If the student has not been in attendance in any course within 14 days of the last date of attendance, he or she may be administratively withdrawn from the course. If the student has not been in attendance in any course within 14 days of the last date of attendance, he or she may be administratively withdrawn from the course. If the student has not been in attendance in any course within 14 days of the last date of attendance, he or she may be administratively withdrawn from the course.
iii. Using an academic exercise (in whole or in part) from another course or 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 by 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.

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

a) First Offense. The student will receive no credit on the assignments that are plagiarized 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’. The student may not take the course again. It will remain on the transcript even if the student re-takes the course and earns a passing grade. The College reserves the right to dismiss a student from the College if there are more than two offenses. A student dismissed from the College because of Academic Misconduct may not re-enroll.

The College maintains a list of persons who are in the College community and are dismissed from the College for Academic Misconduct, and the list is updated on a regular basis. Students are responsible for knowing their Academic Misconduct status and the prohibitions that flow from it. (See.R.3.0.4 of the College’s Code of Conduct for details.)

iv. Concurrent Offenses: A concurrent offense is an offense considered to be the same offense. The conduct occurs at the same time and another instance (i.e., two or more assignments submitted at the same time in the same course or another course), 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 concurrent penalty will be applied for all concurrent violations.

V. Appeal: A student who disagrees with a ruling of Academic Misconduct has one week to appeal the ruling to his or her Dean. All appeals are reviewed by the Academic Integrity Committee, which has one week from the time that they receive the appeal to thoroughly investigate and rule on the appeal. If the issue remains unresolved, the student may submit a written statement of appeal to the Assistant Vice President of Institutional Research and Assessment thereof. Response will be given within 30 days.

Conduct/Dismissal
Students are expected to conduct themselves with the same standards of behavior as are expected in the College in the community at large. Consequently, the following is an all-encompassing policy regarding student conduct. The College reserves the right to suspend any student whose conduct is detrimental to the educational environment. Conduct/dismissal guidelines for School of Health Sciences students enrolled in the Medical Assistant, Medical Assistant Information Technology, Medical Laboratory Technician and Surgical Technology programs can be found in each program’s handbook provided at programmatic orientation. This includes, but is not limited to, conduct:

- By students, faculty, or staff that is detrimental to the College 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 equipment.
- By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.
- By students who otherwise display conduct detrimental to the College 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/illegal material or other suspicious/illegal activity. Prohibited material could include pornographic images, illegal file sharing programs (such as the illegal downloading and sharing of music), or other violations of the Rasmussen College Acceptable Use Policy. Violations will result in the loss of all privileges and possibly other penalties, up to and including dismissal.

Anti-Hazing Policy
It shall be the policy of the College to strictly prohibit any action or situation which may recklessly or intentionally endanger the mental, physical health or safety of its students for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College. This policy applies to any student or other person who may be associated with any student organization. Violation of this policy may result in disciplinary action including but not limited to suspension and/or termination from school or employment. The Campus Director of the College shall be responsible for the administration of this policy.

Dress Code
The College encourages students to dress as if they were going to work and to start acquiring a wardrobe suitable for employment after graduation.

ACADEMIC INFORMATION AND COLLEGE POLICIES

Non-Circulating materials are not loaned but may be viewed in the library.

Fees and Restriction of Borrower Privileges
Users will receive a reminder 2 days in advance of an item's due date.

Following the grace period (5 days for circulating items; 10 hours for special materials), items are considered overdue. 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 item is treated as a lost item.

The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. The library will charge $55.00, or the cost of replacing the item plus a $5.00 processing fee.

In the event that a library material is returned damaged, the borrower will be assessed a fee to repair or replace the damaged item. In the event that an irreplaceable item is damaged, the library will assess a $55.00 fee.

Rasmussen College cannot override fines incurred at other libraries, including fines for lost items, subsequent to the date of return.

Library fees are assessed through the Department of Student Financial Services. Rasmussen College reserves the right to withhold the release of academic information, and other records, pending settlement of any amount due to the College.

Non-Discrimination Policy
Rasmussen College 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 College employment policy will be implemented by all the College's governing boards and committees and will be consistent, and appropriate in all areas of the College's operations. The College's policies against discrimination and harassment are extended to all persons involved in the affairs of the College. The College does not discriminate against any individual on the basis of sex, race, color, creed, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance.

Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. An Executive Vice President or President or designee 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, students, or other persons doing business with or for Rasmussen.

Informal and Formal Complaints
Members of this College community who believe they have been the victims of sexual assault may turn to the campus Director, Regional Vice President or Executive Vice President for assistance. Whether or not a person consults with a school official, he/she has the option of making an informal or formal complaint according to the procedures outlined below.

Exit Interviews
Students completing 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 financial aid(s) including address of 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 Services, Introduction
Rasmussen College Library System, in accordance with the mission of the College, promotes life-long learning, develops information literacy skills, and fosters educational achievement. The library system is dedicated to supporting the diverse education and information needs of our online and residential communities.

In support of this mission, we:
- Extend our resources and personalized services to all students and employees of the College;
- Empower students to access information independently in the changing world of technology;
- Support faculty by providing professional development and instructional partnerships;
- Engage in responsive collection development and resource sharing; and
- Collaborate with faculty to select resources in a variety of formats.

This circulation policy supports the library mission of ensuring that library materials are available to members of the Rasmussen College community and other library users on an equitable, opportunity basis. Exceptions to this policy may be granted by the Campus Librarian on a case-by-case basis if need is demonstrated.

Borrowing Materials:
- General

The following persons are permitted to check out materials owned by our campus libraries:
- Rasmussen College students and alumni in good financial standing with the College;
- Rasmussen College faculty and staff in good standing with the library;
- Community, consortia, and interlibrary loan patrons in good standing with the library

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

Loan Periods
Circulating materials are loaned for 21 calendar days. Items may be renewed up to two times if there are no outstanding holds on the material. Special materials are loaned for 3 hours or 3 days, depending on the material type. Restricted materials may not be renewed. Library materials must be returned to the library on or before the end of the loan period. Returned materials are accepted at any campus library and may be delivered in person or mailed to the campus.

