MISSION

Rasmussen College is dedicated to serving our communities by recognizing the diverse needs of individuals. We encourage personal and professional development through respect, appreciation, and a commitment to general education as a foundation for lifelong learning.

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

PURPOSES

TO ACCOMPLISH OUR MISSION, RASMUSSEN COLLEGE ESTABLISHED THESE PURPOSES:

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

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

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

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

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

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

• Summer Quarter
  July 8 – September 22

• Early Fall Quarter
  August 12 – September 22

• Fall Quarter
  October 7 – December 22

• Early Winter Quarter
  November 12 – December 22

• Winter Quarter
  January 6 – March 23

• Early Spring Quarter
  February 10 – March 23

• Spring Quarter
  April 7 – June 22

• Early Summer Quarter
  May 12 – June 22

• Summer Quarter
  July 7 – September 21

COLLEGE HOLIDAYS

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

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

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

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

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

Sincerely,

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

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

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

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

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

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

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

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

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

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

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

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

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

CAREER OPPORTUNITIES:
- Accounting Clerk
- Bookkeeper

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

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

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

TOTAL CERTIFICATE CREDITS 39*

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

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

DIPLOMA

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

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

IN ADDITION TO ALL CERTIFICATE COURSES
GENERAL EDUCATION COURSES
LOWER DIVISION
E279 English Composition (Required course) 4
G124 English Composition 4
G125 Communication (Select 1 course) 4
Math/Natural Sciences ((Select 1 Math course; College Algebra recommended) 4

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

Total Diploma Credits
General Education Credits 32
Major and Core Credits 61
TOTAL DIPLOMA CREDITS 93*

SEE PAGE 34 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

SCHOOL OF BUSINESS

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

ASSOCIATE'S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES
GENERAL EDUCATION COURSES
LOWER DIVISION
Humansities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 of the following courses)** 8
G123 Principles of Economics 4
G142 Introduction to Sociology 2
G203 Macroeconomics 4
G204 Microeconomics 4

Total Associate's Degree Credits
General Education Credits 32
Major and Core Credits 61
TOTAL AAS DEGREE CREDITS 93*

SEE PAGE 34 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.

EARN AS YOU LEARN

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

Total Bachelor’s Degree Credits 181*

PUBLIC ACCOUNTING BACHELOR’S DEGREE

CAREER OPPORTUNITIES:
• Certified Public Accountant
• Public Accountant
• Management Accountant
• Government Accountant
• Internal Auditor

OBJECTIVE:
Graduates of this program know the accounting processes and cycles of public and professional accounting firms, businesses, and government agencies and concepts in management, marketing, business law and business ethics. They can demonstrate management skills including planning and decision making, organizing, controlling, and leading employees. 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 critical thinking, communication, diverse perspectives, technology and information literacy, leadership, and integrity.

IN ADDITION TO ALL ACCOUNTING BS DEGREE COURSES

CPA COURSES

UPPER DIVISION
A315 Government and Not-for-profit Accounting 4
A322 Risk Management for Accountants 4
A400 CPA Exam Preparation 2
A402 Advanced Auditing II 4
A410 Advanced Federal Tax Theory 4
A415 Financial Statement Analysis 4
A432 Accounting Fraud Investigation 4
A440 Accounting Research Methods and Techniques 4
B333 Principles of Management II 4
B360 Operations Management 4
B370 Organizational Behavior Analysis 4
B420 Organizational Development 4
B492 Contemporary Leadership Challenges 4

Total Public Accounting Degree Credits 231*

SEE PAGE 34 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

TOTAL ACCOUNTING BS DEGREE CREDITS 231*
BUSINESS MANAGEMENT
CERTIFICATE • DIPLOMA • AAS DEGREE • BS DEGREE

BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

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

TOTAL CERTIFICATE CREDITS 37*

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

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

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.

GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required course) 4
G124 English Composition 4
Communication (Select 1 course) 4
Math/Natural Sciences (Select 1 course) 4

MAJOR AND CORE COURSES
LOWER DIVISION
B165 Introduction to Human Resource Management 4
B230 Principles of Finance 4
B280 Business Capstone 2
Total Diploma Credits 59*

See page 34 for General Education course selections.

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

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

SCHOOL OF BUSINESS
MISSION STATEMENT

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

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

LOWER DIVISION

Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 Math course; College Algebra recommended) 4
Social Sciences (Select 2 of the following courses)** 8
G123 Principles of Economics
G142 Introduction to Sociology
G203 Macroeconomics
G204 Microeconomics

MAJOR AND CORE COURSES

LOWER DIVISION

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

Total Associate's Degree Credits

General Education Credits 32
Major and Core Credits 58

TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 34 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.

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

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

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

Total Bachelor's Degree Credits

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 67

TOTAL BS DEGREE CREDITS 181*

SEE PAGE 34 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.
**HEALTHCARE MANAGEMENT BS DEGREE**

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

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

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

**GENERAL EDUCATION COURSES**
**LOWER DIVISION**
- English Composition (Required course) 4
- G124 Principles of Economics 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 of the following courses)** 8
- G123 Principles of Economics 4
- G124 Introduction to Sociology 4
- G203 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**
- A140 Financial Accounting I 4
- A141 Financial Accounting II 4
- B136 Introduction to Business 4
- B165 Introduction to Human Resource Management 4
- B230 Principles of Finance 4
- B233 Principles of Management 4
- B267 Employment Law 4
- B271 Professional Communication 4
- D132 Computer Applications and Business Systems Concepts 4
- E242 Career Development 2
- G148 General Psychology 4
- H200 US Healthcare Systems 4
- H210 Marketing and Communications in Healthcare 4
- M120 Medical Terminology 4
- M230 Medical Law and Ethics 4
- M270 Electronic Health Records and Medical Office Procedures 4

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

**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 *

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

**SCHOOL OF BUSINESS MISSION STATEMENT**
The Rasmussen College School of Business prepares students for an ever-changing business environment. This goal is accomplished by offering market-focused skills and leading-edge programs that address the global marketplace. We measure our success by the academic performance, commitment to lifelong learning, and professional contributions of our graduates. Graduates of the School of Business will be active contributors and leaders in their chosen fields and diverse communities.
HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP
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
A140 Financial Accounting I 4
A141 Financial Accounting II 4
B136 Introduction to Business 4
B232 Principles of Marketing 4
B233 Principles of Management 4
B234 Business Law 4
B271 Professional Communication 4
B293 Business Ethics 4
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2

TOTAL CERTIFICATE CREDITS 37*

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

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

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
G124 English Composition 4
Math/Natural Sciences (Select 1 course) 4

MAJOR AND CORE COURSES
LOWER DIVISION
B165 Introduction to Human Resource Management 4
B235 Introduction to Organizational Leadership 4
B250 Training and Development 4
B267 Employment Law 4
Total Diploma Credits 61*

SEE PAGE 34 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP ASSOCIATE’S DEGREE

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

OBJECTIVE:
Graduates of this program know fundamental concepts in leadership, human resources, management, marketing, and business ethics. They understand how human resources impact the workplace and can apply critical thinking to issues related to organizations, employment law, compensation, training, and employee development. They can demonstrate management skills including planning and decision-making, organizing, controlling, and leading employees. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment. Graduates value the importance of effective written and interpersonal communication, 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 of the following courses)** 8
G123 Principles of Economics 4
G142 Introduction to Sociology 4
G203 Macroeconomics 4
G204 Microeconomics 4

MAJOR AND CORE COURSES
LOWER DIVISION
B230 Principles of Finance 4
B280 Business Capstone 2
Total Associate’s Degree Credits 32
Major and Core Credits 59
TOTAL AAS DEGREE CREDITS 91*

SEE PAGE 34 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.

EARN AS YOU LEARN

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

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

CERTIFICATE COURSES

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

TOTAL CERTIFICATE CREDITS 37*

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

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

MARKETING DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required course) 4
G124 English Composition 4
Math/Natural Sciences (Select 1 course) 4

MAJOR AND CORE COURSES

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

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

TOTAL DIPLOMA CREDITS 57*

SEE PAGE 34 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

SCHOOL OF BUSINESS

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 of the following courses)** 8
G123 Principles of Economics
G142 Introduction to Sociology
G203 Macroeconomics
G204 Microeconomics

MAJOR AND CORE COURSES

LOWER DIVISION
B165 Introduction to Human Resource Management 4
B230 Principles of Finance 4
B280 Business Capstone 2
Total Associate’s Degree Credits 32
Major and Core Credits 59
TOTAL AAS DEGREE CREDITS 91*

* 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.

<table>
<thead>
<tr>
<th>Foundation Courses</th>
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</tr>
</thead>
<tbody>
<tr>
<td>B080 Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>B087 Practical Math</td>
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</table>

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<td>G124 English Composition</td>
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<td>Communication (Select 1 course)</td>
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<tr>
<td>Math/Natural Sciences</td>
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<td>(Select 1 Math course; College Algebra recommended)</td>
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<thead>
<tr>
<th>Major and Core Courses</th>
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<tbody>
<tr>
<td>B136 Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B220 Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>B271 Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>B273 Internet Business Models and E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>E242 Career Development</td>
<td>2</td>
</tr>
<tr>
<td>N150 Technology’s Role in the 21st Century</td>
<td>2</td>
</tr>
<tr>
<td>NM111 Introduction to Computer Graphics</td>
<td>3</td>
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<tr>
<td>NM113 Introduction to Multimedia Design</td>
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<tr>
<td>NM121 Typography</td>
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<td>NM130 Audio/Video Editing</td>
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<tr>
<td>NM141 Digital Media Production</td>
<td>3</td>
</tr>
<tr>
<td>NM252 Fundamentals of Web Authoring and Design</td>
<td>3</td>
</tr>
<tr>
<td>NM262 Digital Media Assembly</td>
<td>3</td>
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<tr>
<td>NM272 Multimedia Technologies</td>
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<tr>
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<tbody>
<tr>
<td>NM110 Drawing Design and Art Theory</td>
<td>3</td>
</tr>
<tr>
<td>NM131 Introduction to 3D Arts and Animation</td>
<td>3</td>
</tr>
<tr>
<td>NM240 3-Dimensional Animation</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Diploma Credits**
- General Education Credits: 12
- Major and Core Credits: 59
- **Total Diploma Credits: 71***

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### 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.

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<td>NM115 Networking and Internet Technologies</td>
<td>3</td>
</tr>
<tr>
<td>NM250 Dynamic Content Management</td>
<td>3</td>
</tr>
<tr>
<td>NM260 Server Side Scripting</td>
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**Total Diploma Credits**
- General Education Credits: 12
- Major and Core Credits: 59
- **Total Diploma Credits: 71***

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*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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*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
- G147 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 4
- Web Design Specialization 4
- Total Associate’s Degree Credits 32
- Major and Core Credits 61
- TOTAL AAS DEGREE CREDITS 93*

SEE PAGE 34 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
- N301 The Business of Digital Media 4
- N305 Figure Drawing 4
- N310 The Study of Animation 4
- N315 Flash Animation 4
- N320 Polygon Modeling 4
- N325 Advanced Methods of Computer Graphics 4
- N335 Digital Photography 4
- N345 Advanced HTML Coding with CSS 4
- N350 Concept Development for Digital Media 4
- N405 Advanced Applications of Digital and Experimental Art 4
- N415 Digital Effects Creation 4
- N425 Storyboard Development for Digital Media 4
- N435 Digital Video/Audio Project 4
- N440 Web Design Project 4
- N441 3D Game Character Creation 4
- N445 Animation Graphics Project 4
- Total Bachelor’s Degree Credits 88
- 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 34 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.
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
EC42 Career Development 4
EC100 Foundations of Child Development 4
EC110 Early Childhood Education Curriculum and Instruction 4
EC121 Health, Safety, and Nutrition/CDA Application 4
EC180 Knowledge: Externship I 6
EC181 Application: Externship II 6
EC182 Reflection: Externship III 6
EC200 Observation and Assessment in Early Childhood Education 4

TOTAL CERTIFICATE CREDITS 36*

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

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

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

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

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

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

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
EC100 Developmental Psychology 4
EC110 Early Childhood Education Curriculum and Instruction 4
LEC201 Education and the Exceptional Child 4
EC211 Social Studies for Preschool Children 4
EC212 Parent Education and Support 4
EC230 Child and Family Advocacy 4

CORE COURSES
EC200 Observation and Assessment in Early Childhood Education 4
EC210 Foundations of Child Development 4
EC220 Early Childhood Teacher's Aide 4
EC230 Introduction to Sociology 4

Capstone Courses
EC250 Child Development Specialization 4
EC251 Child Development Specialization 4
EC252 Child Development Specialization 4
EC253 Child Development Specialization 4

Total Diploma Credits
General Education Credits 69
Major and Core Credits 87

TOTAL DIPLOMA CREDITS 69*

SEE PAGE 34 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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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.
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 | 2 |
| Child Development Specialization | 2 |
| English Language Learner Specialization | 2 |
| Child with Special Needs Specialization | 2 |

Total Associate’s Degree Credits

General Education Credits

Major and Core Credits

TOTAL AAS DEGREE CREDITS

SEE PAGE 34 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

CERTIFICATE

CAREER OPPORTUNITIES:
• Patient Care Technician
• Patient Care Assistant
• Personal Care Aide
• Healthcare Associate

FOUNDATION COURSES
B080  Reading and Writing Strategies  4
B099  Foundations of Math  4

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Required course)  4
G141  Introduction to Communication  4
Math/Natural Sciences (Required course)  4
G150  Structure and Function of the Human Body  4

MAJOR AND CORE COURSES
LOWER DIVISION
E242  Career Development  2
M100  Customer Service in Healthcare  1
M120  Medical Terminology  4
M230  Medical Law and Ethics  4

PATIENT CARE TECHNICIAN TRACK

OBJECTIVE:
Graduates of the Patient Care Technician Certificate program know how to perform a variety of patient care duties in a number of clinical settings. They have learned to assist physicians and other health care professionals with medical procedures. Graduates value their ability to positively impact the patient experience and provide care in multiple settings.

Total Certificate Credits
EK100  Introduction to Electrocardiograms  4
PB105  Phlebotomy  3
PC150  Patient Care Skills I  3
PC250  Patient Care Skills II  5
PC290  Patient Care Tech Externship and Capstone  4
TOTAL CERTIFICATE CREDITS  38*

SEE PAGE 34 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.

This program is only available at the Appleton and Green Bay campuses.

Lab work for the Patient Care Technician Certificate track is only available at the Appleton campus.

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Patient Care Technician
• Patient Care Assistant
• Personal Care Aide
• Healthcare Associate

OBJECTIVE:
Graduates of the Health Sciences Associate of Science Degree know and can apply a combination of real world technical skills and general education concepts, and have learned to serve as valuable members of a health care team. Depending on career track, graduates may choose from a variety of employment options involving patient care or related health care situations. Graduates understand and value critical thinking and problem solving, written and interpersonal communication, customer service, diversity awareness skills, and medical ethics as these concepts relate to the health care industry and the community.

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course)  4
G124  English Composition  4
Communication (Select 1 course other than G141)  4
G111  Humanities (Select 3 courses)  12
G112  Math/Natural Sciences  8
G113  (Select 2 courses other than G150)  12
G114  Social Sciences (Select 3 courses)  12

MAJOR AND CORE COURSES
LOWER DIVISION
H200  US Healthcare Systems  4
M232  Pathophysiology  5
MA135  Pharmacology for the Allied Health Professional  4
Total Associate’s Degree Credits  48
Major and Core Credits  24
Track Credits  19
TOTAL AS DEGREE CREDITS  91*

SEE PAGE 34 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 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.

This program is only available at the Appleton and Green Bay campuses.
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
G150 Structure and Function of the Human Body

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

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

TOTAL CERTIFICATE CREDITS 40*

* 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 Freshman Seminar as part of Certificate course requirements during the quarter in which they are scheduled for the E242 Career Development course.

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
G124 English Composition
Communication (Select 1 course) 4
Math/Natural Sciences (Select 1 course other than G150) 4

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

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

TOTAL DIPLOMA CREDITS 56*

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

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

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HEALTH INFORMATION TECHNICIAN ASSOCIATE’S DEGREE

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

OBJECTIVE:
Graduates of the program will understand the healthcare system and how to communicate with the healthcare team. They will 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 will 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
- H200 US Healthcare Systems 4
- M211 Quality Analysis and Management 4
- M218 Management of Health Information Services 4
- M229 Healthcare Information Technologies 4
- M252 Health Information Practicum 2

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

TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 34 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 an Associate’s degree program.

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

MAJOR AND CORE COURSES

UPPER DIVISION
- B375 Advanced Human Resource Management 4
- H330 Quality Improvement in Healthcare 4
- H340 Regulation and Compliance in Healthcare 4
- H350 Healthcare Statistics 4
- H420 Advanced Healthcare Law and Ethics 4
- H300 Information and Communication Technologies 4
- H305 Health Information Management Systems 4
- H320 Data, Information, and File Structures 4
- H330 Financial Management of Health Information Services 4
- H340 Project Management 4
- H350 Electronic Health Record Application 4
- H360 Reimbursement Methodologies 4
- H400 Electronic Data Security 3
- H410 Applied Research in Health Information Management 4
- H420 Electronic Health Information Management 4
- Professional Practice Experience 4
- H430 Strategic Planning and Development 4
- H435 Health Data Management 2
- H450 Health Information Management Alternative Facility Management 4
- Professional Practice Experience 1

Total Bachelor’s Degree Credits
- 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 34 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 and attend a programmatic orientation.

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 entered 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 Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).
DIPLOMA

CAREER OPPORTUNITIES:
• Medical Administrative Assistant/Secretary
• Medical Coder/Biller
• Medical Receptionist

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

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

GENERAL EDUCATION COURSES

LOWER DIVISION
Communication (Select 1 course)  4
Math/Natural Sciences (Required course)  4
G150  Structure and Function of the Human Body  4

MAJOR AND CORE COURSES

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

Total Diploma Credits
General Education Credits  8
Major and Core Credits  50

TOTAL DIPLOMA CREDITS  58*

ASSOCIATE’S DEGREE

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
G124  English Composition  4
Humanities (Select 2 courses)  8
Math/Natural Sciences (Select 1 course other than G150)  4
Social Sciences (Select 2 courses)  8

MAJOR AND CORE COURSES

LOWER DIVISION
A140  Financial Accounting I  4
H200  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 34 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. Graduates are required to complete a successful pass in General Education and Major and Core courses.

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

### MAJOR AND CORE COURSES
- E242 Career Development 2
- M100 Customer Service in Healthcare 1
- M120 Medical Terminology 4
- M130 Medical Writing Style and Grammar 3
- M230 Medical Law and Ethics 4
- M232 Pathophysiology 5
- M270 Electronic Health Records and Medical Office Procedures 4
- MA102 Introduction to Medical Assisting 3
- MA110 Clinical Skills I 4
- MA135 Pharmacology for the Allied Health Professional 4
- MA145 Clinical Skills II 4
- MA225 Laboratory Skills for Medical Assisting 4
- MA265 Medical Assistant Externship 8
- MA285 Medical Assisting Capstone 2

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

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

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

This program requires specific immunizations prior to professional practice experience.

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

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Mokena/Tinley Park, Rockford, and Romeoville/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.

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# 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
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Select 2 courses) 8
- Social Sciences (“Required, Select 1 additional course) 8
- G148 General Psychology 4

### MAJOR AND CORE COURSES
- D132 Computer Applications and Business Systems Concepts 3

## TOTAL AAS DEGREE CREDITS 91*

See page 34 for General Education Course Selections.

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

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

This program requires specific immunizations prior to professional practice experience.

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Mokena/Tinley Park, Rockford, and Romeoville/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).

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:
• Medical Laboratory Technician

OBJECTIVE:
Graduates of this program know medical terminology, anatomy, and safety standards and practices. They can operate and maintain equipment in the medical laboratory, collect and analyze specimen samples for diagnosis, and assist members of the healthcare team in delivering service to patients. Graduates value critical thinking and problem solving, written and interpersonal communication, diversity awareness skills, information and financial literacy, the safety and confidentiality of patients and other technicians in the laboratory, and ethical and professional behavior. Students do not have to pass any external certifications or licensure examinations to receive the AAS degree.

GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required course) 4
G124  English Composition
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Required courses) 8
G215  Introduction to Human Biology
G233  College Algebra
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

LOWER DIVISION
D132  Computer Applications and Business Systems Concepts 3
E242  Career Development 2
M120  Medical Terminology 4
MA241  Human Anatomy and Physiology I 5
MA242  Human Anatomy and Physiology II 5
ML100  Introduction to Clinical Laboratory Science 3
ML150  Clinical Chemistry I 3
ML151  Hematology I 3
ML152  Urinalysis 3
ML153  Clinical Microbiology I 3
ML201  Clinical Chemistry II 4
ML202  Hematology II 4
ML203  Immunology 3
ML205  Immunohematology 3
ML206  Clinical Microbiology II 4
ML291  Clinical Practicum I 12
ML292  Clinical Practicum II 12
PB105  Phlebotomy 3

Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 79

TOTAL AAS DEGREE CREDITS 111

SEE PAGE 34 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 prior to beginning their first Practicum course as a requirement to graduate from an Associate’s degree program.

This program requires specific immunizations prior to professional practice experience.

This program is available at the Lake Elmo/Woodbury, Mankato, St. Cloud, Moorhead, and Green Bay campuses.

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.

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

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

**PHARMACY TECHNICIAN • CERTIFICATE • DIPLOMA • AAS DEGREE**

#### CERTIFICATE

**CAREER OPPORTUNITIES IN:**
- Retail Pharmacy
- Clinical Pharmacy

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

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

**GENERAL EDUCATION COURSES**
- Math/Natural Sciences 8
- (*Required, select 1 additional course)*
- G150 Structure and Function of the Human Body*

**MAJOR AND CORE COURSES**
- D132 Computer Applications and Business Systems Concepts 3
- E242 Career Development 2
- M120 Medical Terminology 4
- M230 Medical Law and Ethics 4
- M232 Pathophysiology 5
- MA135 Pharmacology for the Allied Health Professional 4
- PT105 Introduction to Pharmacy 4
- PT120 Pharmacy Math and Dosages 4
- PT125 Pharmacy Software/Automation/Insurance Billing 3
- PT240 Unit Dose and Medication Preparation 3

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

**TOTAL CERTIFICATE CREDITS** 44*

See page 34 for General Education Course selections.

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

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

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

#### DIPLOMA

**CAREER OPPORTUNITIES IN:**
- Retail Pharmacy
- Clinical Pharmacy

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

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

**MAJOR AND CORE COURSES**
- B119 Customer Service 4
- B271 Professional Communication 4
- H200 US Healthcare Systems 4
- PT125 Pharmacy Technician Capstone 3
- S115 Keyboarding I 3

Total Diploma Credits
- General Education Credits 16
- Major and Core Credits 54

**TOTAL DIPLOMA CREDITS** 70*

See page 34 for General Education Course Selections.

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

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

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

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rasmussen.edu
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>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>Humanities (Select 2 courses)</td>
<td>8</td>
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<tr>
<td>Math/Natural Sciences</td>
<td>4</td>
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<tr>
<td>(Select 1 course other than G150)</td>
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<tr>
<td>Social Sciences (Select 2 courses)</td>
<td>8</td>
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<td>Total Associate’s Degree Credits</td>
<td></td>
</tr>
<tr>
<td>General Education Credits</td>
<td>36</td>
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<tr>
<td>Major and Core Credits</td>
<td>54</td>
</tr>
<tr>
<td>TOTAL AAS DEGREE CREDITS</td>
<td>90*</td>
</tr>
</tbody>
</table>

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

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

CAREER OPPORTUNITIES: **

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

- 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
G124 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
G142 Introduction to Sociology 4
G148 General Psychology 4

MAJOR AND CORE COURSES

D132 Computer Applications and Business Systems Concepts 3
E170 Introduction to Undergraduate Research 2
J100 Introduction to Criminal Justice 4
J106 Criminology: Motives for Criminal Deviance 4
J115 Introduction to Corrections 4
J120 Policing in America 4
J140 Field Communications in Criminal Justice 4
J150 Introduction to Criminal Law 4
J170 Applied Criminal Procedures 4
J200 Domestic Violence 4
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J246 Practical Psychology for the Criminal Justice Professional 4
J250 Drugs and Crime 4
J255 Ethics in Criminal Justice 4
J270 Critical Thinking and Evidence-Based Practices in Criminal Justice 4
J280 Contemporary Issues in Criminal Justice Capstone 4

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

SEE PAGE 34 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

**Additional training may be required.

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

BACHELOR’S DEGREE

CAREER OPPORTUNITIES: **

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

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

IN ADDITION TO ALL ASSOCIATE’s DEGREE COURSES

GENERAL EDUCATION COURSES:

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

J326 Criminal Behavior: Profiling Violent Offenders 4
J331 Constitutional Law 4
J350 Cultural Diversity and Justice 4
J352 Victims in Criminal Justice 4
J355 Realities of Crime and Justice 4
J360 Statistics in Criminal Justice 4
J365 Research Methods in Criminal Justice 4
J410 Criminal Justice Leadership and Management 4
J415 Crime Prevention 4
J490 Critical Issues in Criminal Justice 4

Choose either Track I or Track II

Track I J480 Criminal Justice Internship 9
Track II J453 Criminal Justice Seminar 5
J457 Senior Thesis 4

Elective Credits (Select 4 courses for 16 credits) 16

J305 Examination of Forensic Science 4
J320 Criminal Investigations 4
J325 Criminal Evidence 4
J330 Organized Criminal Syndicates 4
J340 Women and Criminal Justice 4
J345 Diversion and Rehabilitation 4
J425 Community Corrections 4
J430 Forensic Psychology 4
J435 Special Populations in Criminal Justice 4
J440 Special Offenders: Sex Offenders 4
J445 Special Offenders: Serial Killers 4

Total Bachelor’s Degree Credits
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 34 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.
## 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
- B087 Practical Math

**General Education Courses**
- **Lower Division**
  - Social Sciences (Required course)
  - G148 General Psychology

**Major and Core Courses**
- E242 Career Development
- HS110 Cultural Diversity in Human Services
- HS115 Introductory Strategies to Crisis Intervention
- HS250 Organization and Leadership in Human Services
- HS260 Community Psychology
- HS280 Abnormal Psychology
- J211 Case Management: Strategies for Rehabilitation
- J211 Counseling Clients

**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 through a Rasmussen College placement exam or by successful completion of Foundation Courses.

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

## Diploma

**Career Opportunities:**
- 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 written and interpersonal communication and critical thinking in a variety of professional contexts.

**Foundation Courses**
- B080 Reading and Writing Strategies
- B087 Practical Math

**General Education Courses**
- **Lower Division**
  - Social Sciences (Required course)
  - G148 General Psychology

**Major and Core Courses**
- E242 Career Development
- HS110 Cultural Diversity in Human Services
- HS115 Introductory Strategies to Crisis Intervention
- HS250 Organization and Leadership in Human Services
- HS260 Community Psychology
- HS280 Abnormal Psychology
- J211 Case Management: Strategies for Rehabilitation
- J211 Counseling Clients

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

**Foundation Courses**
- B080 Reading and Writing Strategies
- B087 Practical Math

**General Education Courses**
- **Lower Division**
  - Social Sciences (Required course)
  - G148 General Psychology

**Major and Core Courses**
- E242 Career Development
- HS110 Cultural Diversity in Human Services
- HS115 Introductory Strategies to Crisis Intervention
- HS250 Organization and Leadership in Human Services
- HS260 Community Psychology
- HS280 Abnormal Psychology
- J211 Case Management: Strategies for Rehabilitation
- J211 Counseling Clients

**Total Associate’s Degree Credits**
- General Education Credits
- 58
- Major and Core Credits
- 32
- **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 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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**See Page 34 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.

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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25
CAREER OPPORTUNITIES:
- Paralegal
- Legal Assistant
- Legal Secretary
- Compliance Specialist

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course)  4
G124  English Composition  4
Communication (Select 1 course)  4
Humanities (Select 2 courses)  8
Math/Natural Sciences (Select 2 courses)  8
Social Sciences (Required courses)  8
G142  Introduction to Sociology  4
G148  General Psychology  4

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

Total AAS Degree Credits  94*

PARALEGAL CERTIFICATE
CAREER OPPORTUNITIES:
- Paralegal
- Legal Assistant
- Legal Secretary
- Compliance Officer

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 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
English Composition (Required course)  4
G124  English Composition  4
Math/Natural Sciences (Select 1 course)  4
General Education Elective**  4

MAJOR AND CORE COURSES
LOWER DIVISION
PL100  Introduction to Law and the Legal System  4
PL121  Civil Litigation and Procedure I  4
PL122  Civil Litigation and Procedure II  4
PL142  Contracts: Managing Legal Relationships  4
PL145  Paralegal Ethics  4
PL226  Law Office Technology: Cyberspace and the Paralegal Profession  4
PL228  Torts: Auto Accidents and Other Legal Injuries  4
PL230  Family Law  4
PL235  Legal Research  4
PL240  Legal Writing  4
Electives (choose 1 course, for 4 credits)  4
PL215  Real Estate Law  4
PL216  Corporate Law  4

Total Certificate Credits  61*

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

** Students must complete one additional general education course with a course designator of GI or transfer in the equivalent.

