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, the College is committed to preparing students to be active, productive and successful contributors to a global community.

PURPOSE

To accomplish our mission, Rasmussen College has 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, business, industry, professional associations/communities, and other institutions of higher learning benefit from shared knowledge and experience.

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

Robert E. King
– Chairman, Rasmussen, Inc.
– Chairman, Salt Creek Ventures

Henry S. Bienen
– Vice Chairman, Rasmussen, Inc.
– President Emeritus, Northwestern University
  Evanston, Illinois

Herman Bulls
– CEO, Public Institutions, Jones Lang LaSalle

John A. Canning, Jr.
– Chairman and CEO
  Madison Dearborn Partners, LLC

James E. Cowie
– Managing Director, Frontenac Company

Therese A. Fitzpatrick
– Executive Vice President and Chief Operating Officer,
  Assay Healthcare Solutions

Stanford J. Goldblatt, Esq.
– Partner, Winston & Strawn, LLP

Bernard Goldstein
– Founder, Broadview International, LLC

J. Michael Locke
– CEO, Rasmussen College, Inc.

Thurston E. Manning
– Formerly Executive Director
  of the Commission on Institutions
  of Higher Education of the North Central Association

Jack C. Staley
– Former Managing Partner, Ernst & Young
  Lake Michigan Area

Kristi A. Waite
– President, Rasmussen College

TABLE OF CONTENTS

Enrollment Procedures 4
Calendar 4
Financial Aid 5
Scholarship and Grant Programs 6
School of Business 7
School of Education 12
School of Health Sciences 13
School of Justice Studies 18
School of Technology and Design 21
Certificates & Diplomas 26
General Education Course Selections 32
Course Descriptions 33
Academic Information and College Policies 48
Faculty and Staff 61
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 www.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.)
- $40 application fee for entire program or $20 per course
- 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.
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.

- Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20.

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

2011 - 2012

ACADEMIC CALENDAR

- 2011 Early Summer Quarter
  May 9 – June 19
- 2011 Summer Quarter
  July 5 – September 18
- 2011 Early Fall Quarter
  August 8 – September 18
- 2011 Fall Quarter
  October 3 – December 18
- 2011 Early Winter Quarter
  November 7 – December 18
- 2012 Winter Quarter
  January 3 – March 18
- 2012 Early Spring Quarter
  February 6 – March 18
- 2012 Spring Quarter
  April 2 – June 17
- 2012 Early Summer Quarter
  May 7 – June 17

College Holidays

- New Year’s Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Friday prior to Labor Day
  (Employee Appreciation Day)
- Labor Day
- Veterans Day
- Thanksgiving Day
  and the following Friday
- Christmas Day
Each campus has a professionally staffed Student Financial Services Office designed to help you apply for federal, state, and private assistance. The primary purpose of financial aid is to help students who otherwise would not be able to attend a post-secondary institution to meet the cost of higher education. The basic responsibility for financing your education lies with you and your family. Aid is based upon documented financial need — the difference between the cost of college and your ability to pay for it. Potential costs include books, tuition, supplies, room and board, transportation, living expenses, and child care costs.

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

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

Tuition Rates

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

<table>
<thead>
<tr>
<th>Primary Sources of Financial Aid and How to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gift Aid</strong></td>
</tr>
<tr>
<td><strong>Program</strong></td>
</tr>
<tr>
<td>Federal Pell Grant Program</td>
</tr>
<tr>
<td>Grant based on financial need.</td>
</tr>
<tr>
<td>$555 - $5,550</td>
</tr>
<tr>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td><strong>Federal Supplemental Educational Opportunity Grant (SEOG)</strong></td>
</tr>
<tr>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
</tr>
<tr>
<td>$100 - $4,000, based on availability</td>
</tr>
<tr>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td><strong>Employment</strong></td>
</tr>
<tr>
<td><strong>Federal Work Study</strong></td>
</tr>
<tr>
<td>Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.</td>
</tr>
<tr>
<td>Varies</td>
</tr>
<tr>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td><strong>Federal Loan Programs</strong></td>
</tr>
<tr>
<td><strong>Federal Subsidized Stafford Loan Program</strong></td>
</tr>
<tr>
<td>Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.</td>
</tr>
<tr>
<td>1st Year - $3,500</td>
</tr>
<tr>
<td>2nd Year - $4,500</td>
</tr>
<tr>
<td>3rd Year+ - $5,500</td>
</tr>
<tr>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td><strong>Federal Unsubsidized Stafford Loan Program</strong></td>
</tr>
<tr>
<td>Principal and interest may be deferred until after student leaves college or attends less than half time.</td>
</tr>
<tr>
<td>Same as subsidized limits with additional $2,000 for Dependent.</td>
</tr>
<tr>
<td>Independent:</td>
</tr>
<tr>
<td>1st &amp; 2nd Year $6,000</td>
</tr>
<tr>
<td>3rd Year &amp; above $7,000</td>
</tr>
<tr>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td><strong>Federal Parent Loan for Undergraduate Students (PLUS)</strong></td>
</tr>
<tr>
<td>For credit-worthy parents of dependent undergraduates.</td>
</tr>
<tr>
<td>Up to college cost of attendance.</td>
</tr>
<tr>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td><strong>Veterans’ Benefits</strong></td>
</tr>
<tr>
<td><strong>Veterans’ Benefits</strong></td>
</tr>
<tr>
<td>Veterans and dependents of veterans, including Guard and Reserve Component.</td>
</tr>
<tr>
<td>Monthly benefit based on service contributions</td>
</tr>
<tr>
<td>Veterans Administration or Veterans Service Officer</td>
</tr>
</tbody>
</table>
SCHOLARSHIP AND GRANT PROGRAMS

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

Grade Point Achievement Scholarships

If you are like most students, you don't have a pile of cash lying around to pay for college. So you'll be glad to know that, based on your high school cumulative GPA, Rasmussen College offers scholarship opportunities of up to $10,000 for incoming first-year students. Following is a quick look at the available Grade Point Achievement scholarships. Ask your Program Manager for all the details and an application form.

Grade point average is based upon a 4.0 scale. Other grade point scales will be converted to a 4.0 scale to determine award. Eligibility guidelines for the Grade Point Achievement Scholarships are as follows:

- Eligible students must be current-year graduating high school seniors.
- Students must apply for and begin classes during the summer quarter, early fall quarter or fall quarter immediately following their graduation from high school.
- Award amounts are determined upon receipt of the student's official final transcript from high school.
- All recipients will be notified of the award in writing and all funds are paid directly to the College. Award amounts for Associate Degree students are divided equally among the student’s first five quarters of attendance. Award amounts for Bachelor Degree students are divided equally among the student’s first 10 quarters of attendance. Award amounts for Certificate program students are prorated and will then be divided over three quarters. Award amounts for Diploma program students are prorated and will be divided over four quarters. For example, a Diploma Gold Circle award recipient who applied between January 30 and April 30 would receive $2,000 divided by five, or $400 a quarter for four quarters or a total of $1,600.
- Student must carry a minimum of nine credits per full quarter or seven for a mid-start term, maintain satisfactory academic progress, and not be on Academic Warning/Probation, or the award is forfeited from that point forward.
- Awards are forfeited if attendance is discontinued or interrupted for Associate Degree seeking students. Bachelor’s Degree seeking students may interrupt attendance a maximum of two instances, with each instance no more than one quarter and not more than once in any one calendar year.

<table>
<thead>
<tr>
<th>If your cumulative Grade Point Average upon graduation is between:</th>
<th>You will receive the following Scholarship:</th>
<th>If you apply for admission prior to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.00 – 2.74</td>
<td>Success Award</td>
<td>January 30, your award is:</td>
</tr>
<tr>
<td>2.75 – 2.99</td>
<td>Achievement Award</td>
<td></td>
</tr>
<tr>
<td>3.00 – 3.24</td>
<td>Silver Circle Award</td>
<td></td>
</tr>
<tr>
<td>3.25 – 3.49</td>
<td>Gold Circle Award</td>
<td></td>
</tr>
<tr>
<td>3.50 – 3.74</td>
<td>Platinum Circle Award</td>
<td></td>
</tr>
<tr>
<td>3.75 – 3.99</td>
<td>Director’s Award</td>
<td></td>
</tr>
<tr>
<td>4.00</td>
<td>President’s Award</td>
<td></td>
</tr>
</tbody>
</table>

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. Retired military personnel must provide valid military retiree ID or DD 214 form. In addition, the College will extend the 10% discount to the spouse and dependents, age 18-21, of any service member on active duty as outlined above. These individuals must provide an actual or faxed copy of their dependent military ID card, which includes an expiration date.

Corporate Discount

Some companies receive a tuition discount from Rasmussen College for eligible employees. Contact your campus for details.

Restrictions

Students are eligible for only one of the following scholarship and grant programs at a time:

- Grade Point Achievement Scholarship
- Early Honors Program
- 10% Military Discount
- Corporate Discount

Recipients of the 110th Anniversary Scholarships are eligible to receive another scholarship (such as the High School GPA Scholarship) for a total of two scholarship fund sources.
ACCOUNTING BS Degree

BS 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 critical thinking, communication, diverse perspectives, technology and information literacy, leadership, and integrity.

Foundation Courses
- B080 Reading and Writing Strategies 4
- B094 Geometry 4
- B095 Combined Basic and Intermediate Algebra 4

General Education Courses
- English Composition (Required courses) 8
- Communication (Required course) 4
- Humanities and Fine Arts (Select 3 courses) 12
- Math (Select 2 courses) 8-9
- Natural Sciences (*Required, select 2 additional courses) 14
- Social and Behavioral Sciences (*Required, select 1 additional course) 12
- G203 Macroeconomics* 4
- G204 Microeconomics* 4

Total general education credits 58-59

See page 32 for General Education Course Selections.

Unrestricted Elective Credits 20

Major and Core Courses

Lower Division
- A140 Financial Accounting I 4
- A141 Financial Accounting II 4
- B136 Introduction to Business 4
- B232 Principles of Marketing 4
- B233 Principles of Management 4
- B234 Business Law 4
- B237 Professional Communication 4
- B293 Business Ethics 4
- D132 Computer Applications and Business Systems Concepts 3
- D181 Excel 3
- E242 Career Development 2

Upper Division
- A330 Managerial Accounting Theory and Practice 4
- A340 Advanced Auditing Concepts and Standards 4
- A360 Taxation of Individuals 4
- A370 Intermediate Financial Reporting I 4
- A375 Intermediate Financial Reporting II 4
- A376 Intermediate Financial Reporting III 4
- A406 Cost Accounting Principles and Applications 4
- A416 Advanced Financial Accounting 4
- A420 Accounting Information Systems 4
- A430 International Accounting 4
- A490 Accounting Capstone II 4
- B330 Advanced Principles of Financial Management 4
- B343 Business Law II 4
- B351 Management of Information Systems 4
- B444 Statistics for Managers 4
- B460 Strategic Management 4

Total Degree Credit Hours 182-183

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 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 STEP placement exam or by successful completion of Foundation Courses.

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

School of Business Mission Statement
The Rasmussen 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.
ACCOUNTING AAS Degree
Banking • Financial Accounting • Financial Investigation

Foundation Courses
B080  Reading and Writing Strategies  4
B094  Geometry  4
B095  Combined Basic and Intermediate Algebra  4

General Education Courses
English Composition (Required course)  4
G124  English Composition
Communication (Required course)  4
G227  Oral Communication
Humanities and Fine Arts (Select 2 courses)  8
Math (Select 1 course)  4-5

Natural Sciences (Required courses)
G156  Human Biology
G156L  Human Biology Lab

Social and Behavioral Sciences (Required courses)  8
G203  Macroeconomics
G204  Microeconomics

Total general education credits  34-35

See page 32 for General Education Course Selections.

Major and Core Courses
A151  Accounting I  4
A152  Accounting II  4
A153  Accounting III  4
A269  Income Tax  4
A280  Accounting Capstone  2
B136  Introduction to Business  4
B271  Professional Communication  4
D132  Computer Applications and Business Systems Concepts  3
D181  Excel  3
D279  ComputerFocused Principles  3
E242  Career Development  2

Banking Specialization
B232  Principles of Marketing  4
F111  Introduction to Banking  4
F212  Fundamentals of Consumer Lending  4
F213  Introduction to Mortgage Lending  4
F215  Principles of Banking Law  4

Financial Accounting Specialization
A177  Payroll Accounting  4
A272  Intermediate Accounting I  4
A274  Intermediate Accounting II  4
B234  Business Law  4
B293  Business Ethics  4

Financial Investigation Specialization
A272  Intermediate Accounting I  4
A274  Intermediate Accounting II  4
A276  Financial Investigation  4
J100  Introduction to Criminal Justice  4
J125  Criminal Law and Procedures  4

TOTAL AAS DEGREE CREDITS  91-92*

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

- Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.

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

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

AAS Degree

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

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 critical thinking, communication, diverse perspectives, technology and information literacy, and the ability to relate accounting concepts to the world around them.

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

Career Opportunities:
- Sales Worker Supervisor
- Human Resource Manager
- Marketing Manager
- E-Retail 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 critical thinking, communication, diverse perspectives, technology and information literacy, leadership, integrity, and lifelong learning.

Foundation Courses
- B080 Reading and Writing Strategies 4
- B094 Geometry 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 (*Required, select 1 additional course) 12
- G203 Macroeconomics*
- G204 Microeconomics*

Total general education credits 58-59

See page 32 for General Education Course Selections.

Unrestricted Elective Credits 12

Major and Core Courses

Lower Division
- A232 Financial Accounting 4
- A242 Managerial Accounting 4
- B205 Business Calculus 4
- B215 Business Statistics 4
- B230 Principles of Finance 4
- B233 Principles of Management 4
- B234 Business Law 4
- D112 Computer Applications and Business Systems Concepts 3
- E242 Career Development 2

Upper Division
- B323 Advanced Principles of Marketing 4
- B330 Advanced Principles of Financial Management 4
- B333 Principles of Management II 4
- B351 Management of Information Systems 4
- B360 Operations Management 4
- B365 Human Resource Management 4
- B370 Organizational Behavior Analysis 4
- B415 Risk Management 4
- B460 Strategic Management 4
- B472 Internship 2
- B491 Legal and Ethical Environment of Business 4
- B499 Management Capstone 4

Electives (Select 8 courses)
- A151 Accounting I 4
- A152 Accounting II 4
- B136 Introduction to Business 4
- B250 Training and Development 4
- B271 Professional Communication 4
- B352 International Business 4
- B371 Research and Report Writing 4
- B382 Insurance 4
- B404 Negotiation and Conflict Management 4
- B417 Information Technology Project Management 4
- B428 Money and Banking 4
- B461 Labor Relations Management 4
- B474 Small Business Management 4
- B492 Contemporary Leadership Challenges 4

Total general education credits 58-59

Unrestricted Elective Credits 12

TOTAL BS DEGREE CREDITS 181-182*

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 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 STEP placement exam or by successful completion of Foundation Courses.

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

- Business Administration • Call Center Management • Entrepreneurship • Human Resources • Internet Marketing • Marketing and Sales

Foundation Courses
B080 Reading and Writing Strategies 4
B094 Geometry 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
G203 Macroeconomics 8
G204 Microeconomics 8

Total general education credits 34-35
See page 32 for General Education Course Selections.

Major and Core Courses
A151 Accounting I 4
B136 Introduction to Business 4
B230 Principles of Finance 4
B233 Principles of Management 4
B234 Business Law 4
B271 Professional Communication 4
B280 Business Capstone 2
D132 Computer Applications and Business Systems Concepts 3
E170 Introduction to Undergraduate Research 2
E242 Career Development 2

Business Administration Specialization
(A students will complete these additional courses)
A152 Accounting II 4
A177 Payroll Accounting 4
B119 Customer Service 4
B165 Introduction to Human Resource Management 4
B293 Business Ethics 4
D181 Excel 3
D279 Computer-Focused Principles 3

Total AAS Degree Credits 93-94*

Call Center Management Specialization
(A students will complete these additional courses)
B242 Multicultural Communications for Business 4
B270 Introduction to Global Business 4
B272 Call Center Strategic Leadership 4
B275 Call Center Customer Service Representative Skills 4
B276 Call Center Labor Force Management 4
B278 Call Center Operations Management 4
B293 Business Ethics 4

Total AAS Degree Credits 95-96*

Entrepreneurship Specialization
(A students will complete these additional courses)
B146 Introduction to Entrepreneurship 4
B240 Entrepreneurial Product and Service Planning 4
B243 Entrepreneurial Marketing 4
B244 Entrepreneurial Finance: Capitalization for the Entrepreneur 4
B247 Entrepreneurial Internship 4
B293 Business Ethics 4

Total AAS Degree Credits 91-92*

Human Resources Specialization
(A students will complete these additional courses)
B119 Customer Service 4
B165 Introduction to Human Resource Management 4
B249 Risk Management and Insurance 4
B250 Training and Development 4
B267 Employment Law 4
B268 Compensation and Benefits Management 4
B293 Business Ethics 4

Total AAS Degree Credits 95-96*

Internet Marketing Specialization
(A students will complete these additional courses)
B223 Internet Consumer Behavior 4
B224 Marketing Ethics 4
B228 Search Engine Marketing 4
B229 Target/Audience Messaging 4
B245 Online Multimedia Marketing 4
B273 Internet Business Models and E-Commerce 4

Marketing and Sales Specialization
(A students will complete these additional courses)
B119 Customer Service 4
B140 Sales Techniques 4
B224 Marketing Ethics 4
B232 Principles of Marketing 4
B263 Principles of Advertising 4
B273 Internet Business Models and E-Commerce 4
B293 Business Ethics 4

Total AAS Degree Credits 91-92*

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

- Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.

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 critical thinking, communication, diverse perspectives, technology and information literacy, and lifelong learning.

School of Business Mission Statement

The Rasmussen 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.
HEALTHCARE MANAGEMENT BS Degree

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. They value lifelong learning, honesty, and integrity in applying their management expertise to serve the healthcare community.

<table>
<thead>
<tr>
<th>Foundation Courses</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080  Reading and Writing Strategies</td>
<td></td>
</tr>
<tr>
<td>B094  Geometry</td>
<td></td>
</tr>
<tr>
<td>B095  Combined Basic and Intermediate Algebra</td>
<td></td>
</tr>
</tbody>
</table>

General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
<td>8</td>
</tr>
<tr>
<td>G126A</td>
<td>English Composition 2</td>
<td>4</td>
</tr>
<tr>
<td>G227</td>
<td>Oral Communication</td>
<td>4</td>
</tr>
<tr>
<td>G156</td>
<td>Human Biology*</td>
<td>12</td>
</tr>
<tr>
<td>G156L</td>
<td>Human Biology Lab*</td>
<td></td>
</tr>
<tr>
<td>G203</td>
<td>Macroeconomics*</td>
<td>12</td>
</tr>
<tr>
<td>G204</td>
<td>Microeconomics*</td>
<td></td>
</tr>
</tbody>
</table>

Total general education credits 58-59

See page 32 for General Education Course Selections.

Major and Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A140</td>
<td>Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>A141</td>
<td>Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B165</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>B230</td>
<td>Principles of Finance</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B267</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>H200</td>
<td>US Healthcare Systems</td>
<td>4</td>
</tr>
<tr>
<td>H210</td>
<td>Marketing and Communications in Healthcare</td>
<td>4</td>
</tr>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>M200</td>
<td>Medical Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>M230</td>
<td>Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>M240</td>
<td>Healthcare Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>M250</td>
<td>International Healthcare</td>
<td>4</td>
</tr>
<tr>
<td>M260</td>
<td>Healthcare Management Capstone</td>
<td>3</td>
</tr>
<tr>
<td>B371</td>
<td>Research and Report Writing</td>
<td>4</td>
</tr>
<tr>
<td>B440</td>
<td>Managing a Diverse Workforce</td>
<td>4</td>
</tr>
<tr>
<td>B492</td>
<td>Contemporary Leadership Challenges</td>
<td>4</td>
</tr>
<tr>
<td>H300</td>
<td>Introduction to Healthcare Administration</td>
<td>4</td>
</tr>
<tr>
<td>H310</td>
<td>Foundations of Managed Care</td>
<td>4</td>
</tr>
<tr>
<td>H320</td>
<td>Financial Management of Healthcare Organizations</td>
<td>4</td>
</tr>
<tr>
<td>H330</td>
<td>Quality Improvement in Healthcare</td>
<td>4</td>
</tr>
<tr>
<td>H340</td>
<td>Regulation and Compliance in Healthcare</td>
<td>4</td>
</tr>
<tr>
<td>H350</td>
<td>Healthcare Statistics</td>
<td>4</td>
</tr>
<tr>
<td>H360</td>
<td>Healthcare Planning and Policy Management</td>
<td>4</td>
</tr>
<tr>
<td>H400</td>
<td>Healthcare Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>H410</td>
<td>Healthcare Operations Management</td>
<td>4</td>
</tr>
<tr>
<td>H420</td>
<td>Advanced Healthcare Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>H430</td>
<td>Epidemiology</td>
<td>4</td>
</tr>
<tr>
<td>H440</td>
<td>International Healthcare</td>
<td>4</td>
</tr>
<tr>
<td>H490</td>
<td>Healthcare Management Capstone</td>
<td>3</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>B267</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B267</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B267</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B267</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B267</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B267</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B267</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B267</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B267</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B267</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B267</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B267</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B267</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B267</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B267</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B267</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B267</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B267</td>
<td>Employment Law</td>
<td>4</td>
</tr>
</tbody>
</table>
Early Childhood Education - Certificate • Diploma • AAS Degree

Child and Family Studies • Child Development • English Language Learner • Child with Special Needs

Diploma

Career Opportunities:
- Early Childhood Teacher's Aide

Objective:
Gradsuates 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 critical thinking, communication, and professionalism in the workplace. Students are prepared for the national Child Development Associate (CDA) credential.

In addition to all Certificate Courses

Diploma Courses
D132 Computer Applications and Business Systems Concepts 3
E170 Introduction to Undergraduate Research 2
G124 English Composition 4
G161 Quantitative Literacy 4
G237 Oral Communication 4

Child and Family Studies Specialization
(students will complete these additional courses)
EC125 Parent Education and Support 4
EC230 Guiding Children's Behavior 4
EC232 Child and Family Advocacy 4
G142 Introduction to Sociology 4

TOTAL DIPLOMA CREDITS 71*

Child Development Specialization
(students will complete these additional courses)
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

TOTAL DIPLOMA CREDITS 71*

English Language Learner Specialization
(students will complete these additional courses)
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

TOTAL DIPLOMA CREDITS 71*

Child with Special Needs Specialization
(students will complete these additional courses)
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 71*

AAS Degree

Career Opportunities:
- Early Childhood Teacher
- Teacher's Assistant
- Early Childhood Special Education Assistant
- Preschool Teacher

Objective:
Gradsuates 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 critical thinking, communication, diverse perspectives, technology and information literacy, professionalism in the workplace, and lifelong learning. Students are prepared for the national Child Development Associate (CDA) credential.

In addition to all Certificate and 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
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics.
Students in the Child and Family Studies Specialization may not count Introduction to Sociology as a general education Social Science requirement.

Total additional general education credits 22

See page 32 for General Education Course Selections.

Child and Family Studies Specialization
TOTAL AAS DEGREE CREDITS 93*

English Language Learner Specialization
TOTAL AAS DEGREE CREDITS 93*

Child with Special Needs Specialization
TOTAL AAS DEGREE CREDITS 93*

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 the quarter they are scheduled for the E242 Career Development course.
- Students must complete the junior seminar the quarter in which they finish the diploma course requirements.
- Students must complete the sophomore seminar the quarter in which they finish the Associate's Degree requirements to graduate from an Associate's Degree program.

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

**Foundation Courses**
- B080 Reading and Writing Strategies 4
- B094 Geometry 4
- B095 Combined Basic and Intermediate Algebra 4

**Certificate Courses**
- E242 Career Development 2
- EC100 Foundations of Child Development 4
- EC110 Early Childhood Education Curriculum and Instruction 4
- EC120 Health, Safety, and Nutrition 4
- EC180 Knowledge: Extremity I 6
- EC181 Application: Extremity II 6
- EC182 Reflection: Extremity III 6
- EC200 Observation and Assessment in Early Childhood Education 4
- EC290 Early Childhood Education Capstone 2

TOTAL CERTIFICATE CREDITS 38*

**Total Diploma Cred: 71**

**Total AAS Degree Cred: 93**
HEALTH INFORMATION MANAGEMENT BS Degree

BS Degree

Career Opportunities:
- Medical Records Manager
- Privacy Officer
- Risk Management Officer
- Clinical Data Analyst
- Corporate Compliance 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, lifelong learning, communication, diverse perspectives, technology and information literacy, ethical and professional practice, and confidentiality of patient information.

Foundation Courses
- B080 Reading and Writing Strategies 4
- B094 Geometry 4
- B095 Combined Basic and Intermediate Algebra 4
- G124 English Composition 8
- G126A English Composition 2
- G227 Oral Communication
- HI350 Electronic Health Record Application 4
- HI340 Project Management 4
- HI330 Financial Management of Health Information Services 4
- HI305 Health Information Management Systems 4
- HI300 Information and Communication Technologies 4
- HI200 U.S. Healthcare Systems 4
- HI140 Ambulatory Care Coding 3
- HI141 Intermediate ICD-9-CM Coding 3
- HI140A Basic ICD-9-CM Coding 3

General Education Courses
- Communication (Required course) 4
- Humanities and Fine Arts (Select 3 courses) 12
- Social and Behavioral Sciences (Select 3 courses) 12
- Natural Sciences (*Required, select 2 additional courses) 14

Total general education credits 58-59

See page 32 for General Education Course Selections.