Minimum Technical Requirements
In order to be successful in online courses, you must use a computer system that meets or exceeds the technical requirements specified in the course. If you do not meet those requirements, you may need to attend a campus to complete some assignments. Technical requirements necessary for online courses to run properly are located on the following website: http://content.learnatoday.info/course_files/techinfo/techinfo.xls.html

Some courses require the use of software that is not Mac compatible. If you use a Mac, you may need to attend a campus, use a PC, or run the software in Windows emulation mode in order to complete some required course activities and assignments.

Student Senate
The Student Senate assists the College in providing a successful, positive, and rewarding atmosphere by organizing campus events. The Student Senate meets on a regular basis. Students are encouraged to participate in the discussion of the agenda or 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.
No retaliatory actions may be taken against any person because he/she has made a complaint or against any member of the College community who serves as an advisor or advocate for any party in any such complaint.

No retaliatory actions may be taken against any member of the College community merely because he/she is or has been the object of such a complaint.

**Informal Resolution**

Early control of a potentially harassing situation is very important.

1. Sometimes sexual harassment can be stopped by telling the person directly that you feel uncomfortable with his/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 sexual harassment with the Campus Director, Regional Vice President, or College President.

A Campus Director contacted by a person who may have been subjected to sexual harassment will give advice and guidance on both informal and formal procedures for solving the problem.

During the informal inquiry process, all information will be kept confidential to the greatest extent legally possible.

No specific circumstances, including the names of the people involved, will be reported to anyone else, except the President, Executive Vice President and the Human Resources, Director and Corporate Counsel, without the written permission of the person making the complaint. However, it, in the course of the inquiry Rasmussen College finds that the circumstances warrant a formal investigation, it will be necessary to inform the person complained against.

Incidents should be reported within 30 days. At any time during the procedures, both the person bringing a complaint and the person against whom the complaint is made may have a representative present in discussions with the Campus Director.

**Resolutions and Informal Complaints**

Anyone in the Rasmussen College community may discuss an informal complaint with the Campus Director, Regional Vice President, Executive Vice President or President.

1. If the person who discusses an informal complaint is unwilling to be identified to others but not the person against whom the informal complaint is made, the College will record the 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, every effort will be made to protect to the greatest extent legally possible. The expressed wishes of the complaining person for confidentiality will be strictly considered in the context of the College’s obligation to act upon the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the College and those involved in the investigation.

2. If the person bringing the complaint is willing to be identified to the person against whom the complaint is made in order to attempt resolution of the problem, the College will make a confidential record of the circumstances (signed by the complainant) and suggest and/or undertake appropriate discussions with the persons involved.

3. When a number of people report incidents of sexual harassment that occurred in a public context (for instance, offensive sexual remarks in a classroom lecture) or when the College receives repeated complaints from different individuals who have engaged in other forms of sexual harassment, the College may inform the person complained against without revealing the identity of the complainant.

**Definitions**

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement,
- submission to or rejection of such conduct by an individual’s work performance or creating an intimidating, hostile, or offensive working or academic environment.

This policy prohibits behavior such as, but not limited to:

1. Unwanted sexual advances;
2. Sexual or gender-based employment benefits in exchange for sexual favors;
3. Making or threatening reprimals after a negative response to sexual advances;
4. Verbal sexual advances or propositions;
5. Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means);
6. Sexually offensive comments, graphic verbal commentary about an individual’s body or dress, sexually explicit jokes and innuendos, and other sexually-oriented statements; and
7. Physical conduct, such as: touching, assault, or impeding or blocking movements.

Sexual harassment can occur in situations where one person has power over another, but it can also occur when equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or as subtle as a touch. Harassment under the third part of the definitions causes discomfort or interference to the experience of others.

Normal, courteous, mutually respectful, non-coercive interactions between employees, including men and women, that is acceptable to and understood by both parties and is not considered to be harassment, including sexual harassment.

There are basically two types of sexual harassment:

1. “Quid pro quo” harassment, where submission to harassment is used as the basis for employment decisions.

   - Employee benefits such as raises, promotions, better working hours, etc., are directly linked to sexual compliance with certain advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.

2. “Hostile work environment,” where the harassment creates an offensive and unpleasant working environment.

Hostile work environment can be created by anyone in the work environment, whether he/she is a supervisor, other employees, or customers. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment.

Cartoons or posters of a sexual nature, vulgar or offensive comments or jokes, or touching or fondling all fall into this category.

For further information please refer to the EEOC’s website at eeeo.gov or call the EEOC Rockford Area Office at 800-669-3362 (voice), 800-330-322 (TTY).

Sexual orientation harassment: Sexual harassment includes harassment based on sexual orientation. Sexual orientation harassment is verbal or physical harassment that is directed at an individual because of his/her sexual orientation and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

Romantic/sexual relationships between superior and subordinate: Substantial risks of discrimination in the instructional, supervisory, or personnel decisions related to sexual conduct or subordination of one’s actual freedom of choice concerning the relationship. Similarly, the authority of the superior to hire, fire, evaluate performance, reward, make recommendations, assign and oversee the work activities of employees may interfere with the employee’s ability to choose freely in the relationship. Further, it is inherently risky where age, background, stature, credentials or other characteristics contribute to the perceptions that a power differential exists between the involved parties which limits the student or employee’s ability to make informed choices about the relationship.

Claims of consensual romantic/sexual relationships will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. The faculty member, supervisor, or staff who will bear the burden of accountability because of his/her special power and responsibility, and it is exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks and consequences involved in entering a romantic/sexual relationship where there is an instructor/supervisor/trustee/sexual relationship.

Sexual assault: Sexual activity, including sexual penetration or sexual conduct carried out under coercion, with the threat of a weapon, through the threat of bodily harm, through a position of authority, or when the victim/survivor is mentally or physically disabled or helpless constitutes criminal sexual conduct.

Having a previous relationship of any nature, including prior sexual contact with the victim/survivor is not an accepted defense for sexual assault. The victim/survivor does not need to prove that she/he resisted and another witness is not needed to prosecute the case.