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
CAREER OPPORTUNITIES IN:
• Hospitals
• Clinics
• Rehabilitation Centers
• Long-Term Care Facilities

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

PROFESSIONAL NURSING AS DEGREE

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

GENERAL EDUCATION COURSES

LAWS DIVISION
English Composition (Required course) 4
G124 English Composition
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Mathematics (Required course) 4
G233 College Algebra
Natural Sciences (Required course) 19
G215 Introduction to Human Biology
GN200 Introduction to Microbiology
MA241 Human Anatomy and Physiology I
MA242 Human Anatomy and Physiology II
Social Sciences (Required course) 8
G148 General Psychology
G217 Human Growth and Development

MAJOR AND CORE COURSES

LOWER DIVISION
NU117 Nutritional Principles in Nursing 4
NU124 Introduction to Professional Nursing 4
NU138 Introduction to Critical Thinking, Informatics, and Ethical Concepts in Professional Nursing 4
NU203 Fundamentals of Professional Nursing 6
NU213 Comprehensive Pharmacology 6
NU223 Professional Nursing I 6
NU237 Mental Health Nursing 4
NU241 Professional Nursing II 6
NU255 Maternal Child Health Nursing 4
NU260 Professional Nursing III 6
NU273 Role, Scope, Quality, and Leadership In Professional Nursing 4
NU294 Professional Nursing Capstone 2
Total Associate’s Degree Credits 47
General Education Credits 47
Major and Core Credits 56
TOTAL AS DEGREE CREDITS 103

SEE PAGE 34 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.

This program is only offered at the Green Bay and Wausau campuses.

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

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

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

MOBILITY BRIDGE ENTRANCE OPTION

Students who have successfully completed a practical nursing program and hold a current practical nursing license will receive credit for NU117 Nutritional Principles in Nursing (4 credits) and NU203 Fundamentals of Professional Nursing (6 credits) in the Professional Nursing AS Degree program. Students may also transfer in up to 47 credits in successfully completed applicable general education coursework; graduates of Rasmussen College’s Practical Nursing program will receive credit for G124 English Composition, G233 College Algebra, and the Communication course the student completed in the Practical Nursing program (for a total of 12 additional general education credits). Students must successfully complete all remaining coursework in the Professional Nursing AS Degree program to earn this degree.
INFORMATION TECHNOLOGY MANAGEMENT
DIPLOMAS • AAS DEGREE • BS DEGREE

INFORMATION SECURITY
BS DEGREE

INFORMATION TECHNOLOGY MANAGEMENT DIPLOMAS

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

OBJECTIVE:
Grads 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. Grads will understand how to troubleshoot computer and network problems. Students 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. Grads value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in team and work environments.

FOUNDATION COURSES
B087 Practical Math

GENERAL EDUCATION COURSES
English Composition (Required Course)
Math/Natural Sciences (Required Course)
G233 College Algebra

MAJOR AND CORE COURSES

LOWER DIVISION
Choose One Track:

Computer Information Technology Track**
N127 Microsoft Windows Workstations
N149 Helpdesk Support
N158 Mac Integration
N233 Software Packaging and Deployment
N259 Mobile Support Principles

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

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

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

Total Diploma Credits

General Education Credits

Major and Core Credits

Track Credits

TOTAL DIPLOMA CREDITS

SEE PAGE 34 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

OBJECTIVE:
Grads 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. Grads will understand how to troubleshoot computer and network problems. Students 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. Grads 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.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

Communication (Select 1 course)
Humanities (Select 2 courses)
Math/Natural Sciences
(Select 1 additional course, other than College Algebra)
Social Sciences (Select 2 courses)

Total Associate’s Degree Credits

Major and Core Credits

TOTAL AAS DEGREE CREDITS

SEE PAGE 34 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

OBJECTIVE:
Grads 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. Grads will understand how to troubleshoot computer and network problems. Students 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. Grads 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.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

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 in the quarter in which they finish the Diploma course requirements.

Total Diploma Credits

General Education Credits

Major and Core Credits

Track Credits

TOTAL DIPLOMA CREDITS

SEE PAGE 34 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

B351 Management of Information Systems 4
B370 Organizational Behavior Analysis 4
N312 Advanced Networking 4
N323 Asset Management 3
N331 Infrastructure Hardware 4
N344 IT Security for Managers 4
N359 Support Management 4
N370 Virtualization 4
N380 Project Management for IT 3
N404 Cloud Computing 4
N406 IT Operations Management 4
N412 Risk Management and Business Continuity 4
N422 Enterprise Application Support 4
N424 Storage Management 3
N432 Information Technology Management Capstone 2
N433 Operating Systems Design 3
N443 Service Management 4
N438 Systems Monitoring 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*

SEE PAGE 34 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 an 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.

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.
SCHOOL OF TECHNOLOGY

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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>B087</td>
<td>Practical Math</td>
<td>4</td>
</tr>
</tbody>
</table>

**GENERAL EDUCATION COURSES**

**Lower Division**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G124</td>
<td>Math/Natural Sciences (Select 1 course)</td>
<td>4</td>
</tr>
</tbody>
</table>

**Major and Core Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B119</td>
<td>Customer Management</td>
<td>4</td>
</tr>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>N140</td>
<td>Logic and Troubleshooting</td>
<td>4</td>
</tr>
<tr>
<td>SD225</td>
<td>Object-Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>W107</td>
<td>Programming Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>W109</td>
<td>Relational Databases</td>
<td>3</td>
</tr>
<tr>
<td>W110</td>
<td>JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>W116</td>
<td>Introduction to Web Design Software</td>
<td>3</td>
</tr>
<tr>
<td>W118</td>
<td>Introduction to HTML</td>
<td>3</td>
</tr>
<tr>
<td>W125</td>
<td>Introduction to Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>W201</td>
<td>Advanced Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>W210</td>
<td>Java I</td>
<td>3</td>
</tr>
<tr>
<td>W215</td>
<td>PERL/CGI</td>
<td>3</td>
</tr>
<tr>
<td>W216</td>
<td>PHP/MySQL</td>
<td>3</td>
</tr>
<tr>
<td>W290</td>
<td>Web Programming Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Diploma Credits

- General Education Credits: 8
- Major and Core Credits: 59

**Total Diploma Credits:** 68*

SEE PAGE 34 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 or by successful completion of Foundation 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**

**General Education Courses**

**Lower Division**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
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<td>N140</td>
<td>Logic and Troubleshooting</td>
<td>4</td>
</tr>
<tr>
<td>SD225</td>
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<td>3</td>
</tr>
<tr>
<td>W107</td>
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</tr>
<tr>
<td>W109</td>
<td>Relational Databases</td>
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</tr>
<tr>
<td>W110</td>
<td>JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>W116</td>
<td>Introduction to Web Design Software</td>
<td>3</td>
</tr>
<tr>
<td>W118</td>
<td>Introduction to HTML</td>
<td>3</td>
</tr>
<tr>
<td>W125</td>
<td>Introduction to Visual Basic</td>
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<td>W201</td>
<td>Advanced Visual Basic</td>
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<td>W210</td>
<td>Java I</td>
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<td>PHP/MySQL</td>
<td>3</td>
</tr>
<tr>
<td>W290</td>
<td>Web Programming Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Associate’s Degree Credits

- General Education Credits: 32
- Major and Core Credits: 60
- **Total AAS Degree Credits:** 92*

SEE PAGE 34 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
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 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. Graduate 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
G124  English Composition  4
Communication (Select 1 course)  4
Math/Natural Sciences (Select 2 courses)  8
Math/Natural Sciences ("Required, Select 1 additional course)  9
G246  Advanced Algebra* (5 credits)  4
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
D132  Computer Applications and Business Systems Concepts  3
E170  Introduction to Undergraduate Research  2
E242  Career Development  2
N127  Programming I  4
N165  Fundamentals of Game Development I  4
N180  Math for Game and Simulation Production I  4
N204  Human-Computer Interaction and Interface Design  4
N206  Data Structures  4
N207  Programming II  4
N212  Fundamentals of Game Development II  4
N222  Physics for Game and Simulation Production  3
N225  Interactive Storytelling  3
N231  Web Application Development  3
N237  C#  3
N286  Math for Game and Simulation Production II  4
SD140  Mobile Application Development  3
SD225  Object-Oriented Programming  3
W107  Programming Fundamentals  3

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

Total Bachelor’s Degree Credits  33
Lower Division General Education Credits  24
Upper Division General Education Credits  60
Lower Division Major and Core Credits  64
Upper Division Major and Core Credits

TOTAL BS DEGREE CREDITS  181*

SEE PAGE 34 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. 
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
G246 Advanced Algebra

MAJOR AND CORE COURSES

LOWER DIVISION
E242 Career Development 2
N137 Programming I 4
N142 Foundations of Software Design 3
N207 Programming II 4
N210 Introduction to Computer Systems 4
SD110 Discrete Structures for Computer Science 3
SD140 Mobile Application Development 3
SD225 Object-Oriented Programming 3
W107 Programming Fundamentals 3
W109 Relational Databases 3
W210 Java I 3

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

TOTAL CERTIFICATE CREDITS 40

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
G124 English Composition
Communication (“Required course, select 1 additional course) 8
G126A English Composition 2”
Humanities (“Required course, select 2 additional courses) 12
G224 Introduction to Critical Thinking
Math/Natural Sciences (“Required, select 1 additional course) 8
G247 Introduction to Discrete Mathematics*
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

LOWER DIVISION
MH100 Precalculus 3
MH200 Calculus I 4
MH210 Calculus II 4

Total Associate’s Degree Credits
General Education Credits 45
Major and Core Credits 46

TOTAL AS DEGREE CREDITS 91

SEE PAGE 34 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.

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.

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

UNRESTRICTED UPPER DIVISION ELECTIVE CREDITS 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

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.

APPLICATIONS TO THIS PROGRAM MUST MEET PROGRAM-SPECIFIC ADMISSIONS REQUIREMENTS, IN ADDITION TO ALL GENERAL RASMUSSEN COLLEGE ADMISSIONS REQUIREMENTS. PLEASE SEE THE APPLICATION PROCEDURES FOR THIS PROGRAM UNDER ACADEMIC INFORMATION AND COLLEGE POLICIES.

IN ADDITION TO 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
GENERAL EDUCATION COURSE SELECTIONS

ALL BS AND AAS DEGREE PROGRAMS
(Except Computer Science BS, Software Application Development AS, and Nursing AAS Program)

LOWER DIVISION

English Composition
G124 English Composition 4

Communication
G126A English Composition 2 4
G141 Introduction to Communication 4
G227 Oral Communication 4

Humanities
G125 Humanities 4
G145 Film Appreciation 4
G147 Art Appreciation 4
G201 Creative Writing 4
G224 Introduction to Critical Thinking 4
G230 Introduction to Literature 4
G238 Conversational Spanish 4

Math/Natural Sciences
G150 Structure and Function of the Human Body 4
G152 Scientific Literacy 4
G160 General Education Mathematics 4
G161 General Education Mathematics 2 4
G162 General Education Mathematics 3 4
G201 Creative Writing 4
G245 Introduction to Geology 4
G246 Advanced Algebra* 5
G247 Introduction to Discrete Mathematics* 4

Math/Natural Sciences
G150 Structure and Function of the Human Body 4
G152 Scientific Literacy 4
G160 General Education Mathematics 4
G161 General Education Mathematics 2 4
G162 General Education Mathematics 3 4
G201 Creative Writing 4
G245 Introduction to Geology 4
G246 Advanced Algebra* 5
G247 Introduction to Discrete Mathematics* 4

Social Sciences
G123 Principles of Economics 4
G142 Introduction to Sociology 4
G146 Human Geography 4
G148 General Psychology 4
G149 Technology and Society 4
G200 Understanding Cultures 4
G203 Macroeconomics 4
G204 Microeconomics 4
G224 Introduction to Critical Thinking 4
G230 Introduction to Literature 4
G238 Conversational Spanish 4

UPPER DIVISION

Communication
G324 Advanced Composition 4
G332 Visual Communication in the Media 4

Humanities
G330 American Literature 4
G335 Contemporary World Literature: 1900 to the Present 4
G435 Literature of American Minorities 4
G440 Political Thought 4

Math/Natural Sciences
G328 Human Uses of the Environment 4
G346 Physical Geography 4
G350 Conservation of Resources 4
G434 Gender in Math and Science 4

Social Sciences
G333 American Religious History 4
G380 Visions of America Since 1945 4

Science
G346 Physical Geography 4
G350 Conservation of Resources 4
G434 Gender in Math and Science 4

*Required courses
See specific course requirements on program pages.

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: General Composition, Communication, Humanities, Mathematics, Natural Sciences, and Social Sciences.

COMPUTER SCIENCE BS DEGREE AND SOFTWARE APPLICATION DEVELOPMENT AS DEGREE

LOWER DIVISION

English Composition
G124 English Composition 4

Communication
G126A English Composition 2 4
G141 Introduction to Communication 4
G227 Oral Communication 4

Humanities
G125 Humanities 4
G145 Film Appreciation 4
G147 Art Appreciation 4
G201 Creative Writing 4
G224 Introduction to Critical Thinking 4
G230 Introduction to Literature 4
G238 Conversational Spanish 4

Math/Natural Sciences
G150 Structure and Function of the Human Body 4
G152 Scientific Literacy 4
G160 General Education Mathematics 4
G161 General Education Mathematics 2 4
G162 General Education Mathematics 3 4
G201 Creative Writing 4
G245 Introduction to Geology 4
G246 Advanced Algebra* 5
G247 Introduction to Discrete Mathematics* 4

Social Sciences
G123 Principles of Economics 4
G142 Introduction to Sociology 4
G146 Human Geography 4
G148 General Psychology 4
G149 Technology and Society 4
G200 Understanding Cultures 4
G203 Macroeconomics 4
G204 Microeconomics 4
G224 Introduction to Critical Thinking 4
G230 Introduction to Literature 4
G238 Conversational Spanish 4

NURSING PROGRAMS

English Composition
G124 English Composition 4

Communication
G141 Communication 4
G227 Oral Communication 4

Humanities
G125 Humanities 4
G145 Film Appreciation 4
G147 Art Appreciation 4
G201 Creative Writing 4
G224 Introduction to Critical Thinking 4
G230 Introduction to Literature 4
G238 Conversational Spanish 4

Math/Natural Sciences
G215 Introduction to Human Biology 4
G233 College Algebra 4
GN200 Introduction to Microbiology 5
MA241 Human Anatomy and Physiology I 5
MA242 Human Anatomy and Physiology II 5

Social Sciences
G148 General Psychology 4
G217 Human Growth and Development 4

See specific course requirements on program pages.

GENERAL EDUCATION PHILOSOPHY

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

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

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

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

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

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

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

In the area of Social Sciences, students will demonstrate understanding of the major concepts, issues, ideas and models in social sciences; methods of scientific inquiry as they affect social science; methods of qualitative and quantitative research, and/or how social, cultural, and political factors influence social and historical change.
Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in a technology-intensive learning environment, is defined as either lecture or laboratory depending primarily on whether new material is introduced in Lecture or class setting in which the student is instructed in the theory, principles, and history of an academic or vocational subject. Thus, the student may 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 courses (lecture classwork, laboratory), and two lecture hours generally take an average of 8 credits per term. To calculate program length, the College divides the total program credits by 12 for full-time students and by 8 for part-time students.

Credit Definition
Credit Hour – The unit by which Rasmussen College measures its coursework. The number of credit hours assigned to a course usually reflects the combination of class, laboratory, and/or internship hours required in the course. Rasmussen College follows the quarter system, and awards one credit for each 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of internship, externship, or practicum, contained in a quarter, or the equivalent in directed study. Students are expected to spend at least two hours in out-of-class preparation and completion of assignments for each hour they spend in class. Clock Hour – Equal to 50 minutes of instruction.

How to Read Course Descriptions
Course descriptions numbers that fall between 100 and 199 are generally considered to be freshman-level courses. Course description numbers that range from 200-299 are considered sophomore-level or capstone courses. Course description numbers that range from 300-399 are considered upper division courses that may function as junior-level courses. Course description numbers that range from 400-499 are considered to be more advanced courses and may function as sophomore-level or capstone courses. Course description numbers that range from 500-599 are considered upper division courses that may function as junior-level courses. Course description numbers that range from 600-699 are considered to be more advanced courses and may function as sophomore-level or capstone courses. Course description numbers that range from 700-799 are considered upper division courses that may function as junior-level courses. Course description numbers that range from 800-899 are considered to be more advanced courses and may function as sophomore-level or capstone courses. Course description numbers that range from 900-999 are considered upper division courses that may function as junior-level courses.
A420 Accounting Information Systems
40 hours, 4 credits
An advanced course that further develops an understanding of the elements, relationships, and issues associated with manual and computerized accounting information systems. Practical application using spreadsheets, databases, and general education software. Prerequisite: Management of Information Systems

A430 International Accounting
40 hours, 4 credits
This course includes a study of the international dimension of financial reporting and analysis. It provides students with an overview of the accounting practices of multinational enterprises and the preparation and presentation of financial statements in different nations. Topics covered include international corporate taxation, transfer pricing, foreign currency translation, financial disclosure, and international accounting harmonization. Prerequisite: Advanced Financial Accounting

A432 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 operating practices within an organization. Prerequisite: Advanced Auditing Concepts and Standards

A440 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; Taxation of Individuals; Intermediate Financial Reporting III

A490 Accounting Capstone II
40 hours, 4 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting BS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate and accounting careers will be discussed. This course focuses on research, case analysis, interpersonal communication and class presentation. Prerequisite: Intended for student’s last quarter

B080 Reading and Writing Strategies
40 hours, 4 credits
This course develops students’ reading and writing skills in preparation for college-level coursework. Through review of grammar, punctuation, and the writing process, students will enhance their ability to compose sentences, paragraphs, and 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.

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

B136 Introduction to Business
40 hours, 4 credits
This course is an introduction to the management and leadership of an organization’s human resources. It explores the importance of establishing or administrating the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guidelines. This course includes practical application of resources from Harvard Business Publishing. Prerequisite: none

B155 Introduction to Human Resource Management
40 hours, 4 credits
This course is designed to introduce the management and leadership of an organization’s human resources. It explores the importance of establishing or administrating the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guidelines. This course includes practical application of resources from Harvard Business Publishing. Prerequisite: none

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

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

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

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

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

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

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

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

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

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

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

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

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

B293 Business Ethics
40 hours, 4 credits
This course 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

B316 Applied Management Principles
40 hours, 4 credits
This course will explore the differences in the management principles of 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

B323 Advanced Principles of Marketing
40 hours, 4 credits
This course examines developing, designing, and implementing marketing programs, processes, and activities. Key areas of focus include capturing market insights, brand building strategies, market segmentiation, and delivering and communicating value. 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
B330 Advanced Principles of Financial Management
40 hours, 4 credits
This course provides an introduction to advanced concepts and methods of financial management for organizations. Topics include an analysis of corporate finance, asset pricing, leverage, risk and return, short- and long-term investment decisions, business financial planning, working capital management, capital structure, multinational finance, as well as other topics.
Prerequisite: Financial Accounting I

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

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

B352 International Business
40 hours, 4 credits
This course provides management students with an introduction to international economic, political, cultural and business environments. Students will develop a basic understanding and appreciation of the myriad factors involved in managing people within a global workforce.
Prerequisite: none

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

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

B371 Research and Report Writing
40 hours, 4 credits
Students will learn research and report writing for academic settings. Topics will include qualitative and quantitative research methods, literature review, information literacy, and academic report writing.
Prerequisite: English Composition or Professional Communication

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

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

B415 Risk Management
40 hours, 4 credits
This course introduces students to 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 managing and planning risks in various business environments.
Prerequisite: none

B420 Organizational Development
40 hours, 4 credits
This course builds upon the theories introduced in Organizational Behavior Analysis. In this course, students examine how qualitative approaches, quantitative approaches, and process-based approaches to organizational development through the stories of professionals involved in organizational change. Students will critically examine the design, implementation, and control of organizational development programs. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

B421 Statistics for Business
40 hours, 4 credits
In this course, students will develop basic statistical literacy along with the ability to analyze and evaluate real-life business problems using statistical methods. Students will learn to organize and present quantitative data by means of graphical and numerical methods. Topics include descriptive statistics, basic probability theory, discrete and continuous probability distributions, sampling distributions, estimation, hypothesis testing, analysis of variance, and simple linear regression.
Prerequisite: none

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

B440 Managing a Diverse Workforce
40 hours, 4 credits
This seminar course examines diversity from a personal, group, organizational, national, and global perspective. Students will explore stereotypes of individuals with diverse backgrounds, 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

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

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

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

Prerequisite: Business Ethics or Business Law

B493 Contemporary Leadership Challenges
40 hours, 4 credits
This seminar course examines current issues within the management field. This course is highly interactive in that both students and faculty are actively engaged in researching, presenting, and discussing course materials. In addition to gaining in-depth exposure to a current topic in the field, students will become active and effective members of a professional learning community.
Prerequisite: none

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

D132 Computer Applications and Business Systems Concepts
40 hours, 3 credits
This course teaches students basic to advanced computer concepts and skills, including creating and modifying Word documents, designing databases, spreadsheet creation and analysis, using the Internet and E-commerce tools, and creating presentations with spreadsheets and web tools.
Prerequisite: none

D181 Excel 2010
40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Excel. Students will be introduced to electronic spreadsheet features ranging from the data input and manipulation to charting and PivotTables. This course is designed to help prepare students for the Excel portion of the Microsoft Office Specialist certification exam.
Prerequisite: Computer Applications and Business Systems Concepts

D187 Professional Presentations
40 hours, 3 credits
This course is designed to incorporate two Microsoft Office presentation programs into a single, powerful tool that can be used to create professional presentations. Students will learn to use PowerPoint and Publisher as partners in creating multidimensional presentations.
Prerequisite: Computer Applications and Business Systems Concepts

D250 Microsoft Access
40 hours, 3 credits
This course is designed to investigate applications and concepts available in Microsoft Office Access. Students will be introduced to database management features ranging from the creation and modification of databases to maintaining data integrity. This course is designed to help prepare students for the Access portion of the Microsoft Office Specialist certification exam.
Prerequisite: Computer Applications and Business Systems Concepts

D279 Computer Focused Principles
40 hours, 3 credits
This course is designed to teach students to accomplish common accounting functions through the use of the computer. Students will learn to maintain accounting records on a computer, input and process information and produce standard accounting reports. This course covers common accounting functions such as maintaining accounts receivable, accounts payable and general ledgers.
Prerequisite: Financial Accounting I

D283 Access
40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Access. Students will be introduced to database management features ranging from the creation and modification of databases to maintaining data integrity. This course is designed to help prepare students for the Access portion of the Microsoft Office Specialist certification exam.
Prerequisite: Computer Applications and Business Systems Concepts

E170 Introduction to Undergraduate Research
20 hours, 2 credits
This course provides an 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 use of sources into an annotated bibliography.
Prerequisite: none

E185 Freshman Seminar 0 credits
This seminar course challenges students at the end of their freshman year to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. Students must complete the freshman seminar as part of Certificate course requirements the quarter they are enrolled for the E242 Career Development course.
COURSE DESCRIPTIONS

E424 Career Development 20 hours, 2 credits
This course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a job-seeking portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques, and professionalism as well as participation in a mock interview.
Prerequisite: none

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

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

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

EC100 Foundations of Child Development 40 hours, 4 credits
This course will explore characteristics of children at different ages, children’s developmental needs, and the foundation of early childhood education. Students will learn the fundamentals of developmentally appropriate practice as it relates to child development, individual needs, building self-esteem in children, and using interpersonal skills and communication within the classroom and center. Students will study the function of the family, the cultural, social, class, and ethnic variations in the family as a social system.
Prerequisite: none

EC110 Early Childhood Education Curriculum and Instruction 40 hours, 4 credits
This course promotes the development of young children in the academic, social, and emotional domains. It examines developmentally appropriate methods for writing, assessing behavioral objectives, lesson plans, and activity goals. Various curriculum models will be reviewed. Strategies to enhance parent and family involvement will be emphasized.
Prerequisites: Foundations of Child Development

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

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

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

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

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

EC210 Infant and Toddler Development 40 hours, 4 credits
This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. This course will introduce the philosophy and theory behind primary care, continuity of care, and respectful care as it relates to brain and attachment research. Explores ways of creating environments for infant/toddler group care that foster optimal emotional, physical, and cognitive development.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC211 Dynamics of the Family 40 hours, 4 credits
This course will focus on the dynamics of the family and the family's influence on the growth and development of children. The history of family systems, child rearing, and parenting styles will be discussed. The course will explore issues that families of today face.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC212 Emerging Literacy Through Children's Literature 40 hours, 4 credits
This course covers the history, selection, and integration of literature and language in the early childhood education curriculum. Topics include developmentally appropriate children’s literature and the use of books and other media to enhance language and literacy in the early childhood setting. Strategies for enhancing emerging literacy through techniques such as selecting appropriate books for storytelling, reading aloud, puppetry, and other appropriate board use will be emphasized.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC225 Parent Education and Support 40 hours, 4 credits
Students will investigate how resources are assessed, allocated, and utilized within families. They will explore strategies for helping families make appropriate decisions through various problem-solving methods.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC230 Guiding Children’s Behavior 40 hours, 4 credits
Students will explore how to use guidance in the early childhood setting, with an emphasis on understanding why young children exhibit certain behaviors and how we can meet the child’s needs effectively and with support. Students will learn how to provide positive guidance to young children with challenging behavior.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC232 Child and Family Advocacy 40 hours, 4 credits
Students will explore and develop skills to advocate for children and families. They will review legislation, social policy, and advocacy techniques. Students will also investigate several current and controversial issues within the early childhood profession, and explore current research on early childhood education issues.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC240 Introduction to English Language Learners 40 hours, 4 credits
Students will explore effective ways to adapt English language instruction to teach learners in our increasingly diverse population of young children and families. They will examine a range of communication styles, learning styles, and behaviors that affect English language teaching and learning. They will analyze the development of English language skills in all domains through social and cultural lenses.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC241 Language and Literacy Acquisition 40 hours, 4 credits
Students will examine how infant, toddler, preschool, and school-aged English Language Learners acquire language and literacy. They will be exposed to early childhood programs that support children’s home languages, and explore how to create an environment that sustains English Language Learners.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC242 Involving Parents of English Language Learners 40 hours, 4 credits
Students will explore how to engage and support family involvement for English Language Learners. They will examine methods for maintaining effective communication and developing strong relationships with the families of English Language Learners.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC243 Curriculum and Instruction for English Language Learners 40 hours, 4 credits
Students will explore practical strategies in curriculum and instruction for English Language Learners. They will apply principles of developmentally appropriate practice in the context of educating dual language learners.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC250 Advocating for Children with Special Needs 40 hours, 4 credits
Students will explore current trends, resources and advocacy on behalf of young children with special needs. They will explore their role in supporting and advocating for young children with special needs and their families.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC251 The Inclusive Classroom 40 hours, 4 credits
Students will learn strategies for promoting and supporting an inclusive classroom. They will analyze environmental restrictions and explore ways to support development with special needs in the early childhood setting.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC252 The Exceptional Child 40 hours, 4 credits
This course is designed to explore the benefits of inclusion in the early childhood setting. Students will develop an understanding of exceptional development. Students will identify the parties relevant to exceptional development and their roles as resources in support of the child and their families.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC253 Curriculum and Instruction for Children with Special Needs 40 hours, 4 credits
Students will explore how to adapt developmentally appropriate curriculum to support development with children with special needs. They will learn strategies for effective partnering with other professionals and parents to ensure the achievement of developmental goals.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC290 Early Childhood Education Capstone 20 hours, 2 credits
Students will integrate the knowledge and skills gained from coursework in the Early Childhood Education program. They will complete a capstone project that integrates knowledge and skills in child development, health and nutrition, curriculum and instruction, observation and assessment, and other areas relevant to the field.
Prerequisite: Early Childhood Education student in last or second-to-last quarter

EC295 Summative Project for Early Childhood Education 20 hours, 2 credits
The course will include student reflection upon cumulative learning from the early childhood education program. Students will critically analyze, respond to problem solve experiences in the field of early childhood. Students will identify specialization-specific knowledge to inform best practices. Students will compile research and select the best application(s) to improve care and education for young children.
Prerequisite: none
G112 Principles of Economics 40 hours, 4 credits
This course offers a broad overview of economic theory, history, and development. Philosophies, policies, and terms of market economies will be explored. This course includes microeconomics and macroeconomic concepts.
Prerequisite: none

G124 English Composition 40 hours, 4 credits
This course is designed to guide students in understanding the writing process and developing their ability to write and express ideas in an organized, unified, and coherent manner. Students will produce college-level writing that reflects awareness of rhetorical strategies, writing purpose, student voice, and appropriate grammar, punctuation, and usage skills. Through reading, writing, discussion, research, and collaboration, students will practice effective writing and apply concepts.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

G125 Humanities 40 hours, 4 credits
This course investigates human creative achievement. It is designed to increase the student’s understanding and appreciation of cultural literacy and the purposes of humanitarian goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.
Prerequisite: none

G126 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

G141 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 different 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

G142 Introduction to Sociology 40 hours, 4 credits
This course introduces students to basic sociology terms and concepts. Students will understand how to apply sociological concepts and theories and analyze the structure and relationships of social institutions and the process of social change. Students will explore a variety of topics of sociological interest, including socialization, social inequality, social movements, and the impact of technology and social change on society.
Prerequisite: none

G145 Film Appreciation 40 hours, 4 credits
Students will study different elements, forms, techniques and styles of film and will learn a critical approach to film and the motion picture industry. Students will critique films and filmmakers through various approaches and research projects that demonstrate analysis, interpretation, and evaluation skills as well as fostering a deeper appreciation and understanding of film as an art form.
Prerequisite: none

G146 Human Geography 40 hours, 4 credits
This course will introduce students to the systematic study of patterns and processes that have shaped human use and alteration of Earth’s surface. Students will employ spatial concepts and landscape analysis to examine human social organization and environmental consequences.
Prerequisite: none

G147 Art Appreciation 40 hours, 4 credits
Students will examine the historical, social, and technological factors that contribute to understanding the function and meaning of art in this course. Using a global and thematic approach, students will be introduced to the basic elements of art, while learning about a full range of media used to make art, and the fundamental concepts of art criticism. Western and non-Western art is represented with a strong emphasis on a global perspective in relation to culture, communication, politics, and economics.
Prerequisite: none

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

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

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

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

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

G200 Understanding Cultures 40 hours, 4 credits
This course is a comparative study of societies and cultures around the world and the cultures within the United States, focusing on the effects of ethnicity and race on African American, Latino, Asian American and Native Americans living in the United States. Topics include family, marriage, power, religion, values, inequality, social organization, language, social stratification, economic processes, conflicts and cultural and social change over time. Examples will be drawn from Africa, South America, North America, Asia and the Pacific Islands.
Prerequisite: none

G201 Creative Writing 40 hours, 4 credits
This course will develop the student’s talents in creative writing. Various forms of writing will be studied, such as short stories, novels, poems, plays and non-fiction. Works by students and others will be critiqued. Students will also develop editorial skills so that each writer may revise and improve his/her work. Students will compose a minimum of 6000 words over the course of the program.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

G203 Macroeconomics 40 hours, 4 credits
In this course, students will learn the fundamentals of macroeconomics, which deals with the economy as a whole. An overview of the American economy will be explored through a study of basic supply and demand analysis and a review of fiscal and monetary policy to phases of the business cycle. Unemployment, inflation, GDP, and policy decisions which affect the American economy at home and abroad will be covered.
Prerequisite: none

G204 Microeconomics 40 hours, 4 credits
Students will be introduced to the field of microeconomics in this course, including theories of production, determination of prices, and distribution of income in regulated and unregulated industries. Other topics may include industrial relations, monopolies, and comparative economic systems.
Prerequisite: none

G215 Introduction to Human Biology 50 hours, 4 credits
This course will explore fundamental concepts of human biology. Students will examine cell structure and function, body systems, and biochemistry. They will also learn basic concepts of genetics and evolution. Students will explore the relationship of human populations and the ecosystem. Students will complete laboratory exercise coordinated with course content.
Prerequisite: none

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

G219 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 and non-traditional manner as opposed to a symbol-like context. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements. Logical analysis is applied to concrete problems dealing with our knowledge of reality.

