MISSION

Rasmussen College is dedicated to serving our communities by recognizing the diverse needs of individuals.  

We encourage personal and professional development through respect, appreciation, and a commitment to general education as a foundation for lifelong learning.

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

PURPOSES

TO ACCOMPLISH OUR MISSION, RASMUSSEN COLLEGE ESTABLISHED THESE PURPOSES:

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

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

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

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

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

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

- Winter Quarter
  January 7 – March 24
- Early Spring Quarter
  February 11 – March 24
- Spring Quarter
  April 8 – June 23
- Early Summer Quarter
  May 13 – June 23
- Summer Quarter
  July 8 – September 22
- Early Fall Quarter
  August 12 – September 22
- Fall Quarter
  October 7 – December 22
- Early Winter Quarter
  November 12 – December 22

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

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

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

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

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

Sincerely,

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

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

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

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

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

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

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

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

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

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

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

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

REGISTRAR
• Evaluates your transcripts for transfer credit
• Records credentials on your transcript as you achieve them
• Monitors graduation requirements

STUDENT ACCOUNT MANAGER
• Processes tuition payments and obtains account statements
• Answers questions about the online bookstore ordering process
• Assists with the use of personal checks

888-5-RASMUSSEN
### Certificate

#### Career Opportunities:
- Accounting Clerk
- Bookkeeper

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

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

#### Certificate Courses

<table>
<thead>
<tr>
<th>Major and Core Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A140 Financial Accounting I</td>
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</tr>
<tr>
<td>A141 Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>A177 Payroll Accounting</td>
<td>4</td>
</tr>
<tr>
<td>A269 Income Tax</td>
<td>4</td>
</tr>
<tr>
<td>B136 Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B233 Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B271 Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>D132 Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>D181 Excel</td>
<td>3</td>
</tr>
<tr>
<td>D279 Computer Focused Principles</td>
<td>3</td>
</tr>
<tr>
<td>E242 Career Development</td>
<td>2</td>
</tr>
</tbody>
</table>

**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 either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

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

### 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.

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

#### Total Diploma Credits**: 73-74

**See Page 37 for General Education Course Selections.

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

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

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses. Students have the opportunity to participate in an optional internship/externship project.

### Associate’s Degree

#### Career Opportunities:
- Accounting Clerk
- Auditing Clerk
- Bookkeeper
- Bank Teller
- Account Management Trainee

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

**See Page 37 for General Education Course Selections.

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

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

CAREER OPPORTUNITIES:

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

OBJECTIVE:

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

IN ADDITION TO ALL ASSOCIATE'S DEGREE COURSES

GENERAL EDUCATION COURSES

<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>4</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>
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</table>

MAJOR AND CORE COURSES

UPPER DIVISION

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

IN ADDITION TO ALL ASSOCIATE'S DEGREE COURSES

Total Bachelor's Degree Credits

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>General Education Credits</td>
<td>58-59</td>
</tr>
<tr>
<td>Lower Division Major and Core Credits</td>
<td>61</td>
</tr>
<tr>
<td>Upper Division Major and Core Credits</td>
<td>64</td>
</tr>
<tr>
<td>TOTAL BS DEGREE CREDITS</td>
<td>183-184*</td>
</tr>
</tbody>
</table>

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

Students have the opportunity to participate in an optional internship/externship project.

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

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

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

TOTAL CERTIFICATE CREDITS  37*

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

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  4-5

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  12-13
Major and Core Credits  47
TOTAL DIPLOMA CREDITS 59-60*

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

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

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

CAREER OPPORTUNITIES:
- Retail Management
- Small Business Manager
- Customer Service
- Call Center/Telecommunications Manager
- Human Resource Assistant
- Benefits Administrator
- Sales Representative
- Internet Sales & Marketing Associate
- E-Marketing Coordinator/Web Analyst
- Marketing Assistant

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
- Humanities and Fine Arts (Select 2 courses) 8
- Natural Sciences (Required courses) 6
- G156 Human Biology
- G156L Human Biology Lab
- Social and Behavioral Sciences (Required courses) 8
- G203 Macroeconomics
- G204 Microeconomics

MAJOR AND CORE COURSES

LOWER DIVISION
Business Administration Specialization
- A177 Payroll Accounting 4
- B119 Customer Service 4
- D279 Computer Focused Principles 3

Call Center Management Specialization
- B275 Call Center Customer Service Representative Skills 4
- B276 Call Center Labor Force Management 4
- B278 Call Center Operations Management 4

Entrepreneurship Specialization
- B146 Introduction to Entrepreneurship 4
- B240 Entrepreneurial Product and Service Planning 4
- B244 Entrepreneurial Finance: Capitalization for the Entrepreneur 4

Human Resources Specialization
- B250 Training and Development 4
- B267 Employment Law 4
- B268 Compensation and Benefits Management 4

Internet Marketing Specialization
- B228 Search Engine Marketing 4
- B245 Online Multimedia Marketing 4
- B273 Internet Business Models and E-Commerce 4

Marketing and Sales Specialization
- B140 Sales Techniques 4
- B273 Internet Business Models and E-Commerce 4
- B281 Public Relations and Advertising 4

Total Associate’s Degree Credits
- General Education Credits 34-35
- Major and Core Credits 58-59

TOTAL AAS DEGREE CREDITS 92-94*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

CERTIFICATE • DIPLOMA • AAS DEGREE • BS DEGREE

BUSINESS MANAGEMENT BACHELOR’S DEGREE

CAREER OPPORTUNITIES:
• Sales Worker Supervisor
• Human Resource Manager
• Marketing Manager
• E-Retail Manager
• Computer and Information Systems Manager
• Operations Manager

OBJECTIVE:
Graduates of this program know concepts in management, human resources, marketing, and business ethics. They understand finance and accounting, and advanced management theories and techniques in a variety of fields. 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 Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>G126A</td>
<td>English Composition 2</td>
<td>4</td>
</tr>
<tr>
<td>B323</td>
<td>Advanced Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B351</td>
<td>Management of Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>B352</td>
<td>International Business</td>
<td>4</td>
</tr>
<tr>
<td>B370</td>
<td>Organizational Behavior Analysis</td>
<td>4</td>
</tr>
<tr>
<td>B371</td>
<td>Research and Report Writing</td>
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<tr>
<td>B420</td>
<td>Organizational Development</td>
<td>4</td>
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<tr>
<td>B421</td>
<td>Statistics for Business</td>
<td>4</td>
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<tr>
<td>B440</td>
<td>Managing a Diverse Workforce</td>
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<tr>
<td>B460</td>
<td>Strategic Management</td>
<td>4</td>
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<tr>
<td>B491</td>
<td>Legal and Ethical Environment of Business</td>
<td>4</td>
</tr>
<tr>
<td>B492</td>
<td>Contemporary Leadership Challenges</td>
<td>4</td>
</tr>
<tr>
<td>B498</td>
<td>Management Capstone</td>
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BUSINESS MANAGEMENT SPECIALIZATION

<table>
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>B333</td>
<td>Principles of Management II</td>
<td>4</td>
</tr>
<tr>
<td>B360</td>
<td>Operations Management</td>
<td>4</td>
</tr>
<tr>
<td>B404</td>
<td>Negotiation and Conflict Management</td>
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</tr>
<tr>
<td>B415</td>
<td>Risk Management</td>
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HUMAN RESOURCES SPECIALIZATION

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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>B375</td>
<td>Advanced Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>B390</td>
<td>Human Resource Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>B433</td>
<td>Human Resource Recruitment and Selection</td>
<td>4</td>
</tr>
<tr>
<td>B453</td>
<td>Compensation Administration</td>
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INFORMATION TECHNOLOGY SPECIALIZATION

<table>
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<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>B216</td>
<td>Network Fundamentals for Business Professionals</td>
<td>3</td>
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<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
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<tr>
<td>N330</td>
<td>MIS Techniques</td>
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</tr>
<tr>
<td>N340</td>
<td>Information Technology Project Management</td>
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</tr>
<tr>
<td>N410</td>
<td>Database Management and Administration</td>
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</table>

INTERNET MARKETING SPECIALIZATION

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</thead>
<tbody>
<tr>
<td>B364</td>
<td>Internet Marketing, Public Relations and Social Media</td>
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<tr>
<td>B423</td>
<td>Internet Law</td>
<td>4</td>
</tr>
<tr>
<td>B434</td>
<td>Web Analytics</td>
<td>4</td>
</tr>
<tr>
<td>B442</td>
<td>Advanced Search Engine Marketing Strategies</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Bachelor’s Degree Credits

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>General Education Credits</td>
<td>58-59</td>
</tr>
<tr>
<td>Lower Division Major and Core Credits</td>
<td>47</td>
</tr>
<tr>
<td>Lower Division Specialization Credits or Unrestricted Electives</td>
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<tr>
<td>Upper Division Major and Core Credits</td>
<td>51</td>
</tr>
<tr>
<td>Upper Division Specialization Credits</td>
<td>16-17</td>
</tr>
</tbody>
</table>

TOTAL BS DEGREE CREDITS 183-186*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

Students have the opportunity to participate in an optional internship/externship project.
HEALTHCARE MANAGEMENT  BS DEGREE

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

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

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

GENERAL EDUCATION COURSES
- English Composition (Required courses)  8
- G124  English Composition
- G126A  English Composition 2
- G227  Oral Communication
- Humanities and Fine Arts (Select 3 courses)  12
- Math (Select 2 courses)  8-9
- Natural Sciences  14
  (*Required, select 2 additional courses)
- G156  Human Biology*
- G156L  Human Biology Lab*
- Social and Behavioral Sciences  12
  (*Required, select 1 additional course)
- 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
- B271  Professional Communication  4
- D132  Computer Applications and Business Systems Concepts  3
- E242  Career Development  2
- G148  General Psychology  4
- H200  US Healthcare Systems  4
- H210  Marketing and Communications in Healthcare  4
- M120  Medical Terminology  4
- M270  Electronic Health Records and Medical Office Procedures  4
- M230  Medical Law and Ethics  4

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

Total Bachelor’s Degree Credits
- General Education Credits  58-59
- Lower Division Major and Core Credits  61
- Upper Division Major and Core Credits  63

TOTAL BS DEGREE CREDITS  182-183*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

Students have the opportunity to participate in an optional internship/externship project.

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

BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

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

TOTAL CERTIFICATE CREDITS  37*

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

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

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
English Composition (Required course)  4
G124  English Composition
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  8-9
Major and Core Credits  53

TOTAL DIPLOMA CREDITS  61-62*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

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 (Required courses)  8
G203  Macroeconomics
G204  Microeconomics

MAJOR AND CORE COURSES

LOWER DIVISION
B230  Principles of Finance  4
B280  Business Capstone  2

Total Associate’s Degree Credits
General Education Credits  34-35
Major and Core Credits  59

TOTAL AAS DEGREE CREDITS 93-94*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

Students have the opportunity to participate in an optional internship/externship project.
MARKETING • CERTIFICATE • DIPLOMA • AAS DEGREE

BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

CERTIFICATE COURSES

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

TOTAL CERTIFICATE CREDITS  37*

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

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

MARKETING DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

Major and Core Courses
B245 Online Multimedia Marketing  4
B273 Internet Business Models and E-Commerce  4
B281 Public Relations and Advertising  4

Total Diploma Credits
English Composition (Required course)  4
G124 English Composition  4
Math (Select 1 course)  4-5

MAJOR AND CORE COURSES

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

Total Diploma Credits
General Education Credits  8-9
Major and Core Credits  49

TOTAL DIPLOMA CREDITS  57-58*

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

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

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
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 (Required courses) 8
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 34-35
Major and Core Credits 59

TOTAL AAS DEGREE CREDITS 93-94*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

Students have the opportunity to participate in an optional internship/externship project.
MULTIMEDIA TECHNOLOGIES DIPLOMA

DIGITAL DESIGN AND ANIMATION

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

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

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

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

MAJOR AND CORE COURSES

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

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

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

TOTAL DIPLOMA CREDITS  67-68*

WEB DESIGN

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

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

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

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

MAJOR AND CORE COURSES

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

SPECIALIZATION COURSES
- NM115  Networking and Internet Technologies  3
- NM250  Dynamic Content Management  3
- NM260  Server Side Scripting  3

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

TOTAL DIPLOMA CREDITS  67-68*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
Communication (Required course)  4
G227 Oral Communication  4
Humanities and Fine Arts  8
("Required, select 1 additional course")
G147 Art Appreciation  4
Natural Sciences ("Required courses)  6
G156 Human Biology  4
G156L Human Biology Lab*  4
Social and Behavioral Sciences (Select 2 courses)  8
MAJOR AND CORE COURSES
LOWER DIVISION
Digital Design and Animation Specialization
NM280 Multimedia Portfolio Development  2
Web Design Specialization
NM280 Multimedia Portfolio Development  2
Total Associate’s Degree Credits
General Education Credits  34-35
Major and Core Credits  61
TOTAL AAS DEGREE CREDITS  95-96*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

DIGITAL DESIGN AND ANIMATION BACHELOR’S DEGREE

CAREER OPPORTUNITIES:
• Graphic Designer  • Website Designer
• Senior Art Director  • Multimedia Artist & Animator
• Visual Media Producer  • Web Operations Manager

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES
English Composition (Required course)  4
G126A English Composition 2  4
Humanities and Fine Arts (Select 1 course)  4
Math (Select 1 course)  4-5
Natural Sciences (Select 2 courses)  8
Social and Behavioral Sciences (Select 1 course)  4
MAJOR AND CORE COURSES
UPPER DIVISION
N301 The Business of Digital Media  4
N305 Figure Drawing  4
N310 The Study of Animation  4
N315 Flash Animation  4
N320 Polygon Modeling  4
N325 Advanced Methods of Computer Graphics  4
N335 Digital Photography  4
N345 Advanced HTML Coding with CSS  4
N350 Concept Development for Digital Media  4
N405 Advanced Applications of Digital and Experimental Art  4
N415 Digital Effects Creation  4
N425 Storyboard Development for Digital Media  4
N435 Digital Video/Audio Project  4
N440 Web Design Project  4
N441 3D Game Character Creation  4
N445 Animation Graphics Project  4
Total Bachelor’s Degree Credits
General Education Credits  58-59
Lower Division Major and Core Credits  61
Upper Division Major and Core Credits  64
TOTAL BS DEGREE CREDITS  183-184*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

EARN AS YOU LEARN
Our Credential Ladder guides you to earn increasingly advanced academic credentials.
EARLY CHILDHOOD EDUCATION • CERTIFICATE • DIPLOMA • AAS DEGREE
CHILD AND FAMILY STUDIES • CHILD DEVELOPMENT • ENGLISH LANGUAGE LEARNER • CHILD WITH SPECIAL NEEDS

CERTIFICATE

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

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

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

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

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

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

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

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
English Composition (Required course) 4
G242 Composition 4
G277 Oral Communication 4
Math (Select 1 course) 4-5

MAJOR AND CORE COURSES

LOWER DIVISION
D132 Computer Applications and Business Systems Concepts 3
E170 Introduction to Undergraduate Research 2

Child and Family Studies Specialization
EC255 Parent Education and Support 4
EC230 Guiding Children’s Behavior 4
EC232 Child and Family Advocacy 4
G142 Introduction to Sociology 4

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

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

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

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

ASSOCIATE’S DEGREE

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 4
G156L Human Biology Lab 4
Social and Behavioral Sciences (Select 2 courses) 8

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

MAJOR AND CORE COURSE

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

Child Development Specialization
EC295 Summative Project for Early Childhood Education 2

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

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

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Sophomore Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

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

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

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

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

**Career Opportunities:**
- Medical Coder
- Medical Coder/Biller

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

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

**General Education Courses**
- Natural Sciences (Required Course) 4
- G150 Structure and Function of the Human Body 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
  - M251 Medical Coding Practicum 1

**Total Certificate Credits**
- General Education Credits 4
- Major and Core Credits 36
- **Total Certificate Credits 40**

*See page 37 for General Education course selections.*

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

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

### Medical Billing and Coding Diploma

**Career Opportunities:**
- Medical Coder
- Medical Coder/Biller

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

**In addition to all Certificate Courses**
- General Education Courses
  - English Composition (Required course) 4
  - G124 English Composition
  - Communication (Required course) 4
  - G227 Oral Communication
  - Math (Select 1 course) 4-5

**Major and Core Courses**
- Lower Division
  - M208 Introduction to Health Information Management 4

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

*See page 37 for General Education course selections.*

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

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
- 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
- M252 Health Information Practicum 2

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

TOTAL AAS DEGREE CREDITS 92-93*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

HEALTH INFORMATION MANAGEMENT BACHELOR’S DEGREE

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

OBJECTIVE:
Graduates of the Health Information Management (HIM) program will be prepared to assume diverse entry-level positions that span a broad range of settings including hospitals, physician practices, nursing homes, home health agencies, mental health facilities, and public health agencies as well as software companies, government agencies, pharmaceutical companies, and consulting firms. They will understand basic human anatomy and physiology, medical terminology and pathophysiology and demonstrate how they are critical to managing patient health information. HIM BS graduates will be able to communicate with all levels (clinical, financial, and administrative) of an organization that utilizes patient data in daily operations and decision making. Graduates will be skilled and competent in developing information policy, designing and managing information systems, as well as functioning in a technologically advanced and changing work environment.

Graduates can apply, analyze, synthesize, and evaluate didactical theories and real world experiences relevant to health information management; demonstrate self-directed learning skills using a variety of resources and technology; articulate personal attitudes and attributes critical to professional leadership; and administer health information computer systems. Graduates value critical analytical thinking, problem solving, financial literacy, knowledge creation skills, lifelong learning, communication, diverse perspectives, technology and information literacy, ethical and professional practice, and confidentiality of patient information.

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES
- 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
- H330 Quality Improvement in Healthcare 4
- H340 Regulation and Compliance in Healthcare 4
- H350 Healthcare Statistics 4
- H420 Advanced Healthcare Law and Ethics 4
- H300 Information and Communication Technologies 4
- H305 Health Information Management Systems 4
- H320 Data, Information, and File Structures 4
- H330 Financial Management of Health Information Services 4
- H340 Project Management 4
- H350 Electronic Health Record Application 4
- H360 Reimbursement Methodologies 4
- H400 Electronic Data Security 3
- H410 Applied Research in Health Information Management 4
- H420 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

TOTAL DEGREE CREDIT HOURS
- Lower Division Major and Core Credits 58-59
- Upper Division Major and Core Credits 66
- TOTAL BS DEGREE CREDITS 182-183*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

This program requires specific immunizations prior to professional practice experience.

Entrance Requirements for Health Information Management Bachelor’s Program: Applicants pursuing admittance into the Health Information Management BS Degree Program must possess an AAS in Health Information Technology/Management from a CAHIIM accredited program earned within the last five years and approval by the Program Coordinator.

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

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

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

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

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

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

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

ASSOCIATE'S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
English Composition (Required course) 4
G124 English Composition
Humanities and Fine Arts (Select 2 courses) 8
Math (Select 1 course) 4-5
Natural Sciences (Required courses) 6
G156 Human Biology
G156L Human Biology Lab
Social and Behavioral Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES
A140 Financial Accounting I 4
H200 US Healthcare Systems 4

Total Associate's Degree Credits
General Education Credits 34-35
Major and Core Credits 62
TOTAL AAS DEGREE CREDITS 96-97*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

EARN AS YOU LEARN
Our Credential Ladder guides you to earn increasingly advanced academic credentials.
DIPLOMA

CAREER OPPORTUNITIES:
• Medical Assistant
• Medical Office Administrative Assistant

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

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

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

MAJOR AND CORE COURSES
E242 Career Development 2
M100 Customer Service in Healthcare 1
M120 Medical Terminology 4
M230 Medical Law and Ethics 4
M232 Pathophysiology 5
M270 Electronic Health Records and Medical Office Procedures 4
MA102 Introduction to Medical Assisting 3
MA110 Clinical Skills I 4
MA135 Pharmacology for the Allied Health Professional 4
MA145 Clinical Skills II 4
MA225 Laboratory Skills for Medical Assisting 4
MA250 Radiography Skills 3
MA265 Medical Assistant Externship 8
MA285 Medical Assistant Capstone 2
Total Diploma Credits
General Education Credits 8
Major and Core Credits 52
TOTAL DIPLOMA CREDITS 60*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Medical Assistant
• Medical Office Administrative Assistant

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

IN ADDITION TO ALL DIPLOMA COURSES

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

MAJOR AND CORE COURSES
D132 Computer Applications and Business Systems Concepts 3
Total Associate’s Degree Credits
General Education Credits 35
Major and Core Credits 55
TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 37 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. All Medical Assisting students are required to attend the Rasmussen Externship meeting conducted by the Program Coordinator as well as a site orientation if required by the site prior to being eligible to begin the externship.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
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
MA241 Human Anatomy and Physiology I
MA242 Human Anatomy and Physiology II

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

Total Certificate Credits 41*

GENERAL EDUCATION COURSES
In ADDITION TO ALL CERTIFICATE COURSES
English Composition (Required course) 4
Math (Required course) 5

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

Total Diploma Credits 51

TOTAL DIPLOMA CREDITS 70*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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.

ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES
GENERAL EDUCATION COURSES
Communication (Required course) 4
G227 Oral Communication 5

Total Associate's Degree Credits 51

Total AAS Degree Credits 90*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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 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 6
- G156L Human Biology Lab 2
- Social and Behavioral Sciences (Required courses) 8
- G142 Introduction to Sociology 4
- G148 General Psychology 4

MAJOR AND CORE COURSES
- D132 Computer Applications and Business Systems Concepts 3
- E170 Introduction to Undergraduate Research 2
- E242 Career Development 2
- J100 Introduction to Criminal Justice 4
- J106 Criminology: Motives for Criminal Deviance 4
- J115 Introduction to Corrections 4
- J120 Policing in America 4
- J131 Criminal Law and Procedures: Crime and the Courtroom 4
- J200 Domestic Violence 4
- J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
- J250 Drugs and Crime 4
- J255 Ethics in Criminal Justice 4
- J280 Contemporary Issues in Criminal Justice Capstone 4

Corrections Specialization
- J121 Case Management: Strategies for Rehabilitation 4
- J211 Counseling Clients 4
- J212 Legal Principles in Corrections 4

Homeland Security Specialization
- J130 Introduction to Homeland Security 4
- J230 Terrorism 4
- J245 Security Challenges 4

Law Enforcement Specialization
- J122 Crime Scene to Conviction: Critical Skills in Documentation 4
- J222 Practical Psychology for Law Enforcement 4
- J226 Legal Code for Law Enforcement 4

Psychology Specialization
- HS260 Community Psychology 4
- HS270 Social Psychology 4
- HS280 Abnormal Psychology 4

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

** Additional training may be required.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
**CAREER OPPORTUNITIES: **
- Detective Investigator
- Probation/Parole Officer
- Crime Victims Advocate
- Juvenile Justice Specialist
- Homeland Security Supervisor
- Homeland Security Agent
- Police Officer

**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.

**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**
- **G227 Oral Communication**
- **Humanities and Fine Arts (Select 3 courses)** 12
- **Math (Select 2 courses)** 8-9
- **Natural Sciences** 14
  - "(Required, select 2 additional courses)
  - **G156 Human Biology**
  - **G156L Human Biology Lab**
- **Social and Behavioral Sciences** 12
  - "(Required, select 1 additional course)
  - **G142 Introduction to Sociology**
  - **G148 General Psychology**

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- **D132 Computer Applications and Business Systems Concepts**
- **E170 Introduction to Undergraduate Research**
- **E242 Career Development**
- **J100 Introduction to Criminal Justice**
- **J106 Criminology: Motives for Criminal Deviance**
- **J115 Introduction to Corrections**
- **J120 Policing in America**
- **J131 Criminal Law and Procedures: Crime and the Courtroom**
- **J200 Domestic Violence**
- **J213 Juvenile Justice: Delinquency, Dependency, and Diversion**
- **J250 Drugs and Crime**
- **J255 Ethics in Criminal Justice**
- **J280 Contemporary Issues in Criminal Justice Capstone**

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

**Choose either Track I or Track II**

**Track I**
- **J480 Criminal Justice Internship**
- **J453 Criminal Justice Seminar**
- **J457 Criminal Justice Senior Thesis**

**Track II**
- **J365 Research Methods in Criminal Justice**
- **J360 Statistics in Criminal Justice**
- **J365 Research Methods in Criminal Justice**
- **J410 Criminal Justice Leadership and Management**
- **J415 Crime Prevention**
- **J490 Critical Issues in Criminal Justice**

**UNRESTRICTED ELECTIVE CREDITS**
- **12**

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

** Additional training may be required.

** Students taking the Homeland Security specialization must take as their electives J130 Introduction to Homeland Security, J230 Terrorism, and J245 Security Challenges.

