MISSION

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

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

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

PURPOSES

TO ACCOMPLISH OUR MISSION, RASMUSSEN COLLEGE ESTABLISHED THESE PURPOSES:

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

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

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

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

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

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

COLLEGE HOLIDAYS

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

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

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

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

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

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

Sincerely,

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

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

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

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

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

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

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

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

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

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

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

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

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

ACCOUNTING

CERTIFICATE • DIPLOMA • ASSOCIATE’S DEGREE • BACHELOR’S DEGREE

CERTIFICATE

CAREER OPPORTUNITIES:
• Accounting Clerk
• Bookkeeper

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

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

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

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

Total Certificate Credits
General Education Credits
Major and Core Credits

TOTAL CERTIFICATE CREDITS 39*

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E242 Career Development course.

DIPLOMA

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

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

MAJOR AND CORE COURSES

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

Total Diploma Credits
General Education Credits
Major and Core Credits

TOTAL DIPLOMA CREDITS 73-74*

SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS.

ASOCIATE’S DEGREE

Associate of Applied Science Degree

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
Humanities and Fine Arts (Select 2 courses)
Natural Sciences (Required courses)
G156 Human Biology
G156L Human Biology Lab
Social and Behavioral Sciences (Select one pairing)
G123 Principles of Economics
Select 1 Social and Behavioral Sciences Elective
OR
G203 Macroeconomics
G204 Microeconomics

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

TOTAL DEGREE CREDITS 95-96*

SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E320 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

ACCREDITATION

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

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

Bachelor of Science Degree

CAREER OPPORTUNITIES:

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

OBJECTIVE:

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION

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

Total Bachelor’s Degree Credits

General Education Credits 62-63
Lower Division Major and Core Credits 57
Upper Division Major and Core Credits 64

TOTAL DEGREE CREDITS 183-184*

SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E410 Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

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

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
BUSINESS MANAGEMENT
CERTIFICATE • DIPLOMA • ASSOCIATE’S DEGREE • BACHELOR’S DEGREE

BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

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

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

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

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

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

BUSINESS DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

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

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

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E270 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

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

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

**Associate of Applied Science Degree**

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

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

## In Addition to All Diploma Courses

### General Education Courses

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

### Major and Core Courses

#### Lower Division

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

| Total Associate's Degree Credits General Education Credits | 42-43 |
| Major and Core Credits                               | 50    |

**Total Degree Credits**: 92-93*

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

# Business Management Bachelor's Degree

**Bachelor of Science Degree**

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

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

## In addition to all Associate's Degree Courses

### General Education Courses

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

### Major and Core Courses

#### Upper Division

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

| Total Bachelor's Degree Credits General Education Credits | 66-67 |
| Lower Division Major and Core Credits | 50    |
| Upper Division Major and Core Credits       | 67    |

**Total Degree Credits**: 183-184*

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

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

Bachelor of Science Degree

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

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

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

GENERAL EDUCATION COURSES
- English Composition (Required courses) 8
- G124 English Composition
- G126A English Composition 2
- Communication (Required courses) 8
- G171 Communicating in Your Profession
- G227 Oral Communication
- Humanities and Fine Arts (Select 3 courses) 12
- Math (Select 2 courses) 8-9
- Natural Sciences 14
- G156 Human Biology* 4
- G156L Human Biology Lab* 4
- Social and Behavioral Sciences (Select one pairing; select 1 additional course) 12
- G123 Principles of Economics
- OR
- G203 Macroeconomics
- G204 Microeconomics

MAJOR AND CORE COURSES

LOWER DIVISION
- A140 Financial Accounting I 4
- A141 Financial Accounting II 4
- B136 Introduction to Business 4
- B165 Introduction to Human Resource Management 4
- B230 Principles of Finance 4
- B233 Principles of Management 4
- B267 Employment Law 4
- D132 Computer Applications and Business Systems Concepts 3
- E142 Career Development 2
- G148 General Psychology 4
- H200 US Healthcare Systems 4
- H210 Marketing and Communications in Healthcare 4
- M120 Medical Terminology 4
- M270 Electronic Health Records and Medical Office Procedures 4

UPPER DIVISION
- B371 Research and Report Writing 4
- B440 Managing a Diverse Workforce 4
- B473 Leading Change 4
- B492 Contemporary Leadership Challenges 4
- H300 Introduction to Healthcare Administration 4
- H310 Foundations of Managed Care 4
- H320 Financial Management of Healthcare Organizations 4
- H330 Quality Improvement in Healthcare 4
- H340 Regulation and Compliance in Healthcare 4
- H350 Healthcare Statistics 4
- 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
General Education Credits 62-63
Lower Division Major and Core Credits 53
Upper Division Major and Core Credits 67
Total Degree Credits 182-183*

SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS.
In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E410 Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

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

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

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

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

BUSINESS CERTIFICATE
CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

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

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

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

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

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP DIPLOMA
CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES
GENERAL EDUCATION COURSES
English Composition (Required course) 4
G124 English Composition 4
Math (Select 1 course) 4-5

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

Total Diploma Credits
General Education Credits 16-17
Major and Core Credits 45
TOTAL DIPLOMA CREDITS 61-62*

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

SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E242 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP ASSOCIATE’S DEGREE
CAREER OPPORTUNITIES:
• Human Resource Generalist
• Training and Development Specialist
• Job Analysis/Recruiting Specialist

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

IN ADDITION TO ALL DIPLOMA COURSES
GENERAL EDUCATION COURSES
Communication (Required course) 4
G227 Oral Communication 4
Humanities and Fine Arts (Select 2 courses) 8
Natural Sciences (Required courses) 6
G156 Human Biology 4
G156L Human Biology Lab 2
Social and Behavioral Sciences (Select one pairing) 8
G123 Principles of Economics 4
Select 1 Social and Behavioral Sciences Elective OR
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
General Education Credits 42-43
Major and Core Credits 51
TOTAL DEGREE CREDITS 93-94*

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

SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E320 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

888-5-RASMUSSEN
### BUSINESS CERTIFICATE

**CAREER OPPORTUNITIES:**
- Entry-level Business Assistant

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

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

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

**CERTIFICATE COURSES**

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A140 Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>A141 Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>B136 Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B232 Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B233 Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B234 Business Law</td>
<td>4</td>
</tr>
<tr>
<td>D132 Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E242 Career Development</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Certificate Credits**
- General Education Credits 8
- Major and Core Credits 29

**TOTAL CERTIFICATE CREDITS** 37*

*In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E185 Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

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

### MARKETING DIPLOMA

**CAREER OPPORTUNITIES:**
- Management Trainee

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

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

**MAJOR AND CORE COURSES**

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>B245 Online Multimedia Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B273 Internet Business Models and E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>B281 Public Relations and Advertising</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Diploma Credits**
- General Education Credits 16-17
- Major and Core Credits 41

**TOTAL DIPLOMA CREDITS** 57-58*

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

SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS.

* In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E270 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

**Associate’s Degree**

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

Associate of Applied Science Degree

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
Communication (Required course)  4
G227  Oral Communication
Humanities and Fine Arts (Select 2 courses)  8
Natural Sciences (Required courses)  6
G156  Human Biology
G156L  Human Biology Lab
Social and Behavioral Sciences (Select one pairing)  8
G123  Principles of Economics
Select 1 Social and Behavioral Sciences Elective
OR
G203  Macroeconomics
G204  Microeconomics

MAJOR AND CORE COURSES
LOWER DIVISION
B165  Introduction to Human Resource Management  4
B230  Principles of Finance  4
B280  Business Capstone  2
Total Associate’s Degree Credits
General Education Credits 42-43
Major and Core Credits 51
TOTAL DEGREE CREDITS  93-94*

SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E320 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

SCHOOL OF BUSINESS

MISSION STATEMENT

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

STUDENT INVESTMENT DISCLOSURE:

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

CERTIFICATE • DIPLOMA • ASSOCIATE’S DEGREE

CHILD AND FAMILY STUDIES • CHILD DEVELOPMENT • ENGLISH LANGUAGE LEARNER • CHILD WITH SPECIAL NEEDS

CERTIFICATE

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

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

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

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

TOTAL CERTIFICATE CREDITS 36*

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

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E185 Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

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

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

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

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

SCHOOL OF EDUCATION

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

DIPLOMA

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

English Composition (Required course) 4
G124 English Composition
Communication (Required courses) 6
G194 Locating and Evaluating Information
G227 Oral Communication
Math (Select 1 course) 4-5

MAJOR AND CORE COURSES

LOWER DIVISION
D132 Computer Applications and Business Systems Concepts 3
Child and Family Studies Diploma
EC225 Parent Education and Support 4
EC230 Guiding Children’s Behavior 4
EC232 Child and Family Advocacy 4
G142 Introduction to Sociology 4
Child Development Diploma
EC210 Infant and Toddler Development 4
EC211 Dynamics of the Family 4
EC212 Emerging Literacy Through Children’s Literature 4
EC252 The Exceptional Child 4
English Language Learner Diploma
EC240 Introduction to English Language Learners 4
EC241 Language and Literacy Acquisition 4
EC242 Involving Parents of English Language Learners 4
EC243 Curriculum and Instruction for English Language Learners 4
Child with Special Needs Diploma
EC250 Advocating for Children with Special Needs 4
EC251 The Inclusive Classroom 4
EC252 The Exceptional Child 4
EC253 Curriculum and Instruction for Children with Special Needs 4

Total Diploma Credits
General Education Credits 14-15
Major and Core Credits 55

TOTAL DIPLOMA CREDITS 69-70*

SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E270 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

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

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

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

Associate of Applied Science Degree

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSE

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

Child Development Specialization
EC295 Summative Project for Early Childhood Education 2

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

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

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

SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E290 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

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

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

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

CAREER OPPORTUNITIES:
- Medical Coder
- Medical Coder/Biller

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

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
D132  Computer Applications and Business Systems Concepts  3
E242  Career Development  2
M120  Medical Terminology  4
M121  Anatomy and Pharmacology for Coders  3
M131  ICD-CM Coding  4
M132  ICD-PCS Coding  4
M141  Ambulatory Care Coding  3
M209  Medical Insurance and Billing  3
M232  Pathophysiology  5
M243  Health Information Law and Ethics  4
M250  ICD-10 Coding Practicum  1

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

TOTAL CERTIFICATE CREDITS 40*

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E185 Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements. Generally it is scheduled in the same quarter as the E242 Career Development course.

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

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

MEDICAL BILLING AND CODING DIPLOMA

CAREER OPPORTUNITIES:
- Medical Coder
- Medical Coder/Biller

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

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

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

TOTAL DIPLOMA CREDITS 56-57*

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E270 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
HEALTH INFORMATION TECHNICIAN ASSOCIATE’S DEGREE
Associate of Applied Science Degree

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

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

IN ADDITION TO ALL DIPLOMA COURSES

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

MAJOR AND CORE COURSES
LOWER DIVISION
H200 US Healthcare Systems 4
M211 Quality Analysis and Management 4
M218 Management of Health Information Services 4
M229 Healthcare Information Technologies 4
M253 Health Information Professional Practicum 2

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

SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E320 Junior Seminar during the quarter in which they finish the Associate's degree requirements to graduate from an Associate's degree program.

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

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

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

HEALTH INFORMATION MANAGEMENT BACHELOR’S DEGREE
Bachelor of Science Degree

CAREER OPPORTUNITIES:
• Medical Records Manager
• Clinical Data Analyst
• Privacy Officer
• Corporate Compliance Officer
• Risk Management Officer

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

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

MAJOR AND CORE COURSES
UPPER DIVISION
B375 Advanced Human Resource Management 4
H340 Regulation and Compliance in Healthcare 4
H350 Healthcare Statistics 4
H305 Health Information Management Systems 4
H320 Data, Information, and File Structures 4
H330 Financial Management of Health Information Services 4
H340 Project Management 4
H350 Electronic Health Record Application 4
H360 Reimbursement Methodologies 4
H370 Advanced Quality Management in Healthcare 4
H400 Electronic Data Security 3
H410 Applied Research in Health Information Management 4
H420 Health Information Management Professional Practice Experience 4
H430 Strategic Planning and Development 4
H435 Health Data Management 2
H450 Health Information Management Alternative Facility Professional Practice Experience 1
H460 Advanced Health Information Law and Ethics 4

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

SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E410 Senior Seminar during the quarter in which they finish the Bachelor's degree requirements to graduate from a Bachelor's degree program.

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

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

This program requires specific immunizations prior to professional practice experience.

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

DIPLOMA

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

OBJECTIVE:
Graduates of this program understand the procedures 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 the importance of effective written and interpersonal communication, critical thinking, ethical and professional behavior in the workplace, and the confidentiality of patient information.

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

GENERAL EDUCATION COURSES
Communication (Required course)  4
G227  Oral Communication  4
Natural Sciences (Required course)  4
G150  Structure and Function of the Human Body  4

MAJOR AND CORE COURSES
D132  Computer Applications and Business Systems Concepts  3
E242  Career Development  2
M100  Customer Service in Healthcare  1
M120  Medical Terminology  4
M130  Medical Writing, Style, and Grammar  3
M133  ICD Coding  3
M141  Ambulatory Care Coding  3
M202  Introduction to Medical Transcription  4
M209  Medical Insurance and Billing  3
M214  Medical Transcription  3
M230  Medical Law and Ethics  4
M232  Pathophysiology  5
M270  Electronic Health Records and Medical Office Procedures  4
M290  Medical Administration Capstone  1
MA135  Pharmacology for the Allied Health Professional  4
S115  Keyboarding I  3
Total Diploma Credits  58*

In addition to the courses listed, at designated points in their programs of study, students are required to complete a passing grade in a seminar course. Students must complete the E270 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

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

ASSOCIATE’S DEGREE

Associate of Applied Science Degree

CAREER OPPORTUNITIES:
• 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 the importance of effective written and interpersonal communication, critical thinking and problem solving, information and financial literacy, diversity awareness skills, ethical and professional behavior in the workplace, and the confidentiality of patient information.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
English Composition (Required course)  4
G124  English Composition  4
Humanities and Fine Arts (Select 2 courses)  8
G156  Human Biology  4
G156L  Human Biology Lab  4
Social and Behavioral Sciences (Select 2 courses)  8

MAJOR AND CORE COURSES
A140  Financial Accounting I  4
H200  US Healthcare Systems  4
Total Associate's Degree Credits  96-97*

In addition to the courses listed, at designated points in their programs of study, students are required to complete a passing grade in a seminar course. Students must complete the E320 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

**CAREER OPPORTUNITIES:**
- Medical Assistant
- Medical Office Administrative Assistant

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

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

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

**MAJOR AND CORE COURSES**
- E242 Career Development 2
- M100 Customer Service in Healthcare 1
- M120 Medical Terminology 4
- M230 Medical Law and Ethics 4
- M232 Pathophysiology 5
- M270 Electronic Health Records and Medical Office Procedures 4
- MA102 Introduction to Medical Assisting 3
- MA110 Clinical Skills I 4
- MA135 Pharmacology for the Allied Health Professional 4
- MA145 Clinical Skills II 4
- MA225 Laboratory Skills for Medical Assisting 4
- MA250 Radiography Skills 3
- MA281 Medical Assisting Clinical Externship 8
- MA285 Medical Assistant Capstone 2

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

**TOTAL DIPLOMA CREDITS** 60

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E270 Sophomore Seminar either during the quarter in which they finish the Diploma course requirements or the quarter immediately prior.  

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

**ASSOCIATE’S DEGREE**

**Associate of Applied Science Degree**

**CAREER OPPORTUNITIES:**
- Medical Assistant
- Medical Office Administrative Assistant

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

**IN ADDITION TO ALL DIPLOMA COURSES**

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

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- D132 Computer Applications and Business Systems Concepts 3

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

**TOTAL DEGREE CREDITS** 90

**SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS.**

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E320 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.  

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

**This program requires specific immunizations prior to professional practice experience.**  

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

CERTIFICATE
CAREER OPPORTUNITIES IN:
• Retail Pharmacy
• Clinical Pharmacy

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

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

GENERAL EDUCATION COURSES
Natural Sciences (Required courses)  10
MA278  Human Anatomy and Physiology I
MA279  Human Anatomy and Physiology II

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

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

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

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E270 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

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
Communication (Required course)  4
G171  Communicating in Your Profession
Math (Required course)  5
G195  College Statistics

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

Total Diploma Credits
General Education Credits  23
Major and Core Credits  47
TOTAL DIPLOMA CREDITS  70*

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

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

Associate of Applied Science Degree

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
Communication (Required course)  4
G227  Oral Communication
Humanities and Fine Arts (Select 2 courses)  8
Social and Behavioral Sciences (Select 2 courses)  8
Total Associate’s Degree Credits
General Education Credits 43
Major and Core Credits 47
TOTAL DEGREE CREDITS  90*

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

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

ASSOCIATE’S DEGREE

Associate of Applied Science Degree

CAREER OPPORTUNITIES: **

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

OBJECTIVE:

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

FOUNDATION COURSES

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

GENERAL EDUCATION COURSES

- English Composition (Required course) 4
- G124 English Composition Communication (Required courses) 6
- G194 Locating and Evaluating Information 6
- G227 Oral Communication 6
- Humanities and Fine Arts (“Required, Select 2 additional courses”) 16
- G153 Ethics Around the Globe 4
- G224 Introduction to Critical Thinking 4
- Math (Select 1 course) 4-5
- Natural Sciences (Required courses) 6
- G156 Human Biology 6
- G156L Human Biology Lab 6
- Social and Behavioral Sciences (Required courses) 8
- G142 Introduction to Sociology 8
- G148 General Psychology 8

MAJOR AND CORE COURSES

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

Total Associate’s Degree Credits

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

TOTAL DEGREE CREDITS 93-94*

SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E320 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

BACHELOR’S DEGREE

Bachelor of Science Degree

CAREER OPPORTUNITIES: **

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

OBJECTIVE:

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION

- J326 Criminal Behavior: Profiling Violent Offenders 4
- J331 Constitutional Law 4
- J350 Cultural Diversity and Justice 4
- J352 Victims in Criminal Justice 4
- J355 Realities of Crime and Justice 4
- J360 Statistics in Criminal Justice 4
- 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 Criminal Justice Senior Thesis 4

Elective Credits (Select 4 courses for 16 credits) 16

- J305 Examination of Forensic Science 4
- J320 Criminal Investigations 4
- J323 Criminal Evidence 4
- J330 Organized Criminal Syndicates 4
- J340 Women and Criminal Justice 4
- J345 Diversion and Rehabilitation 4
- J425 Community Corrections 4
- J430 Forensic Psychology 4
- J435 Special Populations in Criminal Justice 4
- J440 Special Offenders: Sex Offenders 4
- J445 Special Offenders: Serial Killers 4

Total Bachelor’s Degree Credits

- General Education Credits 46-69
- Lower Division Major and Core Credits 49
- Upper Division Major and Core Credits 49
- Upper Division Elective Credits 16

TOTAL DEGREE CREDITS 182-183*

SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E410 Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

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

** Additional training may be required.

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

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

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

Career Opportunities:
- Firefighter
- Supervisor/Manager

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

Foundation Courses
- B080 Reading and Writing Strategies 4
- B095 Combined Basic and Intermediate Algebra 4

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

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

Total Associate’s Degree Credits
General Education Credits 34-35
Major and Core Credits 57
Total Degree Credits 91-92*

See page 30 for General Education Course Selections.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E320 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

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

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

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

Associate of Applied Science Degree

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

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

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

GENERAL EDUCATION COURSES
English Composition (Required course) 4
G124 English Composition
Communication (Required course) 4
G227 Oral Communication
Humanities and Fine Arts (**Required; Select 2 additional courses**) 12
G153 Ethics Around the Globe* 4
Math (Select 1 course) 4-5
Natural Sciences (Required courses) 6
G156 Human Biology
G156L Human Biology Lab
Social and Behavioral Sciences (Required courses) 8
G142 Introduction to Sociology
G148 General Psychology

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

Chose either Track I or Track II

Track I**
PL290 Paralegal Internship 5

Track II
PL280 Paralegal Capstone 5

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

SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E320 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

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

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

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

Associate of Applied Science Degree

CAREER OPPORTUNITIES IN:
- Hospitals
- Clinics
- Rehabilitation Centers
- Long-Term Care Facilities

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

GENERAL EDUCATION COURSES

| English Composition (Required courses) | 8 |
| G124 | English Composition |
| G126A | English Composition II |
| Communication (Required course) | 4 |
| G227 | Oral Communication |
| Humanities and Fine Arts (*Required; Select 2 additional courses, one of which must be a Fine Arts course) | 12 |
| G125 | Humanities* |
| Mathematics (Required course) | 5 |
| G246 | Advanced Algebra |
| Natural Sciences (Required courses) | 15 |
| G282 | Introduction to Microbiology |
| MA278 | Human Anatomy & Physiology I |
| MA279 | Human Anatomy & Physiology II |
| Social and Behavioral Sciences (Required courses) | 12 |
| G142 | Introduction to Sociology |
| G148 | General Psychology |
| G217 | Human Growth and Development |

MAJOR AND CORE COURSES

| NU140 | Nursing Pharmacology | 3 |
| NU145 | Fundamentals of Nursing | 10 |
| NU155 | Adult Nursing I | 9 |
| NU215 | Adult Nursing II | 9 |
| NU224 | Adult Nursing III | 8 |
| NU232 | Nursing Role and Scope | 4 |
| NU233 | Maternal Child Nursing | 9 |
| Total Associate’s Degree Credits | 56 |
| General Education Credits | 52 |
| Major and Core Credits | 108 |

TOTAL DEGREE CREDITS

SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course. Students must complete the E320 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

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

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

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

SCHOOL OF NURSING MISSION STATEMENT

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

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

CAREER OPPORTUNITIES:
• Game Programmer
• Video Game Asset Manager
• Video Game Level Designer

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

GENERAL EDUCATION COURSES

English Composition (Required courses) 8
G124 English Composition
G126A English Composition 2
Communication (Required courses) 6
G194 Locating and Evaluating Information
G227 Oral Communication

Humanities and Fine Arts (Select 3 courses) 12
Math (“Required, Select 1 additional course) 9
G246 Advanced Algebra

Natural Sciences (“Required, Select 2 additional courses) 14
G156 Human Biology
G156L Human Biology Lab*

Social and Behavioral Sciences (Select 3 courses) 12

MAJOR AND CORE COURSES

LOWER DIVISION
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
N137 Programming I 4
N165 Fundamentals of Game Development I 4
N180 Math for Game and Simulation Production I 4
N204 Human-Computer Interaction and Interface Design 4
N206 Data Structures 4
N207 Programming II 4
N212 Fundamentals of Game Development II 4
N222 Physics for Game and Simulation Production 3
N225 Interactive Storytelling 3
N231 Web Application Development 3
N237 C# 3
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
General Education Credits 61
Lower Division Major and Core Credits 58
Upper Division Major and Core Credits 64

TOTAL DEGREE CREDITS 183

SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E410 Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

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

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

**CAREER OPPORTUNITIES:**
- Web Developer

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

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

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

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

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

**SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS.**

**ASSOCIATE’S DEGREE**

**Associate of Applied Science Degree**

**CAREER OPPORTUNITIES:**
- Web Developer

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

**IN ADDITION TO ALL DIPLOMA COURSES**

**GENERAL EDUCATION COURSES**
- Communication (Required course) 4
- G227 Oral Communication 4
- Humanities and Fine Arts (Select 2 courses) 8
- Natural Sciences (Required courses) 6
- G156 Human Biology 4
- G156L Human Biology Lab 4
- Social and Behavioral Sciences (Select 2 courses) 8
- Total Associate’s Degree Credits 42-43
- General Education Credits 52
- **TOTAL DEGREE CREDITS** 94-95

**SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS.**

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E320 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

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

SOFTWARE APPLICATION DEVELOPMENT
CERTIFICATE

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

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

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

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

Total Certificate Credits
General Education Credits 5
Major and Core Credits 35
TOTAL CERTIFICATE CREDITS 40

SOFTWARE APPLICATION DEVELOPMENT
ASSOCIATE’S DEGREE

Associate of Applied Science Degree

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

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
MH100 Precalculus 3
MH200 Calculus I 4
MH210 Calculus II 4
Unrestricted Lower Division Elective Credits 5

Total Associate’s Degree Credits
General Education Credits 39
Major and Core Credits 46
Unrestricted Lower Division Elective Credits 5
TOTAL DEGREE CREDITS 90

SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E185 Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

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

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E320 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

Bachelor of Science Degree

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION

- MH300 Applied Discrete Mathematics 4
- MH310 Probability and Statistics 4
- N303 Software Systems Principles 3
- N304 Operating Systems Design 4
- N322 Web Application Architecture and Design 4
- N341 Software Systems Engineering 4
- N358 Database Systems Design 4
- N360 Mobile Platform Development 4
- N361 Algorithm Analysis 4
- N401 Artificial Intelligence 4
- N402 Network Systems Design 4
- N403 Advanced Mobile Application Development 3
- N436 Simulation Analysis and Design 4
- N461 Computer Graphics Programming 4
- N471 Engineering Virtual Worlds 4
- N480 Senior Computer Science Capstone 3
- Unrestricted Upper Division Elective Credits 9

Total Bachelor’s Degree Credits

- General Education Credits 59
- Lower Division Major and Core Credits 46
- Upper Division Major and Core Credits 61
- Unrestricted Lower Division Elective Credits 5
- Unrestricted Upper Division Elective Credits 9

TOTAL DEGREE CREDITS 180

SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the EAUI Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program. Applicants to this program must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. Please see the application procedures for this program under Academic Information and College Policies.