Prerequisite: English Composition

G227 Oral Communication 40 hours, 4 credits
This course will present students with a broad understanding of communication in a variety of contexts. Students will learn the processes and strategies of oral communication by exploring speech anxiety, audience analysis, and organizational speech patterns. Students will research, draw conclusions, draw inferences, and use effective language to develop and present a narrative, informative and persuasive speech.
Prerequisite: none

G230 Introduction to Literature 40 hours, 4 credits
This course offers an introduction to the most common literary genres: fiction, poetry, drama, and literary non-fiction. Students will study the basic elements of each genre, learn how to compare genres, become familiar with sample texts that illustrate the particularities of each genre, and practice the skills of analyzing and writing about literary texts. Reading and analysis of texts will include a variety of literary forms and periods. Students will engage in approaches to determine literary meaning, form, and value.
Prerequisite: none (English Composition recommended)

G233 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 numbers, radicals, 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

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COURSE DESCRIPTIONS

G238 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, food production; and environmental controls necessary for survival. Prerequisite: none

G330 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/Post-Structuralism. 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 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

G332 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

G333 American Religious History 40 hours, 4 credits
A survey of the contribution of religion to American culture, including the differences between rural and urban society, the development of religious freedom and the rise of a “separate religion.” Examines the emergence of new forms of belief and practice and the variety of religious issues confronting American society today. Prerequisite: none

G334 World History: 1900 to the Present 40 hours, 4 credits
This course explores the history of the world since 1900, with an emphasis on the interaction of national and global forces, and the role of the United States in world affairs. Prerequisite: none

G346 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 evaluated in a study of the natural environment. Prerequisite: none

G350 Conservation of Resources 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

G380 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 historical developments. Consequently, this course will explore the ways in which popular culture has represented and mediated conflicts and tensions of the post-WWII world. Third is the less, 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

G401 Comparative Politics 40 hours, 4 credits
This course will introduce students to the field of comparative politics by examining classification of political systems according to institutional and developmental characteristics. Causes and costs of political stability and instability will be explored. Comparison will be made between contemporary political institutions and processes in various countries. Prerequisite: American/U.S. National Government

G425 Work and Family 40 hours, 4 credits
This course focuses on the overlapping worlds of work and family. It examines both the nature of the links that exist between the two major social institutions as well as the issues and problems that result from the combination of individuals’ work and family responsibilities. An emphasis is placed on female labor force participation. Prerequisite: none

G434 Gender in Math and Science 40 hours, 4 credits
This course examines the personal and collective educational experiences, careers, and discoveries of female researchers, teachers, and practitioners in the fields of mathematics and science. Prerequisite: none

G435 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, sexuality/sexual orientation, 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

G440 Political Thought 40 hours, 4 credits
The aim of this course is to understand and appreciate some important authors and ideas of political thought. The course will cover such topics as authority, consent, freedom, and obligation. Prerequisite: none

H200 US Healthcare Systems 40 hours, 4 credits
This course provides an overview of the United States healthcare system. The history of the evolution of healthcare will be covered along with the role of local, state, and federal government in healthcare delivery. An introduction to a variety of provider models and service delivery systems found in 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

H310 Foundations of Managed Care 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: none

H320 Financial Management of Healthcare Organizations 40 hours, 4 credits
This course focuses on the role of healthcare finances, assets, costs concepts, capital budgeting, and general principles of accounting applied in the healthcare environment. Students will discuss the development and management of department budgets, and the common sources of healthcare revenues and expenses. Prerequisites: Introduction to Healthcare Administration; Financial Accounting II

H330 Quality Improvement in Healthcare 40 hours, 4 credits
This course examines methods for assessing quality in healthcare and the statistical applications of measuring outcomes. There will be an introduction to process improvement and the relationship between healthcare quality, organizational performance, and the role of governing and accrediting bodies in healthcare organizations. Common methods and trends in quality improvement will be explored. Prerequisite: Introduction to Healthcare Administration or Introduction to Healthcare Information Management

H340 Regulation and Compliance in Healthcare 40 hours, 4 credits
This course is an exploration of the many entities that regulate healthcare delivery, from local, state, and federal government to the accreditation agencies of healthcare organizations. Issues and methods for compliance with the many laws and regulations are examined. The course provides an overview of the impact of regulatory agencies on the operation of healthcare facilities. Corporate ethics and responsibilities and the operation of healthcare as a business is explored. This course includes educational resources from Harvard Business Publishing.

Prerequisite: none
H330 Electronic Health Record Application 70 hours, 4 credits
This lab-based course focuses on the use and application of electronic health records. Projects will be completed to simulate real-world activities that occur in the health information department and healthcare facility that will require critical thinking and problem solving.
Prerequisite: Program Admission

H360 Reimbursement Methodologies 40 hours, 3 credits
A study on managing the use of clinical data required in prospective payment systems and other reimbursement systems in healthcare. Topics will include compliance strategies and reporting, chargemaster management, casemix management, the audit process, and the National Correct Coding Initiative. Students will explore payment systems such as PPS, DRGs, APCs, RBRVS, and RUGs.
Prerequisite: Program Admission

H400 Electronic Data Security 40 hours, 3 credits
A study of data protection methods and monitoring including physical, technical, and managerial safeguards. Risk assessment, audit and control, and information systems’ control includes an introduction to the use of standards to achieve interoperability of healthcare information systems will be explored.
Prerequisite: Program Admission

H305 Health Information Management Systems 40 hours, 4 credits
A study of the various clinical, administrative, and specialty service applications used in healthcare organizations are emphasized. This course applies information systems development concepts and interprets the systems development life cycle. Existing and emerging healthcare information systems applications will also be explored.
Prerequisite: Program Admission

H320 Data, Information, and File Structures 60 hours, 4 credits
A lab-based environment to apply knowledge of database architecture and design such as data dictionary, data modeling, and data warehousing to meet organizational needs. Database management systems, data administration, and data definitions will be explored and students will utilize data storage and retrieval techniques such as query tools, data mining, report design, and search engines.
Prerequisite: Program Admission

H330 Financial Management of Health Information Services 40 hours, 4 credits
An exploration of healthcare finance principles required to manage a health information management department or project. Accounting, cost accounting, budgeting, financial reports, financial management, cost benefit analysis, capitalization, and cost containment techniques are introduced.
Prerequisite: Program Admission

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

H435 Health and Data Management 20 hours, 2 credits
This course addresses the fundamental concepts of managing health records both manually and electronically in today’s healthcare facilities. This course introduces students to the practice of health information management, focusing on the content and structure of patient-identifiable data and information. This course management issues related to paper-based record systems, including clinical documentation issues, medical word processing as a tool for documentation, forms design, storage and retrieval systems, and chart tracking. Secondary records such as indexes, registers, and registries are covered in this course, along with an exploration of data sources, data capture, healthcare information infrastructure and documentation requirements. In this course, students analyze healthcare data sets, such as the HEALTHCARE, and OASIS including the history, purpose, and uses of each.
Prerequisite: Program Admission

H450 Health Information Management Alternative Facility Professional Practice Experience 30 hours, 1 credit
This course is a 30-hour practical experience that will focus on a non-hospital environment of the student’s choice. This course is designed to assist students in exploring the diversity of the health information profession. The experience will include health information-related shadowing, observations, assistance in the performance of tasks and must be approved by the instructor. The instructor will work with the student to identify facilities that will meet 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

H5100 Introduction to Human Services 40 hours, 4 credits
Introduction to Human Services exposes the student to the many facets of human services work. Topics to be explored include programs, policies, history, politics, and how current economics shape programs. Human service intervention strategies utilized in daily practice are examined along with stresses faced in the workplace. Comparisons of human services systems from a variety of countries will also be examined.
Prerequisite: none

H5110 Cultural Diversity in Human Services 40 hours, 4 credits
This course will examine diversity in many communities and the cross-cultural issues and 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

H5115 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 scientifically help those in crisis situations. The values and ethics intrinsic to the human services profession will be explored, as well as developing interpersonal communication skills. Students will explore how human services professionals function as change agents and must therefore attain and develop a core of intervention knowledge, theory, and skills to effectively deal with people in crisis. The ability to create genuine and empathetic relationships with others is central to those entering the human services field. Intervention strategies are also explored.
Prerequisite: Introduction to Human Services
HS250 Organization and Leadership 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 in the practice, students will learn how to build a strong ethical organization through culture, climate, and structure. Prerequisites: Case Management; Strategies for Rehabilitation; Counseling Clients
HS260 Community Psychology 40 hours, 4 credits
Community Psychology focuses on the four systems which function in a community: the mental health system, the educational system, the criminal justice system, and the social service system. As human service professionals, students will analyze the influences on individuals and will evaluate individuals functioning in these systems, offering both answers and proactive models of prevention. Community psychology works toward the empowerment of members within a community, while appreciating diversity and understanding human behavior. Social change will be examined as well as understanding that setting or environment is as important as the individual in it. Prerequisite: General Psychology
HS270 Social Psychology 40 hours, 4 credits
In this course students will understand the applied discipline of social psychology. In order to understand the social interactions of functions in the community and with individuals, theories of socialization and self image will be explored. Students will examine how the social environment influences thought, behavior, feelings, and potential actions of people. Consequences of social interaction and motivation based on judgment, attitudes, persuasion, conformity, and aggression will be explored. Different social interactions will be analyzed including conformity, productivity, and leadership. Prerequisite: General Psychology
HS280 Abnormal Psychology 40 hours, 4 credits
In this course students will understand the applied discipline of abnormal psychology. In order to understand and change abnormal patterns of functioning humans in their communities, thoughts and behavior will be examined. Students will explore what is abnormal behavior and what is not in current society and cultures. Numerous applications will be examined, including a variety of mental health disorders, individuals who have difficulty functioning effectively in everyday life, the impact of family dysfunction on the individual, and the influences 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
HS294 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 and applies 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
HS295 Human Services Capstone 50 hours, 4 credits
This course will provide students with an opportunity to integrate learning, skills, and knowledge from the Human Services Program in the form of the Community Project. Contemporary issues and future trends will also be analyzed. Prerequisite: Students must be in their last or second-to-last quarter
HUN220 Human Nutrition 40 hours, 4 credits
This course introduces the student to principles of nutrition and the role of nutrients in health and common alterations in health throughout the life cycle. An introduction to clinical nutrition is included to prepare the student to apply these principles to the individual, family, community, and clinical areas. Prerequisite: none
J100 Introduction to Criminal Justice 40 hours, 4 credits
An introductory course designed to provide students with a general foundation of knowledge in the criminal justice field. Course participants will explore the different parts of the criminal justice system, their interrelationships, and the role each plays in the criminal justice process. Students will examine the historical basis for the contemporary American legal system, policing strategies, the structure of the judicial system and its professional participants from pre-sentencing through post-conviction, corrections strategies for criminal offenders, and special considerations for juveniles in the criminal justice system. Prerequisite: none
J106 Criminology: Motives for Criminal Deviance 40 hours, 4 credits
This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. Included is an explanation of what crime is, what causes crime, and the various techniques for measuring the amounts and characteristics of crime and criminals. Prerequisite: none
J115 Introduction to Corrections 40 hours, 4 credits
A general overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophies, practices, and procedures. The concepts of retribution and rehabilitation are examined. For residential only, this course includes a fieldwork assignment. Prerequisite: Introduction to Criminal Justice
J120 Policing in America 40 hours, 4 credits
Students will examine the theoretical underpinnings of police work in the United States, including its historical roots, its current status, and the trends that will shape its future. They will explore the problems and solutions facing citizens, patrol officers, administrators, and agencies. They will also cover contemporary practices such as Community Oriented Policing, Problem Oriented Policing, and Directed Patrol. In investigating these topics, students will develop skills in critical thinking and problem solving. For residential only, this course includes a fieldwork assignment. Prerequisite: Introduction to Criminal Justice
J121 Case Management: Strategies for Rehabilitation 40 hours, 4 credits
Students will learn how to manage caseloads of clients, document casework, and use strategies for clients' rehabilitation. They will learn how to write effective court reports, case entries, recommendations and violation reports. Students will explore client-interview skills and motivation techniques. Examination of special populations of diverse clients, such as substance abusers and the mentally ill are reviewed. Prerequisite: Introduction to Criminal Justice or Introduction to Human Services
J122 Crime Scene to Conviction: Critical Skills in Documentation 40 hours, 4 credits
Students will master the skills of both oral and written communication. They will examine grammar and the mechanics of writing. They will also explore special communication issues, such as communicating with crime victims. They will develop skills for properly writing including such documents as search warrants, police reports, and case documents. Students will evaluate the impact of proper report writing, communication, and documentation on the outcome of legal proceedings, and review the importance of effectively translating written work into courtroom testimony. Prerequisite: Policing in America
J130 Introduction to Homeland Security 40 hours, 4 credits
This course provides an introduction to the philosophical, historical, and multidisciplinary challenges of Homeland Security in combating terrorism. This course includes a review of the driving forces that resulted in the creation of the current Department of Homeland Security. This will be accomplished through a review of the field of homeland security, its evolution and critical issues, the examination of current threats and vulnerabilities. The course also looks at the complexities of defining the roles of federal, state, local government, and the private sector. Prerequisite: Introduction to Criminal Justice
J131 Criminal Law and Procedure: Crime and the Courtroom 40 hours, 4 credits
This course provides an examination of substantive and procedural criminal law. Students are introduced to the Federal and State courts systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Statutory defenses, mitigating factors and circumstances which may excuse criminal responsibility, and common law principles are examined. For residential only, this course includes a fieldwork assignment. Prerequisite: Introduction to Criminal Justice or Introduction to Law and the Legal System
J140 Field Communications in Criminal Justice 20 hours, 2 credits
This course emphasizes the skills of both oral and written communication with emphasis on writing formats used by justice professionals. Students will explore the skills necessary to effectively communicate within diverse communities. Prerequisite: Introduction to Criminal Justice
J150 Introduction to Criminal Law 40 hours, 4 credits
In this course, students are introduced to the Federal and State court systems. This course examines substantive criminal, definitions of crime, and principles of criminal responsibility. The course will use case studies for application of general principles to the law. Statutory defenses, mitigating factors, and circumstances which may excuse criminal responsibility and common law principles are examined. Prerequisite: Introduction to Criminal Justice
J170 Applied Criminal Procedures 40 hours, 4 credits
This course provides an examination of procedural requirements for the judicial processing of criminal offenders. The concepts of evidence sufficiency, standards of proof, and due process are explored. Students will examine the Bill of the Rights and its applicability to the criminal justice process. Prerequisite: Introduction to Criminal Law
J200 Domestic Violence 40 hours, 4 credits
This course examines violence in the family and social and legal relations within families; theories and solutions on family violence; survivors and the consequences of victimization; legal responses; the role of the police; when law enforcement responds; recognizing child abuse, recognizing elder abuse, associated crimes and stalking and domestic homicide. Prerequisite: Introduction to Criminal Justice
J211 Counseling Clients 40 hours, 4 credits
Students will examine the process and effects of counseling. Assessment tools, methods of evaluation, and case plans are explored. They will consider a variety of counseling settings including, prisons, jail, group homes, in-patient and outpatient treatment centers, and halfway houses, as places of rehabilitation and counseling. Students will explore diverse clients including juveniles and adults, men and women, and people from various cultures. Prerequisite: Introduction to Corrections or Introduction to Human Services
J212 Legal Principles in Corrections 40 hours, 4 credits
Students will examine constitutional amendments regarding correctional management in various settings. They will explore laws of offenders’ rights, officer professionalism, best practices, and proper operational procedures in a correctional setting. They will review principles as applied to the special populations of offenders. Prerequisite: Introduction to Corrections
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 40 hours, 4 credits
Students will examine the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment. Prerequisite: Introduction to Criminal Justice or Introduction to Human Services
J222 Practical Psychology for Law Enforcement 40 hours, 4 credits
Students will examine how principles of psychology relate to law-enforcement work. They will explore fundamental concepts from a policing perspective, focusing on the real-world effects of psychological 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
J226 Legal Code for Law Enforcement 40 hours, 4 credits
Students will use states’ criminal and traffic codes to become familiar with law and statutes. They will review penal statutes covering issues from homicide to misconduct, and will examine legislation and statutes that govern law-enforcement duties and responsibilities. Students will also examine legal procedures that apply to specific populations like juveniles and domestic-violence victims. Prerequisite: Policing in America
J230 Terrorism
40 hours, 4 credits
Students in this course will receive an in-depth overview of terrorism, both domestic and international. This course is designed to provide students the necessary skills to recognize acts of terrorism and gain insight into terrorists’ perceptions and motivations. The course will touch on the causes and motives that drive terrorists, their methods of operation, and the impact of terrorism on the United States and abroad. Students will examine the necessary effort of planning preparedness within the governmental regulatory framework. Students will come to understand and appreciate the complexities of community and national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism.
Prerequisite: Introduction to Criminal Justice

J245 Security Challenges
40 hours, 4 credits
This course is an examination of the field of security and the security challenges faced in the current world situation. Both public and private security issues will be evaluated based on organization, law, and risk. Defense basics will be explored internally and externally. Specific threats to transportation, cargo, and information from terrorism will be reviewed. This course concludes with a critical look at the future of security.
Prerequisite: Introduction to Criminal Justice

J246 Practical Psychology for the Criminal Justice Professional
40 hours, 4 credits
Students will examine how principles of psychology relate to the field of criminal justice. They will explore fundamental concepts from a criminal justice perspective, focusing on the real-world effects these principles produce on criminal justice professionals and the citizens they serve. Students will apply ideas from psychology to create effective victim and witness interviewing strategies, offender behavior-modification approaches, and coping methods. They will review the immediate and long-term physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.
Prerequisites: General Psychology; Introduction to Criminal Justice

J250 Drugs and Crime
40 hours, 4 credits
This course will focus on the physical, psychological, and sociological aspects of drug use 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.
Prerequisites: Introduction to Criminal Justice or Introduction to Human Services

J255 Ethics in Criminal Justice
40 hours, 4 credits
This course provides a strong theoretical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in criminal justice, but also of how sound moral decisions are made in response to them.
Prerequisites: Policing in America; Criminal Law and Procedures: Crime in the Courtroom

J270 Critical Thinking and Evidence-Based Practice
40 hours, 4 credits
This course is designed to focus on a wide variety of problem-solving skills. These include scenario-based problem-solving and evidence-based practices. The inter-related skills necessary for effective problem solving in a criminal justice context are emphasized. The use of evidence and 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

J300 Contemporary Issues in Criminal Justice
Capstone
40 hours, 4 credits
The capstone course 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 academia, the field, and experts in the future holds. Methods and philosophies that will govern the criminal justice field in the near future are introduced along with discussions of the ethical, legal, social, and political ramifications expected. This course includes ten hours of field experience.
Prerequisite: Introduction to Criminal Justice. Students must be enrolled in the Criminal Justice program and their last or second to last quarter Co-requisite: Junior Seminar

J305 Examination of Forensic Science
40 hours, 4 credits
Students will critically examine the role of forensic science in the criminal justice process and the court of law. They will review historical events in criminalistics, and analyze problems in forensic science and approaches to formulate recommendations for change. They will also explore best practices and the future of forensic science.
Prerequisite: Constitutional Law

J320 Criminal Investigations
40 hours, 4 credits
Students will learn to conduct full criminal investigations. They will examine various techniques, methods, and processes for interviewing and interrogating crime suspects and witnesses. They will also explore techniques for conducting investigations with special populations.
Prerequisite: Constitutional Law

J325 Criminal Evidence
40 hours, 4 credits
This course will familiarize students with the fundamentals of criminal evidence as it pertains to the presentation of evidence in criminal trials, and within the role of legal counsel. Constitutional issues involving evidence are examined. Different varieties of evidence, from hearsay to physical evidence, are examined. Trial procedures such as expert-witness testimony, police testimony, and testimonial privileges are analyzed.
Prerequisite: Criminal Law and Procedures: Crime and the Courtroom (or 4 credits earned from students enrolled in the Cyber Security Program)

J326 Criminal Behavior: Profiling Violent Offenders
40 hours, 4 credits
This course will examine serial behavior by crime type and criminal profile. Crimes such as stalking, arson, murder, and sexual assault will be examined through case files to enhance investigative methods. Students will analyze psychological profiles and behavior patterns.
Prerequisite: Criminology: Motives for Criminal Deviance (except for students enrolled in the Cyber Security Program)

J330 Organized Criminal Syndicates
40 hours, 4 credits
This course examines organized criminal activity in the United States, and focuses on strategies and characteristics of terrorist organizations. Students will examine the causes of organized crime, in addition to the investigation, prosecution, and sentencing of syndicates.
Prerequisites: Criminology: Motives for Criminal Deviance; Juvenile Justice: Delinquency, Dependency, and Diversion

J331 Constitutional Law
40 hours, 4 credits
This course challenges students to examine the complexities of the Bill of Rights and the application of those rights to the criminal justice system. The analysis of case studies will allow students to apply criminal law and procedure to fieldwork examination of criminal-justice issues.
Prerequisite: Criminal Law and Procedures: Crime and the Courtroom (except for students enrolled in the Cyber Security Program)

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

J335 Risk Analysis
40 hours, 4 credits
Students will examine the importance of risk management through analysis and evaluation as a means of ensuring the protection of communities, facilities, and personnel. They will gain an understanding of the identification and assessment of hazards, vulnerabilities, and risks, which is critical to comprehensive management of security operations. They will learn skills to aid in planning for natural- and man-made disaster recovery, and for crisis management.
Prerequisites: Introduction to Homeland Security; Security Challenges

J340 Women and Criminal Justice
40 hours, 4 credits
This course examines the role of women as offenders, victims, and professionals in criminal justice. Theories and research that have differentiated women in the criminal-justice system will be explored. The rise of female criminality and criminal-justice professionals will be examined and will be analyzed.
Prerequisite: Domestic Violence

J345 Diversion and Rehabilitation
40 hours, 4 credits
Students will examine counseling and intervention methods used for adult and juvenile, and male and female offenders. They will explore theories proven by research and applied to treatment. They will critically evaluate evidence-based policy, best practices, program evaluations, and “what works” in both social service and criminal justice systems.
Prerequisites: Juvenile Justice: Delinquency, Dependency, and Diversion; Juvenile Violence

J350 Cultural Diversity and Justice
40 hours, 4 credits
This course will examine the true picture and statistics of minority representation at every point in the criminal justice process, from point of contact with the police to incarceration and the death penalty. The course includes a comprehensive examination of unbiased racial and ethnic theories, and research and practice of behavior and victimization affecting the criminal justice system.
Prerequisites: Ethics in Criminal Justice

J351 Crime 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, from criminal-justice point of view, is examined. The legal ramifications and legal developments which impact on judicial proceedings are examined. A variety of crimes and types of victims is explored.
Prerequisite: none
J430 Forensic Psychology
40 hours, 4 credits
This course will examine the role and function of psychology as it applies to the criminal-justice system. Students will examine the responsibilities and tasks of forensic psychologists when working with law enforcement, courts, and corrections. A psychological approach to person-to-person crimes will be explored.
Prerequisites: Criminal Behavior: Profiling Violent Offenders; General Psychology

J439 Special Populations in Criminal Justice
40 hours, 4 credits
Students will examine the special populations of offenders in the criminal justice system. The experience of women, minorities, the physically and mentally challenged, the elderly, and the socioeconomically deprived in all parts of the criminal justice system will be explored. Students will analyze programs, policies, and case studies relating to special populations.
Prerequisite: Criminal Behavior: Profiling Violent Offenders

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

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

J453 Criminal Justice Seminar
50 hours, 5 credits
This course provides students with the opportunity to explore an area of criminal justice that is of specific interest for their career or an area of relevant interest in the field. Topics may include an area of justice studies, with the approval of the instructor. Students will conduct a thorough review of their topic and present their work in the form of a final project.
Prerequisites: Criminal Behavior in Justice; Research Methods in Criminal Justice

J457 Criminal Justice Senior Thesis
40 hours, 4 credits
Students will apply their knowledge of criminal justice issues and social research methodology by completing a research project on an approved thesis proposal. Students will design and carry out a research study, collect and analyze resulting data, and integrate their research and findings into a formal thesis.
Prerequisite: Criminal Justice Seminar. Students should be in their last second-to-last quarter

J460 Criminal Justice Internship
250 hours, 9 credits
This course provides students with an opportunity to apply their learning through an internship experience involving participation and observation in a professional criminal justice setting. During the internship experience, students will participate in discussions, journaling, and related coursework to integrate their academic and internship experiences.
Prerequisite: Contemporary Issues in Criminal Justice Capstone; Student should be in last or second-to-last quarter

J460 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 success and the underlying factors is the focus of this course. Students will theorize future initiatives in policing, courts, corrections, juvenile justice, and the responsibilities in homeland security.
Prerequisite: Controversial Issues in Criminal Justice Capstone

M100 Customer Service in Healthcare
10 hours, 1 credit
This course 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

M105 Introduction to Electronic Health Records
30 hours, 3 credits
In this course, students will focus on the basics of Electronic Health Record (EHR) keeping of patient health information in a medical delivery setting. An emphasis on emerging technologies in EHR, and their potential application in evidence-based practice will be studied. The scope of the course is designed to familiarize students with the clinical patient encounter, as well as electronically supporting other care-related, and outcomes reporting.
Prerequisite: none

M120 Medical Terminology
40 hours, 4 credits
This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomic roots denoting body structures. All body systems will be covered with a focus on ward parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation.
Prerequisite: none

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

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

M131 ICD-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 procedural coding of all body systems. Use of coding and grouper software will be used as well as the use of registries and indices.
Pre-requisite: Anatomy and Pharmacology for Coders; Pathophysiology

M132 ICD-PCS Coding
40 hours, 4 credits
This course provides in-depth study of the International Classification of Diseases-Procedural Coding System (ICD-PCS) using sample exercises and health records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover procedural coding of all body systems. Use of coding and grouper software will be used as well as the use of registries and indices.
Pre-requisite: ICD-9-CM Coding

M133 ICD Coding
30 hours, 3 credits
This course provides an overview of the International Classification of Diseases (ICD) to utilize sample exercises and medical records to develop skill and accuracy in coding in various healthcare settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems.
Pre-requisite: Medical Terminology
Pre or Co-requisite: Pathophysiology

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

M140A Intermediate ICD-9-CM Coding
30 hours, 3 credits
This course is a continuation of Basic ICD-9-CM Coding with developmental practice to increase proficiency in coding with ICD-9-CM coding standards. 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.
Pre-requisite: Basic ICD-9-CM Coding

M141 Ambulatory Care Coding
40 hours, 3 credits
The emphasis in this course is medical coding in an ambulatory care setting. Students will develop an understanding of HCPCS coding with an emphasis on CPT.
Pre-requisites: ICD-PCS Coding or ICD Coding

M201 Medical Transcription
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. Students will be exposed to current equipment and methods, and as proper report format.
Prerequisites: Medical Writing, Style and Grammar; Introduction to Medical Transcription; Medical Terminology; Keyboarding I

M202 Introduction to Medical Transcription
40 hours, 4 credits
An introduction to the profession of medical transcription and medical editing. Topics covered will be the medical transcription process and the skills needed as well as technology and equipment used, work scenarios and work stations, employer expectations, salary methods, the job search, and professionalism. Students 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.
Pre-requisite: Medical Terminology
Pre or Co-requisite: Medical Writing, Style and Grammar

M208 Introduction to Health Information Management
40 hours, 4 credits
This course introduces the student to the history of the profession of the health information technician and the management of health information. Students learn about the organization of healthcare facilities, the members of the healthcare team who contribute to and use health information, and trends in the management of health 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.
Pre-requisite: none

M209 Medical Insurance and Billing
40 hours, 3 credits
In this course students will receive an introduction to common 3rd party payers, insurance terminology, and medical billing. They will learn skills including claim forms preparation and processing, and electronic claim submission, and will review introductory medical coding. They will also examine plan options, payer requirements, state and federal regulations, and abstracting of source documents.
Prerequisite: Medical Terminology

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

M214 Medical Transcription
60 hours, 3 credits
The student will transcribe medical reports of medical specialties from CD-ROM, edit medical reports generated by speech recognition from various specialties, and apply knowledge of medical terminology, anatomy, and physiology to the transcription and editing process. Students will be exposed to current equipment and methods, and as proper report format.
Prerequisites: Introduction to Medical Transcription; Medical Terminology; Keyboarding

M218 Management of Health Information Services
40 hours, 4 credits
The study of management, supervision, and human resource principles with application to health information service departments in various healthcare settings. Students will learn how to manage and measure 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

Prerequisite: Criminal Behavior: Profiling Violent Offenders; General Psychology

COURSE DESCRIPTIONS
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M220 Healthcare Information Technologies 40 hours, 4 credits
This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines.