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

- Firefighter
- Supervisor/Manager

OBJECTIVE:

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

FOUNDATION COURSES

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

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<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>English Composition (Required course)</td>
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<tr>
<td>G124 English Composition</td>
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<tr>
<td>G227 Oral Communication</td>
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<td>Humanities and Fine Arts (Select 2 courses)</td>
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<tr>
<td>Math (Select 1 course)</td>
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<tr>
<td>Natural Sciences (Required courses)</td>
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<tr>
<td>G156 Human Biology</td>
<td>4</td>
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<tr>
<td>G156L Human Biology Lab</td>
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<td></td>
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<tr>
<td>Social and Behavioral Sciences (Required courses)</td>
<td>8</td>
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<tr>
<td>G142 Introduction to Sociology</td>
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<td>G148 General Psychology</td>
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MAJOR AND CORE COURSES

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<th>Course Code</th>
<th>Course Name</th>
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<tr>
<td>FS100</td>
<td>Building Construction for Fire Protection</td>
<td>4</td>
</tr>
<tr>
<td>FS102</td>
<td>Fire Behavior and Combustion</td>
<td>4</td>
</tr>
<tr>
<td>FS115</td>
<td>Fire Prevention</td>
<td>4</td>
</tr>
<tr>
<td>FS120</td>
<td>Fire Protection Systems</td>
<td>4</td>
</tr>
<tr>
<td>FS125</td>
<td>Principles of Emergency Service</td>
<td>4</td>
</tr>
<tr>
<td>FS180</td>
<td>Strategy and Tactics</td>
<td>4</td>
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<tr>
<td>FS205</td>
<td>Strategy and Tactics II</td>
<td>4</td>
</tr>
<tr>
<td>FS250</td>
<td>Management I: Fire Department Leadership</td>
<td>4</td>
</tr>
<tr>
<td>FS255</td>
<td>Management II: Fire Department Leadership II</td>
<td>4</td>
</tr>
<tr>
<td>FS280</td>
<td>Management III</td>
<td>4</td>
</tr>
<tr>
<td>FS285</td>
<td>Management IV</td>
<td>4</td>
</tr>
<tr>
<td>FS290</td>
<td>Fire Service Instructor I</td>
<td>4</td>
</tr>
<tr>
<td>FS295</td>
<td>Fire Service Instructor II</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Associate’s Degree Credits

- General Education Credits: 34-35
- Major and Core Credits: 57

TOTAL AAS DEGREE CREDITS: 91-92*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
CAREER OPPORTUNITIES:
• Paralegal
• Legal Assistant
• Legal Secretary
• Compliance Specialist

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

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

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

MAJOR AND CORE COURSES
D132  Computer Applications and Business Systems Concepts  3  
E242  Career Development  2  
J131  Criminal Law and Procedures: Crime and the Courtroom  4  
PL100  Introduction to Law and the Legal System  4  
PL121  Civil Litigation and Procedure I  4  
PL122  Civil Litigation and Procedure II  4  
PL142  Contracts: Managing Legal Relationships  4  
PL145  Paralegal Ethics  4  
PL215  Real Estate Law  4  
PL216  Corporate Law  4  
PL226  Law Office Technology: Cyberspace and the Paralegal Profession  4  
PL228  Torts: Auto Accidents and Other Legal Injuries  4  
PL230  Family Law  4  
PL235  Legal Research  4  
PL240  Legal Writing  4  

Choose either Track I or Track II
Track I
PL290  Paralegal Internship  5  

Track II
PL280  Paralegal Capstone  5  

Total Associate’s Degree Credits
General Education Credits  34-35  
Major and Core Credits  62  
TOTAL AAS DEGREE CREDITS  96-97*  

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
GAME AND SIMULATION PROGRAMMING BS DEGREE

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

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

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

GENERAL EDUCATION COURSES
English Composition (Required courses) 8
G124 English Composition
G126A English Composition 2
Communication (Required course) 4
G227 Oral Communication
Humanities and Fine Arts (Select 3 courses) 12
Math (Select 2 courses) 8-9
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
E170 Introduction to Undergraduate Research 2
E242 Career Development 2
N137 Programming I 4
N138 Game Preproduction 4
N139 Game Design Theory I 4
N150 Technology’s Role in the 21st Century 2
N180 Math for Game and Simulation Production I 4
N205 Platform Design and Human-Computer Interaction 4
N206 Data Structures 4
N207 Programming II 4
N225 Interactive Storytelling 3
N266 Console Development 4
N276 Applied Game and Simulation Theory 4
N286 Math for Game and Simulation Production II 4
SD140 Mobile Application Development 3
SD225 Object-Oriented Programming 3
W114 Fundamentals of Programming 3
W210 Java I 3

UPPER DIVISION
N302 Graphics Development with OpenGL 4
N311 Game and Simulation Lighting Techniques 4
N324 Portfolio, Package and Publish 4
N346 Practical Game Development 4
N355 Game Planning and Development Strategies 4
N360 Mobile Platform Development 4
N401 Artificial Intelligence 4
N421 Software Engineering for Game and Simulation Production 4
N431 Multiplayer Game Programming 4
N450 Game Assets 4
N455 Game Audio Assets 4
N460 Applications of Physics for Game and Simulation Production 4
N465 Industrial Simulation Project 4
N470 Video Game Production Project 4
N471 Engineering Virtual Worlds 4

Total Bachelor’s Degree Credit Hours
General Education Credits 58-59
Lower Division Major and Core Credits 64
Upper Division Major and Core Credits 60

TOTAL BS DEGREE CREDITS 182-183*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
SOFTWARE APPLICATION DEVELOPMENT • CERTIFICATE • AAS 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
W109 Relational Databases 3
W114 Fundamentals of Programming 3
W210 Java I 3

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

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

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

SOFTWARE APPLICATION DEVELOPMENT
ASSOCIATE'S DEGREE

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

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

IN ADDITION TO ALL CERTIFICATE COURSES
GENERAL EDUCATION COURSES
English Composition (Required course) 4
G124 English Composition
Communication (Required course) 4
G227 Oral Communication
Humanities and Fine Arts ("Required course, select 1 additional course) 8
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 AAS DEGREE CREDITS 90

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

IN ADDITION TO ALL ASSOCIATE'S DEGREE COURSES

GENERAL EDUCATION COURSES
English Composition (Required course) 4
G126A English Composition 2 4
Humans and Fine Arts (Select 1 course) 4
Natural Sciences (Required courses) 8
G239 Introduction to Astronomy 4
G245 Introduction to Geology 4
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 BS DEGREE CREDITS 180

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

Applicants to this program must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. Please see the application procedures for this program under Academic Information and College Policies.
INFORMATION SYSTEMS MANAGEMENT  NETWORK ADMINISTRATION
DIPLOMA • AAS DEGREE

INFORMATION TECHNOLOGY MANAGEMENT  BS DEGREE

CAREER OPPORTUNITIES:
• Network System Administrator

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. They understand how efficiencies gained from appropriate application of technology can directly affect business performance. They understand network administrators are accountable for a business’s network uptime. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and maintain a high level of network integrity.

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

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

MAJOR AND CORE COURSES
B119  Customer Service  4
B136  Introduction to Business  4
B220  Project Planning and Documentation  4
B271  Professional Communication  4
B293  Business Ethics  4
D132  Computer Applications and Business Systems Concepts  3
E242  Career Development  2
N127  Microsoft Windows Workstations  3
N133  Networking Fundamentals  3
N140  Logic and Troubleshooting  4
N145  Fundamentals of PC Hardware and Software  4
N150  Technology’s Role in the 21st Century  2
N208  Linux Administration  3
N226  Windows Active Directory  3
N228  Microsoft Windows Server  3
N234  Microsoft Exchange Server  3
N235  Cisco Networking Fundamentals and Routing  3
N290  Information Technology Capstone  2

Total Diploma Credits
General Education Credits  8-9
Major and Core Credits  58

TOTAL DIPLOMA CREDITS  66-67*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

INFORMATION SYSTEMS MANAGEMENT  ASSOCIATE’S DEGREE – NETWORK ADMINISTRATION

CAREER OPPORTUNITIES:
• Network System Administrator

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology and network engineering add value to the business process. They understand how efficiencies gained from appropriate application of technology can directly affect business performance. Graduates have proficiency in management of data networking, server administration, and industry standard server operating system environments. They understand that network administrators are accountable for a business’s network and are proficient in performance software that is used to ensure server and network uptime. 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.

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 2 courses)  8

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

TOTAL AAS DEGREE CREDITS  92-93*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
INFORMATION TECHNOLOGY MANAGEMENT
BACHELOR’S 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
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
B351 Management of Information Systems 4
B370 Organizational Behavior Analysis 4
N306 Advanced Network Security 4
N307 Principles of Network Security 3
N312 Advanced Networking 4
N323 Asset Management 3
N331 Infrastructure Hardware 4
N342 Scripting 4
N359 Support Management 4
N362 Technical Writing 2
N370 Virtualization 4
N404 Cloud Computing 4
N411 Disaster Recovery 4
N422 Enterprise Application Support 4
N432 Information Technology Management Capstone 2
N443 Service Management 4
N458 Systems Monitoring 4
N466 Unified Communications and Mobile Computing 4

Total Bachelor’s Degree Credits
General Education Credits 58-59
Lower Division Major and Core Credits 58
Upper Division Major and Core Credits 66
TOTAL BS DEGREE CREDITS 182-183*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

DIPLOMA • AAS DEGREE

INFORMATION SYSTEMS MANAGEMENT CYBER SECURITY BS DEGREE

INFORMATION SYSTEMS MANAGEMENT DIPLOMA – NETWORK SECURITY

CAREER OPPORTUNITIES:
• Network Security Specialist

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know techniques and software used by industry leading professionals to keep a network secure. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in network security 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
Math (Select 1 course)  4-5**

MAJOR AND CORE COURSES
B119  Customer Service  4
B136  Introduction to Business  4
B220  Project Planning and Documentation  4
B271  Professional Communication  4
B293  Business Ethics  4
D132  Computer Applications and Business Systems Concepts  3
E242  Career Development  2
N127  Microsoft Windows Workstations  3
N133  Networking Fundamentals  3
N140  Logic and Troubleshooting  4
N141  Networking Security  3
N145  Fundamentals of PC Hardware and Software  4
N150  Technology’s Role in the 21st Century  2
N226  Windows Active Directory  3
N228  Microsoft Windows Server  3
N235  Cisco Networking Fundamentals and Routing  3
N253  Managing Information Security  3
N290  Information Technology Capstone  2

Total Diploma Credits
General Education Credits  8-9
Major and Core Credits  58
TOTAL DIPLOMA CREDITS  66-67*

INFORMATION SYSTEMS MANAGEMENT ASSOCIATE’S DEGREE – NETWORK SECURITY

CAREER OPPORTUNITIES:
• Network Security Specialist

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology and secure network infrastructures add value to the business process. Graduates can apply learned techniques used by industry leading professionals to keep a network secure. They understand the configuration and setup of a network and server environment and how to utilize software to monitor and evaluate network security. 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  3
Social and Behavioral Sciences (Select 2 courses)  8

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

EARN AS YOU LEARN

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
CYBER SECURITY BACHELOR’S DEGREE

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

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
J320 Criminal Investigations 4
J325 Criminal Evidence 4
J326 Criminal Behavior: Profiling Violent Offenders 4
J331 Constitutional Law 4
J440 Special Offenders: Sex Offenders 4
N313 Introduction to Information Systems Security 3
N326 Legal and Security Issues 4
N332 Managing Risk for Information Systems 4
N343 Security Policies and Implementation 4
N363 Security Strategies for Web Apps and Social Networking 3
N409 Auditing Information Technology Infrastructure 4
N416 Access Controls, Authentication, and PKI 4
N420 Network Security and Cryptography 3
N423 Windows Security Strategies 4
N430 Computer Forensics 3
N437 Linux Security Strategies 4
N442 Hacker Techniques, Tools, and Applications 4
N459 ISS Capstone 3

Total Bachelor’s Degree Credits
General Education Credits 58-59
Lower Division Major and Core Credits 58
Upper Division Major and Core Credits 67
TOTAL BS DEGREE CREDITS 183-184*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
CAREER OPPORTUNITIES:
• Computer Support Specialist
• Computer Application Support Specialist

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. They know how efficiencies gained from appropriate application of technology can directly affect business performance. 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

CERTIFICATE COURSES
B119 Customer Service 4
B136 Introduction to Business 4
B273 Internet Business Models and E-Commerce 4
D132 Computer Applications and Business Systems Concepts 3
D181 Excel 3
D187 Professional Presentations 3
D283 Access 3
E242 Career Development 2
N140 Logic and Troubleshooting 4
S120 Word for Windows 3
W108 Introduction to Website Design 3

TOTAL CERTIFICATE CREDITS 36*

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

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

IN ADDITION TO 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
B271 Professional Communication 4
B293 Business Ethics 4
N127 Microsoft Windows Workstations 3
N133 Networking Fundamentals 3
N145 Fundamentals of PC Hardware and Software 4
N228 Microsoft Windows Server 3
N290 Information Technology Capstone 2

Total Diploma Credits 12-13
Major and Core Credits 59
TOTAL DIPLOMA CREDITS 71-72**

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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Our Credential Ladder guides you to earn increasingly advanced academic credentials.
INFORMATION SYSTEMS MANAGEMENT
DATABASE ADMINISTRATION
DIPLOMA • AAS DEGREE

CAREER OPPORTUNITIES:
• Database Administrator

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates understand how to store, organize, and manage data utilizing industry standard database server applications, as well as create backups, test data integrity, and what needs to be done to secure sensitive information within a database. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in IT support practices.

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

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

MAJOR AND CORE COURSES
B119  Customer Service  4
B136  Introduction to Business  4
B220  Project Planning and Documentation  4
B271  Professional Communication  4
B293  Business Ethics  4
D132  Computer Applications and Business Systems Concepts  3
E242  Career Development  2
N136  Operating Systems Fundamentals  4
N140  Logic and Troubleshooting  4
N209  PHP/MySQL Administration  4
N236  Database Security  4
N273  Business Intelligence Reporting  3
N274  SQL Server Administration  3
N290  Information Technology Capstone  2
W109  Relational Databases  3
W114  Fundamentals of Programming  3
W125  Introduction to Visual Basic  3

Total Diploma Credits
General Education Credits  8-9
Major and Core Credits  58
TOTAL DIPLOMA CREDITS  66-67*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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INFORMATION SYSTEMS MANAGEMENT
ASSOCIATE’S DEGREE – DATABASE ADMINISTRATION

CAREER OPPORTUNITIES:
• Database Administrator

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology and data organization add value to the business process. Graduates know how to store, organize, and manage data utilizing industry standard database server applications, as well as create backups, test data integrity, and ensure the security of sensitive information within a database. They also understand how programming languages can be utilized to gain efficiencies within database management. Graduates value the importance of effective written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

IN ADDITION TO ALL DIPLOMA COURSES

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

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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INFORMATION SYSTEMS MANAGEMENT  WEB PROGRAMMING
DIPLOMA • AAS DEGREE

CAREER OPPORTUNITIES:
• Web Developer

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

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

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

MAJOR AND CORE COURSES
B119  Customer Service  4
B136  Introduction to Business  4
B271  Professional Communication  4
B293  Business Ethics  4
D132  Computer Applications and Business Systems Concepts  3
E242  Career Development  2
N140  Logic and Troubleshooting  4
SD225  Object-Oriented Programming  3
W109  Relational Databases  3
W110  JavaScript  3
W114  Fundamentals of Programming  3
W116  Introduction to Web Design Software  3
W118  Introduction to HTML  3
W125  Introduction to Visual Basic  3
W201  Advanced Visual Basic  3
W210  Java I  3
W215  PERL/CGI  3
W216  PHP/MySQL  3
W290  Web Programming Capstone  2

Total Diploma Credits
General Education Credits  8-9
Major and Core Credits  60
TOTAL DIPLOMA CREDITS  68-69*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

INFORMATION SYSTEMS MANAGEMENT  ASSOCIATE’S DEGREE – WEB PROGRAMMING

CAREER OPPORTUNITIES:
• Web Developer

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

IN ADDITION TO ALL DIPLOMA COURSES

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

Total Associate’s Degree Credits
General Education Credits  34-35
Major and Core Credits  60
TOTAL AAS DEGREE CREDITS  94-95*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

ASSOCIATE’S DEGREE
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GENERAL EDUCATION COURSE SELECTIONS

ALL BACHELOR’S DEGREE PROGRAMS (EXCEPT COMPUTER SCIENCE)

English Composition
G124 English Composition 4
G126A English Composition 2 4

Communication
G227 Oral Communication 4

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

Mathematics
G152 Scientific Literacy 4
G156 Human Biology 4
G156L Human Biology Lab 2
G239 Introduction to Astronomy 4
G245 Introduction to Geology 4

Social and Behavioral Sciences
G142 Introduction to Sociology 4
G146 Human Geography 4
G148 General Psychology 4
G149 Technology and Society 4
G200 Understanding Cultures 4
G203 Macrosociology 4
G204 Microeconomics 4
G242 American/U.S. National Government 4
G270 United States History: 1900 to the Present 4

Natural Sciences
G156 Human Biology 4
G156L Human Biology Lab 2

General Education Mathematics 4
G195 College Statistics 5

Humanities and Fine Arts
G156L Human Biology Lab 2

natural Sciences
G247 Introduction to Discrete Mathematics 4
G246 Advanced Algebra 5
G247 Introduction to Discrete Mathematics 4

Mathematics
G246 Advanced Algebra 5
G247 Introduction to Discrete Mathematics 4

Natural Sciences
G156 Human Biology 4
G156L Human Biology Lab 2

Social and Behavioral Sciences
G142 Introduction to Sociology 4
G146 Human Geography 4
G148 General Psychology 4
G149 Technology and Society 4
G200 Understanding Cultures 4
G203 Macrosociology 4
G204 Microeconomics 4
G242 American/U.S. National Government 4
G270 United States History: 1900 to the Present 4

G401 Comparative Politics 4

*Required courses

SOFTWARE APPLICATION DEVELOPMENT AAS DEGREE PROGRAM

English Composition
G124 English Composition* 4

Communication
G227 Oral Communication* 4

Humanities and Fine Arts
G125 Humanities 4
G145 Film Appreciation 4
G147 Art Appreciation 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
G156 Human Biology* 4
G156L Human Biology Lab* 2

Social and Behavioral Sciences
G142 Introduction to Sociology 4
G146 Human Geography 4
G148 General Psychology 4
G149 Technology and Society 4
G200 Understanding Cultures 4
G203 Macrosociology 4
G204 Microeconomics 4
G242 American/U.S. National Government 4
G270 United States History: 1900 to the Present 4

G401 Comparative Politics 4

*Required courses

GENERAL EDUCATION PHILOSOPHY

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

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

1. Effectively communicate, either orally or in writing, in the workplace, in the community, and interpersonally.
2. Analyze, evaluate, and solve problems that arise in employment and in life.
3. Locate, evaluate, and effectively use information from a variety of sources, print and electronic, meeting common standards for intellectual and academic integrity.
4. Recognize and value the diverse needs and perspectives of individuals.
5. In addition to these cross-curricular general education concepts and skills, the general education coursework that is part of degree and diploma programs is organized into categories, each of which emphasizes a set of general knowledge and content areas.

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

General Education Requirements for Rasmussen College Credentials

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

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

Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in a technology-intensive learning environment, is defined as either lecture or laboratory depending primarily on whether new material is introduced. Lecture is a class setting in which the student is instructed in the theory, principles, and history of an academic or vocational subject. The student should expect a requirement of two hours of outside preparation for each hour of lecture instruction. Some lecture classes have additional time scheduled without additional charge to the student to provide for individualized laboratory work.

A Laboratory is a setting in which the student applies information and demonstrates knowledge, and/or practices for reinforcement purposes previously acquired through lecture or outside reading. An instructor is usually present in the laboratory setting, but for coaching and clarification rather than for presentation of new information. One hour of laboratory credit is equivalent to one hour of lecture. Internship (also externship or practicum) is program-related work experience with indirect or direct 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 6-8 credits. 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 20 clock hours of internship, externship, or practicum contained in a quarter, or the equivalent in directed study. Students are expected to spend at least two hours in out-of-class preparation and completion of assignments for each hour they spend in class.

Clock Hour – Equal to 50 minutes of instruction.

How to Read Course Descriptions

Course descriptions that number below 100 are associated with foundational studies. Course description numbers that range from 100-199 are generally considered to be freshman-level courses. Course description numbers that range from 200-299 are considered to be more advanced courses and may function as sophomore-level or capstone courses. Course description numbers that range from 300-399 are considered upper division courses that may function as junior-level courses. Course description numbers that range from 400-499 are considered to be advanced upper division courses that may function as senior-level student requirements for a Bachelor's degree.

A170 Introduction to Undergraduate Research/
E242 Career Development

A170 Introduction to Undergraduate Research is a career course specific to the College, facilitating lifelong career-placement services. See the Academic Information section for policies on transfer of these courses.

College Experience Course, 0 credits

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

Prerequisite: none

A140 Financial Accounting I

40 hours, 4 credits

This course defines accounting objectives and their relation to business. The student will be taught the fundamental principles of bookkeeping. The trial balance, working papers, financial statements, and the completion of an accounting cycle are introduced. The course will emphasize valuing assets, including property, plant and equipment, inventory, and accounts receivable, and will address the classification of accounts, notes, payroll liabilities, and monthly adjustments.

Prerequisite: none

A141 Financial Accounting II

40 hours, 4 credits

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

Prerequisite: Financial Accounting I

A177 Payroll Accounting

40 hours, 4 credits

Focus is on computing and paying of wages and salaries, social security taxes and benefits, federal and state employment insurance and taxes, and payroll accounting systems and records.

Prerequisite: Financial Accounting I

A269 Income Tax

40 hours, 4 credits

This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business.

Prerequisite: Financial Accounting I

A276 Financial Investment

40 hours, 4 credits

This course will introduce students to the field of fraud examination and how fraud occurs and is detected within financial statements. The course will expand in areas of revenue, inventory, liabilities, assets, and inadequate disclosures related to financial statement investigations and fraud.

Prerequisite: Financial Accounting I

A280 Accounting Capstone 20 hours, 2 credits

This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting Associate's degree program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, and interpersonal communication and class presentations. Students have the opportunity to participate in an optional internship/externship project.

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

A330 Managerial Accounting

Theory and Practice

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.

Prerequisite: Financial Accounting I

A340 Advanced Auditing Concepts and Standards

40 hours, 4 credits

This course includes a study of auditing standards and procedures and an integration of professional ethics within the auditing discipline. Emphasis is placed on analytical thinking, evaluation of business risks, and international control practices and a thorough study of Sarbanes Oxley and other relevant laws and regulations as they relate to publicly traded companies.

Prerequisite: Financial Accounting II

A360 Taxation of Individuals

40 hours, 4 credits

This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business. Focus is on income, exclusions, deductions, exemptions, credits, property, gift, estate tax and depreciation.

Prerequisite: Financial Accounting II

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, emerging issues 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 direct and indirect costs, how to apply burden, introduction to job order costing, product and process costing, variable and absorption costing, and cost-volume-profit relationships, and relevant cost.