The relative age of the persons involved, the victim/survivor’s fear of bodily harm to self or another, the use of threat to use a weapon by the perpetrator, and the infliction of either physical or emotional anguish upon the victim/survivor is 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 shall include a written statement signed by the complainant specifying the incident(s) of sexual harassment. The statement may be prepared by the complainant or the complainant’s advisor as a record of the complaint. The complaint must be addressed to the Campus Director or other manager who will immediately review such a complaint to an Executive Vice President or President and Human Resource Director or Corporate Counsel.

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

1. The person who is first contacted, through informal discussion of the complaint, will inform the College specifying the individuals involved. Rasmussen will decide whether the circumstances reported in the complaint warrant a formal investigation or an informal inquiry.

2. If the circumstances warrant an investigation, Rasmussen will inform the person complained against of the name of the person making the complaint as well as of the substance of the complaint. The College will then limit the investigation to what is necessary to resolve the complaint or make a recommendation. If it is necessary for the College to speak to any other person other than those involved in the complaint, they will do so only after informing the complainant and the person complained against.

3. The College’s first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.

4. The College will be in communication with the complainant until the complaint is resolved. The complainant will be informed of procedures being followed throughout the investigation although not of the specific conversations held with the person complained against.

5. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and make its recommendations within 60 days from the time the formal investigation is initiated.

6. If a formal complaint has been preceded by an informal inquiry, the College will consider whether there are sufficient grounds to warrant a formal investigation.

7. After an investigation of the complaint has been completed, the College will decide whether 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 faculty or student staff, the College will be in contact with the student or employee in order to determine if there is reasonable cause to believe that harassment has occurred and report its findings and the resolution to an Executive Vice President or President; or

2. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President; or

3. Report to an Executive Vice President or President its findings the College will decide whether to support the complaint.

1. The victim is aware that criminal charges can be made with local law enforcement officials.

2. The prompt assistance of campus administration, or Rasmussen management at the request of the victim, in notifying the appropriate law enforcement officials of a sexual assault incident;
3. A sexual assault victim’s participation in and the presence of the victim’s attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint;

4. Notice to a sexual assault victim of an outcome of any campus or college facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;

5. The complete and prompt assistance of campus administration, or Rasmussen management at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;

6. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding;

7. The assistance of campus and/or other Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim’s request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to another campus of Rasmussen.

8. Further information can be obtained from the following source:

   Kansas Coalition Against Sexual and Domestic Violence – Crisis Hotline: 1-888-363-2287
   kccsv.org/krsresources.html
   Kansas City Metropolitan Organization to Counter Sexual Assault
   24 Hour Crisis Line: 816-531-0233;
   913-642-0233
   mocsca.org/
   Kansas Attorney General
   Victim Services Division
   120 SW 10th Ave., 2nd Floor
   Topeka, KS 66612
   1-800-826-9745
   ag.ks.gov/victim-services

9. The campus administration will inform victims of their rights under the Crime Victims Bill of Rights, including the right to assistance from the Office of the Crime Victim Ombudsman and the Crime Victims Reparations Board.

   For further information refer to the Office of the
   Crime Victim Ombudsman website at
   oj.state.ms.us/
   651-642-0550 or the Crime Victims Reparations Board website at
   oj.state.ms.us/MCVCS/
   651-282-6256

   Nothing in this policy shall prevent the complainant or the respondent from pursuing formal legal remedies or resolution through state or federal agencies or the courts.

Drug-Free School and Work Place

In accordance with the Drug-Free Schools and

   Communities Act (34 CFR Part 85), Rasmussen College has implemented a drug-free college and workplace. For more information visit The U.S.

   Department of Education’s Higher Education Center for

   Alcohol and Other Drug Prevention website at ed.gov.

   Students are prohibited from the unlawful

   manufacture, distribution, dispensing, possessing,

   use or 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

   participating in College-related activities including but not limited to educational, entertainment, or practicum experiences.

   Students who violate this policy will be subject to disciplinary action up to and including exclusion or termination of enrollment.

As a condition of enrollment, students must abide by the terms of this policy or the College will take one or more of the following actions within 30 days with respect to any student who violates this policy by:

1. Reporting the violation to law enforcement officials.

2. Taking appropriate disciplinary action against the student, up to and including expulsion or termination of enrollment.

3. Requiring such student to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local, health, law enforcement, or other appropriate agency.

In compliance with the law, the College will make a good faith effort to maintain a drug-free College through implementation of the preceding policy and will establish and maintain a drug-free and alcohol awareness program. Upon enrollment and on an annual basis, students will receive a copy of the Rasmussen College Drug-Free Schools and Workplace policy, list of applicable sanctions under federal, state, or local laws, description of health risks, list of drug and alcohol programs that are available, and list of imposed disciplinary sanctions for students.

The Federal Government has taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws affect several areas of our lives. For instance, the Department of Housing and Urban Development, which provides public housing funds, has the authority to evict residents found to be involved with related crimes or near the public housing premises. Businesses with federal contracts are subject to a loss of those contracts if they do not promote a drug-free environment. In our particular situation, students are involved with activities that could close their eligibility for financial aid. Further, they could also be denied other federal benefits, disability, retirement, health, welfare, and Social Security. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.

Drugs and alcohol are highly addictive and injurious to the person and can cause harmful effects to virtually every aspect of a person’s life, i.e., relationships, family, job, school, physical, and emotional health. People who use drugs and alcohol may also be at risk of responsibility because restless, irritable, paranoid, depressed, inattentive, anxious, or experience sexual indifference, loss of physical coordination and appetite, go into a coma, experience convulsions, or even death.

Persons who use drugs and alcohol face not only health risks, but their ability to function in their personal and professional lives can be impaired as well. Examples of this are a hangover, or a feeling of being “burnt out,” being preoccupied with plans for the next drink, or “high” or slowed reflexes that can be especially dangerous while driving.