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 must possess an AAS in Health Information Technology/Management from a CAHIIM accredited program earned within the past 5 years or have an AAS degree and possess a current RHIT credential. If the degree was obtained over 5 years ago, the student needs to have work experience in the health information industry within the last 5 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.

Major and Core Courses

Lower Division
- M120 Medical Terminology 4
- M140 Basic ICD-9-CM Coding 4
- M140A Intermediate ICD-9-CM Coding 3
- M141 Ambulatory Care Coding 3
- M208 Introduction to Health Information Management 4
- M209 Medical Insurance and Billing 3
- M211 Quality Analysis and Management 4
- M218 Management of Health Information Services 4
- M223 Pathology I 4
- M224 Pathology II 4
- M229 Healthcare Information Technologies 4
- M243 Health Information Law & Ethics 4
- M251 Medical Coding Practicum 1
- M252 Health Information Practicum 2
- M235 Pharmacy for the Allied Health Professional 4

Upper Division
- M375 Advanced Human Resource Management 4
- M330 Quality Improvement in Healthcare 4
- M340 Regulation and Compliance in Healthcare 4
- M350 Healthcare Statistics 4
- M420 Advanced Healthcare Law & Ethics 4
- M430 Information and Communication Technologies 4
- M435 Health Information Management Systems 4
- M430 Data, Information, and File Structures 4
- M430 Financial Management of Health Information Services 4
- M434 Project Management 4
- M435 Electronic Health Record Application 4
- M436 Reimbursement Methodologies 4
- M440 Medical Coding Practicum 4
- M441 Medical Insurance and Billing 3
- M442 Career Development 2
- M443 Applied Research in Health Information Management 4
- M444 Health Information Management Capstone 2
- M445 Health Information Management 2
- M446 Alternative Faculty Professional Practice Experience 1

Total Degree Credit Hours
- Total general education credits 58-59
- Total lower division major/core credits 61
- Total upper division major/core credits 66

TOTAL BS DEGREE CREDITS 185-186 *

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 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 STEP placement exam or by successful completion of Foundation Courses.

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

### Foundation Courses
- B180 Reading and Writing Strategies 4
- B094 Geometry 4
- B095 Combined Basic and Intermediate Algebra 4

### General Education Courses
- English Composition (Required course) 4
- Communication (Required course) 4
- Humanities and Fine Arts (Select 2 courses) 8
- Math (Select 1 course) 4-5
- Natural Sciences (Required courses) 6
- Social and Behavioral Sciences (Select 2 courses) 8

**Total general education credits** 34-35

See page 32 for General Education Course Selections.

### Major and Core Courses
- D132 Computer Applications and Business Systems Concepts 3
- E242 Career Development 2
- H200 US Healthcare Systems 4
- M120 Medical Terminology 4
- M140 Basic ICD-9-CM Coding 4
- M140A Intermediate ICD-9-CM Coding 3
- M141 Ambulatory Care Coding 3
- M208 Introduction to Health Information Management 4
- M209 Medical Insurance and Billing 3
- M211 Quality Analysis and Management 4
- M218 Management of Health Information Services 4
- M229 Healthcare Information Technologies 4
- M223 Pathology I 4
- M224 Pathology II 4
- M243 Health Information Law & Ethics 4
- M251 Medical Coding Practicum 1
- M252 Health Information Practicum 2
- MA135 Pharmacology for the Allied Health Professional 4

**TOTAL AAS DEGREE CREDITS** 95-96 *

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

** The Health Information Technician Associate Degree Program offered at the Brooklyn Park, Eagan, Bloomington, Lake Elmo/Woodbury, Mankato, and St. Cloud Campuses in Minnesota — the Rockford Campus in Illinois — and the Green Bay Campus in Wisconsin - is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The Health Information Technician Associate's Degree offered at the Aurora campus in Illinois is in Candidacy Status for accreditation by the Commission on Health Informatics and Information Management Education (CAHIIM).

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.

This program requires specific immunizations prior to professional practice experience.

---

**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, use and understand scanning technology, navigate an electronic health record, manage a file room, and release medical information under appropriate circumstances. They value critical thinking, communication, diverse perspectives, technology and information literacy, ethical and professional behavior in the workplace, and the confidentiality of patient information.
MEDICAL ADMINISTRATION • Diploma • AAS Degree

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 critical thinking, communication, diverse perspectives, technology and information literacy, ethical and professional behavior in the workplace, and the confidentiality of patient information.

Foundation Courses
B080	 Reading and Writing Strategies	 4
B094	 Geometry	 4
B095	 Combined Basic and Intermediate Algebra	 4

Diploma Courses
D132	 Computer Applications and Business Systems Concepts	 3
E242	 Career Development	 2
G120	 Medical Terminology	 4
M140	 Basic ICD-9-CM Coding	 4
M140A	 Intermediate ICD-9-CM Coding	 3
M141	 Ambulatory Care Coding	 3
M200	 Medical Office Procedures	 4
M205	 Medical Transcription I	 3
M206	 Medical Transcription II	 3
M209	 Medical Insurance and Billing	 3
M223	 Pathology I	 4
M224	 Pathology II	 4
M230	 Medical Law and Ethics	 4
M290	 Medical Administration Capstone	 1
S115	 Keyboarding I	 3

TOTAL DIPLOMA CREDITS 56*

AAS Degree

Career Opportunities:
• Medical Office Manager
• Medical Coder/Biller
• Medical Administrative Assistant/Secretary
• 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 critical thinking, communication, diverse perspectives, technology and information literacy, ethical and professional behavior in the workplace, and the confidentiality of patient information.

In addition to all Diploma Courses

General Education Courses
Communication (Required course)
G227	 Oral Communication	 4

Humanities and Fine Arts (Select 2 courses)
G156	 Human Biology
G156L	 Human Biology Lab

Math (Select 1 course)
M140	 Basic ICD-9-CM Coding	 4
M140A	 Intermediate ICD-9-CM Coding	 3
M141	 Ambulatory Care Coding	 3
M200	 Medical Office Procedures	 4
M205	 Medical Transcription I	 3
M206	 Medical Transcription II	 3
M209	 Medical Insurance and Billing	 3
M223	 Pathology I	 4
M224	 Pathology II	 4
M230	 Medical Law and Ethics	 4
M290	 Medical Administration Capstone	 1
S115	 Keyboarding I	 3

TOTAL AAS DEGREE CREDITS 94-95*

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 the quarter in which they finish the diploma course requirements.
• Students must complete the junior seminar the quarter in which they finish the Associate's Degree requirements to graduate from an Associate's Degree program.

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

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

MEDICAL ASSISTING • Diploma • AAS Degree

Diploma

Career Opportunities:
- Medical Assistant
- Medical Office Administrative Assistant

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

Foundation Courses
- B080 Reading and Writing Strategies 4
- B094 Geometry 4
- B095 Combined Basic and Intermediate Algebra 4

Diploma Courses
- E242 Career Development 2
- G124 English Composition 4
- M120 Medical Terminology 4
- M200 Medical Office Procedures 4
- M223 Pathology I 4
- M224 Pathology II 4
- M230 Medical Law and Ethics 4
- 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
- MA230 Medical Assistant Internship 6
- MA241 Human Anatomy & Physiology I 5
- MA242 Human Anatomy & Physiology II 5

TOTAL DIPLOMA CREDITS 58*

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

AAS 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, communication, diverse perspectives, technology and information literacy, 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
- Humanities and Fine Arts (Select 2 courses) 8
- Math (Select 1 course) 4-5
- Social and Behavioral Sciences (Select 2 courses other than G148) 8
- G148 General Psychology

NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

Total additional general education credits 24-25

See page 32 for General Education Course Selections.

Major and Core Courses
- D132 Computer Applications and Business Systems Concepts 3
- G148 General Psychology 4
- M209 Medical Insurance and Billing 3

TOTAL AAS DEGREE CREDITS 92-93*

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 the quarter in which they finish the diploma course requirements.
- Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements

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

The Medical Assisting Diploma program at the Bloomington, Brooklyn Park, Eagan, Green Bay, Mankato, and St. Cloud campuses; and the Medical Assisting AAS Degree program at the Lake Elmo/Woodbury and the Medical Office Assisting AAS Degree Program at the Moorhead campus is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

This program requires specific immunizations prior to professional practice experience.
PHARMACY TECHNICIAN • Certificate • Diploma • AAS Degree

Certificate

Career Opportunities in:
- Retail Pharmacy
- Clinical Pharmacy

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

Foundation Courses
- B080 Reading and Writing Strategies 4
- B094 Geometry 4
- B095 Combined Basic and Intermediate Algebra 4

Certificate 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
- MA241 Human Anatomy & Physiology I 5
- MA242 Human Anatomy & Physiology II 5
- PT105 Introduction to Pharmacy 4
- PT120 Pharmacy Math and Dosages 4
- PT125 Pharmacy Software/Automation/Insurance Billing 3
- PT230 Unit Dose/W Lab 3

TOTAL CERTIFICATE CREDITS 41*

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 critical thinking, communication, honesty and integrity, compassion for patients, and patient confidentiality.

In addition to all Certificate Courses

Diploma Courses
- B119 Customer Service 4
- B271 Professional Communication 4
- G124 English Composition 4
- G195 College Statistics 5
- PT235 Pharmacy Technician Practicum I 3
- PT236 Pharmacy Technician Practicum II 3
- PT285 Pharmacy Technician Capstone 3
- S115 Keyboarding I 3

TOTAL DIPLOMA CREDITS 70*

AAS 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 critical thinking, communication, diverse perspectives, technology and information literacy, honesty and integrity, compassion for patients, and patient confidentiality.

In addition to all Certificate and Diploma Courses

General Education Courses
- Communication (Required course) 4
- G227 Oral Communication 4
- Humanities and Fine Arts (Select 2 courses) 8
- Social and Behavioral Sciences (Select 2 courses) 8

NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics.

Total additional general education credits 20

See page 32 for General Education Course Selections.

TOTAL AAS DEGREE CREDITS 90*

This program is only available at the Aurora, Rockford and Romeoville/Joliet campuses.

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 the quarter they are scheduled for the E242 Career Development course.
- Students must complete the sophomore seminar the quarter in which they finish the diploma course requirements.
- Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP 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.

TOTAL AAS DEGREE CREDITS 90*
## Criminal Justice BS Degree

- Client Services/Corrections
- Criminal Offenders
- Homeland Security
- Investigation/Law Enforcement

### Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>B094</td>
<td>Geometry</td>
<td>4</td>
</tr>
<tr>
<td>B095</td>
<td>Combined Basic and Intermediate Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

### General Education Courses

**English Composition** (Required courses)
- G124 English Composition
- G126A English Composition 2

**Communication** (Required course)
- G227 Oral Communication

**Humanities and Fine Arts** (Select 3 courses)
- 12 credits

**Math** (Select 2 courses)
- 8-9 credits

**Natural Sciences** (Required, select 2 additional courses)
- G156 Human Biology
- G156L Human Biology Lab

**Social and Behavioral Sciences** (Required, select 1 additional course)
- G142 Introduction to Sociology
- G148 General Psychology

### Total general education credits
- 58-59 credits

See page 32 for General Education Course Selections.

### Unrestricted Elective Credits
- 12 credits

### Major and Core Courses

**Lower Division**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D201</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E170</td>
<td>Introduction to Undergraduate Research</td>
<td>2</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>J100</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J106</td>
<td>Criminology: Matves for Criminal Deviance</td>
<td>4</td>
</tr>
<tr>
<td>J115</td>
<td>Introduction to Corrections</td>
<td>4</td>
</tr>
<tr>
<td>J120</td>
<td>Policing in America</td>
<td>4</td>
</tr>
<tr>
<td>J131</td>
<td>Criminal Law and Procedures: Crime and the Courtroom</td>
<td>4</td>
</tr>
<tr>
<td>J200</td>
<td>Domestic Violence</td>
<td>4</td>
</tr>
<tr>
<td>J213</td>
<td>Juvenile Justice: Delinquency, Dependency, and Diversion</td>
<td>4</td>
</tr>
<tr>
<td>J250</td>
<td>Drugs and Crime</td>
<td>4</td>
</tr>
<tr>
<td>J255</td>
<td>Ethics in Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J280</td>
<td>Contemporary Issues in Criminal Justice Capstone</td>
<td>4</td>
</tr>
</tbody>
</table>

**Upper Division**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J326</td>
<td>Criminal Behavior: Profiling Violent Offenders</td>
<td>4</td>
</tr>
<tr>
<td>J331</td>
<td>Constitutional Law</td>
<td>4</td>
</tr>
<tr>
<td>J350</td>
<td>Cultural Diversity and Justice</td>
<td>4</td>
</tr>
<tr>
<td>J352</td>
<td>Victims in Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J355</td>
<td>Realities of Crime and Justice</td>
<td>4</td>
</tr>
<tr>
<td>J360</td>
<td>Statistics in Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J365</td>
<td>Research Methods in Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J410</td>
<td>Criminal Justice Leadership and Management</td>
<td>4</td>
</tr>
<tr>
<td>J415</td>
<td>Crime Prevention</td>
<td>4</td>
</tr>
<tr>
<td>J490</td>
<td>Critical Issues in Criminal Justice</td>
<td>4</td>
</tr>
</tbody>
</table>

**Choose either Track I or Track II**

**Track I** (not available in Rasmussen College Online)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J480</td>
<td>Criminal Justice Internship</td>
<td>9</td>
</tr>
</tbody>
</table>

**Track II**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J453</td>
<td>Criminal Justice Seminar</td>
<td>5</td>
</tr>
<tr>
<td>J457</td>
<td>Criminal Justice Senior Thesis</td>
<td>4</td>
</tr>
</tbody>
</table>

### Client Services/Corrections Specialization

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J340</td>
<td>Women and Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J345</td>
<td>Diversion and Rehabilitation</td>
<td>4</td>
</tr>
<tr>
<td>J425</td>
<td>Community Corrections</td>
<td>4</td>
</tr>
<tr>
<td>J435</td>
<td>Special Populations in Criminal Justice</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credits**
- 16 credits

### Criminal Offenders Specialization

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J330</td>
<td>Organized Criminal Syndicates</td>
<td>4</td>
</tr>
<tr>
<td>J340</td>
<td>Forensic Psychology</td>
<td>4</td>
</tr>
<tr>
<td>J440</td>
<td>Special Offenders: Sex Offenders</td>
<td>4</td>
</tr>
<tr>
<td>J445</td>
<td>Special Offenders: Serial Killers</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credits**
- 16 credits

### Homeland Security Specialization

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J332</td>
<td>Homeland Security Policy</td>
<td>4</td>
</tr>
<tr>
<td>J335</td>
<td>Risk Analysis</td>
<td>4</td>
</tr>
<tr>
<td>J405</td>
<td>Emergency Management</td>
<td>4</td>
</tr>
<tr>
<td>J420</td>
<td>Crimes Across Borders</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credits**
- 16 credits

### Investigation/Law Enforcement Specialization

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J305</td>
<td>Examination of Forensic Science</td>
<td>4</td>
</tr>
<tr>
<td>J320</td>
<td>Criminal Investigations</td>
<td>4</td>
</tr>
<tr>
<td>J325</td>
<td>Criminal Evidence</td>
<td>4</td>
</tr>
<tr>
<td>J340</td>
<td>Forensic Psychology</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credits**
- 16 credits

### Total Degree Credit Hours

- Total general education credits: 58-59
- Total lower division major/core credits: 47
- Total upper division major/core credits: 49
- Total unrestricted elective credits: 12
- Credits in specialization: 16

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

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.

**Objective:**
- Graduates know the theory and practice of criminal justice, procedures, research methods, and leadership. They understand concepts of criminal behavior, crime prevention, and diversity in the justice system. Graduates 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. They value critical thinking, communication, diverse perspectives, technology and information literacy, lifelong learning, honesty, and integrity in the criminal justice system.

**Career Opportunities:**
- Police Officer
- Homeland Security Supervisor
- Juvenile Justice Specialist
- Criminal Victims Advocate
- Juvenile Justice Specialist
- Homeland Security Agent
- Probation/Parole Officer
- Police Officer

**BS Degree**

See page 32 for General Education Course Selections.
CRIMINAL JUSTICE AAS Degree
• Corrections • Homeland Security • Law Enforcement • Psychology

AAS Degree

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 critical thinking, communication, diverse perspectives, technology and information literacy, and integrity in the criminal justice system.

Foundation Courses
- B080 Reading and Writing Strategies 4
- B094 Geometry 4
- B095 Combined Basic and Intermediate Algebra 4

General Education Courses
- English Composition (Required courses) 4
- Communication (Required course) 4
- Humanities and Fine Arts (Select 2 courses) 8
- Math (Select 1 course) 4-5

Natural Sciences (Required courses) 6
- G156 Human Biology 4
- G156L Human Biology Lab 4

Social and Behavioral Sciences (Required courses) 8
- G142 Introduction to Sociology 4
- G148 General Psychology 4

Total general education credits 34-35

See page 32 for General Education Course Selections.

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
- J255 Ethics in Criminal Justice 4

Corrections Specialization  
- Students will complete these additional courses  
- J212 Case Management: Strategies for Rehabilitation 4
- J211 Counseling Clients 4
- J200 Domestic Violence 4
- J212 Legal Principles in Corrections 4
- J215 Juvenile Justice: Delinquency, Dependency, and Diversion 4
- J250 Drugs and Crime 4
- J280 Contemporary Issues in Criminal Justice Capstone 4

Total AAS Degree Credits 93-94*

Homeland Security Specialization  
- Students will complete these additional courses  
- J130 Introduction to Homeland Security 4
- J200 Domestic Violence 4
- J212 Juvenile Justice: Delinquency, Dependency, and Diversion 4
- J230 Terrorism 4
- J245 Security Challenges 4
- J250 Drugs and Crime 4
- J280 Contemporary Issues in Criminal Justice Capstone 4

Total AAS Degree Credits 93-94*

Law Enforcement Specialization  
- Students will complete these additional courses  
- J122 Crime Scene to Conviction: Critical Skills in Documentation 4
- J200 Domestic Violence 4
- J212 Juvenile Justice: Delinquency, Dependency, and Diversion 4
- J222 Practical Psychology for Law Enforcement 4
- J226 Legal Code for Law Enforcement 4
- J250 Drugs and Crime 4
- J280 Contemporary Issues in Criminal Justice Capstone 4

Total AAS Degree Credits 93-94*

Psychology Specialization  
- Students will complete these additional courses  
- HS260 Community Psychology 4
- HS270 Social Psychology 4
- HS280 Abnormal Psychology 4
- J200 Domestic Violence 4
- J212 Juvenile Justice: Delinquency, Dependency, and Diversion 4
- J250 Drugs and Crime 4
- J280 Contemporary Issues in Criminal Justice Capstone 4

Total AAS Degree Credits 93-94*

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.  
* Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program  
* Credit totals do not include Foundation Courses. Students must other demonstrate mastery of the subject matter in Foundation Courses through a STEP 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.
PARALEGAL AAS Degree

Foundation Courses
- B080 Reading and Writing Strategies 4
- B094 Geometry 4
- B095 Combined Basic and Intermediate Algebra 4

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

Total general education credits 34-35

See page 32 for General Education Course Selections.

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
- PL219 Law Office Technology 4
- PL228 Torts: Auto Accidents and Other Legal Injuries 4
- PL230 Family Law 4
- PL235 Legal Research 4
- PL240 Legal Writing 4

Track I (not available in Rasmussen College Online)
- PL290 Paralegal Internship 5

Track II
- PL280 Paralegal Capstone 5

TOTAL AAS DEGREE CREDITS 96-97*

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

Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.

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

Rasmussen College’s Elgin 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.

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 critical thinking, communication, diverse perspectives, technology and information literacy, and integrity. Paralegals may not provide legal services directly to the public, except as permitted by law.
DIGITAL DESIGN AND ANIMATION BS Degree

BS Degree

Career Opportunities:
- 3D Modeler
- Character Animator
- Graphic Designer
- Web Designer
- 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 and can apply this understanding to multimedia projects. Graduates can develop and guide visual designs and digital projects from concept to product using techniques from both traditional art and multimedia design, and industry-standard software tools and applications. They have skills in critical thinking, communication, and project management, and can apply these skills to support their businesses. They can apply, analyze, and evaluate theories and techniques of digital design and animation. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, lifelong learning, collaborative project development, and honesty and integrity in applying their multimedia design and animation skills to supporting users and businesses.

Foundation Courses
- B080 Reading and Writing Strategies 4
- B094 Geometry 4
- B095 Combined Basic and Intermediate Algebra 4

General Education Courses
- English Composition (Required course) 8
- Communication (Required course) 4
- Humanities and Fine Arts (*Required, select 2 additional courses) 12
- Math (Select 2 courses) 8-9
- Natural Sciences (*Required, select 2 additional courses) 14
- Social and Behavioral Sciences (Select 3 courses) 12

Total general education credits 58-59

See page 32 for General Education Course Selections.

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
- N111 Introduction to Computer Graphics 3
- N113 Introduction to Multimedia Design 3
- N121 Typography 3
- N122 Digital Publishing 3
- N124 Color Theory and Techniques 3
- N130 Audio/Video Editing 3
- N141 Digital Media Production 3
- N252 Fundamentals of Web Authoring and Design 3
- N262 Digital Media Assembly 3
- N272 Multimedia Technologies 3
- N280 Multimedia Portfolio Development 2

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

Elective Courses (Select one of the following elective groups)

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

Group II
- NM115 Networking and Internet Technologies 3
- NM250 Dynamic Content Management 3
- NM260 Server Side Scripting 3

Total Degree Credit Hours
- Total general education credits 58-59
- Total lower division major/core credits 52
- Total upper division major/core credits 64
- Total elective credits 9

TOTAL BS DEGREE CREDITS 183-184*

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 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 STEP placement exam or by successful completion of Foundation Courses.
GAME AND SIMULATION PROGRAMMING BS Degree

**Foundation Courses**
- B080 Reading and Writing Strategies 4
- B094 Geometry 4
- B095 Combined Basic and Intermediate Algebra 4

**General Education Courses**
- English Composition (Required course) 8
  - G124 English Composition
  - G126A English Composition 2
- Communication (Required course) 4
  - G227 Oral Communication
- Humanities and Fine Arts (Select 3 courses) 12
  - Note: Students who take Principles of Economics may not take Macroeconomics or Microeconomics
- Math (Select 2 courses) 8-9
  - W110 Fundamentals of Programming
  - W210 Java I

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

**Social and Behavioral Sciences** (Select 3 courses) 12
- Note: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

**Total general education credits** 58-59

See page 32 for General Education Course Selections.

### 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
- N130 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
- N267 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
- N210 Interactive Storytelling 3
- 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 Degree Credit Hours
- Total general education credits 58-59
- Total lower division major/core credits 64
- Total upper division major/core credits 60

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

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 in 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 STEP placement exam or by successful completion of Foundation Courses.

**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 product. They understand games and simulations in terms of storyline, plot, visual elements, interface design, hardware requirements, and the necessary coding to complete projects. They can develop stories and characters for games and simulations, and employ programming techniques, applied math and physics, and networking skills for multi-player games. They can perform software testing, product documentation, audience analysis, and implementation efficacy research while delivering products to consumers. The program will enhance critical thinking and reasoning faculties, information literacy, and communication competence, enabling students to excel in the game and simulation production industry. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, collaborative team strategies for project completion, standard industry ethical practices, and lifelong learning.
MULTIMEDIA TECHNOLOGIES • Diploma • AAS Degree

Digital Design and Animation Specialization

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 critical thinking and communication.

Diploma Courses
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
G124 English Composition 4
G195 College Statistics 5
N150 Technology’s Role in the 21st Century 2
NM110 Drawing Design and Art Theory 3
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
NM131 Introduction to 3D Arts and Animation 3
NM141 Digital Media Production 3
NM240 3-Dimensional Animation 3
NM252 Fundamentals of Web Authoring and Design 3
NM262 Digital Media Assembly 3
NM272 Multimedia Technologies 3

TOTAL DIPLOMA CREDITS 68*

Web Design Specialization

Objective:
Graduates of this program know basic theories of visual and interactive media design and portfolio development. They can create multimedia projects involving video and audio assets. Graduates value critical thinking and communication.

Diploma Courses
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
G124 English Composition 4
G195 College Statistics 5
N150 Technology’s Role in the 21st Century 2
NM110 Drawing Design and Art Theory 3
NM111 Introduction to Computer Graphics 3
NM113 Introduction to Multimedia Design 3
NM115 Networking and Internet Technologies 3
NM121 Typography 3
NM122 Digital Publishing 3
NM124 Color Theory and Techniques 3
NM130 Audio/Video Editing 3
NM131 Introduction to 3D Arts and Animation 3
NM141 Digital Media Production 3
NM250 Dynamic Content Management 3
NM252 Fundamentals of Web Authoring and Design 3
NM260 Server Side Scripting 3
NM262 Digital Media Assembly 3
NM272 Multimedia Technologies 3

TOTAL DIPLOMA CREDITS 68*

*AAS Degree

Career Opportunities:
- Graphic Designer
- Graphic Artist & Interactive Media Developer
- 3D Character Modeler
- Interactive Multimedia Specialist
- Website Designer

Objective:
Graduates of this program know basic theories of visual and interactive media design, project management, and portfolio development. They understand business and can apply this understanding to multimedia projects. They can create multimedia projects involving traditional art techniques, video, and audio assets. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and lifelong learning.