Prerequisite: Financial Accounting II

A416 Advanced Financial Accounting

40 hours, 4 credits

This course focuses on the importance of the operational functions today to include business combinations and the related financial accounting transactions necessary, segment reporting, output planning, international transaction accounting, foreign currency transactions, inventory control, scheduling, and quality control. An interfacing 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 internal and computerized accounting information systems. Practical application using spreadsheets, databases, and general education software.

Prerequisite: Management 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

A490 Accounting Capstone II

40 hours, 4 credits

This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting BS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, interpersonal communication and class presentation. Students have the opportunity to participate in an optional internship/externship project.

Prerequisite: Intended for student’s last quarter
B080 Reading and Writing Strategies
40 hours, 4 credits
This course develops students’ reading and writing skills in preparation for college-level courses. The focus is on the mechanics of grammar, punctuation, and the writing process, students will enhance their ability to compose sentences, paragraphs, and short essays. The study of active reading strategies will provide students with the tools necessary for comprehending collegiate-level texts. This course is taught in six-week sessions.
Prerequisite: Placement determined by Rasmussen College entrance placement exam score.
B095 Combined Basic and Intermediate Algebra
40 hours, 4 credits
This course is designed to be a combination of basic and intermediate algebra. Students must earn a grade of “C” or better in order to progress to general education-level mathematics courses.
Prerequisite: Passing grade in Geometry or placement determined by Rasmussen College entrance placement exam score.
B119 Customer Service
40 hours, 4 credits
This course covers the basics of essential communication skills needed in business to interact/communicate 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 is a study of 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
B140 Sales Techniques
40 hours, 4 credits
An introductory course in sales emphasizing the principles and practices of a professional salesperson. Course will focus on the information, skills, and activities necessary for success in today’s marketplace.
Prerequisite: none
B146 Introduction to Entrepreneurship
40 hours, 4 credits
Students will learn the basic concepts of entrepreneurship. Through real-life case studies, students will examine entrepreneurship as a means to executing against market opportunities. They will explore entrepreneurship for products and services across industries, sectors, markets, and regions. Students will also review the lifecycle of entrepreneurial business development.
Prerequisite: Introduction to Business
B155 Introduction to Human Resource Management
40 hours, 4 credits
This course is an introduction to the management and leadership of an organization’s human resources. It explores the importance of establishing or administering the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interviewing techniques, motivation, safety, hiring, discipline, and employment guidelines. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none
B216 Network Fundamentals for Business Professionals
40 hours, 3 credits
This course teaches the foundations of networks in a business context. The course covers Local Area Networks and Wide Area Networks and includes how communication is accomplished in those environments and how they relate to supporting business processes.
Prerequisite: Computer Applications and Business Systems Concepts
B220 Project Planning and Documentation
40 hours, 4 credits
This course encompasses timelines, deadlines, team-building, communication issues and problem solving. The course is set with pre-defined scenarios to assist with the definition of project roles and phases. The students work through related issues and produce a resolution in a well written format.
Prerequisite: none
B228 Search Engine Marketing
40 hours, 4 credits
This course combines a unique mix of business, writing, and technical skills as students develop an understanding of the basics of search marketing, a search marketing program, and the steps involved in the execution and tracking of success. This course will assist students in understanding the complexities and similarities of online marketing vehicles, paid marketing, organic marketing, and how to purchase online media for the purpose of creating quality marketing mix.
Prerequisite: Internet Business Models and E-Commerce
B230 Principles of Finance
40 hours, 4 credits
This course covers the 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, marketing-to-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 an understanding of the manager/employee relationship and the legal and ethical issues that impact these relationships. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none
B234 Business Law
40 hours, 4 credits
This course presents fundamental principles of law applicable to business transactions. The course relates areas of legal environment of business and sales contracts. Principles of law that apply to business include; 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 leadership in the context of diversity. Emphasis is placed on the foundation of theoretical concepts and their practical applications to enable students to understand leadership within 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
B240 Entrepreneurial Product and Service Planning
40 hours, 4 credits
Students will explore the ways in which products and services are developed. They will review the various methods used to identify market opportunities, to engage in market sizing, and to develop an understanding of the competition. Students will develop a basic product or service plan, which will include a detailed description of how the product or service will be designed, sourced or manufactured, and delivered to the client. Students will also examine the life cycle of products and services once they are launched. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Introduction to Entrepreneurship
B244 Entrepreneurial Finance: Capitalization for the Entrepreneur
40 hours, 4 credits
Students will examine the ways in which entrepreneurial ventures are financed. They will explore how to raise both start-up and operating capital. Students will participate in a simulation designed to teach them the value of financial management and the practical use of tools such as profit and loss statements, balance sheets, income and cash flow statements.
Prerequisite: Principles of Marketing
B245 Online Multimedia Marketing
40 hours, 4 credits
This course explores emerging and innovative business and marketing technologies and techniques such as weblogs and podcasting. In addition to investigating the newest communication tools, this course will also address creating and evaluating proposals, media purchasing and online public relations.
Prerequisite: Internet Business Models and E-Commerce
B250 Training and Development
40 hours, 4 credits
This course is a study of training and development fundamentals including how training relates to Human Resource Management and 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 and protection, sexual harassment, discrimination, fair compensation and benefits law. The primary orientation of the course will be to enable learners to recognize the spirit and purpose of the legal framework of enterprise so that learners can embrace compatible strategies and avoid cutting corners in the short run, which are ultimately result in major disasters.
Prerequisite: Introduction to Human Resource Management
B268 Compensation and Benefits Management
40 hours, 4 credits
This course content addresses the trends and evolution of compensation and benefits at both local and international businesses. Evaluation of costs associated with various approaches to compensation and benefits is explored. This course will help students understand how the human resource compensation program can play in contributing to organizational success. You will learn about effective compensation strategies and how various factors affect the design of the program.
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 business and management settings. To equip students with the tools necessary for communicating 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 emerging businesses on the Internet, the impact of e-commerce, understanding 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
B275 Call Center Customer Service Representative Skills
40 hours, 4 credits
This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse business and management settings. To equip students with the tools necessary for communicating effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments.
Prerequisite: none
B276 Call Center Labor Force Management
40 hours, 4 credits
This course provides an introduction to determining the staffing requirements which balance customer requests and satisfaction while meeting budget margins. This is the overall success of the business. As such, this course will focus on the forecasting of labor force needs, staffing requests, understanding of daily service management and the importance for knowing the benefits and barriers to the incorporation of automated software tools to assist in this process.
Prerequisite: none
B278 Call Center Operations Management
40 hours, 4 credits
This course provides an introduction to determining the staffing requirements which balance customer requests and satisfaction while meeting budget margins. This is the overall success of the business. As such, this course will focus on the forecasting of labor force needs, staffing requests, understanding of daily service management and the importance for knowing the benefits and barriers to the incorporation of automated software tools to assist in this process.
Prerequisite: none

B280 Business Capstone 40 hours, 4 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. Students have the opportunity to participate in an optional internship/externship project.
Prerequisite: Intended for last quarter of student’s program

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

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

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 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

B360 Operations Management 40 hours, 4 credits
In this course students examine the operations function including 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

B364 Internet Marketing, Public Relations, and Social Media 40 hours, 4 credits
This course is designed to give students an indepth understanding of E-Marketing strategies and techniques and how to apply them to help organizations achieve their marketing objectives. Key areas of focus include email marketing, social media, and online PR.
Prerequisite: Internet Business Models; E-Commerce

B370 Organizational Behavior Analysis 40 hours, 4 credits
This course is designed to explore human behavior in work settings from an inter-disciplinary perspective. The following topics will be studied and analyzed from a management perspective: organizational structure, leadership, power, motivation, 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 Professional Communication

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

B390 Human Resource Information Systems 40 hours, 4 credits
This course examines the role of human resource information systems in today’s organizations and human resource departments. Key areas of focus include human resource information systems design, acquisition, and implementation. The role of MIS in talent acquisition and management is also examined.
Prerequisites: Computer Applications and Business Systems Concepts; Introduction to Human Resource Management

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

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

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

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

B423 Internet Law 40 hours, 4 credits
This course gives students an in-depth understanding of internet law and how it applies to online commerce and today’s business transactions.
Prerequisite: Business Law

B424 Talent and Recruitment Selection 40 hours, 4 credits
This course introduces students to the basic principles and techniques in determining the workplace. Students will analyze theories and strategies utilized in staffing, planning, recruiting, and selection and performance assessment. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Principles of Management; Introduction to Human Resource Management

B434 Web Analytics 40 hours, 4 credits
This course teaches the fundamentals of how to use web analytics concepts, tools, and techniques to harness the power of an organization’s website to create measurable business value, increase customer retention, and build customer loyalty.
Prerequisites: Advanced Search Engine Marketing Strategies; Internet Business Models and E-Commerce

B440 Managing a Diverse Workforce 40 hours, 4 credits
This seminar course examines diversity from a personal, group, organizational, national, and global perspective. Students will explore stereotypes of individuals within organizations, and they will study how these stereotypes affect people within the workplace. Students will also examine issues in conducting business and managing people within a global setting.
Prerequisite: none

B442 Advanced Search Engine Marketing Strategies 40 hours, 4 credits
This course is designed to give students an in-depth understanding of search engine optimization and search engine marketing strategies and techniques and how to apply them to help achieve their online sales and marketing objectives.
Prerequisite: Search Engine Marketing

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

B453 Compensation Administration 40 hours, 4 credits
This course addresses tangible and intangible compensation and the use of compensation to motivate and reward employee performance. The course also covers job analysis, job description, and job evaluation on the basis of compensable factors as well as designing an equitable pay structure. In addition, students analyze the influence of unions and government in determining the compensation of the labor force, including compensation of both hourly and salaried employees. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Principles of Management; Introduction to Organizational Development

B460 Strategic Management 40 hours, 4 credits
This course is designed to integrate prior business courses through study, discussion, and creation of strategic management plans. Students will evaluate the key functions of organizations and integration of these functions to understand the best practices used to achieve competitive advantages. Topics will include strategic formulation, implementation, and evaluation.
Prerequisite: none

B491 Legal and Ethical Environment of Business 40 hours, 4 credits
This course presents an overview of the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law is addressed. Critical thinking and ethical analysis are key areas of focus throughout the course. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Business Ethics or Business Law
E270 Introduction to Undergraduate Research 20 hours, 3 credits
This course provides a broad overview of information literacy concepts by introducing skills for locating, evaluating, and ethically using a variety of resources for a specific purpose. The course begins with the information cycle and production of information, followed by the identification of a topic. A research question, and the selection, evaluation and integration of sources into an annotated bibliography.
Prerequisite: none

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

E242 Career Development 20 hours, 2 credits
This course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview.
Prerequisite: none

E218 Application: Experiment II 180 hours, 6 credits
Students continue their experiment experience in a child development 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 choose observation and assessment methods that work best for them. They will analyze the observation and assessment data, planning 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

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 shared reading, 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 learn how to assess and intervene in family systems, child rearing, and parenting styles. They will also incorporate strategies to provide supportive guidance to young children with challenging behavior.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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

EC232 Child and Family Advocacy 40 hours, 4 credits
Students will explore and develop skills to advocate for children and families. They will review legislation, social policy, and advocacy techniques. Students will also investigate several current and controversial issues with 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 gain a range of communication styles, learning styles, and behaviors that affect English language teaching and learning. They will analyze the development of linguistic skills in all domains through social and cultural lenses.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EC241 Language and Literacy Acquisition 40 hours, 4 credits
Students will examine how infant, toddler, preschool, and school-aged English Language Learners acquire language and literacy. They will be exposed to early childhood programs that support children’s home languages, and explore how to create an environment that sustains English Language Learners.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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

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

EC250 Advocating for Children with Special Needs 40 hours, 4 credits
Students will explore current trends, resources and advocacy on behalf of young children with special needs. They will 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 developmental variations 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

FS250 Management I: Fire Department Leadership I 40 hours, 4 credits
This course is designed to provide the supervisor, who is in charge of a single fire company or fire station with information and skills in supervisory practices and personnel management. Skills & lessons will include the role and function of the fire company officer, basic management principles and concepts, leadership, motivation, task management, discipline, and conflict resolution.
Prerequisites: Principles of Emergency Services

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

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

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

FS290 Fire Service Instructor I 40 hours, 4 credits
This course is for students seeking the knowledge and ability to teach from predominately 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 relative information from one lesson or class to the next. Skills & lessons will include writing performance objectives, developing lesson plans, preparing instructional materials, constructing evaluation devices, demonstrating selected teaching methods, completing training records and reports, and identifying reference resources.
Prerequisite: Fire Service Instructor I

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 I, entrance placement exam score determined by Rasmussen College

G125Humanities 40 hours, 4 credits
This course investigates human creative achievement. It is designed to increase the student's understanding and appreciation of cultural literacy and the pursuit of humanitarian goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.
Prerequisite: none

G126 English Composition 2 40 hours, 4 credits
This course builds on students' understanding of the writing process through an exploration of various writing strategies and research. Students will analyze readings and apply critical reading and writing skills. This course will develop argumentative writing and application of research.
Prerequisite: English Composition
RASMUSSEN COLLEGE ILLINOIS

COURSE DESCRIPTIONS

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

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 developmental characteristics. Causes and costs of political stability and instability will be explored. Comparison will be made between contemporary political institutions and processes in various countries.
Prerequisite: American/U.S. National Government

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 system found in both the public and private healthcare facilities will be covered, including different types of healthcare facilities. The influence of reimbursement methodologies and finance on healthcare delivery will be explored.
Prerequisite: none

H210 Marketing and Communication in Healthcare
40 hours, 4 credits
This course is an introduction to marketing concepts and how they are applied in the healthcare industry. Topics include consumer buying behavior, business-to-business markets, market research techniques, pricing concepts, marketing channels, and promotional strategies and techniques. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

H300 Introduction to Healthcare Administration
40 hours, 4 credits
This course provides an exploration of the administrative principles and practices within healthcare organizations. Emphasis is placed on organization, structure, and operation of healthcare facilities. Management principles will be applied to cases of studies of healthcare industry scenarios.
Prerequisites: US Healthcare Systems; Principles of Management; Introduction to Human Resource Management and Information System; Healthcare Information Systems and Medical Office Procedures

H310 Foundations of Managed Care
40 hours, 4 credits
In this course, students will analyze controversial issues surrounding the managed-care delivery system, focusing on theory and the conceptual foundations of managed care.
Prerequisite: Introduction to Healthcare Administration

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

H330 Quality Improvement in Healthcare
40 hours, 4 credits
This course examines methods for 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 government in accrediting bodies in healthcare organizations. Common methods and trends in quality improvement will be explored.
Prerequisite: Introduction to Healthcare Administration or Introduction to Healthcare Information Management

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

H350 Healthcare Statistics
40 hours, 4 credits
Students will discuss and apply the common terms, formulae, 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 Healthcare Information Management; College-level Math course

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

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 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 environment. Topics covered include project management, human resources, and the planning, organizing, staffing, and controlling of resources.
Prerequisites: Principles of Management; Introduction to Healthcare Administration

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

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

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

H490 Healthcare Management Capstone
30 hours, 3 credits
This online course is designed to allow students to integrate the knowledge and skills gained in the Healthcare Management BS program. Through case analysis, class discussion, and a research project, students will synthesize and demonstrate their understanding of core healthcare management concepts via completion of a Capstone project approved by the instructor. Students have the opportunity to participate in an optional internship/externship project. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Students must be enrolled in the Healthcare Management Bachelor's Degree program and in their last or second-to-last quarter

H380 Information and Communication Technology
40 hours, 4 credits
This course is an exploration of the technologies available to manage all aspects of a healthcare institution, including hardware and software to ensure data collection, storage, analysis and reporting of information. Students will explore the development of networks, including internet and intranet applications to facilitate the electronic health record. Interpretation of the data and use of standards to achieve interoperability of healthcare information systems will be explored.
Prerequisite: Program Admission

H390 Health Information Management Systems
40 hours, 4 credits
A study of the various clinical, administrative, and specialty service applications used in healthcare organizations is emphasized. This course applies information systems development concepts and interprets the systems development life cycle. Emerging healthcare information systems applications will also be explored.
Prerequisite: Program Admission

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

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

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

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

H360 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 management, the audit process, and the National Correct Coding Initiative. Students will explore payment systems such as PPS, DRGs, APCs, RBRVS, and RUGs.
Prerequisite: Program Admission

H400 Electronic Data Security
40 hours, 3 credits
A study of data protection methods and monitoring including physical, technical, and managerial safeguards. Risk assessment, audit and central programs, 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

H410 Applied Research in Health Information Management
40 hours, 4 credits
Students will complete a research project specific to HIM and will present their research to classmate and instructors using a web-based environment. Data analysis and presentation techniques will be used. Topics explored will be in adherence to Institutional Review Board processes and policies, research design methodology, knowledge-based research techniques, research protocol data management, and national guidelines regarding human subjects' research.
Prerequisite: Healthcare Statistics
H4420 Health Information Management Professional Practice Experience 120 hours, 4 credits
A 120-hour practical experience that focuses on the management of an Health Information Management (HIM) 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 technical field 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

H4430 Strategic Planning and Development 40 hours, 2 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, entrepreneurship, and benchmarking will be explored.
Prerequisite: Program Admission

H4450 Health Data Management 20 hours, 2 credits
This course addresses the fundamental concepts of managing health records both manually and electronically in today’s healthcare facilities. This course introduces students to the practice of health information management, focusing on the content and structure of patient-identifiable data and information. This covers management issues related to paper-based record systems, including clinical documentation issues, medical word processing as a tool for documentation, forms design, storage, and retrieval systems, and chart reviewing. 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, UMHDS, OASIS including the history, purpose, and uses of each. Prerequisite: Program Admission

H450 Health Information Management Alternative Facility Professional Practice Experience 30 hours, 1 Credit
This course is a 30-hour practical experience that will focus on a non-hospital environment of the student’s choice. This experience 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

H5260 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 the 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
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 with the necessary tools to recognize acts of terrorism and gain insight into terrorists’ perceptions and motivations.) The course will touch on the causes and motives that drive terrorists, their methods of operation, and the impact of terrorism on the United States and abroad. Students will examine the necessary effort of planning and preparation in the governmental regulatory framework. Students will come to understand and appreciate the complexities of community and national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism.
Prerequisite: Introduction to Criminal Justice

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

J250 Drugs and Crime
40 hours, 4 credits
The course will focus on the physical, psychological, and sociological aspects of drug and alcohol abuse. Treatment and prevention of abuse will be explored. In addition, policy implications of drug use and the criminal justice system will be analyzed. An overview of the theories of use, drug business, and drug law enforcement will be explored. Such recent developments as “club drugs,” inhalants, herbal stimulants, and designer drugs will also be discussed.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

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 the questions are but also of the questions of criminal justice, but also of how sound moral decisions are made in response to them.
Prerequisites: Policing in America; Criminal Law and Procedure; Crime and the Courtroom

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

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 analysis problems in forensic science in order to formulate recommendations for change. They will also explore best practices and the future of forensic science.
Prerequisite: Constitutional Law

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

J325 Criminal Evidence
40 hours, 4 credits
This course will familiarize students with the legal requirements 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 will be 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)

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 (except for students enrolled in the Cyber Security Program)

J332 Homeland Security Policy
40 hours, 4 credits
This course will examine the role of private and governmental regulatory framework. Students will explore techniques for conducting fieldwork examination of criminal justice systems. They will also examine the special populations, the 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

J340 Special Offenders: Sexual Offenders
40 hours, 4 credits
This course will explore the role and function of corrections supervisors in the field. The practical considerations of managing offenders in the community will be examined. Case studies on probation and parole will be explored.

Prerequisites: Criminal Behavior: Profiling Violent Offenders; Introduction to Corrections

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

Prerequisites: Criminal Behavior: Profiling Violent Offenders; General Psychology

J435 Special Populations in Criminal Justice
40 hours, 4 credits
Students will examine the special populations of offenders, including sexual offenders, drug offenders, and public health violations. 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 role of corrections supervisors in the field. The practical considerations of managing offenders in the community will be examined. Case studies on probation and parole will be explored. Analysis of corrections supervisors in the field. The practical considerations of managing offenders in the community will be examined. Case studies on probation and parole will be explored.

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 examine the special populations of offenders, including sexual offenders, drug offenders, and public health violations. 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

J450 Criminal Justice Leadership and Management
40 hours, 4 credits
This course will familiarize students with common management theory and practice in criminal-justice organizations. Students will learn 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.

Prerequisite: Ethics in Criminal Justice

J451 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

J460 Special Topics in Criminal Justice
40 hours, 4 credits
This course will examine the role of corrections supervisors in the field. The practical considerations of managing offenders in the community will be examined. Case studies on probation and parole will be explored.

Prerequisites: Criminal Behavior: Profiling Violent Offenders; Introduction to Corrections

J350 Cultural Diversity and Justice
40 hours, 4 credits
This course will examine the role and function of corrections supervisors in the field. The practical considerations of managing offenders in the community will be examined. Case studies on probation and parole will be explored.

Prerequisites: Criminal Behavior: Profiling Violent Offenders; Introduction to Corrections

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 criminals will be examined. The mass media and “spectacular” cases are used to exemplify the mass media’s influence on crime and justice.

Prerequisite: Ethics in Criminal Justice

J360 Statistics in Criminal Justice
40 hours, 4 credits
Students will learn to interpret research data on issues in criminal justice. They will explore fundamentals of statistical analysis through statistical tools typically used in criminal justice. They will apply statistical analysis using UDR and NOVS data sets.

Prerequisite: College-level Math course

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 develop research projects. They will learn research methods and evaluate the research techniques that are important 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 class 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 natural and the media will be public.

Prerequisites: Introduction to Homeland Security; Security Challenges
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.

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

Prerequisite: none

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, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation.

Prerequisite: none

M121 Anatomy and Pharmacology for Coders
30 hours, 3 credits
This course provides an in-depth exploration of human anatomy and physiology as well as pharmacology to prepare students for coding. This course provides a systematic approach to hospital inpatient and ambulatory care coding, emphasizing specific and correct coding procedures and guidelines. It will cover the study of human cells and tissues; the integumentary, muscular, skeletal, nervous, respiratory, genitourinary, circulatory, digestive, reproductive, sensory, cardiovascular, lymphatic, immune, and endocrine systems of the body; most commonly prescribed drugs; and laboratory tests. The student will learn how to abstract key information from the health record to assist in improving documentation and to ensure all valid and accurate coding. Students will complete laboratory exercises coordinated with course content.

Prerequisites: Structure and Function of the Human Body; Medical Terminology

M130 Medical Writing, Style and Grammar
30 hours, 3 credits
A focus on English Grammar, punctuation and sentence structure that will lend to accurate and appropriate medical documents being written or edited. Common English language needs in medical transcription are explored, as well as correct use of number formatting, capitalization and abbreviations. Aliases will be studied and practiced and a medical terminology review will be mandatory.

Prerequisite: none

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 healthcare 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; Pathology

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

Prerequisite: ICD-CM Coding

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

Prerequisite: Medical Terminology

M134 Co-requisite: Pathophysiology

M135 ICD-9-CM Coding
40 hours, 4 credits
This course provides an in-depth study of the International Classification of Diseases (ICD-9-CM), Transcribed sample exercises and medical records to develop skill and accuracy in coding in various healthcare settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems.

Prerequisite: Medical Terminology; Pre- or Co-requisite: Pathology I or Pathophysiology

M140A Intermediate ICD-9-CM Coding
40 hours, 4 credits
This course is a continuation of Basic ICD-9-CM Coding with developmental practice to increase proficiency in coding with ICD-9-CM using patient records. This course 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
This course provides an in-depth course is medical coding in an ambulatory 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 include the medical transcription process and those skills needed as well as technology and equipment used, work scenarios and work stations, employer expectations, salary methodology, and professional associations. The student will explore the lifecycle of the patient record and how electronic health records impact the profession. Speech and language needs in medical transcription are presented along with resources that a medical transcriptionist will need to use on the job.