Prerequisites: Introduction to Health Information Management; Computer Applications and Business Systems Concepts

M230 Medical Law and Ethics 40 hours, 4 credits
A study of the United States legal system and court process with emphasis on legal and ethical issues within the healthcare environment. Fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics will be covered. This course will include a project that is specific to the student’s program of study.

Prerequisite: none

M232 Pathophysiology 50 hours, 5 credits
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems.

Prerequisite: Human Anatomy and Physiology I or Structure and Function of the Human Body

M243 Health Information Law and Ethics 40 hours, 4 credits
A study of the impact of the United States legal system and various healthcare regulations and ethics on the health information management environment. Fraud and abuse, patient privacy and confidentiality, protected health information, regulation of information, and professional practice law and ethics will be explored.

Prerequisite: none

M251 Medical Coding Practicum 30 hours, 1 credit
This course offers a simulated practical experience utilizing medical records and coding software in an online setting under the direction of a Coding Instructor.

Pre or Co-requisite: Ambulatory Care Coding

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

Prerequisites: Health Information Law and Ethics; Healthcare Information Technologies; Quality Analysis and Management

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

Prerequisite: Medical Terminology

M290 Medical Administration Capstone 60 hours, 10 credits
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, administration, and medical office management skills.

Prerequisite: Medical Administration student in last or second-to-last quarter

MA102 Introduction to Medical Assisting 40 hours, 3 credits
This course is designed to provide students with a thorough understanding of the Medical Assisting profession and the skills necessary to be successful in the Medical Assisting program and profession. During this course, students will complete a Programmatic Orientation and be exposed to basic Medical Assisting skills such as professionalism, vital signs and CPR/First Aid.

Prerequisite: none

MA110 Clinical Skills I 60 hours, 6 credits
In this course students will begin their study of the essential and basic core of front-office and back-office medical-assisting skills. They will cover the basics of the medical-assisting profession, and will master knowledge and skills including communication and technology, patient centeredness, safety and emergency plans, patient assessments and encounters, medical documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. They will follow applied-learning approaches to all skill development and performance objectives.

Prerequisites: Introduction to Medical Assisting; Medical Terminology

Pre or Co-requisite: Structure and Function of the Human Body

MA135 Pharmacology for the Allied Health Professional 40 hours, 4 credits
This course is designed for a variety of allied health programs requiring an understanding of pharmacology. It attempts to present a basic rationale for understanding current drug therapy. This course presents drugs according to their therapeutic applications. Pharmacologic and related diseases are reviewed before the pharmacology of the drug is discussed. The approach by body system in this course serves to provide the necessary background information and to refresh the student’s memory of previously learned material through which the therapeutic action of the drugs can be clearly understood.

Prerequisites: Medical Terminology; Human Anatomy and Physiology I, or Structure and Function of the Human Body

MA145 Clinical Skills II 60 hours, 4 credits
Students will continue their study of the essential and basic core of back-office medical assisting skills. They will master knowledge and skills including patient examination and assessment, performing electrocardiograph, performing venipuncture, performing medication administration, minor surgical procedures, procedures for medical emergencies, first aid and CPR, and behaviors influencing health. They will also learn basic steps for finding employment and advancing in their careers. Students will follow applied-learning approaches to all skill development and performance objectives.

Prerequisites: Laboratory Skills for Medical Assisting; Pathophysiology

MA225 Laboratory Skills for Medical Assisting 60 hours, 5 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 complete specimen samples by venipuncture and patient instruction and perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing.

Prerequisites: Clinical Skills I

MA241 Human Anatomy and Physiology I 60 hours, 5 credits
In this course students will begin their study of the structure and function of the human body. They will examine topics including basic chemistry and cell biology, tissues, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body, and will learn medical terminology. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.

Pre or Co-requisite: Introduction to Human Biology

MA242 Human Anatomy and Physiology II 60 hours, 5 credits
In this course, students will continue their study of human anatomy and physiology begun in Human Anatomy and Physiology I. They will examine the circulatory, lymphatic and immune, respiratory, urinary, digestive, and reproductive systems, as well as fluid and electrical system, acid-base balance, and nutrition and metabolism. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.

Prerequisite: Human Anatomy and Physiology I

MA265 Medical Assistant Externship 240 hours, 8 credits
In conjunction with a Medical Assisting Capstone, students will complete 240 hours of a Medical Assisting training experience in a physician’s office, clinic or medical center. While on the clinical site, the extern will perform medical-assisting job duties in both the front-office administrative and the back-office clinical areas, in order to develop on-the-job skills. Under no circumstances will the student extern receive pay for the externship hours worked.

Prerequisites: Completed series of Hepatitis B immunizations; Completion of a 2-Step Mantoux screening test within 6 months of starting externship; Completion of all immunizations or verifications of immunity required by program and site; Successful completion of background check (clear background check obtained); Attendance at Rasmussen College Externship meeting held by Program Coordinator; Attendance at externship site orientation (if required by site); Successful completion of all Medical Assisting core courses except Career Development and Seminar courses; Approval of Medical Assisting Program Coordinator

MA285 Medical Assisting Capstone 20 hours, 2 credits
In conjunction with the Medical Assisting Externship (MA265), students will complete an online Medical Assisting Capstone course. In this course, students will learn job-search techniques and skills for entry-level medical assistants as well as share and learn from their externship experiences with the class. Students will also prepare to sit for a Medical Assisting credential examination during this course (either the CMA or RMA depending on campus accreditation status).

Prerequisite: none

Co-requisite: Medical Assisting Externship

MA301 Introduction to Microbiology 70 hours, 5 credits
This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include molecular genetics, microbial structure and function; metabolism; requirements for and control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, protozoa, and helminths; interactions with and impact of microbes on humans, including mechanisms of pathogenicity.

Prerequisite: none

MH100 Pre-calculus 40 hours, 4 credits
In this course, students will understand the application of function theory including the properties and behavior of various function types including polynomial, exponential, rational, polar, and parametric functions. The course emphasizes the comprehension of function behavior through graph plotting both manual and through the use of graphing calculators. Students will develop solution sets for equations and inequalities.

Prerequisite: Advanced Algebra

MH200 Calculus I 40 hours, 4 credits
This course takes students into a deeper exploration of functions within the framework of the Fundamental Theorem of Calculus. Topics including limits, derivatives, and methods of integration will be discussed. Students will cover numeric, graphical, and symbolic approaches to problem-solving for real-world scenarios. Technology including graphing calculators and computer applications will be used to solve problems and properly interpret results.

Prerequisite: Pre-calculus

MH210 Calculus II 40 hours, 4 credits
In this continuation of the topics investigated in Calculus I, students will further explore the methods of integrations and the applications of integrals as well as power series and methods of differentiation. This course will cover the topics of convergence and divergence, and students will understand whether improper integrals are convergent or divergent.

Prerequisite: Calculus I

MH300 Applied Discrete Mathematics 40 hours, 4 credits
This course builds on the foundation established in Introduction to Discrete Mathematics with further exploration in logic and mathematical reasoning. Topics include combinatorics and graph theory, Boolean algebra, digital logic circuits, ordered sets, functional programming, models of computation, and computational complexity. Students will gain experience formulating mathematical proofs.

Prerequisite: Introduction to Discrete Mathematics; Calculus II

MH310 Probability and Statistics 40 hours, 4 credits
This course explores the concepts of conditional probability, random variables, expectations and distributions, sample spaces, moment generating functions, and the central-limit theorem. Further topics include an introduction to estimation, confidence intervals, and hypothesis testing. Students will be able to generate random variables through experimentation, and they will understand how to apply statistical concepts to computational applications.

Prerequisite: Introduction to Discrete Mathematics
ML150 Clinical Chemistry I

40 hours, 3 credits

An introduction to analytical techniques, instrumentation, and basic principles of clinical chemistry methods. Presents the theory and application of biochemical analyzers, including clinical significance and normal reference ranges.

Prerequisite: Introduction to Clinical Laboratory Science; Human Anatomy and Physiology I; and College Algebra

ML151 Hematology I

40 hours, 3 credits

Introduction to the theory and practical application of routine and special hematology procedures. Presents red blood-cell function, hematopoiesis, and associated functions of stained blood smears. Coagulation upon identifying normal and abnormal white blood-cell morphology and the evaluation of stained blood smears.

Prerequisites: Introduction to Clinical Laboratory Science; Human Anatomy and Physiology I

ML152 Urinalysis

40 hours, 3 credits

An introduction to urinalysis and body-fluid analysis. Includes anatomy and physiology of the kidney, and physical, chemical, and microscopic analysis of urine, cerebral spinal fluid, and other body fluids.

Prerequisites: Introduction to Clinical Laboratory Science; Human Anatomy and Physiology I

ML153 Clinical Microbiology I

40 hours, 3 credits

This course will include basic concepts of microbiology. Emphasis will be placed on cell structure and function of human, pathogenic microorganisms. Disease, resistance and immune system function will be included. Methods of microbe control will be introduced. A student laboratory will be utilized for experiences in fundamental microbiology techniques.

Prerequisites: Introduction to Clinical Laboratory Science; Human Anatomy and Physiology I

ML201 Clinical Microbiology II

60 hours, 4 credits

Expanding upon concepts learned in Clinical Chemistry I, this course further examines the principles and procedures of various tests performed in Clinical Chemistry. Integral to this course is continued explanation of the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including quality control and normal values.

Prerequisite: Clinical Chemistry I

ML202 Hematology II

60 hours, 4 credits

Expanding upon concepts learned in Hematology I, this course further examines the theory and practical application of routine and special hematology procedures. Presents white blood-cell function, hematopoiesis and associated diseases. The student laboratory focuses on identifying normal and abnormal white blood-cell morphology and the evaluation of stained blood smears. Coagulation principles and techniques will be included.

Prerequisite: Hematology I

N133 Networking Fundamentals

40 hours, 3 credits

This course has been designed to teach the foundations of networking. The course covers Local Area Networks and Wide Area Networks and how communications are accommodated in those environments. Students will learn the different Protocols used in networking. The course will cover the designing networks both cabled and wireless. Students will learn basic troubleshooting of a network and how to maintain it. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. This course helps prepare students to take the CompTIA Network+ certification exam.

Prerequisite: Fundamentals of PC Hardware and Software

N136 Operating Systems Fundamentals

60 hours, 4 credits

Students are introduced to the principles of various types of microcomputer operating systems. Topics include system resources, memory management, process interaction, user interface and operating system functions especially related to database resource management. Emphasis is placed on how the user, hardware, and software interface with the operating system.

Prerequisite: none

N137 Programming I

60 hours, 4 credits

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

Prerequisite: Object-Oriented Programming

N138 Game Preproduction

40 hours, 4 credits

This course has been designed to teach you the fundamental philosophies of game design and the creation of a hands-on project which will be a step-by-step process that develops problem solving strategies. The techniques taught in this course exist to provide the practical resources needed to build a firm understanding of game development from a production standpoint. In addition, the information this course provides is a grounded study for any real life application where inspiration must combine with practical knowledge and application to create a marketable product.

Prerequisite: Game Design Theory I

N139 Game Design Theory I

40 hours, 4 credits

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

Prerequisite: none

N140 Logic and Troubleshooting

40 hours, 4 credits

This course provides students 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 for solving problems of a technical nature.

Prerequisite: none

N141 Networking Security

40 hours, 3 credits

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

Prerequisite: Introduction to Networks

N142 Foundations of Software Design

60 hours, 6 credits

This course introduces students to fundamental aspects of programming as it relates to proper software design concepts. Students will gain an understanding of how functional techniques are applied in solving a variety of problems. Topics will include variables, procedural abstraction utilizing handlers, conditions, 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

N145 Fundamentals of PC Hardware and Software

60 hours, 4 credits

In this course students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and the software used to support the hardware. Additional topics covered include the relationship between computer hardware and software, computer networks and peripherals, virus protection, disaster recovery and maintenance planning. Finally, the student will learn about and conduct the responsibilities of a professional PC technician. To reinforce the materials in this course, the instructor will assign direct hands-on projects to be performed in a physical or remote lab setting. This course helps prepare students to take both parts of the A+ certification exam. Each student will assemble a computer using prescribed parts and materials.

Prerequisite: Logic and Troubleshooting

N146 Fundamentals of Hardware and Software

40 hours, 3 credits

This course will introduce students to the installation, configuration, maintenance, and troubleshooting of end-user personal computer hardware (including laptops and mobile devices) and the software used to support the hardware. Additional topics covered include the relationship between computer hardware and software, computer networks and peripherals, virus protection, disaster recovery and maintenance planning. Finally, the student will learn about and conduct the responsibilities of a professional PC technician. To reinforce the materials in this course, the instructor will assign direct hands-on projects to be performed in a physical or remote lab setting. This course helps prepare students to take both parts of the A+ certification exams. Each student will assemble a computer using prescribed parts and materials.

Prerequisite: Logic and Troubleshooting

N147 Fundamentals of Hardware and Software II

40 hours, 3 credits

This course is a continuation of Fundamentals of Hardware and Software I, which prepared students for the CompTIA A+ 220-802 exam. This course will prepare students for the CompTIA A+ 220-802 exam, focusing on operating systems, security, mobile devices, and troubleshooting. Using the Windows operating system, students will learn how to set up networking, printers, local and remote storage devices, and troubleshoot problems related to the same. Operating system security and methods to prevent intrusion will be discussed. Concepts of virtualization, desktop imaging, and deployment will be introduced.

Prerequisite: Fundamentals of Hardware and Software I

N149 Helpdesk Support

50 hours, 3 credits

This course covers material used by helpdesk engineers to troubleshoot and solve user problems. Dealing with the user, identifying the problem, and fixing the problem will be discussed. Software concerning trouble tickets and tracking progress will be discussed.

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

N156 Mac Integration
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 exploration of the cultural, technical, and social aspects of games.
Prerequisite: none

N171 Introduction to Networks
This course introduces the foundation to understanding computer networks, including structure and function, components, and models of Local Area Networks (LAN), Wide Area Networks (WAN), and the Internet. Students will learn the fundamentals of Ethernet concepts like IP addressing, protocols, hardware, and network topologies. Students will learn basic configuration of network devices and apply basic troubleshooting techniques. A variety of hands-on activities and simulations will be used. This course also 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 I

N180 Math for Game and Simulation Production I
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

N200 Systems Analysis
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
COURSE DESCRIPTIONS

N234 Microsoft Exchange Server 40 hours, 3 credits
In this course students will learn a wide range of information about Exchange Server, from installation, configuration, administration, troubleshooting, and maintenance. It introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course uses a multitude of realistic examples of networking and messaging issues. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course was prepared to take the Microsoft Certified Technology Specialist exam.
Prerequisite: Windows Active Directory

N235 Cisco Networking Fundamentals and Routing 40 hours, 3 credits
This course will help students learn the skills necessary to deploy a new Cisco network or manage an existing network. The course provides a wide range of information, starting with a review of the basic building blocks of networks through advanced Cisco networking topics such as access control list, Vlan connectivity, and virtual LANs. The lab assignments included in this course give students adequate hands-on experience with Cisco equipment, allowing them to gain confidence in working with live networks. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the Cisco CCENT exam.
Prerequisites: Networking Fundamentals, Microsoft Windows Server

N236 Database Security 60 hours, 4 credits
This course covers the basics 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. This topics include virtual private databases, auditing models, application and data auditing, and auditing database activities.
Prerequisite: SQL Server Administration

N237 C# 50 hours, 3 credits
Students will work with the C# programming language and gain an understanding of how it can be used to handle important computing tasks. Concepts such as object-oriented programming, interfaces, multimedia development, and web programming will be explored.
Prerequisite: Object-Oriented Programming

N239 Mobile Support Principles 40 hours, 3 credits
The Mobile Support Principles course covers the challenges of supporting mobile devices within a business. Topics covered are how to install custom software applications on various mobile operating systems as well as deploying standard operating images across multiple mobile devices. Additional time is spent on configuration of various mail clients, network configuration and general device troubleshooting.
Prerequisite: Introduction to Networks

N266 Console Development 60 hours, 4 credits
One aspect of creating games is determining how they will work with different consoles from various manufacturers. This course guides the student through the various aspects 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 programmer to determine what modifications and changes need to be made as games become part of the game libraries for different vendors.
Prerequisite: Programming I

N273 Business Intelligence Reporting 40 hours, 3 credits
The goal of this course is to allow students to understand what business intelligence is and how it affects the success or failure of organizations. In particular, this course will focus on business intelligence using industry-standard reporting tools as the basis for deriving this information.
Prerequisite: SQL Server Administration

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

N276 Applied Game and Simulation Theory 40 hours, 4 credits
This course covers the applications for and the development of simulation from game-like “Sims” to educational and military simulations. This course combines reading and critical thinking skills with hands on development 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 game-like environments.
Prerequisites: Platform Design and Human-Computer Interaction

N276 Math for Game and Simulation Production I 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

N300 Information Technology Capstone 20 hours, 2 credits
This course summarizes key learning throughout the student’s program. Students apply what they’ve learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.
Prerequisite: This course is intended to be completed in the last quarter of the student’s program.

N301 The Business of Digital Media 40 hours, 4 credits
This course is designed to prepare students for multiple levels of project completion across the broad spectrum of digital media such as: concept development, production, project management, and content delivery. Important workforce attributes of individual success and team-building, management of timelines and deadlines, and effective leadership are explored as they relate to the multimedia development pipeline.
Prerequisite: Introduction to Business

N302 Graphics Development with OpenGL 60 hours, 4 credits
This course is to teach fundamental principles of computer graphics algorithm in relation to video games and simulations. The focus is on graphics methods used to render realistic images on various platforms applied to various operating systems. Much of this involves solutions to problems such as how we represent 3D models, describe their position and motion in 3D, project them into 2D images, and render these 2D projections with pixels. We will also consider photometric problems, such as how we represent light, model the way objects reflect light, and the path that light takes as it reflects through the scene.
Prerequisite: Programming I

N303 Software Systems Principles 40 hours, 3 credits
This course provides a historical perspective of programming languages and their development. Students will study techniques of language translation (e.g., lexical analysis).
Prerequisite: Programming I

N304 Operating Systems Design 50 hours, 4 credits
In this course, students learn how operating systems such as Windows, Linux, and the Mac OS X are a fundamental component of all computing systems. This course explores how operating system processes are designed and communication with the user interface, virtual memory, file synchronization, and security.
Prerequisite: Software Systems Principles

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

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

N307 Principles of Network Security 40 hours, 3 credits
This course brings to light the concepts needed for network defense techniques. Students will examine the tools, techniques, and technologies used in the securing of information assets. This course is designed to provide in-depth information on the software and hardware components of Information Security. Topics covered include: Intrusion detection, virtual private networks (VPN), and incident response strategies and planning, wireless network security.
Prerequisites: Networking Fundamentals, Principles of Computer Graphics

N310 The Study of Animation 60 hours, 4 credits
This course is intended for students with an animation/multimedia background who want to understand how animation works, from basic theory to execution. The students will develop a sense of observation and timing as it relates to animation, and they will study motion through watching actual animation pieces as well as taking part in exercises that demonstrate animation in action.
This course also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development, and dramatic structure.
Prerequisite: Digital Media Assembly

N311 Game and Simulation Lighting Techniques 60 hours, 4 credits
This course provides an in-depth study of current networking technologies. Topics include OSI model, communication protocols, routing protocols, WiFi, VLAN architecture (ATM, VPN, MPLS, and hybrid networks), Wireless and QoS. Additionally, students will learn about implementing a defined network architecture and security. This course will cover how to configure, maintain, and troubleshoot network devices using appropriate network protocols 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

N312 Advanced Networking 50 hours, 4 credits
This course provides an in-depth study of current networking technologies. Topics include OSI model, communication protocols, routing protocols, WiFi, VLAN architecture (ATM, VPN, MPLS, and hybrid networks), Wireless and QoS. Additionally, students will learn about implementing a defined network architecture and security. This course will cover how to configure, maintain, and troubleshoot network devices using appropriate network protocols 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

N313 Introduction to Information Systems Security 40 hours, 3 credits
This course provides an overview of security challenges and strategies of countermeasure in the information systems environment. Topics include definition of terms, concepts, elements, and goals incorporating industry standards and practices with a focus on availability, vulnerability, integrity, and confidentiality of systems and information.
Prerequisite: none

N314 Advanced Cisco Network Associate (CCNA) 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 students 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
N315 Flash Animation 60 hours, 4 credits
This course is an introduction to Macromedia’s Flash. The course will cover the basics of Flash: importing, creating & editing vector graphics and creating simple animations, creating interactive elements and incorporating sound and video and testing Flash movies. Also, students explore the steps in creating Flash productions from start-to-finish, including site map and navigation building, button making and output.
Prerequisite: Multimedia Technologies

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

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

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

N333 Asset Management 30 hours, 3 credits
This course is designed to teach students best practices in inventory management. Topics include hardware and software audits, asset tracking systems, software licensing, and service contracts management.
Prerequisite: Project Planning for IT

N324 Portfolio, Package and Publish 40 hours, 4 credits
This course focuses on the process and tasks necessary for game and simulation-specific employment including 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

N325 Advanced Methods of Computer Graphics 60 hours, 4 credits
This course is for photographers and artists, who wish to go well beyond the basics of Photoshop. In addition to covering more sophisticated methods of color correction, image manipulation and printing, students will learn scanning, digital camera usage, the mechanics of calibration and color management, as well as advanced use of colors in Photoshop, all within a framework of artistically professional sensibility which will allow the student to develop their own professional work.
Prerequisite: Digital Photography

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

N327 CSS3 Certification Preparation 60 hours, 4 credits
The CSS3 credential ensures that candidates continuously monitor systems to safeguard against security threats. From the course, the student will be competent in access control, cryptography, malicious code and activity, monitoring and analysis, networks and communication, risk, response and recovery, and security operations and administration.
Prerequisite: Network Security and Cryptography

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

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

N332 Managing Risk for Information Systems 40 hours, 4 credits
This course addresses the broad topic of risk management and how risk, threats, and vulnerabilities impact information systems. Areas of instruction include how to assess and manage risk based on defining an acceptable level of risk for information systems. Elements of a business impact analysis, business continuity plan, and disaster recovery plan will be discussed.
Prerequisite: none

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

N334 Game Engines and Integrated Game Development Environments 60 hours, 4 credits
This goal of the 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

N335 Digital Photography 60 hours, 4 credits
This course shows students how to evaluate images for communicative effectiveness and aesthetic appeal. They will also digitize images, adjust and manipulate them in the computer, and output them for on-screen and printed use. Through the course, students will gain a firm foundation on the fundamental differences between digital photography and traditional manual film including lighting and print.
Prerequisite: Audio/Video Editing

N337 Database 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 aspects of development and tradeoffs related to resource management, system efficiency and security. Hardware and software efficiencies. Students are also exposed to requirements analysis and the techniques to develop a functional system from specified requirements.
Prerequisite: Algorithm Analysis

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

N343 Security Policies and Implementation 40 hours, 4 credits
This course includes a discussion on security policies that can be used to help protect and maintain a network, such as password policy, e-mail policy, and internet policy. The issues include organizational behavior and crisis management.
Prerequisite: Security

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

N345 Advanced HTML Coding with CSS 60 hours, 4 credits
This class covers advanced elements of webpage creation using a text editor and HTML and XML standard tags. This class will focus on web terminology, event model, HTML 5 and the use of hypertext linking, anchors, tables, forms, CSS, frames, design principles and accessibility issues. Emphasis will be placed on developing a solid understanding of the core technologies for web development. Students will also be able to explore the availability of tools for site management, validation and accessibility checks.
Prerequisite: Fundamentals of Web Authoring and Design

N346 Practical Game Development 60 hours, 4 credits
This course approaches the study of computer games from different viewpoints. First it is an example of media that can be analyzed and critiqued for its thematic elements, format, structure, plot and interactive appreciation. The next step is a study of complex software subjects to technology constraints and the product of a professional design and implementation process. The last is a study of behaviors and associations comparable to other popular art forms. Students will study the principle of game design and use them to both analyze existing games and to develop their own original game ideas.
Prerequisite: Artificial Intelligence

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

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

N355 Game Planning and Development Strategies 60 hours, 4 credits
In this course, students will cover the planning of the game and simulation development process from high-level design to low-level implementation. The course touches on topics covered in previous courses, including graphics, development of assets and the asset pipeline, interface design, and artificial intelligence to better understand the different game development methodologies. The process of developing a game or simulation will be covered from the essential design and development documents through quality assurance testing, including the risks and benefits of different types of iterative development cycles.
Prerequisite: Game Audio Assets

N358 Database Systems Design 50 hours, 4 credits
In this course, students will learn how to develop and deploy a relational database management system (RDBMS) as a software application. Students will explore relations and tables as well as how to modify the relations with commands such as insert, update, and delete. Students will also understand the role and importance of primary and foreign keys in creating relational database structures.
Prerequisite: Relational Databases
N359 Support Management 40 hours, 4 credits
This course is designed to introduce students to the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT support management. Topics will include incident and problem management, configuration and change management, and help desk management. Students will design a knowledge base for tracking, and trending problems so that solutions can be implemented proactively to prevent problems and increase customer satisfaction.
Prerequisite: Customer Service

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

N361 Algorithm Analysis 40 hours, 4 credits
This course provides a detailed exploration of algorithm design and analysis, including greedy algorithms, divide and conquer, dynamic programming, and backtracking. Students will gain experience with searching and sorting techniques in practical applications. The course will emphasize the verification and analysis of time space complexity within a software design framework.
Prerequisites: Programming I; Probability and Statistics

N362 Technical Writing 20 hours, 2 credits
This course is designed to teach students best practices in authoring technical documentation. Topics include targeting your audience, organization, glossaries, appropriate use of graphics, tables, lists, wikis, and cross-referencing. Students will be able to determine when and how to write a white paper, and will understand the pros and cons of wikis and other documentation portals.
Prerequisite: English Composition

N363 Security Strategies for Web Apps and Social Networking 40 hours, 3 credits
This course will examine how the internet and web-based applications have transformed the way businesses, organizations, and people communicate. With this information comes new risks, threats, and vulnerabilities for web-based applications and the people who use them. This course presents security strategies to mitigate the risk associated with web applications and social networking.
Prerequisite: none

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

N380 Project Management for IT 50 hours, 4 credits
This course covers the project management aspects of the IT department. Students will learn how to properly apply project management principles within the IT department to properly deploy network and software solutions. Students will utilize project management software for tracking purposes as well as develop their own method of project tracking. Topics such as ITIL principles on Project Management will also be infused into the content of the course.
Prerequisite: Support Management

N385 Scripting – Shell Scripting / Python / Perl 50 hours, 4 credits
This course is designed to teach students basic scripting skills that can be used to automate 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

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

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

N416 Advanced Mobile Application Development 40 hours, 3 credits
Building upon the topics covered in Mobile Application Development, this course provides students with instruction in the creation of more complex applications and programs. Students will learn how to use the Dalvik virtual machine as a platform to develop Android applications. Additionally, students will understand the differences in developing applications in a wide range of vertical industries including healthcare, science, and entertainment.
Prerequisite: Mobile Application Development

N404 Cloud Computing 40 hours, 4 credits
This course covers the principles, the approaches, and the methodology in auditing information systems to ensure the processes and the procedures are in compliance with pertinent laws and regulatory provisions especially in the context of information systems security (ISS). Prerequisite: none

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

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

N410 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 a helpdesk tracking system and implementation of a tracking system will also be covered to ensure an IT department has the proper foundation to start metrics reporting.
Prerequisite: Project Management for IT; Security for Managers

N407 Networking and Multiplexer Game Development 60 hours, 4 credits
Students will be 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