In addition to all Diploma Courses

General Education Courses
Communication (Required course) 4
G227 Oral Communication
Humanities (Select 1 additional course) 8
G147 Art Appreciation
Natural Sciences (Required courses) 6
G156 Human Biology
G156L Human Biology Lab
Social and Behavioral Sciences (Select 2 courses) 8
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics
Total additional general education credits 26
See page 32 for General Education Course Selections.

Additional Major and Core Course

Digital Design and Animation Specialization
NM280 Multimedia Portfolio Development 2

TOTAL AAS DEGREE CREDITS 96*

Web Design Specialization

NM280 Multimedia Portfolio Development 2

TOTAL AAS DEGREE CREDITS 96*

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter or Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.
SCHOOL OF TECHNOLOGY AND DESIGN

INFORMATION SYSTEMS MANAGEMENT AAS Degree

- Computer Information Technology
- Computer Information Technology with Multimedia
- Database Administration
- IP Telephony
- Network Administration
- Network Security
- Web Programming

Foundation Courses
B080 Reading and Writing Strategies 4
B094 Geometry 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
G156L Human Biology Lab 3
G156 Human Biology 3

Social and Behavioral Sciences (Select 2 courses) 8
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

Total general education credits 34-35

See page 32 for General Education Course Selections.

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

Total AAS Degree Credits 92-93*

Computer Information Technology

Career Opportunities:
- Computer Support Specialist
- Computer Application Support Specialist

Objective:
Graduates of the program understand how information systems are used in business and how technology adds value to the business process. Graduates know how businesses utilize information systems, how technology adds value to business processes, and how to engage in IT support. Graduates value critical thinking, communication, and business and professional skills.

Career Technology with Multimedia

Career Opportunities:
- Computer Support Specialist
- Computer Application Support Specialist

Objective:
Graduates of the program understand how information systems are used in business and how technology adds value to the business process. Graduates know how businesses utilize information systems, how technology adds value to business processes, and how to engage in IT support. Graduates value critical thinking, communication, and business and professional skills.

Career Administration

Career Opportunities:
- Database Administrator

Objective:
Graduates of the program understand how information systems are used in business and how technology adds value to the business process. Graduates know how to store, organize, and manage data for an organization, as well as create data backups, test their effectiveness, test the data integrity, and ensure the security of sensitive information within a database. Graduates value critical thinking, communication, and business and professional skills.

Career Telephony

Career Opportunities:
- Network Administrator with VoIP

Objective:
Graduates of the program understand how information systems are used in business and how technology adds value to the business process. Graduates know how to support and coordinate technology and communication hardware. This includes creating voice, video, and other communication systems, as well as installing and maintaining these programs. Graduates value critical thinking, communication, and business and professional skills.

Career Security

Career Opportunities:
- Network Administrator

Objective:
Graduates of the program understand how information systems are used in business and how technology adds value to the business process. Graduates know how to support and coordinate technology and communication hardware. This includes creating voice, video, and other communication systems, as well as installing and maintaining these programs. Graduates value critical thinking, communication, and business and professional skills.

Total AAS Degree Credits 92-93*

IP Telephony

Career Opportunities:
- Network Administrator with VoIP

Objective:
Graduates of the program understand how information systems are used in business and how technology adds value to the business process. Graduates know how to support and coordinate technology and communication hardware. This includes creating voice, video, and other communication systems, as well as installing and maintaining these programs. Graduates value critical thinking, communication, and business and professional skills.

Database Administration

Career Opportunities:
- Database Administrator

Objective:
Graduates of the program understand how information systems are used in business and how technology adds value to the business process. Graduates know how to store, organize, and manage data for an organization, as well as create data backups, test their effectiveness, test the data integrity, and ensure the security of sensitive information within a database. Graduates value critical thinking, communication, and business and professional skills.

Web Programming

Career Opportunities:
- Web Programmer

Objective:
Graduates of the program understand how information systems are used in business and how technology adds value to the business process. Graduates know how to support and coordinate technology and communication hardware. This includes creating voice, video, and other communication systems, as well as installing and maintaining these programs. Graduates value critical thinking, communication, and business and professional skills.

Total AAS Degree Credits 92-93*
## Network Administration

**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. Graduates understand how businesses utilize information systems, how technology adds value to business processes, and how network administrators are accountable for a business’s network running uninterrupted. Graduates value critical thinking, communication, and business and professional skills.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
<td>3</td>
</tr>
<tr>
<td>N133</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>N145</td>
<td>Fundamentals of PC Hardware and Software</td>
<td>4</td>
</tr>
<tr>
<td>N150</td>
<td>Technology’s Role in the 21st Century</td>
<td>2</td>
</tr>
<tr>
<td>N208</td>
<td>Linux Administration</td>
<td>3</td>
</tr>
<tr>
<td>N226</td>
<td>Windows Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>N234</td>
<td>Microsoft Exchange Server</td>
<td>3</td>
</tr>
<tr>
<td>N235</td>
<td>Cisco Networking Fundamentals and Routing</td>
<td>3</td>
</tr>
<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

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

---

## 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 used by industry-leading professionals to keep a network safe. Graduates value critical thinking, communication, and business and professional skills.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
<td>3</td>
</tr>
<tr>
<td>N133</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>N145</td>
<td>Fundamentals of PC Hardware and Software</td>
<td>4</td>
</tr>
<tr>
<td>N150</td>
<td>Technology’s Role in the 21st Century</td>
<td>2</td>
</tr>
<tr>
<td>N226</td>
<td>Windows Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>N235</td>
<td>Cisco Networking Fundamentals and Routing</td>
<td>3</td>
</tr>
<tr>
<td>N253</td>
<td>Managing Information Security</td>
<td>3</td>
</tr>
<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

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

---

## Web Programming

**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 know a variety of interactive tools and technologies to build robust web applications and user-friendly web interfaces, and they possess a comprehensive skill set in web programming, project management, and website creation. Graduates value critical thinking, communication, and business and professional skills.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SD225</td>
<td>Object-Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>W109</td>
<td>Relational Databases</td>
<td>3</td>
</tr>
<tr>
<td>W110</td>
<td>JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>W114</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>W116</td>
<td>Introduction to Web Design Software</td>
<td>3</td>
</tr>
<tr>
<td>W118</td>
<td>Introduction to HTML</td>
<td>3</td>
</tr>
<tr>
<td>W125</td>
<td>Introduction to Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>W201</td>
<td>Advanced Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>W210</td>
<td>Java I</td>
<td>3</td>
</tr>
<tr>
<td>W215</td>
<td>PERL/CGI</td>
<td>3</td>
</tr>
<tr>
<td>W216</td>
<td>PHP/MySQL</td>
<td>3</td>
</tr>
<tr>
<td>W290</td>
<td>Web Programming Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL AAS DEGREE CREDITS** 94-95*
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.

Foundation Courses
- B080 Reading and Writing Strategies 4
- B094 Geometry 4
- B095 Combined Basic and Intermediate Algebra 4

Certificate Courses
- A151 Accounting I 4
- A152 Accounting II 4
- A153 Accounting III 4
- A269 Income Tax 4
- B136 Introduction to Business 4
- B271 Professional Communication 4
- D132 Computer Applications and Business Systems Concepts 3
- D181 Excel 3
- D279 Computer Focused Principles 3
- E242 Career Development 2

TOTAL CERTIFICATE CREDITS 35*

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 for the quarter they are scheduled for the E242 Career Development course.

Diploma

Career Opportunities:
- Accounting Clerk
- Bookkeeper
- Bank Teller
- Accounts Management Trainee

Objective:
Graduates of this program learn to manage accounts receivable and accounts payable. They learn to prepare tax returns and financial statements, and use computer applications proficiently. They know financial and managerial accounting concepts as related to the business environment. Graduates value critical thinking, communication, and the ability to relate accounting concepts to the world around them.

In addition to all Certificate Courses

Diploma Courses
- A276 Financial Investigation 4
- A280 Accounting Capstone 2
- B132 Principles of Marketing 4
- B234 Business Law 4
- B293 Business Ethics 4
- G124 English Composition 4
- G195 College Statistics 5
- G203 Macroeconomics 4
- G204 Microeconomics 4

TOTAL DIPLOMA CREDITS 70*

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 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 STEP placement exam or by successful completion of Foundation Courses.

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

- Business Administration • Call Center Management • Entrepreneurship
- Human Resources • Internet Marketing • Marketing and Sales

Certificate

Career Opportunities:
- Entry-level Business Assistant

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

Foundation Courses
- B080 Reading and Writing Strategies 4
- B094 Geometry 4
- B095 Combined Basic and Intermediate Algebra 4

Certificate Courses
- A151 Accounting I 4
- B136 Introduction to Business 4
- B230 Principles of Finance 4
- B233 Principles of Management 4
- B234 Business Law 4
- B271 Professional Communication 4
- D132 Computer Applications and Business Systems Concepts 3
- E242 Career Development 2
- G203 Macroeconomics 4
- G204 Microeconomics 4

TOTAL CERTIFICATE CREDITS 37*

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 critical thinking, communication, and lifelong learning.

In addition to all Certificate Courses

Diploma Courses
- B280 Business Capstone 2
- G124 English Composition 4
- G195 College Statistics 5

Business Administration Specialization
(students will complete these additional courses)
- A152 Accounting II 4
- A177 Payroll Accounting 4
- B119 Customer Service 4
- B205 Introduction to Human Resource Management 4
- B293 Business Ethics 4
- D181 Excel 3
- D279 Computer Focused Principles 3

TOTAL DIPLOMA CREDITS 74*

Call Center Management Specialization
(students will complete these additional courses)
- B242 Multicultural Communication for Business 4
- B270 Introduction to Global Business 4
- B272 Call Center Strategic Leadership 4
- B275 Call Center Customer Service Representative Skills 4
- B276 Call Center Labor Force Management 4
- B278 Call Center Operations Management 4
- B293 Business Ethics 4

TOTAL DIPLOMA CREDITS 76*

Entrepreneurship Specialization
(students will complete these additional courses)
- B146 Introduction to Entrepreneurship 4
- B240 Entrepreneurial Product and Service Planning 4
- B243 Entrepreneurial Marketing 4
- B244 Entrepreneurial Finance: Capitalization for the Entrepreneur 4
- B247 Entrepreneurial Internship 4
- B293 Business Ethics 4

TOTAL DIPLOMA CREDITS 72*

Human Resources Specialization
(students will complete these additional courses)
- B119 Customer Service 4
- B165 Introduction to Human Resource Management 4
- B249 Risk Management and Insurance 4
- B250 Training and Development 4
- B267 Employment Law 4
- B268 Compensation and Benefits Management 4
- B293 Business Ethics 4

TOTAL DIPLOMA CREDITS 76*

Internet Marketing Specialization
(students will complete these additional courses)
- B223 Internet Consumer Behavior 4
- B224 Marketing Ethics 4
- B228 Search Engine Marketing 4
- B229 Target/Audience Messaging 4
- B245 Online Multimedia Marketing 4
- B273 Internet Business Models and E-Commerce 4

TOTAL DIPLOMA CREDITS 72*

Marketing and Sales Specialization
(students will complete these additional courses)
- B119 Customer Service 4
- B140 Sales Techniques 4
- B224 Marketing Ethics 4
- B232 Principles of Marketing 4
- B263 Principles of Advertising 4
- B273 Internet Business Models and E-Commerce 4
- R200 Principles of Retailing 4

TOTAL DIPLOMA CREDITS 76*

School of Business Mission Statement

The Rasmussen 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.
SCHOOL OF HEALTH SCIENCES

MEDICAL BILLING AND CODING • Certificate • Diploma

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 principals, 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 ethical and professional behavior in the workplace and the confidentiality of patient information.

Foundation Courses
B080 Reading and Writing Strategies 4
B094 Geometry 4
B095 Combined Basic and Intermediate Algebra 4

Certificate Courses
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
G150 Structure and Function of the Human Body 4
M120 Medical Terminology 4
M140 Basic ICD-9-CM Coding 4
M140A Intermediate ICD-9-CM Coding 3
M141 Ambulatory Care Coding 3
M209 Medical Insurance and Billing 3
M223 Pathology I 4
M224 Pathology II 4
M243 Health Information Law and Ethics 4
M251 Medical Coding Practicum 1

TOTAL CERTIFICATE CREDITS 39*

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

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 principals, 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 critical thinking, communication, ethical and professional behavior in the workplace and the confidentiality of patient information.

In addition to all Certificate Courses

Diploma Courses
G124 English Composition 4
G195 College Statistics 5
M135 Pharmacology for the Allied Health Professional 4
M208 Introduction to Health Information Management 4

TOTAL DIPLOMA CREDITS 56*

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 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 STEP placement exam or by successful completion of Foundation Courses.
CRIMINAL JUSTICE • Certificate • Diploma
• Corrections • Homeland Security • Law Enforcement • Psychology

Certificate

Career Opportunities:
• Security Professional

Objective:
Graduates of this program know the history and development of the criminal justice system and its affect 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 critical thinking, communication, and integrity in the criminal justice system.

Foundation Courses
B080 Reading and Writing Strategies 4
B094 Geometry 4
B095 Combined Basic and Intermediate Algebra 4

Certificate Courses
D132 Computer Applications and Business Systems Concepts 3
E170 Introduction to Undergraduate Research 2
E242 Career Development 2
G124 English Composition 4
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
J255 Ethics in Criminal Justice 4

TOTAL CERTIFICATE CREDITS 39*

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

Diploma

Career Opportunities:
• Security Professional
• Corrections Specialist

Objective:
Graduates of this program know the history and development of the criminal justice system and its affect 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 critical thinking, communication, and integrity in the criminal justice system.

Foundation Courses
B080 Reading and Writing Strategies 4
B094 Geometry 4
B095 Combined Basic and Intermediate Algebra 4

Certificate Courses
D132 Computer Applications and Business Systems Concepts 3
E170 Introduction to Undergraduate Research 2
E242 Career Development 2
G124 English Composition 4
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
J255 Ethics in Criminal Justice 4

Corrections Specialization
(G148 General Psychology 4
G195 College Statistics 5
J121 Case Management: Strategies for Rehabilitation 4
J122 Counseling Clients 4
J123 Legal Principles in Corrections 4
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J250 Drugs and Crime 4
J280 Contemporary Issues in Criminal Justice Capstone 4

TOTAL DIPLOMA CREDITS 72*

In addition to the courses listed, at designated points in their programs of study students are required to complete a seminar course. Students must demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.

Law Enforcement Specialization
(G148 General Psychology 4
G195 College Statistics 5
J122 Crime Scene to Conviction: Critical Skills in Documentation 4
J131 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J221 Practical Psychology for Law Enforcement 4
J225 Legal Code for Law Enforcement 4
J250 Drugs and Crime 4
J280 Contemporary Issues in Criminal Justice Capstone 4

TOTAL DIPLOMA CREDITS 72*

Psychology Specialization
(G148 General Psychology 4
G195 College Statistics 5
HS260 Community Psychology 4
HS270 Social Psychology 4
HS280 Abnormal Psychology 4
J121 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J250 Drugs and Crime 4
J280 Contemporary Issues in Criminal Justice Capstone 4

TOTAL DIPLOMA CREDITS 72*

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP 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.
INFORMATION SYSTEMS MANAGEMENT
Certificate • Diploma

• Computer Information Technology • Computer Information Technology with Multimedia
• Database Administration • Network Administration • Network Security • Web Programming

Computer Information Technology
• Certificate

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. Graduates know how businesses utilize information systems, how technology adds value to business processes, and how to engage in IT support.

Foundation Courses
B080 Reading and Writing Strategies 4
B094 Geometry 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 the quarter 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 STEP placement exam or by successful completion of Foundation Courses.

Diploma Courses
B119 Customer Service 4
B136 Introduction to Business 4
B271 Professional Communication 4
B273 Internet Business Models and E-Commerce 4
B293 Business Ethics 4
D132 Computer Applications and Business Systems Concepts 3
D181 Excel 3
D187 Professional Presentations 3
D283 Access 3
E242 Career Development 2
G124 English Composition 4
G141 Introduction to Communication 4
G195 College Statistics 5
N127 Microsoft Windows Workstations 3
N133 Networking Fundamentals 3
N140 Logic and Troubleshooting 4
N145 Fundamentals of PC Hardware and Software 3
N228 Microsoft Windows Server 3
N290 Information Technology Capstone 3
S120 Word for Windows 3
W108 Introduction to Website Design 3

TOTAL DIPLOMA CREDITS 72*

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 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 STEP placement exam or by successful completion of Foundation Courses.
### Database Administration Diploma

**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 know how to store, organize, and manage data for an organization, as well as create data backups, test their effectiveness, test the data integrity, and ensure the security of sensitive information within a database.

**Foundation Courses**
- B080 Reading and Writing Strategies 4
- B094 Geometry 4
- B095 Combined Basic and Intermediate Algebra 4

**Diploma Courses**
- W114 Fundamentals of Programming 3
- W109 JavaScript 4
- W201 Advanced Visual Basic 3
- W210 Java 3
- W215 PERL/cgi 3
- W216 PHP/MySQL 3
- W290 Web Programming Capstone 2

### Network Administration - Diploma

**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. Graduates understand how businesses utilize information systems, how technology adds value to business processes, and how network administrators are accountable for a business’s network running uninterrupted. Graduates value critical thinking, communication, and business and professional skills.

**Foundation Courses**
- B080 Reading and Writing Strategies 4
- B094 Geometry 4
- B095 Combined Basic and Intermediate Algebra 4

**Diploma 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
- G195 College Statistics 5
- 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

### Network Security - Diploma

**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 used by industry-leading professionals to keep a network safe. Graduates value critical thinking, communication, and business and professional skills.

**Foundation Courses**
- B080 Reading and Writing Strategies 4
- B094 Geometry 4
- B095 Combined Basic and Intermediate Algebra 4

**Diploma 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
- G124 English Composition 4
- G195 College Statistics 5
- 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
- N236 Microsoft Exchange Server 3
- N237 Managing Information Security 3
- N290 Information Technology Capstone 2

### Web Programming - Diploma

**Career Opportunities:**
- Web Developer

**Objective:**
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know a variety of interactive tools and technologies to build robust web applications and user-friendly web interfaces, and they possess a comprehensive skill set in web programming, project management, and website creation. Graduates value critical thinking, communication, and business and professional skills.

**Foundation Courses**
- B080 Reading and Writing Strategies 4
- B094 Geometry 4
- B095 Combined Basic and Intermediate Algebra 4

**Diploma 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
- G124 English Composition 4
- G195 College Statistics 5
- N140 Logic and Troubleshooting 4
- S225 Web Programming Capstone 2
### General Education Course Selections

<table>
<thead>
<tr>
<th>All Bachelor’s Degree Programs</th>
<th>All Associate’s Degree Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Composition</strong></td>
<td><strong>English Composition</strong></td>
</tr>
<tr>
<td>G124 English Composition</td>
<td>G124 English Composition</td>
</tr>
<tr>
<td>G126A English Composition 2</td>
<td></td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td><strong>Communication</strong></td>
</tr>
<tr>
<td>G227 Oral Communication</td>
<td>G227 Oral Communication</td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
<td><strong>Humanities</strong></td>
</tr>
<tr>
<td>G125 Humanities</td>
<td>G125 Humanities</td>
</tr>
<tr>
<td>G145 Film Appreciation</td>
<td>G145 Film Appreciation</td>
</tr>
<tr>
<td>G147 Art Appreciation</td>
<td>G147 Art Appreciation</td>
</tr>
<tr>
<td>G151 Music Appreciation</td>
<td>G151 Music Appreciation</td>
</tr>
<tr>
<td>G155 Introduction to Philosophy</td>
<td>G155 Introduction to Philosophy</td>
</tr>
<tr>
<td>G224 Introduction to Critical Thinking</td>
<td>G224 Introduction to Critical Thinking</td>
</tr>
<tr>
<td>G230 Introduction to Literature</td>
<td>G230 Introduction to Literature</td>
</tr>
<tr>
<td>G333 American Religious History</td>
<td></td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td><strong>Mathematics</strong></td>
</tr>
<tr>
<td>G161 Quantitative Literacy</td>
<td>G161 Quantitative Literacy</td>
</tr>
<tr>
<td>G180 General Education Mathematics</td>
<td>G180 General Education Mathematics</td>
</tr>
<tr>
<td>G195 College Statistics</td>
<td>G195 College Statistics</td>
</tr>
<tr>
<td><strong>Natural Sciences</strong></td>
<td><strong>Natural Sciences</strong></td>
</tr>
<tr>
<td>G156 Human Biology</td>
<td>G156 Human Biology</td>
</tr>
<tr>
<td>G156L Human Biology Lab</td>
<td>G156L Human Biology Lab</td>
</tr>
<tr>
<td>G170 Introduction to Zoology</td>
<td></td>
</tr>
<tr>
<td>G239 Introduction to Astronomy</td>
<td></td>
</tr>
<tr>
<td>G245 Introduction to Geology</td>
<td></td>
</tr>
<tr>
<td><strong>Social and Behavioral Sciences</strong></td>
<td><strong>Social and Behavioral Sciences</strong></td>
</tr>
<tr>
<td>G123 Principles of Economics</td>
<td>G123 Principles of Economics</td>
</tr>
<tr>
<td>G142 Introduction to Sociology</td>
<td>G142 Introduction to Sociology</td>
</tr>
<tr>
<td>G146 Human Geography</td>
<td>G146 Human Geography</td>
</tr>
<tr>
<td>G148 General Psychology</td>
<td>G148 General Psychology</td>
</tr>
<tr>
<td>G203 Macroeconomics</td>
<td>G203 Macroeconomics</td>
</tr>
<tr>
<td>G204 Microeconomics</td>
<td>G204 Microeconomics</td>
</tr>
<tr>
<td>G270 United States History: 1900 to the Present</td>
<td>G270 United States History: 1900 to the Present</td>
</tr>
<tr>
<td>G401 Comparative Politics</td>
<td></td>
</tr>
</tbody>
</table>

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

#### Program Length

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

#### How to read course descriptions

Course description numbers that fall below 100 are considered developmental courses. Course description numbers that range from 100-199 are considered entry level courses. Course description numbers that range from 200-299 are considered to be more advanced courses and may function as second-year courses or capstone courses. Course description numbers that range from 300-399 are considered upper division courses that may function as third-year courses. Course description numbers that range from 400-499 are considered advanced upper division courses that may function as fourth-year requirements for a Bachelor’s Degree.

- A - Accounting
- B - Business
- C - Computers
- EL - Early Childhood Education
- F - Banking and Finance
- G - General Education
- H - Healthcare Management
- HI - Health Information Management
- J - Criminal Justice
- M - Medical/Health Sciences
- MA - Medical Assisting
- N - Network
- NM - Multimedia
- PL - Paralegal
- PT - Pharmacy Technician
- R - Retail/Sales
- S - Secretarial/Office Administration
- SD - Technology and Design
- W - Web Programming

**E170 Introduction to Undergraduate Research / E242 Career Development**

E170 Introduction to Undergraduate Research and E242 Career Development are courses specific to the College, facilitating lifelong career-placement services. The numbers assigned to these courses reflect their institution-specific nature. See the Academic Information section for policies on transfer of these courses.
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 completing an accounting cycle are introduced. The course will emphasize financial statement analysis. 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: Accounting I

A151 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 accounting and will be trained in the bookkeeping function of properly recording transactions in journals and posting to ledgers. The trial balance, working papers, financial statements, and completing an accounting cycle are introduced.
Prerequisite: none

A152 Accounting II 40 hours, 4 credits
This course is a continuation of Accounting I with additional concern with financial statement analysis for partnerships and corporations. The course will emphasize financial aspects including: property plant equipment, inventory and accounts receivable and will address the classifications of accounts, payroll liabilities and, monthly adjustments.
Prerequisite: Accounting I

A153 Accounting III 40 hours, 4 credits
This course is a further continuation of Accounting II and will 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 costing methods used for budgeting and forecasting.
Prerequisite: Accounting II

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

A223 Financial Accounting 40 hours, 4 credits
This course presents financial accounting principles and practices and how they relate to modern business processes. Students learn from a combination of theory, practice, and real-world application. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Accounting I, Accounting II

A242 Managerial Accounting 40 hours, 4 credits
This course provides management accounting skills for internal reporting and decision-making purposes. Accounting information is presented through a business approach. Major topics include cost behavior, cost analysis, profit planning and control measures. Accounting for decentralized operations, capital budgeting decisions, and ethical challenges in managerial accounting are also covered.
Prerequisite: Accounting II

A249 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 II

A272 Intermediate Accounting I 40 hours, 4 credits
This course covers a review of accounting procedures and then expands to specialized treatment of financial statements, cash and temporary assets, receivables, inventories (general and estimating procedures), current liabilities, income tax procedures in accounting and the acquisition, use, and retirement of long-term plant assets.
Prerequisite: Accounting III

A274 Intermediate Accounting II 40 hours, 4 credits
A continuation of Intermediate Accounting I, this course finishes coverage of valuation of assets and liabilities, and continues in stockholder’s equity. Areas included are analysis and interpretation of financial statements. Miscellaneous topics include costs, ownership changes, error corrections, and prior period adjustments.
Prerequisite: Intermediate 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. This course will expand in areas of revenue, inventory, liabilities, assets, and inadequate disclosures related to management and accounting control.
Prerequisite: Financial Accounting II

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. The course will focus on research, case analysis, interpersonal communication and class presentation. Students have the opportunity to participate in an optional internship/externship project.
Prerequisite: Intermediate Financial Reporting I

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 behavior, production costing methods, data processing, economic analysis, budgeting, and management and control. Cost issues include how to identify, measure, and accumulate direct and indirect costs, how to apply burden, introduction to job costing systems, budgeting, cost-volume-profit relationships, and relevant costing.
Prerequisite: Financial Accounting II

A410 Advanced Federal Tax Theory 40 hours, 4 credits
This course provides an advanced instruction in the tax laws as implemented by the Internal Revenue Service, addressing individuals, corporations, and partnerships.
Prerequisite: Taxation of Individuals

A416 Advanced Financial Accounting 40 hours, 4 credits
This course focuses on the importance of the operational practices in organizations today to build business combinations and the related financial accounting transactions necessary, segment reporting, output planning, international transaction accounting, foreign currency transactions, inventory control, scheduling, and quality control. An interweaving emphasis will be placed on quality and its impact in ensuring a strategic advantage for manufacturing and service entities.
Prerequisite: Intermediate Financial Reporting II

A420 Accounting Information Systems 40 hours, 4 credits
This course is designed to cover the fundamental concepts of geometry and is intended for students who lack credit in one year of high school geometry or need a review of the subject matter.
Prerequisite: Placement determined by placement test score.