EARN AS YOU LEARN

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

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

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

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

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

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

**MAJOR AND CORE COURSES**

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

**CHOOSE ONE DIPLOMA:**
- Computer Information Technology Diploma**
- N127 Microsoft Windows Workstations 3
- N149 Helpdesk Support 3
- N156 Mac Integration 3
- N233 Software Packaging and Deployment 3
- N259 Mobile Support Principles 3
- General Diploma**
- D283 Access 3
- N127 Microsoft Windows Workstation 3
- N149 Helpdesk Support 3
- N208 Linux Administration 3
- W118 Introduction to HTML 3

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

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

**Total Diploma Credits**
- General Education Credits 12
- Major and Core Credits 55
- **TOTAL DIPLOMA CREDITS 67***

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E270 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

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

**NOTE:** N08 Linux Administration and N201 Cisco Network Routing and Switching courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

**TOTAL DEGREE CREDITS 93***

SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E270 Sophomore Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

Consult the double-asterisked note (**NOTE**) at the diploma level for the Associate’s degree.

**INFORMATION TECHNOLOGY MANAGEMENT ASSOCIATE’S**

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

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

**IN ADDITION TO ALL DIPLOMA COURSES**

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

**Total Associate’s Degree Credits**
- General Education Credits 38
- Major and Core Credits 55
- **TOTAL DEGREE CREDITS 93***

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

Bachelor of Science Degree

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B351 Management of Information Systems</td>
<td>4</td>
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<tr>
<td>B370 Organizational Behavior Analysis</td>
<td>4</td>
</tr>
<tr>
<td>N312 Advanced Networking</td>
<td>4</td>
</tr>
<tr>
<td>N323 Asset Management</td>
<td>3</td>
</tr>
<tr>
<td>N331 Infrastructure Hardware</td>
<td>4</td>
</tr>
<tr>
<td>N344 IT Security for Managers</td>
<td>4</td>
</tr>
<tr>
<td>N359 Support Management</td>
<td>4</td>
</tr>
<tr>
<td>N370 Virtualization</td>
<td>4</td>
</tr>
<tr>
<td>N380 Project Management for IT</td>
<td>4</td>
</tr>
<tr>
<td>N404 Cloud Computing</td>
<td>4</td>
</tr>
<tr>
<td>N406 IT Operations Management</td>
<td>4</td>
</tr>
<tr>
<td>N412 Risk Management and Business Continuity</td>
<td>4</td>
</tr>
<tr>
<td>N422 Enterprise Application Support</td>
<td>4</td>
</tr>
<tr>
<td>N424 Storage Management</td>
<td>3</td>
</tr>
<tr>
<td>N432 Information Technology Management Capstone</td>
<td>2</td>
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<tr>
<td>N433 Operating Systems Design</td>
<td>3</td>
</tr>
<tr>
<td>N443 Service Management</td>
<td>4</td>
</tr>
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<td>N458 Systems Monitoring</td>
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</table>

Total Bachelor's Degree Credits

<table>
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<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>General Education Credits</td>
<td>62-63</td>
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<tr>
<td>Lower Division Major and Core Credits</td>
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<tr>
<td>Upper Division Major and Core Credits</td>
<td>66</td>
</tr>
</tbody>
</table>

TOTAL DEGREE CREDITS 183-184*

SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS.

INFORMATION SECURITY BACHELOR’S DEGREE

Bachelor of Science Degree

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION

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

Total Bachelor’s Degree Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Credits</td>
<td>62-63</td>
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<tr>
<td>Lower Division Major and Core Credits</td>
<td>55</td>
</tr>
<tr>
<td>Upper Division Major and Core Credits</td>
<td>67</td>
</tr>
</tbody>
</table>

TOTAL DEGREE CREDITS 184-185*

SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

ALL BACHELOR’S DEGREE PROGRAMS (EXCEPT COMPUTER SCIENCE)

Mathematics
G124 English Composition  4
G126A English Composition 2  4

Communication
G171 Communicating in Your Profession  4
G194 Locating and Evaluating Information**  2
G227 Oral Communication  4

Humanities and Fine Arts
G125 Humanities  4
G145 Film Appreciation  4
G147 Art Appreciation  4
G153 Ethics Around the Globe  4
G224 Introduction to Critical Thinking  4
G230 Introduction to Literature  4
G238 Conversational Spanish  4
G333 American Religious History  4

Mathematics
G161 Quantitative Literacy  4
G180 General Education Mathematics  5
G195 College Statistics  5

Natural Sciences
G150 Structure and Function of the Human Body  4
G156L Human Biology Lab  2
G239 Introduction to Astronomy  4
G245 Introduction to Geology  4

Social and Behavioral Sciences
G123 Principles of Economics  4
G142 Introduction to Sociology  4
G146 Human Geography  4
G148 General Psychology  4
G148 Human Geography  4
G146 Human Geography  4
G148 General Psychology  4
G202 Abnormal Psychology  4
G203 Macroeconomics  4
G204 Microeconomics  4
G270 United States History: 1900 to the Present  4

Mathematics
G161 Quantitative Literacy  4
G180 General Education Mathematics  5
G195 College Statistics  5

**This course is not eligible for selection as a general education elective. This course may be a required general education course in some programs (see program pages for details). See specific course requirements on program pages.

COMPUTER SCIENCE BS

Degree Program

English Composition
G124 English Composition  4
G126A English Composition 2  4

Communication
G171 Communicating in Your Profession  4
G227 Oral Communication*  4

Humanities and Fine Arts
G125 Humanities  4
G145 Film Appreciation  4
G147 Art Appreciation  4
G153 Ethics Around the Globe  4
G224 Introduction to Critical Thinking*  4
G230 Introduction to Literature  4
G238 Conversational Spanish  4
G333 American Religious History  4

Mathematics
G246 Advanced Algebra*  5
G247 Introduction to Discrete Mathematics*  4

Natural Sciences
G156L Human Biology Lab*  2
G239 Introduction to Astronomy*  4
G245 Introduction to Geology*  4

**This course is not eligible for selection as a general education elective. This course may be a required general education course in some programs (see program pages for details). See specific course requirements on program pages.

SOFTWARE APPLICATION DEVELOPMENT

AAS Degree Program

English Composition
G124 English Composition*  4

Communication
G171 Communicating in Your Profession  4
G227 Oral Communication*  4

Humanities and Fine Arts
G125 Humanities  4
G145 Film Appreciation  4
G147 Art Appreciation  4
G153 Ethics Around the Globe  4
G224 Introduction to Critical Thinking*  4
G230 Introduction to Literature  4
G238 Conversational Spanish  4
G333 American Religious History  4

Mathematics
G246 Advanced Algebra*  5

Natural Sciences
G282 Introduction to Microbiology*  5
MA278 Human Anatomy & Physiology I*  5
MA279 Human Anatomy & Physiology II*  5

Social and Behavioral Sciences
G142 Introduction to Sociology*  4
G148 General Psychology*  4
G217 Human Growth and Development*  4

*Required courses

PROFESSIONAL NURSING

AAS Degree Program

English Composition
G124 English Composition*  4
G126A English Composition II*  4

Communication
G227 Oral Communication*  4

Humanities and Fine Arts
G125 Humanities*  4
G145 Film Appreciation  4
G147 Art Appreciation  4
G153 Ethics Around the Globe  4
G224 Introduction to Critical Thinking*  4
G230 Introduction to Literature  4
G238 Conversational Spanish  4
G333 American Religious History  4

Mathematics
G246 Advanced Algebra*  5

Natural Sciences
G282 Introduction to Microbiology*  5
MA278 Human Anatomy & Physiology I*  5
MA279 Human Anatomy & Physiology II*  5

Social and Behavioral Sciences
G142 Introduction to Sociology*  4
G148 General Psychology*  4
G217 Human Growth and Development*  4

*Required courses

RASMUSSEN COLLEGE ILLINOIS
GENERAL EDUCATION REQUIREMENTS FOR RASMUSSEN COLLEGE CREDENTIALS

B.S degree candidates must successfully complete a total of fifty-eight (58) general education credits, which is an additional twenty-four (24) general education credits beyond the credits required in an Associate’s degree. These credits should be distributed according to the following categories: English Composition, Communication, Humanities and Fine Arts, Math, Natural Sciences, and Social and Behavioral Sciences. AAS degree candidates in most programs must successfully complete thirty-four (34) credits of general education coursework distributed according to the following categories: English Composition, Communication, Humanities and Fine Arts, Math, Natural Sciences, and Social and Behavioral Sciences. AAS degree candidates in some programs must successfully complete additional credits of general education coursework distributed according to the same categories as designated by program.

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

GENERAL EDUCATION PHILOSOPHY

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

GENERAL EDUCATION COURSE CATEGORIES

In the areas of English Composition and Communication, students will demonstrate understanding of the basic rhetorical strategies including audience, purpose, thesis statements, effective organization, and/or the use of adequate and relevant evidence. In the area of Humanities and Fine Arts, students will demonstrate understanding of different forms of art; the difference between creative and critical thinking; the elements associated with various art forms; and/or the function of creative production and expression in society.

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

In the area of Social and Behavioral Sciences, students will demonstrate understanding of the major concepts, ideas, and models in social science; methods of scientific inquiry as they affect social science; methods of qualitative and quantitative research; and/or how social, cultural, and political factors influence social and historical change.

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

Program Length

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

Credit Definition

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

Clock Hour – Equal to 50 minutes of instruction.
## COURSE DESCRIPTIONS

### A375 Intermediate Financial Reporting II

40 hours, 4 credits

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

### A380 Intermediate Financial Reporting III

40 hours, 4 credits

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

### A406 Cost Accounting Principles and Applications

40 hours, 4 credits

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

### A416 Advanced Financial Accounting

40 hours, 4 credits

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

### A420 Accounting Information Systems

40 hours, 4 credits

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

### A430 International Accounting

40 hours, 4 credits

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

### A430 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 transferrable 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: Internet for student’s last quarter

### B080 Reading and Writing Strategies

40 hours, 4 credits

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

### B095 Combined Basic and Intermediate Algebra

40 hours, 4 credits

This course is designed to be a combination of basic and intermediate algebra. Students must earn a grade of “C” or better in order to progress to general education mathematics courses.
Prerequisite: Placement determined by Rasmussen College entrance placement exam score.

### B119 Customer Service

40 hours, 4 credits

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

### B136 Introduction to Business

40 hours, 4 credits

This course is an introduction to the characteristics and functions of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, analysis and any other activities related to general ownership and operation.
Prerequisite: none

### B165 Introduction to Human Resource Management

40 hours, 4 credits

This course 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 educational resources from Harvard Business Publishing.
Prerequisite: none

### B205 Project Planning and Documentation

40 hours, 4 credits

This course encompasses timelines, deadlines, team-building, communication issues and problem solving. The course is set with pre-defined scenarios to assist the student with the definition of project roles and phases. The student 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 acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure.
Prerequisite: Financial Accounting I

### B232 Principles of Marketing

40 hours, 4 credits

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

### B233 Principles of Management

40 hours, 4 credits

Students enrolled in this course will develop managerial skills and insights by studying management practices. In addition, they will develop an understanding of the manager/employee relationship and the legal and ethical issues that impact management.
Prerequisite: none

### B234 Business Law

40 hours, 4 credits

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

### B235 Introduction to Organizational Leadership

40 hours, 4 credits

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

### B242 Multicultural Communications for Business

40 hours, 4 credits

This course introduces 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

### B250 Training and Development

40 hours, 4 credits

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

### B267 Employment Law

40 hours, 4 credits

Students will develop an understanding of selected legal issues involved in human resource management. Legal issues to be addressed include labor relations, employment rights, sexual harassment, diversity, and compensation and benefits law. The primary orientation of the course will be to enable learners to recognize the importance 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

### B245 Online Multimedia Marketing

40 hours, 4 credits

This course is designed to be a combination of business, marketing's role in electronic commerce. This course includes educational resources from Harvard Business Publishing.

### B254 Online Business Models

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
COURSE DESCRIPTIONS

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

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

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

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

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

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

B333 Principles of Management II 
40 hours, 4 credits 
Through theory, self-analysis, and analysis of others, this course provides students with the knowledge, skills, and attitudes needed to become an effective manager. Specific topics covered include managing stress; solving problems; coaching, influencing, and motivating others; team-building; and leading change. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Principles of Management

B343 Business Law II 
40 hours, 4 credits 
This course is a continuation of the study of fundamentals of law. This includes study of the types of business organizations, property laws, wills, trusts, estate planning, bankruptcy, creditor and debtor relationships, commercial paper, securities regulation contracts, and other areas of business law.
Prerequisite: Business Law

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

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

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

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

B371 Research and Report Writing 
40 hours, 4 credits 
Students will learn research and report writing for academic settings. Topics will include qualitative and quantitative research methodology, literature reviews, information literacy, and academic report writing.
Prerequisite: English Composition or Communicating in Your Profession
E100 Foundations of Child Development
40 hours, 4 credits
This course will explore characteristics of children at different ages, children’s developmental needs, and the foundation of early childhood education. Students will learn the fundamentals of developmentally appropriate practice as it relates to child development, individual needs, building self-esteem in children, and using interpersonal skills and communication within the classroom and center. Students will study the function of the family, and the cultural, social, class, and ethnic variations in the family as a social system.
Prerequisite: none
EC110 Early Childhood Education Curriculum and Instruction
40 hours, 4 credits
This course 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 developmentally appropriate environments. They will also learn strategies for implementing health policies, controlling disease, establishing proper nutrition, and responding to children’s special health concerns. Students will carry out a 2-hour field observation in the field of education.
Prerequisite: Early Childhood Education Curriculum and Instruction
EC180 Knowledge: Externship I
180 hours, 6 credits
Under externship supervision, the student will observe and implement developmentally appropriate practices while interacting with children and adults.
Prerequisite: none
EC181 Application: Externship II
180 hours, 6 credits
Students continue their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership.
Prerequisite: Knowledge: Externship I
EC182 Reflection: Externship III
180 hours, 6 credits
Students will complete their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership.
Prerequisite: Application: Externship II
EC200 Observation and Assessment in Early Childhood Education
40 hours, 4 credits
Students will explore effective strategies for observation and assessment in early childhood education. They will understand the observation, assessment, and planning cycle and its impact on promoting children’s development.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EC210 Infant and Toddler Development
40 hours, 4 credits
This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. This course will introduce the philosophy and theory behind primary care, continuity of care, and respectful care as it relates to brain and attachment research. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical, and cognitive development.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EC211 Dynamics of the Family
40 hours, 4 credits
This course will focus on the dynamics of the family and the family’s influence on the growth and development of children. The history of family systems, child rearing, and parenting styles will be discussed. The course will explore issues that families of today face.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EC212 Emerging Literacy Through Children’s Literature
40 hours, 4 credits
This course covers the history, selection, and integration of literature and language in the early childhood education curriculum. Topics include developmentally appropriate children’s literature and the use of books and other media to enhance language and literacy in the early childhood setting. Strategies for enhancing emerging literacy through techniques such as selecting appropriate books for storytelling, reading aloud, puppetry, and flannel-board use will be emphasized.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EC225 Parent Education and Support
40 hours, 4 credits
Students will investigate how resources are assessed, allocated, and utilized within families. They will explore strategies for helping families manage resources through various problem-solving methods.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EC230 Guiding Children’s Behavior
40 hours, 4 credits
Students will explore how resources are assessed, allocated, and utilized within families. They will explore strategies for helping families manage resources through various problem-solving methods.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
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 language teaching and learning. They will analyze the development of English language skills in all domains through social and cultural lenses.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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

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

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

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

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

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

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

EC295 Summative Project for Early Childhood Education
20 hours, 4 credits
The course will include student reflection upon cumulative learning from the early childhood education program. Students will critically analyze, reflect and problem solve experiences in the field of early childhood. Students will identify specialization-specific knowledge to inform best practices. Students will compile research and select the best application(s) to improve care and education for young children.
Prerequisite: none

F108 Financial Markets and Institutions
40 hours, 4 credits
This course is the standard introduction to the banking profession, financial markets, and financial institutions. It touches on nearly every aspect of financial services, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.
Prerequisite: none

FS100 Building Construction for Fire Protection
40 hours, 4 credits
This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.
Prerequisite: none

FS102 Fire Behavior and Combustion
40 hours, 4 credits
This course explores the theories and fundamentals of how and why fires start, spread, and are controlled.
Prerequisite: none

FS115 Fire Prevention
40 hours, 4 credits
This course provides fundamental knowledge relating to the field of fire prevention. Topics include history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation.
Prerequisite: none

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

FS125 Principles of Emergency Service
40 hours, 4 credits
This course provides an overview of fire protection and emergency services; career opportunities in fire protection and related fields; history of fire service in the United States; fire protection systems and services; fire service personnel; and emergency services and recovery.
Prerequisite: none

FS180 Strategy and Tactics I
40 hours, 4 credits
This course provides the principles of the ground control and tactical decision making, pre-fire planning, fire behavior, building construction, firefighting tactics, engine & truck company operations, RIT suppression, and numerous tactical & radio exercises.
Prerequisite or Co-Requisite: Principles of Emergency Services

FS205 Strategy and Tactics II
40 hours, 4 credits
This course prepares supervisors who are responsible for commanding multiple companies at an emergency scene. Skills & lessons will include strategic concepts in firefighting, roles and responsibilities of command officers, the incident command system, multi-company operations, disasters, high-rise operations, dealing with critical incident stress, and many tactical & radio exercises.
Prerequisite: Tactics and Strategy I

FS250 Management I: Fire Department Leadership I
40 hours, 4 credits
This course is designed to provide the supervisor, who is in charge of a single fire company or fire station with information and skills in personnel management. This course provides career development training in the areas of basics of all forms of communication, public relations and dealing with the media.
Prerequisite: Management I: Fire Department Leadership I

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

FS290 Fire Service Instructor I
40 hours, 4 credits
This course is for students seeking the knowledge and ability to teach from predominantly skills oriented prepared materials. Skills & lessons will include effective communication methods, concepts of learning, human relations in the teaching-learning environment, methods of teaching, organizing the learning environment, records and reports, testing and evaluation, instructors’ roles and responsibilities, teaching techniques, and use of instructional materials.
Prerequisite or Co-Requisite: Principles of Emergency Services

FS295 Fire Service Instructor II
40 hours, 4 credits
This course will instruct students on how to place an emphasis on teaching formalized lessons from materials actually prepared by the instructor, including relating information from one lesson or class to the next. Skills & lessons will include writing performance objectives, developing lesson plans, preparing instructional materials, constructing evaluation devices, demonstrating selected teaching methods, completing training records and reports, and identifying reference resources.
Prerequisite or Co-Requisite: Principles of Emergency Services

G123 Principles of Economics
40 hours, 4 credits
This course offers a broad overview of economic theory, history, and development. Philosophies, policies, and terms of market economies will be explored. This course includes microeconomics and macroeconomics concepts.
Prerequisite: none
G124 English Composition
40 hours, 4 credits
This course is designed to guide students in understanding the writing process and developing their ability to write and express ideas in an organized, unified, and coherent manner. Students will produce college-level writing that reflects awareness of rhetorical strategies, writing purpose, student voice, and appropriate grammar, punctuation, and usage skills. Through reading, writing, discussion, research, and collaboration, students will practice effective writing and apply course concepts.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score.

G126A English Composition 2
40 hours, 4 credits
This course builds on students’ understanding of the writing process through an exploration of various writing strategies and research. Students will analyze readings and apply critical reading and writing skills. This course will develop argumentative writing and application of research.
Prerequisite: English Composition

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

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

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

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

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

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

G153 Ethics Around the Globe
40 hours, 4 credits
This course is a study of various and common ethical principles around the world and their relationship to morality and professional responsibility. Emphasis is placed on the application of ethical theories to problems faced in increasingly globalizing business and society.
Prerequisites: none.

G156 Human Biology
40 hours, 4 credits
This course provides students with a comprehensive understanding of the structure and function of the human body with added applications of health and disease. Students will learn basic concepts of biochemistry, cells, body systems, and genetics. Students will examine the impact of human growth and development on society, the environment, and the promotion of the advancement of biotechnology.
Co-requisite: Human Biology Lab

G156L Human Biology Lab
40 hours, 2 credits
This lab course is intended to be a co-requisite with the Human Biology class. The laboratory course applies a practical approach to understanding the structural and functional aspects of the human body. Students will learn the basic concepts of biochemistry, cells, body systems, and genetics as they relate to human growth and development and human impact on the environment.
Co-requisite: Human Biology

G161 Quantitative Literacy
40 hours, 4 credits
In this course students will explore the importance of numbers and numeracy. They will also get the opportunity to analyze and solve real world problems from the fields of business, finance, and the natural sciences. Students will incorporate their prior math knowledge and develop new mathematical tools throughout the course. This will include: propositional logic, set theory, geometry, probability, statistics, linear modeling, and exponential modeling.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score.

G171 Communicating in Your Profession
40 hours, 4 credits
This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse workplace 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 B080 Reading & Writing Strategies or college-level English placement.

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

G194 Locating and Evaluating Information
40 hours, 4 credits
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.

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

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

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

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

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

G27 Oral Communication
40 hours, 4 credits
This course will present students with a broad understanding of communication in a variety of contexts. Students will learn the processes and strategies of oral communication by exploring speech anxiety, audience analysis, and organizational speech patterns. Students will research, use supporting materials, and use effective language to develop and present a narrative, informative and persuasive speech.
Prerequisite: none

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

G238 Conversational Spanish
40 hours, 4 credits
This course focuses on common words and phrases students need to develop a working vocabulary which will enable them to communicate in Spanish-speaking communities. Students will explore the Spanish-speaking world and its cultural and historical dimensions. Although oral communication is stressed, included is an overview of Spanish grammar, phonetic pronunciation and Hispanic culture.
Prerequisite: none

G239 Introduction to Astronomy
40 hours, 4 credits
Examines astronomical phenomena and concepts, including the solar system, stars and galaxies, planetary motions, atoms and radiation, and the origin and evolution of the universe.
Prerequisite: none

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

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

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

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

G282 Introduction to Microbiology
70 hours, 5 credits
G282 Lecture (50 hours, 3 credits) G282L Lab (40 hours, 2 credits)
This course provides an introduction to microorganisms that emphasize the role of microorganisms in human systems. Topics include microbial cell structure, function and metabolism; requirements for and control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminthes; interactions with and impact of microbes on human, including microbial mechanisms of pathogenicity.
Prerequisite: none

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

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

H200 US Healthcare Systems
40 hours, 4 credits
This course provides an overview of the United States healthcare system. The history of the evolution of healthcare will be explored, along with the role of local, state, and federal government in healthcare delivery. An introduction to a variety of provider models and service delivery systems found in both private and public healthcare facilities will be covered, including different types of healthcare facilities. The influence of reimbursement methodologies and finance on healthcare delivery will be explored.
Prerequisite: none

H300 Introduction to Healthcare Administration
40 hours, 4 credits
This course provides an exploration of the administrative principles and practices within healthcare organizations. Emphasis is placed on organization, structure, and operation of healthcare facilities. Management principles will be applied to case studies of healthcare facilities. The role of government involved in policymaking will be examined. Economic theory, trends, and the future of healthcare will be explored.