N409 Auditing Information Technology Infrastructure 40 hours, 4 credits
This course covers the principles, the approaches, and the methodology in auditing information systems to ensure the processes and the procedures are in compliance with pertinent laws and regulatory provisions especially in the context of information systems security (ISS). Prerequisite: none

N412 Risk Management and Business Continuity 50 hours, 4 credits
This course covers how to properly analyze risks within an IT department. Topics covered are Disaster Recovery Planning, Business Continuity Planning, and how to create Risk Analysis documents for all applications assessing long-term, short-term 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.
Prerequisite: IT Operations Management; Storage Management

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

N415 Digital Effects Creation 50 hours, 4 credits
This course focuses on the use and application of effects in film and video at an advanced, post-production level. Learn professional methods of controlling digital and video representation, and 3D effects. Master the digital workflow by compositing footage, digital imagery and CG. Topics include virtual cinematography, morphing, lighting, rendering, particle effects, dynamics, camera properties, motion tracking, and filters.
Prerequisite: Digital Media Production

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

N420 Network Security and Cryptography 40 hours, 4 credits
This course examines threats to computer networks, network vulnerabilities, techniques for strengthening passive defenses, tools for establishing an active network defense, and policies for enhancing forensic analysis of crimes and attacks on computer networks. Topics include private and public key cryptography, digital signatures, secure sharing, security protocols, formal methods for analyzing network security, electronic mail security, firewalls, intrusion detection, Internet privacy and public key infrastructures.
Prerequisites: Computer Applications and Business Systems Concepts; Introduction to Networks

N421 Software Engineering for Game and Simulation Production 40 hours, 4 credits
This course focuses on the software engineering principles and strategies necessary to develop a game or simulation, including an in-depth look at object-oriented architecture and design patterns used in game development. UML, risk analysis, constraint management, problem solving, process improvement, and handling crunch times are some of the topics that will be tackled in this class.
Prerequisite: Programming II
N422 Enterprise Application Support
40 hours, 4 credits
This course introduces students to the challenges of supporting complex enterprise applications like e-commerce and ERP systems. Topics include application architecture concepts (front-end, middleware, backend, and client/server), working with application specialists, application performance monitoring (end-to-end), security, support and maintenance, and disaster recovery. Prerequisite: Risk Management and Business Continuity

N423 Windows Security Strategies
40 hours, 4 credits
This course discusses security implementations for various Windows platforms and applications. Areas of study include identifying and examining security risks, security solutions, and tools available for various Windows platforms and applications. Prerequisite: none

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

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

N426 Asset Development II
60 hours, 4 credits
This course provides a brief introduction to development of 3D assets, including 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 developed within this program. Prerequisite: Asset Development I

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

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

N432 Information Technology N440 Web Design Project
20 hours, 2 credits
This course summarizes key learning throughout the student’s program. Students apply what they’ve learned by completing a network operations plan. The plan will include details of hardware, software, infrastructure design, security, disaster recovery and support/service management. Prerequisite: Advanced Networking; must be completed in the student’s final quarter

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

N434 Simulation Production Project I
60 hours, 4 credits
This course is designed around a final project in industrial Simulation. We will focus on design and research issues pertinent to design exploration and presentation through simulations. Throughout the course we will explore concepts in modeling, simulation, and design common to many domains, and investigate specific applications from a variety of fields ranging from weather to ecology to traffic management and architectural interactivity. Prerequisite: Software Engineering for Game and Simulation Production

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

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

N437 Linux Security Strategies
40 hours, 4 credits
This course is an introduction to the security of Linux platforms and applications. Areas of study include identifying and examining methods of securing Linux platforms and applications and implementing those methods. Prerequisite: Linux Administration

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

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

N442 Hacker Techniques, Tools, and Applications
40 hours, 4 credits
This course is an introduction to hacking tools and incident handling. Areas of instruction include various tools and vulnerabilities of operating systems, software, and networks used by hackers to unauthorized access. This course also addresses incident handling methods used when information security is compromised. Prerequisite: none

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

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

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

N450 Game Assets
60 hours, 4 credits
This course focuses on the development of visual elements and programming used in the development of a video game. It covers areas such as performance tuning, debugging, designing for test, pipeline management and distribution, study of software architecture design between platforms, object oriented practices for game play, asset management and testing best practices. It also covers areas like cross-platform porting and multi-lingual techniques. Prerequisite: Applied Game and Simulation Theory

N455 Game Audio Assets
60 hours, 4 credits
In this course, we will cover the fundamentals of audio programming for games. Topics covered include basic concepts such as audio formats and common hardware components and loading sounds in ADPCM format. Students will explore play back “one shot” and looping sounds; and stream audio from an external device. They will then use these building blocks to write a low-level sound engine that will be implemented into a game engine. Prerequisite: Game Assets

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

N459 ISS Capstone
40 hours, 3 credits
This course encompasses all the accumulated knowledge obtained from the entire ISS curriculum and requires the student to respond to a RFP for information systems security consulting. Prerequisite: This course is designed to be taken at the end of the program

N460 Application of Physics for Game and Simulation Production
60 hours, 4 credits
This course covers a survey of computer industry-standard graphic hardware, foundation graphic operations and implementations, two-dimensional and three-dimensional transformations utilizing matrices, rotations, hidden lines and surface removal, illumination and shading models, curves and surface textures, object modeling, and three-dimensional animation. Students will learn how to convert complex mathematical formulae into operational program code. Prerequisite: Programming II

N461 Computer Graphics Programming
50 hours, 4 credits
This course focuses on the development of basic programming techniques used in game design and programming. Students will learn advanced techniques such as: animation synthesis, autonomous character behaviors, building structures for interactive system, solving multiplayer interface and simulation problems, hidden lines and surface removal, illumination and shading models, curves and surface textures, object modeling, and three-dimensional animation. Students will learn how to convert complex mathematical formulae into operational program code. Prerequisite: Programming II

N462 Game Production Project I
60 hours, 4 credits
This course demonstrates advanced techniques for computer game design and programming. Students will use various techniques to produce a game prototype as a final project. Prerequisite: Networking and Multiplayer Game Development

N463 Game Production Project II
60 hours, 4 credits
This course is a continuation of the Game Production Project I course. Students will continue on their project from the prototype to the final release stage. Prerequisite: Game Production Project I
N465 Industrial Simulation Project
60 hours, 4 credits
This course is designed around a final project in Industrial Simulation. We will focus on design and research issues pertinent to design exploration and prototyping 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: Multimedia Game Programming

N466 Unified Communications and Mobile Computing
50 hours, 4 credits
This course teaches students about the trends in telecommunications, the convergence of voice and data communications systems, and how mobile computing is an integral part of business today. Topics include simplifying communications architecture, video conferencing, IM, securing and managing mobile devices, and collaboration tools.
Prerequisite: Advanced Networking

N470 Video Game Production Project
70 hours, 4 credits
This course demonstrate advanced techniques for computer game design and programming. Techniques used in game engines such as: animation synthesis, autonomous character behaviors, building structures for interactive system, solving multiplayer interface and social issues are covered in this course. Students utilize these skills to produce a final project, demonstrating comprehension of the process of professional game creation.
Prerequisite: Multimedia Game Programming

N471 Engineering Virtual Worlds
50 hours, 4 credits
In this course, students will learn how to create multi-user virtual worlds. Virtual worlds allow network-connected users to interact in real time within shared two-dimensional and three-dimensional environments. Students will gain an understanding of how virtual worlds change the concept of “interface” to one of “location.” The course will explore several types of worlds, the technology and methodology for building worlds, and ways in which communities are hosted in local and remote configurations.
Prerequisite: Programming II

N480 Senior Computer Science Capstone
30 hours, 2 credits
The Senior Computer Science Capstone provides a culminating and integrating educational experience. While participating in a team environment, students will design and implement a large-scale software project utilizing the skills and techniques they have mastered throughout their program of study. Class and small group meetings will be used for teams to demonstrate the progress of their projects as well as for the teams to meet and work. Team meetings outside of regularly scheduled class sessions will be required.
Prerequisite: Must fall in last quarter of study

NM110 Drawing Design and Art Theory
40 hours, 3 credits
This course introduces the fundamentals of drawing through five elements of art (line, space, value, form and texture). A series of exercises and assignments focus on various applications involving form, lighting, perspective, figural drawing and historical studies.
Prerequisite: none

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

NM113 Introduction to Multimedia Design
40 hours, 3 credits
This course is designed to provide the student an overview and exposure to the basic multimedia concepts and software. Students examine introductory theory and concepts of four tracks in multimedia: Web, Interactive, Video, and 3D. Preproduction of all multimedia elements are stressed throughout the class with an emphasis on trouble shooting and problem solving. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Computer Graphics

NM115 Networking and Internet Technologies
40 hours, 3 credits
This course provides students with a practical understanding of the structure and operation of the Internet, including various communications and networking protocols, an overview of programming for the Internet, how to manage Internet security and e-commerce. Further, students will explore in-depth a variety of technologies and methodologies for network models and topologies as well as a range of security considerations. Students will be able to demonstrate proficiency in working with the Internet as a useful repository of desired information.
Prerequisite: none

NM121 Typography
40 hours, 3 credits
This course focuses on the fundamentals of typography and introduces the students to aspects of type for display and text design. Students become familiar with the categories of type and a variety of font families. They also become proficient at choosing fonts to match a specific message. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Computer Graphics

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

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

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

NM131 Introduction to 3D Arts and Animation
40 hours, 3 credits
This course introduces students to the fundamentals of 3-dimensional computer modeling and how it applies to a multimedia project. Using basic modeling techniques and utilizing texture, lighting, and environmental effects, students model render and 3-dimensional forms to create surreal and realistic images. This course will provide training in a variety of industry-accepted Autodesk 3D design software.
Prerequisite: Introduction to Multimedia Design

NM141 Digital Media Production
40 hours, 3 credits
This course is a study of the integration of components used in multimedia applications using authoring software. Students use industry-standard software as tools for producing interactive projects. Topics covered include: animation, special effects, transitions, and user interactivity. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Audio/Video Editing

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

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

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

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

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

NM272 Multimedia Technologies
40 hours, 3 credits
In this course students will learn aspects of advanced programming languages that allow for more complex interactive applications for Internet delivery. Students will also explore the newest technologies and their impact on multimedia and visual design. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Multimedia Design

NM280 Multimedia Portfolio Development
20 hours, 2 credits
In this course, students select a primary and secondary track to create an industry-quality portfolio consisting of enhanced and updated projects from previous classes as well as newly created projects. Students will create a final portfolio/dem reel using a consistent theme related to their identity package. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Digital Media Assembly

NU100 Critical Thinking in Nursing
20 hours, 2 credits
This course introduces the student to critical thinking as a professional nurse. Students have the opportunity to use critical thinking skills as the foundation to future nursing courses.
Prerequisite: Admission to the Nursing program

NU117 Nutritional Principles in Nursing
40 hours, 4 credits
This course introduces the student to the chemical processes that occur on a cellular level related to nutrient intake and digestion. Emphasis is placed on the concept of Metabolism and the body’s ability to meet basic health and wellness needs as it pertains to a diverse set of clients across the life span. Students will be introduced to basic physiological concepts and are encouraged to explore Clinical and Nursing Judgment, Education and Health Promotion, and Motivational Wellness. Special emphasis is placed on Growth and Development, Cellular Regulation, and clinical nutrition in order to prepare the student to critically apply these principles throughout the nursing program in the form of knowledge, skills, and attitudes.
Prerequisite: Admission to a Nursing Program
NU124 Introduction to Professional Nursing 40 hours, 4 credits
This course introduces the student to key concepts of Professional Nursing. The student will be exposed to the professional expectations and scope of practice for the Registered Nurse in diverse healthcare settings. Also included are aspects of patient-centered care based upon evidence and quality. The Concept-based framework for the Professional Nursing Program is introduced, along with the fundamental QSEN Core Competencies. Special emphasis is placed on Interdisciplinary Collaboration, Communication, and Professionalism. Students will gain the knowledge, skills, and attitudes needed to practice safely in the nursing profession in the role of the Registered Nurse by discovering their own learning styles and personal identities.
Prerequisite: Admission to the Professional Nursing Program or entry into the Mobility Bridge entry option

NU125 Clinical Nursing Skills I 70 hours, 5 credits
In this laboratory course, students are introduced to concepts and abilities to meet basic human needs while using psychomotor skills, and to incorporate safety, therapeutic communication, and basic assessment skills used by professional nurses.
Prerequisite: Introduction to Professional Nursing

NU138 Introduction to Critical Thinking, Informatics, and Ethical Concepts in Professional Nursing 40 hours, 4 credits
This course introduces students to critical thinking as a professional nurse by providing the theoretical basis for problem-solving embedded in Clinical Judgment. Building upon these critical thinking skills, ethical concepts are crucially examined and empirically placed within the healthcare infrastructure. Special emphasis is placed on Nursing Ethics and Law, Clinical Judgment, Evidence-Based Practice, Nursing Informatics, and Quality Improvement. Students are challenged to explore evidence-based solutions to key issues and trends that are relevant to the Professional Nurse’s role based on current trends and issues in healthcare.
Prerequisite: Admission to the Professional Nursing Program or entry into the Mobility Bridge entry option

NU203 Fundamentals of Professional Nursing 107.5 hours, 6 credits
This course is comprised of a theory, lab, and clinical component where students acquire knowledge, skills, attitudes needed to provide safe, quality care for a diverse set of clients across the lifespan with a special emphasis on attitudes required to master communication, interdisciplinary collaboration, evidence-based practice, clinical judgment, professionalism, and nursing informatics. The student must demonstrate proficiency in a variety of nursing skills in order to successfully complete this course.
Pre or Co-requisites: Introduction to Professional Nursing; Introduction to Critical Thinking, Informatics, and Ethical Concepts in Professional Nursing

NU213 Comprehensive Pharmacology 80 hours, 4 credits
This course is comprised of a theory and lab component where students acquire knowledge, skills, and attitudes to safely and effectively provide pharmacotherapy to patients. Emphasis is placed on pharmacotherapeutics, pharmacokinetics, pharmacodynamics, the current “rights of medication administration”, dosage calculation, patient education, and motivational wellness. The course will continue to build upon critical thinking concepts and clinical judgment to ensure safe, quality care in the administration of pre-scrub, pre-scrub over-the-counter, and complementary and alternative medications at a beginning Professional Registered Nurse skill level. The student must demonstrate proficiency in a variety of clinical skills, related to medication administration within the lab setting, in order to successfully complete this course.
Pre or Co-requisites: Human Anatomy and Physiology II; Introduction to Microbiology; College Algebra

NU223 Professional Nursing I 107.5 hours, 6 credits
This course is comprised of a theory, lab, and clinical component where students are building on the fundamental concepts and clinical judgment required for a beginning professional nurse. Emphasis is placed on Surgical Integrity, Pain Management, Gas Exchange, Immunity, and Infection control. The theoretical basis for Fluid/Electrolytes and Acid-Base Balance, Cardiovascular Integrity, Perfusion, and Thermoregulation will be introduced within this course. Previously introduced concepts such as inflammation, tissue integrity, elimination, mobility, health promotion, and education will be further explored. The student must demonstrate increasing proficiency in all knowledge, skills, and attitudes needed to provide safe, quality care for a diverse set of clients across the lifespan in order to successfully complete this course.
Prerequisite: Fundamentals of Professional Nursing
Pre or Co-requisites: Comprehensive Pharmacology; Nutritional Principles in Nursing

NU237 Mental Health Nursing 55 hours, 4 credits
This course is comprised of a theory and clinical component where students acquire knowledge, skills, and attitudes to safely and effectively care for clients with mental health and behavioral disorders across the lifespan in a variety of clinical environments. Emphasis is placed on Functional Ability, inclusion of concepts such as Cognition, Addiction, Mood, Stress, Stress Co-occurring with Psychosis, Psychosis, and Violence. Special emphasis will be placed on Communication, Motivational Interviewing, Building Ethical Relationships, and Advocacy as it pertains to this nursing specialty. The student must demonstrate proficiency in a variety of clinical skills and attitudes, inclusive of therapeutic communication, appropriate affective interactions, pharmacotherapeutics, education, and patient-centered, holistic care in order to successfully complete this course.
Prerequisite: Fundamentals of Professional Nursing

NU240 Mental Health Nursing 100 hours, 6 credits
This course covers the principles of mental health nursing noting the application of psychiatric and social issues in a variety of settings. This course has both lecture and clinical content. Content includes therapeutic communication, pathophysiology, pharmacology, current treatments using evidence-based practice and the nursing process as the framework.
Prerequisites: Adult Medical-Surgical Nursing II; Clinical Nursing Skills II

NU241 Professional Nursing II 110 hours, 6 credits
This course is comprised of a theory, lab, and clinical component where students are building on the fundamental concepts and nursing abilities developed in Professional Nursing I. Emphasis is placed on concepts such as intracranial regulation, sensory perception, glucose regulation, metabolism, and cancer. This course will continue to build on previous concepts with a special emphasis on mobility, elimination, cardiovascular/coagulation integrity, perfusion, fluid electrolytes and acid-base balance, gas exchange, and thermoregulation. The theoretical basis for Clinical Judgment, as it relates to Communication, Interdisciplinary Collaboration, and Evidence-Based Practice in the Clinical Setting, is required for successful completion of this course. The student must demonstrate increasing proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan.
Prerequisite: Professional Nursing I

NU255 Maternal Child Health Nursing 60 hours, 4 credits
This course consists of both a theory and clinical component that focus on the Knowledge, Skills, and Attitudes required to function in the appropriate role of the beginning Professional Registered Nurse in an acute care Obstetrics/Maternity Setting, Pediatric Setting, or similar environment. Emphasis is placed on Reproduction as well as Growth and Development. Special Emphasis is placed on Surgical Integrity, Glucose Regulation, Maternal Child Health Care, and Comprehensive Centered Care as it applies to this diverse group of clients. The theoretical basis for Complementary and Alternate Medicine, in conjunction with special emphasis needed therapies for women on the client’s behalf will be examined. Students are required to critically apply all previously introduced Health and Wellness Concepts, as well as Metabolism, Education, Health Promotion, and Clinical Judgment, to content-specific exemplars presented in this course. The student must demonstrate proficiency in a variety of nursing skills and attitudes, inclusive of psychomotor skills and affective interactions in the clinical setting, in order to successfully complete this course.
Prerequisite: Professional Nursing II

NU260 Professional Nursing III 117.5 hours, 6 credits
This course is comprised of a theory, lab, and clinical component where students are complete professional nurses. Emphasis is placed on development of the fundamental concepts and nursing abilities required for the Professional Registered Nurse Role. Emphasis is placed on concepts such as Cellular Regulation, End-of-Life Integrity, Complementary and Alternative Therapies, and Crisis/Disaster Nursing. This course will continue to build on previous concepts with a special emphasis on Cardiovascular Integrity, Perfusion, Gas Exchange, Fluid/Electrolytes and Acid/Base Balance, and Tissue Integrity. The theoretical basis for Clinical Judgment, as it relates to Patient-Centered Care, Evidence-Based Practice, and Nursing Informatics in the Clinical Setting is required for successful completion of this course. The student must also demonstrate increasing proficiency in knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan.
Prerequisite: Professional Nursing II

NU273 Role, Scope, Quality, and Leadership in Professional Nursing 80 hours, 4 credits
This course is comprised of a theory and clinical component where students are able to demonstrate the knowledge, skills, and attitudes gained throughout the Professional Nursing Program. Emphasis is placed on Clinical Judgment, Professionalism, Quality Improvement, and Leadership. In order to successfully complete this course, the student must exhibit appropriate characteristics in the clinical setting related to Communication, Interdisciplinary Collaboration, Advocacy, Patient-Centered Care, Evidence-Based Practice, Education, Health Promotion, and Motivational Wellness. The student must also demonstrate proficiency in all knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan at the end of a beginning Professional Registered Nurse to complete this course.
Prerequisite: Professional Nursing III

NU280 Leadership in Nursing 120 hours, 6 credits
This course provides students with the key components of nursing leadership and is designed to assist the graduate student in transitioning to the role of a registered nurse. Emphasis is placed on working as a member of the healthcare team, client care management concepts, delegation of duties and professional responsibilities related to patient care, and team building. Emphasis is placed on working as a member of the healthcare team, client care management concepts, delegation of duties and professional responsibilities related to patient care, and team building.
Prerequisite: Student must be in final or next-to-last quarter

NU294 Professional Nursing Capstone 20 hours, 2 credits
This course reflects on the student’s journey through the Professional Nursing Program, prepares the student for licensure, and mentors the student on transition to practice. The Concept-Based Framework, along with the fundamental QSEN Core Competencies with special emphasis on Professionalism, Individual Functional Ability, and Leadership. Students will delve into the knowledge, skills, and attitudes needed to successfully complete the NCLEX-RN and safety transition to a beginning Graduate Professional Registered Nurse role.
Pre or Co-requisites: Professional Nursing III; Role, Scope, Quality, and Leadership in Professional Nursing

NU110 Introduction to Professional Nursing 40 hours, 4 credits
This course provides a foundation for the nursing program. It introduces the student to the history and practices of nursing, including the standards of nursing practice. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security and mobility. Critical thinking as embodied in the nursing process is emphasized and the concept of the nurse as the provider of care, manager of care and member of the nursing profession is incorporated into the course content.
Prerequisite: Admission to the Nursing Program
COURSE DESCRIPTIONS

NUR117 Comprehensive Pharmacology 60 hours, 5 credits
This course introduces the student to the basic pharmacologic concepts and principles related to the safe administration of therapeutic agents by nurses to clients of all ages. It is designed to facilitate the student’s understanding of the mechanisms of drug actions and provide a safe approach to drug administration.

NUR120 Nursing Care of the Elderly 100 hours, 6 credits
This course provides students with the health related challenges associated with aging and caring for the geriatric client, utilizing the knowledge of physical, psychological, and social aspects of caring for this growing population in our society are studied. Communication skills and safety concerns are included in the course content.

Prerequisite: Critical Thinking in Nursing

NUR220 Patient Care Skills II 70 hours, 5 credits
This course continues the medical-surgical topics previously covered. It is comprised of theory and clinical components. Content covered includes issues in the cardiac, respiratory, musculoskeletal, neuro-sensory, and endocrine systems. Additionally students learn about concepts of pain, loss and grieving and perio-operative nursing care. Students will apply the nursing process utilizing critical thinking skills when planning the care of clients. Students will formulate nursing diagnoses, demonstrate knowledge of nursing interventions and medications and demonstrate the ability to communicate and collaborate accurately and effectively with members of the healthcare team.

Prerequisite: Introduction to Professional Nursing

NUR225 Clinical Nursing Skills I 70 hours, Skills
This course is a continuation of Clinical Nursing Skills II and is comprised of theory and laboratory components. Students develop advanced psychomotor skills used by the professional nurse: IV therapy modalities, working with clients with compromised respiratory systems, cardiac monitoring and complex wound issues.

Prerequisite: Clinical Nursing Skills I

NUR246 Maternal-Child Nursing 100 hours, 6 credits
In this course the student continues to develop the role as a member of the profession of nursing as a provider of care to women, children and families in meeting their basic needs in a variety of settings. Emphasis is placed on knowledge and skills relating to the pediatric population and the childbearing family. The role of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for development of the student’s skills for clinical application and evaluation in pediatric and childbearing settings.

Prerequisite: Introduction to Professional Nursing

NUR260 Maternal-Child Nursing 100 hours, 6 credits
This course will examine the lawyers and paralegals' roles in handling civil cases and the means by which the objectives of litigation may be achieved. Strategies and mechanics of civil procedure will be explored in depth, and students will be required to prepare complaints, motions, and answers.

Prerequisite: Introduction to Law and the Legal System

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

Prerequisite: Civil Litigation and Procedure I

PL142 Contracts and Managing Legal Relationships 40 hours, 4 credits
This course will provide students with a practical approach to the law of contracts. The class discussions and assignments will include analyzing contracts, breach of contracts, and the remedies provided for a breach of contract.

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

PL145 Paralegal Ethics 40 hours, 4 credits
This course provides a strong theoretical and practical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in paralegal studies, but also how to resolve these issues with sound moral decisions and proper responses.

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

PL215 Real Estate Law 40 hours, 4 credits
This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with perorations of real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with perorations of real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with perorations of real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with perorations of real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with perorations 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

PL220 Torts: Auto Accidents and Other Personal Injuries 40 hours, 4 credits
This course examines the fundamentals of tort law and provides a basic understanding of the principles of tort litigation. Through classroom discussions, projects and supervised library research, students will develop an overview of causes of actions in torts and their relevance to the paralegal.

Prerequisite: Introduction to Law and the Legal System

PL230 Family Law 40 hours, 4 credits
This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to perform research relative to the practice of family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, cohabitation, divorce, annulment, custody and support, adoption, guardianship and paternity. Students will draft pleadings and documents including antenuptial and property settlement agreements.

Prerequisite: Introduction to Law and the Legal System

PL235 Legal Research 40 hours, 4 credits
This course introduces the Legal Research process for paralegals. An overview of legal source materials and how and when they are incorporated in the legal research process will be examined. Students will develop information literacy skills specific to the paralegal role and the use of primary and secondary sources, like state and federal enacted law and secondary sources, like legal encyclopedias, treatises, and state specific practice books. Students will develop skills such as legal application, analysis, and synthesis skills by identifying and classifying the best sources that apply to legal problems. Students will evaluate the relevance of sources for specific problems and critically evaluate the level of authority of various legal sources.

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

PL240 Legal Writing 40 hours, 4 credits
After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and to an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to legal analysis and synthesis work, and how to write, and synthesize written opinions. Students will use the results of their research from the Legal Research course in connection with at least three (3) significant writing projects, including memoranda of law. High level communication skills will be developed to effectively communicate in writing to different potential readers, including clients, attorneys in an office, trial court judges, and appellate panel judges. Analysis and preparation of high level legal content as well as formatting, citation rules, and other items needed for writing in this field will be developed. Students will organize an appellate brief which requires specific, rule based, formatting and structural content. This content includes items such as tables of cases and other authorities, a table of contents, statement of the case, argument, and conclusion.

Prerequisites: Legal Research; English Composition
PL280 Paralegal Capstone 50 hours, 3 credits
This course will provide students with an opportunity to integrate learning, skills, and theoretical knowledge from the Paralegal program in the form of real-world paralegal activities simulated in the online environment. Interview videos will be reviewed and analyzed, paralegal files completed, and “electronic office” and “paperless office” methods will be practiced. Prerequisite or Co-requisite: Law Office Technology: Cyberspace and the Paralegal Profession; Students must be in their last or second-to-last quarter.

PL290 Paralegal Internship 130 hours, 3 credits
This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship. Prerequisite: Students must be enrolled in their last or second-to-last quarter.