Prerequisite: Medical Terminology

Pre- or Co-requisite: Medical Writing, Style and Grammar

M205 Medical Transcription I
40 hours, 3 credits
This course provides an introduction to the profession of medical transcription and medical editing. Topics covered will include the medical transcription process and those skills needed as well as technology and equipment used, work scenarios and work stations, employer expectations, salary methodology, and professional associations. The student will explore the lifecycle of the patient record and how electronic health records impact the profession. Speech and language needs in medical transcription are presented along with resources that a medical transcriptionist will need to use on the job.

Prerequisites: Medical Terminology; ICD-CM Coding

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

Pre- or Coerequisite: Introduction to Health Information Management

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

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

M224 Pathology II
40 hours, 4 credits
Continuation of studies of the basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology, and treatment 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 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 Pathophysiology
50 hours, 5 credits
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology, and treatment of common diseases of selected human body systems.

Prerequisite: Human Anatomy and Physiology I or Structure and Function of the Human Body
M243 Health Information Law and Ethics 40 hours, 4 credits
A study of the impact of the United States legal system and various healthcare regulations and ethics on the health information management environment. The course also addresses privacy and confidentiality, protected health information, release of information, and professional practice laws and ethics will be explored.
Prerequisite: none
M251 Medical Coding Practicum 30 hours, 1 credit
This course offers a simulated practical experience utilizing medical records and coding software in an online setting under the direction of a Coding instructor.
Pre-or Co-requisite: Ambulatory Care Coding
M252 Health Information Practicum 60 hours, 2 credits
A simulated practical experience exploring a virtual hospital and clinic and using software and practical simulation assignments to experience real-world situations within HIM departments and other hospital departments. The practicum allows students to gain experience as a health information technician in a simulated healthcare work setting, and is essential to training and certification.
Prerequisites: Health Information Law and Ethics; Healthcare Information Technologies; Quality Analysis and Management
M270 Electronic Health Records and Medical Office Procedures 40 hours, 4 credits
This course is designed to provide students with an understanding of the administrative and clerical duties performed in the medical office. Concepts covered include: preparing, filing and maintaining medical records; knowledge of the various types of healthcare insurance contracts 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, and medical office management skills.
Prerequisite: Medical Administration student in last or second-to-last quarter
MA102 Introduction to Medical Assisting 40 hours, 3 credits
This course is designed to provide students with a thorough understanding of the Medical Assisting profession and the skills necessary to be successful both in the Medical Assisting program and profession. During this course, students will complete a Programmatic Orientation and be exposed to basic Medical Assisting skills such as professionalism, vital signs and CPR/First Aid.
Prerequisite: none
MA110 Clinical Skills I 60 hours, 4 credits
In this course students will begin their study of the essential anatomy and physiology of the back, office medical-assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including communication and technology, patient centered care, safety and emergency plans, patient assessments and encounters, medical documentation, medication administration, and emergency skills to prepare the student for successful employment as an X-ray operator.
Prerequisites: Introduction to Medical Assisting; MA102 Terminology
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. Experiment physiology and related diseases are reviewed before the pharmacology of the drug is discussed. The approach by body system in this course serves to provide the necessary background information and to refresh the student’s memory of previously learned material through which the therapeutic action of the drugs can be clearly understood.
Prerequisites: Medical Terminology; Human Anatomy and Physiology I, or Structure and Function of the Human Body
MA145 Clinical Skills II 60 hours, 4 credits
Students will continue their study of the essential and basic core of back-office medical assisting skills. They will master knowledge and skills including patient examination and assessment, performing electrocardiography, performing venipuncture, performing medication administration, minor surgical procedures, procedures for medical emergencies, first aid, and CPR, and behaviors influencing health. They will also learn basic steps for finding employment and advancing in their careers. Students will follow applied learning approaches to all skill development and performance objectives.
Prerequisite: Clinical Skills I
Pre-Requisite: Pathophysiology
MA225 Laboratory Skills for Medical Assisting 60 hours, 4 credits
In this course students will study medical laboratory procedures and techniques that are significant to medical and laboratory practitioners and other health care professionals. They will learn about laboratory equipment and safety, and issues of patient confidentiality. They will learn to collect specimen samples by venipuncture and patient instruction and perform laboratory procedures involving urinalysis and hematology, chemistry, immunology, and microbiology testing.
Prerequisite: Clinical Skills II
Pre-Requisite: Pathophysiology
MA241 Human Anatomy and Physiology I 60 hours, 5 credits
In this course students will begin their study of the structure and function of the human body. They will examine topics including basic chemistry and cell biology, tissues, and functions of the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body, and will learn medical terminology. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: none
MA242 Human Anatomy and Physiology II 60 hours, 5 credits
In this course, students will continue their study of human anatomy and physiology begun in Human Anatomy and Physiology I. They will examine the circulatory, lymphatic and immune, respiratory, urinary, digestive, and reproductive systems. The course will coordinate with course content and include micrographic preparation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: Human Anatomy and Physiology I
MA250 Radiography Skills 40 hours, 3 credits
A comprehensive study for limited scope of practice in radiography. Skills and processes covered will be: radiation protection, equipment operation and quality control, image production and evaluation, and patient care and education; along with radiographic procedure modules that will culminate in the student preparing for the examination. Students will be designed to prepare students for the examination for Limited Scope of Practice in Radiography and possible employment as an X-ray operator.
Prerequisite: Structure and Function of the Human Body
MA265 Medical Assistant Externship 240 hours, 8 credits
In conjunction with a Medical Assisting Capstone, students will complete an online Medical Assisting training experience in a physician’s office 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 screen 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); Completion of all Medical Assisting core courses except Career Development and Seminar courses; Approval of Medical Assisting Program Coordinator.
MA285 Medical Assisting Capstone 20 hours, 2 credits
In conjunction with the Medical Assisting Externship (MA265), students will complete an online Medical Assisting Capstone course. In this course, students will learn job-search techniques and skills for entry-level medical assistants as well as sharing and learn from their externship experiences with the class. Students will also prepare to sit for a Medical Assisting credential examination during this course (either the CMA or RMA depending on campus accreditation status).
Prerequisite: none
Co-requisite: Medical Assisting Externship
MH100 Pre-calculus 40 hours, 4 credits
In this course, students will understand the application of function theory including polynomial, exponential, rational, polar, and parametric functions. The course emphasizes the comprehension of function behavior through graph plotting, both manual and through the use of graphing calculators. Students will develop solution sets for equations and inequalities.
Prerequisite: Advanced Algebra
MH200 Calculus I 40 hours, 4 credits
This course takes students into a deeper exploration of functions within the framework of the Fundamental Theorem of Calculus. Topics include limits, derivatives, and methods of integration will be discussed. Students will cover numeric, graphical, and symbolic approaches to problem-solving for real-world scenarios. Technical applications of graphing calculators and computer applications will be used to solve problems and properly interpret results.
Prerequisite: Pre-calculus
MH210 Calculus II 40 hours, 4 credits
In this continuation of the topics investigated in Calculus I, students will further explore the methods of integrations and the applications of integration, power series, and other series and methods of differentiation. This course will cover the topics of convergence and divergence, and students will be able to understand whether improper integrals are convergent or divergent.
Prerequisite: Calculus I
MH300 Applied Discrete Mathematics 40 hours, 4 credits
This course builds on the foundation established in Introduction to Discrete Mathematics with further exploration in logic and mathematical reasoning. Topics include combinatorics and graph theory, Boolean algebra, digital logic circuits, ordered sets, functional programming, models of computation, and computational complexity. Students will gain experience formulating mathematical proofs.
Prerequisites: Introduction to Discrete Mathematics; Calculus II
MH310 Probability and Statistics 40 hours, 4 credits
This course explores the concepts of conditional probability, random variables, expectations and distributions, sample spaces, moment-generating functions, and the central-limit theorem. Further topics include an introduction to estimation, confidence intervals, and hypothesis testing. Students will be able to generate random variables through experimentation, and they will understand how to apply statistical concepts to computational applications.
Prerequisite: Introduction to Discrete Mathematics
N127 Microsoft Workstations 40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure a Workstation Workstation. The course gives the student the ability to provide technical support to a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, the course uses preparatory students to take the Microsoft Certified Technology Specialist Exam.
Prerequisites: Fundamentals of PC Hardware and Software
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 A+ Network+ certification exam.
Prerequisites: Fundamentals of PC Hardware and Software
N136 Operating Systems Fundamentals 60 hours, 4 credits
Students are introduced to the principles of various types of microcomputer operating systems. Topics include system resources, memory management, processor management, user interface and operating system functions especially related to database resource management. Emphasis is placed on how the user, hardware, and software interface with the operating system.
Prerequisite: none
This course is designed to teach the student C++ programming utilizing object oriented terminology. C++, decision, and loop structures within the C++ realm are explored and practiced. This first course in a two course sequence ends with an analysis of functions and how these 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 production standpoint. In addition, the information this course provides is a grounded study for any real life application where inspiration must combine with practical knowledge and application to create a marketable product.

Prerequisite: Game Design Theory I

N139 Game Design Theory I 40 hours, 4 credits

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

Prerequisite: none

N140 Logic and Troubleshooting 40 hours, 4 credits

This course provides students with a thorough understanding of the process, tools, and techniques to efficiently diagnose computer hardware and software issues and failures. Through the application of logic, students will complete puzzle-solving exercises and activities that illustrate effective troubleshooting. Students will be exposed to multiple real-world scenarios in which they will troubleshoot technological problems, and apply lessons learned in order to anticipate potential failure concerns. By the end of the course, students will be prepared to evaluate actual issues, use logic to identify the variables involved, debug failures, and finally determine the proper course of action to correct the failure issue(s) at hand.

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 services, 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 students that take the CompTIA Security+ exam.

Prerequisite: Networking Fundamentals

N142 Foundations of Software Design 40 hours, 3 credits

This course introduces students to fundamental aspects of programming as it is related to proper software design concepts. Students will gain an understanding of how computational techniques are applied in solving a variety of problems. Topics will include variables, procedural abstraction utilizing handlers, conditionals, and loops, and data types. The course will 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 higher-level programming language.

Prerequisite: none

N145 Fundamentals of PC Hardware and Software 60 hours, 4 credits

This course is comprised of two primary sections. The first is a detailed review of the basic building blocks of networks as well as an introduction to the Internet. The second part will focus on virus protection, computer networks and peripherals, virus protection, disaster recovery and maintenance planning. Finally, the student will learn about and conduct the responsibilities of a professional PC technician. To reinforce the materials in this course, the instructor will assign hands-on projects to be performed in a physical or remote lab setting. This course helps prepare students to take both parts of the A+ certification exam. Each student will assemble a computer using prescribed parts and materials.

Prerequisite: Logic and Troubleshooting

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 science, industry, education, and the arts. Categories such as communications, commerce, and quality of life will be explored as students review the scope and application of the technology within the context of everyday life.

Prerequisite: none

N180 Math for Game and Simulation I 40 hours, 4 credits

This course has been designed to teach concepts in linear algebra. The course covers linear equations and matrices, and how these can be applied in various situations. In addition, topics will include determinants, vectors in the plane, and how to calculate cross determinants.

Prerequisite: College-level math course

N205 Platform Design and Human-Computer Interaction 60 hours, 4 credits

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

Prerequisite: Programming II

N206 Data Structures 60 hours, 4 credits

This course is designed to be an introduction to data structures using C++. Topics to be covered include lists, stacks, and queues. Additional time is spent on templates and algorithmic analysis as it relates to recursion.

Prerequisite: Programming I

N207 Programming II 60 hours, 4 credits

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

Prerequisite: Programming I

N208 Linux Administration 40 hours, 4 credits

This course is designed to introduce the Linux operating system. The students will learn to install, configure, maintain, administer, and troubleshoot features of the Linux operating system. Students will learn how to download and install source application from the Internet, the Windows emulator, and apply Linux in the enterprise network environment. This course uses a combination of reading, lecture, Internet-based research, and lab work to reinforce the course materials. Further, this course helps prepare students to take an industry accepted Linux+ certification exam.

Prerequisite: Fundamentals of PC Hardware and Software

N209 PHP/MySQL Administration 60 hours, 4 credits

Students learn the fundamental areas of two widely used Web application database tools, PHP and MySQL for implementing and managing database-driven websites. Topics will include PHP scripting and advanced administration of MySQL database applications to be utilized through the Internet.

Prerequisite: Fundamentals of PC Hardware and Software

N225 Interactive Storytelling 40 hours, 3 credits

This course explores the integration of storytelling and interactivity. From the fundamental theory of creating interactive fiction, to the integration of game technology, students will write and build worlds where story interacts with the environment. Subjects include the linear narrative, myths and the hero’s journey, chatterbots and MuDs, exposition and dialogue trees, spatial narratives and storytories, and a range of interactive storytelling strategies from campfires to LARP’s and text adventures.

Prerequisite: Fundamentals of Software Design

N226 Windows Active Directory 40 hours, 3 credits

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

Prerequisite: Microsoft Windows Server

N228 Microsoft Windows Server 60 hours, 4 credits

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

Prerequisite: Fundamentals of PC Hardware and Software

N233 Microsoft Exchange Server 40 hours, 4 credits

In this course students will learn a wide range of information about Exchange Server, from installation, configuration, administration, troubleshooting, features to introduction of Exchange. This course introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course uses hands-on lab work to reinforce learning. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.

Prerequisite: Windows Active Directory

N235 Cisco Networking Fundamentals and Routing 40 hours, 3 credits

In this course students will learn the skills necessary to deploy a new Cisco network or manage an existing network. The course provides a wide range of information, starting with a review of the basic building blocks of networks through advanced Cisco networking topics such as access control list, WAM connectivity, and virtual LANS. The lab assignments included in this course give students adequate hands-on experience with Cisco equipment, allowing them to gain confidence in troubleshooting and designing live networks. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the Cisco CCENT exam.

Prerequisites: Networking Fundamentals; Microsoft Windows Server

N236 Database Security 60 hours, 4 credits

This course provides the basic principles of database security and auditing as well as implementation considerations for business databases. It covers security architecture and operating system security considerations. In addition, the design of profiles, password policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database activities.

Prerequisite: SQL Server Administration

N253 Managing Information Security 30 hours, 4 credits

Information security is not only an IT, but a management issue. Therefore, this course introduces students to a detailed examination of the management of information security. Topics include virtual private networks, policies, procedures and staffing functions necessary to organize and administrate ongoing security functions in an organization. Course subjects include security practices, security architecture and models, continuity planning and disaster recovery planning.

Prerequisite: Networking Security

N266 Console Development 60 hours, 4 credits

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

N273 Business Intelligence Reporting 40 hours, 3 credits

The goal of this course is to allow students to understand what business intelligence is and how it affects the decision making 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
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 a 3D game engine. Students will study the theory behind the production of different types of simulations as they learn to apply software to create short simulations.

Prerequisite: Platform Design and Human-Computer Interfaces

N296 Math for Game and Simulation Production I 40 hours, 4 credits

This course builds on topics introduced in Math for Game and Simulation Production. These topics include graphing and solving equations; polynomial, rational, logarithmic, and exponential functions; analytic geometry; and determining equations from a given shape or 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 emphasizes 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 of current situations. Distributed project management, timelines, deadlines, and effective leadership are explored as they pertain to the multimedia development environment.

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 hours, 3 credits

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

Prerequisite: Introduction to Computer Systems

N304 Operating Systems Design 50 hours, 4 credits

In the course, students learn how operating systems such as Windows, Linux, and the Mac OS X and component of all operating systems. This course explores how the operating systems are responsible for managing the 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, queuing, input/output devices, virtual memory, files, synchronization, and security.

Prerequisite: Software Systems Principles

N305 Figure Drawing 60 hours, 4 credits

Figure Drawing will emphasize the traditional and realistic approaches used to draw the human figure. There will be an emphasis on gesture, proportions and form development using the human figure in studio and in public settings. The basic structural and anatomical concepts will be covered along with an in-depth study of motion and gesture drawing skills.

Prerequisite: Color Theory and Techniques

N306 Advanced Network Security 50 hours, 4 credits

This course provides a detailed examination of techniques and concepts surrounding the topic of network defense. Students will learn how to implement strategies for information asset security, utilizing industry tools and techniques. Both hardware and software issues within the field of Information Security will be explored. Students will examine a range of network security topics including virtual private networks, intrusion detection, cloud 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 security assets. This course is designed to provide in-depth information on the software and hardware components of Information Security. Topics covered include: intruder detection, virtual private networks (VPN), and incident response strategies and planning, wireless network security.

Prerequisite: Networking Fundamentals

N310 Study of Animation 60 hours, 4 credits

This course is intended for students with an animation/multimedia background, who want to understand how animation works, from basic theory to execution. The students will develop a sense of observation and timing as it relates to animation, and they will study motion through watching actual animation pieces as well as taking part in exercises that demonstrate animation in action.

This course also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development, and dramatic structure.

Prerequisite: none

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 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 screen space are covered in detail in this course.

Prerequisite: Graphics Development with OpenGL

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 learning more sophisticated methods of color correction, image manipulation and printing, students will learn scanning, digital camera usage, the mechanics of calibration and color correction in Adobe Photoshop, all within a framework of artistically professional sensibility which will allow the student to develop their own professional work.

Prerequisite: Introduction to Computer Graphics

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 potential for misuse.

Prerequisite: none

N330 MIS Techniques 40 hours, 3 credits

This course is an introduction to computer use required of users and developers of management information systems. This course includes educational resources from Harvard Business Publishing.

Prerequisites: Computer Applications and Business Systems Concepts

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, ISO9, SAS, and SATA. Students will be able to design a data center for both operational efficiency (Green IT), and to provide adequate fault tolerance and capacity for anticipated growth.

Prerequisite: Networking Fundamentals

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. Distribution of a business continuity plan, vulnerability impact analysis, business continuity plan, and disaster recovery plan will be discussed.

Prerequisite: none

N335 Digital Photography 60 hours, 4 credits

This course shows students how to evaluate images for communicative effectiveness and aesthetic appeal. They will also digitize images, adjust and manipulate them in the computer, and output them for on-screen and printed use. Through the course students will gain a firm foundation on the fundamental differences between digital photography and traditional manual film including lighting and print.

Prerequisite: Audio/Video Editing

N340 Information Technology Project Management 40 hours, 4 credits

This course will introduce students to the processes of project planning from the early stages of brainstorming through project planning, creating a budget, resource management, and implementation, along with the basics of writing project proposals. Students will learn to select appropriate planning techniques, software, and project management tools. Students will plan and propose a project appropriate to their fields of study.

Prerequisite: Computer Applications and Business Systems Concepts
N341 Software Systems Engineering
50 hours, 4 credits
This course exposes students to the implementation of software systems at a high level with an emphasis on rigorous algorithm development and test suites. The course introduces the systems aspect of development and tradeoffs related to resource management, system architecture capabilities, and the software efficiency of tools. Students are also exposed to requirements analysis and the techniques to develop a functional system from specified requirements.
Prerequisite: Algorithm Analysis
N342 Scripting
50 hours, 4 credits
This course is designed to teach students basic scripting skills that can be used to automate administration tasks and reporting. Topics will include an introduction to programming structures like variables, decisions, loops, arguments, and functions. Students will work with examples of Shell, VB, Perl and TCL scripts and examine cases involving Linux, Windows and Cisco IOS automation through scripting.
Prerequisites: Cisco Networking Fundamentals and Routing / Linux Administration / Windows Active Directory
N343 Security Policies and Implementation
40 hours, 4 credits
This course includes a discussion on security policies that can be used to help protect and maintain a network, such as password policy, e-mail policy, and internet policy. The issues include organizational behavior and crisis management.
Prerequisite: none
N345 Advanced HTML Coding with CSS
60 hours, 4 credits
This class covers advanced elements of webpage creation using Notepad 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 viability of tools for site management, validation and accessibility checks.
Prerequisite: Fundamentals of Web Authoring and Design
N346 Practical Game Development
60 hours, 4 credits
This course approaches the study of computer games from different viewpoints. First is an example of media that can be analyzed and critiqued for their thematic elements, formal structure, plot and interactive appreciation. The next step is a study of complex software subjects to technology constraints and the product of a professional design and implementation process. The last is a study of behaviors and associations comparable to other popular art forms. Students will study the principle of game design and use them both to analyze existing games and to develop their own original game ideas.
Prerequisite: Artificial Intelligence
N350 Concept Development for Digital Media
40 hours, 4 credits
This course is concerned with problem-solving, research, and presentation skills for multimedia projects. Brainstorming, narrative, storytelling, animatics, pre-visualization, and transitions are covered. Students will be exposed to intelligent software efficiences. Students will also be exposed to requirements analysis and the techniques to develop a functional system from specified requirements.
Prerequisite: Algorithm Analysis
N355 Game Planning and Development Strategies
50 hours, 4 credits
In this course students will cover the planning of the game and simulation development process from high-level design to low-level implementation. The course touches on topics covered in previous courses, including graphics, development of assets and the asset pipeline, interface design, and techniques and strategies to understand the different game development methodologies. The process of developing a game or simulation will be covered from the essential design and development documents through quality assurance testing, including the risks and benefits of different types of iterative development cycles.
Prerequisite: Game Audio Assets
N358 Database Systems Design
50 hours, 4 credits
In this course, students will learn how to develop and deploy a relational database management system (RDBMS) as a software application. Students will explore relations and tables as well as how to modify the relations with commands such as insert, update, and delete. Students will also understand the role and importance of primary and foreign keys in creating relational database structures.
Prerequisite: Relational Databases
N359 Support Management
40 hours, 4 credits
This course is designed to introduce students to the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT support management. Topics include incident and problem management, configuration and change management, and help desk management. Students will design a knowledge base for tracking, and trending problems so that solutions can be implemented proactively to prevent problems and increase customer satisfaction.
Prerequisite: Customer Service
N360 Mobile Platform Development
60 hours, 4 credits
As more devices become smaller and more mobile, the need to have games to entertain users in downtime increases. This course looks at how to create games for mobile platforms using a systematic approach. The Java programming language is utilized in creating these games. How to weave in audio and video is also addressed along with considering factors such as user inputs involved in playing the game.
Prerequisite: Programming II
N361 Apache Analysis
40 hours, 4 credits
This course provides a detailed exploration of algorithm design and analysis, including greedy algorithms, divide and conquer, dynamic programming, and backtracking. Students will gain experience with searching and sorting techniques in practical applications. The course will emphasize the verification and analysis of time space complexity within a software design framework.
Prerequisite: Programming II; Probability and Statistics
N362 Technical Writing
20 hours, 2 credits
This course is designed to teach students best practices in authoring technical documentation. Topics include targeting your audience, organization, glossaries, appropriate use of graphics, tables, lists, wiks, and course licensing. Topics covered will be able to determine when and how to write a white paper, and will understand the pros and cons of various document structures.
Prerequisites: 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 intelligence operations and the people who use them. This course presents security strategies to mitigate the risk associated with web applications and social networking.
Prerequisite: N370 Virtualization
N370 Virtualization
50 hours, 4 credits
This course offers an in-depth study of current virtualization technologies and discusses strategies and approaches for virtualization of servers, clients and applications. Topics include vSwitch, distributed virtual switch (DVS), server-overs, client-side desktop virtualization (SCB & VDI) and virtual appliances. Students will gain hands-on experience with deploying and managing virtual systems and applications.
Prerequisite: Networking Fundamentals
N401 Artificial Intelligence
60 hours, 4 credits
Students will learn how techniques in Artificial Intelligence (AI) can be utilized to allow software applications to mimic human or intelligent behavior in a variety of contexts ranging from expert systems to computer-controlled game opponents. Students will be exposed to topics such as natural language processing and parsers, problem solving algorithms, and knowledge representation. 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 architecture, 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 applications. 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
60 hours, 4 credits
In this course, students will combine their knowledge of art techniques with the psychology of art reception to develop art projects aimed at producing specific reactions. Students will experiment with different elements of art, including shape, form, light, color, and movement, and use techniques including digital photography and imaging. In addition, students will learn to analyze mainstream graphic design projects in terms of their intended effects, and to use their analyses to produce experimental art projects. The course builds upon traditional and digital visual-art skills learned in previous courses to create imaginative solutions to digital problems.
Prerequisite: Advanced Methods of Computer Graphics
N409 Auditing Information Technology Infrastructure
40 hours, 4 credits
This course covers the principles, the approaches, and the methodology in auditing information systems to ensure the processes and the procedures are in compliance with pertinent laws and regulatory provisions especially in the context of information systems security (ISS).
Prerequisite: none
N410 Database Management and Administration
40 hours, 4 credits
This course covers essentials of database management and administration in a business environment and provides hands-on experience that includes transaction management, stored procedure management, data administration, security and database tuning issues. The course also covers distributed and client/server environments.
Prerequisites: MIS Techniques; Management of Information Systems
N411 Disaster Recovery
50 hours, 4 credits
This course is designed to teach students how to perform a risk assessment and develop a disaster recovery strategy that aligns with business needs and priorities. Topics include disaster prevention, systems backup and recovery strategies, hot/ warm/cold site strategies, and documentation and testing of recovery procedures.
Prerequisite: Service Management
N415 Digital Effects Creation
40 hours, 4 credits
This course focuses on the use and application of effects in film and video at an advanced, post-production level. Students will learn professional methods of controlling digital and video representation, and 3D effects. Master the digital workflow by composing footage, digital imagery and C4D. Topics include virtual cinematography, morphing, lighting, rendering, particle effects, dynamics, camera properties, motion tracking, and filters.
Prerequisite: Polygon Modeling
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-user systems and system administrators will be covered. In addition, security controls for access control including tokens, biometrics, and use of public key infrastructure (PKI) will be covered.
Prerequisite: none
N420 Network Security and Cryptography
40 hours, 3 credits
This course examines threats to computer networks, network vulnerabilities, techniques for strengthening passive defenses, tools for establishing an active network defense, and policies for enhancing forensic analysis of crimes and attacks on computer networks. Topics include private and public key cryptography, digital signatures, secret sharing, security protocols, formal methods for analyzing network security, electronic mail security, firewalls, intrusion detection, Internet privacy and public key infrastructures.
Prerequisites: Computer Applications and Business Systems Concepts; Networking Fundamentals