H301 Healthcare Management Capstone
40 hours, 4 credits
In this course, students will analyze controversial issues surrounding the managed-care delivery system, focusing on theory and the foundational concepts of managed care.
Prerequisite: Introduction to Healthcare Administration

H320 Financial Management of Healthcare Organizations
40 hours, 4 credits
This course focuses on healthcare finances, asset valuation 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 components of sources of healthcare revenues and expenses.
Prerequisites: Introduction to Healthcare Administration; Financial Accounting II

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

H340 Regulation and Compliance in Healthcare
40 hours, 4 credits
This course is an exploration of the many entities that regulate healthcare delivery, from local, state, and federal government to the accreditation agencies of healthcare organizations. Issues and methods for compliance with the many laws and regulations are examined. The course provides an overview of the impact of regulatory agencies on the operation of healthcare facilities. Corporate ethics and responsibilities and the operation of healthcare as a business is explored.
This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

H350 Healthcare Statistics
40 hours, 4 credits
Students will discuss and apply the common terms, formulas, and computations used in healthcare statistics through effective data collection, interpretation of information, and the display of data.
Prerequisites: Introduction to Healthcare Administration or Introduction to Health Information Management; College-level Math course

H360 Healthcare Planning and Policy Management
40 hours, 4 credits
This course provides a study of current healthcare-policy issues affecting the U.S. healthcare system and the politics that drive policy and planning of healthcare delivery. The influence of participants outside the healthcare industry and the politics of government involved in policymaking will be examined. Economic theory, trends, and the future of healthcare will be explored.
Prerequisite: Introduction to Healthcare Administration

H400 Healthcare Information Systems
40 hours, 4 credits
The Healthcare Information Systems course focuses on how healthcare institutions can use technology and information processes and solutions to assist in the diagnosis of diseases and the documentation of patient records and other data. It also addresses the strategies and techniques healthcare business professionals can use to help increase the quality of healthcare services and the efficiency with which the services are delivered.
Prerequisite: Computer Applications and Business Systems Concepts; Introduction to Healthcare Administration

H410 Healthcare Operations Management
40 hours, 4 credits
In this course, students examine the operations function of managing people, information technology, materials, and facilities in the healthcare industry.
Prerequisites: Principles of Management; Introduction to Healthcare Administration

H420 Advanced Healthcare Law and Ethics
40 hours, 4 credits
This course examines ethical theories and the principles of bioethics. Students will analyze these theories and principles and apply them to ethical problems in the healthcare field.
This course includes educational resources from Harvard Business Publishing.
Prerequisites: Health Information Law and Ethics or Electronic Health Records and Office Procedures

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

H440 International Healthcare
40 hours, 4 credits
In this course, students will compare and contrast foreign healthcare services and systems, focusing on cultural, geographic, environmental, economic and political factors.
Prerequisite: Introduction to Healthcare Administration

H490 Healthcare Management Capstone
30 hours, 3 credits
This online course is designed to allow students to integrate the knowledge and skills gained in the Healthcare Management BS program. Through case analysis, class discussion, and a research project, students will synthesize and demonstrate their understanding of core healthcare-management concepts and complete a Capstone project approved by the instructor. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Students must be enrolled in the Healthcare Management Bachelors Degree program and in their last or second-to-last quarter
COURSE DESCRIPTIONS

HI300 Information and Communication Technologies
40 hours, 4 credits
This course is an exploration of the technologies available to manage all aspects of health information and communication, including hardware and software to ensure data collection, storage, analysis and reporting of information. Students will gain hands-on experience with the operation of networks, including intranet and internet applications to facilitate the electronic health record. Interpretaion of the derivation and use of standards to achieve interoperability of healthcare information systems will be explored. 
Prerequisite: Program Admission

HI305 Health Information Management Systems
40 hours, 4 credits
A study of the various clinical, administrative, and specialty service applications used in healthcare organizations are emphasized. This course applies information systems development concepts and interprets the systems development life cycle. Existing and emerging healthcare information systems applications will also be explored.
Prerequisite: Program Admission

HI320 Data, Information, and File Structures
60 hours, 4 credits
A lab-based environment to apply knowledge of database architecture and design such as data dictionary, data modeling, and data warehousing to meet organizational needs. Database management systems, data administration, and data definitions will be explored and students will utilize data storage and retrieval techniques such as query tools, data mining, report design, and search engines.
Prerequisite: Program Admission

HI330 Financial Management of Health Information Services
40 hours, 4 credits
An exploration of healthcare finance principles required to manage a health information management department or project. Accounting, cost accounting, budgeting, financial reports, financial management, cost benefit analysis, cost containment, and cost and revenue techniques are introduced.
Prerequisite: Program Admission

HI340 Project Management
40 hours, 4 credits
An exploration of the application of general principles of project management in the administration of health information services. Students will gain hands-on experience with project engineering and project management techniques to ensure efficient work flow and appropriate outcomes.
Prerequisite: Program Admission

HI350 Electronic Health Record Application
70 hours, 4 credits
A lab-based course focusing on the use and application of electronic health records. Projects will be completed that reflect real-world activities that occur in the health information department and healthcare facility that will require critical thinking and problem solving.
Prerequisite: Program Admission

HI360 Reimbursement Methodologies
40 hours, 4 credits
A study on managing the use of clinical data required in prospective payment systems and other reimbursement systems in healthcare. Topics will include compliance strategies and reporting, chargemaster management, casemix methodology, the allocation process, and the National Correct Coding Initiative. Students will explore payment systems such as PPS, DRGs, APCs, RBRVS, and RUGs.
Prerequisite: Program Admission

HI370 Advanced Quality Management in Healthcare
40 hours, 4 credits
This course examines facility wide quality management and continues quality improvement model process methods and tools for healthcare organizations. Emphasis will be on the evaluation of these methods and tools in the demonstration of the effectiveness and outcomes of healthcare and improvement of patient care, quality of services, safety and reduction of risk. Disease management processes, outcomes measurement, benchmarking, patient and organization safety and utilization and resource management will be included. The relationship between healthcare quality, organizational performance, and the role of governing and accrediting bodies in healthcare quality will be studied. The history of quality management and future trends, including the role of health information management will be explored.
Prerequisite: Program Admission

HI400 Electronic Data Security
40 hours, 3 credits
A study of data protection methods and monitoring including physical, technical, and managerial safeguards. Risk assessment, audit and control processes, contingency planning, and data recovery is included. Internet, web-based, and e-Health security is explored. Students will learn to enforce confidentiality and security measures to protect electronic health information and protect data integrity and validity.
Prerequisite: Program Admission

HI410 Applied Research in Health Information Management
40 hours, 4 credits
Students will complete a research project specific to HIM and will present their research to classmates and instructors using a webinar environment. Data analysis and interpretation techniques will be used. Topics explored will be in adherence to Institutional Review Board processes and policies, research design and methods, knowledge-based research techniques, research protocol data management, and national guidelines regarding human subject’s research.
Prerequisite: Healthcare Statistics

HI420 Health Information Management Professional Practice Experience
120 hours, 4 credits
A 120-hour practical experience that focuses on the management of an HIM Department. This field experience will take place in a hospital or medical center setting supervised by an HIM Director or Supervisor. The experience will include operational and managerial experience and an administrative project that will benefit the clinical site. The instructor will work with the student to identify facilities that are available in the student’s area of interest and will establish an agreement with the facility if one does not exist.
Prerequisite: Must be completed in the student’s final quarter

HI430 Strategic Planning and Development
40 hours, 4 credits
An exploration of the principles of developing strategic and operational plans for facility-wide systems and how to assess organization-wide information needs. Students will demonstrate and apply principles of organization behavior to facilitate team building, negotiation and change management. Strategic leadership, entrepreneurialism, and benchmarking will be explored.
Prerequisite: Program Admission

HI435 Health Data Management
200 hours, 2 credits
This course addresses the fundamental concepts of managing health records both manually and electronically in today's healthcare facilities. This course introduces students to the practice of health information management, focusing on the content and structure of patient-identifiable data and information. The course covers management issues related to paper-based record systems, including clinical documentation issues, medical word processing as a tool for documentation, forms design, storage and retrieval systems, and chart tracking. Secondary records such as indexes, registers, and registries are covered in this course, along with an exploration of data sources, data capture, healthcare information infrastructure and documentation requirements. In this course, students analyze healthcare data sets, such as the HEDIS, UHDDS, OASIS including the history, purpose, and uses of each.
Prerequisite: Program Admission

HI450 Health Information Management Alternative Facility Professional Practice Experience
30 hours, 1 Credit
This course is a 30-hour practical experience that will focus on a non-hospital environment of the student’s choice. This experience is designed to assist students in exploring the diversity of the health information profession. The experience will include health information-related shadowing, observation, and/or performance of tasks and must be approved by the instructor. The instructor will work with the student to identify facilities that are available in the student’s area of interest and will establish an agreement with the facility if one does not exist.
Prerequisite: Must be completed in the student’s final quarter

HI460 Advanced Health Information Law and Ethics
40 hours, 4 credits
This course presents an advanced analysis of the impact of the United States legal system and various health care laws, regulations, and standards on the healthcare organization, patient and health information management environment and infrastructure. Patient privacy, confidentiality, security principles, identity management, protected health information, access and disclosure of personal health information including e-discovery, legal health records, personal health records, compliance programs, information security training programs will be studied. Professional certification, ethical practices and issues as well as cyber-ethical issues and their impact on the legal health record will be explored.
Prerequisite: Program Admission

HS260 Community Psychology
40 hours, 4 credits
Community Psychology focuses on the four systems which function in a community: the mental health system, the educational system, the criminal justice system, and the social service system. As human service professionals, students will analyze problems in these communities and will evaluate individuals functioning in these systems, offering both answers and proactive models of prevention. Community psychology works toward the empowerment of members within a community, while appreciating diversity and understanding human behavior. Social change will be examined as well as understanding that setting or environment is as important as the individual in it.
Prerequisite: General Psychology

HS270 Social Psychology
40 hours, 4 credits
In this course students will understand the applied discipline of social psychology. In order to understand the social interaction of functions within the communities and with individuals, theories of socialization and self image will be explored. Students will examine how the social environment influences thought, behavior, feelings, and potential actions of people. Consequences of social interaction and motivation based on judgment, attitudes, persuasion, conformity, and aggression will be explored. Different social interactions will be analyzed including conformity, productivity, and leadership.
Prerequisite: General Psychology

HS280 Abnormal Psychology
40 hours, 4 credits
In this course students will understand the applied discipline of abnormal psychology. In order to understand and change abnormal patterns of functioning humans in their communities, thoughts and behavior will be examined. Students will explore what abnormal behavior and what is not in current society and cultures. Numerous applications will be examined, including a variety of mental health disorders, individuals who have difficulty functioning effectively in everyday life, the impact of family dysfunction on the individual, and the influence of mental illness on criminal behavior. Variables that may affect a person’s ability to adapt and function in a community will be considered, such as one’s genetic makeup, physical condition, learning, reasoning, and socialization.
Prerequisite: General Psychology

J100 Introduction to Criminal Justice
40 hours, 4 credits
An introductory course designed to provide students with a general foundation of knowledge in the criminal justice field. Course participants will explore the different parts of the criminal justice system, their interrelationships, and the role of each in the criminal justice process. Students will examine the historical basis for the contemporary American legal system, policing styles and the evolution of crime prevention, the structure of the judicial system and its professional participants from pre-sentencing through post-conviction, corrections strategies for criminal offenders, and special considerations for children 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 will be 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 consider contemporary practices such as Community Oriented Policing, Problem Oriented Policing, and Directed Patrol. In investigating these topics, students will develop skills in critical thinking and problem solving. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice

J121 Case Management: Strategies for Rehabilitation 40 hours, 4 credits
Students will learn how to manage caseloads of clients, document casework, and use strategies for clients’ rehabilitation. They will learn how to write effective court reports, case entries, recommendations and violation summaries. Students will explore client-interview skills and motivation techniques. Examination of special populations of diverse clients, such as substance abusers and the mentally ill is reviewed.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

J122 Crime Scene to Conviction: Critical Skills in Documentation 40 hours, 4 credits
Students will master the skills of both oral and written communication. They will examine grammar and the mechanics of writing. They will also explore special communication issues, such as communicating with crime victims. They will develop skills for proper report writing, including such documents as search warrants, police reports, and case documents. Students will evaluate the impact of proper report writing, communication, and documentation on the outcome of legal proceedings, and review the importance of effectively translating written work into courtroom testimony.
Prerequisite: Policing in America

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

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

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

J150 Introduction to Criminal Law 40 hours, 4 credits
In this course, students are introduced to the Federal and State court systems. This course examines substantive criminal, definitions of crime, and principles of criminal responsibility. The course will use case studies for application of general principles to the law. Statutory defenses, mitigating factors, and circumstances which may excuse criminal responsibility and common law principles are examined.
Prerequisite: Introduction to Criminal 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; social and legal relations within families; theories and solutions on family violence; survivors and the consequences of victimization; legal responses; the role of the police; when law enforcement responds; recognizing child abuse; recognizing elder abuse; associated criminal justice and domestic violence.
Prerequisite: Introduction to Criminal Justice

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

J212 Legal Principles in Corrections 40 hours, 4 credits
Students will examine constitutional amendments regarding correctional management in various settings. They will explore concepts of offenders’ rights, officer professionalism, best practices, and proper operational procedures in a correctional setting. They will review principles as applied to special populations of offenders.
Prerequisite: Introduction to Corrections

J213 Juvenile Justice: Delinquency, Dependency, and Diversion 40 hours, 4 credits
An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

J222 Practical Psychology for Law Enforcement 40 hours, 4 credits
Students will examine how principles of psychology relate to law enforcement work. They will explore fundamental concepts from a psychological perspective, for better understanding of the real-world effects these principles produce on police officers, their families, and the citizens they serve. Students will apply ideas from psychology to create effective victim- and witness-interviewing strategies, offender behavior-modification approaches, and coping methods. They will review the immediate and long-term physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.
Prerequisite: Policing in America

J226 Legal Code for Law Enforcement 40 hours, 4 credits
Students will use states’ criminal and traffic codes to become familiar with law and statutes. They will review penal statutes covering issues from homicide to misconduct, and will examine legislation and statutes that govern law-enforcement duties and responsibilities. Students will also examine laws and procedures that apply to specific populations like juveniles and domestic-violence victims.
Prerequisite: Policing in America

J230 Terrorism 40 hours, 4 credits
Students in this course will receive an in-depth overview of terrorism, both domestic and international. This course is designed to provide students the necessary skills to recognize acts of terrorism and gain insight into terrorist 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 homeland security. The current cutting edge technology in different fields within the criminal justice system is discussed along with insights from accomplished scholars of what the near future holds. Methods and philosophies that will govern the criminal justice field in the near future are introduced along with discussions of the ethical, legal, social, and political ramifications expected. This course includes ten hours of field experience.
Prerequisite: Introduction to Criminal Justice

J250 Drugs and Crime 40 hours, 4 credits
This course will focus on the physical, psychological, and sociological aspects of drug and alcohol abuse. Treatment and prevention of addiction will be explored. In addition, policy implications of drug use and the criminal justice system response will be addressed. An exploration of the history of drug use, drug business, and drug law enforcement will be explored. Such recent developments as “club drugs,” inhalants, herbal stimulants, and bath salts will be explored.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

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

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

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

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

J321 Criminal Law Procedures: Practice and Procedure 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
COURSE DESCRIPTIONS

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

J326 Criminal Behavior: Profiling Violent Offenders 40 hours, 4 credits
This course will examine serial behavior by crime type and criminal profile. Crimes such as stalking, arson, murder, and sexual assault will be examined through case files to enhance investigative methods. Students will analyze psychological profiles and behavior patterns.
Prerequisite: Criminology: Motives for Criminal Deviance; Juvenile Justice: Delinquency, Dependency, and Diversion

J330 Organized Criminal Syndicates 40 hours, 4 credits
This course examines organized criminal activity in the 21st century, from street gangs to terrorist organizations. Students will examine the causes of organized crime, in addition to the investigation, prosecution, and sentencing of syndicates.
Prerequisites: Criminology: Motives for Criminal Deviance; Juvenile Justice: Delinquency, Dependency, and Diversion

J331 Constitutional Law 40 hours, 4 credits
This course examines organized criminal activity in the 21st century, from street gangs to terrorist organizations. Students will examine the causes of organized crime, in addition to the investigation, prosecution, and sentencing of syndicates.
Prerequisites: Criminology: Motives for Criminal Deviance; Juvenile Justice: Delinquency, Dependency, and Diversion

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

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

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

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

J350 Cultural Diversity and Justice 40 hours, 4 credits
This course will examine the true picture and statistics of the representation of 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: Introduction to the Globe

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

J355 Realities of Crime and Justice 40 hours, 4 credits
In this course, students will analyze and critique media portrayals of crime and justice. Public perceptions of crime and realities of crime are evaluated. The mass media and “spectacular” cases are used to exemplify the media’s influence on crime and justice.
Prerequisite: Ethics Around the Globe

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

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

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

J410 Criminal Justice Leadership and Management 40 hours, 4 credits
This course will familiarize students with common management theory and practice in criminal-justice organizations. The application of management techniques to all areas of criminal justice will be explored, along with leadership and administration techniques and issues particular to criminal justice. Organizational philosophy, visioning, planning, and goal development will be examined.
Prerequisites: Ethics Around the Globe

J415 Crime Prevention 40 hours, 4 credits
This course will explore the goals and types of various crime-prevention strategies. Physical environments and crime, neighborhood crime prevention, the media, and crime displacement will be explored. The course will examine persons and conditions associated with high rates of deviance.
Prerequisites: Introduction to Corrections; Policing in America; Research Methods in Criminal Justice

J420 Crimes Across Borders 40 hours, 4 credits
This course will explore the global economy of crime. Various types of transnational crime, and the investigation and prosecution of global crimes, are examined. Current issues in global crime will be examined via rotating articles, books, and other publications.
Prerequisites: Introduction to Criminal Justice; Research Methods in Criminal Justice

J425 Community Corrections 40 hours, 4 credits
This course will examine the role and function of corrections supervisors in the field. The course will examine considerations of managing offenders in the community will be examined. Case studies on probation and parole will be explored.
Prerequisites: Criminal Justice Behavior: Profiling Violent Offenders; Introduction to Corrections

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

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

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

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

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

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

J480 Criminal Justice Internship 250 hours, 9 credits
This course provides students with an opportunity to apply their learning through an internship experience involving participant observation in a professional criminal justice setting. During the internship experience, students will concurrently participate in discussions, journaling, and related coursework to integrate their academic and internship experiences.
Prerequisites: Contemporary Issues in Criminal Justice Capstone; Student in last or second-to-last quarter

J490 Critical Issues in Criminal Justice 40 hours, 4 credits
This course will examine trends, policies, processes, and programs in criminal justice. Careful analysis of criminal-justice successes and failures is the focus of this course. Students will theorize future initiatives in policing, courts, corrections, juvenile justice, and homeland security.
Prerequisite: Contemporary Issues in Criminal Justice Capstone
M100 Customer Service in Healthcare 
10 hours, 3 credits
This will prepare students to deliver outstanding customer service in a healthcare setting by providing them with an understanding of the factors that influence the perceptions of external and internal customers. Topics covered in this course include: the psychology of patients, customer service in a diverse world, listening skills and effective communication techniques. 
Prerequisite: none

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 care 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 word parts, terms built from word parts, abbreviations, and basic medical vocabulary. Students will be expected to focus on spelling and pronunciation. 
Prerequisite: none

M121 Anatomy and Pharmacology for Coders 
30 hours, 3 credits
This course provides an in-depth exploration of human anatomy and physiology as well as pharmacology to prepare students for coding. This course also provides a systematic approach to hospital inpatient and ambulatory care coding, emphasizing specific and correct coding procedures and techniques. Topics covered include: the structure, nature, causes, diagnostic procedures, and terminology related to diseases and disorders of the human body; most commonly prescribed drugs; and grouper software will be introduced as well as the use of registries and indices. 
Prerequisite: ICD-CM Coding

M131 ICD-CM Coding 
40 hours, 4 credits
This course provides in-depth study of the International Classification of Diseases-Clinical Modification (ICD-CM) using sample exercises and health records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-CM coding guidelines appropriate to the coding situation and will cover diagnostic coding of all body systems. Use of coding and grouper software will be introduced as well as the use of registries and indices. 
Prerequisite: Anatomy and Pharmacology for Coders; Pathophysiology

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

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

M140A Intermediate ICD-9-CM Coding 
40 hours, 4 credits
This course is a continuation of Basic ICD-9-CM Coding with developmental practice to increase proficiency in coding with ICD-9-CM using patient records. Students will apply official coding guidelines and knowledge of commonly accepted payment methodologies to medical record coding. Use of coding and grouper software will be introduced as well as the use of registries and indices. 
Prerequisite: Basic ICD-9-CM Coding

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

M202 Introduction to Medical Transcription 
40 hours, 4 credits
An introduction to the profession of medical transcription and medical editing. Topics covered will be the medical transcription process and the skills needed as well as technology and equipment used, work scenarios and work stations, employer expectations, salary methods, the job search, and professional associations. The student will explore the lifecycle of the patient record and how electronic health records impact the profession. Speech recognition and other technology will be presented along with resources that a medical transcriptionist will need to use on the job. 
Prerequisites: Medical Terminology Pre or Co-requisite: Medical Writing

M205 Medical Transcription I 
40 hours, 3 credits
This course will teach medical histories, physical examination and other medical reports from transcription tapes and will apply knowledge of medical terminology, anatomy, and physiology to the transcription process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms. 
Prerequisites: Medical Terminology; Keyboarding I

M206 Medical Transcription II 
40 hours, 3 credits
This course will build transcription skill while introducing students to additional medical formats and specialties, including cardiology, gynecology, orthopedics, general pathology, and selected specialty options. The course includes transcription from tapes of healthcare professionals who are non-native speakers of English. 
Prerequisite: Medical Transcription I

M208 Introduction to Health Information Management 
40 hours, 4 credits
This course introduces the student to the history of the profession of the health information technician and the management of health information. Students learn about the planning, organization of healthcare facilities, the members of the healthcare team who contribute to and use health information, and trends in the management of healthcare records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information. 
Prerequisite: none

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

M211 Quality Analysis and Management 
40 hours, 4 credits
This course covers 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

M212 Medical Law and Ethics 
40 hours, 4 credits
A study of the United States legal system and court process with emphasis on legal and ethical issues within the healthcare environment. Fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics will be covered. The course will include a project that is specific to the student’s program of study. 
Prerequisite: none

M222 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: Anatomy and Physiology I or Structure and Function of the Human Body

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

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

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

M232 Pathophysicsiology 
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
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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. Includes examination of patient confidentiality, protected health information, release of information, and professional practice law and ethics will be explored.
Prerequisite: none