There are danger signals that could indicate when someone is using drugs or alcohol:

• inability to get along with family or friends
• uncharacteristic temper flare-ups
• increased “secret” type behavior
• abrupt changes in mood or attitude
• resistance to discipline at home or school
• getting into a “slump” at work or school
• increased borrowing of money
• a complete set of new friends

We recommend that any person observing any of the above changes in any student of Rasmussen College immediately notify the Academic Dean or Campus Director.

Drug Abuse Policy

Rasmussen College is committed to providing a safe, drug-free environment for its students and employees, based on our concern for the safety, health and welfare of our students and their families, as well as Rasmussen College’s employees and the community.

The organization also wishes to protect its business from unnecessary financial loss due to drug or other intoxicant use among its students and employees.

Consistent with this commitment, Rasmussen College strictly prohibits:

1. The presence of students or employees on campus or off campus at activities sponsored by the College, while under the influence of intoxicants, drugs or any other controlled substances.

2. The use, manufacturing, furnishing, possession, transportation or trafficking of illegal drugs, or controlled substances in any amount, in any manner, or at any time on Rasmussen College campuses or off campus at activities sponsored and controlled by the College.

3. The right to consent to disclosures of personal information contained in the student’s education records, except that the FERPA authorizes disclosure without consent. One exception which permits disclosure of information to the student is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff), a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest in the information if the information is needed to fulfill his or her professional responsibility.

4. The right to disclose — without the written consent or knowledge of the student or parent — personally identifiable information from the student’s education records to the Attorney General of the United States or to any state or local education agency in the state in which the student resides, in order in connection with the investigation or prosecution of terrorism crimes specified in laws passed in the United States after November 18, 1986, and included in the United States Code.

5. The right to disclose — without the written consent or knowledge of the student or parent — information from a student’s education records in order to comply with a “lawfully issued subpoena or court order” in three contexts.

a. Grand Jury Subpoenas – The institution may disclose education records to the entity or persons designated in a Federal Grand Jury Subpoena. In addition, the court may order the institution not to disclose the existence of the subpoena or the institution’s response.

b. Law Enforcement Subpoenas – The institution may disclose education records to the law enforcement agency or any court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or content of the subpoena or the institution’s response.

6. The right to disclose — without the written consent or knowledge of the student or parent — information from a student’s education records to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent of student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.

The right to disclose — without the written consent or knowledge of the student or parent — information from a student’s 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 individual in imminent danger of serious harm or death.
7. The right to file a complaint with the U.S. Department of Education regarding 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 regarding alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

Educational Records Definition
A student’s education records are defined as files, materials, or documents that contain information directly related to the student and are maintained by the Institution. Access to a student’s education records is afforded to school officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising, and determining financial aid eligibility.

Directory Information
Directory information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The school requires that such requests be made in writing to the Campus Director within fifteen (15) days after the student starts classes.

Directory Information includes: Student’s name, date of birth, address (except for educational purposes related to the student’s education), sex, marital status, part-time or full-time dates of attendance (the period of time a student attends or attended Rasmussen College not to include specific daily records of attendance). Students may restrict the release of Directory Information except to school officials with legitimate educational interests and others as outlined above. To do so, a student must make the request in writing to the Business Office.

Appeal Procedure
Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. Individuals who feel they have been unjustly treated can request the Campus Director to hear their appeal.

For appeals involving academic issues such as final grades, students should appeal first to their instructor within one week of the start of a subsequent term. If the issue remains unresolved after discussion with the instructor, who may not be contacted by students to consider any such appeals, students may submit a written statement of appeal to the Assistant Vice President of Academic Institutional Research and Assessment. Response will be given within 30 days. If individuals wish to appeal a decision or request a hearing for any other perceived violation of rights, written statements of appeal must be submitted to the Vice President of Student Affairs within 15 calendar days of the issue in question. Response will be given within 30 days.

Arbitration
Any controversy or claim arising out of, or relating to a current or former student’s recruitment, enrollment in, or education at Rasmussen College (“Controversy or Claim”), shall be resolved first in accordance with the procedures set forth in the Grievance Policy published in the then current Rasmussen College catalog. If, following completion of the Grievance Policy procedures, any current or former student (the “Student”) or Rasmussen College remains dissatisfied, then the Controversy or Claim, in accordance with the Enrollment Agreement, shall be resolved by binding arbitration administered in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Arbitration shall be the sole remedy for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog.

If the Student and Rasmussen College agree otherwise, the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator.

The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, except all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party’s actual damages. The arbitrator also shall have no authority to award attorney’s fees or to collectively arbitrate any Controversy or Claim of or against more than one student regardless of whether or how many other similarly circumstance Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator’s fees and administrative costs of arbitration charged by the American Arbitration Association but otherwise the Student and Rasmussen College shall bear their own costs and expenses of the arbitration, including attorney’s fees. Except as may be required by law, no party to the arbitration nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both the Student and Rasmussen College.

Disclosure Policy
Availability of financial information regarding the College may be requested from the Chief Financial Officer.

Rasmussen College is currently authorized or licensed* to operate in: Alabama, Arkansas, Arizona, California, Colorado, Connecticut, Florida, Illinois, Iowa, Kansas, Minnesota, North Dakota, Wisconsin, and Wyoming. Rasmussen College will continue to monitor developments in state laws in each state in which it enrolls students and to modify its operation or licensure if is becomes necessary, will work to obtain such additional approvals.

*Many states do not require specific authorization or licensure for their residents to enroll in online programs.