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

PT110 Pharmacy Math and Dosages 40 hours, 4 credits
This course will provide the student with the necessary math skills to effectively work within a pharmacy setting. In addition to ratios and proportions, dosage calculations, and conversions, the student will develop knowledge and skills to perform business math functions related to retail pharmacy practice. Prerequisite: Introduction to Pharmacy

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

PT240 Unit Dose and Medication Preparation 40 hours, 3 credits
In this course, the student will apply knowledge of medication charts and pharmacy math to correctly dispense and chart delivery of patient medications. 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

PT285 Pharmacy Technician Capstone 30 hours, 3 credits
This course is an overview of all pharmacy technician program courses, and with an emphasis on the reviewing and preparation of materials which comprise the Pharmacy Technician Certification Board examination. Prerequisites: Pharmacy Technician student in last or second-to-last quarter

S115 Keyboarding I 40 hours, 3 credits
This course introduces students to the keyboard and basic formatting for business documents. An objective of 25 wpm on five-minute timed writings with five or fewer errors is the course goal. Prerequisite: none

S120 Word for Windows 40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Word. Students will be introduced to word processing features ranging from the creation of new documents to mail merge and web pages. This course is designed to help prepare students for the Word portion of the MOS certification exam. Prerequisite: Computer Applications and Business Systems Concepts

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

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

SD125 Object-Oriented Programming 40 hours, 3 credits
This course will provide students with an understanding of the basic concepts of object-oriented programming including encapsulation, inheritance, and polymorphism. Students will explore the uses of classes templates as well as their attributes, behaviors, and the methods that can be applied to them. Programs will be developed and implemented utilizing the Java programming language. Prerequisite: Java

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

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

W114 Fundamentals of Programming 40 hours, 3 credits
Students will work with the Java programming language to learn about Java bytecode programs and how they are executed within a Java virtual machine. Students will study class libraries and gain an understanding of how they perform important computing tasks, how they interact with computer hardware and operating systems, and how they handle deficiencies encountered on computing platforms. Concepts such as Graphical User Interfaces, multimedia development, and web programming will be explored as well as the use of Java programming in the development of applications for mobile devices. Prerequisite: none

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

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

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

W201 Advanced Visual Basic 40 hours, 3 credits
The students who take this course will learn to create applications using Visual Basic.NET. This course incorporates the basic concepts of programming, problem solving, and programming logic, as well as the design techniques of an object-oriented language. Topics in the course include graphic interface design and development, control properties, UML, SQL, and ASP.NET. Prerequisite: Introduction to Visual Basic
The information below details our student completion rate, our College-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

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

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

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

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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
8 Information about median loan amounts, on-time completion rates, and placement rates are unavailable for new programs.
9 Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.
### SCHOOL OF DESIGN

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<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>Wisconsin Tuition and Fees</th>
<th>Wisconsin Books and Supplies</th>
<th>Room and Board*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Design and Animation</td>
<td>Bachelor's</td>
<td>27-1014</td>
<td>68%</td>
<td>100%</td>
<td>$42,893</td>
<td>$0</td>
<td>$0</td>
<td>$54,119</td>
</tr>
<tr>
<td>Multimedia Technologies – Digital Design and Animation</td>
<td>Associate's</td>
<td>27-1014, 27-1024</td>
<td>23%</td>
<td>72%</td>
<td>$24,877</td>
<td>$0</td>
<td>$0</td>
<td>$27,807</td>
</tr>
<tr>
<td>Multimedia Technologies – Digital Design and Animation</td>
<td>Diploma</td>
<td>27-1014, 27-1024</td>
<td>30%</td>
<td>NA*</td>
<td>$19,339</td>
<td>$0</td>
<td>$0</td>
<td>$21,229</td>
</tr>
<tr>
<td>Multimedia Technologies – Web Design</td>
<td>Associate's</td>
<td>27-1024, 27-1014</td>
<td>23%</td>
<td>72%</td>
<td>$24,877</td>
<td>$0</td>
<td>$0</td>
<td>$27,807</td>
</tr>
<tr>
<td>Multimedia Technologies – Web Design</td>
<td>Diploma</td>
<td>27-1024, 27-1014</td>
<td>30%</td>
<td>NA*</td>
<td>$19,339</td>
<td>$0</td>
<td>$0</td>
<td>$21,229</td>
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</table>

### SCHOOL OF EDUCATION

<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>Wisconsin Tuition and Fees</th>
<th>Wisconsin Books and Supplies</th>
<th>Room and Board*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Education – Child and Family Studies</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>44%</td>
<td>98%</td>
<td>$19,464</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
</tr>
<tr>
<td>Early Childhood Education – Child Development</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>44%</td>
<td>98%</td>
<td>$19,464</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
</tr>
<tr>
<td>Early Childhood Education – Child with Special Needs</td>
<td>Associate’s</td>
<td>25-2011, 25-9041</td>
<td>44%</td>
<td>98%</td>
<td>$19,464</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
</tr>
<tr>
<td>Early Childhood Education – English Language Learner</td>
<td>Associate’s</td>
<td>25-2011, 25-9041</td>
<td>44%</td>
<td>98%</td>
<td>$19,464</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Certificate</td>
<td>25-9041, 25-2011</td>
<td>57%</td>
<td>80%</td>
<td>$10,107</td>
<td>$0</td>
<td>$0</td>
<td>$10,764</td>
</tr>
<tr>
<td>Early Childhood Education – Child and Family Studies</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>100%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,631</td>
</tr>
<tr>
<td>Early Childhood Education – Child Development</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>100%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,631</td>
</tr>
<tr>
<td>Early Childhood Education – Child with Special Needs</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>100%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,631</td>
</tr>
<tr>
<td>Early Childhood Education – English Language Learner</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>100%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,631</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.

**STUDENT INVESTMENT DATA**

**DISCLOSURE INFORMATION**

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 HEALTH SCIENCES</th>
<th>Degree Level</th>
<th>SOC Code*</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans4</th>
<th>Private Loans4</th>
<th>Institutional Loans5</th>
<th>Wisconsin Tuition and Fees6</th>
<th>Wisconsin Books and Supplies7</th>
<th>Room and Board8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Information Management</td>
<td>Bachelor's</td>
<td>29-2071</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$53,820</td>
<td>$7,350</td>
<td>$0</td>
</tr>
<tr>
<td>Health Information Technician</td>
<td>Associate's</td>
<td>29-2071</td>
<td>42%</td>
<td>81%</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 Sciences</td>
<td>Associate's</td>
<td>31-9099</td>
<td>NA*</td>
<td>0%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$27,209</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Administration</td>
<td>Associate's</td>
<td>43-6013</td>
<td>23%</td>
<td>82%</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</td>
<td>Diploma</td>
<td>43-6013</td>
<td>10%</td>
<td>NA*</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 Assisting</td>
<td>Associate's</td>
<td>31-9092</td>
<td>49%</td>
<td>83%</td>
<td>$21,045</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,900</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>Diploma</td>
<td>31-9092</td>
<td>44%</td>
<td>67%</td>
<td>$14,417</td>
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<td>$0</td>
<td>$17,940</td>
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</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>Certificate</td>
<td>29-2071</td>
<td>39%</td>
<td>NA*</td>
<td>$13,052</td>
<td>$0</td>
<td>$0</td>
<td>$11,960</td>
<td>$1,800</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>Diploma</td>
<td>29-2071</td>
<td>45%</td>
<td>75%</td>
<td>$15,629</td>
<td>$0</td>
<td>$0</td>
<td>$16,744</td>
<td>$2,100</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Laboratory Technician</td>
<td>Associate's</td>
<td>29-2012</td>
<td>95%</td>
<td>91%</td>
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<td>$0</td>
<td>$0</td>
<td>$33,189</td>
<td>$3,900</td>
<td>$0</td>
</tr>
<tr>
<td>Patient Care Technician</td>
<td>Certificate</td>
<td>39-9021</td>
<td>NA*</td>
<td>0%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$11,362</td>
<td>$1,650</td>
<td>$0</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Associate's</td>
<td>29-2052, 31-9095</td>
<td>45%</td>
<td>75%</td>
<td>$21,550</td>
<td>$0</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Diploma</td>
<td>29-2052, 31-9095</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,930</td>
<td>$2,850</td>
<td>$0</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Certificate</td>
<td>29-2052, 31-9095</td>
<td>31%</td>
<td>90%</td>
<td>$12,595</td>
<td>$0</td>
<td>$0</td>
<td>$13,156</td>
<td>$1,800</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 Tuition and fees charged for completing the program in normal time
7 Total cost of books and supplies when completing the program in normal time
8 Total cost of room and board is not applicable at Rasmussen College

*Information about median loan amounts, on-time completion rates, and placement rates are unavailable for new programs.
**Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.
# Student Investment Data

## 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>Wisconsin Tuition and Fee</th>
<th>Wisconsin Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice</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</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</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</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</td>
<td>21-1093, 21-1094, 21-1099</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$22,126</td>
<td>$2,850</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Paralegal</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>$3,750</td>
<td>$0</td>
</tr>
<tr>
<td>Paralegal</td>
<td>23-2011, 23-2099</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$18,239</td>
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</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>Wisconsin Tuition and Fee</th>
<th>Wisconsin Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Nursing</td>
<td>29-1141</td>
<td>90%</td>
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<td>$19,910</td>
<td>$0</td>
<td>$0</td>
<td>$40,685</td>
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</table>

## School of Technology

<table>
<thead>
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<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>Wisconsin Tuition and Fee</th>
<th>Wisconsin Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science</td>
<td>15-1133</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$53,820</td>
<td>$7,200</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Game and Simulation Programming</td>
<td>15-1131</td>
<td>64%</td>
<td>67%</td>
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<td>$0</td>
<td>$0</td>
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<tr>
<td>Information Security</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$54,418</td>
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<tr>
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<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
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<td>$0</td>
</tr>
<tr>
<td>Information Technology Management - Computer Information Technology</td>
<td>15-1150</td>
<td>29%</td>
<td>NA*</td>
<td>$20,183</td>
<td>$0</td>
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<td>$0</td>
</tr>
<tr>
<td>Information Technology Management - Network Administration</td>
<td>15-1150</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$0</td>
<td>$26,910</td>
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<td>$0</td>
</tr>
<tr>
<td>Information Technology Management - Network Administration</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>$3,000</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management - Network Security</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>$3,900</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management - Network Security</td>
<td>15-1150</td>
<td>29%</td>
<td>NA*</td>
<td>$20,183</td>
<td>$0</td>
<td>$0</td>
<td>$20,033</td>
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<tr>
<td>Information Technology Management</td>
<td>15-1142</td>
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<td>NA*</td>
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<td>NA*</td>
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<tr>
<td>Information Technology Management - General</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<tr>
<td>Software Application Development</td>
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<td>NA*</td>
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<td>$1,800</td>
<td>$0</td>
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<tr>
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<td>$0</td>
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<td>$3,150</td>
<td>$0</td>
</tr>
<tr>
<td>Web Programming</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>$4,200</td>
<td>$0</td>
</tr>
</tbody>
</table>
ADMISSIONS AND ENROLLMENT PROCEDURES

Congratulations on taking the first steps toward earning your degree and achieving your professional goals. If you haven’t already done so, schedule a time to discuss your educational and career objectives with a member of our admissions team. Contact information is at the end of this document and on our website at rasmussen.edu. Our staff is knowledgeable in helping you select the right major to prepare you for your desired career.

Whether you are looking at a campus-based, online, or a blended learning model, our staff will assist you in planning your course schedule and connect you with our student financial services team to get you started on your journey toward earning a college degree.

When you’ve chosen the program that best meets your needs, apply for admission by submitting or completing the following:

• Application Form (apply early for best scholarship opportunities)
• Attestation of high school graduation or equivalency
• Enrollment Agreement
• Rasmussen College entrance placement exam(s)
• Rasmussen College Experience Course (if applicable)
• All financial arrangements are complete, submitted, and verified
• Criminal Background Check, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.
• Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
• International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
  - Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20.

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

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

Rasmussen College Admissions

Nondiscrimination Policy

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

Student Definition

The word “student” means the student himself or herself if he/she is the party to the contract, or his her parent 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 Placement Entrance 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 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 core course three months after the start of the first attempt. The following students are exempt from the College Experience Course requirement: graduates of Rasmussen College within the last two years; students accepted into an AcceleratedED program; Early Honors program and Individual Progress students and re-entry students who have already successfully completed the College Experience Course. Early Honors program and Individual Progress students will be required to successfully complete the Online College Readiness Course.
• All financial arrangements are complete, submitted and verified
• For selected programs, applicants must also pass a criminal background check.
• See additional information.
• Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
• International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
  - TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  - Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20.

Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that (1) you are or intend to be a full-time student pursuing a degree at Rasmussen College; (2) you meet our admissions requirements; (3) you proved to us that you have enough financial resources to study and live in the U.S. without working illegally or suffering from poverty.

• In addition to all other admissions requirements, students must be at least 16 years old to enroll at Rasmussen College.

The College reserves the right to reject any applicant on the good faith belief that the applicant is seeking to enroll for any reason other than to obtain an education degree or credential, or if the College determines that admission of the applicant would create a potential danger or disruption to the College or its existing students, staff and faculty.

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

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

Entrance Assessment

The STEP (Student Testing for Educational Placement) exam is used for entrance assessment. Based on the outcomes in the areas of English and Math, students are placed in the following courses:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing</td>
<td>0-16 items correct</td>
<td>Not eligible for admission</td>
</tr>
<tr>
<td>Writing</td>
<td>17-24 items correct</td>
<td>B209 Reading and Writing Strategies</td>
</tr>
<tr>
<td>Writing</td>
<td>25-35 items correct</td>
<td>GL24 Basic Composition</td>
</tr>
<tr>
<td>Math</td>
<td>0-16 items correct</td>
<td>B207 Practical Math</td>
</tr>
<tr>
<td>Math</td>
<td>17-35 items correct</td>
<td>Lower-division Math/Natural Sciences coursework</td>
</tr>
</tbody>
</table>

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

For the calculation of Satisfactory Academic Progress, re-entering students are treated as continuing students and must meet progress requirements. All reentering students, regardless of time away from the College, must complete the College Experience Course or have a record of successfully completing the College Experience Course as part of the course process for admission. Re-entering students must complete with all other college acceptance criteria as outlined in the current catalog before being accepted into the College as a re-enter.

The College has an academic assessment plan that it uses to evaluate and improve the quality of learning and teaching. The academic assessment plan also uses measured incoming student skills through a placement test to determine students’ reading, writing, and numeracy skills; ongoing skills in a formative fashion are measured through a variety of tests. The College’s Comprehensive Assessment Plan (CAP) is the primary measurement for the Institution’s mission. The CAP is organized around the Mission Statement and the six purposes of the institution. For each purpose, supporting objectives have been developed, and assessment tools are used to collect data and assess each objective. In this way, the College systematically assesses the purposes and, ultimately, the mission of the Institution.

In the spirit of this learning-focused approach to assessment, academic assessment at Rasmussen College follows a pattern of incoming, ongoing, and outcome assessment. The College has an academic assessment plan that it uses to evaluate and improve the quality of learning and teaching. The academic assessment plan also uses measured incoming student skills through a placement test to determine students’ reading, writing, and numeracy skills; ongoing skills in a formative fashion are measured through a variety of tests. The College’s Comprehensive Assessment Plan (CAP) is the primary measurement for the Institution’s mission. The CAP is organized around the Mission Statement and the six purposes of the institution. For each purpose, supporting objectives have been developed, and assessment tools are used to collect data and assess each objective. In this way, the College systematically assesses the purposes and, ultimately, the mission of the Institution.

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

If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The College will review the appeal and issue a final decision. If the College has been denied the right to file an information request about the applicant, the appeal must provide supplemental or additional information to support such a request.

Minnesota Department of Human Services Background Check Process
A student enrolling in any of the MDHS designated programs is required to complete the 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. The student may not receive the aid funds disbursed but is returned to the lender.

A student who receives a MDHS yellow letter may attend class for one quarter while the MDHS finalizes its decision. If the MDHS has not finalized its decision by the end of the quarter of enrollment, the student will be withdrawn from the College and not allowed to continue into a second quarter. If the MDHS approves its decision with a blue clearance letter after the withdrawal, the student will be eligible for re-entry/re-enrollment for the next subsequent start date.

A student who receives a MDHS disqualification is determined ineligible for admission and must complete the following:
- All Title IV, state and grant aid (Grants, Scholarships and VA) must be returned.
- The student must return all course materials.
- If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course materials.
- If a student chooses to appeal his/her termination from the school, all appeals must be completed by the end of the first quarter, or the student may not continue to the next quarter.
- A student enrolling in a program that requires a background check will not have his/her aid submitted until the student is determined to be eligible either through a clear or possible letter or successful appeal 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 the student 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 enrolling in certain curriculum activities, field trip experiences, and/or finding employment in-field after graduation. Applicants who receive a possible issue letter are required to 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 an action decision by either not allowing the applicant to enroll in a certain program, or removing a student from a certain program, based on the background check. After receiving a pre-adverse letter the student may contact the background check firm directly to dispute the information contained in the background check. Within seven days of sending the pre-adverse action letter the College will send the student an adverse action letter indicating the action to be taken. The Director of Admissions will contact the applicant to explain the options available.

If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The College will review the appeal and issue a final decision. If the College has been denied the right to file an information request about the applicant, the appeal must provide supplemental or additional information to support such a request.
1. Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have previously taken the College entrance placement exam and have a 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. If you have previously taken the Entrance Placement requirements above, the School of Nursing Entrance Exam may be scheduled. If you have previously taken the Entrance Placement requirements above, the School of Nursing Entrance Exam may be scheduled.

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

3. Complete Application Requirements: Applicants successful in completing the College entrance placement exam requirements and the School of Nursing Entrance Exam must complete the following prior to being deemed eligible for consideration for admission:

   • TEAS Score for admissions eligibility for Associate Degree Nursing (ADN) program and Mobility Bridge Entrance Exam (MBE) Option 35% or higher acceptable score

   • Complete Application Requirements: Applicants successful in completing the College entrance placement exam requirements and the School of Nursing Entrance Exam must complete the following prior to being deemed eligible for consideration for admission:

   • Rasmussen College Application

   • Health Physical and proof of vaccinations

   • The student will be required to have current Basic Life Saving & Cardio Pulmonary Resuscitation Certification with AED (BLS / CPR with AED). The certificate must have been issued by either the American Heart Association Healthcare Professionals or American Red Cross Professional Rescuers.

   • Criminal Background Screening

   • Any additional program specific requirements as specified at the time of enrollment.

Applicants with prior college credits which are a transcript evaluation during the admissions process.

Applicants will receive a letter from the College in the mail confirming acceptance once all admissions requirement has been met, including verification at programmatic orientation. Accepted applicants must attend the Rasmussen College General Orientation and the School of Nursing Orientation. Failure to attend both orientation and any travel or additional costs will result in dismissal from the program. Former nursing students in good standing with the School of Nursing who have not been enrolled for more than 12 months must successfully repeat the School of Nursing Entrance Exam or ATI Exam to be deemed eligible for reenrollment in the nursing program through consultation with the Dean of Nursing.

Applying for Admission into Law Enforcement Programs:

Applicants must achieve a score on the College entrance placement exam 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 take remedial coursework or complete an English Composition or Math course has been successfully completed. Applicants should understand that admission to the program is based on several factors including college entrance placement examination scores being the most significant. Therefore, it must not be assumed or implied that successful completion of an English Composition or Math course will guarantee admission into the program. Former or current students who have taken the STEP and scored above that requiring a Foundation course are not required to repeat the College entrance placement exam. Applicants who achieve the required minimum scores or who have proven a grade of C or higher in college-level English and/or Mathematics will be contacted by their School's Admissions representative to complete the following:

   • Information session

   • Certified driving record documentation

   • Criminal history record documentation

   • Two-page written autobiography

   • Health physical

   • Psychological evaluation

Once the applicant file is complete, the Program Manager will schedule a face-to-face interview between the applicant and Program Coordinator. Following this interview, applicants can continue with the necessary steps to proceed, which include:

   • 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 the program will be notified by the College in the mail. Applicants must also attend programmatic orientation as well as general orientation or risk being dismissed as an applicant.

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

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

   • Paralegal Certificate Entrance Requirements:

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

   • Rasmussen College Early Honors Programs:

   Early Honors coursework is available in all on-campus associate degree programs for high school seniors who have reached the minimum age of 16 or high school seniors who have reached the minimum age of 16. Enrollment in the Program is dependent on space availability.

   - Students must complete an Early Honors Program Application, which includes a high school attestation indicating expected graduation date.

   - Students must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).

   - Students must submit a signed Early Honors High School Approval Form.

   - Students must be high school seniors and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00. Proof of GPA must be validated by a High School Counselor or Administrator on the Early Honors High School Approval Form.

   - Students must score at least a 25 on the writing portion of the Rasmussen College Early Honors Program to be accepted to the Early Honors Programs.

   - The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.

   - A maximum of 20 Early Honors students will be accepted per quarter, per campus.

   - To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.

   - Students may take up to 4 credits per quarter without a tuition charge. The student must meet with the Director of Admissions and Dean before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule. After receiving a grade of B or higher in his/her first class, the student can request a second class for the second quarter. A maximum of 24 credits per student can be taken in the Early Honors Programs.

   - Applicants will be accepted on a space available basis for all classes offered.

   - Early Honors students must meet all course prerequisites as listed in the catalog. Nursing courses designated with a “RN”, “PN”, or “NRN” are not applicable to Early Honors students.

   - Students must cover the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software, which are available at no cost to all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The College will provide specific information on each course, including textbook prices and technology requirements.

   - Students will receive college credit towards a degree, diploma, or certificate at Rasmussen College for all successfully completed courses. Students who elect to pursue their education at another academic institution will be issued an official transcript by Rasmussen College. These credits may be transferable at the discretion of the receiving institution.

   - Students will receive high school dual enrollment credit for programs that meet the criteria for the course at the discretion of the student’s high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.

   - Students must complete the following steps in order to become eligible for admission:

   - Students must register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a nursing program of study for which they qualify. Applicants not meeting the exam score requirement determined by Rasmussen College at its sole discretion upon first attempt may register for one additional attempt. Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing.

   - Applicants who have previously taken the entrance exam within the past twelve months for admission to another institution may, at their own expense, have the results transferred to Rasmussen College. Transferred scores will be verified by the Dean of Nursing and will count as one of the two attempts allowed in a 12 month period. Any nursing entrance exam results dated more than 12 months prior to applicants to Rasmussen College will not be considered.

   - Students must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have previously taken the College entrance placement exam and have a 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. If you have previously taken the Entrance Placement requirements above, the School of Nursing Entrance Exam may be scheduled.
## PRIMARY SOURCES OF FINANCIAL AID AND HOW TO APPLY

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GIFT AID</strong></td>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$600 - $5,645</td>
</tr>
<tr>
<td></td>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000, based on availability</td>
</tr>
<tr>
<td><strong>EMPLOYMENT</strong></td>
<td>Federal Work Study</td>
<td>Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.</td>
<td>Varies</td>
</tr>
<tr>
<td><strong>FEDERAL LOAN PROGRAMS</strong></td>
<td>Federal Subsidized Stafford Loan Program</td>
<td>Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.</td>
<td>1st Year - $3,500 2nd Year - $4,500 3rd Year+ - $5,500</td>
</tr>
<tr>
<td></td>
<td>Federal Unsubsidized Stafford Loan Program</td>
<td>Principal and interest may be deferred until after student leaves college or attends less than half time.</td>
<td>Same as subsidized limits with additional $2,000 for Dependent. Independent: 1st &amp; 2nd Year $6,000 3rd Year &amp; above $7,000.</td>
</tr>
<tr>
<td></td>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>For credit-worthy parents of dependent undergraduates.</td>
<td>Up to college cost of attendance.</td>
</tr>
<tr>
<td><strong>VETERANS’ BENEFITS</strong></td>
<td>Veterans’ Benefits</td>
<td>Veterans and dependents of veterans, including Guard and Reserve Component.</td>
<td>Monthly benefit based on service contributions</td>
</tr>
</tbody>
</table>

## SCHOLARSHIP AND GRANT PROGRAMS

Rasmussen College offers the following institutional scholarship and grant programs. All scholarships are non-cash scholarships. Some campuses have additional scholarships available; please contact your Student Financial Services Office for more information.

**Achieve Scholarship**

New prospective students enrolling at Rasmussen College for the October 7, 2013 academic start and taking 12 or more credits per quarter may be eligible for the Achieve Scholarship. The Achieve Scholarship awards recipients up to $8,000 (U.S.) in quarterly increments (up to $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 for students 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:

- Achieve Scholarship
- Early Honors Program
- Military Discount
- Corporate Discount
- AcceleratedED Partner Success Grant

**Employer Tuition Reimbursement**

Many employers today offer tuition reimbursement to their employees earning a degree. Whether it’s full reimbursement or partial, we want to make sure your reimbursement plan is as seamless as possible so you can reduce the cost of your education, as well as potentially reduce the amount of loans required to fund your degree.

Offer is limited to one course, per quarter, per high school professional. A maximum of 50 seats in online courses will be made available to high school teachers and counselors each quarter. There is no maximum on cumulative number of classes that may be taken. Tuition free courses for high school professionals are offered on a space-available basis, with priority given to other enrolled Rasmussen students who must complete the course as part of their degree program at Rasmussen College.

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

Academic Policies

Class Content
The College reserves the right at any time to make changes to improve the quality or content of the programs of study offered. The College reserves the right to cancel any classes or programs if 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: 73-109 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 attestation of high school graduation. The Rasmussen College entrance placement exam is not required for IP students. Individual progress coursework is assessed at the full cost per credit for each course. Individual progress students remain enrolled at Rasmussen College as long as they continue to select coursework and meet all additional requirements. Upon successful completion of their courses, individual progress students will receive a letter grade and be awarded credits. To enroll in a program at Rasmussen College, students must complete all remaining programmatic application requirements (including the entrance placement test). Eligible individual progress courses will be applied to their degree program, and count as credits attempted and earned for purposes of Satisfactory Academic Progress (SAP).

Developmental Education and Rasmussen College Entrance Placement Exam Re-test Policy
The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into Foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students, and providing educational opportunities to those who enroll. All new students who enroll in a Degree, Diploma, or Certificate program are required to take the Rasmussen College Entrance Placement Exam reading, writing, and math placement tests. Applicants providing a college transcript* indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete College entrance placement examinations in the corresponding subject area and will not require remediation in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the reading and writing sections of the placement examination. Students who have not completed a college-level math course are required to complete the math portion of the placement examination. Returning students who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundation courses are prerequisites, or their equivalents, do not need to take the College entrance placement examination. Returning students who have not successfully completed the Foundation courses, their equivalents, or the courses for which Foundation courses are prerequisites must take the College entrance placement examination. Coursework in Math or English that is numbered below 100 is considered to be developmental. College entrance placement examination scores are used to appropriately place students in English and Math courses according to skill level. See Entrance Assessment Table for placement scores. These credits are not counted toward graduation, and each must be passed with a grade of “SX” in the course to progress to the next course in the sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the Foundation courses. Students who test at remediation level, and who wish to transfer courses that have Foundation courses as prerequisites, must first successfully complete the Foundation courses. Students enrolled in Foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program. Students who place below the level of 080 Reading and Writing Strategies are not eligible for admission to Rasmussen College. Students who place below the level of 080 Reading and Writing Strategies and are not admitted to Rasmussen College may, after three months, have the option to re-take the assessment test. The college entrance placement examination may not be re-taken for initial placement purposes after the start of a Foundation level course. On occasion, however, a re-test may be allowed prior to the start of a quarter. Such re-tests are only granted if extenuating circumstances exist that lead the College to determine a re-test is needed to accurately determine the student’s ability level. Only one such re-test may be allowed, at the discretion of the Academic Dean.

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

Foundation Courses Timeframe
To help ensure student success, students requiring a 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 full quarter of enrollment. If a student withdraws from or does not pass a Foundation course, the student must successfully complete that course in the subsequent full quarter of enrollment or the student will be dismissed from the College. Foundation courses are B080 and B087. A “full course” excludes the mid-quarter start.

Foundation Course Grading
- All Foundation courses are satisfactory/unsatisfactory (SX/UX) courses.
- Students pass B080 Reading and Writing Strategies if they achieve a final grade percentage of 73% or higher.
- Students pass B087 Practical Math if they achieve a final grade percentage of 73% or higher.

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

- **SX** 73% or higher
- **UX** Below 73%

**Practical Math**
- **SX** 73% or higher
- **UX** Below 73%

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

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

Point Scale

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

<table>
<thead>
<tr>
<th>Grade Points</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.00</td>
<td>Excellent</td>
<td></td>
</tr>
<tr>
<td>3.75</td>
<td>Very Good</td>
<td></td>
</tr>
<tr>
<td>3.50</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>3.25</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td>2.75</td>
<td>Below Average</td>
<td></td>
</tr>
<tr>
<td>1.50</td>
<td>Below Average</td>
<td></td>
</tr>
<tr>
<td>1.00</td>
<td>Failure</td>
<td></td>
</tr>
<tr>
<td>0.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Course Waiver
See “Incomplete Policy”

Pending Transfer In Credits based on unofficial transcripts

Satisfactory

Satisfactory

College or Military Leave Withdrawal

Student Experience

College or Military Leave Withdrawal

Transfer In Credit based on official transcripts

Unsatisfactory or failure to meet speed requirement

Unsatisfactory

Foundation, Seminar courses, or College Experience course

Test-Out

Failing Foundations Withdrawal, Military Leave, or Medical Leave Withdrawal

Failure to complete audit course requirement

Successful completion of audit course

Health Sciences Programs Grade Scale
The following grade scale applies to all BMS, CVT, EK, HI, HIM, HSA, HSC, M, MA, MEA, ML, MLT, NUR, P, PR, PT, PST, and ST coursework in School of Health Sciences programs.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100% to 93%</td>
</tr>
<tr>
<td>A-</td>
<td>92% to 90%</td>
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<tr>
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<td>B</td>
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<tr>
<td>B-</td>
<td>82% to 80%</td>
</tr>
<tr>
<td>C+</td>
<td>79% to 77%</td>
</tr>
<tr>
<td>C</td>
<td>76% to 73%</td>
</tr>
<tr>
<td>C-</td>
<td>72% to 70%</td>
</tr>
<tr>
<td>D+</td>
<td>69% to 67%</td>
</tr>
<tr>
<td>D</td>
<td>66% to 63%</td>
</tr>
<tr>
<td>D-</td>
<td>62% to 60%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>

Nursing Programs Grade Scale
Students are required to earn at least a “C” in their Nursing courses. This applies to all GNP, MCB, NJU, NUR, HUN, PB, and PRN coursework (level 000 through 499).

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100% to 94%</td>
</tr>
<tr>
<td>B+</td>
<td>93% to 85%</td>
</tr>
<tr>
<td>B</td>
<td>84% to 78%</td>
</tr>
<tr>
<td>F</td>
<td>Below 78%</td>
</tr>
</tbody>
</table>

Students are required to achieve an overall final exam score average at or above the threshold of 78% for all exam taken within the Nursing course, in order to pass. Once this 78% exam threshold criterion has been met, the final grade for the Nursing course will incorporate points earned for exams, assignments, quizzes, and other coursework requirements.

Laboratory and clinical learning performance is graded as satisfactory (S) or unsatisfactory (U). Satisfactory performance (score of 78% or higher), in the laboratory and clinical area is required to pass a passing grade in the Nursing course. Failure to earn a satisfactory grade in the laboratory and/or clinical component will result in failure of the Nursing course.

Repeating Courses Policy
Students who are meeting satisfactory Academic Progress may re-take courses up to three times, but only at regular tuition rates. Students repeating a course for a second time may count the credits for that course in a financial aid award calculation only if the original grade earned is an “F/FA.”
If a student elects to repeat a course for which a grade above "F/FW" was earned, the credits are included in the financial aid award calculation only if the program requires a higher grade to be considered “passing” than what the student has previously earned. In this case, if the student fails the program and course, all future eligibility to receive financial aid for that course is discontinued. The credits for all repeated courses, along with the credits from the new attempt, will be included in credits attempted for the purposes of determining Satisfactory Academic Progress. The highest grade earned from a repeated course will be used in the calculation of the student’s GPA. The student’s GPA will be recalculated to reflect the highest letter grade. If more than one attempt results in the same letter grade as the most recent one will be used in the calculation of GPA.