M250 ICD-10 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

M251 Medical Coding Practicum
30 hours, 3 credits
This course offers a simulated practical experience utilizing medical records and coding software in an online setting under the direction of a Coding instructor.
Pre or Co-requisite: Ambulatory Care Coding

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

M253 Health Information Professional Practicum
60 hours, 2 credits
A simulated practical experience exploring a virtual hospital and clinic and using software and practical simulation assignments to experience real-world situations within HIM and other hospital departments. The practicum allows students to gain experience as a health information technician in a simulated healthcare work setting, and is essential to training and certification.
Prerequisites: Quality Analysis and Management; Healthcare Information Technologies; Health Information Law and Ethics

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

M290 Medical Administration Capstone
10 hours, 1 credit
This capstone class is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administration, patient care, 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. This course must be completed during the first full quarter of enrollment.
Prerequisite: none

MA110 Clinical Skills I
60 hours, 4 credits
In this course students will begin their study of the essential and basic core of front-office and back-office medical assisting skills. They will master knowledge and skills including communication and technology, patient centered care, safety and emergency procedures, patient assessment and encounters, medical documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. They will follow applied-learning approaches to all skill-development and performance objectives.
Prerequisite: Medical Terminology
Pre or Co-requisites: Introduction to Medical Assisting; Structure and Function of the Human Body

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

MA279 Human Anatomy and Physiology II
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 learn medical terminology. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: none

MA278 Human Anatomy and Physiology I
60 hours, 5 credits
In this course, students will begin their study of human anatomy and physiology begun in MA279. Students will learn basic principles of physics and related sciences that allow them to understand the physiology of the human body. They will learn basic skills to safely and effectively perform diagnostic procedures. They will also learn basic steps for finding employment opportunities and advancing in their careers. Students will also learn basic skills to safely and effectively perform diagnostic procedures.
Prerequisite: none

MA225 Laboratory Skills for Medical Assisting
40 hours, 3 credits
A simulated practical experience exploring a medical laboratory environment. Students will learn basic laboratory skills and diagnostic procedures. They will follow applied-learning approaches to all skill-development and performance objectives.
Prerequisites: Pre or Co-requisites: Introduction to Medical Assisting; Structure and Function of the Human Body

MA265 Medical Assisting Clinical Externship
240 hours, 8 credits
In conjunction with a Medical Assisting Capstone, students will complete 240 hours of a Medical Assisting training experience in a physician’s office/clinic or medical center. While on the clinical site, the extern will perform medical-assisting job duties in both the front-office administrative and the back-office clinical areas, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked.
Prerequisites: Completed series of Hepatitis B immunizations; Completion of a 2-Step Mantoux screening test within 6 months of starting externship; Completion of all immunizations or verifications of immunity required by program and site; Successful completion of background check (clear background check obtained); Attendance at Rasmussen College Externship meeting held by Program Coordinator; Attendance at externship site orientation (if required by site); Successful completion of all Medical Assisting core courses except Career Development and Seminar courses; Approval of Medical Assisting Program Coordinator

MA285 Medical Assisting Capstone
240 hours, 8 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 learn 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

MA290 Medical Assisting Clinical Externship
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

MH100 Pre-calculus
40 hours, 3 credits
In this course, students will study 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 function theory 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 integration and the applications of integrals as well as power series and methods of differentiation. This course will cover the topics of convergence and divergence, and students will understand whether improper integrals are convergent or divergent.
Prerequisite: Calculus I
MH300 Applied Discrete Mathematics
40 hours, 3 credits
This course builds on the foundation established in Introduction to Discrete Mathematics with further exploration in logic and mathematical reasoning. Topics include combinatorics and graph theory, Boolean algebra, digital logic circuits, ordered sets, functional programming, models of computation, and computational complexity. Students will gain experience formulating mathematical proofs.
Prerequisites: Introduction to Discrete Mathematics; Calculus II
MH310 Probability and Statistics
40 hours, 4 credits
This course explores the concepts of conditional probability, random variables, expectations and distributions, sample spaces, moment-generating functions, and the central limit theorem. Further topics include an introduction to estimation, confidence intervals, and hypothesis testing. Students will be able to generate random variables through experimentation, and they will understand how to apply statistical concepts to computational applications.
Prerequisite: Introduction to Discrete Mathematics
N127 Microsoft Windows Workstations
40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure a Windows Workstation. The course gives the student the ability to provide technical support to a Windows Workstation. The course includes theoretical lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, the course helps prepare students to take the Microsoft Windows Configuring (70-680) Certification Exam, which counts towards Microsoft Certified Solutions Associate (MCSA) Windows 7 certification.
Prerequisite: Fundamentals of Hardware & Software II
N133 Networking Fundamentals
40 hours, 3 credits
This course has been designed to teach the foundations of networking. The course covers Local Area Networks and Wide Area Networks and how communications are accomplished in those environments. Students will learn the different protocols used in networking. The course will cover the designing networks both cabled and wireless. Students will learn basic troubleshooting of a network and how to maintain it. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course helps prepare students to take the CompTIA Network+ certification exam.
Prerequisite: Fundamentals of PC Hardware and Software
N136 Operating Systems Fundamentals
60 hours, 4 credits
Students are introduced to the principles of various types of microcomputer operating systems. Topics include system resources, memory management, processor management, user interface and operating system functions especially related to database resource management. Emphasis is placed on how the user, hardware, and software interface with the operating system.
Prerequisite: none
N137 Programming I
40 hours, 3 credits
This course is designed to teach the student C++ programming utilizing object oriented terminology. C++ expressions, decisions, and loops within the C++ realm are explored and practiced. This first course in a two course sequence ends with an analysis of functions and classes and how these elements are used in different programming projects.
Prerequisite: Object-Oriented Programming
N138 Game Preproduction
40 hours, 4 credits
This course has been designed to teach you the fundamental philosophies of game design and apply them in a hands-on manner using a step-by-step process that develops problem solving strategies. The techniques taught in this course exist to provide the practical resources needed to build a firm understanding of game development from a professional standpoint. In addition, the information this course provides is a grounded study for any real life application where inspiration must combine with practical knowledge and application to create a marketable product.
Prerequisite: Game Design Theory I
N139 Game Design Theory I
40 hours, 4 credits
This course introduces the non-technical study of game design and development from both the client side and the industry side. The course establishes a Lexicon for discussing games and introduces tools for analyzing and understanding games and game design. The course will also present an overview of core concepts including game mechanics, game theory, the exploration of playing games, and the cultural, technical, and social aspects of games.
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 covered within this course will assist in building the students ability to form reasonable hypotheses for solving problems and as a technical nature.
Prerequisite: none
N141 Networking Security
40 hours, 3 credits
This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. Students will learn to create secure communications for remote access, e-mail, the Web, directory and file transfer, and wireless data. They will understand the concepts of physical security and disaster recovery. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, this course helps prepare students to take the CompTIA Security+ exam.
Prerequisite: Introduction to Networks
N142 Foundations of Software Design
40 hours, 3 credits
This course introduces students to fundamental aspects of programming as it is related to proper software design concepts. Students will gain an understanding of how computational techniques are realized within a variety of problems. Topics will include variables, procedural abstraction utilizing handlers, conditionals, and loops, and data types. The course will also provide students with an understanding of software engineering by having them write small but useful computer programs using pseudo-code as well as a high level programming language.
Prerequisite: none
N145 Fundamentals of PC Hardware and Software
60 hours, 4 credits
In this course, students are introduced to the installation, configuration, maintenance, and troubleshooting of end-user personal computer hardware and the software used to support the hardware. Additional topics covered include the relationship between computer hardware and software, networked computers 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
N146 Fundamentals of Hardware and Software I
40 hours, 3 credits
This course will introduce students to the installation, configuration, maintenance, and troubleshooting of end-user personal computer hardware (including laptops and mobile devices) and the software used to support the hardware. Additional topics covered include the relationship between computer hardware and software, networked computers 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: none
N147 Fundamentals of Hardware and Software II
40 hours, 3 credits
This course is a continuation of Fundamentals of Hardware and Software I, which prepared students for the CompTIA A+ 801 exam. This course will prepare students for the CompTIA A+ 220-802 exam, focusing on operating systems, security, mobile devices, and troubleshooting. Using Microsoft Windows operating system, students will learn how to set up networking, printers, tablets, file sharing, and troubleshoot problems related to the same. Operating system security and methods to prevent intrusions will be discussed. Concepts of virtualization, desktop imaging, and deployment will be introduced.
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:Communicating in Your Profession
N150 Technology’s Role in the 21st Century
20 hours, 2 credits
This course provides a broad overview of major technology trends and developments in the late 20th and 21st centuries along with their cultural, economic, and societal impact. Topics include the uses of technology tools in reference, industry, education, and the arts. Categories such as communications, commerce, and quality of life will be explored as students view the scope of and application of technology within the context of everyday life.
Prerequisite: none
N156 Mac Integration
40 hours, 4 credits
The purpose of the Mac Integration course is to give students an entry-level perspective to supporting and configuring the Mac OS X operating system. Students will learn how to integrate a Mac client into a Windows network and connect a Mac Client to services such as Active Directory and Microsoft Exchange. Also covered is basic user configuration. This course maps to the Mac Integration Basics Certification Exam.
Prerequisite: Microsoft Windows Server
N165 Fundamentals of Game Development I
50 hours, 4 credits
This course introduces the non-technical study of games, the game development process, and the game industry. The course establishes a lexicon for discussing games and introduces tools for analyzing and understanding games and game design. The course will also present an overview of core concepts including game mechanics, game theory, the experience of playing games, and the cultural, technical, and social aspects of games.
Prerequisite: none
N171 Introduction to Networks
40 hours, 3 credits
This course introduces the foundation to understanding computer networks, including structure and function, components, and modes 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 introduces some of the concepts covered in the Cisco Certified Entry Network Technician (CCENT) certification exam. CCENT certification continues in the Cisco-Routing and Switching course.
Prerequisite: Fundamentals of Hardware and Software I
N180 Math for Game and Simulation Production I
40 hours, 4 credits
This course has been designed to teach concepts in linear algebra. The course covers linear equations and matrices, and how these can be applied in various situations. In addition, topics will include determinants, vectors in the plane, and how to calculate cross determinants.
Prerequisite: Advanced Algebra
N200 Systems Analysis
40 hours, 4 credits
This course covers analysis of information systems including networks, server environments, business solutions, and databases. Students will be exposed to different projects that have complex systems and be asked to create analysis documents and diagrams. Improving the performance of the systems will be a primary goal of this course.
Prerequisite: Introduction to Networks
N201 Cisco Cisco Network Routing and Switching
40 hours, 3 credits
This course prepares students to work with routers and switches in a Local Area Network. Students will learn how to configure and troubleshoot Cisco switches and routers. Concepts in the course will include routing protocols like RIPv1, RIPv2, OSPF, VLANs and VLAN routing in both IPv4 and IPv6 networks, as well as DHCP, DNS, and NAP. This course will build upon concepts students to take the Cisco Certified Entry Network Technician (CCENT) Exam by using a variety of hands-on labs and simulations to understand routers and switches in configuration by emphasizing practical, real-world principles.
Prerequisite: Introduction to Networks; Microsoft Windows Server
N204 Human-Computer Interaction and Interface Design | 40 hours, 4 credits
How a person interacts with a game is one of the more crucial aspects in determining the success of the game among consumers. This course will emphasize the details and planning process that must be followed to ensure a successful interface for the game that is to be played. Various techniques of creating buttons, menus, and other types of interfaces will be explored to give the student a wide exposure to this important element in creating games. 
Prerequisite: Programming II

N205 Platform Design and Human-Computer Interaction | 60 hours, 4 credits
This course is designed to introduce students to the use of templates in programming. A look at output/input issues is done along with a look at advanced topics in C++. Topics to be covered include lists, stacks, and queues. In addition, additional emphasis is placed on templates and algorithmic analysis as it relates to recursion. 
Prerequisite: Programming II

N207 Programming II | 60 hours, 4 credits
This course is a continuation of Programming I. Topics that will be covered in this course include design analysis, inheritance, and the use of templates in programming. A look at input/output issues is done along with a look at advanced topics in C++. Students will learn how to start and create server applications to reinforce student learning. Further, the course will teach the concepts of utilizing Microsoft Windows Server 2008 R2. To reinforce the material in this course, students will learn how to start and create server applications to reinforce student learning. Further, the course will teach the concepts of utilizing Microsoft Windows Server 2008 R2. To reinforce the material in this course, students will learn how to start and create server applications to reinforce student learning. Further, the course will teach the concepts of utilizing Microsoft Windows Server 2008 R2. 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N273 Business Intelligence Reporting
40 hours, 3 credits
The goal of this course is to allow students to understand what business intelligence is and how it affects the success or failure of organizations. In particular, this course will focus on business intelligence using industry-standard reporting tools as the basis for deriving this information.
Prerequisite: SQL Server Administration

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

N276 Applied Game and Simulation Theory
40 hours, 4 credits
This course covers the applications for and the development of simulations from game-like “Sims” to educational and military simulations. This course combines reading and critical thinking skills with hands on development of simulations with 3D game engines. Students will study the theory behind the production of different types of simulations as they learn to apply software to create short applications.
Prerequisite: Platform Design and Human-Computer Interaction

N286 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

N290 Information Technology Capstone
20 hours, 2 credits
This course summarizes key learning throughout the student’s program. Students apply what they’ve learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team building, and communication issues.
Prerequisite: This course is intended to be completed in last quarter of diploma

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

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

N303 Software Systems Principles
40 credits
This course provides a historical perspective of programming languages and their development. Students will study techniques of language translation including lexical analysis, grammar, syntax, and parsers. Topics include the structure and functionality of modern operating systems. Students will watch 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

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

N305 Figure Drawing
60 hours, 4 credits
Figure Drawing will emphasize the traditional and realistic techniques 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 public settings. The basic structural and anatomical concepts will be covered along with an in-depth study of motion and gesture drawing skills.
Prerequisite: Figure Theory and Techniques

N306 Advanced Network Security
50 hours, 4 credits
This course provides a detailed examination of techniques and concepts surrounding the topic of network defense. Students will learn how to implement strategies for information asset security, utilizing industry tools and techniques. An exploration of 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, network detection, and data security, and incident response strategies.
Prerequisites: Cisco Networking Fundamentals and Routing; Principles of Network Security

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

N309 Principles of Computer Graphics
60 hours, 4 credits
The goal of the course is to teach fundamental principles of computer graphic algorithms related to video game and simulations. The focus is on graphics methods used to render realistic images of scenes applied to the OpenGL system. Much of this involves solutions to problems such as how we represent 3D models, describe their position and motion in 3D, project them into 2D images, and render these 2D projections with pixels. We will also consider photometric problems, such as how we represent light, model the way objects reflect light, and the path that light takes as it refracts through the scene.
Prerequisite: Programming II

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 real-time making 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 introduction to 3D programming, with an emphasis on using real-time shaders. The fundamentals of game simulation lighting are covered along with how to do the shader programming to achieve more realistic “looks” in games. 3D lighting, 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, as well as more complex polygons, and students will utilize techniques to approximate curved surfaces with multiple polygons. Industry standard software such as 2D 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 design allows applications to span multiple machines and require deliberately planned design approaches. Students will learn to build systems that are scalable, reliable, and secure when implemented within network infrastructures. Topics include object-oriented programming to networked web services, including database applications deployed on very large-scale websites.
Prerequisite: Java I

N323 Asset Management
50 hours, 4 credits
This course is designed to teach students best practices in inventory management. Topics include hardware and software audits, asset tracking systems, software licensing, and service contracts management.
Prerequisite: Project Management for IT

N324 Portfolio, Package and Publish
40 hours, 4 credits
This course explores the process and tasks necessary for game and simulation-specific employment including research and resumes, contacts and connections, and the important demos and elevator pitch. Students will learn how to develop an industry-specific resume, how to best present their skills in a portfolio, and how to package themselves as a top candidate for a position. Students will create a polished resume and cover letter and learn networking skills for their area of interest in game or simulation production.
Prerequisites: Game Production Project I; Simulation Production Project I

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, applying effects, and creating interactive elements and incorporating sound and video and testing Flash movies. Also, students explore the stop actions 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

N317 Simulation Production II
60 hours, 4 credits
This course will study the theory behind the production of simulations with a 3D game engine. Students will learn about software to create short applications. 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

N318 Advanced Cisco Network Security
60 hours, 4 credits
Cisco Certified Network Associate (CCNA) is a first-level certification program for Information Technology professionals. (CCNA exams are offered after completion of the entry-level CCENT certification.) The CCNA Security Certification helps maximize your investment in foundational network security knowledge and increases confidence in the integrity of your employer’s network. CCNA Security is for Network Security Specialists, Security Administrators, and Network Security Support Engineers. This course will help 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
COURSE DESCRIPTIONS

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, color management and printing, students will learn scanning, digital camera usage, the mechanics of calibration and other methods of camera fluorescence control 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: Security and Cryptography

N327 SSPC Certification Preparation 60 hours, 4 credits
The SSPC 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 Simulations 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.
Prerequisite: Software Engineering for Game and Simulation Production

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

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

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

N334 Game Engines and Integrated Game Development Environments 60 hours, 4 credits
The goal of this course is to introduce students to the use of game engines and integrated game development environments for game production. Topics will include a general overview of the available game engines as well as an in depth introduction to the use of Unity. Students will learn how to use Javascript and C# within Unity and how to utilize external game assets within the Unity development environment.
Prerequisite: C# N335 Digital Photography 60 hours, 4 credits
This course covers digital photography and related topics in the context of digital photography. The course covers key aspects of digital photography and emphasizes practical photography techniques. Topics covered include traditional photography, digital photography, photography theory, and digital image processing.
Prerequisite: Digital Photography

N336 N340 Scripting 50 hours, 4 credits
This course is for students who wish to develop their own professional work. It covers the fundamentals of scripting and introduces the systems aspect of development and tradeoffs related to resource management, systems software, hardware and software efficiency. 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 script skills that can be used to automate administration tasks and reporting. Topics will include an introduction to programming structures like variables, decisions, loops, arguments, and functions. Students will work with examples of Shell, VB, Perl and TCL scripts and examine cases involving Linux, Windows and Cisco IOS automation through scripting.
Prerequisites: Cisco Networking Fundamentals and Routing; Linux Administration; Windows Active Directory

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

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

N345 Advanced HTML Coding with CSS 60 hours, 4 credits
This course covers advanced elements of webpage creation using a text editor and HTML and XML standard tags. This class will focus on web terminology, advanced HTML coding to include hyperlinks, anchors, tables, forms, CSS, frames, design principles and accessibility issues. Emphasis will be placed on understanding values and creation of CSS for business environments. We will also explore the availability of tools for site management, validation and accessibility checks.
Prerequisite: Fundamentals of Web Authorizing and Design

N346 Practical Game Development 60 hours, 4 credits
This course approaches the study of computer games from different viewpoints. First is an example of media that can be analyzed and critiqued for their thematic elements, formal structure, plot and interpretive appreciation. The next step is a study of complex software subjects to technology constraints and the product of a professional design and implementation process. The last is a study of behaviors and relationships comparable to other popular art forms. Students will study the principle of game design and development tools 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 device independent mobile games.
Prerequisite: Web Application Development

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

N355 Game Planning and Development Strategies 60 hours, 4 credits
In this course students will cover the planning of the game and simulation development process from high-level design to low-level implementation. The course covers the 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 tools and techniques used to develop the game.
Prerequisite: Game Audio Assets

N358 Database Systems Design 40 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 service management. Topics include incident and problem management, configuration and change management, and help desk management.
Prerequisite: Customer Service

N360 Mobile Platform Development 40 hours, 4 credits
As more devices become smaller and more mobile, the need to have games to entertain users in their 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 we wear in audio and visual aspects are also addressed along with considering factors such as user inputs involved in playing the game.
Prerequisite: Programming II

N361 Algorithm Analysis 40 hours, 2 credits
This course provides a detailed exploration of algorithm design and analysis, including greedy algorithms, divide and conquer, dynamic programming, and backtracking. Students will gain experience with searching and sorting techniques in practical applications. The course will emphasize the verification and analysis of time space complexity within a software design framework.
Prerequisites: Programming II; Probability and Statistics

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

N363 Security Strategies for Web Apps and Social Networking 40 hours, 3 credits
This course addresses how the internet and web-based applications have transformed the way businesses, organizations, and people communicate. With this information came new risks, threats, and vulnerabilities for web-based applications and the people who use them. This course presents security strategies to mitigate the risk associated with web applications and social networking.
Prerequisite: none
N370 Virtualization
50 hours, 4 credits
This course offers an in-depth study of current virtualization technologies and discusses strategies and approaches for virtualization of servers, clients, and applications. Topics include virtual machine creation, virtual switching (V5Switch), distributed virtual switching (DVS), server-side vs. client-side desktop virtualization (SO & VDI) and virtual appliances. Students will gain hands-on experience with deploying and managing virtual systems and applications.
Prerequisite: Introduction to Networks

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

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

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

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

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

N404 Cloud Computing
40 hours, 4 credits
This course offers an in-depth study of current cloud computing technologies and services. Topics include cloud networking, cloud bridging, virtualization of application delivery controllers (ADC’s) and WAN optimization controllers (WOC’s), data center network design considerations, and emerging technologies like Edge Virtual Bridging (EVB). Students will be required to conduct research, read case studies, and develop and propose a strategy for implementing cloud computing to address specific business needs.
Prerequisite: Virtualization

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

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

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

N408 Auditing Information Technology Infrastructure
40 hours, 4 credits
This course covers the principles, the approaches, and the methodology in auditing information systems to ensure the processes and the procedures are in compliance with pertinent laws and regulatory provisions especially in the context of information systems security (ISS).
Prerequisite: none

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

N412 Risk Management and Business Continuity
50 hours, 4 credits
This course covers how to properly analyze risks within an IT department. Topics covered are Disaster Recovery Planning, Business Continuity Planning, and how to create Risk Analysis documents for all applications assessment and testing. Students will also perform business impact analysis to analyze key areas that may face a risk when a risk-based situation has occurred. Students will develop a disaster recovery plan and learn how to process and implement each phase of the plan they have developed.
Prerequisites in the Information Technology Management BS Degree program: 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 skill necessary to create 2D and audio assets for the games developed within this program.
Prerequisites: Fundamentals of Game Development I

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

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

N420 Network Security and Cryptography
40 hours, 3 credits
This course examines threats to computer networks, network vulnerabilities, techniques for strengthening passive defenses, tools for establishing an active network defense, and policies for enhancing forensic analysis of crimes and attacks on computer networks. Topics include private and public key cryptography, digital signatures, secret sharing, security protocols, formal methods for reasoning about network security, electronic mail security, firewalls, intrusion detection, Internet privacy and public key infrastructures.
Prerequisites: Computer Applications and Business Systems Concepts

N421 Software Engineering for Game and Simulation Production
50 hours, 4 credits
This course focuses on the software engineering principles and strategies necessary to develop a game or simulation. Students will study object-oriented concepts, methods for managing code, and design patterns used in game development. UML, risk analysis, project management, problem solving, process improvement, and handling crunch times are some of the topics that will be tackled in this class.
Prerequisite: Programming II

N422 Enterprise Application Support
40 hours, 4 credits
This course introduces students to the challenges of supporting complex enterprise applications like E-commerce and ERP systems. Topics include application architecture concepts (front-end, middleware, backend, and client/server), working with application specialists, application performance monitoring (end-to-end), security, support and maintenance, and disaster recovery.
Prerequisite: Risk Management and Business Continuity

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

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

N425 Storyboard Development for Digital Media
40 hours, 4 credits
This course will introduce the student to utilizing storyboards to visually represent staging and camera movement. Specific attention will be paid to utilizing storyboards for shot types, angles, 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, using the in-use of 3D modeling, rigging and animation tools. Students learn the production process involved in 3D asset creation and develop the skill necessary to create 3D assets for the games and simulations developed within this program.
Prerequisite: Asset Development I

N430 Computer Forensics
40 hours, 3 credits
This course covers 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
The trend in games is to have many people simultaneously playing a game utilizing the Internet or some other network. Topics included in this course include scripting, server cluster architecture, data transfer, and how to prevent cheating in MMORPG situations. 