STATE CONTACT INFORMATION FOR STUDENT COMPLAINTS

**ALABAMA**
Alabama Commission on Higher Education
P.O. Box 320000
Montgomery, AL 36130
acche.state.al.us/federal-reg.pdf
Alabama Department of Postsecondary Education
P.O. Box 100130
Montgomery, AL 36130
accs.cc/complaintform.aspx

**ALASKA**
Alaska Commission on Postsecondary Education
P.O. Box 115050
Juneau, AK 99811
EED.ACEP-IQA@alaska.gov
akhighered.alaska.gov/EDUCATOR-SCHOOL/Postsecondary_Institutions/
Consumer_Protection.aspx

**ARIZONA**
Arizona State Board for Private Postsecondary Education
1400 West Washington Street, Room 260
Phoenix, AZ 85007
azppsxx.gov/student_info/complaint.asp

**ARKANSAS**
Arkansas Higher Education Coordinating Board
Arkansas Department of Higher Education
114 East Capitol Ave.
Little Rock, AR 72201
ADHE_info@adhe.edu
adhe.edu/SiteCollectionDocuments/AcademicAffairsDivision/Delores/APPENDIX%20JS%20Student%20Grievance%20complaint%20process%2020new.pdf
Arkansas State Board of Private Career Education
501 Woodlane, Suite 3125
Little Rock, AR 72201
sbopc@arkansas.gov

**CALIFORNIA**
Approved Institutions: California Bureau of Private Postsecondary Education
P.O. Box 986816, West Sacramento, CA 95696
bppe@dca.ca.gov
bppe.ca.gov/forms_public/complaintpdf.pdf
Exempt Institutions:
   Attorney General’s Office
   California Department of Justice
   Public Inquiry Unit
P.O. Box 944255
Sacramento, CA 94424
ag.ca.gov/contact/complaint_form.pdf?cmph=PL

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

**CONNECTICUT**
Office of Connecticut Financial and Academic Affairs for Higher Education
61 Woodland Street
Hartford, CT 06105
860-947-1800, info@ctdoe.state.ct.us
Non-degree institutions: ctdhe.org
   POSA/pdf/ComplaintForm.pdf
   Connecticut Department of Consumer Protection
   165 Capitol Avenue, Room 110
   Hartford, CT 06106
   trade.practices@ct.gov
   ct.gov/ctdcp/lib/ctdcp/Consumer_Statement_.
   cprf-2.pdf
   Consumer Complaint Hotline: 800-842-2649

**DELAWARE**
Delaware Higher Education Office
Carvel State Office Building, 5th Floor, 820 North French Street
Wilmington, DE 19801
dheo@doe.k12.de.us

Delaware Attorney General Consumer Protection
Wilmington, DE 19802
820 North 5th Street 5th Floor
Wilmington, DE 19801
cpswd Attorneys@doe.state.de.us

**DISTRICT OF COLUMBIA**
District of Columbia Office of the State
Superintendent of Education
Education Licensure Commission
630 11th Street, NE 5th Floor
Washington, DC 20002
osse.dc.gov/sites/default/files/dc/ sites/osse/dfse/publication/attachments/
complaint_form_4_11.pdf

**FLORIDA**
Florida Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399
fboe.org/colclaim.asp
TUITION

Full time pricing will be effective for all students as of October 2013:

<table>
<thead>
<tr>
<th>Program</th>
<th>Part Time</th>
<th>Full Time</th>
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<tbody>
<tr>
<td>School of Business</td>
<td>$350 per credit for Foundation courses and all 1000-2000 level courses</td>
<td>$299 per credit for Foundation courses and all 1000-2000 level courses</td>
</tr>
<tr>
<td>School of Health Sciences</td>
<td>$310 per credit for all 3000-4000 level courses</td>
<td>$299 per credit for all 3000-4000 level courses</td>
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<tr>
<td>School of Technology</td>
<td>$310 per credit</td>
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<td>School of Design</td>
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</tr>
<tr>
<td>School of Justice Studies</td>
<td>$310 per credit</td>
<td>$299 per credit</td>
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</table>

School of Education:  
- Early Childhood Education: $310 per credit
- Medical Assisting: $310 per credit

- Full time students are defined as taking 12 or more credits per quarter. Students taking less than 12 credits are part time students. 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 for every course over four courses.
- Tuition rate is locked in 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 $275 per credit hour, plus the cost of books and other fees. This non-credit option is NOT available for courses beginning with a “ART” “CAP” “CET” “CGS” “CIS” “CNT” “COP” “CTS” “DIG” “EEC” “ELT” “GAS” “ISH” “NUR” “PRN” “PTN” and “W”. Students who elect to complete courses on a non-credit basis are not guaranteed full technology access; however, every effort will be made to provide technology resources. Transcripts denote a “ZP” upon completion of the course. Students may choose to convert the “ZP” to a letter grade and earn credit for an additional cost of $75 per credit hour.
- For information on our graduation rates, median graduate debt levels, and other student investment disclosure information, visit rasmussen.edu/SID.
Return of Title IV Funds Policy

If a student withdraws or is dismissed, they need to visit with the Campus Director or Dean to complete the Rasmussen College Notice of Change in Student Status form, which will begin the withdrawal process. Students are allowed to convey their withdrawal verbally or in writing to the Campus Director or Dean.

Rasmussen College uses the state-mandated refund policy to determine the amount of institutional charges it can retain. The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdrew or on 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 vary by the number of credit hours in the quarter. The student is not required to repay any outstanding current period charges.

Rasmussen College eligible the percentage and amount of tuition which was paid for any outstanding current period charges.

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 coin situation for which the student may need to take an extended break between quarters. A student with an extending coin situation may apply for the Extended Quarter Break Out Policy. Students who are enrolled and meeting the standards of Satisfactory Academic Progress at the end of one term may apply for an extension for the following term. The student must successfully complete the term immediately prior to the Stop Out term. The student must commit to returning on the mid-quarter start (week 6) of the subsequent quarter or the student will be withdrawn from Rasmussen College. The student must meet with his or her Student Advisor in order to obtain a Stop Out Request Form.

The Student Advisor will provide the student with the necessary information to make an informed decision. Stop Out Request Forms must be signed by the student 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 re-enroll for any other institution during this break. Students who are approved to take a Stop Out are eligible to receive aid only on the mid-quarter of the term the student returns. A Stop Out is not permitted in consecutive terms.