Students who fail a required course three times and have a cumulative grade point average of 2.0 or greater may be able to switch to another program that does not require the program of the program curriculum without going through the program appeal process. Students who fail a course three times, and who are determined to be another program as determined by the program change appeal process, will be terminated from the College. Those students return to the College until they successfully complete all requirements, this course or another course, or a program with less or no to the course. In these circumstances where the program calculates GPA. However, all of the course credits will be transferred and calculated in the student’s Cumulative Grade Point (CGP).

Foundation courses may only be repeated one time. Students who fail a Foundation course a second time will be terminated from the College. All attempts of repeated courses, including the grades, remain on academic records and transcripts even though they may not be included in the GPA calculation. Students should be aware that graduate schools and other institutions to which they might wish to transfer may not accept transfers and may include all grades in calculating GPA for admission.

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

Late Assignment Submission Policy
Students may submit assigned work up to seven (7) days after the required deadline. A late penalty is assessed for work up to twenty-four hours late, an additional 10% penalty is assessed for each additional day the work is late. In some cases (such as late discussion postings) students may be asked to complete an alternate assignment for equivalent point value, minus any applicable penalty. 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. Instructor may waive the late penalty or timeframe in the case of extending circumstances or with the permission of the faculty. In some cases, certain activities, such as labs and exams, must be completed at the designated time and therefore cannot be made up. The instructor should apprise students of course deadlines and expectations. In no circumstances may students submit work after the last day of the academic term unless an incomplete grade has been assigned and granted beforehand.

Incomplete Grade Policy
An ‘I/IN’ indicates an incomplete grade, and is a temporary grade for a course which a student is unable to complete due to extenuating circumstances. This student may request an incomplete from the instructor prior to the last day of the term. An incomplete may be granted to a student at the discretion of the instructor under the following conditions:

1. An incomplete form is completed by the instructor who identifies:
   a. The work to be completed,
   b. Qualifications for acceptable work,
   c. The deadline for completing the work,
   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 grade, recalculation, and processing of all documents required.
   f. Incomplete records will be maintained in the student’s file.
   g. The student’s Dean must be informed of all incomplete grades granted by the instructor. Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:
      a. The work to be completed must be regularly assigned work, identified as such in 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 in the best interest of the student.
      f. By completing the work, one of the following will apply:
         i. The student will learn substantive information by completing the work.
         ii. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.
    4. Allowing the student extra time compensates for events or conditions not within the student’s control (i.e., illness, emergencies, etc.).
   5. Incompletes may not be granted only for the sake of improved cumulative grade point average nor will they be granted to allow students to make up “extra credit” work.
   6. Credits for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment. Incomplete grades must be completed within two weeks of the last day of the term. An incomplete grade not completed by the deadline will be changed to the calculated alternative grade designated by the instructor on the incomplete form and will be included in the cumulative grade point average. The final grade will be determined for the course, with the following guidelines:
   a. 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 emergencies such as hospitalization, car accident, death of a close family member, or mandatory military service.
      • Misclassification of the final grade by the instructor.
      • Situations involving miscommunications, misinterpretation of policies, assignments, or technical difficulties beyond the control of the student.
      • Accommodation for special circumstances such as short-term disability or family leave.
   b. Grades must change consistent with course policies as outlined on the syllabus. In particular, standards for grading the acceptance of late work and how points are apportioned must be followed. Students must contact their instructors within one week of the start of a subsequent term regarding grades, and instructors must keep the student informed of the 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.
   c. Administrative errors regarding grades will be corrected by administrative staff as soon as they are identified.
   d. If the student is no longer able to submit a grade change (for example an adjunct instructor no longer employed at the College), the Academic Dean may determine if a grade change is appropriate.
   e. The Dean may authorize grade changes in order to settle academic appeals.

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

• Students taking the Nursing Role and Scope or Leadership in Nursing course who do not earn a score of 90% or higher on the ATI Comprehensive Predictor Exam on either their first, second, or third attempt, will receive an incomplete grade for the course as they are scheduled for remediation in the campus and ATI services during the subsequent quarter. Upon completion of remediation, the student must take the ATI Comprehensive Predictor Exam. Students who achieve a score of 90% or higher will receive a grade change. Students who score below 90% on the ATI Comprehensive Predictor Exam will be asked to remediate and scheduled to repeat Nursing Role and Scope or Leadership in Nursing (as applicable) in the following academic quarter.

This policy applies to the following courses:

- NUR 2280 Nursing Role & Scope (FL)
- NUR232 Nursing Role & Scope (IL)
- NUR260 Leadership in Nursing (WI)
- NUR265 Leadership in Nursing (MN)

Program Changes
A student in good academic standing at the end of the current quarter will be allowed to change programs at the start of the next quarter as long as the request has been received prior to Friday of the first week of a quarter break.

A student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog who is changing to a lower credential within the same program, or a student who is selecting a different speciality or program in the same program, or a student who is requesting to change catalogs within the same program at the time of the request will be allowed to make the change regardless of the number of prior program changes. No appeals process is required. The request for the program change must be received prior to Friday of the first week of a quarter break.

A student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog who is changing to a lower credential within the same program, or a student who is selecting a different speciality or program in the same program, or a student who is requesting to change catalogs within the same program at the time of the request will be allowed to make the change regardless of the number of prior program changes. No appeals process is required. The request for the program change must be received prior to Friday of the first week of a quarter break.

A student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog who is changing to a lower credential within the same program, or a student who is selecting a different speciality or program in the same program, or a student who is requesting to change catalogs within the same program at the time of the request will be allowed to make the change regardless of the number of prior program changes. No appeals process is required. The request for the program change must be received prior to Friday of the first week of a quarter break.

If a program does not meet all requirements that are necessary to achieve the performance objectives of a given course. Independent study requires a student to be supervised and mentored. Because an independent study does not provide the student with the classroom interaction normally expected in higher education, situations where 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 campus or online.
2. Completion of the course is necessary for on-time graduation.
3. The need for the course in the quarter in question does not arise from the student’s decision to withdraw from the course in an earlier quarter, the student’s failure to satisfactorily complete the course in an earlier quarter, or the student’s decision to change programs.
4. The student will complete work of similar quantity and quality as required in a regularly scheduled class and achieve the standard performance objectives for the course.
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.

At least twice and at regular intervals during the quarter, the Dean will evaluate the student’s progress and review the independent study. Independent studies must meet the following guidelines:

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

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

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

Equipment
Rasmussen College strives to maintain its role as an educational leader by incorporating current technology. Rasmussen College provides technology and computer access, and internet access at each campus. Students will also have access to printer paper, word processing packages, electronic databases, and a helpdesk as needed at a Rasmussen College campus.

Graduation Requirements
Degree, Diploma, 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 the academic work 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.
Satisfactory Academic Progress, or SAP, is defined as the successful completion of 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 standard will be expected to complete the Academic Warning in Project Rally, which includes online learning tools and consult with a member of the College team. The student is expected to complete the online learning tool in Project Rally by the first Friday of the quarter. Failure to complete this tool may result in an administrative withdrawal from the College. SAP Components: All students must meet all three of the components that are used to measure a student’s Satisfactory Academic Progress (SAP) towards the completion of a degree or certificate. The three components are as follows:

1. GPA. Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00.
2. Pace/Cumulative Completion Rate (CCR). This is the rate 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.
3. Duration of Eligibility. This is the maximum time frame for program completion and is equal to 150% of the number of credit hours required for the program (e.g., maximum time frame for a 90-credit program = 90 X 1.50, 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.

<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>

Financial Aid Warning: If a student’s CGPA falls below 2.00, or if Pace/CCR standards or Duration of Eligibility requirements are not met, the student will be placed on Financial Aid Warning for the subsequent quarter. A student is eligible for financial aid during the Financial Aid Warning period. A student who fails to meet any one of the components of SAP at the end of the Financial Aid Warning period is not eligible for financial aid.

Eligible for Financial Aid: A student is eligible for financial aid if the student meets all of the 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 is 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 all 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 be based only on credit hours dropped in the quarter 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 terminating 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 Previously Earned College Credit and Prior Learning and Waivers

General Transfer Credit Policy

- Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.
- Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.
- Students must request that official transcripts containing coursework for review be sent directly to Rasmussen College. It is the student’s responsibility to ensure that all official transcripts have been received by Rasmussen College.
- As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.
- A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credit conditionally awarded through the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College prior to the completion of the student’s first quarter, after which the student will be required to complete the necessary credits in order to receive the degree.
- College-level courses completed at regionally or nationally accredited institutions in a number of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be considered for college-level 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 75% 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 Associate’s degree programs 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 35% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
- Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.5 quarter credits. The calculated number is rounded down. Transfer credits based on a different unit of credit than quarters will be subject to conversion prior to being transferred.
- General education credits are evaluated by a NACES approved organization (National Association of Credential Evaluation Services) to ensure the student’s credit transfer is equivalent to Rasmussen College’s general education. 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 to 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 as a transfer 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 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.
| Grades from which the 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 via waiver will be listed on the student’s transcript with a Course Waiver (CW) designation.
| When courses are not accepted for transfer, a student may file an appeal through the following process:
  1. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.
  2. The information will be reviewed by the College Registrar.
  3. The student will receive written notice of the decision.

  - For students entering Rasmussen College and are required to take the Rasmussen College entrance placement exam the following will apply: If a student testing 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 course or the entrance placement exam. Once the student successfully completes the necessary Foundations courses or passes the entrance placement exam, the College will then post the transfer credit pertaining to the completed course.
  - The following Early Childhood Education entrance course cannot be transferred into the program from another program: EC180 Knowledge: Externship I, EC181 Application: Externship II, EC182 Reflection: Externship III.

Course By Course Transfer

  - Course by course transfer credits from regionally or nationally accredited institutions or previously completed coursework with no course content. Most courses that are comparable in content will be accepted.
  - Only courses completed with a grade of C or higher will be eligible for transfer credit.
  - Only courses completed with a grade of C or higher will be eligible for transfer credit.
  - Only courses completed with a grade of C or higher will be eligible for transfer credit.
  - Only courses completed with a grade of C or higher will be eligible for transfer credit.
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  - Only courses completed with a grade of C or higher will be eligible for transfer credit.
  - Grades from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average, but will be counted as credits attempted as a transfer 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.
  - Grades from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average, but will be counted as credits attempted as a transfer 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.

Associate Nursing Program will not accept any transfer course transfers (prerequisite RN/PRN in Florida; prefixes PN/NUR in Illinois, Minnesota and Wisconsin).

Health Sciences core courses as designated by course will be accepted for a five (5) year transfer limit.

The following courses in the Medical Assisting Program are not transferable; MA102 Introduction to Medical Assisting, MA110 Clinical Skills I, MA145 Clinical Skills II, MA225 Laboratory Skills, MA265 Medical Assisting Externship, and MA265 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 73% or greater score on a course assessment. All transfers or test-outs into the Medical Laboratory Technician and Surgical Technologist programs are based on program space availability.

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

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

2-4 Matriculation for Baccalaureate Candidates

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

Rasmussen College AAS/AS graduates will receive actual credits earned up to 32 credits (97 credits in Illinois).

A block of up to 91 quarter credits for graduates from outside institutions will be awarded.

If a student has more AAS/AS credits than the enrolling program requires, then the student may remove upper-level courses.

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 being taken unrestricted electives.

Students must complete the required number of total credits in the program to earn a Rasmussen College Bachelor of Science degree.

For the Bachelor in Computer Science, the two year degree must be in an equivalent computer science field and have a programming course comparable to Programming II and a math course comparable to Calculus II in order to qualify. If those conditions are not met the 2-2 policy cannot be applied.

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

For Bachelor of Science Healthcare Management students those graduate courses transfer credits will be transferred based on the guidelines below:

1) Health Sciences Programs (including Medical Assisting AAS/AS, Health Information Technician AAS/AS, Medical Administrative AAS/AS, Pharmacy Technician AAS/AS) - Transfer 45 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois for a total of 77 credits in Illinois). In addition, these students will need to take Financial Accounting, 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 in Illinois). In addition, these students will need to take Medical Technology, 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 in Illinois). In addition, these students will need to take Introduction to Human Resource Management, Medical Terminology, Electronic Health Records and Medical Office Procedures, and Medical Law and Ethics in the core.

3) The remaining core content necessary for the Health Management AAS/AS is to be provided in the 300 and 400 level core courses.

General Education Block Transfer for Baccalaureate Candidates

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

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

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

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

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

Medical Assisting Associate’s Degree Complete Block Transfer Policy

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

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

Students will need to complete 32 general education credits and E242 (Career Development), unless transferred as a block. When applying this policy, the transfer maximum is 67%.

Rasmussen College Medical Assisting Diploma graduates will receive actual credits earned in their program of study to be counted as the credit value of the current program diploma.

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Block Transfer for Health Sciences Associate’s Degree

For students who have completed a healthcare Certificate or Diploma and enroll into the Health Sciences AS program a total block transfer of 19 major core credits may be posted. For students who have completed a diploma in Nursing or Associate’s degree in Medical Assisting and enroll into the Health Sciences AS program Phlebotomy Track a total block transfer of 25 major core credits may be posted. For students who have completed a 3-year certificate in Medical Assisting or Associate’s degree in Medical Assisting and enroll into the Health Sciences AS program EKG Technician Track a total block transfer of 26 major core credits may be posted. Previously completed coursework will be considered for transfer on a course-by-course basis. Students must complete 33% of their program at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination or other means. A five year transfer limit for SOHS core courses, including the block transfer applies to this program.

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

Students who have met the acceptance for admissions requirements and hold a current unencumbered Registered Nurse license and have completed an Associate’s degree in Nursing will receive a block transfer, equivalent to 113 credits for their general education, nursing core and licensure. Students who have met the acceptance for admissions requirements and hold a current AAS or Associate’s degree in Nursing will receive a block transfer, equivalent to 23 credits for their nursing core and licensure. The 47 credits of lower division General Education will need to be completed course by course 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 Option

Students who have successfully completed a practical nursing program and hold a current unencumbered practical nursing license will receive credit for NUR117/NUR1172 Nutritional Principles in Nursing (4 credits) and NUR203/NUR2034 Fundamentals of Professional Nursing (6 credits) in the Professional Nursing AS Degree program. Students may also transfer in up to 47 credits in successfully completed applicable general education coursework. Graduates of Rasmussen College’s Practical Nursing Program will receive credit for D120/ENC1101 English Composition, G233/MAT1031 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) exam license 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 in the Surgical Technology program. Students will need to complete 28 general education credits and 34 credits for Surgical Technology.

Credit by Examination

• Enrolled students may request credit by examination for courses if an exam has been developed.
• An examination score of 73% or higher is required to earn credit by examination.
• The examination grade will be posted as Test-out (TO) on the student transcript.
• Credits earned count in the transfer maximum.
• Credit by examination will not count as credits for financial-aid eligibility.
• A credit by examination may be taken only once for each course.
• If a student has already attempted the course, as indicated by a posted W/D or F/F grade, a test-out attempt will be allowed.
• The following are not available for credit by examination: Program specific Medical Assisting, Medical Laboratory Technician, Surgical Technologist, Phlebotomy courses, and 200-level Pharmacy Technician courses. In addition, Healthcare Information Technologies, Pharmacy Software/Automation/Insurance Billing, Career Development, practicum, or designated capstone courses are not available for credit by examination.

Medical Coding Practice Exam

• Students with a minimum cumulative GPA of 3.0 in their program major courses may request a waiver for the Medical Coding Practicum coursework. Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the practicum.
• Students must have a variety of experiences in the necessary medical fields rather than from one area, and documentation will be required from the student’s employer. The Program Coordinator/Director will inform the Certification Program Coordinator/Director of the request for approval.
• If the waiver is granted, the grade will be posted on the student transcript as a Course Waiver (CW).

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

• Students who have a current and valid CDA Credential, awarded by the Council for Professional Recognition, and are enrolled in the Early Childhood Education Associate’s degree, Early Childhood Education Diploma, or Early Childhood Education Certificate may request a waiver from Foundations of Child Development; Early Childhood Education Curriculum and Instruction; and Health, Safety and Nutrition/CDAP Application.
• The student’s credential will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Technology Waivers

• Course waivers will be considered for students who have select professional certifications from the Computing Technology Industry Association (CompTIA); Microsoft Certified Technology Specialist (MCTS); Cisco Certified Entry Networking Technician (CCENT); or CIW JavaScript certification.
• Course waivers will be considered for specific courses within the School of Technology related to the certification.
• Certifications must be earned within the last three years.
• The student’s credential will be reviewed, and if the criteria are met, course requirements will be waived and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Health Sciences Waivers

• Course waivers will be considered for students who have earned the Certified Coding Specialist (CCS) or Certified Professional Coder (CPC) from AHIMA. In addition, an X-ray operator license may also be considered.
• Certifications must be current.
• Course waivers will be considered for specific course requirements related to the certification.
• The student’s credential will be reviewed, and if the criteria are met, course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Design Waivers

• Course waivers are considered for students who have select professional certifications from Adobe (Certified Associate or Certified Expert) and Autodesk.
• Course waivers will be considered for specific courses within the School of Design related to the certification.
• Certifications must be earned within the last three years.
• The student’s credential will be reviewed, and if the criteria are met, course requirements will be waived and the grades will be posted on the student transcript as a Course Waiver (CW).

Excellency Credit

Credits earned through college-equivalency programs will be posted on student transcripts as Test-Out credits (TO) and will not be assigned letter grades or applied to cumulative grade-point average. Rasmussen College recognizes the following college equivalencies:

• Advanced Placement (AP) examinations administered by The College Board. A score of 3 or higher required.
• College-Level Examination Program (CLEP) examinations administered by The College Board. A score of 50 or higher is required for computer-based testing since 2/15/2003. For paper-based exams taken prior to 2/15/2003, the CLEP ACE recommended score will be used.
• DSS, 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 (SARTM), Defense Agency for Non-Traditional Education Support (DANTES) transcript, College Level Examination Program (CLEP), or Career and Technical Education Standards (CTEs).
• 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 credit 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 for questions about transfer to other colleges.

Transcripts

Transcripts for graduates and students who have completed their course of study are provided without charge; however a fee of $25.00 is charged for all other transcripts.

The institution reserves the right to withhold official academic transcripts from students under certain circumstances such as having an outstanding financial obligation to the College.

POLICIES AND PRIVILEGES

Accommodations Policy

The mission of Rasmussen College in disability services is to create an accessible college community where students with disabilities have an equal opportunity to participate fully in all aspects of the educational experience. Rasmussen College recognizes its obligation under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty by prohibiting discrimination on the basis of disability and requiring reasonable accommodations to qualified disabled students in all programs and activities. Students with disabilities do not have to self-disclose or register with the Campus Accommodations Coordinator, although the College encourages them to do so. Students seeking academic accommodations or adjustments must contact the Campus Accommodations Coordinator to request such services. Students who are unsure who to contact should check with their Academic Dean or Campus Director.

Attendance

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

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

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 maintained in the Registrar’s Office. Rasmussen College makes attendance records available to supporting agencies and prospective employers. Students must maintain a regular level of college attendance and be in satisfactory academic standing to remain eligible for financial aid.
First Week Attendance: Students are expected to meet attendance requirements at the start of their courses on or before the seventh (7th) day of the start of a term. Students who have not met the attendance requirement in at least one scheduled College course within seven days of the start of a term may be administratively withdrawn from the College.

Course Attendance: If a student has not been in attendance in a course within 14 days of their last date of attendance in that course, he or she may be administratively withdrawn from the course. If the student has not been in attendance in any courses within 14 days of their last date of attendance, he or she may be administratively withdrawn from the College.

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

Library Policy: The Rasmussen College Library, in accordance with the Mission Statement, promotes lifelong learning, develops information literacy skills, and fosters educational achievement. The library is dedicated to supporting the diverse education and information needs of our online and residential communities.

Circulation Policy: The circulation policy supports the library mission of providing the materials are available to members of the Rasmussen College community and other library users on an equitable basis. Exceptions to this policy may be granted by the Campus Librarians 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 standing with the library
• Rasmussen College faculty and staff in good standing with the library
• Community, consortia, and interlibrary loan patrons in good standing with the library

A patron in good standing with the library is defined as a person who has no overdue items and owes no fees toward damaged or lost items.

A library user is responsible for any items checked out in his or her name. Rasmussen College retains the right to deny borrowing privileges to any person in violation of this or any other library policy.

Loan Periods

Circulating materials are loaned for 21 calendar days and may be renewed up to two times if there are no other outstanding requests for the material.

Special materials are loaned for 3 hours or 3 days, depending on the material type. Restricted materials may not be renewed.
No retaliatory actions may be taken against anyone because he/she makes such a complaint or against any member of the College community who serves as an advisor or advocate for any party in any such complaint. No retaliatory actions may be taken against any member of the College community merely because he/she is or has been the object of such a complaint.

Informal Resolution

Early efforts to control a potentially harassing situation are very important. 1. Should sexual harassment be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop. 2. Writing a letter to the person or talking to the person’s supervisor can also be effective. 3. Go to a sexual harassment/violence information center or discuss the matter with a friend. 4. Talk to others who might also be victims of harassment. 5. Any employee, faculty member, staff member, or student is encouraged to discuss incidents of possible sexual harassment with the Campus Director, Regional Vice President, or College President. A Campus Director contacted by a person who may have been subjected to sexual harassment will give advice and guidance on both informal and formal procedures for solving the problem. During the informal inquiry process, all information will be kept confidential to as great a degree as legally possible. No specific circumstances, including the names of the people involved, will be reported to anyone else, except the President, Executive Vice President and the Human Resources Director and Corporate Counsel, without the written permission of the person making the complaint. However, if, in the course of the inquiry Rasmussen College finds that the circumstances warrant a formal investigation, it will be necessary to inform the person complained against.

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

Any employee of Rasmussen College may discuss an informal complaint with the Campus Director, Regional Vice President, Executive Vice President or President. If the person discussing the informal complaint with an advisor is willing to be identified to others but not the person against whom the informal complaint is made, the College will make record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences. While the confidentiality of the information received, the privacy of the individual involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, they will be protected to the greatest degree as possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the College’s obligation to act upon the charge and the right of the charged person to obtain information. In most cases, however, confidentiality will be strictly maintained by the College unless involved in the investigation.

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

3. When a number of people report incidents of sexual harassment that have occurred in a public context (for instance, offensive sexual remarks in a classroom lecture) or when the College receives repeated complaints from different persons that an individual has engaged in other forms of sexual harassment, the College may inform the person complained against without revealing the identity of the complainant. Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when: 1. Submission to such conduct is required, either explicitly or implicitly a term or condition of an individual’s work or academic performance or an offer of promotion, compensation, or other tangible benefits or when submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting individuals. 2. Submission to or rejection of such conduct by an individual is made, directly or indirectly, as a term or condition of employment or compensation. 3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work or academic environment. This policy prohibits behavior such as, but not limited to:

1. Unwanted sexual advances; 2. Offering employment benefits in exchange for sexual favors; 3. Making or threatening reprisals after a negative response to sexual advances; 4. Verbal sexual advances or propositions; 5. Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means); 6. Sexually offensive comments, graphic verbal commentary about an individual’s body or dress, sexually explicit jokes and innuendos, and other sexually-oriented statements; and 7. Physical conduct, such as: touching, assault, or impeding or blocking movements. Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or as subtle as a touch. Harassment under any form of the definition consists of callous insensitivity to the experience of others. Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, that is acceptable to and welcomed by both parties, are not considered to be harassment, including sexual harassment. There are basically two types of sexual harassment:

1. "Quid pro quo” harassment, where submission to harassment is used as the basis for employment decisions. Employee benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: a supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her. "Hostile work environment," where the harassment creates an offensive and unpleasant working environment. Hostile work environment can be created by anyone in the work environment, whether it be supervisor, supervisor’s designee, customer, or co-worker. Hostile environment harassment consists of verbal abuse of a sexual nature, unwelcome sexual advances, or even unwelcome sexual contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category. For further information please refer to the EEOC’s website at www.eeoc.gov or call the EEOC Publications Distribution Center at 800-669-3362 (voice), 800-800-3302 (TYY).

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

Romantic/sexual relationships between superior and subordinate/individual involving workplace risks are involved even in seemingly consensual romantic/sexual relationships where a power differential exists between the involved parties. The respect and trust accorded a faculty member or other of the risks and consequences involved in the power exercised by faculty in giving grades, advice, praise, recommendations, opportunities for further study, or other forms of advancement may greatly diminish the student’s actual freedom of choice concerning the relationship. Similarly, the authority of the supervisor to fire, hire, evaluate performance, reward, reprimand, and assign work activities of employees may interfere with the employee’s ability to choose freely in the relationship. Further, it is often the case that the individual哪里 age, background, stature, credentials or other characteristics contribute to the perceptions that a power differential exists between the involved parties which limits the student or employee’s ability to make informed choices about the relationship. Claims of consensual romantic/sexual relationships will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the faculty member, supervisor, or staff who will bear the burden of accountability because of his/her special power and responsibility, and it is exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks and consequences involved in entering a romantic/sexual relationship where there is a superior/subordinate relationship.

Sexual assault: Sexual activity, including sexual penetration or sexual conduct carried out under coercion, with the threat of a weapon, through the threat of bodily harm, through a position of authority, or when the victim consents to sex under the influence of alcohol or other incapacitating drug or medication or when the victim is physically or emotionally disabled or incapacitated. The victim/survivor does not need to prove that she/he resisted and another witness is not needed to prosecute the case. The relative age of the persons involved, the victim’s/ survivor’s fear of bodily harm to self or others, the use of threat to use a weapon by the perpetrator, and the infliction of either physical or emotional anguish upon the victim/survivor are among the criteria taken into account by state laws on Criminal Sexual Conduct and under the Crime Victims Bill of Rights. Formal Complaints by Students and Employees a. A formal complaint of sexual harassment must include a written statement, signed by the complainant specifying the incident(s) of sexual harassment. The statement may be prepared by the complainant or by an advisor as a record of the complaint. The complaint must be addressed to the Campus Director or other designee. A complaint by an individual that the Campus Director or other manager will formally investigate the complaint and present the findings and recommendations to an Executive Vice President or President.
b. The College will investigate formal complaints in the following ways:  
1. The person who is first contacted, after initial discussions with the complainant, will inform the College specifying the individuals involved. Rasmussen will decide whether the circumstances reported in the complaint warrant a formal investigation or an informal inquiry.  
2. If the circumstances warrant an investigation, Rasmussen will inform the person complained against of the name of the person making the complaint as well as of the substance of the complaint. The College will notify the person complained against of 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 person other than the complainant involved in the complaint, they will do so only after informing the complaining person and the person complained against.  
3. The College’s first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.  
4. The College will be in communication with the complainant until the complaint is resolved. The complainant will be informed of procedures being followed throughout the investigation, as well as of the specific conversations held with the person complained against.  
5. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and make its recommendations within 60 days from the time the formal investigation is initiated.  
6. If a formal complaint has been preceded by an informal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.  

b. After an investigation of the complaint the College will:  
1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that violations of the Code have occurred and report its findings to the resolution to an Executive Vice President or President; or  
2. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President; or  
3. Report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.  

Victims’ Rights Under Sexual Assault Policy  
If the assault is alleged to have been committed by a member of our college community on property owned by the College the following additional policy applies:  
1. The victim is aware that criminal charges can be made with local law enforcement officials;  
2. The prompt assistance of campus administration, or Rasmussen management at the request of the victim, in notifying the appropriate law enforcement officials of a sexual assault incident;  
3. A sexual assault victim’s participation in and the presence of the victim’s attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint;  
4. Notice to a sexual assault victim of the outcome of any campus or college facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;  
5. The complete and prompt assistance of campus administration, or Rasmussen management at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;  
6. The assistance of campus administration or Rasmussen management in the collection and preservation, for a sexual assault victim or complaint, 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 and awareness of sexual misconduct program. Upon enrollment and on an annual basis, students will receive a copy of the Rasmussen College Drug-Free School 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 reduce drug abuse in our community. These anti-drug laws affect several areas of our lives. For instance, the Department of Housing and Urban Development, which provides public housing funding to local authorities to erect housing units, is to be involved in drug related crimes on or near the public housing premises. Businesses with federal contracts may be subject to a loss of those contracts if they do not promote a drug-free environment. In our particular situation, students involved with drugs could lose their eligibility for financial aid. Further, students could also be denied other federal benefits, disability, retirement, health, welfare, and Social Security. Finally, a record of a felony or conviction for drug-related crime may prevent a person from entering certain career fields.  

Drugs and alcohol are highly addictive and injurious to the person and can cause harmful effects to virtually every aspect of a person’s life, i.e., relationships, family, job, school, physical, and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, inattentive, or anxious, or experience sexual indifference, loss of physical coordination and appetite, go into a coma, experience withdrawals, or even death.  

Persons who use drugs and alcohol face not only health risks, but their ability to function in their personal and professional lives can be impaired as well. Some examples of this are a hangover, or a feeling of being “burnt out,” beingreopen with plans for the next drive, or “high” or slowed reflexes that can be especially dangerous while driving.  

There are danger signals that could indicate when someone is in trouble with drugs or alcohol:  
- inability to get along with family or friends  
- uncharacteristic temper flare-ups  
- increased “secret” type behavior  
- abrupt changes in mood or attitude  
- resistance to discipline at home or school  
- getting into a “slump” at work or school  
- increased borrowing of money  
- a complete set of new friends  

We recommend that any person observing any of the above changes in any student of Rasmussen College immediately notify the Academic Dean or Campus Director.  