Prerequisite: Practical Game Development

N432 Information Technology Management Capstone

20 hours, 2 credits

This course summarizes key learning throughout the student’s program. Students apply what they’ve learned by completing a network operations plan. The plan will include details of hardware, software, infrastructure design, security, disaster recovery and support/service management.

Prerequisite: Advanced Networking; must be completed in the student’s final quarter

N433 Operating Systems Design

40 hours, 3 credits

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

Prerequisite: Enterprise Application Support

N434 Simulation Production Project I

60 hours, 4 credits

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

Prerequisite: Software Engineering for Game and Simulation Production

N435 Digital Video/Audio Project 60 hours, 4 credits

This advanced course in Audio/Video production is for students to create a final product that exemplifies the aesthetic and technical aspects of digital video recording, non-linear editing, special effect generation, and three-dimensional animation. Students will work on their own project in DVD, Web and Video cast. Students will produce a final project on DVD. Students may work as a team on this project.

Prerequisite: Digital Media Production

N436 Simulation Analysis and Design

50 hours, 4 credits

This course offers students an in-depth exploration of the use of probability theory and statistical methods in the development of computer simulations used to study and model real-world phenomena. Students will build application frameworks for investigating model events and activities within several environments including medical, industrial, military, and scientific simulation.

Prerequisite: Algorithm Analysis

N437 Linux Security Strategies

40 hours, 4 credits

This course is an introduction to the securing of Linux platforms and applications. Areas of study include identifying and examining methods of securing Linux platforms and applications and implementing those methods. 

Prerequisite: Linux Administration

N440 Web Design Project

60 hours, 4 credits

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

Prerequisite: Advanced HTML coding with CSS

N441 3D Game Character Creation

60 hours, 4 credits

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

Prerequisite: Polygon Modeling

N442 Hacker Techniques, Tools, and Applications

40 hours, 4 credits

This course is an introduction to hacking tools and incident handling. Areas of instruction include various tools and vulnerabilities of operating systems, software, and networks used by hackers to access unauthorized information. This course also addresses incident handling methods used when information security is compromised. 

Prerequisites: none

N443 Service Management

40 hours, 4 credits

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

Prerequisite: Support Management

N444 Simulation Production Project II

60 hours, 4 credits

This course is a continuation of the Simulation Production Project I course. Students will continue on their project from the prototype to the final release stage. 

Prerequisite: Simulation Production Project I

N445 Animation Graphics Project

60 hours, 4 credits

This course combines the accumulated knowledge of students in the design and creation in 3D environments. The culmination of this knowledge will be a final 3D project using modeling, texturing and animation techniques. Students are expected to explore various techniques and to incorporate professional summative 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 user interface design, debugging, designing for test, pipeline management and distribution, study of software architecture design between platforms, object oriented practices for game play, asset management and coding best practices. It also covers areas like cross-platform porting and multi-lingual techniques.

Prerequisite: Applied Game and Simulation Theory

N455 Game Audio Assets 60 hours, 4 credits

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

Prerequisite: Game Assets

N458 Systems Monitoring

50 hours, 4 credits

This course is designed to teach students in-depth knowledge and practical skills in benchmark performance and implement monitoring techniques to proactively identify and react to changes in the environment. Topics include system monitoring, security monitoring, performance tuning, and metrics and reporting.

Prerequisite: Advanced Networking

N459 ISS Capstone

40 hours, 3 credits

This course encompasses all the accumulated knowledge obtained from the entire ISS curriculum and requires the student to respond to a RFP for information systems security consulting. This course is designed to be taken as a capstone to the program.

Prerequisite: Application of Physics for Game and Simulation Production

N460 Application of Physics for Game and Simulation Production

60 hours, 4 credits

An important aspect in a game or simulation is to be able to render what is happening in the game in realistic terms based on standard real physics principles. This course is designed to allow the game/simulation programmer to be able to translate the ideas and sequences of a game into realistic actions. Key components in this class will be the opportunity for students to develop tools, demos, and working games that utilize and follow real physics.

Prerequisite: Programming II

N461 Computer Graphics Programming

50 hours, 4 credits

This course offers a survey of computer industry-standard graphic hardware, foundation graphic operations and implementations, two-dimensional and three-dimensional transformations utilizing matrix calculations, hidden line/surface removal, illumination and shading models, curves and surface textures, object modeling, and three-dimensional animation. Students will learn how to convert complex mathematical formule into operational program code.

Prerequisite: Programming II

N462 Game Production Project I

60 hours, 4 credits

This course demonstrates advanced techniques for computer game design and programming. Techniques used in game engines, such as: animation synthesis, autonomous character behaviors, building structures for interactive system, solving multiplayer interface and social issues, covered in the course. Students utilize these skills to produce a game prototype as a final project.

Prerequisite: Software Engineering for Game and Simulation Production

N463 Game Production Project II

60 hours, 4 credits

This course is a continuation of the Game Production Project I course. Students will continue on their project from the prototype to the final release stage.

Prerequisite: Game Production Project I

N465 Industrial Simulation Project

60 hours, 4 credits

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

Prerequisite: Multiplayer Game Programming

N466 Unified Communications and Mobile Computing 70 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 Design Project

70 hours, 4 credits

This course demonstrates advanced techniques for computer game design and programming. Techniques used in game engines, such as: animation synthesis, autonomous character behaviors, building structures for interactive system, solving multiplayer interface and social issues, covered in the course. Students utilize these skills to produce a final project, demonstrating comprehension of the process of professional game creation.

Prerequisite: Multiplayer Game Programming

N471 Engineering Virtual Worlds

50 hours, 4 credits

In this course, students will learn how to create multi-user virtual worlds. Virtual worlds allow network-connected users to interact in real time within shared two-dimensional and three-dimensional environments. Students will gain an understanding of how virtual worlds change the concept of “interface” to one of “location.” The course will explore several types of worlds, the technologies and methodologies for building worlds, and ways in which communities are hosted in local and remote configurations.

Prerequisite: Game & Simulation Programming

B.S. Degree program; Network and Multiplayer Game Development; Programming II

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

NM110 Drawing Design and Art Theory
40 hours, 3 credits
This course introduces the fundamentals of drawing through five elements of art (line, space, value, form, and texture). A series of exercises and assignments focuses on various applications involving form, lighting, perspective, figure drawing and historical studies.
Prerequisite: 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 use of basic keyboarding, and basic troubleshooting. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: none

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

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

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

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

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

NM130 Audio/Video Editing
40 hours, 3 credits
Students learn the theory and processes of audio/video editing using non-linear editing software on the desktop. Exercises in process 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 and render 3-dimensional forms to create surreal and realistic images. This course will provide training in a variety of industry-accepted Autodesk 3D design software.
Prerequisite: Introduction to Multimedia Design

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

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

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

NM252 Fundamentals of Web Authoring and Design
40 hours, 3 credits
This course focuses on the students’ basic authoring skills by focusing on the demands, details, and subtleties of creating web pages. HTML and supplemental client side scripting are the primary focus of the course. In addition, processes of graphic and multimedia creation—adding interactivity, color use, file management and formats, testing, publishing, and publicizing are addressed. Students use interactivity and multimedia elements to enhance site design.
Prerequisite: Introduction to Multimedia Design NM262 Digital Media Assembly
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 will provide training in a variety of industry-accepted Adobe design software.

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

Prerequisite: 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/demo reel using a consistent theme related to their identity package. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Digital Media Assembly
PL228 Torts: Auto Accidents and General Liability 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 complete discovery requests. Students will examine tort cases relating to automobile accidents and traffic collisions and will study the civil liability of family law and domestic relations matters. The student will develop an understanding of the laws 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 field by working with primary sources, the federal enacted law and secondary sources, like legal encyclopedias, treatises, and state specific practice books. Students will develop the skills to engage with available sources from [specific practice books]. Students will develop research skills by identifying and classifying sources, incorporating them into the legal research process, and synthesizing information from multiple sources.
Prerequisite: Legal Research; Introduction to Paralegal Practice; Paralegal Internship
PL236 Corporate Law 40 hours, 4 credits
This course introduces the fundamentals of corporate formalities will be examined. Corporate documents and corporate formalities will be discussed. After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and to an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written opinions. Students will use the results of their research from the Legal Research course in connection with at least three [3] significant writing projects, including memoranda of law. High level communication skills will be developed to effectively communicate in writing to different professional audiences, including clients, judges, juries 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 format items and citations. This content includes items such as tables of cases and other authorities, a table of contents, statement of the case, argument, and conclusion. Prerequisites: Legal Research; English Composition
PL280 Paralegal Capstone 50 hours, 5 credits
This course will provide students with an opportunity to integrate theoretical knowledge from the Paralegal program in the form of real-world paralegal assignments. Students will be given the opportunity to gain practical experience and to be introduced to the skills needed to practice law. This course will provide students with an opportunity to integrate theoretical knowledge from the Paralegal program in the form of real-world paralegal assignments. Students will be given the opportunity to gain practical experience and to be introduced to the skills needed to practice law.
PT236 Pharmacy Technician Practicum II – Unit Dosage/IV
90 hours, 3 credits
This course offers supervised practical experience in pharmacy settings with a minimum of 90 hours of internship experience in the particular area of pharmacy designated by the practicum. The internships will be under the direction of practicing pharmacists and pharmacy technicians. The practicum course allows the student to gain experience as a pharmacy technician in actual pharmacy settings and is essential to training.
Prerequisite: Unit Dose/IV Lab

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

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

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

S1110 Discrete Structures for Computer Science
40 hours, 3 credits
This course will provide a basic understanding of discrete mathematical topics that form the basis of computer science. Topics to be covered include truth tables, logical propositions, elements of set theory, as well as basic notions of functions and mathematical induction. Students will explore the logical constructs that are the underlying model of discrete systems.
Prerequisite: Programming Fundamentals

S140 Mobile Application Development
40 hours, 3 credits
In this course, students will understand the development cycle of programs and applications for mobile devices. Utilizing the Java language, students will create both standalone programs as well as program suites for mobile marketplace commerce systems where applications can be deployed. Instruction will focus on mobile development best practices for ease and efficiency of program development.
Prerequisite: In the Software Application Development AAS Degree program: Java I
Prerequisite in the Game and Simulation BS degree program: Web Application Development
SD225 Object-Oriented Programming
40 hours, 3 credits
This course will provide students with an understanding of the basic concepts of object-oriented programming including encapsulation, inheritance, and polymorphism. Students will explore the uses of class templates as well as their attributes, behaviors, and the methods that can be applied to them. Programs will be developed and implemented utilizing the Java programming language.
Prerequisite: Programming Fundamentals

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

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

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

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

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

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

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

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

W215 PERL/CGI
40 hours, 3 credits
This course will cover the PERL scripting language, the development of PERL code for web applications, and client/server socket programming using PERL.
Prerequisite: Java I

W216 PHP/MySQL
40 hours, 3 credits
This course covers the use of PHP scripting language and the MySQL database to create dynamic webpages. Topics include PHP scripting fundamentals; creating, accessing, and manipulating data with the MySQL database within a PHP program; creating HTML forms; and writing secure PHP programs.
Prerequisite: Java I

W290 Web Programming Capstone
20 hours, 2 credits
This course summarizes key learning throughout the student’s program. Students apply what they have learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.
Prerequisites: Java I; PERL/CGI. This course is intended to be completed in the student’s last quarter.
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, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status under all policies, programs, and activities. Rasmussen College does not discriminate against individuals on the basis of race, color, sex, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status, in the administration of its educational policies, admissions policies, scholarship and loan programs, and other Rasmussen College administered programs and activities. Otherwise qualified persons are not subject to discrimination on the basis of disability.

Student Definition

The word “student” means the student himself or herself or his/her parents or guardian or another person, if the person is the party to the contract, or his/her parents or guardian or another person, if the party to the contract is 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, and all credits will be invalidated and any financial aid will have to be repaid.

• Applicants providing a college transcript indicating a grade of C or higher on a grade point average of 80% or higher in college-level English and/or mathematics classes are not required to complete College entrance placement examination in the corresponding subject areas.

• Applicants applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, 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.

Student and Exchange Visitor Program (SEVIS) School. All international students seeking an F-1 Visa will need to provide evidence that all of the requirements of the Form I-20 have been met before Rasmussen College will issue an I-20. Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that:

1) you are or expect to be a full-time student pursuing a degree at Rasmussen College;
2) you meet our admissions requirements;
3) you proved to us that you have enough financial resources to study and live in the U.S. without working illegally or suffering from poverty.

In addition to all other admissions requirements, students must be at least 16 years old to enrol at Rasmussen College. The College reserves the right to reject any applicant on the good faith belief that the applicant is seeking to enrol for any reason other than to obtain an educational degree or credential, or if the College determines that admission of the applicant would create a potential danger or disruption to the College or its existing students, staff and faculty.

In the event of rejection, any monies paid will be refunded in full. The date of acceptance by the College will be the date of 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.

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 has developed an institutional culture wherein assessment is at the heart of the College’s daily functions. The Rasmussen College Comprehensive Assessment Plan (CAP) is the primary measurement for the Institution’s mission. The CAP is organized around the Mission Statement and the six purposes that support the mission. For each purpose, supporting objectives have been developed, and assessment requirements are used to collect data and assess each objective. In this way, the College systematically assesses the purposes and, ultimately, the achievement of the mission.

In the spirit of this learning-focused approach to assessment, academic assessment at Rasmussen College follows a pattern of incoming, ongoing, and outcome assessment.

The College has an academic assessment plan that it uses to evaluate and improve the quality of learning and teaching. The academic assessments used measure incoming student skills through a placement test and to determine students’ writing, reading, and numeracy skills; ongoing skills in a formative fashion in individual courses; and end of program skills through various program outcomes assessments.

At designated points in their programs of study students are required to complete with a passing grade a seminar course. Students who have completed their high school Education and Career Development course prior to summer quarter of 2011 will not be required to take the seminar course. Following is the most common method by which students will complete the various seminar courses, but there may be some variation from this depending on course sequencing or other scheduled courses that are required for a student’s program completion.

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

Admissions Requirements

Background Checks

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

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

- Criminal Justice
- Early Childhood Education
- Fire Science
- Health Information Management
- Health Information Technician
- Healthcare Management
- Human Services
- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills
- Medical Billing and Coding
- Paralegal
- Pharmacy Technician

The following programs require a general background check for admission in all states except Minnesota. In Minnesota, these programs require a Minnesota Department of Human Services background check for admission:

- Health Sciences
- Medical Assisting
- Medical Laboratory Technician
- Practical Nursing
- Professional Nursing
- Surgical Technologist

In Minnesota, the following programs require a Criminal Apportionment background check in addition to the general background check for admission:

- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills

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

- Practical Nursing
- Professional Nursing

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

General Criminal and FDE Background Check Process

A student enrolling in any of the general criminal or FDE background check designated programs must complete a Background Release Form, as well as a Background Check Attestation. Campuses will be notified directly of applicants whose background check results are clear. If the background check reveals a problem, Rasmussen College will review the applicant’s background to determine whether the applicant is eligible to start the program. If a student is not eligible for the program, the College is also not eligible for financial aid while attending school for that program, and any financial aid funds disbursed must be returned to the lender.

A student enrolling in a program that requires a MDHS background check will not have his/her aid begun at the College until the MDHS finalizes its decision. If the MDHS has not finalized its decision by the end of the student’s first quarter, or if the student has been determined ineligible for admission, the following procedures must be completed:

1. All Title IV, state and grant aid (Grants, Scholarships, and VA) must be returned.
2. The student must return all course resources.
3. If the student is taking transferable general education courses, the student may elect to finish those courses at another institution, if the student pays for the course resources.
4. 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 College has received and reviewed the appropriate clearance letter or set aside letter. This process may delay a student’s funding until the background check process is complete.

A student enrolling in a program that requires a MDHS background check will not have his/her aid submitted and approved by the College until the MDHS finalizes its decision. If the MDHS has not finalized its decision by the end of the student’s first quarter, or if the student has been determined ineligible for admission, the following procedures must be completed:

1. All Title IV, state and grant aid (Grants, Scholarships, and VA) must be returned.
2. The student must return all course resources.
3. If the student is taking transferable general education courses, the student may elect to finish those courses at another institution, if the student pays for the course resources.
4. 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 College has received and reviewed the appropriate clearance letter or set aside letter. This process may delay a student’s funding until the background check process is complete.

A student enrolling in a program that requires a MDHS background check will not have his/her aid submitted until the College has received and reviewed the appropriate clearance letter or set aside letter. This process may delay a student’s funding until the background check process is complete.
A student who receives a MDHS disqualification is deemed ineligible for consideration and must complete the following:

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 entrance exam within the past twelve months to admission into another institution may, at their own expense, have the results transferred to Rasmussen College. Transferred scores will be verified by the applicant. Those who have previously taken the entrance exam to Rasmussen College will not be considered.

2. Applicants must achieve a score on the English and/or Mathematics entrance exam acceptable for admission into the College. Alternately, the applicant must provide a college transcript indicating a grade of C or higher in college level English and/or Mathematics. Former or current students who have previously taken the entrance exam within the past twelve months to admission into 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/or Academic Dean and will count as one of the two attempts allowed in a 12-month period. Any entrance exam result dated more than 12 months prior to apply for Rasmussen College will not be considered.

3. Applicants successful in completing the College entrance placement exam requirements and the School of Nursing Entrance Exam may be scheduled. Applicants must achieve a score on the Entrance Exam for Nursing which is acceptable for admission to the School of Nursing. Applicants pursuing admittance into a Practical Nursing Diploma program or an Associate Degree in Nursing program must complete the following requirements prior to being deemed eligible for admission:

   - TEAS score for admissions eligibility for Practical Nursing Diploma program: 55% or higher composite score
   - TEAS Score for admissions eligibility for Associate Degree Nursing program: 65% or higher composite score
   - TEAS Score for admissions eligibility for Mobility Bridge Entrance Option: 65% or higher composite score
   - TEAS Score for admissions eligibility for Associate Degree Nursing program: 55% or higher composite score
   - TEAS Score for admissions eligibility for Nursing Entrance Exam: 55% or higher composite score
   - STEP and scored above that requiring a Foundation course or have provided a college transcript indicating a grade of C or higher in college level English and/or Mathematics are not required to repeat the Entrance Placement test. Once applicants have met the Entrance Placement requirements and the School of Nursing Entrance Exam may be scheduled. Applicants successful in completing the entrance exam to the School of Nursing and School of Health Sciences Entrance Exam may be scheduled.

4. 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:

   - Rasmussen College Application
   - Health Physical and proof of vaccinations
   - The student will be required to have current Basic Life Saving & Cardio Pulmonary Resuscitation Certification with Defibrillator (BLS - CPR with Defibrillator). The certificate must have been issued by either the American Heart Association or the American Red Cross Professional Rescuers.
Rasmussen College Early Honors Program

High school juniors and seniors who have reached the minimum age of 16 have the opportunity to earn college credit through Rasmussen College’s Early Honors Program. The Early Honors Program is a great way for high school students to experience college while still supported by high school staff and mentors, try a course that may not be offered at the high school, or explore a possible future career by taking an introductory course.

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

Rasmussen College Early Honors Program

Terms and Conditions

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

- Applicants must score at least a 25 on the writing portion of the STEP test.
- Early Honors students may apply to a full program offered by Rasmussen College.
- Early Honors students will receive high school dual enrollment credit for successfully completed Early Honors courses at the discretion of the student’s high school.
- Approval for dual enrollment credit must be confirmed on the High School Approval Form.

Applicants must complete an Early Honors Program Application, which includes a high school transcript indicating expected graduation date.

Applicants must have prior approval from a parent/guardian to be admitted into the program.

Students will receive college credit towards a degree, diploma, or certificate at Rasmussen College for all successfully completed courses.

Early Honors students will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.

Early Honors students will receive high school dual enrollment credit for successfully completed Early Honors course at the discretion of the student’s high school.

Approval for dual enrollment credit must be confirmed on the High School Approval Form.

Early Honors students may apply to a full program offered by Rasmussen College by completing the Application for Admission.
Each campus has a professionally staffed Student Financial Services Office designed to help you apply for federal, state, and private assistance. The primary purpose of financial aid is to help students who otherwise would not be able to attend a post-secondary institution to meet the cost of higher education. The basic responsibility for financing your education lies with you and your family. Aid is based upon documented financial need — the difference between the cost of college and your ability to pay for it. Potential costs include books, tuition, supplies, room and board, transportation, living expenses, and child care costs.

There are three basic types of aid available to Rasmussen students:

- Various state and federal student loan programs.
- Gift aid, also known as grants, is assistance you do not have to pay back and is usually based upon financial need.
- Employment through work study programs may provide relevant work experience and decrease the necessity of borrowing student loans for living expenses.

Tuition Rates
Please see the Tuition Structure section under Academic Information and College Policies for complete information on tuition rates.

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

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<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<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>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender and Entrance Counseling</td>
</tr>
<tr>
<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. Same as subsidized limits with additional $2,000 for Dependent. Independent: 1st &amp; 2nd Year $6,000, 3rd Year &amp; above $7,000</td>
<td></td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender and Entrance Counseling</td>
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</table>

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<tr>
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<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>For credit-worthy parents of dependent undergraduates. Up to college cost of attendance. PLUS application and Promissory Note processed through College and Lender</td>
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<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterans’ Benefits</td>
<td>Veterans and dependents of veterans, including Guard and Reserve Component. Monthly benefit based on service contributions</td>
<td></td>
<td>Veterans Administration or Veterans Service Officer</td>
</tr>
</tbody>
</table>

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

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

### Real/Change Scholarship
New prospective students enrolling in select programs at Rasmussen College may be eligible for the Real/Change Scholarship. The scholarship awards recipients up to $1,400 per year toward your tuition costs—up to $2,900 in additional scholarship funding for an Associate’s degree and $5,600 for a Bachelor’s degree. This scholarship will be awarded quarterly while attending Rasmussen College, and is calculated and applied as a 10% reduction from the current tuition rate. In order to be eligible for the scholarship, new students must enroll at Rasmussen College in one of the select programs for the designated start date. Students must be continuously enrolled and maintain a minimum CGPA of 2.5 for the duration of their enrollment to receive their scholarship. For a complete list of terms and conditions, including the list of eligible programs and start dates, visit rasmussen.edu/reachchange.

### Early Honors Program
Rasmussen College is proud to offer select high school juniors and seniors who have reached the minimum age of 16 the opportunity to begin their professional career training early. The Early Honors Program is designed to reward those who have a strong academic background and a desire to succeed.

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

### Corporate Discount
Some companies receive a tuition discount or grant from Rasmussen College for eligible employees. Contact your campus for details.

### Restrictions
Students are eligible for only one of the following scholarship and grant programs at a time:
- Early Honors Program
- Military Discount
- Corporate Discount
- AcceleratED Partner Success Grant
- AcceleratED Scholarship
- Achieve Scholarship

Students can combine any of the above with the Real/Change Scholarship, if they are eligible. The Real/Change Scholarship will be applied after the primary scholarship or grant has been applied. To take advantage of tuition reimbursement, check with your employer about what tuition reimbursement options are available to you. Then, contact your Program Manager or the Student Financial Services Department to discuss your tuition reimbursement options.

### High School Professional Program
Rasmussen College waives tuition for High School Teachers and Counselors who meet the required criteria. This program is only available to teachers and counselors who are employed at a high school (grades 9-12) in Minnesota, North Dakota, Florida, Illinois, Kansas and Wisconsin. Current status as a high school professional will be verified by Rasmussen College prior to the initial start of any course. Attendance is required at an orientation, which must be completed prior to the start date of the professional’s first course.