Military Leave and Refund

Rasmussen College supports its students who are also members of the armed forces. Service member students who are given official orders to deploy for state or federal needs, as well as their spouses, who cannot complete the academic quarter due to the deployment may withdraw without penalty from any or all classes in which they are enrolled, even if the established deadline for withdrawal has passed. These students are entitled to a full refund of tuition and mandatory fees for the 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 WK. Any tuition refund will be calculated according to federal guidelines, and any remaining balance will be returned in accordance with the student’s EFC form (completed upon enrollment). Students in good standing who withdraw under this policy may be readmitted and re-enrolling under the catalog that is current at the time of re-enrollment, without penalty or readmission or admission eligibility, within one year following their release from active military service. Prior to being readmitted, the student will meet all the requirements for re-enrollment.

Medial Leave of Absence and Medical Withdrawal Policy

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

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

Medical Withdrawals may be one of the following:

1. Medical Withdrawal: intended for students who do not plan to return to Rasmussen College.

2. Involuntary Medical Withdrawal: initiated by campus administration for students who are suspended or are dismissed due to conduct policy violations, or who pose a direct threat to themselves or others.

Students are treated as a drop/withdrawal for Financial Aid purposes and may end up owing a tuition balance. Students should see the Student Financial Services Office to determine the impact of a Medical Leave or Withdrawal.

Applying for a Leave or Withdrawal:

To apply for a Medical Leave or Medical Withdrawal the student must obtain the application form from the Campus Accommodations Coordinator, have it signed by the appropriate person(s) and return the completed form to the Campus Accommodations Coordinator.

When a Student Wants to Return After a Medical Leave of Absence

To return from Medical Leave, the student must contact the Campus Accommodations Coordinator prior to the first day of classes to complete a re-admission application. A student must not be enrolled in any other institution during this period.

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 before the beginning of the drop/ add period the course(s) will be dropped without being recorded on the student’s transcript and tuition will not be returned.

2. A grade of “WX” will be recorded for each course for which a student was registered if the student takes Medical Leave or Medical Withdrawal from the College at any time following the first week of the quarter.

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

The usual rules for transferring credit to Rasmussen College for courses taken elsewhere while on leave will apply to any academic work done by the student while on Medical Leave or while not enrolled at Rasmussen College. All academic probation, warnings and dismissals take precedence over any Medical Leaves or Medical Withdrawals. If a student returns to active probation or is placed on probation while on leave, the conditions of his or her probation are continued to the quarter in which he or she returns to the College.

Involuntary Medical Withdrawal Appeal Process

A student who is placed on an Involuntary Medical Withdrawal may appeal the decision to the College President within three (3) business days (excluding weekends and federal and state holidays) of the decision and an appeal hearing should be made in person and should set forth the basis for the appeal. The College President (or their designee) has three (3) business days from receipt of the appeal (excluding weekends and federal and state holidays) to affirm or reverse the decision, which is then considered final. The College President (or their designee) may extend the time limits set forth 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 requires a completed re-admission application from the student along with a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the professional/therapist/physician believes the student is able to return to Rasmussen College.

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

Federal Distribution of Funds Policy

If the disbursement is made for the Florida State Assistance Grant (FSAG) while the student is enrolled, no refund will be due. If the disbursement is made while the student is no longer in attendance, a full refund of the FSAG program is due. A student must be attempting a minimum of six credits per quarter to be eligible for the Federal Stafford Subsidized Loan.

If a student receiving Bright Futures scholarship funds withdraws from course(s) after the drop/add period, the student will be required to return a pro-rata portion of the scholarship for course(s) withdrawn from.

For Florida Campuses

Refunds for state aid programs are calculated on a proportional basis. To calculate the maximum refund due to the Minnesota State Grant Program, the SELF Loan Program, and other Minnesota State Aid Programs (with the exception of the Federal Work Study Program), the following formula is used:

Amount of funds (financial aid and cash) applied to institutional charges (including post-award financial aid and institutional charges)) - Any remaining refund monies will then be applied to reduce the student’s Federal Pell Grant Award.

Any remaining refund monies will then be applied to the student’s Federal SEOG award.

Any remaining refund monies will then be applied to reduce the student’s Federal Direct Unsubsidized Stafford, Federal Direct Subsidized Stafford, and Federal Direct PLUS loans as determined by the student’s Federal SEOG award.

Other Federal SFA Programs authorized by Title IV Higher Education Act.

Non-Federal Refund Distribution Policy

If the disbursement is made for the Florida State Assistance Grant (FSAG) while the student is enrolled, no refund will be due. If the disbursement is made while the student is no longer in attendance, a full refund of the FSAG program is due. A student must be attempting a minimum of six credits per quarter to be eligible for the Federal Stafford Subsidized Loan.

If a student receiving Bright Futures scholarship funds withdraws from course(s) after the drop/add period, the student will be required to return a pro-rata portion of the scholarship for course(s) withdrawn from.

For Minnesota Campuses

Refunds for state aid programs are calculated on a proportional basis. To calculate the maximum refund due to the Minnesota State Grant Program, the SELF Loan Program, and other Minnesota State Aid Programs (with the exception of the Federal Work Study Program), the following formula is used:

Amount of funds (financial aid and cash) applied to institutional charges (including post-award financial aid and institutional charges)) - Any remaining refund monies will then be applied to reduce the student’s Federal Pell Grant Award.

Any remaining refund monies will then be applied to the student’s Federal SEOG award.

Any remaining refund monies will then be applied to reduce the student’s Federal Direct Unsubsidized Stafford, Federal Direct Subsidized Stafford, and Federal Direct PLUS loans as determined by the student’s Federal SEOG award.

Other Federal SFA Programs authorized by Title IV Higher Education Act.

For Florida Campuses

Refunds for state aid programs are calculated on a proportional basis. To calculate the maximum refund due to the Minnesota State Grant Program, the SELF Loan Program, and other Minnesota State Aid Programs (with the exception of the Federal Work Study Program), the following formula is used:

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Any remaining refund monies will then be applied to the student’s Federal SEOG award.

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For Florida Campuses

If the disbursement is made for the Florida State Assistance Grant (FSAG) while the student is enrolled, no refund will be due. If the disbursement is made while the student is no longer in attendance, a full refund of the FSAG program is due. A student must be attempting a minimum of six credits per quarter to be eligible for the Federal Stafford Subsidized Loan.