Drugs 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 our 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, possessing, transfer, or trafficking of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time on Rasmussen College campuses or off campus at activities sponsored and controlled by the College.  

Rasmussen College has the right to:  
1. Discipline students, including dismissal, for the commission of violations regarding illegal use, possession or trafficking of drugs.  
2. Take disciplinary action against students who violate this policy. Students may also be subjected pending outcome of an investigation regarding compliance with this policy.  

Weapons Policy  
Rasmussen College prohibits the possession of weapons of any kind inside campus buildings. Prohibited items include but are not limited to firearms, BB/pellet guns, sling shots, paint guns, arrows, swords and knives other than cooking knives, power tools, and sharp objects with a blade length of 3 inches or less. Prohibited items include weapons that are loaded or unloaded, functioning or non-functioning, that could be perceived as a weapon, including toys and weapons used for decorative, display and or simulation purposes. This policy applies to all staff, faculty, and students with the exception of licensed peace officers and law enforcement/security agents as allowed by applicable statute.  

The approved storage and use of weapons for training purposes as part of a School of Justice Studies program is permitted. This policy includes both campus buildings and offsite events sponsored and controlled by the College including graduation ceremonies, internships, and clinical sites. This policy does not include Rasmussen College parking lots, but is in keeping with the law in other licensed facilities.  

Family Educational Rights and Privacy Act (FERPA)  
Amended 10/10 to include the USA Patriot Act  

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:  
1. The right to inspect and review the student’s education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar, business office, or other appropriate official, written requests that identify by the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.  
2. The right to request the amendment of the student’s educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. Students should write to the Campus Director, clearly identify the part of the record they want changed, and specify the exact way in which they want the record changed. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and inform the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.  
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or support staff position. A school official includes law enforcement unit personnel and health staff; a person or company with whom the institution has contracted (such as an attorney, auditor, or contractor) or a student serving on an official committee, such as a disciplinary or grievance committee, or other student or group or organization performing its functions for or on behalf of the College.
4. The right to disclose—without the written consent or knowledge of the student or parent—personally identifiable information from the student’s education records to the Attorney General of the United States or to his/her designee in response to a court order in connection with the investigation or prosecution of offenses specified in section 103(g)(4)(A)(i) or (B) of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student’s file. Further, if the institution has provided the information in good faith in compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.

5. The right to disclose—without the written consent or knowledge of the student or parent—information from a student’s education records in order to comply with a “lawfully issued subpoena or court order” in three contexts.

a. Grand Jury Subpoenas—The institution may disclose education records to the entity or persons designated in any such subpoena issued for a law enforcement purpose. As with Federal Grand Subpoenas, the issuing agency may, for good cause shown, order the institution not to disclose to anyone the existence or context of the subpoena or the institution’s response.

b. Law Enforcement Subpoenas—The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal Grand Subpoenas, the issuing agency may, for good cause shown, order the institution not to disclose to anyone the existence or context of the subpoena or the institution’s response.

c. All Other Subpoenas—The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent of student may seek protective action. The institution will record all requests for information from the court or court order.

6. The right to disclose—without the written consent or knowledge of the student or parent—information in education records to “appropiate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals.” Iniminent danger of student or others must be present.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College 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 conditionally released without the consent of the student unless the student has specifically requested that the information not be released. The school requires that such requests be made in writing to the Campus Director within fifteen (15) days after the student starts classes. Directory Information includes: Student’s name, date of birth, address(es); course of study; expected completion activities; degrees earned; and/or awards received; last school attended; dean’s list or equivalent; attendance status (full-time or part-time); and dates of attendance (the period of time a student attends or attended Rasmussen College not to include specific daily records of attendance).

Students may restrict the release of Directory Information except to officials with legitimate educational interests and others as outlined above. To do so, a student must make the request in writing to the Business Office. Once filed it becomes a permanent part of the student’s record until the student instructs the institution, in writing, to have the request removed.

Grievance Policy
It is the policy of Rasmussen College that students should have an opportunity to present school-related complaints through grievance procedures. The College will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

An appropriate grievance is defined as a student’s expressed feeling of dissatisfaction regarding any interpretation or application of school-related policies or the College’s personnel. Students should notify the College in a timely fashion of any grievance considered appropriate for handling under this policy. As used in this policy the terms “timely fashion,” “reasonable time,” and “promptly” will mean ten days. Students are assured that no adverse action will be taken by the College or any of its representatives for registering a grievance.

Grievance Procedure
In the event an applicant, student, graduate, former student, or other party who has dealings with the College feels his/her rights have been violated, the following procedures should be followed:
1. The individual must first try to resolve the issue with the member involved.
2. If the matter is not resolved to the person’s satisfaction, the student has the option to follow the appropriate steps:
   a. Requests for further action on educational issues should be made to the Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   b. Students who feel they have an appropriate non-academic grievance should see the Campus Director for their campus. The Campus Director will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   c. If the grievance is still not resolved, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.

   Students or other interested parties may also contact:
   • Minnesota Office of Higher Education 1450 Energy Park Drive, Suite 350 St. Paul, MN 55108 651-642-5333
   • State of Wisconsin Educational Approval Board 201 West Washington Avenue, 3rd Floor Madison, WI 53703 608-266-1996
   • Kansas Board of Regents 1000 W. 4th Street, Suite 520 Topeka, KS 66612 785-296-3421
   • The Higher Learning Commission (ncahl.com), a commission of the North Central Association, 840 North Lake Street, Suite 230 Chicago, IL 60601 312-216-7440 or 312-263-0456

Appeal Procedure
Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. Individuals who feel they have been unjustly treated can request the procedures in the Grievance Policy.

For appeals involving academic issues such as final grades, students should appeal first to their instructor within one week of the start of a subsequent term. If the issue remains unresolved after an appeal to the instructor, who will have one week from the time they are contacted by students to consider any such appeals, students should appeal to the Dean for their campus. If the issue remains unresolved after a thorough investigation of the matter by the Dean, who will have one week from the time they are contacted by students to consider any such appeals, students may submit a written statement of appeal to the Assistant Vice President of Academic Institutional Research and Assessment thereafter. Response will be given within 30 days. If individuals wish to appeal a decision or request a hearing for any other perceived violation of written statements of appeal must be submitted to the Vice President of Student Affairs within 15 calendar days of the issue in question. Response will be given within 30 days.

Arbitration
Any controversy or claim arising out of, or relating to a current or former student’s recruitment by, enrollment in, or education at Rasmussen College (“Controversy or Claim”), shall be resolved first in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. If, following a student’s presentation of the Grievance Policy, 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 arbitrated by binding arbitration administered in accordance with the Commercial Arbitration Rules of the American Arbitration Association applicable to that effect. Arbitration shall be the sole remedy for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with 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, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party’s actual damages. The arbitrator shall have no authority to award attorney’s fees or to collectively arbitrate any Controversy or Claim or of against more than one student regardless of which one may have been similarly circumstanced Students through the Rasmussen College shall bear their own costs and expenses of the arbitration, including arbitrator’s fees.

Except as may be required by law, no party to the arbitration agreement will 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 institutional information regarding the College may be requested from the Chief Financial Officer.

Rasmussen College is currently authorized to and licensed to operate in Alabama, Arkansas, Delaware, Florida, Illinois, Iowa, Kansas, Minnesota, North Dakota, Wisconsin, and Wyoming. Rasmussen College will continue to monitor developments in state laws in each state in which it enrolls students and, if authorization or licensure is or becomes necessary, will work to obtain such additional approvals.

*Many states do not require specific authorization or licensure for their residents to enroll in online programs.

STATE CONTACT INFORMATION FOR STUDENT COMPLAINTS*

ALABAMA
Alabama Commission on Higher Education
P.O. Box 302002
Montgomery, AL 36130
ache.state.al.us/federal-reg.pdf

Alabama Department of Postsecondary Education
P.O. Box 205013
Montgomery, AL 36120
accs.ccc.complaintform.aspx

ALASKA
Alaska Commission on Postsecondary Education
PO Box 110505
Juneau, AK 99811
EED.AAC@ak.gov

Arkansas State Board of Private Career Education
501 Woodlane, Suite 3123
Little Rock, AR 72201
sbpce@arkansas.gov

ARKANSAS
Arkansas Higher Education Coordinating Board
Arkansas Department of Higher Education
114 East Capitol Ave.
Little Rock, AR 72201
ADHE_Institutions.adhe.edu/sitecollectiondocuments/AcademicAffairsDivision/Delores/APPENDIX%20Jones%20Student%20Grievance%20Complaints%20process%20%20new.pdf

Arkansas State Board of Private Career Education
501 Woodlane, Suite 3123
Little Rock, AR 72201
sbpce@arkansas.gov

CALIFORNIA
California Department of Education: Bureau of Private Postsecondary Education
P.O. Box 980616, West Sacramento, CA 95696
bppe@dca.ca.gov

Colorado Department of Education: Bureau of Private Postsecondary Education
P.O. Box 396455, Denver, CO 80239

COLOMBIA
Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, CO 80202
hghned.colorado.gov/Academics/Complaints/default.html

hghned.colorado.gov/DPS/Students/complaint.html

RASMUSSEN COLLEGE WISCONSIN

ACADEMIC INFORMATION AND COLLEGE POLICIES

rasmussen.edu

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ACADEMIC INFORMATION AND COLLEGE POLICIES

RASMUSSEN COLLEGE WISCONSIN

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>
</tr>
</thead>
<tbody>
<tr>
<td>All Programs:</td>
<td>$350 per credit for Foundations courses</td>
<td>$299 per credit for Foundation courses</td>
</tr>
<tr>
<td>School of Business</td>
<td>and all 100-200 level courses</td>
<td>and all 100-200 level courses</td>
</tr>
<tr>
<td>School of Health Sciences</td>
<td>$310 per credit for all 300-400 level courses</td>
<td>$299 per credit for all 300-400 level courses</td>
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<tr>
<td>School of Technology</td>
<td></td>
<td></td>
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<tr>
<td>School of Design</td>
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<tr>
<td>School of Justice Studies</td>
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</tbody>
</table>

School of Education: Early Childhood Education $310 per credit $299 per credit

School of Health Sciences: Medical Assisting $310 per credit $299 per credit

School of Nursing: Professional Nursing $395 per credit $395 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 the 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 enrolling 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 “C” “N” “NM” “NJ” “NU” “NR” “PMP” “PT” “S” “ML” and “W”. Students who elect to complete courses on a non-credit basis are not guaranteed full technology access; however, every effort will be made to provide technology resources. Transcripts denote a “ZP” upon completion of the course. Students may choose to convert the “ZP” to a letter grade and earn credit for an additional cost of $75 per credit hour.

For information on our graduation rates, median graduate debt levels, and other student investment disclosure information, visit rasmussen.edu.

ACADEMIC INFORMATION AND COLLEGE POLICIES

Oklahoma State Board of Private Vocational Schools 3700 Classen Boulevard, Suite 250 Oklahoma City, OK 73118

OREGON
Oregon Higher Education Coordinating Commission 1500 Valley View Drive, Suite 100 Eugene, OR 97401

Oregon Attorney General Financial Fraud/Consumer Protection Section 1162 Court Street NE Salem, OR 97301 doc.state.or.us/finfraud/pdf/concomform.pdf

Oregon Department of Education, Private Career School Office 255 Capitol Street NE Salem, OR 97310 ode.state.or.us/search/page/?id=325

Pennsylvania Pennsylvania Department of Education 333 Market Street Harrisburg, PA 17126 education.state.pa.us/portal/server.pt/community/higher_education/8711/complaint_procedure/1004474

Office of Attorney General, Bureau of Consumer Protection 14th Floor, Strawberry Square Harrisburg, PA 17120 attorneygeneral.gov/uploadedFiles/Complaints/BCP_Complaint_Form.pdf

Puerto Rico
Porto Rico Council on Higher Education P.O. Box 1920192 San Juan, PR 00902

Porto Rico Department of Justice P.O. Box 91020192 San Juan, PR 00902

Rhode Island Rhode Island Board of Governors for Higher Education Shepard Building, 80 Washington Street Providence, RI 02903

Rhode Island Department of Attorney General, Consumer Protection Unit 150 South Main Street Providence, RI 02903 riag.state.ri.us/documents/consumer/ConsumerComplaintForm.pdf

South Carolina South Carolina Commission on Higher Education 1122 Lady Street, Suite 300 Columbia, SC 29201 803-757-5918 che.sc.gov/AcademicAffairs/License/Complaint_procedures_and_form.pdf

South Dakota
South Dakota Secretary of State Jason M. Gant State Capitol 500 East Capitol Avenue Pierre, SD 57501 sdsos@state.sd.us

South Dakota Office of Attorney General, Division of Consumer Protection 1302 East Hvy 14 Suite 3 Pierre, SD 57501 atg.sd.gov/Consumers/HandlingComplaints/ConsumerComplaintForm.aspx

Tennessee Tennessee Higher Education Commission 404 James Robertson Parkway, Suite 1000 Nashville, TN 37243 tennesseehighereducationcommission.org/laa/PostsecondaryAuthority/Complaints/5020Form.rtf

Texas Higher Education Coordinating Board Texas Higher Education Coordinating Board 1200 East Anderson Lane Austin, TX 78752 oag.state.tx.us/consumercomplaintform.pdf

Texas Workforce Commission Career Schools and Colleges - Room 226-T 101 East 15th Street Austin, TX 78778.twc.state.tx.us/scs/propschools/ps/401a.pdf

Utah Division of Consumer Protection 160 East 300 South Salt Lake City, UT 84111 consumerprotection.utah.gov http://consumerprotection.utah.gov/complaints/index.html


Virginia State Council of Higher Education for Virginia 101 North 14th Street, James Monroe Building Richmond, VA 23219 communications@schev.edu schev.edu/students/studentcomplaint.asp

Washington Washington Student Achievement Council 917 Lakeway Drive, P.O. Box 45340 Olympia, WA 98504 dasino@wsac.wa.gov

Washington Workforce Training and Education Coordinating Board 128 10th Avenue SW P.O. Box 45105 Olympia, WA 98504 workforce@vtb.wa.gov

West Virginia West Virginia Higher Education Policy Commission 1001 Kanawha Blvd. East, Suite 700 Charleston, WV 25303

West Virginia Office of the Attorney General Consumer Protection Division P.O. Box 1789 Charleston, WV 25326

wvago.gov/dgs/general-consumer-complaint-form.pdf

Wisconsin Wisconsin Educational Approval Board 201 West Washington Avenue, 3rd Floor P.O. Box 8696 Madison, WI 53708 eabmail@eab.wisconsin.gov eab.state.wi.us/resources/complaint.asp

Wyoming Wyoming Department of Education 2300 Capitol Avenue, Hathaway Building, 2nd Floor Cheyenne, WY 82002

Wyoming Attorney General’s Office 123 Capital Building, 200 West 24th Street Cheyenne, WY 82002

*This list includes contact information for all 50 states, the District of Columbia, and Puerto Rico and should not be construed as informative of what agencies regulate the institution or in what states the institution is licensed or required to be licensed. States, through the relevant agencies or Attorney Generals Offices, will accept complaints regardless of whether an institution is required to be licensed in that state.

CONSORTIUM AGREEMENT

Consortium Agreement
Rasmussen College has signed consortium agreements with many other institutions in the Rasmussen College system.

WASHINGTON
Washington Student Achievement Council 917 Lakeway Drive, P.O. Box 45340 Olympia, WA 98504 dasino@wsac.wa.gov

Washington Workforce Training and Education Coordinating Board

West Virginia Higher Education Policy Commission

West Virginia Attorney General’s Office

Wisconsin Educational Approval Board

Wisconsin Workforce Training and Education Coordinating Board

Wyoming Department of Education

Refunds

The State of Wisconsin Cancellation, Termination, Refund Policy

If a student is cancelled or terminated, for whatever reason, the following apply:

- Each student will be notified of acceptance/ rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. A student in any term who withdraws from the College must give written notice to the College. Date of withdrawal is the last day of attendance.

- The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the cases where the notice is hand-carried, it shall occur on the date the notice is delivered to the College.

- Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which he/she has been charged (“Period of Instruction”), all tuition and fees paid will be refunded. If any books and supplies provided by the College are not returned unused and in a condition such that they can be returned to the suppliers, the student will be assessed a fee of $150 per course for these books and supplies. All prepayment tuition is refundable.
In the event of Postwithdrawal Return, the amount charged will not be negotiated prior to compliance of 50% of the total tuition, fees, and all other charges that have been charged in the portion of the Period of Instruction bears to its total length. After the completion of the Period of Instruction, no refund will be made.

Any promissory note instrument related to payment of tuition or other charges will not be negotiated prior to completion of 50% of the course.

Return of Title IV Funds Policy
If a student withdraws or is expelled, they need to visit the Rasmussen Campus Director or Dean to complete the Rasmussen College Notice of Change in Student Status form, which will reflect the withdrawal procedure. Students are allowed to convey their withdrawal verbally or in writing to the Campus Director or Dean.

Rasmussen College uses the state-mandated refund policy to determine the amount of institutional charges it can retain. The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdrew on or before completing 60% of the quarter.

The percentage of Federal Title IV aid to be returned is determined by dividing the number of calendar days remaining in the quarter by the number of total calendar days in the quarter.Scheduled breaks of five or more consecutive days are excluded. Funds are released to a student because of a credit balance on the student’s account, the student may be required to repay some of the federal aid granted to the student.

The federal return of Title IV funds formula requires the student to return 100% of the federal financial aid for the quarter in which he or she was withdrawn. The federal return of Title IV funds formula requires the student to return 100% of the federal financial aid for the quarter in which he or she was withdrawn. The federal return of Title IV funds formula requires the student to return 100% of the federal financial aid for the quarter in which he or she was withdrawn.

Military Leave and Refund
Rasmussen College supports its students who are members of the armed forces. Military service members who are given official orders to deploy for state or federal needs, as well as their spouses, who cannot complete the academic quarter in which the deployment occurs without penalty from any or all classes in which they are enrolled, even if the established deadlines for course withdrawals have passed, may be entitled to a full refund of tuition and mandatory charges for the mid-course of the term the student returns.

A stop out is not permitted in consecutive terms.

Inevent of Postwithdrawal Disbursement
A post-withdrawal disbursement occurs when a student who withdrew or was expelled does not return to the school for 45 days of the school’s determination that the student withdrew.

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Military Leave and Refund
Rasmussen College supports its students who are members of the armed forces. Military service members who are given official orders to deploy for state or federal needs, as well as their spouses, who cannot complete the academic quarter in which the deployment occurs without penalty from any or all classes in which they are enrolled, even if the established deadlines for course withdrawals have passed, may be entitled to a full refund of tuition and mandatory charges for the mid-course of the term the student returns.

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A stop out is not permitted in consecutive terms.
• Any remaining refund monies will then be applied to any other sources.

For North Dakota Campuses
If the disbursement is made of the North Dakota State Grant while the student is enrolled full-time, no refund is due. If the disbursement is made while the student is no longer in attendance, a full refund to the North Dakota State Grant program is due.

For Illinois, Kansas, and Wisconsin Campuses
Please note that Illinois, Kansas and Wisconsin do not have state grant programs, so the Non-Federal Refund Distribution Policy does not apply to students attending campuses in Illinois, Kansas or Wisconsin.

Veterans Refund
In the event a veteran discontinues training for any reason, any supplies or textbooks issued to and paid for by the veteran become the property of the veteran. The remaining amount of the prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance of training.

CAMPUS SECURITY
CRIME STATISTICS
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
Rasmussen College provides prospective and enrolled students and employees with its current Crime Awareness and Campus Security Act statistics. This policy contains information pertaining to the reporting procedure of criminal activities, security and access to campus facilities, campus law enforcement and criminal offenses reported to the campus or local police. As part of our campus crime prevention plan, Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.

ACADEMIC INFORMATION AND COLLEGE POLICIES
ACCRREDITATION, LICENSING, APPROVALS AND OWNERSHIP
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 River Road, Rosemount, IL 60018. 711.371.8880.

• 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.

• Minnesota Office of Higher Education 1450 Energy Park Drive, Suite 350 St. Paul, MN 55108 651-642-0533

Rasmussen College is registered with the Iowa College Student Aid Commission.

• Iowa College Student Aid Commission 603 East 12th Street, 5th Floor Des Moines, IA 50319 877-272-4456

Licensing
Rasmussen College is licensed as a private career school with the State of Wisconsin Education Approvals Board. Licensing is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

• Wisconsin Department of Regulation & Licensing P.O. Box 9395 Madison, WI 53708 608-266-2112

• State of Wisconsin Educational Approval Board 201 West Washington Avenue, 3rd Floor Madison, WI 53703 608-266-1996

The State of Wisconsin Educational Approval Board has approved all of Rasmussen College’s programs except the following degree programs:

• Accounting A.S., Business Management B.S., Marketing B.S., Finance B.S., Healthcare Management B.S., Human Resources and Organizational Leadership B.S., Health Information Management B.S., Criminal Justice B.S., Nursing B.S. (RN to BSN), Cyber Security B.S., Information Technology Management B.S., Accounting A.S.S., Business Management A.A.S., Early Childhood Education A.A.S., Health Information Technician A.A.S., Medical Administrative A.A.S., Criminal Justice A.A.S., Human Services A.A.S., Paralegal A.A.S., and Information Systems Management A.A.S. Arkansas Higher Education Coordination Board and national accreditation do not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code 6-61-301.

• Accredits
• Veterans’ benefits by the Wisconsin State Approving Agency

• Veterans’ benefits for all National Online students are certified through Bloomingdale, Illinois.

• Wisconsin Board of Nursing

Statement of Ownership
Rasmussen College, Inc. is a private corporation under the laws of the State of Delaware. Rasmussen College, 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:
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• J. Michael Locke, Vice Chairman, Secretary
• Thomas M. Slagle, President

Limitations
This catalog was prepared using information current at the time of publishing, however all information contained herein is subject to change without notice at the discretion of the College. This includes but is not limited to the following: admission and graduation requirements, academic calendar, course descriptions and content, courses offered, online courses and programs, and statement of tuition and fees.

For current calendars, students should refer to a copy of the schedule of classes for the term in which they enroll. The courses listed in this catalog are intended as a general indication of Rasmussen College’s curricula. Courses and programs are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary. Students who maintain continuous enrollment will be able to complete their program at Rasmussen College even if the program is discontinued. Rasmussen College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty and to add or delete certain courses, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and book prices.

Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impair one’s eligibility to sit for these exams or 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-related felonies are NOT eligible to sit for the PTCB exam.

Students seeking licensing as professional peace officers in Minnesota must complete the required Law Enforcement coursework at Rasmussen College or transfer in the equivalent. In addition, these students must complete an officially recognized first aid course in First Responder, Emergency Medical Technician, or Emergency Response, and to complete practical/skills coursework in order to meet the PTO/STP objectives, to be eligible to sit for the Peace Officer Standards and Training (POST) licensing exams. 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 programs may require additional academic coursework. Skills training cannot be completed online.

Rasmussen College reserves the right to deny admission to applicants whose credentials reflect an inability to assume the obligations of performance and behavior deemed essential by Rasmussen College and relevant to any of its lawful missions, process, and functions as an educational institution and business. The administration of Rasmussen College reserves the right to address any issue in this catalog or its operations regarding its meaning.
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B.S., University of Louisville  
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B.S., University of South Dakota  
Online

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# Faculty and Staff

## Academic Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Degree/Program</th>
<th>Institution</th>
<th>City</th>
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<tbody>
<tr>
<td>Matthew Segard</td>
<td>Assistant Vice President of Institutional Research and Assessment</td>
<td>Ph.D., University of Minnesota</td>
<td>Twin Cities</td>
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<tr>
<td></td>
<td></td>
<td>M.A., Ohio University</td>
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<td>M.A., B.A., Bowling Green State University</td>
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<tr>
<td>Matthew Petz</td>
<td>Assistant Vice President of Academic Affairs</td>
<td>M.A., St. Mary’s University of Minnesota</td>
<td>Twin Cities</td>
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<td></td>
<td></td>
<td>B.S., St. Cloud State University</td>
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<tr>
<td>Kate Kacheroski</td>
<td>Dean of Curriculum and Instruction</td>
<td>M.A., University of St. Thomas</td>
<td>Twin Cities</td>
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<tr>
<td></td>
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<td>B.A., University of Illinois – Urbana-Champaign</td>
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<tr>
<td>Carrie Daninhirsch</td>
<td>Regional Dean</td>
<td>M.S., Lesley College</td>
<td>Orlando</td>
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<tr>
<td>Joy Henrich</td>
<td>Regional Dean</td>
<td>M.S., B.S., Cardinal Stritch University</td>
<td>Chicago</td>
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<td>Karen Meyer</td>
<td>Regional Dean</td>
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<td>M.S., Fort Hays State</td>
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<tr>
<td>Dan Fischer</td>
<td>Academic Dean</td>
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<tr>
<td>Jennifer Endries</td>
<td>Academic Dean</td>
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<tr>
<td>Ann Morgan</td>
<td>Director of Online Academic Management</td>
<td>M.A., University of Minnesota – Twin Cities</td>
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<td>David Lungren</td>
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<td>Michelle Carlin</td>
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<tr>
<td>Lynne Croteau</td>
<td>Online Dean</td>
<td>M.B.A., M.H.R.M., Keller Graduate School of Management</td>
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<tr>
<td>Sabrina Ely</td>
<td>Faculty Manager</td>
<td>M.A., Bethel University</td>
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<td>Elle O’Keefe</td>
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<td>Nicole Shopbell</td>
<td>Faculty Manager</td>
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<td>Shawn Ulwelling</td>
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<td>Deidre Walker</td>
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<td>Heather Zink</td>
<td>Hybrid Classroom Manager</td>
<td>B.S., Ohio Northern University</td>
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<td></td>
<td>Clinical Lab Science Certificate – Wright State University</td>
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## School of Business

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<th>Name</th>
<th>Degree/Program</th>
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<tr>
<td>Lynn Groesbeck</td>
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<td>M.B.A., B.A., Colorado Technical University</td>
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<tr>
<td>Richard Hopfenberger</td>
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<td>M.B.A., University of Wisconsin – Oshkosh</td>
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<td>Gary Rosner</td>
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<td>M.B.A., University of Wisconsin – Oshkosh</td>
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<tr>
<td>Tia Grzinski</td>
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<td>M.B.A., University of Phoenix</td>
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<td>Terri Lemirand</td>
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<td>Lisa Reed</td>
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<td>Laticia Roundtree</td>
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## School of Design

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<tr>
<td>Jennifer Ayotte</td>
<td>Dean, School of Design</td>
<td>M.S., St. Joseph’s University</td>
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<td>Ryan Rosenthal</td>
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<td>B.S., A.A.S., ITT Technical Institute – Green Bay</td>
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<td>B.F.A., Rocky Mountain College of Art and Design</td>
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<tr>
<td>Ed Sargeant</td>
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<td>M.A., Camberwell College of Arts – London</td>
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## School of Education

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<tr>
<td>Cecelia Westby</td>
<td>Dean, Early Childhood Education</td>
<td>Ed.D., University of Minnesota</td>
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<tr>
<td>Joyce Monfort</td>
<td>Early Childhood Education Program Coordinator</td>
<td>B.S., University of Wisconsin – Wisconsin</td>
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<td>M.Ed., Marian College</td>
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<tr>
<td>Joni Kuhn</td>
<td></td>
<td>M.A., City University of Seattle</td>
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## School of Health Sciences

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<tr>
<td>Christian Wright</td>
<td>Dean, School of Health Sciences</td>
<td>M.D., B.S.N., National University of Health Sciences</td>
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<td>M.A.C.C., Argosy University</td>
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<tr>
<td>Tammy Renner</td>
<td>Medical Laboratory Technician Program Director</td>
<td>M.S., University of North Dakota</td>
<td>Twin Cities</td>
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<td>Julie Rasmussen</td>
<td>Medical Assisting Program Coordinator</td>
<td>A.A.S., Eastern New Mexico University – Roswell</td>
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<tr>
<td>Kelly Verhasselt</td>
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<td>M.S.N., B.S.N, Belin College</td>
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<tr>
<td>Denise Reitmeyer</td>
<td>Health Information Technician Program Coordinator</td>
<td>B.S., University of Wisconsin – Milwaukee</td>
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<tr>
<td>Sara Etmans</td>
<td>Medical Assisting Program Coordinator</td>
<td>B.A., University of Wisconsin – Parkside</td>
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<td>Rebecca Smith</td>
<td>Medical Laboratory Technician Program Coordinator</td>
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<td>Mark Heintzski</td>
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<td>D.C., B.S., Logan College of Chiropractic</td>
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<tr>
<td>Lena Hosking</td>
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<td>B.S., University of Wisconsin</td>
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<tr>
<td>Kevin Mullinax</td>
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<td>M.T., CMT (ASCP)</td>
<td>Green Bay</td>
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<tr>
<td>Sharon Buettner</td>
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<td>B.S., Northern Michigan University</td>
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<td>K. Marie Hofer</td>
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<td>Hannelore Hushbeck</td>
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<tr>
<td>Laura Kraznich</td>
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<td>B.S., California State Polytechnic University</td>
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<td>Heidi Wincentsen</td>
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<td>B.S.N, B.S.N, University of Wisconsin – Oshkosh</td>
<td>Green Bay</td>
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