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

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

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

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

Class Standing
Rasmussen College determines class standing by the number of credit hours a student has completed. The College assigns class standings according to the following criteria:
- Freshman: 0-36 credits completed
- Sophomore: 37-72 credits completed
- Junior: 73-129 credits completed
- Senior: 130 or more credits completed

These Programs May Also Be Offered Online
- Bachelor's Degrees
  - Accounting
  - Public Accounting
  - Business Management
  - Computer Science
  - Criminal Justice
  - Graphic Design
  - Game and Simulation Programming
  - Health Information Management
  - Healthcare Management
  - Information Technology Management
  - Information Security
  - Nursing Bachelor of Science (RN to BSN)
- Associate's Degrees
  - Accounting
  - Business Management
  - Criminal Justice
  - Early Childhood Education
  - Graphic Design
  - Health Information Technician
  - Human Resources and Organizational Leadership
  - Human Services
  - Information Technology Management
  - Marketing
  - Medical Administration
  - Paralegal
  - Pharmacy Technician
  - Software Application Development
  - Web Programming

Diplomas
- Accounting
- Business
- Early Childhood Education
- Graphic Design
- Human Resources and Organizational Leadership
- Human Services
- Information Technology Management
- Marketing
- Medical Administration
- Medical Billing and Coding
- Pharmacy Technician
- Web Programming

Certificates
- Accounting
- Business
- Early Childhood Education
- Human Services
- Law Enforcement Academic
- Medical Billing and Coding
- Paralegal
- Pharmacy Technician
- Software Application Development

Individual Progress
Students may enroll in one or more courses at a time, or in succeeding quarters, without enrolling in a program of study. To be considered for admission, individual progress students must complete the application form and meet all requirements of high school graduation. The Rasmussen College entrance placement exam is not required for IP enrollment. Individual progress students will be 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 one course and meet the 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 Satisfaction Academic Progress (SAP).

Auditing a Course
A student who audits a course does so for the purpose of self-enrichment and academic exploration. Students not enrolled in an eligible program who wish to take courses without earning college credit are considered Audit students. This non-credit option is NOT available for courses beginning a “CC” “NM” “NUN” “NUN” “PM” “PT” “ST” “ML” and “W.” Students who elect to complete courses on a non-credit basis are not guaranteed full technology access; however, every effort will be made to provide the same technology resources. Transcripts denote a “ZP” or “Audit” upon completion of the course. Students may choose to convert the Audit grade to a letter grade and earn credit for an additional fee. An audit student is considered a learner and it is expected that the student will participate with reasonable regularity and do assigned work, particularly if she/he expects to convert the Audit grade to a letter grade at a future time.

Developmental Education and Rasmussen College Entrance Placement Exam Re-test Policy
The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into Foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students, and to providing educational opportunities to those who enroll. All new students who enroll in a Degree, Diploma, or Certificate program are required to take the Rasmussen College Entrance Placement Exam: reading, writing, and math placement tests. Applicants providing a college transcript indicating a grade of C or higher or a grade of Pass in college-level English and/or Mathematics are not required to complete College entrance placement examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have completed a college-level English course are required to complete the reading and writing sections of the placement examination. Students who have not completed a college-level math course are required to complete the math portion of the placement examination. Returning students who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundation courses are prerequisites, or their equivalents, do not need to take the College entrance placement examination. Returning students who have not successfully completed the Foundation courses, their equivalents, or the courses for which Foundation courses are prerequisites must take the College entrance placement examination. Coursework in Math or English that is numbered below 100 is considered to be developmental. College entrance placement examination scores are used to appropriately place students in English and Math courses according to skill level. See Entrance Assessment Table for placement scores.

These credits are not counted toward graduation, and each must be passed with a grade of “SX” in order for the student to proceed to the next course in the sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the Foundation courses. Students who test at remediation level, and who wish to transfer courses that have Foundation courses as prerequisites, must first successfully complete the Foundation courses. Students enrolled in Foundation courses are eligible for financial aid. Four course attempts must be taken in conjunction with courses contained in an eligible program. Students who place below the level of B080 Reading and Writing Strategies are not eligible for admission to Rasmussen College. Students who place below the level of B080 Reading and Writing Strategies and are not admitted to Rasmussen College may, after three months, have the option to re-take the assessment test.

The College entrance placement examination may not be re-taken for initial placement purposes after the start of a Foundation level course. On occasion, however, a re-test may be allowed prior to the start of a quarter. Such re-tests are only granted if extenuating circumstances exist that lead the College to determine a re-test is needed in order 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 foundation coursework must attempt one such course in their first quarter of enrollment. Students requiring two foundation courses must attempt the first course, Reading and Writing Strategies (B080), in their first quarter of enrollment and the second course, Combined Basic and Intermediate Algebra (B095) in Illinois and Practical Math (B087) in other states, in their second quarter of enrollment. If a student withdraws from or does not pass the Foundation course, the student must successfully complete that course in the subsequent full quarter of enrollment or the student will be dismissed from the College. As such, any required Foundation courses must be completed no later than the end of the Student’s third full quarter of enrollment, or the student will be dismissed from the College.

Students requiring two foundation courses must attempt Reading and Writing Strategies (B080) and one additional course in their program of enrollment prior to enrolling in the foundation math course. Upon successful completion of the first foundation course, Reading and Writing Strategies, and at least three credits of coursework in their program with a grade of C or higher, the student will be allowed to take a full-time credit load, if desired.

Foundation Course Grade
All Foundation courses are satisfactory/unsatisfactory (SX/UX) courses.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Course Waiver</th>
<th>Failure Dropped</th>
<th>Incomplete</th>
<th>Transfer Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUDIT NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>CW NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>FD NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>I NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>PT NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>S/SX NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>TO NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>TR NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>U/UX NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>UDX/UDX NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>W/FX/UX NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>W/PX/PXNA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Grade Point</th>
<th>Description</th>
<th>Grade Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-  0.75</td>
<td>Excellent</td>
<td>90 to 93%</td>
</tr>
<tr>
<td>A+  0.85</td>
<td>Very Good</td>
<td>93 to 96%</td>
</tr>
<tr>
<td>A  0.90</td>
<td>Good</td>
<td>96 to 98%</td>
</tr>
<tr>
<td>B+  0.95</td>
<td>Average</td>
<td>98 to 100%</td>
</tr>
<tr>
<td>B  1.00</td>
<td>Average</td>
<td>98 to 100%</td>
</tr>
<tr>
<td>C  1.33</td>
<td>Below Average</td>
<td>70 to 72%</td>
</tr>
<tr>
<td>D+  1.50</td>
<td>Below Average</td>
<td>70 to 72%</td>
</tr>
<tr>
<td>D  1.67</td>
<td>Below Average</td>
<td>70 to 72%</td>
</tr>
<tr>
<td>F  2.00</td>
<td>Failure</td>
<td>Below 70%</td>
</tr>
</tbody>
</table>

AUDIT NA  Audit
CW NA  Course Waiver
FD NA  Failure Dropped
I NA  Incomplete
PT NA  Transfer Credit
S/SX NA  Satisfactory
TO NA  Test-Out
TR NA  Official Transfer Credit
U/UX NA  Unsatisfactory
UDX/UDX NA  Unsatisfactory Drop Withdrawal Fail
W/FX/UX NA  Withdrawal Pass
W/PX/PXNA  Withdrawal Pass

Some General Education courses may contain a co-requisite component. If a grade is achieved at or above the threshold of 60% in both components of a course which consists of lecture and lab components, each component will receive the grade earned independently. Failure to earn a grade at or above the threshold of 60% in either lecture or lab component will result in failure of both components of the course.

Point Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-</td>
<td>0.75</td>
<td>90 to 93%</td>
</tr>
<tr>
<td>A+</td>
<td>0.85</td>
<td>93 to 96%</td>
</tr>
<tr>
<td>A</td>
<td>0.90</td>
<td>96 to 98%</td>
</tr>
<tr>
<td>B+</td>
<td>1.00</td>
<td>98 to 100%</td>
</tr>
<tr>
<td>B</td>
<td>1.33</td>
<td>98 to 100%</td>
</tr>
<tr>
<td>C</td>
<td>1.67</td>
<td>70 to 72%</td>
</tr>
<tr>
<td>D+</td>
<td>2.00</td>
<td>70 to 72%</td>
</tr>
<tr>
<td>D</td>
<td>2.33</td>
<td>70 to 72%</td>
</tr>
<tr>
<td>F</td>
<td>3.00</td>
<td>Below 70%</td>
</tr>
</tbody>
</table>

Common Grading System Percentage Scale

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-  100%</td>
<td>Excellent</td>
</tr>
<tr>
<td>A  92 to 90%</td>
<td>Very Good</td>
</tr>
<tr>
<td>B  89 to 87%</td>
<td>Good</td>
</tr>
<tr>
<td>B+  86 to 83%</td>
<td>Average</td>
</tr>
<tr>
<td>C  82 to 80%</td>
<td>Below Average</td>
</tr>
<tr>
<td>C+  79 to 77%</td>
<td>Below Average</td>
</tr>
<tr>
<td>D  72 to 70%</td>
<td>Below Average</td>
</tr>
<tr>
<td>D+  69 to 67%</td>
<td>Below Average</td>
</tr>
<tr>
<td>D  66 to 63%</td>
<td>Below Average</td>
</tr>
<tr>
<td>E  62 to 60%</td>
<td>Below Average</td>
</tr>
<tr>
<td>F  Below 60%</td>
<td>Failure</td>
</tr>
</tbody>
</table>

These programs are approved by the United States Department of Education and the Council on Higher Education Accreditation (CHEA).
ACADEMIC INFORMATION AND COLLEGE POLICIES

Competency Courses
Competency-based courses allow students to progress by demonstrating their competence, which means they prove that they have mastered the knowledge and skills (called competencies) required for a specific course. Rasmussen College partners with multiple developers of competency courses to provide offerings that align with the course outcomes and objectives of its instructor-led courses. Each objective is typically directed to ensure that students have learned that competency. Competency courses are groups of assessments that allow students to demonstrate mastery of different subjects and sections of the curriculum in one convenient location. Demonstrated mastery in a competency course may be converted to credits that will transfer into Rasmussen College credits.

- Students may attempt a competency course as long as they are concurrently enrolled in and taking coursework in an eligible program.
- Competency students may elect to take a Rasmussen College course in lieu of an online, instructor-led course for any course that has been identified as having a competency course equivalent.
- Upon successful completion of a competency course, Rasmussen College will issue a Certificate of Successful Competency Course Completion. The certificate will be placed in the student’s academic file.

School of Health Sciences Courses may contain a co-requisite lab component, co-requisite learning component, or both in addition to the lecture component of a course. Satisfactory performance (80% or higher) in each component of the course whether lecture, lab, and/or clinical experience is required to earn a passing grade in the course. Failure to earn a satisfactory grade in the laboratory and/or clinical component will result in failure of all components of the course. If a satisfactory grade is achieved in both components of a course consisting of lecture and lab components (no externship or practicum component), each component will receive the grade earned independently.

Nursing Programs Grade Scale
Students are required to earn at least a “C” in their Nursing courses. This applies to all NUR, PN, PN, and PRN coursework level 000 through 4999.

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

Nursing core courses may contain a co-requisite lab component, co-requisite clinical learning component, or both in addition to the lecture component of a course. Satisfactory performance (score of 78% or higher) in each component of the course will result in failure of all components of the course. If a satisfactory grade is earned in both components of a course consisting of lecture and lab components (no externship or practicum component), each component will receive the grade earned independently.

Institutional Course Grade Scale
Students who fail a required course three times and fail a cumulative grade point index of 2.0 or greater may be required to switch to another program that does not include the course as a required part of the program curriculum. Rasmussen College, at its discretion, may switch the student to another program after a student has failed a course three times, and who cannot switch to another program as determined by the program change appeal process, will be terminated from the College. Those students cannot return to the College until they successfully complete an equivalent to the course elsewhere by earning a grade of C or higher and a grade of Pass and transferring it back to Rasmussen College, in accordance with the transfer of credit requirements. In the case of credit transfer, an “S” grade will remain the grade of GPA calculation. However, the course credits both failed and transferred, count in the student's Cumulative Completion Rate (CCR). Foundation courses may only be repeated one time. Students who fail a Foundation course a second time will be terminated from the College. All attempts of repeated courses, including the grades, remain on academic records and transcripts even though they may not be included in the GPA calculation.

Nursing Repeating Courses Policy
The School of Nursing allows students to fail one Nursing course within the core Nursing curriculum (NUR, NUR, 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.

School of Health Sciences
Repeating Courses Policy
Students are required to attend the Extremity or Practicum Orientation prior to their externship or practicum. They receive an externship or practicum manual that discusses the expectations, and students are required to sign an acknowledgement form that is submitted and included in their programmatic file. The externship or practicum manual discloses that students have two attempts to complete their externship or practicum successfully; if they will be required to complete an alternate assignment for equivalent credits.

Late Assignment Submission Policy
Students may submit assignment work up to seven (7) days after the stated deadline. A 10% 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/month. Discussion posts made after the end of the current week/month will not be accepted. Instructors may waive the late penalty or timeframe in the case of extenuating circumstances as determined by the faculty. In some cases, certain activities, such as labs and exams, must be completed at the designated time and therefore cannot be made up. The instructor should apprise students beforehand of any such activities. In no circumstances may students submit work after the last day of the academic term unless an incomplete grade has been requested and granted beforehand.

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

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

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

3. The student’s Dean must be informed of all incomplete grades reported 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 in the course syllabus,
   b. The student can reasonably be expected to complete the work by the deadline,
   c. The student’s grade will be substantially improved,
   d. The student has demonstrated a commitment to completing work in a timely fashion,
   e. Granting the incomplete is truly in the best interest of the student.

4. By completing the work, one of the following will apply:
   i. The student will 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.

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

6. Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to make up “extra credit” work.

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

Policy for Change of Grade
On occasion it is appropriate to change a final grade submitted by an instructor at the end of a quarter. Except for situations outlined below, only the instructor who issued the original grade may request its change. Instructors may change grades at their discretion, with the following guidelines:

- Circumstances that may warrant a change of grade include:
  a. Emergency situations that prevent a student from submitting a petition to receive a grade change. Examples of such emergencies are hospitalization, car accident, death of a close family member, or mandatory military service.
  b. Distressful or disruptive classroom conditions.
  c. Situations involving miscommunications, misplaced assignments, or technical difficulties beyond the control of the student.
  d. Accommodation for special circumstances such as short-term disability or family leave.

- Grade changes must be consistent with course policies as outlined on the syllabus. In particular, stated policies regarding the acceptance of late work and how points are apportioned must be followed.
Students must contact their instructors within one week of the start of a semester regarding grade changes. Instructors will have one week from the time they are contacted by students to consider any requests for grade changes. No grade changes are considered after the second week of the subsequent quarter. Grade disputes which cannot be resolved between the student and instructor should be directed to the appropriate Dean. Circumstances where a grade change may be authorized later or by someone other than the original instructor include:

• Administrative errors regarding grading will be corrected by administrative staff as soon as they are identified.

• If the original instructor is no longer available to submit a grade change (for example, an instructor no longer employed at the College), the Academic Dean may determine if a grade change is appropriate.

• The Dean may authorize grade changes in order to resolve academic program changes.

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

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

In order for a student to complete and receive a final passing grade in the programmatic coursework delivering two concurrent NCLEX-Career Predictor Exams, the student must earn an 85% or higher in the Associate Degree in Nursing Program or a 92% or higher in the Practical Nursing Program on the ATI Comprehensive Predictor Exam on their second attempt. A student failing to receive a 95% (ADN) or 92% (PN) or higher probability on their second attempt will receive an incomplete grade for the course and be scheduled for remediation through the campus and/or ATI services during the subsequent quarter. Upon completion of remediation, the student will attempt a third ATI Comprehensive Predictor Exam on their equivalent exam. Students who achieve a score of 95% (ADN) or higher or 92% (PN) or higher or an equivalent measurement deemed by the College will receive a passing grade.

Students who score below 90% (AN) or 92% (PN) on the ATI Comprehensive Predictor Exam or its equivalent measurement, will fail the course and be scheduled to repeat the course required in the following academic quarter and complete an academic success plan that includes opportunities for individualized remediation.

Program Changes

A student enrolled in a graduate 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 choosing to change academic standing within the same program, or a student who is selecting a different specializations within the same program, or a student who is requesting to change catalogs within the same program at the time of the request will be allowed to make the change regardless of the number of prior program changes. No appeal process is required. The request for the program change must be received prior to Friday of the first week of a quarter break.

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

A complete description and requirements of the program change appeal process is available through the Campus Manager of Student Records. A background check is required for enrollment in certain programs as determined by the college. All program change appeals must be received no later than Friday of the first week of break prior to the start of the quarter in which the student wants to change programs. If a student desires to change programs or academic standing, the student must submit an application to change academic standing. The student completes the current catalog curriculum requirements. On occasion, a student may remain in his/her original catalog, assuming the prerequisites are still offered. A student who chooses to change programs must provide written authorization in the form of a completed change of status form and a new enrollment agreement.

Independent Study Policy

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

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

Independent studies must meet the following guidelines:

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

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

Prerequisites

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

Rasmussen College strives to maintain its role as an educational leader by incorporating current technology. Rasmussen College provides technology and computer access, and Internet access at each campus. Students will also have access to printers, additional software packages, electronic databases, and a helpdesk lab as needed at a Rasmussen College Campus.
3. Following the third week of the five or six week term, students will receive an F/D/DD/U/D for any classes dropped. The student’s grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

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

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

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

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

Academic Honors:
Term Honors and Dean’s List Recognition
Each term, Rasmussen College recognizes outstanding academic achievement by awarding certificates of achievement. Each degree-seeking student who earns a term grade point average of 3.25–3.749 will receive an Honor Roll certificate. Enrolled, degree-seeking students who earn a term grade point average of 3.75–4.00 will receive a Dean’s List certificate.

Graduation Honors:
Rasmussen College recognizes outstanding academic achievement by awarding honors to graduates who meet minimum qualifications.

Students who earn an Associate’s or Bachelor’s degree, complete all graduation requirements, and earn a cumulative grade point average of 3.50 or higher will graduate with honors and will receive gold cords for the graduation ceremony as a symbol of this achievement. An honors designation will appear on the diploma of an honors graduate who has completed an Associate’s degree program. Additionally, the following honors will be noted on the diplomas of Bachelor’s degree students:

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

RASMUSSEN COLLEGE STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe.

Cumulative grade point averages and successful completion of credits attempted are monitored quarterly, and students not meeting the standards are notified. Students who do not meet the standards will be expected to participate in Project Rally, which includes online learning tools and consultations with a member of the College team. The student is expected to complete the online learning tool in Project Rally by the first 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 an academic program. The three components are as follows:

1. GPA. Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00.

2. Pace/Cumulative Completion Rate (CCR). This is the pace at which a student progresses through a program. CCR is calculated by dividing cumulative credits earned by cumulative credits attempted within a program (e.g., 6 credits earned ÷ 12 credits attempted = 50%). Minimum standards are listed in the chart below.

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

3. Duration of Eligibility. This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program (e.g., maximum time frame for a 90-credit program = 90 x 150%, or 135 credits). Total credits are indicated for each program listing in the catalog. A student who exceeds 150% of the maximum time frame is no longer eligible for financial aid.

In calculating Pace/CCR and Duration of Eligibility, the following grades will be considered attempted, but will not be considered as credits successfully completed or earned: F/A/FD, U/U/DI/UN, W/WD/WF/WP/WX, I/IN. In addition, Foundations courses are not included in the number of credits attempted or successfully completed when assessing satisfactory progress.

Financial Aid Warning: If a student’s CGPA falls below 2.00, or if Pace/CCR standards or Duration of Eligibility requirements are not met, the student will be placed on Financial Aid Warning for the subsequent quarter. A student is eligible for financial aid during the Financial Aid Warning period. A student who fails to meet any one of the components of SAP at the end of the Financial Aid Warning period is not eligible for financial aid.

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

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

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

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

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

Transfer of Previously Earned College Credit and Prior Learning Assessments

General Transfer Credit Policy

1. Students in the Medical Assisting, Medical Assisting Associate's degree programs must complete at least 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means, except as noted below.

2. The student completes an appeal form.

3. The remaining core content necessary for the Healthcare Management degree will be covered by credit by examination, or other means.

4. Students are eligible and approved for the Surgical Technology Associate’s Degree Completion Block Transfer must complete at least 25% of their program requirements at Rasmussen College, and no more than 75% may be completed via transfer credits, credit by examination, or other means.

5. The School Director will provide a list of courses that do not have expirations: N, SD and W. This excludes the following courses, which do not have expirations:

   • Medical Assisting Core courses
   • Medical Assisting Practicum courses
   • General Education courses
   • Nursing courses
   • Business Management courses
   • Health Sciences courses

6. If a student has more AAS/AS credits than the enrollment program requires, then the student may have fewer upper-division courses to take. The School Director will provide a list of courses for reduction when needed. This applies only to the Business Management BS degree.

7. If the student has completed all of the required upper division courses and is still short credits, the remaining credits will be fulfilled by taking unrestrictive electives.

8. Students must complete the required number of total credits in the program to earn a Rasmussen College Bachelor of Science degree.

9. For the Bachelor in Computer Science, the two years of general education in the computer science field and a programming course comparable to Programming II and a math course comparable to Calculus II in order to declare the major. If the degree is not met, the 2-2 policy cannot be applied.

10. For the Bachelor in Health Information Management, qualifying Associate degrees have to be from a CAHIIM accredited program and earned within the past five years. If the degree was obtained over five years ago, the student needs to have work experience in the health information industry within the last five years and earn their RHIA membership card, showing it as current.

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

   1. Health Sciences Programs (including Medical Assisting AAS/AS, Health Information Technician AAS/AS, Medical Administration AAS/AS, Pharmacy Technician AAS/AS)

   2. Business Management AAS/AS – Transfer 49 lower level credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 73 credits (75 in Illinois).

   3. The remaining core content necessary for the Healthcare Management degree will be provided in the 300 and 400 level core courses.
General Education Block Transfer for Baccalaureate Candidates
For students with a conferred degree, general education coursework will be transferred as a block regardless of conferred degree or degree sought through Rasmussen College.
• All required general education courses must be met due to accreditation requirements.
• Confirmed Associate’s degrees may be posted as a block of up to 40 credits (up to 42 credits in Illinois), depending upon the Program
• Conferred Baccalaureate degrees may be posted as a block of up to 64-credit block (up to 66-credit block in Illinois), depending upon the program, comprised of 24 lower-level and 24 upper-level credits (up to 24 lower-level and 24 upper-level credits in Illinois).
• For those students without an earned degree, successfully completed general education credits will be applied.
Medical Assisting Associate’s Degree Completer Block Transfer Policy
A block transfer of 51 core credits may be allowed into the Medical Assistant Associate’s Degree program if one of the following criteria is met:
1. Graduated from a CAAHEP or ABHES accredited MA diploma or certificate program within the past 3 years and holds a current CMA (AAMA) RMA (AMT) certification or
2. Graduated over 3 years ago from a CAAHEP or ABHES accredited MA diploma or certificate program, but has worked as an MA within the past 3 years and holds a current CMA (AAMA) RMA (AMT) certification.
Students may seek a course-by-course transfer credits or course waiver for MA250/ MSA290 (Radiography Skills) only if they have a limited scope x-ray operators certificate. Students will need to complete 32 general education credits and 32-40 lower-level credits (Career Development), unless transferred in.
When applying this policy, the transfer maximum is 67%.
Rasmussen College Medical Assisting Diploma graduates will receive actual credits earned in their program up to a maximum. The maximum equals the credit value of the current Diploma program.
Block Transfer for Health Sciences Associate’s Degree
For students who have completed a healthcare Certificate or Diploma in the last five years and enroll into the Health Sciences Associate’s Degree program, a total block transfer of 19 major/core credits may be posted.
For students who have completed a Diploma or Associate’s Degree in Medical Assisting in the last five years and enroll in the Health Sciences Associate’s Degree program Phlebotomy Track, a total block transfer of 21 major/core credits may be posted.
For students who have completed a Diploma or Associate’s Degree in Medical Assisting in the last five years and enroll into the Health Sciences Associate’s Degree program ENG K Technicians Track, a total block transfer of 26 major/core credits may be posted.
RN to Bachelor of Science Nursing (RN to BSN) Policy
Students who have met the acceptance for admissions requirements and hold a current unencumbered Registered Nurse license and have successfully 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 unencumbered RN license without an Associate’s Degree will receive 66 credits for their nursing core and licensure. These students will need to complete previously completed 19 transferrable course credits in comparison to Introduction to Human Biology, Introduction to Microbiology, Human Anatomy & Physiology I and Human Anatomy & Physiology II to enroll in this program, as Rasmussen does not offer these course online. The remaining 28 credits of lower division General Education, if not transferred in from a previous college transcript, will need to be completed.
• Upper division core classes are not transferrable.
• Upper division General Education coursework is transferrable and follows the standard Course by Course Transfer Policy.
• The total percentage of credits that may be transferred into the program is 75%.