If a student receiving Bright Futures scholarship funds withdraws from course(s) after the drop/add period, the student will be required to return a pro-rata portion of the scholarship for course(s) withdrawn from.
ACADEMIC INFORMATION AND COLLEGE POLICIES

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.

ACCRREDITATION, LICENSING, APPROVALS AND OWNERSHIP

Accreditation
Rasmussen College is accredited by the Higher Learning Commission and a member of the North Central Association 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604 800-621-7440 or 312-263-0456 The Health Information Technician Associate Degree Program offered at the Brooklyn Park/Maple Grove, Bloomington, the Eagan, Lake Elmo/Woodbury, Mankato, and St. Cloud Campuses in Minnesota – the Aurora/Naperville and Rockford Health Careers Campuses – the Green Bay Campus in Wisconsin – and the Rasmussen College Online Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

- Commission on Accreditation for Health Informatics and Information Management Education 233 North Michigan Ave, 21st Floor Chicago, IL 60601 312-233-1100

The Health Information Management BS Degree program is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). 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 (cahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

- Commission on Accreditation of Allied Health Education Programs 1361 Park Street Clearwater, FL 33756 727-210-2356

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

- Accrediting Bureau of Health Education Schools 7777 Leesburg Pike, Suite 314 North Falls Church, VA 22034 703-517-9603

- The Surgical Technologist AAS program at the Brooklyn Park/Maple Grove, Moorhead, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (cahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

- Commission on Accreditation of Allied Health Education Programs (CAAAHEP) 1361 Park Street Clearwater, FL 727-210-2350 cahep.org

The Medical Laboratory Technician program at the Green Bay, Lake Elmo/Woodbury, Mankato, Moorhead and St. Cloud campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N River Road, Rosemont, 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.

Registration
Rasmussen College is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.


Licensing
Rasmussen College is approved by the Kansas Board of Regents:
- Kansas Board of Regents 1000 SW Jackson Street, Suite 520 Topeka, KS 66612 785-296-3421

Rasmussen College is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.


Rasmussen College is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at:

- Commission for Independent Education Florida Department of Education 325 West Gaines Street, Suite 1414 Tallahassee, FL 32399 888-224-6684

Veteran's benefits for all National Online Students are certified through Bloomington, Minnesota.

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. Slage, President

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

Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impair one’s eligibility to sit for these exams or to secure employment in one’s chosen career field.

Pharmacy Technician students convicted of non-drug-related felonies may not be eligible to sit for the Pharmacy Technician Certification Board (PTCB) exam. Pharmacy Technician students convicted of drug- or pharmacy-related felonies ARE NOT eligible to sit for the PTCB exam.

Students seeking licensing as professional pharmacy technicians 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 one 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.
BOARD OF DIRECTORS

Henry S. Bienen
– Chairman, Rasmussen College
– President Emeritus, Northwestern University, Evanston, Illinois

J. Michael Locke
– Vice Chairman, Rasmussen College

Herman Bulls
– International Director, Jones Lang LaSalle

John A. Canning, Jr.
– Co-Founder and Chairman, Madison Dearborn Partners, LLC

James E. Cowie
– Managing Director, Frontenac Company

Gerald A. Gagliardi
– Managing Partner, Net Wolves Corporation

Stanford J. Goldblatt, Esq.
– Of Counsel, Winston & Strawn LLP

Bernard Goldstein
– Founder, Broadview International, LLC

Robert E. King
– Chairman, Rasmussen, Inc.

Thurston E. Manning
– Former Executive Director of the Commission on Institutions of Higher Education of the North Central Association

Thomas M. Slagle
– CEO, Rasmussen College

John C. Staley
– Former Managing Partner, Ernst & Young Lake Michigan Area

Kristi A. Waite
– President, Rasmussen College

CENTRAL OFFICE

Kristi A. Waite
President
B.A., Concordia University

Trenda Boyum-Breen
Chief Academic Officer
Ed.D., University of Minnesota
M.S., Winona State University
B.A., Concordia College

Dwayne Bertotto
Regional Admissions Vice President
B.S., University of Wisconsin – Superior

Brent Dobsch, CPA
Chief Financial Officer
M.I.S., M.B.A., Katz Graduate School of Business
B.S., University of Delaware

Tawnie L. Cortez
Vice President of Student Affairs
B.A., Montana State University

Donato J. DeVito
Senior Vice President, Admissions Services
M.B.A., University of Scranton
B.S., Excelsior College

George Fogel
Vice President of Compliance and Financial Services
M.B.A., Benedictine University
B.S., Rasmussen College

Douglas Gardner
Campus President
B.A., Buena Vista College

Susan M. Hammerstrom
Vice President, Admissions & Training
B.S., St. Cloud State University

Amy King
Campus President
M.B.A., Benedictine University
B.S., Northern Illinois University

Tom Slagle
Chief Executive Officer
B.S., University of Toledo

Julia Sollien
Director of Academic Operations
M.A., B.A., University of Iowa

Claire Walker
Vice President of Nursing Operations
B.A., Ithaca College

Greg Witte
Regional Vice President
B.M.E., Central Missouri State University

CAMPUS ADMINISTRATION

Kevon Abshier
Campus Director
B.S., Washburn University
Overland Park, Topeka

Jay Buchholz
Associate Campus Director, Director of Admissions
M.B.A., University of Scranton
B.A., University of Iowa

Twin Cities

Alvin Daniels
Director of Admissions
B.S., American Intercontinental University
Twin Cities

Chris Phillips
National Director of Online Admissions
B.A., University of Wisconsin – Madison
Online

Jessica Jacobs
Director of Admissions
B.S., University of Louisville

Sharon Richardson
Director of Admissions
M.S., Troy State University
B.S., University of South Dakota

Kevin Roberts
Senior Director of Admissions
M.B.A., University of Scranton
B.S., University of South Dakota

Matt Specht
Director of Admissions
J.D., William Mitchell College of Law
B.S., St. Cloud State University
Online

Deidre Walker
Faculty Manager
M.A., Trinity International University
B.A., Loyola University