B119 Customer Service 40 hours, 4 credits
This course focuses on the importance of the operational practices in organizations today to build business combinations and the related financial accounting transactions necessary, segment reporting, output planning, international transaction accounting, foreign currency transactions, inventory control, scheduling, and quality control. An interweaving emphasis will be placed on quality and its impact in ensuring a strategic advantage for manufacturing and service entities.
Prerequisite: Intermediate Financial Reporting II

A430 Managerial Accounting Theory and Practice 40 hours, 4 credits
This course provides a survey of the theory and application of managerial accounting principles. Topics include cost behavior, production costing methods, data processing, economic analysis, budgeting, and management and control.
Prerequisite: Financial Accounting II

A440 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

A470 Intermediate Financial Reporting I 40 hours, 4 credits
This course covers a review of accounting theory, its conceptual framework, and how to analyze financial reports, including income statements, the statement of cash flows, and the balance sheet.
Prerequisite: Financial Accounting II

A475 Intermediate Financial Reporting II 40 hours, 4 credits
This course builds on Intermediate Financial Reporting I. Topics include stockholder’s equity, valuation of assets and liabilities, interpretation of financial statements, accounting changes and errors, and prior period adjustments.
Prerequisite: Intermediate Financial Reporting I

A380 Intermediate Financial Reporting III 40 hours, 4 credits
Intermediate Financial Reporting III builds on Intermediate Financial Reporting II and explores advanced financial principles, processes, and procedures related to how organizations measure key financial objectives, including revenue, cash, and taxes. The development and challenges concerning international accounting standards is also studied. An application of international standards is interwoven through each lesson.
Prerequisite: Intermediate Financial Reporting II

A450 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 behavior, production costing methods, data processing, economic analysis, budgeting, and management and control. Cost issues include how to identify, measure, and accumulate direct and indirect costs, how to apply burden, introduction to job costing systems, budgeting, cost-volume-profit relationships, and relevant costing.
Prerequisite: Financial Accounting II

A410 Advanced Federal Tax Theory 40 hours, 4 credits
This course provides an advanced instruction in the tax laws as implemented by the Internal Revenue Service, addressing individuals, corporations, and partnerships.
Prerequisite: Taxation of Individuals

A416 Advanced Financial Accounting 40 hours, 4 credits
This course focuses on the importance of the operational practices in organizations today to build business combinations and the related financial accounting transactions necessary, segment reporting, output planning, international transaction accounting, foreign currency transactions, inventory control, scheduling, and quality control. An interweaving emphasis will be placed on quality and its impact in ensuring a strategic advantage for manufacturing and service entities.
Prerequisite: Intermediate Financial Reporting II

A420 Accounting Information Systems 40 hours, 4 credits
This course is designed to cover the fundamental concepts of geometry and is intended for students who lack credit in one year of high school geometry or need a review of the subject matter.
Prerequisite: Placement determined by placement test score.

B119 Customer Service 40 hours, 4 credits
This course focuses on the importance of the operational practices in organizations today to build business combinations and the related financial accounting transactions necessary, segment reporting, output planning, international transaction accounting, foreign currency transactions, inventory control, scheduling, and quality control. An interweaving emphasis will be placed on quality and its impact in ensuring a strategic advantage for manufacturing and service entities.
Prerequisite: Intermediate Financial Reporting II

A430 Managerial Accounting Theory and Practice 40 hours, 4 credits
This course provides a survey of the theory and application of managerial accounting principles. Topics include cost behavior, production costing methods, data processing, economic analysis, budgeting, and management and control.
Prerequisite: Financial Accounting II

A440 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. The 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 coursework. Through review of grammar, punctuation, and the writing process, students will enhance their ability to compose sentences, paragraphs, and short essays. The study of active reading strategies will provide students with the tools necessary for comprehending collegiate level texts.
Prerequisite: Placement determined by placement test score.

B094 Geometry 40 hours, 4 credits
This course is designed to cover the fundamental concepts of geometry and is intended for students who lack credit in one year of high school geometry or need a review of the subject matter.
Prerequisite: Placement determined by placement test score.

B095 Combined Basic and Intermediate Algebra 40 hours, 4 credits
This course is designed to cover 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 STEP assessment score

B098 Foundations of English II 40 hours, 4 credits
This course emphasizes mastery of grammar and punctuation usage, paragraph structure, and strategy.
Prerequisite: Placement determined by placement test score.

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

B136 Introduction to Business 40 hours, 4 credits
This course is 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 focus is on the information, skills, and activities necessary for success in today’s marketplace.
Prerequisite: none
Course Descriptions

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

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

B205 Business Calculus
40 hours, 4 credits
This course is for business students and focuses on developing a thorough understanding calculus and its cross-discipline applications. Students will develop a well written format for utilizing calculus as a tool for helping to solve business problems.
Prerequisite: none

B215 Business Statistics
40 hours, 4 credits
This course teaches students the fundamentals of statistics and how to use statistics in each business discipline, including marketing, management, accounting, and finance.
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 are used to support business processes.
Prerequisite: Computer Applications and Business Systems Concepts

B220 Project Planning and Documentation
40 hours, 4 credits
This course encompasses timelines, deadlines, teamwork, building communication issues and problem solving. The course is set with predefined 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
Co-requisite: Financial Seminar

B223 Internet Consumer Behavior
40 hours, 4 credits
This course is designed in three basic sections which provide students a full understanding of the way consumers shop and how products are best marketed. Section one explores the consumer motives for buying specific to personality traits, demographics and psychographics. Section two covers marketing tactics for the savvy non-persuasive consumer and the final section covers managerial and group decision making. This course assists students to understand and apply the concept of consumer behavior to real companies and marketing situations through the use of current case-studies, visuals and scientific research on consumer behavior.
Prerequisite: E-Commerce

B224 Marketing Ethics
40 hours, 4 credits
Using current case-studies, this course is designed to provide students the opportunity to discuss and debate the difference between ethical and unethical business conduct. Students will then use this information to understand how today’s ideals and principles are applied in the practice of ethical reasoning, marketing decision making and accurate reporting with the purpose of understanding guidelines designed to protect and inform today’s consumers.
Prerequisite: E-Commerce

B228 Internet 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 a quality marketing mix.
Prerequisite: Internet Business Models

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

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

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

B234 Business Law
40 hours, 4 credits
This course presents fundamental principles of law applicable to business transactions. The course relates areas of legal environment of business and sales contracts. Principles of law that apply to government, regulations, commercial paper, property, bailments, agency and business organizations are addressed.
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 students’ market. Students will also examine the cycle of products and services once they are launched.
Prerequisite: Introduction to Entrepreneurship

B242 Multicultural Communications for Business
40 hours, 4 credits
This course provides an introduction to the challenges a diverse workforce presents in today’s global economy. Specific areas of study will be coping with diverse communication styles, allowing for divergent approaches to task completion, mitigating different attitudes toward conflict, and resolution of ethical reasoning, marketing and protocols for ensuring multicultural collaboration.
Prerequisite: none

B243 Entrepreneur Marketing
40 hours, 4 credits
Students will examine all aspects of entrepreneurial marketing. Using marketing case studies, students will explore several entrepreneurial marketing tactics and will create a marketing strategy for their chosen product or service. From this strategy, students will create a complete market plan. They will also present their ideas to the class.
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 Finance

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

B247 Entrepreneur Internship
120 hours, 4 credits
Students will complete an unpaid internship with a local entrepreneur or business owner. The College facilitates the process of matching students with entrepreneurs. The internship will integrate prior coursework into a comprehensive understanding of entrepreneurship, providing students with hands-on learning opportunities and work experience. During the internship, the student will meet with the entrepreneur and write a series of short, reflective papers based on their experience.
Prerequisite: Entrepreneurship student in last or second-to-last quarter

B249 Risk Management and Insurance
40 hours, 4 credits
This course covers the general principles of risk management and insurance and their role in business. Topics include the relationship of risk transfer, risk avoidance, and risk retention to risk management and loss control methods as used for decision making in human resources and finance. Emphasis is placed on the risk management process which includes the identification of risks, evaluation of risks, and selection of appropriate management response, implementation, and review.
Prerequisite: Introduction to Human Resource Management

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

B263 Principles of Accounting
40 hours, 4 credits
This course is a study of theory, principles and functions of accounting, its role and its social and economic structure. Newspapers, magazines, radio and television are reviewed as advertising media.
Prerequisite: Principles of Marketing

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

B268 Compensation and Benefits Management
40 hours, 4 credits
This course addresses the trends and evolution of compensation and benefits at both the strategic and operational dimensions. Evaluation of costs associated with various approaches to compensation and benefits is explored. This course will help students understand the role that an integrated total compensation program can pay in contributing to organizational success. You will learn about effective compensation strategies and how various emerging issues impact program design.
Prerequisite: Introduction to Human Resource Management

B270 Introduction to Global Business
40 hours, 4 credits
This course will explore the importance of developing varied techniques for managing all aspects of a global business venture. Through real-life case studies, students will investigate the interconnectivity in global business specific to languages, attitudes, religious beliefs, traditions, work ethic, political and legal systems, governmental regulation, fiscal and monetary policies, infrastructure, and market potentials.
Prerequisite: none

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

B272 Call Center Strategic Leadership
40 hours, 4 credits
This course will focus on strategic leadership specific to assembling and preparing a strong team, defining quality assurance methodologies, determining appropriate performance metrics, executing motivation and retention strategies and understanding legal and personnel issues in correlation with strategic leadership as seen through project, financial and risk management.
Prerequisite: none
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 and the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of e-commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of E-Business.

Prerequisite: none

B275 Call Center Customer Service Representative Skills 40 hours, 4 credits

Considering the success of any call center rests in the hands of its Customer Service Representatives, it is critical that training, continual skills assessment and professional development opportunities are incorporated into the business cycle. This course will introduce the skills and require students to practice the skills required for exemplar reps as well as discuss different assessment tools and skill building techniques. Further, this course will also examine Customer Relationship Management (CRM) principles specific to call routing operations.

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 critical to 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 requirements, and 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 technologies and tools available for call centers and their applications. Starting with the importance of site selection, facility design and management, this course will progress systematically through the process of developing a call center from inception to execution.

Prerequisite: none

B280 Business Capstone 20 hours, 2 credits

This course is designed to allow students to integrate the knowledge and skills gained in the Business Management Associate’s Degree program. Through case analysis, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core business concepts via their experience, students will synthesize and demonstrate their understanding of core business concepts via their experience, students will synthesize and demonstrate their understanding of core business concepts via their experience, students will synthesize and demonstrate their understanding of core business concepts via their experience, students will synthesize and demonstrate their understanding of core business concepts via their experience, students will synthesize and demonstrate their understanding of core business concepts via their experience.

Prerequisite: students must be enrolled in the Business Associate’s Degree program and in their last or second-to-last quarter.

Co-requisite: Sophomore Seminar

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 major theories of business ethics, 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: none

B330 Advanced Principles of Financial Management 40 hours, 4 credits

This course provides an introduction to advanced concepts and methods of financial management for organizations. Topics include an analysis of corporate finance, asset pricing, leverage, risk and return, short- and long-term investment decisions, business financial planning, working capital management, capital structure, multinational finance, as well as other topics.

Prerequisite: Financial Accounting II

B333 Principles of Business Law 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.

Prerequisites: 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.

Prerequisite: Computer Applications and Business Systems Concepts, Introduction to Business

B352 International Business 40 hours, 4 credits

This course provides management students with an introduction to international economic, political, cultural and business environments. Students will develop a basic understanding and appreciation of the myriad factors involved in managing people within a global workforce.

Prerequisite: Principles of Management

B360 Operations Management 40 hours, 4 credits

This course examines the operations function of managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered will include designing and managing operations, purchasing raw materials, controlling and maintaining inventories, and producing goods or services that meet customers’ expectations. Quantitative modeling will be used for solving business problems.

Prerequisite: Introduction to Business

B365 Human Resource Management 40 hours, 4 credits

The purpose of this course is to enable the student to develop a broad exposure to new approaches, techniques, and future trends in the management of personnel. This course includes a study of the major functions in personal management including job analysis, human capital planning, selection of personnel, performance evaluation, training and wage and salary administration.

Prerequisite: Principles of Management

B370 Organizational Behavior Analysis 40 hours, 4 credits

This course is designed to explore human behavior in work settings from an interdisciplinary perspective. The following topics will be studied and analyzed from a management perspective: organizational structure, leadership, power, conflict management, individual and group dynamics, motivation, morale, and communication.

Prerequisite: Introduction to Business

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 and Introduction to Human Resource Management; or Management of Health Information Services

B382 Insurance 40 hours, 4 credits

This course covers the characteristics of those areas of risk and uncertainty where the mechanisms of insurance are effective alternatives. Insurable risks of both business and individuals are covered. The concepts, contracts, and institutions involved in insurance are covered, as well as governmental regulations that impact the industry.

Prerequisite: Introduction to Business

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: Introduction to Business

B415 Risk Management 40 hours, 4 credits

This upper-level business course explores the elements of risk management and insurance essential to the business environment. This course will develop the rationale for risk-management systems and examine the environments in which they operate. Students will learn to analyze, and evaluate approaches to measuring and managing risks in various business environments.

Prerequisite: Introduction to Human Resource Management

B417 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 including creating timetables, resource management, implementation, along with the basics of writing project proposals. Students will learn to select appropriate planning techniques and software. Students will plan and propose a project appropriate to their fields of study.

Prerequisite: Computer Applications and Business Systems Concepts

B428 Money and Banking 40 hours, 4 credits

This course is an examination of the structure and operations of our monetary systems. In this course topics covered include the fundamentals of money and financial markets, commercial banking and its regulation.

Prerequisite: Principles of Economics or equivalent

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: Search Engine Marketing, 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: Principles of Management

B441 Personnel and Labor Relations 40 hours, 4 credits

This course examines the context of labor relations, the collective bargaining process, labor contracts, and labor relations.

Prerequisites of Management

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 Math course

B460 Strategic Management 40 hours, 4 credits

This course is designed to integrate prior business courses through study, discussion, and creation of strategic management plans. Students will evaluate the key functions of organizations and integration of these functions to understand the best practices used to achieve competitive advantages. Topics will include strategic formulation, implementation, and evaluation.

Prerequisite: Introduction to Business

B461 Labor Relations Management 40 hours, 4 credits

This course deals with the relationship of labor unions and management, the fundamentals of collective bargaining and labor legislation. The structure and growth of unions, as well as the relationships and problems that exist among private and public sector organizations, the labor force, and government are surveyed. This course includes educational resources from Harvard Business Publishing.

Prerequisite: Principles of Management
### COURSE DESCRIPTIONS

**B472 Internship**  
60 hours, 2 credits  
Students will complete an unpaid internship in a business management discipline with either their current employer or a Rasmussen corporate partner. The College facilitates the process of matching students with the appropriate employer and internship opportunity. The internship will integrate prior coursework into a comprehensive understanding of the business management discipline and provide students with hands-on learning opportunities and professional experience. During the internship, the student will shadow an employer mentor, complete a project, and write a series of short, reflective papers based on their experience.

Prerequisite: Business management students in last or second-to-last quarter.

**B474 Small Business Management I**  
40 hours, 4 credits  
This course is a study of the factors involved in starting and managing a small- to medium-sized business. Emphasis is on the conduct of a pre-business feasibility study, and start-up of the business, successful management and options for succession or termination. Students will prepare a business plan.

Prerequisite: Principles of Management

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

Prerequisite: Business Ethics; Business Law

**B492 Contemporary Leadership Challenges**  
40 hours, 4 credits  
This seminar course examines current issues within the management field. This course is highly interactive in that both students and faculty are actively engaged in researching, presenting, and discussing course materials. In addition to gaining in-depth exposure to a current key topic in the field, students learn to become effective and active members of a professional learning community.

Prerequisite: Principles of Management

**B499 Management Capstone**  
40 hours, 4 credits  
In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, contemplating, and applying theoretical concepts studied throughout their degree in creating a solution for an actual management need. This course is designed to be taken during the student’s last quarter. Students have the opportunity to participate in an optional internship/externship project.

Prerequisite: Business Bachelors student in last or second-to-last quarter.

**D132 Computer Applications and Business Systems Concepts**  
40 hours, 3 credits  
This course teaches students basic to advanced computer concepts and skills, including creating and modifying Word documents, designing databases, spreadsheet creation and analysis, using the Internet and E-commerce tools, and creating presentations with enhanced features and web tools.

Prerequisite: none

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

Prerequisite: Computer Applications and Business Systems Concepts

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

Prerequisite: Computer Applications and Business Systems Concepts

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

Prerequisite: Financial Accounting I

**D283 Access**  
40 Access  
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Access. Students will be introduced to database management features ranging from the creation and modification of databases to maintaining data integrity. This course is designed to help prepare students for the Access portion of the Microsoft Office Specialist certification exam.

Prerequisite: Computer Applications and Business Systems Concepts

**E170 Introduction to Undergraduate Research**  
20 hours, 2 credits  
In this course, students will use a variety of Rasmussen College library & World Wide Web resources to develop and hone information literacy skills. Students will be expected to use these skills in all other courses at Rasmussen College.

Prerequisite: none

**E185 Freshman Seminar**  
40 hours, 4 credits  
This seminar course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job-seeking portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview.

Prerequisite: none

**EC101 Early Childhood Education Curriculum and Instruction**  
40 hours, 4 credits  
This course examines the role of early childhood professionals working in the field via the policies and procedures governed by the state. Students will learn guidelines for establishing safe environments. They will also learn strategies for implementing health policies, controlling disease, establishing proper nutrition, and responding to children’s special health concerns. Students will carry out a 2-hour field observation in the field of education.

Prerequisite: Foundations of Child Development

**EC180 Knowledge: Extremity I**  
180 hours, 6 credits  
Under externship supervision, the student will observe and implement developmentally appropriate practices while interacting with children and adults.

Prerequisite: none

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

Prerequisite: Knowledge: Extremity I

**EC182 Reflection: Extremity 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: Extremity II

**EC200 Observation and Assessment in Early Childhood Education**  
40 hours, 4 credits  
Students will explore effective strategies for observation and assessment in early childhood education. They will understand the observation, assessment, and planning cycle and its impact on promoting children’s development.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

**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

**EC212 Emerging Literacy Through Children’s Literature**  
40 hours, 4 credits  
This course covers the history, selection, and integration of literature and language in the early childhood education curriculum. Topics include developmentally appropriate children’s literature and the use of books and other media to enhance language and literacy in the early childhood setting. Strategies for enhancing emerging literacy through techniques such as selecting appropriate books for storytelling, reading aloud, poppety, and flannel-board use will be emphasized.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

**EC225 Parent Education and Support**  
40 hours, 4 credits  
Students will investigate how resources are assessed, allocated, and utilized within families. They will explore strategies for helping families manage resources through various problem-solving methods.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

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

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

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

EC242 Inquiring 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 fostering 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

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

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

EC251 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

EC252 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

EC253 Early Childhood Education Capstone 20 hours, 2 credits
Students will integrate the knowledge and skills gained from coursework in the Early Childhood Education program. They will complete a capstone project that integrates knowledge and skills in child development, health and nutrition, curriculum and instruction, observation and assessment, and other areas relevant to the field.
Prerequisite: Early Childhood Education student in last or second-to-last quarter.
Co-requisite: Freshman Seminar

F111 Introduction to Banking 40 hours, 4 credits
This course is the standard introduction to the banking profession, covering nearly every aspect of banking, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.
Prerequisite: none

F122 Fundamentals of Consumer Lending 40 hours, 4 credits
This course provides the basic knowledge about consumer credit. It will cover terminology, basic categories of consumer credit, determining credit worthiness, and the application process. It includes the origin of regulations protecting consumer credit transactions, and reviews specific regulations that apply to consumer credit.
Prerequisite: Introduction to Banking

F131 Introduction to Mortgage Lending 40 hours, 4 credits
This course examines mortgage lending, not only from the aspect of lending to individuals for the purchase of a residence, but also that of providing loans for apartment buildings and loans for real estate developers and builders. It covers construction and permanent financing for residential property; real estate law; documentation; mortgage loan servicing; the secondary mortgage market; the role of government in mortgage lending; and residential real estate as an investment.
Prerequisite: Introduction to Banking

F215 Principles of Banking Law 40 hours, 4 credits
This course will guide students through the legal and regulatory issues. Every part of the banking process, from taking deposits and making loans to operating secure deposit boxes and offering trust services, is governed by laws for the purpose of protecting consumers or maintaining the safety and soundness of the bank.
Prerequisite: Introduction to Banking

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

G141 Introduction to Communication 40 hours, 4 credits
This course will introduce students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socioeconomic status, and gender influence communication. Students will focus on developing an awareness of the effects of various types of communication on themselves and others. They will also develop practical skills for improving their ability to communicate in personal, social and professional contexts. Specific topics will include perception, self-concept, verbal and non-verbal communication, effective listening and communicating in culturally diverse settings.
Prerequisite: Passing grade in Foundations coursework or placement determined by placement test score.

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

G143 Introduction to Philosophy 40 hours, 4 credits
This course provides students with an introductory understanding of the fundamental questions of philosophy, and an opportunity to develop their own attitudes and beliefs as they seek greater knowledge.
Some of the topics students will explore include what it means to be human, the nature of reality, what is true, morality, free will, and the nature of the self. Significant figures that have played a vital role in developing various fields of philosophy will also be introduced.
Prerequisite: none

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

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

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

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

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

G151 Music Appreciation 40 hours, 4 credits
Students will study the development of representative musical styles and techniques in this course. Students will learn about the formal structure of music and the significant figures that have shaped the various periods in musical history.
Prerequisite: none

G155 Introduction to Philosophy 40 hours, 4 credits
This course provides students with an introductory understanding of the fundamental questions of philosophy, and an opportunity to develop their own attitudes and beliefs as they seek greater knowledge.
Some of the topics students will explore include what it means to be human, the nature of reality, what is true, morality, free will, and the nature of the self. Significant figures that have played a vital role in developing various fields of philosophy will also be introduced.
Prerequisite: none
### COURSE DESCRIPTIONS

**G156 Human Biology**

40 hours, 4 credits

This course provides students with a comprehensive understanding of the structure and function of the human body with added applications of health and disease. Students will learn basic concepts of biochemistry, cells, body systems, and genetics. Students will examine the impact of human growth and development on society, the environment, and the promotion of the advancement of biotechnology.

Co-require: Human Biology Lab

**G156L Human Biology Lab**

40 hours, 2 credits

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

Co-require: Human Biology

**G161 Quantitative Literacy**

40 hours, 4 credits

In this course students will explore the importance of numbers and numeracy. They will also get the opportunity to analyze and solve real world problems from the fields of business, finance, and the natural sciences. Students will incorporate their prior math knowledge and develop new mathematical tools throughout the course. This will include: propositional logic, set theory, geometry, probability, statistics, linear modeling, and exponential modeling.

Prerequisite: Passing grade in Foundation coursework or placement determined by placement test score.

**G170 Introduction to Zoology**

40 hours, 4 credits

In this course students will explore introductory topics in the biology of animals. Students will learn about the structure, function, and physiology of animals, and their role in the Earth’s ecosystem. Students will have an opportunity to study animal genetics, growth, and behavioral and reproductive patterns in this course.

Prerequisite: none

**G180 General Education Mathematics**

40 hours, 4 credits

This course introduces students to topics from modern mathematics that are relevant to everyday life and not typically covered in the standard college math sequence. Students will be exposed to a variety of mathematical tools from diverse branches of mathematics. They will utilize these tools to solve interesting real-world problems. Topics may include, but are not limited to, the mathematics of social choice, graph theory, the mathematics of growth, applications of geometry, probability, and statistics.

Prerequisite: Passing grade in Foundation coursework or placement determined by placement test score.

**G195 College Statistics**

50 hours, 5 credits

In this course students will develop basic statistical literacy along with the ability to analyze and evaluate real-life 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: Passing grade in Foundations coursework or placement determined by placement test score.

**G203 Macroeconomics**

40 hours, 4 credits

In this course, students will learn the fundamentals of macroeconomics, which deals with the economy as a whole. An overview of the American economy will be explored through a study of basic supply and demand analysis and a review of fiscal and monetary policy to policy choices of the business cycle. Unemployment, inflation, GDP, and policy decisions which affect the American economy at home and abroad will be covered.

Prerequisite: none

**G204 Microeconomics**

40 hours, 4 credits

Students will be introduced to the field of microeconomics in this course, including theories of production, determination of prices, and distribution of income in regulated and unregulated industries. Other topics may include industrial relations, monopolies, and comparative economic systems.