Credit by Examination (Non Competency Courses)
• Enrolled students may request credit by examination for courses if an exam has been developed.
• Students seeking to utilize a Microbiology credit by examination must provide transcripts indicating they have successfully passed with a C grade or higher from an accredited institution. A Microbiology core course of minimum four quarter credits which contains both a didactic component and lab. Qualified students who score 73% or higher on the credit by examination will earn a Microbiology “TO” on their Rasmussen College transcript.
• An examination score of 73% or higher is required to earn credit by examination.
• The examination grade and 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 WI/WD/MP or FF/A/ FD grade, no test-out attempt will be allowed.
• Credits awarded through credit by examination (TO) may not be transferred to another institution.
• Contact your Student Advisor for a list of available challenge exams.

Course Waivers
Medical Coding Practicum Waiver
• Students must have a minimum cumulative GPA of 3.0 in their program major courses may request a waiver for the Medical Coding practicum coursework. Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the practicum.
• Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student’s employer. The Program Coordinator/Director will interview the Campus Manager of Student Records of the result of the evaluation.
• If the waiver is granted, the grade will be posted on the student transcript as a Course Waiver (CW) if the course waiver request form is signed.
School of Education 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/CDA Application.
• The student’s credential will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW) once this course waiver request form is signed.

School of Justice Studies Waivers
• Course waivers will be considered for students who have select professional certifications from recognized state police/corrections academies.
• Course waivers will be considered for specific courses within the School of Justice Studies related to the certification.
• No time limit for earning certifications.
• The student’s credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student’s transcript as a Course Waiver (CW) once the course waiver request form is signed.

Course waivers will be considered for students who have attended and successfully completed the following courses offered through the MN BCA Criminal Justice Training and Education Program (BCA-AJTE). Student must present evidence of their attendance by submitting a course certificate of completion.
• Basic Narcotics
• 2BCA Crime Scene Course
• 3Crime Prevention Practitioner Course
• 4Financial Investigation Techniques Course
• 5Forensic Science Partners Program
• 6Leadership in Police Organizations Course
• 7Southern Police Institute Homicide Course

School of Business Waivers
Course waivers will be considered for students who have select professional certifications from the HR Certification Institute’s® for the distinction of Professional in Human Resources (PHR), Professional in Human Resource Management (SPHR) or the distinction of Professional in Human Resources (PHR), Professional in Human Resource Management (SPHR)
• Course waivers will be considered for specific courses within the School of Business related to the certification and the program of enrollment.
• Certifications must be current.
• The student’s credential will be reviewed, and if the criteria are met, will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW) once the course waiver request form is signed.

School of Technology Waivers
Course waivers will be considered for students who have select professional certifications from the Computing Technology Industry Association (CompTIA); Microsoft; Cisco; (ISC)²; A+ Certification; EMC; C–Institute.
• Course waivers will be considered for specific courses within the School of Technology related to the certification.
• Certifications must have been earned within the last three years or are current through renewal.
• Contact your Student Advisor for a list of available challenge exams.
• The student’s credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student’s transcript as a Course Waiver (CW) once the course waiver request form is signed.

School of Design Waivers
Course waivers will be considered for students who have earned the Certified Graphic Designer (CGD) or the Certified Creative Designer (CCD) credentials.
• Course waivers will be considered for specific courses within the School of Design related to the certification.
• Certifications must have been earned within the last three years or are current through renewal.
• The student’s credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student’s transcript as a Course Waiver (CW) once the course waiver request form is signed.

School of Health Sciences Waivers
Course waivers will be considered for students who have earned the Certified Coding Specialist (CCS or CCS-P) from AHIMA. In addition, an X-Ray operator license may also be considered.
• Course waivers will be considered for specific courses related to the certification.
• The student’s credential will be reviewed, and if the criteria are met, will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW) once the course waiver request form is signed.

School of Nursing Waivers
Course waivers will be considered for students who have completed the Professional Nursing AS program and have a practical nursing license that is current and unencumbered on the date their program starts at Rasmussen College, may request a waiver from NUR117/NUR1172 Nutritional Principles in Nursing and NUR203/NUR2034C Fundamentals of Professional Nursing.
• The student’s license status, as recorded on the state’s licensing website will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW) once the course waiver request form is signed.

Fire Science Waivers
The following coursework is available only at the Rasmussen Fire Science Academy location, and will not be available through Rasmussen College.
• Fire Officer Certificate
• FS290 Fire Service Instructor I
• FS180 Strategy & Tactics I
• FS315 Fire Prevention
• FS250 Management I; Fire Department Leadership I
• FS255 Management I; Fire Department Leadership II
• Fire Officer II Certificate
• FS295 Instructor II
ATTENDANCE
A basic requirement for employment in any organization is regular, on-time attendance. Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Work-related absences also require a call in advance if an absence is necessary. Rasmussen College students are expected to call the College and to indicate if they will be absent or tardy. It is the student’s responsibility to contact the instructor to get missed information, class work, and assignments. Attendance requirements are met by (a) attending a face-to-face course session at the campus or other class location, or (b) substantive online activity, including commentary in the discussion section of the online classroom, posting of required assignments and course quizzes. Attendance will be recorded at all times.

POLICIES AND GRIEVANCES
Accommodations Policy
The mission of Rasmussen College in disability services is to create an accessible college community where students with disabilities have an equal opportunity to participate fully in all aspects of the educational experience. Rasmussen College recognizes its obligation under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty by prohibiting discrimination on the basis of disability and by 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.

Rasmussen College Academic Integrity Policy
I. Introduction
As an institution of higher learning, Rasmussen College is committed to preparing students for success in their careers on or before the completion of their course. In order to successfully complete a practicum course, students must complete the required number of practicum hours in the course. Students who do not complete all required practicum hours during the quarter in which the course is scheduled will fail the practicum course.

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 Students who commit Academic Misconduct also run the risk of damaging future educational and employment opportunities. Reference forms sent by prospective employers and other educational institutions often ask for judgment and comment on a student’s academic or behavioral behavior. As the form is sent at the behest of the student, the student waives any rights he or she may have under the Family Educational Rights and Privacy Act to keep Academic Integrity violations confidential.

IV. Concurrent Offenses: A concurrent offense is an instance of Academic Misconduct that occurs at the same time as another instance (i.e., two or more assignments submitted at the same time in the same or different courses), or instances of misconduct that occur prior to the student receiving notice of the immediate prior offense. Concurrent offenses will be treated as a single offense, and the appropriate penalty will be applied for all concurrent violations.

V. Appeal: A student who disagrees with a ruling of Academic Misconduct has one week to appeal the ruling in writing to his/her Dean. If the Dean confirms the violation, the appeal is reviewed by the Academic Integrity Committee, which has one week from the time that they receive the appeal to thoroughly investigate and rule on the appeal. If the issue remains unresolved, the student must submit a written statement of appeal to the Vice President of Academic Affairs – Learning & Teaching thereafter. Response will be given within 30 days.

Conduct/Dismissal

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

- By students, faculty, or staff that is detrimental within the classroom environment.
- That interferes with the well-being of fellow students and/or faculty and staff members.
- That causes damage to the appearance or structure of the College facility and/or its equipment.
- By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.
- By students who otherwise display conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.

Students, employees, and guests using Rasmussen networks to access the internet are prohibited from viewing inappropriate material or visiting sites which have been identified as facilitating the violation of copyright/intellectual property protections or other suspicious/illegal activity. Prohibited material could include pornographic images, illegal file sharing programs (such as the illegal downloading and sharing of music), or other violations of the Rasmussen Acceptable Use Policy. Violations will result in the loss of network use privileges and possibly other penalties, up to and including dismissal.

Anti-Hazing Policy

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

Dress Code

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

Rasmussen College Minimum Technical Requirements

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

Current technical requirements are as follows:

Technical Requirements

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

1. Web Browser Requirements

The following web browsers are formally supported and tested:

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

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

2. Cookies Must Be Enabled on your Browser

A cookie is a small file that is placed on your computer by the server. Cookies are a very common Internet technology used by many websites, such as Amazon or eBay. Your browser has a setting that allows you to control whether you allow cookies or not. Since cookies are so common, your browser probably already has cookies enabled. If you are unsure whether your browser is set up properly, please call the Personal Support Center.

3. Required Plug-ins

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

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

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

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

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

ZIP File Compression Utility

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

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

Student Senate

The Student Senate assists the College in providing a successful, positive, and rewarding atmosphere by organizing campus events. The Student Senate meets on a regular basis. Students are encouraged to participate in the open forum discussions or may petition to be one of the board representatives. The representatives include: President, Vice President, Treasurer, and Secretary. Student Senate is open to all students, however student groups vary from campus to campus. Therefore, students should see their Campus Director for information regarding student groups.

Exit Interviews

Students completing the termination of their education at Rasmussen College should contact the Dean or Campus Director or Student Advisor, and then the Student Financial Services Office. Academic and career advising needs will be addressed as they become available until both exit interviews have been completed. All students graduating or withdrawing (that have financial aid) are required to attend a mandatory exit interview. During this interview, students receive information regarding their loans (including address and telephone numbers of lenders, deferment/ion servicer information, a sample repayment guide, loan consolidation information, and review of loan terms. The Student Financial Services Office is available for your assistance for the duration of this process.

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

Circulation Policy

Library Mission & Introduction

Rasmussen College Library System, in accordance with the mission of the College, guarantees special access to information literacy skills, and fosters educational achievement. The library is dedicated to supporting the diverse education and information needs of students, faculty and residential communities.

In support of this mission, we:

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

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

Borrowing Materials: General

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

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

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

Loan Periods

Circulating materials are loaned for 21 calendar days and may be renewed up to two times if there are no outstanding holds on the material. Special materials are loaned for 3 hours or 3 days, depending on the material type. Restricted materials may not be renewed.

Library materials must be returned to the library on or before the end of the loan period. Returned materials are accepted at any campus library and may be delivered in person or mailed to the campus.

Non-circulating materials are not loaned but may be used in the library.
fees and restriction of borrower privileges. Users will receive a reminder 2 days in advance of an item’s due date.

Following the grace period (5 days for circulating items; 10 hours for special materials), items are considered overdue and borrower privileges are suspended. Library fees are assessed on return of overdue items. Returned or fees are paid for lost materials.

After 30 days past the end of the grace period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per individual item.

The library will charge $55.00, or the cost of replacing the item plus a $0.00 processing fee.

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

Rasmussen College cannot override fines incurred at other libraries, including fines for Interlibrary Loan items lost or returned late. Library fees are assessed through the Department of Student Financial Services. Rasmussen College reserves the right to withhold the release of academic information, and other records, pending settlement of any amount due to the College.

Non-Discrimination Policy

Rasmussen College is committed to providing equal employment opportunity for all employees and all applicants for employment. For us, this is the only acceptable way to operate our College. Rasmussen College expressly prohibits harassment of employees, whether co-worker, manager or by any other individual for reporting sexual harassment.

Rasmussen College practice conforms both with the letter and spirit of federal, state, and local laws and regulations regarding non-discrimination in employment, compensation, and benefits.

Anti-Harassment and Sexual Violence Policy

It is Rasmussen College’s policy and practice to provide our employees and students an environment that is free from harassment. Rasmussen College expressly prohibits harassment of employees or students on the basis of gender. Harassment undermines our College community and our commitment to treat each other with dignity and respect. This policy is related to and is in conformity with the Equal Opportunity Policy of Rasmussen College to recruit, employ, retain, and promote employees without regard to age, race, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance. Prompt investigation of complaints will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. An Executive Vice President or President will formally investigate the complaint and will be notified of all allegations. This will ensure a prompt, consistent, and appropriate investigation.

It is a violation of policy for any member of our College community to engage in sexual harassment and it is a violation of policy for any member of the College community to take action against an individual for reporting sexual harassment. This policy covers actions of all students and employees, whether co-worker, manager or by any other individual for reporting sexual harassment.

In any harassment situation are very important. Informal Resolution

Early resolution of a potentially harassing situation is very important.

1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop.

2. Writing a letter to the person or talking to the person’s supervisor can also be effective.

3. Go to a sexual harassment/violence information center or discuss the matter with a friend.

4. Talk to someone who might also be victims of harassment.

5. Any employee, faculty member, staff member, or student is encouraged to discuss incidents of possible sexual harassment with the Campus Director, Regional Vice President, or College President.

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

During the informal inquiry process, all information will be kept confidential to the degree allowable under law.

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

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

1. If the person who discusses an informal complaint with an advisor is willing to be identified to others but not the person against whom the informal complaint is made, the College will make reasonable accommodations and will provide guidance about various ways to resolve the problem or avoid future occurrences.

While the confidentiality of the information received, the privacy of the individuals involved is maintained, the College will make reasonable accommodations and will provide guidance about various ways to resolve the problem or avoid future occurrences.

The expressed wishes of the complaining person for confidentiality will be considered in the context of the College’s obligation to act upon the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the College and those involved in the investigation.

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

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

Definitions

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

1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual’s employment or academic advancement;

2) submission to or rejection of such conduct by an individual is used as a basis for determining the individual’s employment, advancement, grades, or even academic performance or creating an intimidating, hostile, or offensive working or academic environment.

3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working or academic environment.

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

1. Unwanted sexual advances;

2. Offering employment benefits in exchange for sexual favors;

3. Making or threatening reprisals after a sexual harassment complaint is filed;

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 subtle as a touch. Harassment under the third part of the definition often consists of causing 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, promotions, better working hours, etc., are directly linked to the desirability of sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if she does not have sex with her.

2) ‘Hostile work environment,’ where the harassment creates an offensive and unpleasant working environment.

Hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, customers, or even unwelcome physical contact as a regular part of the work environment.

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

Sexual orientation harassment is verbal or written harassment that is related to a person’s or group’s sexual orientation. It can be harassment based on sexual orientation.

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

Romantic/sexual relationships between superior and subordinate employees: Complex power differentials exist between the involved parties. The respect and trust accorded a faculty member or other employee by a student, as well as the power exercised by faculty in giving grades, advice, praise, recommendations, opportunities for further study, or the threat of withdrawal of grades may greatly diminish the student’s actual freedom of choice concerning the relationship. Similarly, the authority of the supervisor to hire, fire, evaluate performance, reward, make recommendations, assign and oversee the work activities of employees may interfere with the employee’s ability to choose freely in the relationship. Further, it may in an acutely risky way that the employee (student, supervisor) is under the influence of the power differential exists between the involved parties which limits the student’s or employee’s ability to make informed choices about the relationship.

Claims of consensual romantic/sexual relationships will not protect individuals from sexual harassment.

Narcissistic恭性 relationships are power imbalances that can arise when an employee’s career or personal self-esteem is involved in the relationship. Narcissistic恭性 relationships are also very 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 either coerced, with the threat of a weapon, through the threat of bodily harm, through a position of authority, or when the victim/survivor is mentally or physically disabled or helpless constitutes criminal sexual assault.

Having a previous relationship of any nature, including prior sexual contact with the victim/survivor is not an accepted defense for sexual assault. The victim/survivor need not prove that he/she resisted and another witness is not needed to prosecute the case. The relative age of the persons involved, the victim/survivor’s fear of bodily harm to self or another, the use of threat to use a weapon by the perpetrator, and the infliction of either physical or emotional anguish upon the victim/survivor are among the criteria taken into account by state laws on Criminal Sexual Conduct and under the Crime Victims Bill of Rights.

Formal Complaints by Students and Employees

A formal complaint of sexual harassment must include a written statement, signed by the complainant specifying the incident(s) of sexual harassment. The statement may be presented to the College, by the complainant as a record of the complaint. The complaint must be addressed to the Campus Director, or any other employee. The College will formally report such complaint to an Executive Vice President or President and Human Resource Director or Corporate Counsel.

The Human Resource Director and/ or Corporate Counsel, with the assistance of the Campus Director, or other manager will formally investigate the complaint and present a recommendation to an Executive Vice President or President.

The College will investigate formal complaints in the following manner:
1. The person who is first contacted, after initial initializations were made, complaint, will inform the College specifying the individuals involved. Rasmussen will decide whether the circumstances warrants a formal investigation or an informal inquiry.

2. If the circumstances warrant an investigation, Rasmussen will inform the person complained against of the name of the person making the complaint as well as of the substance of the complaint. The College will then limit the investigation to what is necessary to resolve the complaint or make a recommendation. If it is necessary for the College to speak to any other person or other involved in the complaint, they will first inform the complaining person and the person complained against.

3. The College's first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.

4. The College will be in communication with the complainant until the complaint is resolved. The College will be informed of procedures being followed throughout the investigation although not of the final decisions or recommendations made with the person complained against.

5. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and make its recommendation within 60 days from the time the formal investigation is initiated.

6. If a formal complaint has been preceded by an informal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.

c. After an investigation of the complaint the College will:
1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that the harassment has occurred and report its findings to the person complaining and the person against whom the complaint is made.
2. If a formal complaint has been preceded in any student of
3. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President;
4. Report to an Executive Vice President or President, in its findings 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 the College community on property owned by the College the following additional policy applies:
1. The victim is aware that criminal charges can be made by 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 the appropriate law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;
6. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding;
7. The assistance of campus and/or other Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim's request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to an appropriate alternative;
8. Further information can be obtained from either of the following sources: Illinois Department of Human Rights James R. Thompson Center 100 West Randolph Street, Suite 10-100 Chicago, IL 60601 312-814-6200 217-785-5125 (TTY) state.il.us/dhr Illinois Attorney General illinoisattorneygeneral.gov/victims/index.html 800-228-3368 (Voice/TTY)

Nothing in this policy shall prevent the complainant or the respondent from pursuing formal legal remedies or resolution through state or federal agencies or the courts.

Drug-Free School and Workplace
In accordance with federal amendments to the Elementary and Secondary Schools and Community Schools Act (34 CFR Part 85), Rasmussen College campuses are hereby declared a drug-free college and workplace. For more information visit The U.S. Department of Education’s Higher Education for Alcohol and Other Drug Prevention website at edc.org. Students are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to the College including but not limited to grounds, parking areas, or anywhere within the building(s); or while participating in College-related activities including but not limited to clinical, externship, or practicum experiences. Students who violate this policy will be subject to disciplinary action up to and including expulsion or termination of enrollment.

As a condition of enrollment, students must abide by the terms of this policy or the College will take one or more of the following actions within 30 days with respect to any student who violates this policy:
1. Reporting the violation to law enforcement officials;
2. Taking appropriate disciplinary action against such student, up to and including expulsion or termination of enrollment;
3. Requiring such student to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency.

In compliance with the law, the College will make a good faith effort to maintain a drug-free College through implementation of the preceding policy and establish and maintain a drug-free and alcohol awareness program. Upon enrollment and on an annual basis, students will receive a copy of the Rasmussen College Drug-Free Schools and Workplace policy, list of applicable sanctions under federal, state, or local laws, description of health risks, list of drug and alcohol programs that are available, and list of imposed disciplinary sanctions for students.

The Federal Government has taken a number of legal steps to curb drug abuse in this country. These anti-drug laws affect several areas of our lives. For instance, the Department of Housing and Urban Development, which provides public housing funds, has the ability to evict residents found to be involved in drug related crimes on or near the public housing premises. Businesses dealing with federal contracts are subject to a loss of those contracts if they do not promote a drug-free environment. In our particular situation, students involved with drugs could lose eligibility for financial aid. Further, they could also be denied other federal benefits, disability, retirement, health, welfare, and Social Security. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.

Drugs and alcohol are highly addictive and injurious to the person and can cause harmful effects to virtually every aspect of a person's life, i.e., relationships, family, job, school, physical, and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, inattentive, anxious, or experience sexual indifference, loss of physical coordination, etc. They may go into a coma, experience convulsions, or even death.

Persons who use drugs and alcohol face not only health risks, but their ability to function in their personal and professional lives can be seriously impaired as well. Some examples of this are a hangoover, or a feeling of being “burnt out,” being preoccupied with plans for the next drink, or “high” or slowed reflexes that can be especially dangerous while driving.

There are danger signals that could indicate when someone is in trouble with drugs or alcohol:
1. inability to get along with family or friends
2. uncharacteristic temper flare-ups
3. increased “secret” type behavior
4. abrupt changes in mood or attitude
5. resistance to discipline at home or school
6. getting into a “slump” at work or school
7. increased borrowing of money
8. 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 student's Academic Dean or Campus Director.

Drug Abuse Policy
Rasmussen College is committed to providing a safe, drug-free environment for its students and employees, based on our concern for the safety, health and welfare of our students and their families, as well as 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, possession, transfer, or trafficking of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time on Rasmussen College campuses or off campus at activities sponsored and controlled by the College.

Rasmussen College has the right to:
1. Disciplining students, including dismissal, for felony convictions regarding illegal use, possession or trafficking of drugs.
2. The disciplinary action against anyone who violates this policy. Students may also be suspended pending outcome of an investigation regarding compliance with this policy.

Tobacco Use Policy
Smoking or tobacco use is prohibited at all facilities owned, leased and/or controlled by Rasmussen College, including campuses, office buildings and grounds. This includes, but is not limited to, common work areas, classrooms, labs, elevators, hallways, restrooms, employee lounges, student lounges, library, parking lots, plazas, courtyards, entrance and exit ways, and any other areas of the campus grounds. This policy applies to all faculty, staff and students.

This policy does not apply to off-site events sponsored and/or sponsored by the College where site management has designated an area for smoking.

For purposes of this policy, “tobacco use” means the personal use or consumption of any tobacco product, whether lit or not, including the use and display of an electronic cigarette or other device intended to simulate smoking. Prohibited tobacco products include smokeless tobacco, snuff, chewing tobacco, smokeless pouches, or any other form of loose-leaf, smokeless tobacco; and the use of unit cigarettes, cigars, and pipes.

Smoking includes inhaling, exhaling, burning or carrying in hand any item tobacco product, including cigarettes, cigars, pipe tobacco, and any other tobacco products.

Passive personal possession of tobacco products is not prohibited, but is subject to the applicable multiple policy. Visitors may be asked to leave the premises.

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 utensils and utility/pocket knives with a blade length of 3 inches or less. Prohibited items include weapons that are loaded or unloaded, functioning or non-functioning, and anything that could be perceived as a weapon, including toys and weapons used for decorative, display and/or simulation purposes. This policy applies to all staff, faculty, students, and visitors with the exception of licensed peace officers and law enforcement/security agents as allowed by applicable statute. The College reserves the right to use 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/or controlled by the College including graduation ceremonies, internships, and clinical sites. This policy does not include Rasmussen College parking lots, where weapons are allowed to be stored in private vehicles unless prohibited by a separate parking facility owner or operator. Rasmussen College defers to agency/site-specific rules regarding School of Justice Studies training facilities.