N421 Software Engineering for Game and Simulation Production
60 hours, 4 credits
This course focuses on the software engineering principles and strategies necessary to develop a game or simulation, including an in-depth look at object-oriented architecture and design patterns used in game development. UML, risk analysis, constraint management, problem solving, process improvement, and handling crunch times are some of the topics that will be tackled in this class.
Prerequisite: Programming I

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 specific issues, application performance monitoring (end-to-end), security, support and maintenance, and disaster recovery.
Prerequisites: Advanced Networking; Disaster Recovery

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

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

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

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

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

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 to design games and simulations used to study and model real-world phenomena. Students will build application frameworks to model events and activities within several environments including medical, industrial, military, and scientific simulation.
Prerequisite: Algorithm Analysis

N437 Linux Security Strategies
40 hours, 4 credits
This course is an introduction to the 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: none

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: Multimedia Technologies

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

N442 Hacker Techniques, Tools, and Applications
40 hours, 4 credits
This course is an introduction to hacking tools and incitement on topics such as information gathering; areas of information gathering include various tools and vulnerabilities of operating systems, software, and networks used by hackers to access unauthorized information. This course also addresses legal issues incident to hacking 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

N445 Animation Graphics Project
60 hours, 4 credits
This course focuses on the development of visual elements and programming used in the development of a video game. It covers areas such as performance tuning, debugging, designing for test, pipeline management and distribution, and the development 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-language techniques.
Prerequisite: Applied Game and Simulation Theory

N450 Game Assets
60 hours, 4 credits
This course combines the accumulated knowledge of students in the design and creation in 3D environments. The culmination of this knowledge will be a final 3D animation project using modeling, texturing and animation techniques. Students are expected to explore various theories and techniques to complete a professional summative 3D animation project.
Prerequisite: The Study of Animation

N451 Linux Security Strategies
40 hours, 4 credits
This course is designed to equip digital media students with skills in 3D character creation and effects in a game environment. During this course students will explore advanced 3D modeling and animation theory and principles which focus on character animation as it applies to the gaming environment. Specifically, these principles and theories are applied to the context of interactive narratives and games. Advanced modeling will also be explored. Students will engage in the study of character posing and rigging for games, advanced animation, creative character animation as well as morphing and blending to create expressive characters.
Prerequisite: Polygon Modeling

N452 Information Technology Management Capstone
20 hours, 2 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

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

N456 Systems Monitoring
50 hours, 4 credits
This course is designed to teach students to identify performance bottlenecks, benchmark performance and implement monitoring techniques to proactively identify and react to changes in the environment. Topics include network infrastructure monitoring, security monitoring, performance tuning, and metrics and reporting.
Prerequisite: Advanced Networking

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

N460 Application of Physics for Game and Simulation Production
50 hours, 4 credits
An important aspect in a game or simulation is to be able to utilize what is happening in the game in realistic terms based on standard real physics principles. This course is designed to allow the game or simulation designer 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

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N461 Computer Graphics Programming
60 hours, 4 credits
This course offers a survey of computer industry-standard graphic hardware, foundation graphic operations and implementations, two-dimensional and three-dimensional transformations utilizing matrix calculations, hidden lines and surface removal, illumination and shading models, curves and surfaces, textures, object modeling and three-dimensional animation. Students will learn how to convert complex mathematical formulae into operational program code.
Prerequisite: Programming II

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 debts 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

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

N471 Engineering Virtual Worlds
50 hours, 4 credits
In this course, students will learn how to create multi-user applications. 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: 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 fail 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: Color Theory and Techniques

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

NM113 Introduction to Multimedia Design 40 hours, 3 credits
This course is designed to provide the student an overview and exposure to the basic multimedia concepts and software. Students examine introductory theory and concepts of four tracks in multimedia design: Interactive, Video, and 3D. Preproduction of all multimedia elements are stressed throughout the class with an emphasis on troubleshooting, planning, and cost estimating. 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 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 the aspects of type form, type design, and text layout. Students will 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 color effects and create visual effectiveness. The use of color in printing is also explored. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Computer Graphics

NM130 Audio/Video Editing 40 hours, 3 credits
Students learn the theory and processes of audio/ video editing using non-linear editing software on the desktop. Exercises in production and post-production and their role in the 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: Digital Media Production

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 Adobe design software.
Prerequisite: Digital Media Production

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

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 Multimedia Design

NM250 Dynamic Content Management 40 hours, 3 credits
This course introduces students to the standards for designing relational databases. The course focuses on record structure, modifications to records, 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 publishing are addressed. Students use interactivity and multimedia elements to enhance their site design. Prerequisite: Introduction to Multimedia Design

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

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

NM272 Multimedia Technologies 40 hours, 3 credits
This course will provide students with a practical understanding of the principles of tort litigation. Through classroom discussions, projects and supervised library research, students will develop an overview of causes of actions in torts and their relevance to the paralegal.
Prerequisite: Introduction to Law and the Legal System

PL121 Civil Litigation and Procedure I 40 hours, 4 credits
Students will examine the American legal system from a variety of perspectives. They will survey topics including essential history, the working structure of government, issues of court structure, and specific legal concepts. In addition, they will investigate the role of the paralegal in the legal system, and of legal ethics on the paralegal. Paralegals will study a foundation for further paralegal study, and students from other disciplines will gain an appreciation of the legal system’s impact on their disciplines. Students will prepare a resume as part of this course.
Prerequisite: none

PL215 Real Estate Law 40 hours, 3 credits
This course will provide training in a variety 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: Digital Media Production

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

PL100 Introduction to Law and the Legal System 40 hours, 4 credits
Students will examine the American legal system from a variety of perspectives. They will survey topics including essential history, the working structure of government, issues of court structure, and specific legal concepts. In addition, they will investigate the role of the paralegal in the legal system, and of legal ethics on the paralegal. Paralegals will gain an appreciation of the legal system’s impact on their disciplines. Students will prepare a resume as part of this course.
Prerequisite: none

PL226 Law office Technology: Cyberspace and E-Commerce 40 hours, 4 credits
This course introduces students to the technology of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law-oriented computing software. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time, and docket management and computer-based research and document movement.

Prerequisite: Introduction to Law and the Legal System

PL122 Torts: Auto Accidents and Other Personal Injuries 40 hours, 4 credits
This course examines the fundamentals of tort law and provides a basic understanding of the principles of tort litigation. Through classroom discussions, projects and supervised library research, students will develop an overview of causes of actions in torts and their relevance to the paralegal.
Prerequisite: Introduction to Law and the Legal System

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

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

Prerequisite: Introduction to Law and the Legal System as a Profound in Certificate

PL240 Legal Writing
40 hours, 4 credits
After examining the sources of law and the structure of the federal and state court systems, students will be introduced to 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 twenty 10-page significant case projects, including memoranda of law. High level communication skills will be developed to effectively communicate in writing to different potential readers, including clients, attorneys in an office, trial court judges, and appellate panel judges. Analysis and preparation of high level legal research as well as formatting, citation rules, and other items needed for writing in this field will be developed. Students will organize an appellate brief which requires specific, rule based, formatting and structural content. This content includes items such as tables of cases and other authorities, a table of contents, statement of the case, argument, and conclusion.

Prerequisites: Legal Research; English Composition

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

PL290 Paralegal Internship
130 hours, 5 credits
This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must be evaluated at the end of each report to the supervising instructor describing his/her experiences during the internships. The student is evaluated by his/her supervisor at the conclusion of the internship.

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

PT105 Introduction to Pharmacy
40 hours, 4 credits
An introduction to the technician’s role in pharmacy practice. The student will gain a basic knowledge of chemistry and become knowledgeable in correct use of CPh. Emphasis will be on patient profiles, receiving and interpreting drug orders, routes of administration, dosage forms, and brand versus generic drugs. The importance of accuracy and teamwork will be underscored, along with methods of avoiding medication errors.

Prerequisite: none

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

Prerequisite: Introduction to Pharmacy

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

The student will explore various automation machines used within pharmacy settings.

Prerequisite: Pharmacy Math and Dosages

PT230 Unit Dose/IV Lab
40 hours, 3 credits
In this unit, the student will apply knowledge of medication charts and pharmacy math to correctly dispense and chart delivery of patient medications within an institutional setting. Emphasis is on correctly filling orders within 1% accuracy, dosage, and calculating the IV lab will stress aseptic techniques and the maintenance of sterile conditions. The student will learn to read an IV bag, select appropriate additives and base solutions, and properly prepare the prescribed IV compound.

Prerequisites: Introduction to Pharmacy; Pharmacy Math and Dosages

PT285 Pharmacy Technician Practicum I – Outpatient/Retail
90 hours, 3 credits
This course offers supervised practical experience in outpatient settings with a minimum of 90 hours of externship experience in the unit-dose area of a pharmacy. The practicum will allow the direction to practice pharmacists and pharmacy technicians. This practicum will allow the student to gain experience as a pharmacy technician in an actual pharmacy setting and is essential to the student.

Prerequisites: Pharmacology; Pharmacy Software/Automation/Insurance Billing

PT236 Pharmacy Technician Practicum II – Unit Dose/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 programs and courses and, with an emphasis on the review and preparation of materials which comprise the Pharmacy Technician Certification Board examination.

Prerequisite: Pharmacy Technician student in last or second-to-last quarter

SI155 Keyboarding I
40 hours, 3 credits
This course introduces students to the keyboard and word processing for business documents. An objective of 25 wpm on minute timed writings with five or fewer errors is the course goal.

Prerequisite: none

S120 Word for Windows
30 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 certification of the Microsoft Office certification exam.

Prerequisite: Computer Applications and Business Systems Concepts

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

Prerequisite: Fundamentals of Programming

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

Prerequisite: Java I

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 use of class templates as well as their attributes, behaviors, and the methods that can be applied to them. Programs will be developed and implemented utilizing the Java programming language.

Prerequisite: Fundamentals of Programming

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

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

Prerequisite: Fundamentals of Programming

W110 JavaScript
40 hours, 3 credits
In this course students learn how to effectively create web pages using the Javascript programming language. Students will gain exposure to programming, debugging, and testing web pages created with this language. The course builds on the knowledge and skills acquired in W119. The course builds on the knowledge and skills acquired in W119.

Prerequisites: Introduction to HTML; Fundamentals of Programming

W114 Fundamentals of Programming
40 hours, 3 credits
This course introduces students to the fundamentals of developing well-structured computer programs utilizing a high-level programming language such as C++. Focusing on Object Oriented Programming techniques, the course provides an understanding of second order constructs such as loops, conditionals, objects, and variables. Additionally, the use of pseudo-code examples and exercises will allow students to manipulate these constructs without requiring that they have previous experience with program code syntax. A final project is required for the successful completion of this course.

Prerequisite: none

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.

W117 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 webpages using HTML.

Prerequisite: none

W125 Introduction to 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, buttons, properties, functions, decision-making structures, loop structures, and database access files.

Prerequisite: Fundamentals of Programming

W201 Advanced Visual Basic
40 hours, 3 credits
The students who take this course will learn to create applications using Visual Basic.NET. This course incorporates the basic concepts of programming, problem solving, and programming logic, as well as the design techniques of an object-oriented language. Topics in the course include graphic interface design and development, control properties, DSMS, 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 networking development will be explored as well as the use of Java programming in the development of applications for mobile devices.

Prerequisite: Object-Oriented Programming

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

Prerequisite: JavaScript

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

Prerequisite: Java I

W290 Web Programming Capstone
20 hours, 3 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
Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment. Information about median loan amounts, on-time completion rates, and placement rates are unavailable for new programs.

Non-Florida residents enrolling in the HIT program will be charged $395 per credit, bringing the total Tuition and Fees for the HIT program to $35,550.

Total cost of room and board is not applicable at Rasmussen College.

Median amount that completers owe to Rasmussen College upon graduation.

Median loan debt for completers from private educational loans.

Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans).

Internal placement rate methodology can be found at rasmussen.edu/SID.

The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter).

Our SUPPORT+ team members working one-on-one with you, including our student advisors and career services advisors, we help support your success. Contact a program manager to learn more about how you can become a Rasmussen College graduate.

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

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

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

### SCHOOL OF BUSINESS

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Illinois Tuition and Fees</th>
<th>Illinois Books and Supplies</th>
<th>Room and Board</th>
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<td>Accounting Bachelor's</td>
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1 The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter).
2 Internal placement rate methodology can be found at rasmussen.edu/SID.
3 Median loan debt for completers from Federal Stafford Loan program does not include Federal PLUS loans.
4 Median loan debt for completers from private educational loans.
5 Median amount that completers owe to Rasmussen College upon graduation.
6 Tuition and fees charged for completing the program in normal time.
7 Total cost of books and supplies when completing the program in normal time.
8 Total cost of room and board is not applicable at Rasmussen College.
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**Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.

### LOANS AND FINANCIAL AID

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

### TUITION AND FEES

The tuition shown is the full tuition cost and does not reflect scholarships, grants, loans, or any credit transfers—all of which can lower your tuition cost. Contact a program manager to discuss your unique situation and tuition costs for your degree.
The information below details our student completion rate, our College-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

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**STUDENT INVESTMENT DISCLOSURE INFORMATION**

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TUITION AND FEES

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### SCHOOL OF DESIGN

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SIC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans6</th>
<th>Institutional Loans5</th>
<th>Illinois Tuition and Fees4</th>
<th>Illinois Books and Supplies3</th>
<th>Room and Board2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Design and Animation</td>
<td>Bachelor’s</td>
<td>27-1014</td>
<td>92%</td>
<td>100%</td>
<td>$31,033</td>
<td>NA*</td>
<td>NA*</td>
<td>$55,016</td>
</tr>
<tr>
<td>Multimedia Technologies–Digital Design and Animation</td>
<td>Associate’s</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>26%</td>
<td>72%</td>
<td>$27,165</td>
<td>NA*</td>
<td>NA*</td>
<td>$28,704</td>
</tr>
<tr>
<td>Multimedia Technologies–Web Design</td>
<td>Associate’s</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>26%</td>
<td>72%</td>
<td>$27,165</td>
<td>$0</td>
<td>$0</td>
<td>$28,704</td>
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</table>

### SCHOOL OF EDUCATION

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SIC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans6</th>
<th>Private Loans4</th>
<th>Institutional Loans5</th>
<th>Illinois Tuition and Fees4</th>
<th>Illinois Books and Supplies3</th>
<th>Room and Board2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Education–Child and Family Studies</td>
<td>Associate’s</td>
<td>25-2011, 25-9041</td>
<td>66%</td>
<td>98%</td>
<td>$18,861</td>
<td>$0</td>
<td>$0</td>
<td>$27,807</td>
<td>$3,300</td>
</tr>
<tr>
<td>Early Childhood Education–Child Development</td>
<td>Associate’s</td>
<td>25-2011, 25-9041</td>
<td>66%</td>
<td>98%</td>
<td>$18,861</td>
<td>$0</td>
<td>$0</td>
<td>$27,807</td>
<td>$3,300</td>
</tr>
<tr>
<td>Early Childhood Education–Child with Special Needs</td>
<td>Associate’s</td>
<td>25-2011, 25-9041</td>
<td>66%</td>
<td>98%</td>
<td>$18,861</td>
<td>$0</td>
<td>$0</td>
<td>$27,807</td>
<td>$3,300</td>
</tr>
<tr>
<td>Early Childhood Education–English Language Learner</td>
<td>Associate’s</td>
<td>25-2011, 25-9041</td>
<td>66%</td>
<td>98%</td>
<td>$18,861</td>
<td>$0</td>
<td>$0</td>
<td>$27,807</td>
<td>$3,300</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Certificate</td>
<td>25-2011, 25-9041</td>
<td>45%</td>
<td>80%</td>
<td>$8,671</td>
<td>NA*</td>
<td>NA*</td>
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<td>$1,200</td>
</tr>
<tr>
<td>Early Childhood Education–Child and Family Studies</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>100%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,631</td>
<td>$2,550</td>
</tr>
<tr>
<td>Early Childhood Education–Child Development</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>100%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,631</td>
<td>$2,550</td>
</tr>
<tr>
<td>Early Childhood Education–Child with Special Needs</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>100%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,631</td>
<td>$2,550</td>
</tr>
<tr>
<td>Early Childhood Education–English Language Learner</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>100%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,631</td>
<td>$2,550</td>
</tr>
</tbody>
</table>

1. The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)
2. Internal placement rate methodology can be found at rasmussen.edu/SID
3. Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans)
4. Median loan debt for completers from private educational loans
5. Median amount that completers owe to Rasmussen College upon graduation
6. Total cost of books and supplies when completing the program in normal time
7. Total cost of room and board is not applicable at Rasmussen College
8. Non-Florida residents enrolling in the HIT program will be charged $395 per credit, bringing the total Tuition and Fees for the HIT program to $35,550.

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

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans$</th>
<th>Private Loans$</th>
<th>Institutional Loans$</th>
<th>Illinois Tuition and Fees$</th>
<th>Illinois Books and Supplies</th>
<th>Room and Board$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Information Management</td>
<td>Bachelor's</td>
<td>29-2071</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$54,418</td>
<td>$7,350</td>
<td>$0</td>
</tr>
<tr>
<td>Health Information Technician</td>
<td>Associate's</td>
<td>29-2071</td>
<td>46%</td>
<td>81%</td>
<td>$26,133</td>
<td>$0</td>
<td>$0</td>
<td>$27,508</td>
<td>$3,750</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Administration</td>
<td>Associate's</td>
<td>43-6013</td>
<td>37%</td>
<td>82%</td>
<td>$25,325</td>
<td>$0</td>
<td>$0</td>
<td>$28,405</td>
<td>$4,050</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Administration</td>
<td>Diploma</td>
<td>43-6013</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$16,744</td>
<td>$2,550</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>Associate's</td>
<td>31-9092</td>
<td>57%</td>
<td>83%</td>
<td>$23,211</td>
<td>$0</td>
<td>$0</td>
<td>$27,508</td>
<td>$3,600</td>
<td>$0</td>
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<tr>
<td>Medical Assisting</td>
<td>Diploma</td>
<td>31-9092</td>
<td>59%*</td>
<td>67%</td>
<td>$15,304</td>
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<td>NA*</td>
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<tr>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<tr>
<td>Medical Billing and Coding</td>
<td>Diploma</td>
<td>29-2071</td>
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<td>75%</td>
<td>NA*</td>
<td>$0</td>
<td>$0</td>
<td>$16,744</td>
<td>$2,400</td>
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</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Associate's</td>
<td>29-2052, 31-9095</td>
<td>56%</td>
<td>75%</td>
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<tr>
<td>Pharmacy Technician</td>
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<td>55%</td>
<td>90%</td>
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<td>NA*</td>
<td>NA*</td>
<td>$12,259</td>
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<tr>
<td>Pharmacy Technician</td>
<td>Diploma</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,530</td>
<td>$2,850</td>
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</table>

## SCHOOL OF JUSTICE STUDIES

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans$</th>
<th>Private Loans$</th>
<th>Institutional Loans$</th>
<th>Illinois Tuition and Fees$</th>
<th>Illinois Books and Supplies</th>
<th>Room and Board$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice–Corrections</td>
<td>Associate's</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
<td>$24,653</td>
<td>$0</td>
<td>$0</td>
<td>$28,106</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice–Homeland Security</td>
<td>Associate's</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
<td>$24,653</td>
<td>$0</td>
<td>$0</td>
<td>$28,106</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice–Law Enforcement</td>
<td>Associate's</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
<td>$24,653</td>
<td>$0</td>
<td>$0</td>
<td>$28,106</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice–Psychology</td>
<td>Associate's</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
<td>$24,653</td>
<td>$0</td>
<td>$0</td>
<td>$28,106</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice–Client Services / Corrections</td>
<td>Bachelor's</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
<td>$0</td>
<td>$54,717</td>
<td>$6,900</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice–Criminal Offenders</td>
<td>Bachelor's</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
<td>$0</td>
<td>$54,717</td>
<td>$6,900</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice–Homeland Security</td>
<td>Bachelor's</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
<td>$0</td>
<td>$54,717</td>
<td>$6,900</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice–Investigation / Law Enforcement</td>
<td>Bachelor's</td>
<td>33-3012</td>
<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
<td>$0</td>
<td>$54,717</td>
<td>$6,900</td>
<td>$0</td>
</tr>
<tr>
<td>Fire Science</td>
<td>Associate's</td>
<td>33-1021, 33-2011</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>NA*</td>
<td>$27,209</td>
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</tr>
<tr>
<td>Paralegal</td>
<td>Associate's</td>
<td>23-2011, 23-2099</td>
<td>64%</td>
<td>78%</td>
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<td>$0</td>
<td>$0</td>
<td>$29,003</td>
<td>$3,600</td>
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</tr>
</tbody>
</table>

## SCHOOL OF NURSING

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans$</th>
<th>Private Loans$</th>
<th>Institutional Loans$</th>
<th>Illinois Tuition and Fees$</th>
<th>Illinois Books and Supplies</th>
<th>Room and Board$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Nursing</td>
<td>Associate's</td>
<td>29-1141</td>
<td>86%</td>
<td>95%</td>
<td>$21,848</td>
<td>$0</td>
<td>$0</td>
<td>$42,660</td>
<td>$3,000</td>
<td>$0</td>
</tr>
</tbody>
</table>
The information below details our student completion rate, our College-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

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### TUITION AND FEES

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

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### SCHOOL OF TECHNOLOGY

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Placement Rate (%)</th>
<th>Federal Student Loans1</th>
<th>Private Loans2</th>
<th>Institutional Loans5</th>
<th>Illinois Tuition and Fees6</th>
<th>Books and Supplies7</th>
<th>Room and Board8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science</td>
<td>Bachelor’s</td>
<td>11-3021, 15-1133, 15-1131</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$49,634</td>
<td>$6,750</td>
<td>$0</td>
</tr>
<tr>
<td>Cyber Security</td>
<td>Bachelor’s</td>
<td>15-1142</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$55,016</td>
<td>$7,500</td>
<td>$0</td>
</tr>
<tr>
<td>Game and Simulation Programming</td>
<td>Bachelor’s</td>
<td>15-1199</td>
<td>NA*</td>
<td>67%</td>
<td>NA*</td>
<td>NA*</td>
<td>$54,717</td>
<td>$7,200</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management – Network Security</td>
<td>Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
<td>83%</td>
<td>$26,186</td>
<td>$0</td>
<td>$0</td>
<td>$27,807</td>
<td>$3,900</td>
</tr>
<tr>
<td>Information Systems Management – Computer Information Technology</td>
<td>Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
<td>83%</td>
<td>$26,186</td>
<td>$0</td>
<td>$0</td>
<td>$28,106</td>
<td>$3,900</td>
</tr>
<tr>
<td>Information Systems Management – Database Administration</td>
<td>Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
<td>83%</td>
<td>$26,186</td>
<td>$0</td>
<td>$0</td>
<td>$27,807</td>
<td>$3,750</td>
</tr>
<tr>
<td>Information Systems Management – Database Administration</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,033</td>
<td>$2,850</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management – Network Administration</td>
<td>Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
<td>83%</td>
<td>$26,186</td>
<td>$0</td>
<td>$0</td>
<td>$27,807</td>
<td>$3,900</td>
</tr>
<tr>
<td>Information Systems Management – Network Administration</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,033</td>
<td>$3,000</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management – Web Programming</td>
<td>Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
<td>83%</td>
<td>$26,186</td>
<td>$0</td>
<td>$0</td>
<td>$28,405</td>
<td>$4,050</td>
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<tr>
<td>Information Systems Management – Web Programming</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,631</td>
<td>$3,150</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management – Computer Information Technology</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$21,528</td>
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<tr>
<td>Information Systems Management – Computer Information Technology</td>
<td>Certificate</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$10,764</td>
<td>$1,650</td>
<td>$0</td>
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<tr>
<td>Information Systems Management – Network Security</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>Bachelor’s</td>
<td>15-1152, 15-1142, 15-1179</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$54,418</td>
<td>$7,500</td>
<td>$0</td>
</tr>
<tr>
<td>Software Application Development</td>
<td>Associate’s</td>
<td>15-1021, 15-1132</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$25,418</td>
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<td>$0</td>
</tr>
<tr>
<td>Software Application Development</td>
<td>Certificate</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$11,960</td>
<td>$1,800</td>
<td>$0</td>
</tr>
</tbody>
</table>

1 The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)
2 Internal placement rate methodology can be found at rasmussen.edu/SID
3 Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans
4 Median loan debt for completers from private educational loans
5 Median amount that completers owe to Rasmussen College upon graduation
6 Tuition and Fees charged for completing the program in normal time
7 Total cost of books and supplies when completing the program in normal time
8 Total cost of room and board is not applicable at Rasmussen College
9 Non-Florida residents enrolling in the HIT program will be charged $395 per credit, bringing the total Tuition and Fees for the HIT program to $35,550.