Prerequisite: none

**G224 Introduction to Critical Thinking**

40 hours, 4 credits

This course is designed as a study of ethical practices and principles and its relationship to personal and social morality. Emphasis is placed on the application of ethical theories to problems faced in business and society.

Prerequisite: none

**G227 Oral Communication**

40 hours, 4 credits

This course is designed to help students develop and refine their written, reading, and analytical skills, through the application of these skills to rhetorical situations. To achieve these goals, students will be expected to develop their ability to present their views in an organized, unified, and coherent manner to diverse audiences.

Prerequisite: English Composition

**G232 Visual Communication in the Media**

40 hours, 4 credits

This course examines how people understand their world through visual images. Students will examine how people visually gather, process, and interpret information presented through media sources.

Prerequisite: none

**G33 American Religious History**

40 hours, 4 credits

A survey of the development of religion in American culture, focusing on the development of the relationship between religion 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 introduces students to the field of political science 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

**H210 Marketing and Communication in Healthcare**

40 hours, 4 credits

This course provides an introduction to marketing concepts and how they are applied in the healthcare industry. Topics include consumer behavior, business-to-business markets, market research techniques, pricing concepts, marketing channels, and promotional strategies and techniques.

Prerequisite: none

**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 foundational concepts of managed care.

Prerequisite: Introduction to Healthcare Administration

**H320 Financial Management of Healthcare Organizations**

40 hours, 4 credits

This course focuses on healthcare finances, assets, cost concepts, capital budgeting, and general principles of accounting as applied in the healthcare environment. Students will discuss the development and management of department budgets, and the common sources of healthcare revenues and expenses.

Prerequisites: Introduction to Healthcare Administration; Health Information Management

**H330 Quality Improvement in Healthcare**

40 hours, 4 credits

This course examines methods for assuring quality in healthcare and the statistical applications of measuring outcomes. There will be an emphasis on performance improvement and the relationship between healthcare quality, organizational performance, and the role of governing and accrediting bodies in healthcare organizations. Common methods and trends in quality improvement will be explored.

Prerequisite: Introduction to Healthcare Administration; Health Information Management

**H340 Regulation and Compliance in Healthcare**

40 hours, 4 credits

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

Prerequisite: Introduction to Healthcare Administration or Introduction to Health Information Management

**H350 Healthcare Statistics**

40 hours, 4 credits

Students will discuss and apply the common terms, formulates, and computations used in healthcare statistics through effective data collection, interpretation of information, and the display of data.

Prerequisites: Introduction to Healthcare Administration or Introduction to Health Information Management, College Math Course
H360 Healthcare Planning and Policy Management
40 hours, 4 credits
This course provides a study of current healthcare-policy issues affecting the U.S. healthcare system and the politics that drive policy and planning of healthcare delivery. The influence of participants outside the healthcare industry and the 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 business professionals can use to help increase the quality of healthcare services and the efficiency with which the services are delivered.
Prerequisite: Computer Applications and Business Systems Concepts; Introduction to Healthcare Administration

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

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

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 credits, 4 hours
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 master the skills of both oral and written communication. They will evaluate the impact of proper report writing, communication, and documentation on the outcome of legal proceedings, and review the importance of effectively translating written work into courtroom testimony.
Prerequisite: Policing in America

HI300 Information and Communication Technologies
40 hours, 4 credits
This course is an exploration of the technologies available to manage all aspects of health information and communication, including hardware and software to ensure data collection, storage, analysis and reporting of information. Students will explore the development of networks, including intranet and internet applications to facilitate the electronic health record. Interpretation of the derivation and use of standards to achieve interoperability of healthcare information systems will be explored.
Prerequisites: Healthcare Information Technologies; Health Information Practicum

HI305 Health Information Management Systems
40 hours, 4 credits
A study of various clinical, administrative, and specialty service applications used in healthcare organization are emphasized. This course applies organizational design concepts to interpret the systems development life cycle. Existing and emerging healthcare information systems applications will also be explored.
Prerequisites: Healthcare Information Technologies; Health Information Practicum

HI310 Data, Information, and File Structures
60 hours, 4 credits
A lab-based environment to apply knowledge of data base architecture and design such as data dictionary, data modeling, and data warehousing to meet organizational needs. Database management systems, data administration, and data definitions will be explored and students will utilize data storage and retrieval techniques such as query tools, data mining, report design, and search engines.
Prerequisites: Healthcare Information Technologies; Health Information Practicum

HI320 Financial Management of Health Information Services
40 hours, 4 credits
An exploration of the principles of developing strategic and operational plans for facility-wide systems and how to access 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: Management of Health Information Services, U.S. Healthcare Systems

HI420 Health Information Management Practicum
120 hours, 4 credits
A 120-hour practical experience that focuses on the management of an HIM Department. This field experience will take place in a hospital or medical center setting supervised by an HIM Director or Supervisor. The student must find and secure the site by networking early in their program. The program will include orientation and administrative management and an administrative project that will benefit the clinical site.
Prerequisites: This course must be completed in the final quarter.

HI430 Strategic Planning and Development
40 hours, 4 credits
An exploration of the principles of developing strategic and operational plans for facility-wide systems and how to access 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: Management of Health Information Services, U.S. Healthcare Systems

HI440 Electronic Data Security
40 hours, 3 credits
A study of data protection methods and monitoring including physical, technical, and managerial safeguards. Risk assessment, audit and control programs, contingency planning, and data recovery is included. Internet, web-based, and e-Health security is explored. Students will learn to enforce confidentiality and security measures to prevent electronic health information and protect data integrity and validity.
Prerequisites: Healthcare Information Technologies; Health Information Practicum

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

HI420 Health Information Management Professional Practice Experience
120 hours, 4 credits
A 120-hour practical experience that focuses on the management of an HIM Department. This field experience will take place in a hospital or medical center setting supervised by an HIM Director or Supervisor. The student must find and secure the site by networking early in their program. The program will include orientation and administrative management and an administrative project that will benefit the clinical site.
Prerequisites: This course must be completed in the final quarter.

HI430 Strategic Planning and Development
40 hours, 4 credits
An exploration of the principles of developing strategic and operational plans for facility-wide systems and how to access 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: Management of Health Information Services, U.S. Healthcare Systems

J110 Introduction to Corrections
40 hours, 4 credits
A general overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophies, practices and procedures. The concepts of retribution and rehabilitation are examined. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice

J120 Policing in America
40 hours, 4 credits
Students will examine the theoretical underpinnings of police work in the United States, including its historical roots, its current status, and the trends that will shape its future. They will explore the problems and solutions facing citizens, patrol officers, administrators, and agencies. They will also cover contemporary practices such as Community Oriented Policing, Problem Oriented Policing, and Directed Patrol. In investigating these topics, student will develop skills in critical thinking and problem solving. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice

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

J122 Crime Scene to Conviction: Critical Skills in Documentation
40 hours, 4 credits
Students will master the skills of both oral and written communication. They will examine grammar and the mechanics of writing. They will also explore special communication issues, such as communicating with crime victims. They will develop skills for proper report writing, including such documents as search warrants, police reports, and case documents. Students will evaluate the impact of grammar and writing on communication, and documentation on the outcome of legal proceedings, and review the importance of effectively translating written work into courtroom testimony.
Prerequisite: Policing in America
J213 Juvenile Justice: Delinquency, Dependency, and Diversion
40 hours, 4 credits
This course provides a comprehensive overview of the juvenile justice system. It focuses on the principles and practices of juvenile justice, including the role of the court and the community. Students will examine various types of evidence, including biological and psychological evidence, and the proper collection and documentation of evidence. They will explore the complexities and challenges associated with juvenile justice, including the rights of juveniles to the criminal justice system and the application of constitutional rights to juvenile proceedings.

Prerequisites: Juvenile Justice: Delinquency, Dependency, and Diversion

J255 Ethics in Criminal Justice
40 hours, 4 credits
This course will examine the ethical principles that guide the criminal justice system. It will focus on the ethical dilemmas faced by criminal justice professionals and the ethical issues that arise in the criminal justice system. Students will explore the ethical principles that guide the decision-making process in the criminal justice system, including the role of the community in ethical decision-making.

Prerequisites: Criminal Justice and the Courtroom

J326 Criminal Behavior: Profiling Violent Offenders
40 hours, 4 credits
This course will provide an overview of the principles and techniques used in criminal profiling, including the use of psychological and behavioral profiles. Students will learn to develop and interpret psychological and behavioral profiles of offenders, and to evaluate the effectiveness of these profiles in criminal investigations.

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

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

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

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 analyses using UCR and NCVS data sets.
Prerequisite: College 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 become familiar with research terminology and the ethics involved in various research designs. To complete the course, students will design and simulate their own research project.
Prerequisite: Statistics in Criminal Justice

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

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

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

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

J425 Community Corrections
40 hours, 4 credits
This course will examine the role and function of corrections supervision 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 when working with law enforcement, courts, and corrections. A psychological approach to person-to-person crimes will be explored.
Prerequisites: Criminal Behavior: Profiling Violent Offenders; General Psychology

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

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

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

J453 Criminal Justice Seminar
50 hours, 5 credits
This course provides students with the opportunity to explore an area of criminal justice 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. The student 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 to complete 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. Pre-requisite: Statistics in Criminal Justice, Research Methods in Criminal Justice.

Prerequisite: Criminal Justice Seminar

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.
Pre-requisite: Contemporary Issues in Criminal Justice

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

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 roots, and anatomic roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation.
Prerequisite: none

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

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

M142 Intermediate ICD-9-CM Coding
40 hours, 3 credits
This course is a continuation of Basic ICD-9-CM coding with developmental practical to increase proficiency in coding with ICD-9-CM using patient records. Students will apply official coding guidelines and knowledge of commonly accepted payment methodologies to medical record coding. Use of coder and groupware software will be introduced as well as the use of registries and indices.
Prerequisite: Basic ICD-9-CM Coding

M143 Advanced ICD-9-CM Coding
40 hours, 3 credits
This course will build transcription skills while introducing students to additional medical formats and specialties, including cardiology, gastroenterology, orthopedics, general pathology, and selected specialty options. The course includes transcription from tapes of healthcare professionals who are non-native speakers of English.
Prerequisite: Medical Transcription I

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

M207 Medical Transcription III
40 hours, 3 credits
A continuation of Medical Transcription II, this course will build transcription skill while introducing students to additional medical formats and specialties, including cardiology, gastroenterology, orthopedics, general pathology, and selected specialty options. The course includes transcription from tapes of healthcare professionals who are non-native speakers of English.
Prerequisite: Medical Transcription II

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

M209 Medical Insurance and Billing
40 hours, 3 credits
This course will provide an introduction to common 3rd party payers, insurance terminology, and medical billing. They will also cover the claims process, including claim forms preparation and processing, and electronic claim submission, and will review introductory medical coding. They will also examine plan options, payer requirements, state and federal regulations, and abstracting of source documents.
Prerequisite: Medical Terminology
**Course Descriptions**

M211 Quality Analysis and Management 40 hours, 4 credits
This course covers quality improvement methodologies used in acute and ambulatory care, and the quality issues within health information services. This course includes data collection and compilation of healthcare statistics. Prerequisite: Introduction to Health Information Management

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 assess and measure productivity of HIM staff and explore the HIM management role in relation to other hospital departments. Prerequisite: Introduction to Health Information Management (or co-requisite)

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 and prevention of common diseases of selected human body systems. Prerequisite: Pathology I

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

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

M251 Medical Coding Practicum 30 hours, 7 credit
This course offers supervised practical experience in an online setting, with a minimum of 30 hours of practical experience in medical coding under the direction of a college HIT/Coding instructor. The practicum offers the student experience as a medical coder using actual or simulated medical documentation, encoder software, and practice and guidance for preparing for a credentialing exam. Prerequisite: Ambulatory Care Coding

M252 Health Information Practicum 60 hours, 2 credits
A simulated practical experience exploring a virtual hospital and clinic 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

M280 Medical Transcription Capstone 50 hours, 3 credits
A supervised experience in medical transcription work settings, simulated lab, and student assignments and presentations that demonstrate competency and understanding of the medical transcription field. Student-planned field trips will be required. Students will transcribe actual medical dictation and be evaluated by the instructor on transcription accuracy, productivity, and professional/ethical conduct. The Capstone is intended to integrate course learning through practical experience in a workplace or simulated setting. Prerequisite: Medical Transcription II

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, administrative, and medical office management skills. Prerequisite: Medical Administration student in last or second-to-last quarter. Co-requisite: Sophomore Seminar

MA110 Clinical Skills I 60 hours, 4 credits
In this course students will begin their study of the essential and basic core of front-office and back-office medical-assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including communication skills, disease process relevance, and emergency protocol, patient assessments and encounters, medical documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. They will follow applied-learning approaches to all skill-development and performance objectives. Pre or Co-requisites: Human Anatomy and Physiology I, Medical Terminology, Attendance of Programmatic Orientation in first quarter

MA135 Pharmacology for the Allied Health Professional 40 hours, 4 credits
Students in this course will learn the pharmacology concepts necessary for a variety of allied-health programs. They will study drugs according to their therapeutic applications. They will examine pertinent physiology and related diseases before discussing the pharmacology of the drug. Students will also learn basic regulations that apply to drugs. 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. Prerequisites: Clinical Skills I; Human Anatomy and Physiology I; Medical Terminology

MA145 Clinical Skills II Pre- or Co-requisite: Pathophysiology

MA210 Medical Assistant Externship 180 hours, 6 credits
Students will engage in an 11-week on-the-job Medical Assistant training experience at a physician’s office/clinic or medical center. The extern will perform medical-assisting duties in both the front-office administrative area and the back-office clinical area, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked. In the lecture portion of the course, students will learn job-search techniques and skills for entry-level medical assistants. Students will also prepare to sit for the Medical Assisting credential examination during this course (either the CMA or RMA depending on accreditation status). Prerequisites: All Hepatitis B injections are completed; successful completion of background check, Attendance at Rasmussen Externship Meeting held by Program Coordinator, Attendance at externship site orientation (if required by site), Successful completion of all Medical Assisting core courses except Career Preparation; Approval of Medical Assisting Program Coordinator, Completion of a 2-step Mantoux screening test within 6 months of starting externship.

MA211 Human Anatomy and Physiology I 80 hours, 5 credits
In this course students will begin their study of the structure and function of the human body. They will examine topics including basic chemistry and cell biology, tissues, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body, and will learn medical terminology is emphasized. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentations, study of anatomical models, dissection activities, and study of anatomical models. Prerequisite: Introduction to Human Biology (except for students enrolled in the Medical Assisting program)

MA212 Human Anatomy and Physiology II 80 hours, 5 credits
In this course, students will study the human body’s cardiovascular system and the medical terminology and principles used by human body and cells. Prerequisite: Introduction to Human Biology and Physiology I

MA220 Medical Transcription Capstone 50 hours, 3 credits
A supervised experience in medical transcription work settings, simulated lab, and student assignments and presentations that demonstrate competency and understanding of the medical transcription field. Student-planned field trips will be required. Students will transcribe actual medical dictation and be evaluated by the instructor on transcription accuracy, productivity, and professional/ethical conduct. The Capstone is intended to integrate course learning through practical experience in a workplace or simulated setting. Prerequisite: Medical Transcription II

MA222 Laboratory Skills for Medical Assisting 60 hours, 4 credits
In this course students will study medical laboratory procedures and techniques that are significant to medical and laboratory assistants and other healthcare professionals. They will learn about laboratory equipment and safety, and issues of patient confidentiality. They will learn to collect specimen samples by venipuncture and patient instruction and perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing. Prerequisites: Clinical Skills II Pre- or Co-requisite: Pathophysiology

MA228 Medical Knowledge and Skills 180 hours, 6 credits
Students will engage in an 11-week on-the-job Medical Assistant training experience at a physician’s office/clinic or medical center. The extern will perform medical-assisting duties in both the front-office administrative area and the back-office clinical area, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked. In the lecture portion of the course, students will learn job-search techniques and skills for entry-level medical assistants. Students will also prepare to sit for the Medical Assisting credential examination during this course (either the CMA or RMA depending on accreditation status). Prerequisites: All Hepatitis B injections are completed; successful completion of background check, Attendance at Rasmussen Externship Meeting held by Program Coordinator, Attendance at externship site orientation (if required by site), Successful completion of all Medical Assisting core courses except Career Preparation; Approval of Medical Assisting Program Coordinator, Completion of a 2-step Mantoux screening test within 6 months of starting externship. Prerequisites: Medical Assistant Externship

MA241 Human Anatomy and Physiology I 80 hours, 5 credits
In this course students will begin their study of the structure and function of the human body. They will examine topics including basic chemistry and cell biology, tissues, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body, and will learn medical terminology is emphasized. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentations, study of anatomical models, dissection activities, and study of anatomical models. Prerequisite: Introduction to Human Biology (except for students enrolled in the Medical Assisting program)

MA242 Human Anatomy and Physiology II 80 hours, 5 credits
In this course, students will continue their study of human body’s cardiovascular system and the medical terminology and principles used by human body and cells. Prerequisite: Introduction to Human Biology 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: radiography, equipment operation and quality control, image production and evaluation, and patient care and education, along with radiographic procedure modules that will cover each anatomic region. The course is designed to prepare students for the examination for Limited Scope of Practice in Radiography and possible employment as an X-Ray operator. Prerequisite: Anatomy and Physiology I

MA272 Microsoft Workstations 40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure a Windows Workstation. The course gives the student the ability to provide technical support to a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course material. Further, the course helps prepare students to take the Microsoft Certified Technology Specialist Exam. Prerequisite: Fundamentals of PC Hardware and Software

MA331 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 certification exam. Prerequisite: Fundamentals of PC Hardware and Software

MA346 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

MA372 Programming I 60 hours, 4 credits
This course is designed to teach the student C++ programming utilizing object oriented terminology. C++ expressions, decisions, and logic within the C++ realm are explored and practiced. This first course in a two-year series introduces an analysis of functions and classes and how these elements are used in different programming projects. Prerequisite: Object-Oriented Programming

C A T A L O G & S T U D E N T H A N D B O O K 2 0 1 1 — 2 0 1 2
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 are designed to provide practical skills needed to build a firm understanding of game development from a production standpoint. In addition, this course provides a grounded study for any real-life application where inspiration must combine with practical knowledge and application to create a marketable product.
Prerequisite: Game Design Theory I

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 game-related concepts, including 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 reasoning processes. 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 contributing to failure, 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 and file transfer, and wireless data. They will understand the concepts of personal security and disaster recovery. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, this course helps prepare students to take the CompTIA Security+ exam.
Prerequisite: Networking Fundamentals

N145 Fundamentals of PC Hardware and Software
60 hours, 4 credits
In this course, students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and the software used to support the hardware. Additional topics covered include the relationship between computer hardware and software, computer networks and peripherals, virus protection, disaster recovery and maintenance planning. Finally, the student will learn about and conduct the responsibilities of a professional PC technician. To reinforce the materials in this course, the instructor will assign hands-on projects to be performed in a physical or remote lab setting. Further, this course helps prepare students to take both parts of the A+ certification exam. Each student will assemble a computer using preselected 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 use of technology tools in science, industry, education, and the arts. Categories such as communications, commerce, and quality of life will be explored as students review the scope of and application of technology within the context of everyday life.
Prerequisite: none

N164 Voice Over IP Fundamentals
40 hours, 3 credits
This course is designed to introduce students to Voice over IP (VoIP) communications and the different features and benefits inherent in deploying communications using IP technology. Students will learn to identify the differences inherent between Public Switched Telephone Networks (PSTN) and VoIP systems. They will discover the signaling that is done with VoIP and learn about the configuration issues when switching over to a system of VoIP.
Prerequisite: Networking Fundamentals

N180 Math for Game and Simulation Production I
40 hours, 4 credits
This course is 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 derivatives, vectors in the plane, and how to calculate cross determinants.
Prerequisite: College Algebra

N205 Platform Design and Human-Computer Interaction
40 hours, 4 credits
How a person interacts with a game is one of the most crucial aspects in determining the success of the game among consumers. This course will emphasize the details and planning process that must be followed to ensure a successful interface for the game that it 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. In addition, additional time is spent on templates and algorithmic analysis as it relates to recursion.
Prerequisite: Programming I

N207 Programming II
60 hours, 4 credits
This course is a continuation of Programming I. Topics that will be covered in this course include design analysis, inheritance, and the use of templates in programming. A look at input/output issues is done along with a look at advanced topics in C++. programming and a brief look at how C++ can start to be utilized in game programs is covered.
Prerequisite: Programming I

N208 Linux Administration
40 hours, 3 credits
This course is designed to introduce the Linux operating system. The students will learn to install, configure, maintain, administer, and use programming features of the Linux operating system. Students will learn how to download and install source application from the Internet, run Windows emulation, and apply Linux in the enterprise network environment. This course uses a combination of reading, lecture, Internet-based research, and hands-on work. This course helps prepare students to an industry accepted Linux + certification program.
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 in web applications.
Prerequisite: SQL Server Administration

N225 Interactive Storytelling
40 hours, 3 credits
This course explores the integration of storytelling and interactivity. From the fundamentals of creating stories to the implementation of game technology, students will write and build worlds where story interacts with game structure. Subjects will include linear narrative, myths and the hero’s journey, chateaubriands and MUDs, exposition and character development and directing storylines, and a range of interactive storytelling methodologies from campfires to LARP’s and text adventures.
Prerequisite: Game Preproduction

N226 Windows Active Directory
40 hours, 4 credits
This course will teach the concepts of using Microsoft Windows Active Directory. Students will learn to install, set up, configure, utilize, maintain and trouble shoot 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
40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure Windows Servers and perform post-installation and day-to-day administrative tasks. This 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

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

N235 Cisco Networking Fundamentals and Routing
40 hours, 4 credits
This course will teach 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, WLAN connectivity, and virtual LANs. The lab assignments include working with course materials to gain hands-on experience with Cisco equipment, allowing them to gain confidence in working with live networks. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the Cisco CCENT Exam.
Prerequisite: Networking Fundamentals and Microsoft Windows Server

N236 Database Security
60 hours, 4 credits
This course covers the basic principles of database security and auditing as well as implementation considerations for business databases. It covers security architecture and operating system security fundamentals. In addition, the design of profiles, password policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database activities.
Prerequisite: SQL Server Administration

N239 Portfolio, Package and Publish
40 hours, 4 credits
This course focuses on the process and tasks necessary for game and simulation-specific employment including research and resumes, contacts and connections, and the importance of elevator pitch. Students will learn how to develop an industry-specific resume, how to best present their skills in a portfolio, and how to package themselves as a top candidate for a position. Students will create a professional resume and cover letter and learn networking skills for their area of interest in game or simulation production.
Prerequisite: Multiplayer Game Programming

N251 Introduction to Computer Forensics
40 hours, 3 credits
This course provides students with a comprehensive understanding of computer forensics and investigation tools and techniques. They learn what computer forensics and investigation is as a profession and gain an understanding of the overall investigative process. All major personal computer operating system architectures and disk structures are discussed. The student learns how to set up an investigator’s office and laboratory, what computer forensic hardware and software tools are available, the importance of digital evidence controls and how to process crime and incident reports. Finally, they learn the details of data acquisition, computer forensic analysis, e-mail investigations, image file recovery, investigative report writing, and expert witness requirements. The course provides a range of laboratory and hands-on assignments that teach you about theory as well as the practical application of computer forensic investigation.
Prerequisite: Microsoft Windows Server

N253 Managing Information Security
30 hours, 3 credits
Information security is not only an IT, but a management issue. Therefore, this course introduces students to a detailed examination of the systems-wide perspective of information security. They begin with the strategic planning process for security, which includes an examination of the policies, procedures and staffing functions necessary to organize and administer ongoing security functions in an organization. Course subjects include security practices, security architecture and models, continuity planning and disaster recovery planning.
Prerequisite: Networking Security

N264 IP Telephony
40 hours, 3 credits
This course will serve as the foundation for learning Cisco Call Manager Express and Cisco Unity Express in different network configurations and environments. In this first of two course sequence students will learn how to install and initially configure these two products in typical network environments. Students will also learn about the various phone options and features currently available to organizations implementing IP Telephony.
Prerequisite: Voice Over IP Fundamentals
N265 Quality of Service (QoS) 40 hours, 3 credits
This course will look at how Quality of Service can affect not only IP-based applications running on a network but also general network performance. Various tools and procedures are introduced in this course for dealing with congestion, traffic policing and shaping, and utilizing drop policies where appropriate. In addition, there will be attention paid to the topic of QoS on the LAN, and why it is an important topic to consider and review for overall network performance.
Prerequisite: IP Telephony

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 a console that will have an impact on the game (memory, processing, storage, and debugging to name a few). This systematic approach will allow the game programmer to determine what modifications and changes need to be made as games become part of the game libraries for different vendors.
Prerequisite: Programming II

N270 Oracle Database Administration 40 hours, 3 credits
The goal of this course is to prepare individuals to work with and administer Oracle databases. Students will learn the various tools available to set up the database, query, configure performance monitoring, and enhance security for the Oracle database. The course will emphasize the skills needed for day-to-day maintenance of the database.
Prerequisite: Database Design and SQL

N272 SQL Server Development 40 hours, 3 credits
This course seeks to prepare the students for programming in the SQL Server environment. Students will learn how to manipulate and work with database objects through T-SQL to create and alter tables as well as join tables. The students will also learn to modify queries, work with constraints, and deal with normalization issues as they learn to program in this environment.
Prerequisite: SQL Server Administration

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

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

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 Interaction

N280 Graphics Development with DirectX 60 hours, 4 credits
During this course the fundamentals of DirectX are examined and backed up by a solid foundation in software engineering practices. The student will gain a professional game developer understanding of how DirectX (the most current version) works. The student will also be able to deliver a programming knowledge of DirectX and will have a practical, Software Engineering approach to creating software.
Prerequisites: Math for Game and Simulation Production I, Data Structures

N281 Game Design Theory II 40 hours, 4 credits
During this course we will explore the more advanced aspects of game theory and its principles of interactive simulations and video games. As an advanced theory course discussions will cover researching the cultural, business, and technical perspectives involved with game and simulation production. Insights into design, production, marketing, and sociocultural impacts of interactive entertainment and communication will also be considered.
Prerequisite: Game Design Theory I

N285 Game and Simulation Marketing 40 hours, 4 credits
This course covers the combination of art, science, commerce and culture and its effects on shaping the production, marketing, distribution, and consumption of contemporary media. It combines perspectives on media industries and systems with an awareness of the creative process, the audience, and trends shaping content. The focus of this course is on the rapidly growing segment of entertainment media known as computer gaming.
Prerequisite: none

N286 Math for Game and Simulation Production II 40 hours, 4 credits
This course builds on topics introduced in Math for Game and Simulation Production I. These topics include graphing, functions, exponential, rational, logarithmic, and exponential functions; analytic geometry; and determining equations from the shape of a graph.
Prerequisite: Math for Game and Simulation Production I

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

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, project management, and content delivery. Important workforce assets of individual drive and assessment, project management, and content delivery. Important workforce assets of individual drive and assessment, project management, and content delivery.
Prerequisites: Math for Game and Simulation Production I.