Family Educational Rights and Privacy Act (FERPA)
Amended 10/01 to include the USA Patriot Act
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:
1. The right to inspect and review the student's education records within 45 days of the date the institution receives a request for access. Students should submit to the registrar, business office, or other appropriate official, written request that identifies the records 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.

rasmussen.edu
2. The right to request the amendment of the student’s educational record if the student believes that it is inaccurate or misleading. Students may ask the institution to amend the record if they believe it is inaccurate or misleading. They should write the Campus Director clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

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. The school may, however, permit disclosure without consent to disclose school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and other than health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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 a person designated in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(3)(B) and 2331 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student’s file. Further, if the institution cannot establish to the student’s good faith in compliance with an ex parte order issued under the amendment it is not applicable to the person for this disclosure of information.

5. The right to disclose – without the written consent or knowledge of the student or parent – information from a student’s education records in order to comply with a “lawfully issued subpoena or court order” in three contexts.

a. Grand Jury Subpoenas – The institution may disclose education records to the entity or persons designated in a Federal Grand Jury Subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution’s response.

b. Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in any other subpoena issued by any law enforcement personnel. As with Federal Grand Jury Subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution’s response. Notification requirements or record retention requirements apply.

c. All Other Subpoenas – The institution may disclose information contained in a 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. If the school determines that the student’s parent or eligible student is a minor, the school shall obtain the minor’s consent to the release of the records. The school will record all requests for information from a standard court order or subpoena.

6. The right to disclose – without the written consent or knowledge of the student or parent – information to education records to “appropriate parties in connection with an emergency, if knowledgeable of the information in question, to protect the health and safety of the student or other individuals.” Iniminent danger of student or others must be present.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202.

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, as follows:

- For purposes of recording grades, attendance, advising, and determining financial aid eligibility.

Directory Information

Directory Information is that information which may be unconventionally 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.

- Student’s name, date of birth, address(es);
- Rasmussen College issued student email address; course of study; extracurricular activities; degrees and/or awards received; last school attended; dean’s list or equivalent; attendance status (full-time, part-time) and dates of attendance (the period of time a student attends or attended Rasmussen College not to include specific daily records of attendance).

Students may restrict the release of Directory Information except to school officials with legitimate educational interests and others as outlined above. To do so, a student must make the request in writing to the Business Office. Once filed this becomes a part of the student’s records, and the student has the right to request removal.

Grievance Policy

It is the policy of Rasmussen College that students should have an opportunity to appeal any decision or action that they feel is unfair and/or discriminatory to the student and are maintained by the institution. 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 decisions.

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 other member involved.

2. If the matter is not resolved to the person’s satisfaction, the person has the option to follow the appropriate steps:

   a. Requests for further action on educational issues should be made to the Dean of the College.
   b. If the grievance is still not resolved, students should contact the Campus Director for their campus.
   c. If the grievance is still not resolved, students should contact the Campus Director for their campus.
   d. If the grievance is still not resolved, students should contact the Campus Director for their campus.

State or Students other interested parties may also contact:

- Commission for Independent Education Florida Department of Education 325 West Gaines Street, Suite 1414 Tallahassee, FL 32399 888-224-6684
- Illinois Board of Higher Education 431 East Adams Street, Second Floor Springfield, IL 62701 217-782-2525
- Kansas Board of Regents 1000 SW Jackson Street, Suite 520 Topeka, KS 66612 785-296-3421
- North Dakota University System State Board of Higher Education 10th Floor, State Capitol 600 East Boulevard Ave, Dept. 215 Bismarck, ND 58505-0230 701-328-2960
- State of Wisconsin Educational Approval Board 201 West Washington Avenue, 3rd Floor Madison, WI 53715 608-266-1996
- The Higher Learning Commission (nlc.org), a commission of the North Central Association of Colleges and Schools 300 South LaSalle Street, Suite 7-500 Chicago, IL 60604 800-624-7400 or 312-623-0456

Appeal Procedure

Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. Individuals who feel they have been unjustly treated can request the Campus Director to hear their appeal.

For appeals involving academic issues such as final grades, students must appeal first to their instructor, in writing, to the instructor’s “@rasmussen.edu” email found on the course syllabus within one week of the start of a subsequent term. If the issue remains unresolved after an appeal to the instructor, the student will have one week from the time they are contacted by students to consider any such appeals, students must provide appeal documentation and a written statement to the Dean. The Dean will respond to the student within the time frame set by the Dean and the student shall be given thirty days to provide the appeal, the student must submit a written statement of appeal to the Vice President of Academic Affairs – Learning & Teaching thereafter. Response will be given within thirty days.

If individuals wish to appeal a decision or request a change in a policy due to a perceived violation of rights, written statements of appeal must be submitted to the Vice President of Student Affairs within 15 calendar days of the issue in question. Response will be given within 30 days.

Arbitration (not applicable to North Dakota residents)

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 grievance procedure under the Grievance Policy published in the then current Rasmussen College catalog. If, following completion of the Grievance Policy procedures, any current or former student (“the Student”) or Rasmussen College remains dissatisfied, then the Controversy or Claim, in accordance with the Enrollment Agreement, shall be resolved by binding arbitration administered in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Arbitration shall be sole remedy for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Chicago, Illinois before a single neutral arbitrator. The arbitration 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 thereover.

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 also have no authority to award attorney’s fees or to collectively arbitrate any Controversy or Claim of and against more than one Student regardless of whether or how many other similarly circumstanced Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator’s fees. Any arbitration initiated by Rasmussen College shall be governed by an agreement charged by the American Arbitration Association but otherwise the Student and Rasmussen College shall bear their own costs and expenses of the arbitration, including attorney’s fees. As may be required by law, no party to the arbitration nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without written consent of both the Student and Rasmussen College.

Disclosure Policy

Availability of financial information regarding the College may be requested from the Chief Financial Officers.

Rasmussen College is currently authorized or licensed to operate in: Alabama, Arkansas, Delaware, Florida, Illinois, Indiana, Iowa, Kansas, Minnesota, Missouri, 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 for their residents to enroll in online programs.

STATE CONTACT INFORMATION FOR STUDENT COMPLAINTS*

ALABAMA
Alabama Commission on Higher Education
P.O. Box 302000
Montgomery, AL 36110
ache.state.al.us/federal-reg.pdf

ALABAMA DEPARTMENT OF POSTSECONDARY EDUCATION
P.O. Box 302130
Montgomery, AL 36110
accs.cc/complaintform.aspx

ACADEMIC INFORMATION AND COLLEGE POLICIES

2014-2015 CATALOG AND STUDENT HANDBOOK

888-5-RASMUSSEN

ACADEMIC INFORMATION AND COLLEGE POLICIES

STATE CONTACT INFORMATION FOR STUDENT COMPLAINTS*
ACADEMIC INFORMATION AND COLLEGE POLICIES

TUITION

Pricing will be effective for new students as of July 2014

<table>
<thead>
<tr>
<th>Part Time</th>
<th>Full Time</th>
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<tbody>
<tr>
<td>School of Business</td>
<td>$310 per credit</td>
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<tr>
<td>School of Education</td>
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<tr>
<td>School of Social Sciences</td>
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<td>School of Criminal Justice Studies</td>
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School of Nursing: Professional Nursing

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<tr>
<th></th>
<th>$395 per credit</th>
<th>$395 per credit</th>
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<tr>
<td></td>
<td>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.</td>
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<td></td>
<td>There is a required course resources fee of $150 per course. Courses with course numbers ending with “L” or “LL” will not be charged a course resources fee.</td>
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<tr>
<td></td>
<td>FAST TRACK: Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course resources fee of $150 for every course over four courses.</td>
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<td></td>
<td>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.</td>
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<td>Individual Progress students will be charged at the School of Business rate, plus a $150 course resources fee for each class.</td>
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<td>Audit Students who elect to take courses without earning college credit are charged $275 per credit hour plus a $150 course resources fee for each class.</td>
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<td>Students who wish to convert the Audit grade to a letter grade will be charged an additional fee of $75 per credit hour.</td>
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<td>No additional discount or reduction can be applied to full-time tuition rates with the exception of the School of Nursing, whose students remain eligible for corporate partner discounts, military families/discounts and articulation discounts.</td>
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<tr>
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<td>Course Resources Fee</td>
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<tr>
<td>Rasmussen College has one simple course resources fee, charged for all courses. This fee makes the cost of course resources predictable for each course. Only one course resources fee will be applied for courses with a common course number split between lecture, lab and clinical components. The course resources fee includes, but is not limited to (where applicable for specific programs):</td>
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<td>Rental of eBooks for use during the course for the time period prescribed by the course materials vendor(s)</td>
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<td>Physical and electronic library resources (reference services, books, eBooks, databases, guides, interlibrary loan, etc.)</td>
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<td></td>
<td>Peer, faculty and expert tutoring with 24/7 math support and question response as well as lab paper review</td>
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<td>Technology tools and online course systems</td>
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<td></td>
<td>The Student Portal</td>
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<td></td>
<td>The Personal Support Center Help Desk</td>
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<td>Tactical facilities and services required for the criminal justice program</td>
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<td></td>
<td>Licensed materials and videos</td>
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<td></td>
<td>Reimbursement for student exam certifications and certain exam review programs</td>
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<td>Some (not all) background checks and immunizations</td>
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<td></td>
<td>Uniforms and other supplies for the medical and criminal justice programs used while in class</td>
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<tr>
<td></td>
<td>Access to online career resources such as Optimal Resume and Job Connect</td>
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For information on our graduation rates, median graduate debt levels, and other student investment disclosure information, visit rasmussen.edu/STD.
The home campus monitors satisfactory progress. than their home campus (primary attendance courses, and students will have the flexibility to schools have common ownership and common Course requirements for programs may be Rasmussen College has signed consortium AGREEMENT

CONSORTIUM AGREEMENT

**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 General's Offices, will accept complaints regardless of whether an institution is required to be licensed in that state.

CONSORTIUM AGREEMENT

**Any promissory note instrument received as payment of tuition or other regulations or rules of conduct.

Return of Title IV Funds Policy

If a student withdraws or is expelled, they need to visit with the Campus Director or Dean to complete the Rasmussen College Notice of Change in Student Status form, which will begin the withdrawal process. Students are allowed to convey their withdrawal verbally or in writing to the Campus Director or Dean.

Rasmussen College uses the state-mandated refund policy to determine the amount of institutional charges it can retain. The federal formula dictates the amount of Federal Title IV aid that will be returned to the federal government by the school and the student. The federal formula requires a Return of Title IV if the student received federal financial assistance in the form of a Federal Pell Grant, Federal Stafford Subsidized Student Loan, or Federal PLUS Loan and withdrew on or before completing 60% of the quarter.

The percentage of Title IV aid to be returned is determined by dividing the number of calendar days remaining in the quarter by the number of total calendar days in the quarter. Scheduled breaks of five or more consecutive days are excluded. If funds are released to a student because of a credit balance on the student’s account, the student may be required to repay some of the federal grants if they withdraw.

The federal return of Title IV funds formula calls for a second calculation, similar to the one outlined above, where the school determines the percentage and amount of tuition which was unearned. The school compares the unearned tuition with the unearned Title IV aid, and returns the lesser of these two amounts.

A student withdrawing from school may be eligible for post-withdrawal disbursements according to federal regulations.

A post-withdrawal disbursement occurs when a student who withdrew earns more aid than was previously disbursed to the student. Post-withdrawal disbursements are made first from available grant funds before available loan funds and must be done within 45 days of the school’s determination that the student withdrew.

In addition, loan post-withdrawal disbursements must be made within 45 days of the day the school determines that the student withdrew. Rasmussen College credits the student’s account for any outstanding current period charges. If there is any remaining post-withdrawal disbursement to be returned, an offer is made to the withdrawn student in writing (letter sent to student) within 30 days of the school’s determination that the student withdrew. The letter explains the type and amount of funds available to explain and the student to accept or decline all or part of the monies. A 14-day response time is given to the student for their decision.

If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled. Federal regulations dictate the specific order in which funds must be repaid to the Title IV programs by both the school and the student, if applicable. Rasmussen College follows this mandate by refunding monies in the following sequence: Unsubsidized Stafford Loans, Subsidized Stafford Loans, and PLUS Loans, Pell Grant, FSEOG, and then other Title IV programs. Rasmussen College uses the software and printed worksheets provided by the U.S. Department of Education to document the Return of Title IV Funds Calculation along with the Post-Withdrawal Disbursement Tracking Sheet.

Extended Quarter Break Out Stop Policy

Rasmussen College encourages students to remain continuously enrolled in their program through to graduation. Rasmussen College recognizes that on occasion a student may experience an extraordinary personal situation for which the student may need an extended break between quarters. A student with an extenuating circumstance may apply for the Extended Quarter Break Out Policy. Students who are enrolled and meeting the standards of Satisfaction Academic Progress at the end of one term may apply for an extended break for the following term. The student must successfully complete the term immediately prior to the Stop Out term. The student must commit to returning on the mid-quarter start (week 6) of the subsequent quarter or the student will be withdrawn from Rasmussen College.

The student must meet with his or her Student Advisor in order to obtain a Stop Out Request Form. The Student Advisor will provide the student with the necessary information to make an informed decision. Stop Out Request Forms must be signed prior to the first day of quarter for which the Stop Out is being requested. Students will remain continuously enrolled and will not be eligible to receive financial aid from any other institution during this break. Students who are approved to take a Stop Out are eligible to receive aid only on the mid-starts of the course the term the student returns. A Stop Out is not permitted in consecutive terms.

Military Leave and Refund

Rasmussen College supports its students who are also members of the armed forces. Military service members who are given official orders to deploy for state or federal needs, as well as their spouses, who cannot complete the academic quarter due to the deployment may withdraw without penalty from any or all classes in which they are enrolled, even if the established deadline for withdrawing has passed. These students are entitled to a full refund of tuition and mandatory fees for the term, subject to applicable laws governing federal or state financial aid programs and allocation or refund as required under those programs. The student will receive a grade of WX.

Any tuition refund will be calculated according to federal regulations. The balance will be returned in accordance with the student’s Excess Funds Form (completed upon enrollment). Students in good standing who withdraw under this policy may be reimbursed and re-enroll under the catalog that is current at the time of reenrollment, without penalty or re-determination of admission eligibility, within one year following their release from active military service. Programs with specialized admissions requirements are excluded from this policy. Students must meet all additional requirements at the time of re-enrollment.

Medical Leave of Absence and Medical Withdrawal Policy

Medical Leave: Each leave will be for one quarter and can be extended through the following quarter. No leave may extend for more than two consecutive quarters, although there is no limit to the total number of quarters that a student may accumulate. Medical leave is intended for students who need to take time away from Rasmussen College for health reasons. Medical Withdrawals may be one of the following:

1. Medical Withdrawal: intended for students who do not plan to return to Rasmussen College.

2. Involuntary Medical Withdrawal: Initiated by campus Administration for students who are suspended or are dismissed due to conduct policy violations, or who pose a direct threat to themselves or others.

Students are treated as a drop/refund for Financial Aid purposes and may end up owing a tuition balance. Students should see the Student Financial Services Office to determine the impact of a Medical Leave or Withdrawal.

Applying for a Leave or Withdrawal:

To return from Medical Leave, the student must contact the Campus Accommodations Coordinator, have it signed by the appropriate person(s) and return the completed form to the Campus Accommodations Coordinator.

When a Student Wants to Return After a Medical Leave of Absence:

To return from Medical Leave, the student must contact the Campus Accommodations Coordinator prior to the first day of classes of the re-enrollment.

Additionally, the Campus Accommodations Coordinator must receive a letter from the student’s professional therapist and/or physician stating the停止they are able to return to the Rasmussen College for health reasons.

Policy Regarding Grades in the Event of a Medical Leave of Absence or Medical Withdrawal:

1. If the student takes Medical Leave or a Medical Withdrawal on or before the closing day of the drop/ add period the course(s) will be dropped without being recorded on the student’s transcript and tuition will not be charged.

2. If the student takes Medical Leave or Medical Withdrawal on or after the closing day of the drop/ add period the course(s) will be dropped without being recorded on the student’s transcript and tuition will be charged.

The rule for “WX” will be recorded for each course for which a student was registered if the student takes Medical Leave or Medical Withdrawal from the College for any reason following the first week of the quarter.

NOTE: Official transcripts will not be released by Rasmussen College until all outstanding financial obligations have been cleared. The usual rules for transferring credit to Rasmussen College for courses taken elsewhere while on leave will apply to any academic work done by the student while on Medical Leave or Medical Withdrawal from the College.
All academic probation, warnings and dismissals take precedence over any Medical Leaves or Medical Withdrawals. If a student is already on probation or is placed on probation while on leave, the conditions of his or her probation are continued to the quarter in which he or she returns to the College.

Involuntary Medical Withdrawal Appeal Process
A student who is placed on an Involuntary Medical Withdrawal may appeal the decision to the College President within three (3) business days (excluding weekends and federal and state holidays) of the decision. The appeal should be made in writing and should set forth the basis for the appeal. The College President (or their designee) has three (3) business days from receipt of the appeal (excluding weekends and federal and state holidays) to affirm or reverse the decision, which is then considered final. The College President (or their designee) may extend the time limits set forth above as necessary. While the appeal is pending, the original decision of Campus Administration will stand.

When a Student Wants to Return After an Involuntary Medical Withdrawal
Re-enrollment will require a completed re-admission application from the student along with a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the professional therapist/physician believes the student is able to return to Rasmussen College. Students must be cleared by all of the following once the re-admission application is received: Dean, Student Financial Services Office and Campus Director.

Non Federal Refund Distribution Policy
For Florida Campuses
If the disbursement is made of the Florida State Assistance Grant (FSAG) while the student is enrolled, no refund will be due. If the disbursement is made while the student is no longer in attendance, a full refund to the FSAG program is due. A student must be attempting a minimum of six credits per quarter to be eligible to receive Bright Futures scholarship funding. If a student receiving Bright Futures scholarship funds withdraws from course(s) after the drop/add period, the student will be required to repay the institution for the amount of the scholarship for those course(s) withdrawn from.

For Minnesota Campuses
Refunds for state aid programs are calculated on a proportional basis. To calculate the minimum refund due to the Minnesota State Grant Program, the SELF Loan Program, and other Minnesota State Aid Programs (with the exception of the State Work Study Program), the following formula is used:

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

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

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

Remaining refund due to the State Aid Programs
Ratios are then determined for each of the State Financial Aid Programs as part of the total Non-Titie IV financial aid disbursed to the student for the period during which the student withdrew. These ratios are then multiplied against the remaining refund due to the State Aid Programs to determine the proportional minimum refund due to both the State Grant and SELF Programs. If the student received funds from other State Aid Programs, those refunds would be calculated in the same manner.

Note that for purposes of calculating institutional charges in the State Refund Calculation, the definition for Title IV programs is used.

- Any remaining refund monies will then be applied to reduce the student’s Minnesota State Grant award and/or Minnesota SELF Loan.
- Any remaining refund monies will then be applied to any other sources.

For North Dakota Campuses
If the disbursement is made of the North Dakota State Grant while the student is enrolled full-time, no refund is due. If the disbursement is made while the student is no longer in attendance, a full refund to the North Dakota State Grant program is due.

For Illinois and Wisconsin Campuses
Please note that Illinois, Kansas and Wisconsin do not have state grant programs, so the Non-Federal Refund Distribution Policy does not apply to students attending campuses in Illinois, Kansas, or Wisconsin.

Veterans Refund
In the event a veteran discontinues training for any reason, any supplies or textbooks issued to and paid for by the veteran become the property of the veteran. Electronic resources, access to which the veteran paid for as part of the course resource fee, shall remain accessible to the veteran as long as the license provided by the publisher/content owner allows. Licenses for electronic resources, which are utilized in most courses at Rasmussen College, are typically active for a length of 180 days to two years, dependent on the publisher. The remaining amount of the prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance of training.
The Medical Laboratory Technician program at the Green Bay, Lake Elmo/Woodbury, Mankato, Moorhead, and St. Cloud campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 North River Road, Rosemont, IL, 60018. 713-714-8880.

• National Accrediting Agency for Clinical Laboratory Sciences 5600 North River Road Rosemont, IL 60018 Phone: 773-714-8880 Fax: 773-714-8886

The Associate Degree Nursing program at Rasmussen College-Ocala School of Nursing is accredited by the Commission on Accreditation of Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404) 975-5000. acenursing.org

The Nursing BS Degree (RN to BSN program) at Rasmussen College is a new applicant pursuing initial accreditation by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite S30, Washington, DC 20036; (202) 887-6791. New applicant status is neither a status of accreditation nor a guarantee that accreditation will be granted.

Programs or campuses not listed above are not programmatically accredited.

Licenses, Authorizations, Certifications, Approvals, and Registrations

The Arkansas Higher Education Coordinating Board has certified Rasmussen College to offer the following degree programs by distance technology to Arkansans residents: Accounting B.S., Business Management B.S., Early Childhood Education Leadership B.S., Marketing B.S., Finance B.S., Healthcare Management B.S., Human Resources and Organizational Leadership B.S., Health Information Management B.S., Criminal Justice B.S., Nursing B.S. (RN to BSN), Cyber Security B.S., Information Technology Management B.S., Accounting A.A.S., Business Management A.A.S., Early Childhood Education A.A.S., Health Information Technician A.A.S., Medical Administration A.A.S., Criminal Justice A.A.S., Human Services A.A.S., Paralegal A.A.S., Information Systems Management A.A.S. Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required by the rules and regulations implementing institutional and program accreditation as defined in Arkansas Code 6-61-301.

Rasmussen College is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at:

• Commission for Independent Education Florida Department of Education 320 West Gaines Street, Suite 1414 Tallahassee, FL 32399 888-224-6684

Rasmussen College is licensed as a private career school with the Florida Department of Education. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. The education programs may not meet the needs of every student or employer.

• Florida Board of Nursing
• Florida Board of Nursing
• Minnesota Board of Nursing
• Wisconsin Board of Nursing

Statement of Ownership

Rasmussen College, Inc. is a private corporation under the laws of the State of Delaware. Rasmussen, Inc. is the parent company of Rasmussen College, Inc., with campuses located in the States of Florida, Illinois, Kansas, Minnesota, North Dakota, and Wisconsin.

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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 curent information please refer to a copy of the schedule of classes for the term in which they enroll. The courses listed in this catalog are intended as a general indication of Rasmussen College’s curricula. Courses and programs are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary. Students who maintain continuous enrollment will be able to complete their program at Rasmussen College even if the program is discontinued. Rasmussen College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty and to add or to delete certain in courses, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and the course resource fee. Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impair one’s eligibility for employment in one’s chosen career field.

Pharmacy Technician students convicted of non-drug-related felonies may not be eligible to sit for the Pharmacy Technician Certification Board (PTCB) exam.

Pharmacy Technician students convicted of drug- or pharmacy-related felonies ARE NOT eligible to sit for the PTCB exam. Students seeking licensing as professional peace officers in Minnesota must complete the required Law Enforcement coursework at Rasmussen College or transfer in the equivalent. In addition, these students must complete an officially recognized first aid course in First Responder, Emergency Medical Technician, or Emergency Response, and to complete practical skills coursework meeting POST objectives, to be eligible to sit for the Peace Officer Standards and Training (POST) licensing exam. Students must provide Rasmussen College with a copy of their required first aid certification (such as a copy of their first responder card) for inclusion in the student’s file at Rasmussen College. Some skills training providers may require additional academic coursework. Skills training cannot be completed online.

Rasmussen College reserves the right to deny admission to applicants whose total credentials reflect an inability to assume the obligations of performance and behavior deemed essential by Rasmussen College and relevant to any of its lawful missions, process, and functions as an educational institution and business.

The administration of Rasmussen College reserves the right to address any issue in this catalog or its operations regarding its meaning.
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