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

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

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

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

• Application Form (apply early for best scholarship opportunities)
• Attestation of high school graduation or equivalency
• Enrollment Agreement
• Rasmussen College entrance placement exam(s)
• Rasmussen College Experience Course (if applicable)
• All financial arrangements are complete, submitted, and verified
• Criminal Background Check, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.

• Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.

• International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:

  – TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  – Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.

  – Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. Students who do not successfully pass the College Experience Course with an a cumulative score of 80% or higher on the first attempt will be allowed one additional opportunity to re-take the course three months after the date of the first attempt. The following students are exempt from the College Experience Course requirement: graduates of Rasmussen College within the last two years; Early Honors program and Individual Progress students and re-entry students who have already successfully completed the College Experience Course. Early Honors program and Individual Progress students will be required to successfully complete the College Experience Course.

• In addition to all general Rasmussen College admissions requirements, See the admissions policies for these programs under Academic Information and College Policies.

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

Student Definition

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

College Acceptance or Rejection of Application for Admission

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

• Completed application form and enrollment agreement
• An attestation of high school graduation or equivalency. If any information provided on the attestation is found to be false, the student will be subject to immediate dismissal from the College, all credits will be invalidated and any financial aid will have to be repaid.

• For students completing the application process October 1, 2013 and thereafter, completed College entrance placement examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College. Alternatively, applicants providing a college transcript indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete Entrance Placement Examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the Reading and Writing sections of the placement examination. Students who have not completed a college-level Math course are required to complete the Math portion of the placement examination. To ensure their basic numeracy skills, students who test at a remedial Math level will be scheduled for B999 Foundations of Math, regardless of their anticipated Math/Natural Sciences general education course schedule.

• For students completing the application process on or before September 30, 2012, completed College entrance placement examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College.

• Rasmussen College Experience Course achievement. All prospective students, except as noted below, of Rasmussen College must successfully complete the College Experience Course with a cumulative score of 80% or higher in order to continue the enrollment process.

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

Rasmussen College Admissions Non-discrimination Policy

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

Student Definition

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

College Acceptance or Rejection of Application for Admission

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

• Completed application form and enrollment agreement
• An attestation of high school graduation or equivalency. If any information provided on the attestation is found to be false, the student will be subject to immediate dismissal from the College, all credits will be invalidated and any financial aid will have to be repaid.

• For students completing the application process October 1, 2013 and thereafter, completed College entrance placement examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College. Alternatively, applicants providing a college transcript indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete Entrance Placement Examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the Reading and Writing sections of the placement examination. Students who have not completed a college-level Math course are required to complete the Math portion of the placement examination. To ensure their basic numeracy skills, students who test at a remedial Math level will be scheduled for B999 Foundations of Math, regardless of their anticipated Math/Natural Sciences general education course schedule.

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• Rasmussen College Experience Course achievement. All prospective students, except as noted below, of Rasmussen College must successfully complete the College Experience Course with a cumulative score of 80% or higher in order to continue the enrollment process.

Students who do not successfully pass the College Experience Course with a cumulative score of 80% or higher on the first attempt will be allowed one additional opportunity to re-take the course three months after the date of the first attempt. The following students are exempt from the College Experience Course requirement: graduates of Rasmussen College within the last two years; Early Honors program and Individual Progress students and re-entry students who have already successfully completed the College Experience Course. Early Honors program and Individual Progress students will be required to successfully complete the College Experience Course.

• All financial arrangements are complete, submitted and verified.

• For selected programs, applicants must also pass a criminal background check. See additional information.

• Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, and Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.

• International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:

  – Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.

  – TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.

  – Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that you are or expect to be a full-time student pursuing a degree at Rasmussen College; (2) you meet our admissions requirements; (3) you proved to us that you have enough financial resources to study and live in the U.S. without working illegally or suffering from poverty.

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

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

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

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

Re-Enter Policy

Students may re-enroll in certificate or diploma programs one time, Associate’s degree programs two times, and Bachelor’s degree programs up to four times, unless the Dean, Campus Director, Director of Student Affairs determines that mitigating circumstances exist. Any student who withdraws from classes after the first week of the initial quarter of the most recent term then elects to return in a subsequent quarter is defined as a re-enter. Re-entering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. For the calculation of Satisfactory Academic Progress, re-entering students are treated as continuing students and must meet progression requirements. All re-entering students, regardless of time away from the College, must successfully complete the College Experience Course prior to enrolling in courses for the first time and/or re-entering the College as part of the acceptance process for returning to the College. All re-entering students must comply with all other college requirements for acceptance. These acceptance criteria as outlined in the current catalog before being accepted into the College as a re-enter. Determination of whether a student is eligible to re-enroll is based on the criteria below. A student will be allowed to start the enrollment Process and re-enter if the student meets the following criteria: all other enrollment qualifications are met at the time of re-enrollment; the student is in good academic standing as defined in the Standards of Satisfactory Academic Progress guidelines in effect at the time of the re-entry request and/or has an outstanding balance owed to the College; and the student has successfully completed any required Foundation Writing courses or Reading/Writing Strategies previously or through re-test, and has a previous clear background check. A re-entry process will be initiated for a student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of the re-entry request and/or has an outstanding balance with the College or has not met the foundations course requirements at the time of the request. As part of the re-entry process the student will be required to submit a re-entry letter following the Re-entry Process Guidelines. The re-entry request will either be approved or denied based on a review of the student’s current academic standing at the time of withdrawal, financial status and progress to date with Rasmussen College and the information provided in the re-entry letter. A complete description and the requirements of the re-entry application process is available through the Campus Registrar.

Students in Health Sciences programs and Nursing programs who wish to re-enroll into the School of Health Sciences and Nursing programs must complete a programmatic assessment in order to determine an appropriate level of re-entry. These students will be allowed to re-enter at the appropriate level if a space in the program is available.

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 unnecessary student loan debt.

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

- Business Management: Child Development Specialization
- 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:

- Medical Assisting
- Medical Laboratory Technician
- Practical Nursing
- Professional Nursing
- Professional Nursing: Mobility Degree
- Surgical Technologist

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

- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills

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

- Practical Nursing
- Professional Nursing
- Professional Nursing: Mobility Degree

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

General Criminal and FDLE Background Check Process

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

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

A student enrolling in a program that requires a background check will not have his/her aid applications finalized until the background check is determined to be eligible either through a clear or possible letter or successfully going through the appeals process.

This process may delay a student’s funding until the background check process is complete.

The College will send either a possible issue letter or a pre-adverse action letter to all applicants whose background check reveals a potential problem. A possible issue letter informs applicants that a potential problem revealed in their background check may prevent the student from completing practical activities, field trip experiences, and/or finding employment in-field after graduation.

Applicants who receive a possible issue letter may acknowledge the issue and make an informed decision to continue with the program, or they may choose to change programs.

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

If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions for the college in which the applicant wishes to review the appeal and issue a final decision. A student whose appeal has been denied has the right to request file review by Minnesota Department of Human Services for reconsideration of their appeal, but must provide supplemental or additional information to support such a request for reconsideration.

Minnesota Department of Human Services Background Check Process

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

A student enrolling in a program that requires a MDHS background check will not have his/her aid applications submitted until the student is determined to be eligible either through a MDHS blue clearance letter or set aside letter. This process may delay a student’s funding until the background check process is complete.

A student receives a MDHS yellow letter for any one of the MDHS designated programs. If the MDHS finalizes its decision. If the MDHS has not finalized its decision by the end of the quarter, the student will be withdrawn from the College and not allowed to continue into a second quarter. If the MDHS finalizes its decision with a blue clearance letter, the student will be eligible for re-enrollment for the next quarter.
A student who receives a MDHS disqualification is determined ineligible for admission and must complete the following:

- All Title IV, state and grant aid (Grants, Scholarships and VA) must be returned.
- The student must return all course materials.
- If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course materials.

A student who receives a MDHS disqualification may choose to apply for a Commissioner’s Reconsideration with the MDHS. If the Commissioner sets aside the disqualification, Rasmussen College will allow the student to apply for re-entry/re-enrollment for the next subsequent start date.

Immune Requirements
Minnesota law (M.S. 135A.14) requires proof that all students born after 1956 are vaccinated against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions. Non-exempt students must submit the required vaccination information within 45 days after their first enrollment, or they cannot remain enrolled. Please see the campus for a list of possible exceptions.

In addition to other entrance requirements, Health Sciences and Nursing programs may require specific immunizations upon enrollment. Please see your campus for details.

Applying For Admission into the School of Nursing
Applicants pursing admittance into a Practical Nursing, Mobility Nursing or Professional Nursing Program must complete the following steps in order to be deemed eligible for admission.

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

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

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

3. Complete Application Requirements:
   Applicants successful in completing the College entrance placement exam requirements and the School of Nursing Entrance Exam must complete the following before becoming deemed eligible for an interview with the Dean of Nursing:
   - Rasmussen College Application
   - Submit Official College Transcripts
   - Health Physical and proof of vaccinations
   - BLS-CPR with Defibrillator
   - Criminal Background Screening
   - Any additional program specific requirements as specified at the time of enrollment.

   4. Interview with the Dean of Nursing: Once all requirements for application have been submitted, the applicant will be scheduled for an interview with the Dean of Nursing. Students accepted into their program will receive a letter from the College in the mail. Accepted applicants must attend the Rasmussen College General Orientation and the School of Nursing Orientation. Failure to attend will result in removal from the program. Former nursing students in good standing with the School of Nursing who have not been enrolled for more than 12 months must successfully repeat the School of Nursing Entrance Exam or ATI Exam to be deemed eligible for reenrollment into the nursing program.

Entrance Requirements for Software Application Development Associate’s and Computer Science Bachelor’s Programs

Minimum scores of 22 on the Math portion and 25 on the Writing portion of the ACT test are required for entry into either program.

Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics courses completed at a campus accredited by the Department of Education and the Council on Higher Education Accreditation (CHEA). Two letters of recommendation are also required for acceptance. Please speak with a Program Manager for details.

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

Entrance Requirements for Health Information Management Bachelor’s Program

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

Rasmussen College Bachelor’s Program

High school 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.

High school students are eligible for the Early Honors Program. Students must meet the following criteria and expectations to participate in the Rasmussen College Early Honors Program:

- Students must complete an Early Honors Program Application, which includes a high school attestation indicating expected graduation date.
- Students must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).
- Students must submit a signed Early Honors High School Approval Form.
- Students must be high school seniors and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00. Proof of GPA must be valid for the student's high school Counselor or Administrator on the Early Honors High School Approval Form.
- Students must score at least a 25 on the writing portion of the Rasmussen College entrance placement exam to be accepted to the Early Honors Program.
- The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.
- A maximum of 20 Early Honors students will be accepted per quarter, per campus.

- To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.
- Students may take up to 4 credits per quarter without a tuition charge. The student must meet with the Director of Admissions and Dean before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule. After receiving a grade of B or higher in his/her first class, the student can request a second class for the second quarter. A maximum of 24 credits per student are allowed in the Early Honors Program.
- Applicants will be accepted on a space available basis for each course selected.
- Early Honors students must meet all course prerequisites as listed in the catalog. Nursing courses designated with a “PHN”, “PNRN”, “NU” or “NUR” are not available to Early Honors students.
- Students must cover the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The College will provide specific information on each course, including textbook prices and technology requirements.
- Students will receive college credit towards a degree, diploma, or certificate at Rasmussen College for all successfully completed courses. Students who elect to pursue their education at another academic institution will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.
- Students will receive high school dual enrollment credit for successfully completed Early Honors courses at the discretion of the student’s high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.
- Students may apply to a full program of study by completing an Application for Admission.
Each campus has a professionally staffed Student Financial Services Office designed to help you apply for federal, state, and private assistance. The primary purpose of financial aid is to help students who otherwise would not be able to attend a post-secondary institution to meet the cost of higher education. The basic responsibility for financing your education lies with you and your family. Aid is based upon documented 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.

**SCHOLARSHIP AND GRANT PROGRAMS**

Rasmussen College offers the following institutional scholarship and grant programs. All scholarships are non-cash scholarships.

Some campuses have additional scholarships available; please contact your Student Financial Services Office for more information.

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

**10% Military Discount**
All current and retired military personnel, as well as veterans, enrolling in a Degree, Diploma, or Certificate program are eligible for a 10% tuition discount. In order to qualify for the discount, all admission requirements must be completed, and applicants must provide proof of service by submitting an actual or faxed copy of their military ID card, including expiration date.

**Employer Tuition Reimbursement**
Many employers today offer tuition reimbursement to their employees earning a degree. Whether it’s full reimbursement or partial, we want to make sure you have the resources to pay for your education.

To take advantage of tuition reimbursement, you must verify eligibility with your employer. Tuition reimbursement options may be available to you. Check with your employer about what tuition reimbursement options are available to you.

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 students enrolled in traditional programs who must complete the course as part of their degree program at Rasmussen College.

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

**Academic Programs**

See the Academic Programs section for a complete list of academic programs available.

**Academic Information and College Policies**

- **Credit Transfer and Admissions:** Students may enroll in one or more courses at a time. Students who test at remediation level, and who wish to complete College entrance placement examination scores. Students who have not completed a college-level English course are required to complete the reading and writing sections of the placement examination. Students who have not 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. Course completion and may have satisfactory performance in the laboratory and other coursework requirements. The grade for the nursing course will incorporate points earned for exams, assignments, quizzes, and other coursework requirements.

- **Common Grading System Percentage Scale:**
  -SX: 73% or higher
  -U: Below 73%

- **Common Grade System Points:**
  -A: 4.00
  -B+: 3.50
  -B: 3.00
  -C+: 2.50
  -C: 2.00
  -D+: 1.50
  -D: Below Average
  -F: 0.00
  -WA: Withdrawal
  -NA: Not Available

- **Point Scale:**
  -Alphabetical Grade Scale:
    -A: Excellent
    -B+: Good
    -B: Satisfactory
    -C+: Average
    -C: Below Average
    -D+: Below Average
    -D: Failure
    -F: Failure

- **Repeating Courses Policy:** Students who are repeating courses up to three times, but only at regular tuition rates. Students repeating a course a second time may count the credits for that course in a financial aid calculation only if the original grade earned is an "F/A." A third attempt at a failed course will not be eligible for any financial aid. If a student elects to repeat a course for which a grade above an "F/A" was earned, the credits are not included in the financial aid award calculation, thereby making the student responsible for payment out-of-pocket at regular tuition rates.

- **Transfer Credit:** Only credit earned in courses along with the credits from prior attempts will be included in credit attempts for the purposes of determining satisfactory progress. The highest grade earned from a repeated course will be used in the calculation of the student’s cumulative GPA.

**Bachelor’s Degrees**

- Accounting
- Business Management (all specializations)
- Criminal Justice (all specializations)
- Digital Design and Animation
- Game and Simulation Programming
- Health Information Management
- Healthcare Management
- Nursing Bachelor of Science (RN to BSN)

**Associate’s Degrees**

- Accounting
- Business Management (all specializations)
- Criminal Justice (all specializations)
- Early Childhood Education (all specializations)
- Health Information Technician
- Human Services
- Information Systems Management (all specializations)
- Medical Administration
- Multimedia Technologies (all specializations)
- Paralegal
- Pharmacy Technician

**Diplomas**

- Accounting
- Business (all specializations)
- Criminal Justice, Education (all specializations)
- Paralegal
- Pharmacy Technician

**Certificates**

- Accounting
- Business Management (all specializations)
- Criminal Justice (all specializations)

**Medical Billing and Coding**

- Medical Billing and Coding
- Multimedia Technologies (all specializations)
- Paralegal
- Pharmacy Technician

**Individual Progress**

Students may enroll in one or more courses at a time. Students who test at remediation level, and who wish to recover credits for recovered courses are eligible for admission to Rasmussen College.

The Rasmussen College entrance placement exam is not required for IP students. Individual progress coursework is assessed at the full cost per credit for each course.
The student’s GPA will be recalculated to reflect the highest letter grade. If a student resubmits an incomplete attempt results in the same letter grade, only the most recent one will be used in the calculation of GPA. Students who fail a required course three times and have a cumulative grade point average of 2.0 or greater may be able to switch to a distance education program that does not include the course as a required part of the program curriculum without going through the program change appeal process, will be terminated from the College. These 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 transfer it back in to Rasmussen College, in accordance with meeting the transfer of credit requirements. In the case of transfer credit, an “F/P/A” grade will remain for purposes of GPA calculation. However, all of the course credits, both failed and transferred, count in the student’s Cumulative Completion Rate (CCR).

Foundation courses may only be repeated one time. Students who fail a Foundation course a second time will be terminated from the College. All attempts of repeated courses, including the original grade, repeat grade, and recorded withdrawals and transfers will not count when the student wishes to transfer to another program or school. No credit will be awarded for courses not completed within the time limit.

Incomplete Grade Policy

An ‘I/In’ indicates an incomplete grade, and is assessed for work up to twenty-four hours late; should be aware that graduate schools and employers will not be included in the GPA calculation. Students are not permitted to use the incomplete grade for course work that has been turned in, or is on file in the student’s Cumulative Completion Rate (CCR). Rasmussen College, in accordance with meeting the transfer of credit requirements. In the case of transfer credit, an “F/P/A” grade will remain for purposes of GPA calculation. However, all of the course credits, both failed and transferred, count in the student’s Cumulative Completion Rate (CCR).

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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. If a student is not meeting the standards, a Learning Plan will be created describing the steps the student needs to take to meet SAP standards during the upcoming term. The College’s staff will attempt to meet in person or via phone with the student regarding this plan. If the student does not respond, a copy of the plan will be sent via email and mailed to the student’s home address. The student must sign the plan and return it to the College within the first two weeks of the quarter. Failure to return the plan may result in an administrative withdrawal from the College.

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

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

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

3. Duration of Eligibility. This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program (e.g., maximum time frame for a 90-credit program = 90 X 150%, or 135 credits). Total credits are indicated for each program listing in the catalog. A student who exceeds 150% of the maximum time frame is no longer eligible for financial aid. In calculating Pace/CCR and Duration of Eligibility, the following grades will be considered attempted, but will not be considered as credits successfully completed or earned: F, FA, U/UN, W/WD, I/IV. In addition, Foundations courses are not included in the number of credits attempted or successfully completed when assessing satisfactory progress.

AFD, MAF, F, W, MF, FAF, WF

Financial Aid Warning: If a student’s CGPA falls below 2.00, or if Pace/CCR standards or Duration of Eligibility requirements are not met, the student will be placed on Financial Aid Warning for the subsequent quarter. A student is eligible for financial aid during the Financial Aid Warning period. A student who fails to meet any one of the components of SAP at the end of the Financial Aid Warning period is not eligible for financial aid.

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

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

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

Students must retain 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 progression 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 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

General Transfer Credit Policy
• Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.
• Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.
• Students must request that official transcripts containing coursework for review be sent directly to Rasmussen College. It is the student’s responsibility to ensure that all official transcripts have been received by Rasmussen College.
• As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding the total number of credits accepted and the equivalent Rasmussen College courses.
• A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credit conditionally awarded through the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College prior to the completion of the student’s first quarter, after which the student will be required to complete the necessary credits in order to receive the degree.
• College-level courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accrediting (CHEA) will be considered for college transfer.
• Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
• Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist and Associate’s Nursing programs must complete at least 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credit. Course work must be examined, or other means, with the exception of “block transfer” candidates for the Surgical Technologist and Medical Assisting programs. Students in the Professional Nursing Mobility Associate’s degree program may complete up to 67% of their program via block transfer credit but no more than 67% of any credit.
• Students eligible and approved for the Surgical Technologist AAS/Associate’s Completer Block Transfer must only complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
• Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.5 quarter credits. The calculated number is rounded down. Transfer credits based on the quarter unit of credit than quarters will be subject to conversion prior to being transferred.
• International transcripts must be evaluated by a NACES approved organization (National Association of Credential Evaluation Services) to ensure the student’s credit transfer is equivalent to Rasmussen course content. The evaluation is the student’s responsibility.
• Transfer credit is evaluated based on the program in which the student is enrolled.
• Credits earned at Rasmussen College will be transferred directly from one Rasmussen College campus to another. Only the classes that are applicable to the current program will be posted or calculated.

Transcript of Previously Earned College Credit and Prior Learning Assessments

Course By Course Transfer
• Grade points from institutions other than Rasmussen College will not be transferred in the Rasmussen College grade point average, but will be counted as credits attempted and earned for determining Satisfaction of Core Progress. All credits that are intended to be earned toward program completion, including test-out, transfer, and course waivers, are also credit attempted.
• Courses which have been accepted for transfer will be listed on the student’s transcript with a Transfer (TR) designation. Transfer credits which have been conditionally accepted pending the receipt of an official transcript will be listed with a Pending Transfer (PT) designation. Any pending transfer credits still remaining at the end of the student’s program will be removed and the student will be required to complete the program requirements in order to graduate.
• Courses for which a student has received credit by examination will be listed on the student’s transcript with a Test Out (TO) designation.
• Courses for which a student has received credit through waiver will be listed on the student’s transcript with a Course Waiver (CW) designation.
• When courses are not accepted for transfer, a student may file an appeal through the following process:
  1. The student completes an appeal form.
  2. Supplemental information such as a syllabus, course description, or text may be required.
  3. The appeal will be reviewed by the College Registrar.
• Students will receive written notice of the decision.
• For students who enter Rasmussen College and are required to take the Rasmussen College entrance placement exam the following will apply: If a student tests at a level of remediation in English or Math, the College will not accept transfer of courses with prerequisites that require completion of the Foundations courses or passing the entrance placement exam. Once the student successfully completes the necessary Foundations classes or passes the placement exams, the College will then post the transfer credit pertaining to the specific course.
• The following Early Childhood Education extended courses cannot be transferred into the Early Childhood Education program from another program: EC180 Externship.
• All required general education coursework will be transferred as is.