N302 Graphics Development with OpenGL 60 hours, 4 credits
The goal of this course is to teach fundamental principles of computer graphics algorithms in relation to video game development. The focus in this 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 objects in 3D, 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 the model the way objects look, and the path that light takes as it refracts through the scene.
Prerequisite: Programming II

N305 Figure Drawing 60 hours, 4 credits
Figure Drawing will emphasize the traditional and realistic approaches used to draw the human figure accurately. There will be an emphasis on gesture, proportions and form development using the 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

N310 The Study of Animation 60 hours, 4 credits
This course is intended for students with an animation/ multimedia background, who want to understand 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. The course also emphasizes artistic and aesthetic creativity in 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 with DirectX 9.0. The fundamentals of DirectX 9 is along how to do the shader programming to achieve more realistic “looks” in games. 3D lighting, texturing, alpha blending, and stenciling are covered in detail in this course.
Prerequisite: Graphics Development with OpenGL

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

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

N321 3D Content Creation 60 hours, 4 credits
During this course, students will learn about the primary industry software tools used in the creation of 3D objects and textures. Students will work with industry standard 3D applications in order to create and manipulate two-dimensional texture mapping and three-dimensional models for video game production. Through the use of this software and programming experience a student will be able to bridge the gap between the programming and designer cohorts.
Prerequisite: Game Preproduction

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

N335 Digital Photography 60 hours, 4 credits
This course shows students how to evaluate images for communicative effectiveness and aesthetic appeal. They will also acquire 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 including creating timetables, resource management, and implementation, along with the basics of writing project proposals. Students will learn to select appropriate planning techniques and software. Students will plan and propose a project appropriate to their fields of study.
Prerequisite: Computer Applications and Business Systems Concepts

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

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, storyboardings, analytics, pre-visualization, and transitions are all explored. Sketches, source imagery, and audio are developed to effectively communicate and illustrate the conceptual and development process. Documentation techniques are employed to chart progress with character and scene design as well as cameras and lighting.
Prerequisite: none
N155 Game Planning and Development Strategies 60 hours, 4 credits
In this course students will cover the planning of the game and simulation development process from a high-level design to low-level implementation. The course focuses on topics covered in previous courses, including graphics, development of assets and the asset production pipeline, level design, and artificial intelligence to better understand the different game development methodologies. The process of developing a game or simulation will be covered from the essential design and development development through quality assurance testing, including the risks and benefits of different types of iterative development cycles.

Prerequisite: Game Audio Assets

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

N365 The Physics of Gaming 40 hours, 4 credits
This course has been designed to teach the foundations of physics. In order to accurately depict events in a “game environment”, the game simulation programmer must understand the underlying physics principles that determine resultant actions in the physical world and have those principles conveyed in the “game world.” Among the topics that will be covered in this course include Newton’s Laws of Motion, kinematics, and the conservation of momentum in physical systems. Where appropriate some hands-on activities will be done to help illustrate important principles for the students.

Prerequisite: Math for Game and Simulation Production II

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

Prerequisite: Programming II

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 experience 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

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

Prerequisite: Polygon Modeling

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 II

N425 Storyboard Development for Digital Media 40 hours, 4 credits
This course will introduce the student to utilizing storyboards to visually represent staging and camera movement. Students will be taught to create storyboards for short films, angles, cuts, and transitions. Students will analyze existing storyboards as a guide to create their own storyboard project. During the course the students will also examine cinematic visual techniques and terminology.

Prerequisite: Multimedia Portfolio Development

N431 Multiplayer Game Programming 60 hours, 4 credits
This course is designed to equip students to develop games or simulations with the ability to 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 Audio Assets

N460 Application of Physics for Game and Simulation Production 60 hours, 4 credits
An important aspect in a game or simulation is to be able to render what is happening in the game in realistic terms based on standard real physics principles. This course is designed to allow the game or simulation programmer to be able to translate the ideas and sequences of a game into realistic actions. Key components in this class will be the opportunity for students to develop tools, demos, and working games that utilize and follow real physics.

Prerequisite: Programming II

N465 Industrial Simulation Project 60 hours, 4 credits
This course is designed around a final project in Industrial Simulation. We will focus on design and research issues pertinent to design exploration and presentation through simulations. Throughout the course we will explore concepts in modeling, simulation, and design common to many domains, and investigate specific applications from a variety of fields ranging from weather to ecology to traffic management and architectural interactivity.

Prerequisite: Multiplayer Game Programming

N470 Video Game Production Project 70 hours, 4 credits
This course demonstrates advanced techniques for computer game development and programming. Techniques used in game engines, such as: animation synthesis, autonomous character behaviors, building structures for interactive systems, solving multiplayer interface and social issues are covered in the course. Students utilize these skills to produce a final project, demonstrating competency in the design and development of a professional summative 3D animation project.

Prerequisites: The Study of Animation

N470 Animation Graphics Project 60 hours, 4 credits
This course combines the accumulated knowledge of the student 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 create a professional summative 3D animation project.

Prerequisites: The Study of Animation

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

Prerequisite: Applied Game and Simulation Theory

N465 Audio Game Assets 60 hours, 4 credits
This course covers 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.

Prerequisites: Game Assets

N460 Application of Physics for Game and Simulation Production 60 hours, 4 credits
An important aspect in a game or simulation is to be able to render what is happening in the game in realistic terms based on standard real physics principles. This course is designed to allow the game or simulation programmer to be able to translate the ideas and sequences of a game into realistic actions. Key components in this class will be the opportunity for students to develop tools, demos, and working games that utilize and follow real physics.

Prerequisite: Programming II

N465 Industrial Simulation Project 60 hours, 4 credits
This course is designed around a final project in Industrial Simulation. We will focus on design and research issues pertinent to design exploration and presentation through simulations. Throughout the course we will explore concepts in modeling, simulation, and design common to many domains, and investigate specific applications from a variety of fields ranging from weather to ecology to traffic management and architectural interactivity.

Prerequisite: Multiplayer Game Programming

N470 Video Game Production Project 70 hours, 4 credits
This course demonstrates advanced techniques for computer game development and programming. Techniques used in game engines, such as: animation synthesis, autonomous character behaviors, building structures for interactive systems, solving multiplayer interface and social issues are covered in the course. Students utilize these skills to produce a final project, demonstrating competency in the design and development of a professional summative 3D animation project.

Prerequisites: Game Design with DirectX, Graphics Development with OpenGL, Application of Physics in Game and Simulation Production

N471 Engineering Virtual Worlds 50 hours, 4 credits
In this course, students will learn how to create multi-user virtual worlds. Virtual worlds allow network-connected users to interact in real time within shared two-dimensional and three-dimensional environments. Students will gain an understanding of how virtual worlds change the concept of “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 environments.

Prerequisite: Programming II

N510 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 & Techniques

N511 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 management of four tracks in multimedia: Web, Interactive, Video, and 3D. Preproduction of all multimedia elements are stressed throughout the class with an emphasis on trouble shooting and problem solving. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: none

N513 Introduction to Multimedia Design 40 hours, 3 credits
This course provides students with a practical understanding of the structure and operation of the Internet, including various communications and data-transfer protocols, an overview of programming for the Internet, how to manage Internet security and e-commerce. Further, students will explore in-depth a variety of technologies and methodologies such as network models and topologies as well as a range of security considerations. Students will be able to demonstrate proficiency in working with the Internet as a useful repository of desired information.

Prerequisite: none

N512 Typographic 40 hours, 3 credits
This course focuses on the fundamentals of typogaphy and introduces the students to aspects of type for display and text design. Students become familiar with the categories of type and a variety of font families. They also become proficient at choosing fonts to match a specific message. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Introduction to Computer Graphics

N5122 Digital Publishing 40 hours, 3 credits
This course utilizes techniques associated with designing computer graphics and page makeup 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: Typographic
NM124 Color Theory and Techniques 40 hours, 3 credits
This course introduces basic compositional principles of harmony and contrast through the practice of color applications, digital input devices and graphic software packages. Basic exercises are introduced and practiced to learn how to achieve different visual effects and create visual effectiveness. The use of color in printing is also explored. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Computer Graphics

NM130 Audio/Video Editing 40 hours, 3 credits
Students learn the theory and processes of audio/ video editing using non-linear editing software on the desktop. Exercises in production and post-production techniques will be applied for various delivery media. Students produce and edit a series of short videos for video, disk and Internet applications. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: 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 multimedia applications using authoring software. Students use industry-standard software as tools for producing interactive projects. Topics include basic animation techniques, special effects, transitions, and user interactivity. This course will provide training in a variety of industry-accepted Autodesk 3D 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 techniques and thorough creative design. Emphasis will be placed on detailed modeling and texture mapping complementing elementary 3D animation and story development. This course will provide training in a variety of industry-accepted Autodesk 3D design software.
Prerequisite: Introduction to 3D Arts and Animation

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

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

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

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

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

NM280 Multimedia Portfolio Development 20 hours, 2 credits
In this course, students select a primary and secondary track to create an industry-quality portfolio consisting of enhanced and updated projects from previous classes as well as newly created projects. Students will create a final portfolio/demo reel using a consistent theme related to their identity package. This course will provide training in a variety of industry-accepted Adobe design software.
Pre-or Co-requisite: 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 procedure, and specific legal concepts. In addition, they will investigate the role of the legal systems in the federal and state court systems, and the impact of legal ethics on the paralegal. Paralegal students will gain a foundation for further paralegal study, and students from other disciplines will gain an appreciation of the legal system’s impact on their disciplines. Students will prepare a resume as part of this course.
Prerequisite: none

PL110 Introduction to Legal Research 40 hours, 4 credits
Students will explore the legal research and writing process for paralegals. They will receive an overview of legal source materials and how and when to incorporate these materials into the legal research process. They will learn practices of case documentation in law offices and the legal system. In addition, students will create proper reports and documents required in the legal process.
Prerequisite: Introduction to Law and the Legal System

PL121 Civil Litigation and Procedure I 40 hours, 4 credits
Students will learn the processes of research, discovery, pleadings and documents including ante nuptial and pre-nuptial agreements, jurisdiction over contracts, and the remedies provided for a breach of contract.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate

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

PL211 Legal Research and Writing I 40 hours, 4 credits
After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written opinions and will complete three significant writing projects.
Prerequisites: Introduction to Legal Research, English Composition

PL212 Legal Research and Writing II 40 hours, 4 credits
Students will continue to develop their writing and researching skills. Students will use the results of their research in connection with at least three (3) significant writing projects, including memoranda of law.
Prerequisite: Legal Research and Writing I

PL215 Real Estate Law 40 hours, 4 credits
This course provides an overview of the real property law. The student will develop an understanding of the nature of real property law and the legal rights of individuals involved in the transfer of real property. The course will cover the legal rights and obligations of buyers and sellers in the sale and purchase of real estate.
Prerequisite: Legal Research and Writing I

PL217 Corporate Law 40 hours, 4 credits
This course provides an overview of the legal rights and responsibilities of corporations. The student will develop an understanding of the nature of corporate law and the legal rights of individuals involved in the formation, organization, and dissolution of the corporate entity. Students will develop skills necessary to function as a corporate lawyer.
Prerequisite: Legal Research and Writing I

PL219 Law Office Technology 40 hours, 4 credits
This course introduces students to the fundamental tasks required in a law office to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law oriented computer software applications. Students will be introduced to and given the opportunity to utilize legal source materials and how and when to incorporate these materials into the legal research process.
Prerequisite: Introduction to Law and the Legal System

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

PL230 Family Law 40 hours, 4 credits
This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to perform research relative to the practice of family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, cohabitation, divorce, annulment, custody and support, adoption, guardianship and paternity. Students will learn how to analyze and synthesize written opinions.
Prerequisites: Introduction to Law and the Legal System

PL235 Legal Research 20 hours, 2 credits
This course introduces the legal research process for paralegals. An overview of legal source materials and how and when they are incorporated in the legal research process will be examined. Students will develop information literacy skills specific to the Paralegal field by working with primary sources, like state and federal enacted law and secondary sources, like legal encyclopedia, treatises, and state specific practice books. Students will develop skills such as legal research, analysis, and synthesis skills by identifying and classifying the best sources that apply to legal problems and other legal research problems 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

PL240 Legal Writing 40 hours, 4 credits
After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written opinions. Students will develop skills necessary to function as a corporate lawyer.
Prerequisites: Introduction to Legal Research; English Composition

PL242 Legal Research 20 hours, 2 credits
This course introduces the legal research process for paralegals. An overview of legal source materials and how and when they are incorporated in the legal research process will be examined. Students will develop information literacy skills specific to the Paralegal field by working with primary sources, like state and federal enacted law and secondary sources, like legal encyclopedia, treatises, and state specific practice books. Students will develop skills such as legal research, analysis, and synthesis skills by identifying and classifying the best sources that apply to legal problems and other legal research problems 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

PL245 Legal Writing 40 hours, 4 credits
After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written opinions. Students will develop skills necessary to function as a corporate lawyer.
Prerequisites: Introduction to Legal Research; English Composition

PL248 Legal Research 20 hours, 2 credits
This course introduces the legal research process for paralegals. An overview of legal source materials and how and when they are incorporated in the legal research process will be examined. Students will develop information literacy skills specific to the Paralegal field by working with primary sources, like state and federal enacted law and secondary sources, like legal encyclopedia, treatises, and state specific practice books. Students will develop skills such as legal research, analysis, and synthesis skills by identifying and classifying the best sources that apply to legal problems and other legal research problems 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

PL249 Legal Writing 40 hours, 4 credits
After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written opinions. Students will develop skills necessary to function as a corporate lawyer.
Prerequisites: Introduction to Legal Research; English Composition
PL280 Paralegal Capstone
40 hours, 5 credits
This course will provide students with the 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 assigned, paralegal files completed, and “electronic office” and “paperless office” methods will be practiced. Pre-requisite or co-requisite: Law Office Technology. 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 periodically submit written reports to the supervising attorney describing his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship.
Pre-requisite: Final-quarter status and consent of program coordinator.

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 CPR. Emphasis will be on patient profiles, receiving and interpreting drug orders, routes of administration, dosage forms, and brand versus generic drugs. The importance of accuracy will be addressed along with methods of avoiding medication errors.
Pre-requisite: none

PT110 Pharmacology
40 hours, 4 credits
The student will identify commonly used drugs, dosage, and drug categories. Included is a discussion of pharmacokinetics, major disease states, and drug toxicology. A basic knowledge of herbal medication will be developed.
Pre-requisites: Introduction to Pharmacy, Pharmacy Math and Dosages

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.
Pre-requisite (or co-requisite): 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. Student will gain understanding of the various payment methods received by retail pharmacies. The student will explore various automation machines used within pharmacy settings.
Pre-requisites: Pharmacy Math and Dosages

PT230 Unit Dose/IV Lab
40 hours, 4 credits
In this course, the student will apply knowledge of medication charts and pharmacy math to correctly dispense and chart delivery of patient medications within an institutional setting. Emphasis is on correctly filling orders with correct drug, dosage, and frequency. The IV lab will stress aseptic techniques and maintenance of sterile conditions. The student will learn to read an IV label, select appropriate additives and base solutions, and properly prepare the prescribed IV compound.
Pre-requisites: Introduction to Pharmacy, Pharmacy Math and Dosages

PT235 Pharmacy Technician Practicum I—Outpatient/Retail
90 hours, 3 credits
This course offers supervised practical experience in outpatient settings with a minimum of 90 hours of externship experience in the unit-dose area of a pharmacy. The practicum will be under the direction of practicing 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 training.
Pre-requisites: Pharmacology, Pharmacy Software/ Automation/Insurance Billing

PT266 Pharmacy Technician Practicum II—Unit Dosage/IV
90 hours, 3 credits
This course offers supervised practical experience in pharmacy settings with a minimum of 90 hours of internship experience in the particular area of pharmacy designated by the practicum. The internships will be under the direction of practicing pharmacists and pharmacy technicians. The practicum course allows the student to gain experience as a pharmacy technician in actual pharmacy settings and is essential to training.
Pre-requisite: Unit Dose/IV Lab

PT268 Pharmacy Technician Capstone
30 hours, 3 credits
This course is an overview of all pharmacy technician program courses and concepts, with an emphasis on the reviewing and preparation of materials which comprise the Pharmacy Technician Certification Board examination.
Pre-requisites: Pharmacy Technician student in last or second-to-last quarter.

R200 Principles of Retailing
40 hours, 4 credits
This course introduces students to the keyboard and basic formatting for business documents. An objective of 25 wpm on five-minute timed writings with 5 or fewer errors is the course goal.
Pre-requisite: none

S116 Keyboarding II
40 hours, 3 credits
This course is an overview of the basic concepts of computer programming including encapsulation, inheritance, and polymorphism. Students will explore the uses of class templates as well as their attributes, behaviors, and the methods that can be applied to them. Programs will be developed and implemented utilizing the Java programming language.
Pre-requisite: Fundamentals of Programming

W102 Database Design and SQL
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.
Pre-requisites: Fundamentals of PC Hardware and Software

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

W112 Database Design and SQL
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.
Pre-requisite: none

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 programming concepts such as variables, loops, conditional, and functions. 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.
Pre-requisite: none

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

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

W125 Introduction to Visual Basic
40 hours, 3 credits
The students who take this course will learn to create basic applications using Visual Basic .NET. This course incorporates the basic concepts of programming, problem solving, and programming logic, as well as the design techniques of a object-oriented language. Topics in the course include graphic interface design and development, control properties, event-driven procedures, variables, scope, expressions, operators, function and decision-making structures, loops and structures, and database access files.
Pre-requisite: none

W201 Advanced Visual Basic
40 hours, 3 credits
This course builds upon the Visual Basic concepts learned in the Introduction to Visual Basic course. This course incorporates the basic concepts of programming, problem solving, and programming logic, as well as the design techniques of an object-oriented language. Topics in the course include graphic interface design and development, control properties, DBMS, SQL, and ASP.NET.
Pre-requisite: Introduction to Visual Basic

W208 Advanced Website Design
40 hours, 3 credits
Students learn how to use web publishing tools used most often by professional designers. Topics include advanced techniques for the design, layout, and authoring of webpages.
Pre-requisite: Introduction to Website Design

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.
Pre-requisite: 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.
Pre-requisite: Java I

W222 Visual Basic Advanced
40 hours, 3 credits
The students who take this course will learn to create applications using Visual Basic. 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, event-driven procedures, variables, scope, expressions, operators, function and decision-making structures, loops and structures, and database access files.
Pre-requisite: none

W290 Web Programming Capstone
20 hours, 2 credits
This course requires 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.
Pre-requisites: Java I; PERL/CGI
Co-requisite: Freshman Seminar
Rasmussen College Admissions
Nondiscrimination Policy
Rasmussen College is committed to the principle of equal opportunity in education. Rasmussen College admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status to all the rights, privileges, programs, and other activities generally accorded or made available to students at Rasmussen College. Rasmussen College does not discriminate against individuals on the basis of race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status in the administration of its educational policies, admissions policies, scholarship and loan programs, and other Rasmussen College administered programs and activities. Otherwise qualified persons are not subject to discrimination on the basis of disability.

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

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

Class Standing
Rasmussen College determines class standing by the number of credit hours a student has completed. The College assigns class standings according to the following criteria:

- Freshman: 0-36 credits completed
- Sophomore: 37-72 credits completed
- Junior: 73-129 credits completed
- Senior: 130 or more credits completed

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 paperwork
- Application fee received by College
- An attestation of high school graduation or equivalency. If any information provided on the attestation is found to be false, the student will be subject to immediate dismissal from the College, all credits will be invalidated and any financial aid will have to be repaid.
- Completed Entrance Placement Examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College.

- Rasmussen College Experience Course successful completion. All prospective students, except as noted below, of Rasmussen College must successfully complete the College Experience Course with a cumulative score of 80% or higher in order to continue the enrollment process. Students who do not successfully pass the College Experience Course with a score of 80% or higher on the first attempt will be allowed one additional opportunity to re-take the course three months after the start of the first attempt. The following students are exempt from the College Experience Course requirement: graduates of Rasmussen College within the last two years; Early Honors program and Individual Progress program students and re-entry students who have already successfully completed the College Experience Course. Exempt students will be required to successfully complete the Experience Education Course.
- All financial arrangements are complete, submitted and verified.
- For selected programs, applicants must also pass a criminal background check. See additional information.
- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technology, or School of Business program 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 indication. 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.
- 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 used to determine eligibility of the student for an F-1 Status. It certifies that (1) you or your family are willing to spend a full-time student pursuing a degree at Rasmussen College; (2) you meet our academic requirements; (3) you provided us that you have enough financial resources to study and live in the U.S. without working illegally or suffering from poverty.

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

- Writing 17-24 items correct: Writing 17,24 Items correct
- Writing 25-35 items correct: Writing 25-35 Items correct
- Math 0-16 items correct: Math 0-16 Items correct
- Math 17-21 items correct: Math 17-21 Items correct
- Math 22-35 items correct: Math 22-35 Items correct

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

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

- The College has an academic assessment plan that it uses to evaluate and improve the quality of learning and teaching. The academic assessments used measure incoming student skills through a placement test to determine student’s reading, writing, and mathability skills; ongoing skills in a transformative fashion in individual courses; and end of program skills through various program outcomes assessments.
- At designated points in their programs of study students are required to complete with a passing grade a seminar course. Students who have completed E422 Career Development prior to summer quarter of 2011 will not be required to take the seminar course. Following is the most common method by which students will complete the various seminar courses, but there may be some variation from this depending on course sequencing or other courses that are required for a student’s program completion.
  - Students must complete the freshman seminar as part of certificate course requirements the quarter they are scheduled for the E422 Career Development course.
  - Students must complete the sophomore seminar the quarter in which they finish the diploma course requirements.
  - Students must complete the junior seminar the quarter in which they finish the Bachelor’s Degree requirements to graduate from a Bachelor’s Degree program.

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

- Programs listed here may not be available in each state. See program pages in this catalog or program listing on www.rasmussen.edu for program availability.
- In addition to this general background check, applicants to the Early Childhood Education program must submit to successfully pass an Illinois Department of Children and Family Services background check prior to the start of any required internship.
- A student enrolling in any of the 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 applicant 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 also applies to a student whose appeals are denied. If a student is determined ineligible for admission, the following must be completed:
  - All Title IV, state and grant aid (Grants, Scholarships and VA) must be returned.
  - The student must return all course materials.
  - If the student is taking transferable general education courses, the student may elect to finish those courses for the next quarter, if the student pays for the course materials.
  - If a student chooses to appeal their termination from the school, all appeals must be completed by the end of the first quarter, or the student may not continue to the next quarter.
  - A student enrolling in a program that requires a background check will not have his/her aid submitted until the student is determined to be eligible either through a clear or possible letter or successfully going through the appeals process. The process may delay a student’s funding until the background check process is complete.
  - The College will send either a possible issue letter, or a pre-adverse action letter to all applicants whose background check reveals a potential problem. A possible issue letter informs applicants that a potential problem revealed in their background check may prevent the student from completing practicum activities, field trip experiences and/or 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 letter the student may contact the background check firm directly to dispute the information contained in the background check report. Within seven days of sending the pre adverse action letter the College will send the student an adverse action letter indicating the action to be taken. The Director of Admissions will contact the applicant to explain the options available.
- If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The College will review the appeal and issue a final decision. A student whose appeal has been denied has the right to request to file one request for reconsideration of their appeal, but must provide supplemental or additional information to support such a request for reconsideration.
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
- Medical Billing and Coding
- Multimedia Technologies (all specializations)
- Paralegal
- Pharmacy Technician

Diplomas
- Accounting
- Business (all specializations)
- Criminal Justice (all specializations)
- Early Childhood Education (all specializations)
- Information Systems Management (all specializations)
- Law Enforcement Academic
- Medical Billing and Coding
- Multimedia Technologies (all specializations)
- Paralegal
- Pharmacy Technician

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 STEP test are required for entry into each program. Also required are two letters of recommendation and a 750-word essay. Please speak with a program manager for details.