Online

888-5-RASMUSSEN

73
### ACADEMIC ADMINISTRATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Institution 1</th>
<th>Institution 2</th>
<th>Institution 3</th>
<th>Institution 4</th>
<th>Institution 5</th>
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<tbody>
<tr>
<td>Matthew Segard</td>
<td>Assistant Vice President of Institutional</td>
<td>Ph.D., University of</td>
<td>M.A., Ohio University</td>
<td>M.A., B.A., Bowling</td>
<td>Twin Cities</td>
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<td></td>
<td>Research and Assessment</td>
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<td>Green State University</td>
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<tr>
<td>Matthew Petz</td>
<td>Assistant Vice President of Academic</td>
<td>M.A., St. Mary's University of Minnesota</td>
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<td></td>
<td>Affairs</td>
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<td>Twin Cities</td>
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<tr>
<td>Kathe Kacheroski</td>
<td>Dean of Curriculum and Instruction</td>
<td></td>
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<td>Carrie Daninhirsch</td>
<td>Regional Dean</td>
<td></td>
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<td>Twin Cities</td>
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</tr>
<tr>
<td>Ann Morgan</td>
<td>Director of Online Academic Management</td>
<td>M.A., University of Minnesota – Twin Cities</td>
<td>B.A., University of Wisconsin – Eau Claire</td>
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<td></td>
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</tr>
<tr>
<td>Lynne Croteau</td>
<td>Online Dean</td>
<td>M.B.A., M.H.R.R., Keller Graduate School of Management of DeVry University</td>
<td>B.S., Westfield State College</td>
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<tr>
<td>Sabrina Ely</td>
<td>Faculty Manager</td>
<td>Professional Program Management</td>
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<td>Jennifer Moorhead</td>
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<td>Elle O’Keefe</td>
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### SCHOOL OF BUSINESS

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<tr>
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<tbody>
<tr>
<td>Latricia Rountree</td>
<td>Dean of School of Business</td>
<td>M.B.A., Webster University</td>
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### SCHOOL OF DESIGN

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Jennifer Ayotte</td>
<td>Dean of School of Design</td>
<td>M.S., St. Joseph's University</td>
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<tr>
<td>Ed Sargeant</td>
<td>Dean of School of Design</td>
<td>M.A., Camberwell College of Arts – London</td>
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### SCHOOL OF EDUCATION

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Cecelia Westby</td>
<td>Dean, Early Childhood Education</td>
<td>M.A., University of Minnesota</td>
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<tr>
<td>Joni Kuhn</td>
<td>Dean, Early Childhood Education</td>
<td>M.A., City University of Seattle</td>
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### SCHOOL OF HEALTH SCIENCES

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<tr>
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<tbody>
<tr>
<td>Christian Wright, DC</td>
<td>Dean of School of Health Sciences</td>
<td>D.C., B.S., National University of Health Sciences</td>
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<tr>
<td>Tammy Renner, MS, MT (ASCP)</td>
<td>Medical Laboratory Technician Program Director</td>
<td>M.S., Univerisity of North Dakota</td>
</tr>
<tr>
<td>Judy Johnson</td>
<td>Dean of School of Nursing</td>
<td>M.S., University of Minnesota</td>
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### SCHOOL OF JUSTICE STUDIES

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Matthew Petz</td>
<td>Dean of School of Justice Studies</td>
<td>M.A., St. Mary's University of Minnesota</td>
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<tr>
<td>Kirk Olson</td>
<td>Dean of School of Justice Studies</td>
<td>J.D., University of Minnesota Law School</td>
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### SCHOOL OF NURSING

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<tr>
<td>Gail Dolan, EdD, RN</td>
<td>National Dean of ADN Program</td>
<td>M.A., Nova Southeastern University</td>
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<tr>
<td>Allyson Torstveit, MSN, RN, TNCC</td>
<td>Interim National Dean of PN Program</td>
<td>M.S.N., B.S.N., Minnesota State University – Moorhead</td>
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<tr>
<td>Carolyn Wright, MSN, RN</td>
<td>Dean of Nursing</td>
<td>M.S.N., Walden University</td>
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### SCHOOL OF TECHNOLOGY

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<tr>
<td>Ronnie Cervantes</td>
<td>Dean of Computing</td>
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### GENERAL EDUCATION & DEVELOPMENTAL EDUCATION

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<tr>
<td>Brooks Doherty</td>
<td>Dean, General Studies</td>
<td>M.A., University College – London</td>
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<tr>
<td>Robert Anderson</td>
<td>Dean of Nursing</td>
<td>M.S., Thomas Jefferson University</td>
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<tr>
<td>Sherry Kamarowski</td>
<td>Dean of Library and Learning Services</td>
<td>M.A., B.A., University of Kassel Germany</td>
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<tr>
<td>Rebecca Sims</td>
<td>Dean of Library and Learning Services</td>
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<tr>
<td>Charlene Weatherford</td>
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### LIBRARY AND LEARNING CENTER

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<tbody>
<tr>
<td>Emily O’Connor</td>
<td>Dean of Library and Learning Services</td>
<td>M.S., Florida State University</td>
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<tr>
<td>Beth Marie Gooding</td>
<td>Associate Dean of Library</td>
<td>M.S., M.L.S., Indiana University</td>
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<tr>
<td>Jon Mladic</td>
<td>Associate Dean of Learning Center</td>
<td>M.A., Lewis University</td>
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<tr>
<td>Jennifer Stoker</td>
<td>Regional Learning Center Manager</td>
<td>M.A., University of Central Florida</td>
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<tr>
<td>Erin Lasley</td>
<td>Regional Learning Center Manager</td>
<td>M.A., University of St. Thomas</td>
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<tr>
<td>Ellen Collins</td>
<td>Librarian/Learning Center Coordinator</td>
<td>M.L.S., B.S., Emporia State University</td>
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<tr>
<td>Sean Stacey</td>
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### OVERLAND PARK/TOPEKA

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<td>Ann Morgan</td>
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<tr>
<td>David Lungren</td>
<td>Director of Campus Academic Management</td>
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### CHICAGO

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<td>John Olson</td>
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### ORLANDO

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