Associate Nursing Program
• Associate Nursing Program (prefixes of PN) in MN (in Florida) will not accept any core course transfers. For Associate Nursing program only, there is a five (5) year limit on Anatomy & Physiology, Microbiology, and Nutrition courses. All grades must be C or higher.
• Health Sciences core courses as designated by course prefix, have a five (5) year transfer limit.
• The following courses in the Medical Assistant program are not transferable: MA 10 Clinical Skills I, MA145 Clinical Skills II, MA225 Laboratory Skills, and MA275 Medical Assisting Extension.
• Transfer of credit for Medical Laboratory Technician and Surgical Technologist core courses (ML and ST prefixes) has a one (1) year limit. Students who have completed similar course work that exceeds the one (1) year limit can test-out of the course with a 73% or greater score on a course assessment. All transfers or test-outs into the Medical Laboratory Technician and Surgical Technologist programs are based on program space availability.
• Seminar Courses cannot be transferred in from another institution of higher learning.
• For students in MN who enroll in the Law Enforcement Associate’s, Law Enforcement Academic Certificate, Law Enforcement Skills Certificate programs, transfer credits for law enforcement specific classes (U or L prefixes) can only be accepted if the incoming course is from a regionally accredited college that is POST Board approved. Students who have credits that are not transferable are eligible to demonstrate competency by completing the course specific test out, if available.

Bachelor Completion Block Policy
• Students who have successfully earned credits at one or more accredited institutions and do not have a conferred degree OR for students who have a conferred Associate’s degree, but not in a similar field as the Bachelor’s degree they are enrolled in.
• Students may transfer up to 121 credits (67% maximum of a Rasmussen College program).
• Course By course transfer guidelines apply to required courses.
• Required general education courses must still be met.
• Transfer Course waivers in excess of 9 credits will be done on a course by course basis.
• Students must meet pre-requisites requirements for upper division coursework.
• Students may transfer up to 41 unrestricted credits into the core.
• Unless a course has been transferred, a student must take all courses required in the program.
• Illinois students must meet the current general education category breakdown requirements.
• This policy is not applicable to the Health Information Management BS degree.
Medical Assisting Associate Degree
Complete a Block Transfer Policy
A total block transfer of 58 core credits may be allowed into the Medical Assisting program if one of the following criteria is met:
1. 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 has a current CMA/RMA certification,
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 has a current CMA/RMA certification.

Students may seek a course-by-course transfer of credits or course waiver for MA250 (Radiography Skills) only if they have a limited scope x-ray operator’s certificate. Students will need to complete or may seek a course-by-course transfer of credits for 32 general education credits and E242. For Medical Assisting students entering the College utilizing the block transfer of credits process, only 67% of the total program credits may be transferred into the program.

RN to Bachelor of Science Nursing (RN to BSN) Policy
For students who have an unencumbered Registered Nurse license and have successfully completed an Associate’s degree in field, they will receive a block transfer of lower division core credits.
• Students will receive a block of 32 lower division General Education classes plus a block of 81 lower division core classes.
• Students who have the RN license alone will receive a block transfer of lower division core credits. The 32 credits of lower division General Education will need to be completed, unless transferred in from a college transcript.
• 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 76%.

Credit by Examination
• Enrolled students may request credit by examination for courses if an exam has been developed.
• An examination score of 73% or higher is required to earn credit by examination.
• The examination grade will be posted as Test-out (TO) on the student transcript.
• Credits earned count in the transfer maximum.
• Credit by examination will not count as credits for financial-aid eligibility.
• A credit by examination may not be taken only once for each course.
• If a student has already attempted the course, as indicated by a posted W/WD or F/ FA grade, no test-out attempt will be allowed.
• The following are not available for credit by examination: Program specific Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing courses, and 200-level Pharmacy Technician courses. In addition, Healthcare Information Technologies, Pharmacy Software/Automation/Insurance Billing, Career Development, practicum, or designated capstone courses are not available for credit by examination.

Course Waivers
Medical Coding Practicum Waiver
• Students with a minimum cumulative GPA of 3.0 in their program major courses may request a waiver for the Medical Coding practicum 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 inform the Campus Registrar of the result of the evaluation.

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

Foundations of Child Development; Early Childhood Curriculum and Instruction; and Nutrition and Food/Culinary/Culinary Education Application Waivers
• Students who have earned a Florida Child Care Professional Credential (FCCPC), formerly known as Type 4 CDA, or who have earned a CDA, awarded by the National Council within the past three years, awarded by The Florida Department of Children and Families, and are enrolled in the Early Childhood Education Associate’s degree, Early Childhood Education Diploma, Early Childhood Education Certificate, Business Management, Child Development Specialization Associate’s degree may request a waiver from Foundations of Child Development, Early Childhood Education Curriculum and Instruction; and Health, Safety and Nutrition/CDA Application.
• The student’s credential will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Technology Waivers
• Course waivers will be considered for students who have select professional certifications from the Computing Technology Industry Association (CompTIA), Microsoft Certified Technology Specialist (MCTS), Cisco Certified Entry Networking Technician (CCENT), or CIW JavaScript certification.
• Course waivers will be considered for specific courses within the School of Technology related to the certification.
• Certifications must have been earned within the last three years.
• The student’s credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student’s transcript as a Course Waiver (CW).

School of Health Sciences Waivers
• Course waivers will be considered for students who have earned the Certified Coding Specialist (CCS) or CCS-P certification from AHIMA. In addition, an X-ray operator license may also be considered.
• Certifications must be current.
• Course waivers will be considered for specific courses related to the certification.
• The student’s credential will be reviewed, and if the criteria are met, waive the course requirements, and the grades will be posted on the student transcript as a Course Waiver (CW).

Fire Science Waivers
The following coursework is available only at the Romeoville Fire Science Academy, and will not be offered through Rasmussen College.
• Fire Officer I Certificate
• FS290 Fire Service Instructor I
• FS180 Strategy & Tactics I
• FS115 Fire Prevention
• FS250 Management I: Fire Department Leadership I
• FS250 Management II: Fire Department Leadership II
• Fire Officer II Certificate
• FS295 Instructor II
• FS205 Strategy & Tactics II
• FS280 Management III
• FS285 Management IV

These courses are offered through the Romeoville Fire Academy in partnership with Rasmussen College. These courses will be billed at a rate of $325 per course by the Romeoville Fire Academy and are not eligible for Financial Aid through Rasmussen College. The student’s credential for each Certificate will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student’s transcript as a Course Waiver (CW). Students who fail to submit the evidence of the successfully completed Fire Officer 1 & Fire Officer II certifications will be dropped from the program.

The student must request his or her student original Fire Officer I and/or Fire Officer II certification from an Illinois Office of the State Fire Marshall authorized agency and may be granted a Course Waiver for the completed coursework. Rasmussen coursework

Students eligible and approved for the Fire Science AAS Degree must complete at least 33% of their program at Rasmussen College, and no more than 67% of coursework was completed via a current CMA/RMA certificate, course-by-course waivers, credit by examination or other means.

College Equivalency Credit
Credit earned through college-equivalency programs will be posted on student transcripts as Test-Out credits (TO) and will not be assigned letter grades or applied to cumulative grade-point average. Rasmussen College recognizes the following college-equivalency programs:
• Advanced Placement (AP) examinations administered by The College Board. A score of 3 or higher required.
• College-Level Examination Program (CLEP) examinations administered by the College Board. A score of 50 or higher is required.
• DSTD, DANTES, Excelsior College Exams. Passing scores are determined by the individual test requirements.

Credit transfer for military service may be awarded upon review of a military transcript. Rasmussen College follows the American Council of Education (ACE) recommendations on transferring credit. These credits are usually listed on Sailor/Marine American Council on Education Registry Transcript (SMART), Defense Activity for Non-Traditional Education Support (DANTES) transcript, College Level Examination Program (CLEP) score, Coast Guard Institute (CGI) transcript, Army American Council on Education Registry Transcript (ASRT) transcript and/or Community College of the Air Force (CCAF) transcript.

Prior Learning Assessment (PLA) credits may be earned by going through the PLA process established through The Council for Adult External Learning (CALE).
• Other types of college-equivalency courses and/or examinations may be evaluated for eligibility by the Campus Registrar.

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

Transcripts
Transcripts for graduates and students who have completed their course of study are provided without charge; however a fee of $5.00 is charged for all other transcripts. The institution reserves the right to withhold official academic transcripts from students under the following circumstances such as having an outstanding financial obligation to the College.

EXTERNSHIPS, PRACTICUMS, AND CLINICALS

Health Sciences Externships, Practicums and Clinics
Externships, clinicals and practicums or Health Sciences programs are to be conducted in Rasmussen College approved locations. Each practicum site will be established utilizing an agreement to determine the responsibilities of the practicum partner, Rasmussen College, and the participating student. Students may need to travel out of the immediate area to complete practicum activities.

The cost of any such travel is the responsibility of the student. Practicum experiences in Health Sciences programs have attendance expectations that differ from the general Rasmussen College Attendance Policy. These attendance policies can be found in the appropriate major’s handbook.

In order to successfully complete a practicum experience, students must complete the required number of practicums hours for the course.

Students who do not complete or are incomplete with their practicum hours during the quarter in which the course is scheduled will fail the practicum course.

All student activities associated with the attendance requirement, the practicum partner and the student work, not being involved in his or her clinical rotations, will be educational in nature. The student will not receive any monetary remuneration during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution.

Often, students will be offered a position towards the end of their rotation. It must be understood by both parties that should compensation occur for time associated with the practicum requirement, the student may be dismissed from the program and forfeit any accumulated hours.

POLICIES AND GRIEVANCES

Accommodations Policy
The mission of Rasmussen College in disability services is to create an accessible college environment 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 (ADA) (1990) and the Rehabilitation Act of 1973 and commits to the success of its students and faculty by prohibiting discrimination against disabled students in all programs and activities. Students with disabilities do not have to self-disclose or register with the Campus Accommodations Coordinator, although the College encourages them to do so. Students seeking academic accommodations or adjustments must contact the Campus Accommodations Coordinator to request such services. Students who are unsure who to contact should check with their Academic Dean or Campus Director.

Attendance
A basic requirement for employment in any organization is regular, on-time attendance. Rasmussen College students are expected to be on time and to accept transfer credits for all of their classes. Workplace etiquette also requires a call be made if an absence is necessary. Rasmussen College students are expected to call the College and indicate if they will be absent or tardy. It is the student’s responsibility to contact the instructor to get missed information 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 the completion of the discussion section of the online classroom, posting of required assignments and course quizzes and exams in a timely manner. Discussion posts in the student learning area of the classroom are required but do not count as attendance activities. Attendance is not equivalent to participation. Student grades will be impacted by the frequency of attendance and participation in class, whether face-to-face or online, consistent with the requirements of the particular course and as outlined in the course syllabus.

Rasmussen College uses a standard grading scale of A-F (although some programs may be required to follow additional standards). Faculty are required to keep accurate attendance records which are to be submitted to the Business Office. Rasmussen College makes attendance records available to supporting agencies and prospective employers.
Students must maintain regular attendance and be in satisfactory academic progress to remain eligible for financial aid. First Week Attendance: Students are expected to meet attendance requirements in their courses or on or before the seventh day of the term. Students who have not met the attendance requirement in at least one scheduled course within seven days of the start of term may be administratively withdrawn from the College.

Course Attendance: If a student has not been in attendance in a course within 14 days of their last date of attendance in the course, he or she may be administratively withdrawn from the course. If the student has not been in attendance in any courses within 14 days of their last day of attendance in one or more courses, the student will be administratively withdrawn from the College. Upon withdrawal a student’s financial aid eligibility will be adjusted according to the Institution’s refund policy as described in the College catalog and will be assigned grades according to the Rasmussen College Drop/Add Class Policy.

Rasmussen College Academic Integrity Policy

I. Introduction

As an institution of higher learning, Rasmussen College is committed to preparing students to be active, productive and successful contributors to a global community. In pursuit of this commitment, student and faculty and staff of Rasmussen College are expected to uphold the very highest business and personal ethics. Students of Rasmussen College commit to hold themself to the foremost level of academic integrity, and accept responsibility should behaviors and actions fail short of the College’s expectations.

II. Definitions

a) Academic Misconduct is the violation of the Academic Integrity Policy, including all forms of academic cheating including but not limited to acts listed below and any act permitted by the College to give unfair advantage to the student.

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

i. Copying answers, data, or information from another student or students in another course or academic exercise or from any other source.
ii. Using or attempting to use unauthorized materials, text, devices, notes, information or study aids in any academic exercise or academic exercise or course other than those expressly permitted by the instructor.

iii. Theft or unauthorized duplication of media, software, code, or information when expressly prohibited or where copyright exists or is implied.

iv. Submitting work previously graded in another course without prior approval by the course instructor, or submitting the same work in two or more concurrent courses without prior approval by all course instructors.

III. Violations

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

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

b) Second Offense: The student will be expelled from the course, and the final grade assigned for the course will be an ‘F/W’. The student may re-take the course, but the ‘F/W’ will remain on the transcript even if the student re-takes the course and earns a passing grade.

The College reserves the right to dismiss a student from the College if there are multiple occurrences of offenses. A student dismissed from the College because of Academic Misconduct may not re-enroll.

Students who commit Academic Misconduct also run the risk of harming future educational and employment opportunities. Reference the College applicant’s perspective by employers and other educational institutions often ask for judgment and comment on a student’s ethical behavior. As the form is sent at the behest of the student, the student waives any rights he or she may have under the Family Educational Rights and Privacy Act to keep Academic Integrity violations confidential.

IV. Concurrent Offenses: A concurrent offense is an instance of Academic Misconduct that occurs at the same time as another instance (i.e., two or more assignments submitted at the same time in the same or different courses), or instances of misconduct that occur prior to the student receiving notice of the immediate prior offense. Concurrent offenses will be treated as a single offense, and the appropriate penalty will be applied for all concurrent violations.

V. Appeal: A student who disagrees with a ruling of Academic Misconduct has one week from the time that they receive the appeal to thoroughly investigate and rule on the appeal. If the issue remains unresolved, the student may submit a written statement of appeal to the Assistant Vice President of Academic Affairs thereafter. Response will be given within 30 days.

Conduct/Dismissal: Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an ethics and conduct policy regarding student conduct. The College reserves the right to suspend or terminate any student whose conduct is detrimental to the educational environment. Conduct/dismissal guidelines for School of Health Sciences students enrolled in the Medical Assisting, Health Information Technology/Management, Medical Laboratory Technician and Surgical Technology programs can be found in each programmatic handbook provided by 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 the fellow students and/or faculty and staff members.
- That causes damage to the appearance or structure of the College facility and/or its equipment.
- By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.
- By students who otherwise display conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.

Students, employees and guests using Rasmussen networks to access the internet are prohibited from viewing inappropriate material or visiting sites which have been identified as facilitating the violation of copyright/intellectual property protections or other suspicious/illegal activity. Prohibited material includes pornography, illegal file sharing programs (such as the illegal downloading and sharing of music), or other violations of the Rasmussen College Acceptable Use Policy. Violations will result in the loss of 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 in any part of the College. Violation of 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, probationary suspension and/or termination from school or employment. The Campus Director of the College shall be responsible for the administration of this policy.

Drug Code

The College encourages students to dress as if they were going to work and to start acquiring a wardrobe suitable for employment after graduation. Some Health Sciences programs have uniform requirements. Please see your Program Manager or Program Coordinator for details.

Minimum Technical Requirements

In order to be successful in online courses, you must use a computer system that meets or exceeds the minimum technical requirements specified in the course. If you do not meet those requirements, you may need to attend another course. However, some courses require the use of software that is not Mac compatible. If you use a Mac, you may need to attend a campus, use a PC, or run software in Windows mode in order to complete some required course activities and assignments.

Student Senate

The Student Senate assists the College in providing a successful, positive, and rewarding atmosphere by organizing campus events.

The Student Senate meets on a regular basis. Students are encouraged to participate in the 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 check their Campus Director for information regarding student groups.

Exit Interview

Students contemplating the termination of their education at Rasmussen College should contact the Dean or Campus Director or the Campus Affairs Officer, and the Student Financial Services Office. Academic and financial aid files are not complete until both exit interviews have been completed. All students graduating or withdrawing (that have financial aid) are required to attend a mandatory exit interview. During this interview, students receive information regarding their loan(s) including address and telephone numbers of lenders, deferment requests, a list of qualifications, a sample repayment guide, loan consolidation and forgiveness information, and review of loan terms. The Student Financial Services Office is available for your assistance for the duration of your student loan.

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

Circulation Policy

Library Mission & Introduction

Rasmussen College Library System, in accordance with the mission of the College, promotes life-long learning, develops information literacy skills, and fosters educational information, and other records, pending settlement of any amount due the College.

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

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 library
- Rasmussen College faculty and staff
- 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 regularly uses our materials 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 take action against persons 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 nature of the item. Restricted materials may not be renewed. Library materials must be returned to the library on or before the due date indicated. Overdue materials are subject to a $5.00 fee charge. Library fees are assessed through the Department of Student Financial Services. Restricted materials are not loaned but may be used in the library. Fees and Restitution of Borrower Privileges

Users will receive a reminder 2 days in advance of an item's due date. Following the grace period (15 days for circulating items; 10 days for special materials), items are considered overdue and borrower privileges to use or renew books will be suspended. Fines or fees are not lost for materials that are returned within 30 days past the end of the grace period. The library may assess a $5.00 fee for the replacement cost of an item. Returned materials must be in like new condition. Borrowers are responsible for any and all damage, repair, or cleaning fees. The library will charge $55.00, or the cost of replacing the item plus a $5.00 processing fee, in the event that a book is damaged. The borrower will be assessed a fee to repair or replace the damaged item. In the event that an irreparable item is damaged, the borrower will be assessed a $55.00 fee to purchase a new item.

Rasmussen College cannot override fines incurred at other libraries, including fines for Interlibrary Loan items lost or returned late.

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

Non-Discrimination Policy

Rasmussen is strongly committed to providing equal employment opportunity for all employees and all applicants for employment. For us, this is the only acceptable way to operate our College. Rasmussen employment practices conform both with the letter and spirit of federal, state, and local laws and regulations regarding non-discrimination in employment.

Anti-Harassment and Sexual Violence Policy

It is Rasmussen College’s policy and responsibility 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 morale and capability to treat each other with dignity and respect. This policy is related to and is in conformity with the Equal Opportunity Policy of Rasmussen College to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. An Executive Vice President or President will be notified of all allegations. A complaint will be processed promptly, consistently, 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 tolerate or cause harassment of an individual for reporting sexual harassment. This policy covers actions of all students and employees, whether co-worker, manager, or by any other person on behalf of Rasmussen.

Informal and Formal Complaints

Members of this College community who believe they have been sexually harassed or have been the victim of sexual assault must contact the College for assistance to the Campus Director, Regional Vice President, Executive Vice President or President.

Whether or not a person consults with a school official, he/she has the option of making an informal or formal complaint according to the procedures outlined below. No retaliatory actions may be taken against any person because he/she makes such a complaint or against any member of the College community who serves as an advocate for any person in any such circumstances. No retaliatory actions may be taken against any member of the College community merely because he/she is or has been the object of such a complaint.

Informal Resolution

Early efforts to control a potentially harassing situation are very important.

1. Sometimes sexual harassment can be stopped by telling the person directly that his or her behavior is 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/advocacy center or discuss the matter with a friend.

4. Talk to others who might also be victims of harassment.

5. Any employee, faculty member, staff member, or student is encouraged to discuss incidents of possible sexual harassment with the Campus Director, Regional Vice President, or College President.

A Campus Director contacted by a person who may have been subjected to harassment will give advice and guidance on both informal and formal procedures for solving the problem. During the informal inquiry process, all information will be kept confidential to the greatest degree possible.

No specific circumstances, including the names of the people involved, will be reported to anyone else, except the President, Executive Vice President, 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 individual bringing the complaint and the person against whom the complaint is made will have the opportunity to inform the College of their intention to file a complaint.

Resolutions and Informal Complaints

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

If the person who discusses an informal complaint with an advisor is willing to be identified to others but not the person against whom the informal complaint is made, the College will make record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences.

While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, all information will be protected as to great a degree as is legally possible. The expressed wishes of the complaining person regarding 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, the College will not maintain confidentiality unless requested by the person involved.

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 or assault 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 person complained against without revealing the identity of the complainants.

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 a term or condition of an individual’s employment or academic advancement.

2. Submission to or rejection of such conduct by an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic 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 negative response to sexual advances;

4. Verbal sexual advances or propositions;

5. Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means);

6. Sexually offensive comments, graphic verbal commentary about an individual’s body or dress, sexually explicit jokes and innuendos, and other sexually-oriented statements;

7. Physical conduct, such as: touching, assault, or impeding or blocking movements.

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or as subtle as a lewd comment. Harassment under this part of the definition often consists of callous insensitivity to the experience of others. Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, instructors and students are acceptable and welcomed by both parties, and are not considered to be harassment, including sexual harassment.

There are basically two types of sexual harassment:

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

   Employee benefits such as raises, promotions, better working hours, etc., are directly linked to the employee’s sexual compliance, thus making a victim’s ability to make informed choices about the relationship. Sexual harassment can be as blatant as rape or as subtle as a lewd comment. Harassment under this part of the definition often consists of callous insensitivity to the experience of others. Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, instructors and students are acceptable and welcomed by both parties, and are not considered to be harassment, including sexual harassment.

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

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

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

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

   Hostile work environment can be created by anyone in the work environment, whether he/she supervises, other employees, or customers. Hostile environment harassment consists of: sexual orientation harassment is verbal or physical conduct of a sexual nature, unwelcome sexual materials, or even uninvolved physical contact as a regular part of the work environment.
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 the findings and recommendations to an Executive Vice President or President.

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

1. The person who is first contacted, after initial discussions with the complainant, will inform the College about the individuals involved. Rasmussen will decide whether the circumstances reported constitute 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 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 those involved in the complaint, they will do so only after informing the complaining person and the person complained against.

3. The College’s first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.

4. The College will be in communication with the complainant until the complaint is resolved. The complainant will be informed of procedures being followed throughout the investigation although not of the specific conversations held with the person complained against.

5. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and render its recommendations within 60 days from the time the formal investigation is initiated.

6. If a formal complaint has been preceded by an informal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.

7. After an investigation of the complaint the College will:

   1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that harassment has occurred and report its finding to the resolution of an Executive Vice President or President;
   2. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President; or
   3. Report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.

Victims’ Rights Under Sexual Assault Policy

If the assault is alleged to have been committed by a member of our college community on property owned by the College the following additional policy applies:

1. The victim is aware that criminal charges can be made with local law enforcement officials;
2. The prompt assistance of campus administration, or Rasmussen management at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault complaint;
3. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding;
4. 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 alternative classes; and
5. 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
   217-525 (TTY) state
   Illinois Attorney General
   illinoisattorneygeneral.vicinix.com
   800-642-3688 (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 Abuse Policy

Rasmussen College is committed to providing a drug-free environment for its students and employees to and protecting its business from unnecessary financial loss due to drug or intoxicant use among its employees. This policy is based in substantial part on Rasmussen’s concern regarding the safety, health and welfare of its employees and their families, its students and the community.

Consistent with this commitment, Rasmussen College strictly prohibits:

1. The presence of employees or students on campus or in corporate offices 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 in Rasmussen College corporate offices.

Rasmussen College has the right to:

1. Discipline employees, including dismissal, for felony convictions regarding illegal use, possession or trafficking of drugs.
2. Take disciplinary action against employees who violate this policy. Employees may also be suspended pending outcome of an investigation regarding compliance with this policy.