Paralegal Certificate Program 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
Applications pursuing admittance into the Health Information Management BS degree must possess an AAS in Health Information Technology/Management from a CAHIM accredited program or have an AAS degree and possess a current RHIT credential.

Individual Progress
Students may enroll in one or more courses at a time, or in succeeding quarters, without enrolling in a program of study. To be considered for admission, individual progress students must complete the application form and attestation of high school graduation. The STEP test is not required for IP students. Individual progress coursework is assessed at the full cost per credit for each course. Individual progress students remain enrolled at Rasmussen College as long as they continue to select coursework and meet all additional requirements. Upon successful completion of their courses, individual progress students will receive a letter grade and be awarded credits. To enroll in a program at Rasmussen College, students must complete all remaining programmatic application requirements (including the STEP test). Eligible individual progress courses will be applied to their degree program, and count as credits attempted and earned for purposes of Satisfactory Academic Progress (SAP).

Immunization Requirements
Minnesota law (Minn. Stat. 135A.14) requires proof that all students born after 1936 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 allowed exceptions.

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

Developmental Education and Testing Policy

The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students, and to providing educational opportunities to those who enroll. All new students who enroll in a degree, diploma, or certificate program are required to take the STEP reading, writing, and math placement tests. Retesting students who did not take the STEP or COMPASS test but who have successfully completed the Foundation course at Rasmussen College for which Foundation courses are prerequisites, or their equivalents, do not need to take the STEP test. Retesting students who have successfully completed the Foundation courses, their equivalents, or the courses for which Foundation courses are prerequisites must take the STEP test. Coursework in Math or English that is numbered below 100 is considered developmental. Placement scores are used to appropriately place students in English and math courses according to skill level. See Entrance Assessment Table for placement scores.

These credits are not counted toward graduation, and each must be passed with a grade of ‘S’ in order to proceed to the next course in the sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the remediation courses. Students who test at remediation level, and who wish to transfer courses that have Foundation courses as prerequisites, must first successfully complete the Foundation courses. Students enrolled in Foundation courses are typically provided a financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program. Students who place below the level of B080 Reading and Writing Strategies are not eligible for admission to Rasmussen College. Student who place below the level of B080 Reading and Writing Strategies and are not admitted to Rasmussen College may, after three months, have the option to re-take the assessment test. Students that do not achieve the scores listed above must take the College Experience course, or the College Experience course and Writing Strategies if they achieve a score of 73% or more on the final exam/end of quarter post-test in this class.

Grading System Percentage Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
<td>Very Good</td>
</tr>
<tr>
<td>B+</td>
<td>3.50</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Average</td>
</tr>
<tr>
<td>B-</td>
<td>2.75</td>
<td>Below Average</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>C</td>
</tr>
<tr>
<td>C-</td>
<td>1.75</td>
<td>D</td>
</tr>
<tr>
<td>D</td>
<td>1.50</td>
<td>D+</td>
</tr>
<tr>
<td>D+</td>
<td>1.00</td>
<td>F</td>
</tr>
<tr>
<td>F/FIA</td>
<td>0.00</td>
<td>Failure</td>
</tr>
</tbody>
</table>

Course Waiver

CW NA Course Waiver

I/IN NA See “Incomplete Policy”

S/SA NA Satisfactory

ST NA Satisfactory foundation, Seminar courses, or College Experience course

TO NA Test-Out

TR NA Transfer in Credit

Nursing programs Grade Scale

The following grade scale applies to all ES, BA, MA, ML, MT, PT and M coursework.

Letter Grade | Percentage Range
-------------|-------------------|
A             | 90-100%
A-            | 89-90%
B+            | 89-87%
B             | 86-83%
B-            | 82-80%
C+            | 79-77%
C             | 76-73%
C-            | Below 73%

Nursing Programs Grade Scale

Students are required to earn a grade of ‘C’ or better in all coursework required in the Nursing programs. This applies to all NU, NR, HUH, PN, and PRN coursework level 000 through 2999. The grading scale for these courses is as follows:

Letter Grade | Percentage Range
-------------|-------------------|
A             | 90-100%
A-            | 89-90%
B+            | 89-87%
B             | 86-83%
B-            | Below 83%

ACADEMIC INFORMATION AND COLLEGE POLICIES

1. The Academic Dean must be informed of all incompletes granted. Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:
   a. The work to be completed must be regularly assigned work, identified in the course syllabus.
   b. The student can reasonably be expected to complete the work by the deadline.
   c. The student’s grade will be substantially improved.
   d. The student has demonstrated a commitment to completing work in a timely fashion.
   e. Granting the incomplete is truly in the best interest of the student.
   f. Completing the work, one of the following will apply:
      i. The student will learn substantive information by completing the work.
      ii. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.

2. The student must submit an incomplete form within two weeks of the last day of class. An incomplete grade not completed by the deadline will be changed to an ‘FA’ (or the calculated alternate grade). Incompletes shall be granted rarely and instructors will take the following into consideration when granting an incomplete:
   a. The work to be completed must be regularly assigned work, identified in the course syllabus.
   b. The student can reasonably be expected to complete the work by the deadline.
   c. The student’s grade will be substantially improved.
   d. The student has demonstrated a commitment to completing work in a timely fashion.
   e. Granting the incomplete is truly in the best interest of the student.

3. Incomplete forms will be maintained by the respective instructors. Incomplete forms can be submitted by an instructor at the end of a quarter. Except in cases such as late discussion postings, students may be asked to complete an alternate assignment for equivalent point value, minus any applicable penalty.

4. Instructors may decide in cases of legitimate extenuating circumstances to waive the late penalty; if not, though, the penalty must be enforced as described. In some cases in the residential classroom, certain assignments, such as exams, must be completed at the designated time and therefore cannot be made up. The instructor should apprise students beforehand of any such activities.

In no circumstances may students submit work after the last day of the academic term unless an incomplete grade has been requested and granted beforehand.

Incomplete Grade Policy

An I/IN indicates an incomplete grade, and is a temporary grade for a course which a student is unable to complete due to extenuating circumstances. An incomplete may be granted to a student at the end of a quarter at the discretion of the instructor under the following conditions:

1. An incomplete form is complete which identifies:
   a. the work to be completed,
   b. qualifications for acceptable work,
   c. the deadline for completing the work (within two weeks of the last day of class),
   d. the grade to be entered should the student not complete the work by the deadline (the calculated grade).

2. Instructors will have one week for grading, recalculating grades and posting grades to the student’s record as outlined on all documents required.

3. Incomplete forms will be maintained by the respective campus for approval and resolution. Students must request an incomplete prior to the last day of the term.

Program Changes

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

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

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

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

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

General Transfer Credit Policy

• Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.
• Students who wish to transfer credits to Rasmussen College must first apply and be admitted to the College.
• Students must request that official transcripts containing coursework for review be sent directly to Rasmussen College. It is the student’s responsibility to ensure that all official transcripts have been received by Rasmussen College.
• As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.
• A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credit conditionally awarded through the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College prior to the completion of the student’s first quarter, after which the student will be required to complete the necessary credits in order to receive the degree.
• College-level courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Council on Higher Education Accreditation (CHEA) will be considered for college transfer.
• Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
• Students enrolled and approved for the Surgical Technician AAS, Comprometer Transfer Block must meet only 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 a different unit of credit than quarter credits will be subject to conversion prior to being transferred.
• International transcripts must be evaluated by a NACES approved organization (National Association of Credential Evaluation Services) to ensure the student’s credit transfer is equivalent to Rasmussen course content. The evaluation is the student’s responsibility.
• Transfer credit is evaluated based on the program in which the student is enrolled.
• Credits earned at Rasmussen College will be transferred directly from one Rasmussen College campus to another. Only the classes that are applicable to the current program will be posted or calculated.
• Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average, but will be counted as credits attempted and earned for determining SAT or ACT scores.
• All credits considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are also credits attempted.
• Course grades which have been accepted for transfer will be listed on the student’s transcript with a Transfer (TR) designation.
• Courses for which a student has received credit by examination will be listed on the student’s transcript with a Test Out (TO) designation.

General Education Block Transfer for Baccalaureate Candidates

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

• Confirmed associates degrees may be posted as a 32 credit general education block.
• Confirmed baccalaureate degrees may be posted as a 56 credit block (32 lower-level, 24 upper-level).
• All transfer general education courses must be due to accreditation requirements.
• For those students without an earned degree, successfully completed general education credits will be applied.

Bachelor Completer Block Policy

For 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 enrolling in.

• Students may transfer up to 121 credits (67% maximum of a Rasmussen College program).
• Course by course guidelines apply to required classes.
• Required general education courses must still be met.
• Transfer for upper division courses will be done on a case by case basis.
• Students must meet pre-requisite requirements for upper division coursework.
• Students may transfer up to 41 unrestricted lower division core credits.
• 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 B.S. degree.

General Education Block Transfer for Graduates

A total block transfer of 58 core credits may be allowed into the Medical Assisting AAS program if one of the following criteria is met:
1. Graduated from a CAHPSH accredited MA diploma or certificate program within the past 5 years and holds a current CMA/RMA/RHR certification, or
2. Graduated over 3 years ago from a CAHPSH accredited MA diploma or certificate program, but has worked as an MA within the past 3 years and holds 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 operators certificate.

For students with an unencumbered Registered Nurse license and have successfully completed an Associate’s Degree, they will receive a block transfer of 113 or 109 credits, depending on state.
• Florida students will receive a block of 12 lower division general education classes plus a block of 81 lower division core classes.
• Minnesota residents will receive 77 lower division core, 32 lower division GE, and will need to complete 4 credits of unrestricted electives.
• Students who have the RN license alone will receive a block transfer of 81 (FL) or 77 (MN) 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 coursework, both core and general education, is transferrable and follows the standard course by course transfer policy.
• There are no time limit restrictions on transfer of upper division coursework.

General Education Block Transfer

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

• Confirmed associates degrees may be posted as a 32 credit general education block.
• Confirmed baccalaureate degrees may be posted as a 56 credit block (32 lower-level, 24 upper-level).
• All transfer general education courses must be due to accreditation requirements.
• For those students without an earned degree, successfully completed general education credits will be applied.

Bachelor Completer Block Policy

For 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 enrolling in.

• Students may transfer up to 121 credits (67% maximum of a Rasmussen College program).
• Course by course guidelines apply to required classes.
• Required general education courses must still be met.
• Transfer for upper division courses will be done on a case by case basis.
• Students must meet pre-requisite requirements for upper division coursework.
• Students may transfer up to 41 unrestricted lower division core credits.
• 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 B.S. degree.

Medical Assisting Associate Degree Block Transfer Policy

A total block transfer of 58 core credits may be allowed into the Medical Assisting AAS program if one of the following criteria is met:
1. Graduated from a CAHPSH accredited MA diploma or certificate program within the past 5 years and holds a current CMA/RMA/RHR certification, or
2. Graduated over 3 years ago from a CAHPSH accredited MA diploma or certificate program, but has worked as an MA within the past 3 years and holds 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 operators certificate.

For students with an unencumbered Registered Nurse license and have successfully completed an Associate’s Degree, they will receive a block transfer of 113 or 109 credits, depending on state.
• Florida students will receive a block of 12 lower division general education classes plus a block of 81 lower division core classes.
• Minnesota residents will receive 77 lower division core, 32 lower division GE, and will need to complete 4 credits of unrestricted electives.
• Students who have the RN license alone will receive a block transfer of 81 (FL) or 77 (MN) 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 coursework, both core and general education, is transferrable and follows the standard course by course transfer policy.
• There are no time limit restrictions on transfer of upper division coursework.

General Education Block Transfer

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

• Confirmed associates degrees may be posted as a 32 credit general education block.
• Confirmed baccalaureate degrees may be posted as a 56 credit block (32 lower-level, 24 upper-level).
• All transfer general education courses must be due to accreditation requirements.
• For those students without an earned degree, successfully completed general education credits will be applied.

Bachelor Completer Block Policy

For 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 enrolling in.

• Students may transfer up to 121 credits (67% maximum of a Rasmussen College program).
• Course by course guidelines apply to required classes.
• Required general education courses must still be met.
• Transfer for upper division courses will be done on a case by case basis.
• Students must meet pre-requisite requirements for upper division coursework.
• Students may transfer up to 41 unrestricted lower division core credits.
• 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 B.S. degree.

Medical Assisting Associate Degree Block Transfer Policy

A total block transfer of 58 core credits may be allowed into the Medical Assisting AAS program if one of the following criteria is met:
1. Graduated from a CAHPSH accredited MA diploma or certificate program within the past 5 years and holds a current CMA/RMA/RHR certification, or
2. Graduated over 3 years ago from a CAHPSH accredited MA diploma or certificate program, but has worked as an MA within the past 3 years and holds 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 operators certificate.

For students with an unencumbered Registered Nurse license and have successfully completed an Associate’s Degree, they will receive a block transfer of 113 or 109 credits, depending on state.
• Florida students will receive a block of 12 lower division general education classes plus a block of 81 lower division core classes.
• Minnesota residents will receive 77 lower division core, 32 lower division GE, and will need to complete 4 credits of unrestricted electives.
• Students who have the RN license alone will receive a block transfer of 81 (FL) or 77 (MN) 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 coursework, both core and general education, is transferrable and follows the standard course by course transfer policy.
• There are no time limit restrictions on transfer of upper division coursework.
Medical Coding Practicum Waiver
• The student’s academic transcript 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 and Design 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 CW JavaScript certification.

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

College Equivalency Credit
Credits earned through college-equivalency programs will be posted on student transcripts as Test-Out credits (TO) and will not be assigned letter grades or applied to cumulative grade-point average. Rasmussen College recognizes the following college equivalencies:
• Advanced Placement (AP) examinations administered by The College Board. A score of 3 or higher is required. Applicable to General Education areas only.
• College-Level Examination Program (CLEP) examinations administered by The College Board. A score of 50 or higher is required. Applicable to General Education areas only.
• DSST, DANTES, Excelsior College Exams. Passing scores are determined by the individual test requirements. Applicable to General Education areas only.
• Credit for military service may be awarded upon review of the 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 (GI) transcript, Army National Civilian Council on Education Registry Transcript System (AARTS) transcript, and/or Community College of the Air Force (CCAF) transcript.
• Prior Learning Assessment (PLA) credits may be earned by going through the PLA process as established through The Council for Adult Formal Learning (CAEL).
• Other types of college-equivalency courses and/or examinations may be evaluated for eligibility by the Campus Registrar.

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

General Education Philosophy
The general education portion 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 improve 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 the workplace and in life.
3. Locate, evaluate, and effectively use information from a variety of sources, print and electronic, meeting common standards for intellectual and academic integrity.
4. Recognize and value the diverse needs and perspectives of individuals.

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

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, students will demonstrate understanding of different arts 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 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.

General Education Requirements for Rasmussen College Credentials
BS-degree candidates in most programs must successfully complete thirty-four (34) credits of general education coursework distributed across the following categories:

English Composition, Communication, Humanities and Fine Arts, Math, Natural Sciences, and Social Sciences.

AAS degree candidates in some programs must successfully complete thirty-four (34) credits of general education coursework distributed across the following categories:

English Composition, Communication, Humanities and Fine Arts, Math, Natural Sciences, and Social Sciences.

Health Sciences Externships, Practicums, and Clinicals
Extent general externships and practicums for Health Sciences programs are to be conducted in Rasmussen-approved locations. Each practicum site will be established utilizing an agreement to determine the responsibilities of the practicum partner, 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.
Practicums/Externships in Health Sciences programs have attendance expectations that differ from the general Rasmussen College Attendance Policy. These attendance policies can be found in the program-specific manuals/handbooks.

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

All student activities associated with the curriculum, especially while the student is completing his or her clinical rotations, will be educational in nature. The student will not receive any monetary remuneration during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution.

Students, often, 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.

School of Business Mission Statement
The Rasmussen 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.

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

Early Childhood Education Program Conceptual Framework
The Early Childhood Education Program at Rasmussen College prepares skilled teachers with a strong theoretical foundation and an understanding of the relationship between early childhood teaching, Rasmussen College, and professional practice. We ensure students receive rich opportunities for practical application in internships, experiences. We are committed to teaching and using positive interpersonal communication skills in a diverse environment.

Graduation Requirements
Degrees, diplomas, and certificates are awarded solely on the merit of completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and a minimum of 50% may be completed via transfer credits, course waivers, credit by examination, or other means. Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.0 to receive a degree, diploma, or certificate with a passing grade in each area. Completion and submission of the Graduate Achievement Portfolio (GAP) is a graduation requirement for all programs regardless of length.

Certificates or transcripts of credits may be given to those students taking individual subjects or individual progress courses of study.

There is no restriction on the total number of credits that may be transferred.
• RN-to-BSN is not available to Wisconsin residents.

Credit by Examination
Enrolled students may request credit by examination for lower division courses if an exam has been developed. Credit by examination is not offered for upper division courses.
• An examination score of 83% 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 67% transfer maximum.
• Credit by Examination will not count as credits for financial-aid eligibility.
• A credit by examination may be taken only once for each course.
• If a student has already attempted the course, as indicated by a posted WWO or PW grade, no test-out attempt will be allowed.

The following are not available for credit by examination: Program-specific Massage Therapy, Medical Assisting, Medical Laboratory Technician, Surgical Technology, and Nursing courses, and 200-level Pharmacy Technology courses. In addition, the Healthcare Information Technologies and Pharmacy Software/Automation/Insurance Billing, and Success Strategies, Career Development, practicum, or designated capstone courses are not available for credit by examination.

Course Waivers
• General Education Strategies Course Waiver
• Students with a two-year degree or higher from an accredited institution of higher education, with a minimum cumulative GPA of 2.0, qualify for a Success Strategies course waiver.
• Students who have earned at least 24 semester or 36 quarter credits from an accredited institution of higher learning, regardless of program of study, with a minimum cumulative GPA of 2.0, qualify for a waiver from Success Strategies.
• The student’s academic transcript will be reviewed, and if the criteria are met, Success Strategies course requirement will be waived, and the grade will be posted on the student transcript as a Course Waiver (CW).

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 the required paperwork with their Program Coordinator/Director prior to the start of the quarter of the practicum.
• Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student’s employer. The Program Coordinator/Director will inform the Campus Registrar of the result of the evaluation.
• If the waiver is granted, the grade will be posted on the student transcript as a Course Waiver (CW).

Foundations of Child Development; Early Childhood Curriculum and Instruction; and Health, Safety and Nutrition Waivers
• Students who have earned a Florida Child Care Professional Credential (FCCPC), formerly known as the CDA-Equivalent 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, or 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.

• 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).

Policies can be found in the program-specific manuals/handbooks.
Transfer to Other Colleges

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

Attendance

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

Rasmussen College uses a standard grading scale for its courses (although some programs may be required to follow additional standards), and attendance is not used as a method of evaluation for course grades. Faculty are required to keep accurate attendance records which are 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 standing to remain eligible for financial aid.

If a student has not been in attendance in a course within 14 days of their last date of attendance in that course, he or she may be withdrawn from the course. 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 Class Policy.

Practicums/Externships in Health Sciences programs have attendance expectations that differ from the attendance policy above. These attendance policies can be found in the program-specific manuals/handbooks.

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; 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 by their home campus. All financial aid will be awarded and disbursed from the home campus.

The home campus monitors satisfactory progress. A copy of the consortium agreement is kept on file at each campus. Students have the right to review and acknowledge the agreement prior to taking courses at other campuses.

Rasmussen College Academic Integrity Policy

I. Introduction

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

II. Definitions

a) Academic Misconduct is the violation of the Academic Integrity Policy, including all forms of academic cheating that are prohibited but not limited to acts listed below and any other act perverted to give unfair advantage to the student.

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

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

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

- c) Using or attempting to use unauthorized materials, tests, devices, notes, information or assignments, discussions, tests, quizzes, papers, labs.

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

- e) Destruction, Theft, Obstruction, Interference: Seeking to gain unfair academic advantage by destroying, damaging, or stealing equipment or products of any academic exercise; or obstructing or interfering with an instructor’s materials or another student’s academic work.

- f) Fabrication, Falsification, Forgery: Deliberately falsifying, altering, or inventing student records, information or citations. Forgery is the act of imitating or counterfeiting documents, signatures, and the like.

- g) Plagiarism: The act of representing an individual’s or organization’s words, thoughts, or ideas as one’s own. Examples include:

- i. Using information (a paraphrase or quotation, in whole or in part) from a source without attribution to give credit to the author of that source.

- ii. Using charts, illustrations, images, figures, equations, etc., without citing the source.

- iii. Using an academic exercise (in whole or in part) purchased or copied from a newsletter or paper/ essay mill.

- iv. Copyright infringement or piracy, including the use, alteration, or duplication of media, software, code, or information when expressly prohibited or where copyright exists or is implied.

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

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

- a) First Offense. The student will receive no credit on the 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/FX. The student may re-take the course, but the F/X will remain on the transcript even if the student retakes the course and earns a passing grade.

The College reserves the right to dismiss a student from the College if there are more than two offenses. A student dismissed from the College because of Academic Misconduct may not reenroll.

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

IV. Consequent Offenses: A consequent offense: an offense 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. Consequent offenses will be treated as a single offense, and the appropriate penalty will be applied for all consequent violations.

V. Appeal: A student who disagrees with a ruling of Academic Misconduct has one week to appeal the ruling to his or her Dean. All appeals are reviewed by the Academic Integrity Committee, which has one week from the time that they receive the appeal to thoroughly investigate and rule on the appeal. If the issue remains unresolved, the student may submit a written statement of appeal to the Assistant Vice President of 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 encompassing policy regarding student conduct. The College reserves the right to discipline or terminate any students whose conduct is detrimental to the educational environment. Conduct/dismissal guidelines for School of Health Sciences students enrolled in the Medical Assistant, Health Information Technology/Manager, Medical Laboratory Technician and Surgical Technician programs can be found in each programmatic handbook provided at 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 could include pornographic, racist, drug, 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 privileges and possibly other penalties, up to and including dismissal.

Anti-Hazing Policy

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

Dress Code

The College encourages students to dress as if they were going to work and 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.

Drop/Add Class Policy

Course registration practices ensure that the College is able to provide quality instruction through obtaining a minimum class size of 12 students per course. Full-quarter drop/add period. Students may add courses through the first Friday of the quarter, which is the close of the drop/add period. When a student notifies the College of withdrawal from a class:

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student’s transcript and tuition will not be charged.

Tuition Rates are as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-200 level courses</td>
<td>$30 per credit</td>
</tr>
<tr>
<td>300-400 level courses</td>
<td>$30 per credit</td>
</tr>
</tbody>
</table>

All new and re-entering students who have applied for admission after April 17, 2011:

- School of Business: $30 per credit

- School of Health Sciences Programs: $30 per credit

- School of Education: $30 per credit

- All Programs: $30 per credit
Students must have prior approval from a parent/guardian to be admitted into the program (requires a School Approval Form).

Students may apply to a full program of study in one’s chosen career field.

The Early Honors Program is a great way for high school seniors who have reached the minimum age of 16 to have the opportunity to earn college credit through the cumulative credits attempted.

When a student notifies the College of withdrawal from the College’s regulations or rules of conduct.

The Early Honors Program is subject to modification at any time. Not all programs are subject to modification at any time. Not all programs are subject to modification at any time.

Students must meet all course prerequisites as listed in the catalog. Nursing courses designated with a “PN,” “PRN” or “NUR” are not available to Early Honors students.

Students who wish to withdraw from the course are still scheduled in the class, the credits for all courses will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Any promissory note instrument received as payment for 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 $100 per course for these books and supplies. All prepaid tuition is refundable.

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

Students may apply to take online courses in order to complete a degree. Online course activities and assignments at Rasmussen College are conducted via chat, email, phone, and interactive software.

The minimum technical requirements in order to complete a degree. Online course activities and assignments at Rasmussen College are conducted via chat, email, phone, and interactive software.

All prepaid tuition is refundable.

When a student notifies the College of withdrawal from the College’s regulations or rules of conduct.

Rasmussen College reserves the right to address any issue in this catalog or its operations regarding its meaning.

Cancellation, Termination, Refund Policy (Alabama Resident Students Only)

Students may cancel enrollment at any time, complying with the notification procedures established by the school. Refunds of unearned prepaid tuition, fees and other charges shall be made in the following manner within thirty (30) days of termination:

• a. A full refund is due students whose contracted educational services are denied by the school as a result of economic or academic fraud as defined in the Code of Alabama §16-46-4(b)(7) and (8) (1975).

• b. A full refund is due students whose contracted educational services are denied by the school as a result of economic or academic fraud as defined in the Code of Alabama §16-46-4(b)(7) and (8) (1975).

• c. A full refund is due students whose contracted educational services are denied by the school as a result of economic or academic fraud as defined in the Code of Alabama §16-46-4(b)(7) and (8) (1975).

• 2. Following the first week of the quarter and on or before the third Friday of the quarter, students will receive an F/F or F/F for any courses dropped. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

• 1. On or before the day of the drop/add period, the drop will be without recorded on the student’s transcript and tuition will not be charged.

• 3. Following the third week of the quarter, students will receive an F/F for any courses dropped. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Course Withdrawals

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

Rasmussen College Early Honors 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 seniors who have reached the minimum age of 16 may apply to take online courses in order to complete a degree. Online course activities and assignments at Rasmussen College are conducted via chat, email, phone, and interactive software.