Drug-Free School and Workplace

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, 34 CFR Part 86, this institution is hereby declared a drug- and alcohol-free college and workplace. For more information visit The U.S. Department of Education’s Higher Education Center for Alcohol and Other Drug Prevention website at edc.org/hec.

Students and Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol on property belonging to the College including grounds, parking areas, anywhere within the buildings(s), or while participating in College-related activities. Students and Employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of employment.

As a condition of employment, employees 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 employee who violates this policy by:

1. Reinstatement to a position in law enforcement officials.
2. Taking appropriate disciplinary action against such employee, up to and including expulsion or termination of employment.
3. Requiring such employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local, health, law enforcement, or college appropriate agency.

In compliance with the law, this institution will make a good faith effort to maintain a drug- and alcohol-free college and workplace through implementation of the preceding policy and will establish and maintain a drug- and alcohol-free awareness program. Fact sheets associated with unlawful use, possession or distribution of illicit drugs and alcohol may be obtained from the Campus Director or the Human Resources Department.

Rasmussen College considers these fact sheets an integral part of the Drug-Free College and Workplace Policy.

The Federal Government has taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws affect several areas of our lives. For instance, the Department of Housing and Urban Development, which provides public housing funds, has the authority to eject residing tenants found to be involved in drug related crimes on or near the public housing premises.

Businesses with federal contracts are subject to audits of these contracts if they do not promote a drug-free environment. In our particular situation, situations involved with drugs could lose their eligibility for financial aid. Further, they could 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, including personal, family, job, school, physical, and emotional health. People who use drugs and alcohol may lose their sense of possibility, become restless, say, paranoid, depressed, inattentive, anxious, or experience sexual indifference, loss of physical coordination and appetite, go into a coma, experience convulsions, or even death.

Persons who use drugs and alcohol face not only health risks, but their ability to function in their personal and professional lives can be impaired as well. Some examples of this are a hangover, or a feeling of being “burnt out”, being preoccupied with plans for the next drink, or “high” or slowed reflexes that can be especially dangerous while driving.

Alcohol related driving deaths are the top killer of 15 to 24 year olds.

There are danger signals that could indicate when someone is in trouble with drugs or alcohol:

• inability to get along with family or friends;
• uncharacteristic temper flare-ups;
• increased “secret” type behaviors;
• abrupt changes in mood or attitude;
• resistance to discipline at home or school;
• getting into a “slump” at work or school;
• increased borrowing of money;
• a complete set of new friends.

We recommend that any person observing any of the above changes in any student or employee of Rasmussen College immediately notify their Campus Director or the Human Resources Department.

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 shot, paint guns, throwing knives, high velocity darts, 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 personnel allowed by applicable statute. The approved storage and use of weapons for training purposes as part of a School of Justice Studies program is permitted. This policy includes both campus buildings and offsite events sponsored and controlled by the College including graduation ceremonies, internships, and clinical sites. This policy does not include Rasmussen College parking lots, where weapons are allowed to be stored in private vehicles unless prohibited by a separate parking facility or travel policy.

This policy does not include weapons of any kind inside campus buildings and offsite events sponsored and controlled by the College including graduation ceremonies, internships, and clinical sites. This policy does not include Rasmussen College parking lots, where weapons are allowed to be stored in private vehicles unless prohibited by a separate parking facility or travel policy.

Family Educational Rights and Privacy Act (FERPA)

Access to Education Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar, business office, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s educational records within 45 days of the receipt of the written request by the person desiring to request such a change. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should direct such a request to the Campus Director, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the institution determines that the requested record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclose to persons outside of the student personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the institution and who performs instructional services, supervisory, academic, or research, or support staff position (including law enforcement unit personnel and other institutional staff); a person serving on an official committee; a person holding a position that involves supervision of, or direct interaction with, students or parent, or a person performing similar functions.

School officials with legitimate educational interests include:

• access to educational records in the performance of their professional functions
• access to educational records in which the student has educational interest if the official needs to access the record to fulfill his or her professional responsibility.

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ACADEMIC INFORMATION AND COLLEGE POLICIES
4. The right to disclose – without the written consent of the parent or student – personally identifiable information from the student’s education records to the Attorney General of the United States or to his designee in connection with an investigation or prosecution of crime or to向外披露 – without the written consent of the parent or student – personally identifiable information from the student’s education records to the Attorney General of the United States or to his designee in connection with the investigation or prosecution of terrorism crimes specified in sections 332(b)(1)(B) and 3321 of Title 20, U.S.C., the institution is not required to record the disclosure of such information in the student’s file. Further, if the institution has provided this information in good faith in compliance with the order issued under the amendment it is not liable to any person for the disclosure of this information.

5. The right to disclose – without the written consent or knowledge of the parent or student – 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 of or content of the subpoena or any fact concerning the subpoena, in any manner or form, whether oral or written.
   b. Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, if the court ordering the subpoena or court 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 nor recordation requirements apply.
   c. All Other Subpoenas – The institution may disclose information pursuant to any other court order or court lawfully issued subpoena, or court order only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena and of its compliance, so that the parent of student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.

6. The right to disclose – without the written consent or knowledge of the parent or student – information in education records to “appropriate agents” in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals, or to mitigate a significant 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:

Educational Records Definition
A student educational record is 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 record may be afforded to staff of the school or institution who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising, or determining financial aid eligibility.

Directory Information
Directory Information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The school requires that such requests be made in writing to the Campus Director within fifteen (15) days after the student starts classes.
OREGON
Oregon Higher Education Coordinating Commission
1500 Valley River Drive, Suite 100
Eugene, OR 97401
Oregon Attorney General
Financial Fraud/Consumer Protection Section
1162 Court Street NE
Salem, OR 97301
dj.state.or.us/fraud/pdf/compform.pdf
Oregon Department of Education,
Private Career Schools Office
255 Capital Street NE
Salem, OR 97310
ode.state.or.us/search/?id=325

PENNSYLVANIA
Pennsylvania Department of Education
335 Market Street
Harrisburg, PA 17126
education.state.pa.us/portal/server.pt/community/higher_education/6711/complaint parcure/1004474
Office of Attorney General, Bureau of Consumer Protection
14th Floor, Strawberry Square
Harrisburg, PA 17120
attorneygeneral.gov/uploadedFiles/Complaints/BGP_Complaint_Form.pdf

PUERTO RICO
Puerto Rico Council on Higher Education
P.O. Box 1900
San Juan, PR 00910
Puerto Rico Department of Justice,
Office of the Attorney General
P.O. Box 200192
San Juan, PR 00902

RHODE ISLAND
Rhode Island Board of Governors for Higher Education
Sheppard Building, 80 Washington Street
Providence, RI 02903
Rhode Island Department of Attorney General,
Consumer Protection Unit
150 South Main Street
Providence, RI 02903
riag.state.ri.us/documents/consumer/ConsumerComplaintForm.pdf

SOUTH CAROLINA
South Carolina Commission on Higher Education
1122 Lady Street, Suite 300
Columbia, SC 29201
803-737-3918
ces.sc.gov/AcademicAffairs/License/Complaint_procedures_and_form.pdf

SOUTH DAKOTA
South Dakota Secretary of State Jason M. Gant
State Capitol 500 East Capital Avenue
Pierre, SD 57501
tdcs@sos.sd.us
South Dakota Office of Attorney General,
Division of Consumer Protection
1302 East 14th Street 3
Pierre, SD 57501
atg.sd.gov/Consumers/HandlingComplaints/ConsumerComplaintForm.aspx

TENNESSEE
Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243
tn.gov/che/Divisions/RAA/PostSecondaryAuth/Complaints%20Form.rtf

TEXAS
Higher Education Coordinating Board
Texas Higher Education Coordinating Board
1200 East Anderson Lane
Austin, TX 78752
Office of the Attorney General Consumer Protection Division
P.O. Box 12548
Austin, TX 78711
oag.state.tx.us/consumer/complaintform.pdf
Texas Workforce Commission
Career Schools and Colleges - Room 226-T
101 East 15th Street
Austin, TX 78718
twc.state.tx.us/vecs/schools/schools/ps401a.pdf
Additional complaint information is available atwcc.state.tx.us/vecs/schools/schools/probschools/problem-school.html

UTAH
Utah Division of Consumer Protection
160 East 300 South
Salt Lake City, UT 84111
Consumerprotection@utah.gov
http://consumerprotection.utah.gov/complaints/index.html

VERMONT
Vermont Department of Education, State Board of Education
120 State Street
Montpelier, VT 05602
Vermont Attorney General’s Office
109 State Street
Montpelier, VT 05609

VIRGINIA
Virginia Attorney General
State Capitol 500 East Capitol Avenue
Pierre, SD 57501
tdcs@sos.sd.us
South Dakota Office of Attorney General,
Division of Consumer Protection
1302 East 14th Street 3
Pierre, SD 57501
atg.sd.gov/Consumers/HandlingComplaints/ConsumerComplaintForm.aspx

WASHINGTON
Washington Student Achievement Council
117 Lake Ridge Way, P.O. Box 45430
Olympia, WA 98504
dam@wsac.wa.gov
wsac.wa.gov/ConsumerProtection/WorkforceTrainingAndEducatingCoordinatingBoard/12610thAvenueSWP.O.Box4530117LakeRidgeWay,Olympia,WA98504
workforce@wtb.wa.gov
wtb.wa.gov/P5S_Complaints.asp (instructions)

WEST VIRGINIA
West Virginia Higher Education Policy Commission
1018 Kanawha Blvd East, Suite 700
Charleston, WV 25301
West Virginia Office of the Attorney General
Consumer Protection Division
P.O. Box 1799
Charleston, WV 25326
wvago.gov/pdf/general-consumer-complaint-form.pdf
Community and Technical System of West Virginia
1018 Kanawha Blvd. East, Suite 700
Charleston, WV 25301

WISCONSIN
Wisconsin Education Approval Board
201 Washington Avenue, 3rd Floor
P.O. Box 8696
Madison, WI 53708
emails@bea.wisc.edu
bea.state.wi.us/resources/complaint.asp

WYOMING
Wyoming Department of Education
2350 Capitol Avenue, Hathaway Building, 2nd Floor
Cheyenne, WY 82002
Attorney General’s Office
123 Capitol Building, 200 West 24th Street
Cheyenne, WY 82002

*This list includes contact information for all 50 states, the District of Columbia, and Puerto Rico and should not be construed as informative of which agencies regulate the institution or in what states the institution is licensed or required to be licensed. States, through the relevant agencies or Attorney Generals Offices, will accept complaints regardless of whether an institution is required to be licensed in that state.

ACADEMIC INFORMATION AND COLLEGE POLICIES

TUITION
Full time pricing will be effective for new students as of February 2013:

<table>
<thead>
<tr>
<th>School of Business</th>
<th>School of Design</th>
<th>School of Health Sciences</th>
<th>School of Justice Studies</th>
<th>School of Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>$350 per credit for Foundations courses and all 100-200 level courses</td>
<td>$299 per credit for Foundation courses and all 100-200 level courses</td>
<td>$310 per credit for all 300-400 level courses</td>
<td>$299 per credit for all 300-400 level courses</td>
<td></td>
</tr>
</tbody>
</table>

School of Education:
Early Childhood Education $310 per credit $299 per credit

School of Health Sciences: Medical Assisting $310 per credit $299 per credit

- Full time students are defined as taking 12 or more credits per quarter. Students taking less than 12 credits are part time students.
- Currently enrolled students will maintain their current tuition rate and will be eligible for the full time rates October 2013.
- There is a required course materials fee of $150 per course. Course numbers ending with “L” or “LC” will be charged a course materials fee.
- Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course materials fee of $150 for every course over four courses.
- Continuously enrolled students in certificate, diploma and associate programs will not be subject to a tuition increase for two years from the time they begin their program of study. Continuously enrolled students in bachelor programs will not be subject to tuition increase for four years from the time they begin their program of study.
- Individual Progress students will be charged at the School of Business rate, but the cost of books and other fees.
- Students not enrolled in an eligible program who elect to take courses without earning college credit are charged $275 per credit hour, plus the cost of books and other fees. This non-credit option is NOT available for courses beginning with a “CC” “N” “NM” “PT” “ST” “MC” 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 necessary resources. Transcripts denote a “ZP” upon completion of the course. Students may choose to convert the “ZP” to a letter grade and earn credit for an additional cost of $75 per credit hour.

CONSORTIUM AGREEMENT
Rasmussen College has signed consortium agreements among all Rasmussen College campuses.
Course requirements for programs may be completed at any of the campus locations, as the schools have common ownership and common courses, and students will have the flexibility to take courses from all locations as they choose. Students who attend a class at a location other than their home campus (primary attendance location) will have their total tuition and fees charged from their home campus. All financial aid will be awarded and disbursed from the home campus. The home campus monitors satisfactory progress.
A copy of the consortium agreement is kept on file at each campus. Students have the right to review and acknowledge the agreement prior to taking courses at other campuses.

REFUNDS
The State of Illinois Cancellation, Termination, Refund Policy
If a student is cancelled or terminated, for whatever reason, the following apply:
- Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. A student in any term who withdraws from the College must give written notice to the College. Date of withdrawal is the last day of recorded attendance.
- The College will acknowledge in writing any notice of cancellation shall take place on the date the notice is delivered to the College.
- Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which he/she has been charged (“Period of Instruction”), all tuition and fees paid will be refunded. If any books and supplies provided by the College are not returned unused and in a condition such that they can be returned to the supplier, the student will be assessed a fee of $150 per course for these books and supplies.
- If a student has been accepted by the College and gives written notice of cancellation or termination after the start of the Period of Instruction within which they have been charged, but before completion of 60% of the Period of Instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the Period of Instruction shall not exceed the pro rata portion of the total charges for tuition, fees, and all other charges that the length of the completed portion of the Period of Instruction bears to its total length. After the completion of 60% of the Period of Instruction, no refund will be made.
- Student refunds are made within 45 days of the date of determination of withdrawal if the student does not officially withdraw.
- The refund policy is not linked to compliance with the College’s regulations or rules of conduct.
- Any promissory note instrument received as payment of tuition or other charge will not be negotiated prior to completion of 50% of the course.

2013 CATALOG AND STUDENT HANDBOOK
888-5-RASMUSSEN
Return of Title IV Funds Policy

If a student withdraws from the school prior to completion of the quarter, 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 who are allowed to convey their withdrawal verbally or in writing to the Campus Director or Dean.

Rasmussen College uses the state-mandated refund formula for determining the amount of Title IV, Federal, and state aid that an eligible student receives. The refund formula is based on the percentage of attendance and the amount of tuition and fees paid. The amount of funds withdrawn from the student's account will be determined by the date the withdrawal was reported to the Rasmussen College Financial Aid Office. The usual rules for transferring credit to Rasmussen College for courses taken elsewhere while on leave apply to any academic work completed on leave while on leave or while on Medical Withdrawal from the College. All academic probations, warnings, and dissatisfactions precede over any Medical Withdrawals. A student who is already on probation or placed on probation while on leave, the conditions of his or her probation are continued until the end of 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 appeal may appeal to the College President within three (3) business days (excluding weekends and federal and state holidays) of the decision. The appeal should be in writing and set forth the basis for the appeal. The College President or his designee has three (3) business days from receipt of the appeal to review the decision, which is then considered final. The College President (or his designee) may extend the time limits set forth above as necessary. 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 from the College. Students must be cleared of all of the following: a full refund to the student's account. When a Student Wants to Return After a Medical Leave of Absence

To return from Medical Leave, the student must contact the Campus Accommodations Coordinator prior to the first day of classes to complete a re-admission application. Additionally, the Campus Accommodations Coordinator must receive 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. Policy Regarding Grades in the Event of a Medical Leave of Absence or Medical Withdrawal

1. If the student takes Medical Leave or a Medical Withdrawal on or before the close of the drop/add period the course(s) will be dropped without being recorded on the student's transcript and tuition will not be charged.
2. A grade of "WX" will be recorded for each course for which a student was registered. When a Student Wants to Return From Medical Leave or a Medical Withdrawal

When a student returns to Rasmussen College, the student must provide documentation of their medical treatment and the nature and extent of the medical condition. The medical condition must be determined by a professional therapist and/or physician stating that the student is able to return to Rasmussen College. When a Student Wants to Return From Satisfactory Academic Progress

If a student does not maintain satisfactory academic progress, the student must appeal the decision. The student must provide documentation of their medical condition stating that the condition is no longer impeding the student's academic progress. When a Student Wants to Return From Inadequate Progress

If a student does not maintain adequate academic progress, the student must appeal the decision. The student must provide documentation of their medical condition stating that the condition is no longer impeding the student's academic progress. When a Student Wants to Return From Unsatisfactory Progress

If a student does not maintain unsatisfactory academic progress, the student must appeal the decision. The student must provide documentation of their medical condition stating that the condition is no longer impeding the student's academic progress. When a Student Wants to Return From Unacceptable Attendance

If a student does not maintain acceptable attendance, the student must appeal the decision. The student must provide documentation of their medical condition stating that the condition is no longer impeding the student's academic progress. When a Student Wants to Return From Other Inadequate Academic Progress

If a student does not maintain any other inadequate academic progress, the student must appeal the decision. The student must provide documentation of their medical condition stating that the condition is no longer impeding the student's academic progress. When a Student Wants to Return From Other Unsatisfactory Academic Progress

If a student does not maintain any other unsatisfactory academic progress, the student must appeal the decision. The student must provide documentation of their medical condition stating that the condition is no longer impeding the student's academic progress. When a Student Wants to Return From Other Satisfactory Academic Progress

When a student returns to Rasmussen College, the student must provide documentation of their medical condition stating that the condition is no longer impeding the student's academic progress. When a Student Wants to Return From Other Inadequate Progress

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ACADEMIC INFORMATION AND COLLEGE POLICIES

The Surgical Technologist AAS program at the Brooklyn Park/Maple Grove, Moorhead, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARO/STSA).

• Commission on Accreditation of Allied Health Education Programs (CAAAHEP)
  1361 Park Street
  Clearwater, FL 33756
  727-210-2350
  caahep.org

The Medical Laboratory Technician program at the Green Bay, Lake Elmo/Woodbury, Mankato, Moorhead, and St. Cloud campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 North River Road, Rosemont, IL, 60018. 713-714-8880.

• National Accrediting Agency for Clinical Laboratory Sciences
  5600 North River Road
  Rosemont, IL 60018
  Phone: 713-714-8880
  Fax: 773-714-8886

Programs or campuses not listed above are not programmatically accredited.

Licensing

Rasmussen College is licensed as a private career school with the Illinois Board of Higher Education. Licensure is not an endorsement of the quality of education. Credits earned at the institution may not transfer to all other institutions. The education programs may not meet the needs of every student or employer.

• Illinois Board of Higher Education
  431 East Adams, 2nd Floor
  Springfield, Illinois 62701
  Phone: 217-782-2551

Rasmussen College is licensed as a private career school with the State of Wisconsin Educational Approval Board.

• State of Wisconsin Educational Approval Board
  201 West Washington Avenue, 3rd Floor
  Madison, WI 53703
  608-266-1996

Approved For:

• Veterans’ Benefits by the Illinois State Approving Agency

Statement of Ownership

Rasmussen College, Inc., is a private corporation under the laws of the State of Delaware. Rasmussen, Inc. is the parent company of Rasmussen College, Inc., with campuses located in the States of Florida, Illinois, Kansas, Minnesota, North Dakota, and Wisconsin.

Corporate Officers:

• J. Michael Locke, Chairman, President, Chief Executive Officer, Secretary
• Patrick D. Branhm, Chief Financial Officer, Treasurer
• Michael J. Malee, Vice President

limitations

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

Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impair one’s eligibility to sit for these exams or to secure employment in one’s chosen career field. Pharmacy Technician students convicted of non-drug-related felonies may not be eligible to sit for the Pharmacy Technician Certification Board (PTCB) exam. Pharmacy Technician students convicted of drug- or pharmacy-related felonies ARE NOT eligible to sit for the PTCB exam.

Students seeking licensing as professional 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 PTO 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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– President, Rasmussen College, Inc.

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B.S., DePaul University

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Chairman, Rasmussen College
M.Ed., B.S., University of Minnesota

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Chairman, Rasmussen College
B.S., University of Toledo

Claire Walker
Chairman, Rasmussen College
B.A., Ithaca College

Greg Witte
Chairman, Rasmussen College
B.M.E., Central Missouri State University

CAMPUS ADMINISTRATION

Amy King
Interim Campus Director
B.S., Northern Illinois University

Angie Wood
Director of Student Affairs
M.B.A., B.A., Benedictine University

Wesley Escondo
Director of Admissions
M.A., Seton Hall University

Chris Springer
Campus Director
B.A., Millikin University

Chad Wick
Campus Director
M.B.A., B.S., Southern Illinois University-Carbondale

Dennis Saffka
Director of Admissions
M.B.A., Northern Illinois University

Trisha L. Kamis
Campus Director
B.A., American Intercontinental University

George Fogel
Campus Director
B.S., Northern Illinois University

Armin Hamidi
Director of Admissions
B.S., University of Iowa

Amy King
Director of Admissions
B.A., University of Wisconsin-Madison

Valerie McCullough
Director of Admissions
B.A., University of Central Florida

Jessica Jacobs
Director of Admissions
B.S., Rasmussen College

Ronnet Ray
Director of Admissions
M.Ed., Walden University

Sharon Richardson
Director of Admissions
M.S., Rasmussen College

Kevin Roberts
Senior Director of Admissions
M.B.A., University of Scranton

Rasmussen College
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ACADEMIC ADMINISTRATION

Matthew Segaard
Assistant Vice President of Academic Affairs
Ph.D., University of Minnesota
M.A., Ohio University
M.A., B.A., Bowling Green State University

David Petz
Senior Dean of Academic Programs
M.A., St. Mary’s University of Minnesota
B.S., St. Cloud State University

Marla Leonard
Academic Dean
M.H.R.M., M.B.A., Keller Graduate School of Management
M.S.M.E., Choge Asachi University

Julie Lawrence
Academic Dean
M.Ed., National Lewis University
B.S., Indiana University

Caroline Gulbrandsen
Academic Dean
M.Ed., Florida Atlantic University
B.A., University of South Florida

Jon Madic
Academic Dean
M.A., DePaul University
B.A., Illinois Wesleyan University

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Director of Online Academic Management
M.A., University of Minnesota-Twin Cities
B.A., University of Wisconsin-Eau Claire

David Lungen
Director of Campus Academic Management
M.S., Full Sail University
B.A., University of Chicago

Lynne Croteau
Online Dean
M.B.A., H.H.R.M., Keller Graduate School of Management
B.S., Western Illinois University

Carrie Daninhirsch
Online Dean
M.A., Lesley College
B.S., Northeastern University

Michelle Carlin
Faculty Manager
M.A., University of Hartford
B.A., Wells College

Salina Ely
Faculty Manager
M.A., Bethel University
B.S., University of Wisconsin-River Falls

Jennifer Moorhead
Faculty Manager
M.B.A., B.S., University of Central Florida

Elle O’Keefee
Faculty Manager
M.B.A., Keller Graduate School of Management
M.A., B.A., University of Central Florida

Shawn Unwelling
Online Dean
M.S., B.S., University of Minnesota-Twin Cities

Heather Zink
Hybrid Classroom Manager
B.S., Ohio Northern University
Clinical Lab Science Certificate-Wright State University

SCHOOL OF BUSINESS

Drew Dreseden
M.B.A., Keller Graduate School of Management
B.S., DeVry University

Duane A. Johnson
M.B.A., Roosevelt University
M.S., Illinois Institute of Technology

Adam Samuelson
Business Program Coordinator
M.B.A., North Central College

Heather Bradshaw
J.D., Thomas M. Cooley Law School
B.A., Northern Illinois University

Venus Fisher
M.B.A., B.S., Roosevelt University

Tynani Hill
M.S., Roosevelt University
B.S., Robert Morris University

Suzan Spitzberg
M.S.I.S., University of Illinois
B.A., Sinterus College

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