A full refund is due students whose contracted educational services are denied by the school as a result of economic or academic fraud as defined in the Code of Alabama §16-46-4(b)(7) and (8) (1975).

On or before the sixth week of the quarter, students will receive a F/F for any courses dropped. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

• 3. Following the sixth week of the quarter, students will receive an F/F for any courses dropped. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

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

When a student notifies the College of withdrawal from the College’s regulations or rules of conduct.

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

Rasmussen College Early Honors 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 seniors who have reached the minimum age of 16 may apply to take online courses in order to complete a degree. Online course activities and assignments at Rasmussen College are conducted via chat, email, phone, and interactive software.

A full refund is due students whose contracted educational services are denied by the school as a result of economic or academic fraud as defined in the Code of Alabama §16-46-4(b)(7) and (8) (1975).
Rasmussen College uses the state-mandated refund Director, Campus Director, or Academic Dean. Change in Student Status form, which will begin the Dean to complete the Rasmussen College Notice of the program is available.

Students in Allied Health/Health Sciences programs and progress to date with Rasmussen College and the standing at the time of withdrawal, financial status

A re-entry process will be initiated for a student who has no outstanding balance owed to the College and has not met the foundations course requirements. A student in good re-enter as long as all other enrollment qualifications are met at the time of reentry: a student in good

Re-entering students, regardless of time away from the College, must successfully complete the College Experience Course or have a record of successfully completing the College Experience Course as part of the acceptance process for returning to the College. All re-entering students must comply with all other college acceptance criteria as outlined in the catalog before being accepted into the College as a Re-Enter.

For the calculation of satisfactory academic progress, all re-entering students are treated as a re-enter. Re-entering students are treated as a drop/withdrawal for Financial

Determination of whether a student is eligible to re-enroll is based on the criteria below:

If a student meets the following criteria, the student will be allowed to commence the enrollment process and re-enter as long as all other enrollment qualifications are met at the time of re-enrollment:

- No leave of absence is in place.
- The student is in good academic standing.
- The student has successfully completed any required Federal Pell Grant, Federal Direct Loan, or Federal PLUS Loan and withdrew on or before the close of the drop/add period the course(s) will be dropped without being recorded for each course for which a student was registered if the student takes Medical Leave or Medical Withdrawal from the College at any time following the week of the quarter.

The rules for transferring credit to Rasmussen College for courses taken elsewhere while on leave will apply to any academic work done by the student while on leave or Medical Withdrawal from the College.

All academic probations, warnings and dismissals take precedence over any Medical Leaves or Medical Withdrawals. If a student is already on probation or is placed on probation while on leave, the conditions of his/her probation are continued to the quarter in which he/she returns to the College.

Involuntary Medical Withdrawal Appeal Process

A student who is placed on an Involuntary Medical Withdrawal may appeal the decision to the College President within three (3) business days (including weekends and federal and state holidays) of the decision. The appeal should be made in writing and should set forth the basis for the appeal. The College President (or his/her designee) has three (3) business days from receipt of the appeal (excluding weekends and federal and state holidays) to affirm or reverse the decision, which is then considered final. The College President (or his/her designee) may extend the time limit set forth above as necessary. While the appeal is pending, the original decision of Campus Administration will stand.

When a Student Wants to Return After an Involuntary Medical Withdrawal

Re-enrollment will require a complete re-admission application from the student along with a letter from the student's professional therapist and/or physician stating the student’s medical situation and that the professional therapist/physician believes the student is able to return to Rasmussen College.

Students must be cleared by all of the following once the re-admission application is received: Dean, Student Financial Services Office and Campus Director.

Federal Distribution of Funds Policy

Once the refund liability for a particular student has been determined, the federal portion of the refund shall be distributed back to the various programs in the following manner:

- All refund monies shall first be applied to the student's Federal Direct Unsubsidized Stafford, Federal Direct Subsidized Stafford, and Federal Direct PLUS loans received on behalf of the student.
- Any remaining refund monies will then be applied to reduce the student's Federal Pell Grant award.
- Any remaining refund monies will then be applied to reduce the student's Federal SEOG award.
- Other Federal SFA Programs authorized by Title IV Higher Education Act.

Non Federal Refund Distribution Policy

Refunds for state aid programs are calculated on a proportional basis. To calculate the minimum refund due to the Minnesota State Grant Program, the SELF Loan Program, and other State Aid Programs (with the exception of the Minnesota State Work Study Program), the following formula is used:

- Amount of funds (financial aid and cash) applied to institutional charges (including post-withdrawal disaster) as Title IV aid applied to institutional charges less:

- Amount of institutional charges that the school can retain per our state mandated refund policy less:

- Amount of Institutional Share of the Title IV Refund

Remaining refund due to the State Aid Programs Ratios are then determined for each of the State Financial Aid Programs as part of the total Non-TITLE IV aid distributed to students (for the period during which the student withdrew).

These ratios are then multiplied against the remaining refund due to the State Aid Programs to determine the proportional minimum refund due to both the State Grant and SELF Programs. If the student received funds from other State Aid Programs, those refunds would be calculated in the same manner.

Note that for purposes of calculating institutional charges in the State Aid Need Calculation, the definition for Title IV programs is used:

- Any remaining refund monies will then be applied to reduce the student’s Minnesota State Grant award and/or Minnesota SEOL Loan.

- Any remaining refund monies will then be applied to any other sources.

Veterans Refund

In the event a veteran discontinues training for any reason, the College will retain a $10 registration fee. Any supplies or textbooks issued and paid for by the veteran become the property of the veteran. The remaining amount of prepaid tuition will be refunded on a prorated basis computed to the date of discontinuation of training.

Library Fine Policy

Rasmussen College Library System reserves the right to collect late fees for Rasmussen Library materials that are kept out past the due date without renewal. The current late fee rate is $.50 per day, or $2.50 per item. No fee is charged for books, videos, audiotapes, and CD-ROMs there is a 5 day grace period; after the grace period the charge is 50.25 a day for 10 days; the maximum late fine is $2.50. For reference books and reserve materials there is a 10 hour grace period beyond the 24 hour check-out period; after the grace period charge is 50.25 for 24 hours; the maximum late fine is $10.00.

After the materials are kept out past the maximum late period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item.
ACADEMIC INFORMATION AND COLLEGE POLICIES

The library will charge the cost of replacing the item plus a $5.00 processing fee. In the event that nonreplaceable items are lost or damaged, the library will charge up to $50.00.

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

For unpaid fines on materials checked out on Rasmussen College cards the College reserves the right to take legal action against any member of the College community merely because he/she is or has been the object of such a complaint.

Informed Resolution

Effective early efforts to control a potentially harassing situation are very important.
1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop.

2. Writing a letter to the person or talking to the person’s supervisor can also be effective.
3. Go to a sexual harassment/violence information center or discuss it with a friend.
4. Talk to others who might also be victims of harassment.

5. Any employee, faculty member, staff member, or student is encouraged to discuss incidents of possible sexual harassment with the Campus Director, Regional Vice President, or College President.

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

During the informal inquiry process, all information will be kept confidential to as great a degree as legally possible.

No specific circumstances, including the names of the people involved, will be reported to anyone else except the Executive Vice President/President and the Human Resources Director and Corporate Counsel, without the written permission of the person making the complaint.

However, if in the course of the inquiry Rasmussen College finds that the circumstances warrant a formal investigation, it will be necessary to inform the person complained against.

Incidents should be reported within 30 days.

At any time during the procedures, both the person bringing a complaint and the person against whom the complaint is made may have a representative present in discussions with the Campus Director.

Resolutions and Involuntary Complaints

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

1. If the person who discusses an informal complaint with an advisor is willing to be identified to others but not the person against whom the informal complaint has been 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, they will be afforded as great a degree as is legally possible.

The expressed wishes of the complaining person for confidentiality will be considered in the context of the College’s obligation to act upon the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the College and those involved in the investigation.

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

3. When a number of people report incidents of sexual harassment that have occurred in a public context (for instance, offensive sexual remarks in a classroom lecture) or where 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 complaining.

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 expressly 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 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 or visual advances or propositions;
5. Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means);
6. Sexually offensive comments, graphic verbal commentary about an individual’s body or dress, sexually explicit jokes and innuendos, and other sexually-oriented statements and
7. Physical conduct, such as: touching, assault, or impeding or blocking movements.

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or as subtle as a touch. Harassment under the third part of the definition often consists of callsous insensitivity to the experience of others.

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

There are basically two types of sexual harassment:
1. “Quid pro quo” harassment, where submission to harassment is used as the basis for employment decisions.

Employee benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual advances. Therefore, offering or providing benefits (including those in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment.

Example: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.

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

Hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or customers. Hostile environment harassment consists of (1) a verbal or physical conduct of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment.

Constructive postures of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

For further information please refer to the EEOC’s website at www.eeoc.gov or call the EEOC Publications Distribution Center at 800-669-3362 (voice), 800-800-3362 (TTY).

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

Romantic sexual relationships between superior and subordinate employees are considered harassment even in seemingly consensual romantic/sexual relationships where a power differential exists between the involved parties.

The respect and trust accorded a faculty member or other employee by a student, as well as the power exercised by faculty in giving grades, advice, praise, recommendations, opportunities for further study, or other forms of advancement may greatly diminish the student’s actual freedom of choice concerning the relationship. Similarly, the authority of the supervisor to hire, fire, evaluate performance, reward, make recommendations, assign and oversee the work activities of employees may interfere with the employee’s ability to choose freely in the relationship. Further, it is inherently risky where age, background, status, credentials or other characteristics contribute to the perceptions that a power differential exists between the involved parties which limits the student or employee’s ability to make informed choices about the relationship.

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

Sexual assault: Sexual activity, including sexual penetration or sexual conduct carried out under coercion, with the threat of a weapon, through the threat of bodily harm, through a position of authority, or when the victim/survivor is mentally or physically disabled or helpless constitutes criminal sexual assault.

Having a previous relationship of any nature, including prior sexual contact, does not provide an accepted defense for sexual assault. The victim/survivor does not need to prove that he/she resisted and another witness is not needed to prosecute the case. The relative age of the victim/survivor involved does not affect the victim/survivor’s fear of bodily harm to self or another, the use of threat to use a weapon by the perpetrator, and the infliction of either physical or emotional anguish upon the victim/survivor are among the criteria taken into account by state laws on Criminal Sexual Conduct and under the Crime Victims Bill of Rights.

Formal Complaints by Students and Employees

A formal complaint of sexual harassment must include a written statement, signed by the complainant specifying the incident(s) of sexual harassment. The statement may be prepared by the complainant or by an advisor as a record of the complaint. The complaint must be addressed to the Campus Director, or other manager who will immediately report such complaint to an Executive Vice President or President and Human Resources Director and Corporate Counsel.

The Human Resources 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 of the incident and its involvement. The College will decide whether the circumstances reported in the complaint warrant a formal investigation or an informal inquiry.
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 person other than those involved in the complaint, they will do so only after informing the complaining person and the person complained against.

The College’s first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.

4. The College will be in communication with the complainant until the complaint is resolved. The complainant will be informed of procedures being followed throughout the investigation although not of the specific conversations held with the person complained against.

5. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and make its recommendations within 60 days from the time the formal investigation is initiated.

6. If a formal complaint has been preceded by an informal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.

7. After an investigation of the complaint the College will:
   - look at all the facts and circumstances surrounding the complaint to determine if there is a reasonable cause to believe that harassment has occurred and report its findings and the resolution to an Executive Vice President or President; or
   - report its findings with appropriate recommendations for corrective action to an Executive Vice President or President; or
   - report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.

8. Further information can be obtained from either of the following sources:
   - Illinois Department of Human Rights
   - James R. Thompson Center
   - 100 West Randolph Street, Suite 10-100
   - Chicago, IL 60601
   - (312) 814-5200
   - (217) 782-1212 (TDD)
   - www.state.il.us/dhr
   - Illinois Attorney General
   - www.ialt.gov
   - 800-228-3368 (Voice/TTY)

   Nothing in this policy shall prevent the complainant or the respondent from pursuing formal legal remedies or resolution through state of federal agencies or the courts.

9. Drug Abuse Policy

Rasmussen College is committed to providing a safe, drug-free environment for its students and employees and to protecting its business from unnecessary financial loss due to drug or other 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 those who are referred by these students. 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. Disciplinarily discharge an employee against whom it can prove the violation.

2. Take disciplinary action against employees who violate this policy. Employees may also be suspended pending outcome of such investigation according to company policy.

Drug-Free School and Workplace

In accordance with the Drug-Free Schools and Communities Act Amendments of 1990, Part 96, 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 www.ed.gov/hec.

Students and Employees are prohibited from unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to the College including grounds, parking areas, anywhere within the building(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. Reporting the violation to 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 program approved for such purposes by a federal, state, local, health, law enforcement, or other 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 environment through the administration of this 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 personnel consider 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 all areas of our lives. For instance, the Department of Housing and Urban Development, which provides public housing units, has the authority to evict residents to be involved in drug-related crimes on or near the public housing premises.

Businesses with federal contracts are subject to a loss of those contracts if they do not promote a drug-free environment. In our particular situation, students involved with drugs could lose their eligibility for financial aid. Further, they could also be denied other federal benefits, disability, retirement, health, welfare, and Social Security. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.

Drugs and alcohol are highly addictive and injurious to the person and can cause harmful effects to virtually every aspect of a person’s life, i.e., relationships, family, job, school, physical, and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, inattentive, anxious, or experience emotional 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 may be impeded as well. Some examples of this are a hangover, or a feeling being “burnt out”, being preoccupied with plans for the next drink, or “highs” or slow drug feelers 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 behavior
- abrupt changes in mood or attitude
- resistance to discipline at home or school
- getting into a “stomp” at work
- increased borrowing of money
- a complete set of new friends

We recommend that any person observing any of the above behaviors in any student or employee of Rasmussen College immediately notify their Campus Director or the Human Resources Department.

Webspace Policy

Rasmussen College prohibits the possession of weapons and ammunition of any kind from entering certain career fields.

If the institution decides not to amend the 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 disclosures of personally identifiable information contained in the student’s education records, except to the extent permitted by law. A school official is defined as a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a discipline or grievance committee of another school official in performing his or her tasks.

4. The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student’s education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5) (B) and 2331 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student’s file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.

5. The right to disclose – without the written consent or knowledge of the student or parent – information from a student’s education records in order to comply with a “lawfully issued subpoena or court order in three contexts:

- 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 the subpoena or the institution’s response.

- 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, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution’s response. Notification requirements or record retention requirements apply.

- Other Subpoenas – The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or student may seek
protective action. The institution will record all requests for information from a standard court order or subpoena.

6. The right to dispute — without the written consent or knowledge of the student or parent — information in education records to “appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individual(s).” Immediate 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. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20206-4605.

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 Director of the College or any of its representatives for handling under this policy.

An appropriate grievance is defined as a student's expressed feeling of dissatisfaction regarding any academic issue such as final grades, appeals involving academic issues such as final grades, students should appeal first to their instructor, who will attempt to resolve promptly all grievances that are appropriate for handling under this policy. If the grievance is still not resolved, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.

Students or other interested parties may also contact:
- Illinois Board of Higher Education
- a commission of the North Central Association of Colleges and Schools.

Appeal Procedure
Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. Individuals who feel they have been unjustly treated can contact the Campus Director to hear their appeal. If appeals involving academic issues such as final grades, students should appeal first to their instructor, who will attempt to resolve promptly all grievances that are appropriate for handling under this policy. If the grievance is still not resolved, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.

If individuals wish to appeal a decision or request a hearing for any other perceived violation of rights, written statements of appeal must be submitted to the Vice President of Student Affairs within 15 calendar days of the issue in question. Response will be given within 30 days.

Arbitration
Any controversy or claim arising out of, or relating to a current or former student's recruitment by, enrollment in, or education at Rasmussen College (“Controversy or Claim”), shall be resolved first in accordance with the procedures in the Grievance Policy published in the then-current Rasmussen College catalog. If following completion of the Grievance Policy procedures, any current or former student (the “Student”) or Rasmussen College remains dissatisfied, then the Controversy or Claim, in accordance with the Enrollment Agreement, shall be resolved by binding arbitration administered in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Arbitration shall be the sole remedy for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party's actual damages. The arbitrator also shall have no authority to award attorney's fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly circumstance Students there may be. The

Accreditation, Licensing & Approvals

The Medical Assisting Program at the Brooklyn Park, Eagan, Bloomington, Green Bay, Mankato, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The Commission on Accreditation of Allied Health Education Programs (CAHEP) 1361 Park Street Clearwater, FL 33756 (727) 210-2350 The Surgical Technology Associate's Degree program at the Brooklyn Park and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Council on Surgical Technology and Surgical Arising (ARSTA).

Arbitration shall be the sole remedy for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party's actual damages. The arbitrator also shall have no authority to award attorney's fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly circumstance Students there may be. The

If individuals wish to appeal a decision or request a hearing for any other perceived violation of rights, written statements of appeal must be submitted to the Vice President of Student Affairs within 15 calendar days of the issue in question. Response will be given within 30 days.

Arbitration
Any controversy or claim arising out of, or relating to a current or former student's recruitment by, enrollment in, or education at Rasmussen College (“Controversy or Claim”), shall be resolved first in accordance with the procedures in the Grievance Policy published in the then-current Rasmussen College catalog. If following completion of the Grievance Policy procedures, any current or former student (the “Student”) or Rasmussen College remains dissatisfied, then the Controversy or Claim, in accordance with the Enrollment Agreement, shall be resolved by binding arbitration administered in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Arbitration shall be the sole remedy for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party's actual damages. The arbitrator also shall have no authority to award attorney's fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly circumstance Students there may be. The

If individuals wish to appeal a decision or request a hearing for any other perceived violation of rights, written statements of appeal must be submitted to the Vice President of Student Affairs within 15 calendar days of the issue in question. Response will be given within 30 days.

Arbitration
Any controversy or claim arising out of, or relating to a current or former student's recruitment by, enrollment in, or education at Rasmussen College (“Controversy or Claim”), shall be resolved first in accordance with the procedures in the Grievance Policy published in the then-current Rasmussen College catalog. If following completion of the Grievance Policy procedures, any current or former student (the “Student”) or Rasmussen College remains dissatisfied, then the Controversy or Claim, in accordance with the Enrollment Agreement, shall be resolved by binding arbitration administered in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Arbitration shall be the sole remedy for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party's actual damages. The arbitrator also shall have no authority to award attorney's fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly circumstance Students there may be. The
Rasmussen College Standards of Satisfactory Academic Progress (SAP)

Introduction: Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe. A lack of satisfactory progress will likely jeopardize a student’s ability to complete their chosen program.

In order to be eligible for financial aid at Rasmussen College, a student must establish and maintain Satisfactory Academic Progress. When an individual becomes a student at Rasmussen College, the student accepts the responsibility to meet the standards of Satisfactory Academic Progress. Students are evaluated for SAP on a quarterly basis, and Rasmussen College expects students to progress through programs based on the standards listed in this catalog.

Methodology: Mid-quarter and final grade reports are compiled and prepared by Rasmussen College academic/ staff services and available to all students. Cumulative grade point averages and successful course completion of credits attempted are monitored quarterly and students not meeting the standards are notified. At this time an academic plan will be created describing the steps a student needs to take to meet SAP standards.

For students transferring to another, only the grades and credits that apply to the student's new program; standard CCR requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Re-entry does not negate previous satisfactory progress requirements.

SAP Components:

1. GPA: Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (CGPA) as defined in the chart below. CGPA is determined by grades earned in courses that have been completed. The minimum CGPA requirement is applied based on where the student is in their program as shown in the chart below.

2. Pace/Cumulative Completion Rate (CCR): This is the pace at which a student progresses through a program. CCR is calculated by cumulative credits earned divided by cumulative credits attempted within the same timeframe. Credits accepted for transfer into the College and credits earned by examination are considered as part of the credits attempted and earned for CCR calculation. Minimum standards are listed in the chart below.

3. Duration of Eligibility: This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program. Total credits are indicated for each program listing in the catalog. Credits accepted for transfer into the College and credits earned by examination are considered as part of the credits attempted and earned for purposes of determining the maximum program time frame and duration of eligibility. A student cannot exceed 150 percent of the maximum time frame.

The following grades will not be considered as credits successfully completed or earned: F, F/A, U/N, W/O, W/D, or W. Foundation courses are not included in the maximum number of credits attempted or earned above a failing grade, are responsible for paying the class out of pocket in this instance. These credits earned above a failing grade, are responsible for paying the class out of pocket in this instance.

Students who withdraw from the institution and later re-enter the College in the same program are treated as continuing students and must meet progress requirements. Re-entry does not negate previous academic status or satisfactory progress requirements.

SAP Calculations for Re-entering Students: When students change programs, only the grades and credits attempted and earned for purposes of determining the maximum program time frame and duration of eligibility. A student cannot exceed 150 percent of the maximum time frame.

Financial Aid Warning: If a student's CGPA falls below the standards listed in the chart, or if Pace/CCR standards or Duration of Eligibility requirements are not met, the student will be placed on Financial Aid Probation for the subsequent quarter. At this time a notice of Financial Aid Warning will be sent to the student and the student must work with academic support staff regarding the conditions of their status and be advised to return to good standing. A student is eligible for Title IV financial aid during the Financial Aid Warning period. If a student fails to make satisfactory academic progress for the second quarter in a row, the student is placed on Financial Aid Probation.

Financial Aid Probation: A student is eligible for Title IV financial aid during the Financial Aid Probation period. At the end of the probation period the student must meet minimum SAP requirements for the student to be eligible for further Title IV funding.

Financial Aid Reinstatement: A student who wishes to appeal an decision to return to good standing must submit a written appeal and has their eligibility for aid reinstated, he or she will be assigned the status of Financial Aid Probation. A student is eligible for Title IV financial aid during the Financial Aid Probation period. At the end of the probation period the student must meet minimum SAP requirements for the student to be eligible for further Title IV funding.

Eligibility: A student who fails to meet the minimum Satisfactory Academic Progress requirements at the end of either the warning or probation period and does not successfully appeal will not be eligible for further Title IV financial aid. Students are not allowed to be on Federal Aid Warning for more than one quarter at their own expense.

Students who withdraw from the institution and later re-enter the College in the same program are treated as continuing students and must meet progress requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Progress calculations for re-entering students who change programs will include only the grades and credits attempted and earned for purposes of determining the maximum program time frame and duration of eligibility. A student cannot exceed 150 percent of the maximum time frame.
CENTRAL OFFICE

Kristi A. Waite  
President, Rasmussen College  
B.A., Concordia University  
Twin Cities

Dwayne Bertatto  
Regional Admissions Vice President  
B.S., University of Wisconsin-Superior  
Twin Cities

Patrick Branham  
Chief Financial Officer  
M.B.A., University of Chicago  
CPA, B.S., Illinois State University  
Chicago

Tawnie L. Cortez  
Vice President of Student Affairs  
B.A., Montana State University  
Twin Cities

Donato L. DeVito  
Regional Vice President  
M.B.A., University of Scranton  
B.S., Excelsior College  
Orlando

George Fogel  
Vice President of Admissions  
M.A., University of St. Thomas  
B.S., Metropolitan State University  
Twin Cities

Douglas Gardner  
Vice President of Business Development  
B.S., St. Cloud State University  
Twin Cities

Susan M. Hammerstrom  
Vice President of Admissions  
M.B.A., University of Minnesota-Twin Cities  
B.S., University of Albany  
Twin Cities

Bob King, Jr.  
Vice President of Marketing  
M.B.A., Northern Illinois University  
B.A., DePaul University  
Twin Cities

Gregory E. King  
Vice President of Business Development  
B.A., DePaul University  
Twin Cities

Carrie Ann Potenza  
Vice President of Academic Affairs  
B.A., Rutgers University  
B.A., University of Albany  
Twin Cities

Eric Rasmussen  
Regional Vice President  
M.Ed., B.S., University of Minnesota  
Twin Cities

Tom Slagle  
Chief Executive Officer  
B.S., University of Toledo  
Twin Cities

Larry A. Waite  
Vice President of Real Estate  
M.A., University of St. Thomas  
B.S., Metropolitan State University  
Twin Cities

Claire Walker  
Campus President  
B.A., Wheaton College  
Chicago

Greg Witte  
Regional Vice President  
B.M.E., Central Missouri State University  
Orlando

CAMPUS ADMINISTRATION

Susan Cheney  
Campus Director  
B.S., University of Illinois at Urbana-Champaign  
Aurora

Angie Wood  
Director of Campus Operations  
M.B.A., B.A., Benedictine University  
Aurora

Wesley Escando  
Director of Admissions  
M.A., Seton Hall University  
B.A., Western Illinois University  
Aurora

Staci Hegarty  
Campus Director  
B.A., Carleton College  
Mokena/Tinley Park

Chad Wick  
Director of Campus Operations  
M.B.A., B.S., Southern Illinois University  
Aurora

Chris Springer  
Director of Admissions  
B.A., Florida State University  
Rockford

Craig Steeg  
Director of Admissions  
B.A., American Intercontinental University  
Rockford

Terry Holder  
Director of Campus Operations  
B.S., Cardinal Stritch University  
Rockford

Jonathan Roth  
Director of Admissions  
B.A., Florida State University  
Rockford

Trisha L. Wills  
Director of Admissions  
M.B.A., University of Illinois at Urbana-Champaign  
Aurora

Amy King  
Campus Director  
B.S., Northern Illinois University  
Romanville/Joliet

Armin Hamidi  
Director of Campus Operations  
B.S., University of Iowa  
Romanville/Joliet

Lynne Coteau  
Campus Director  
M.B.A., M.H.R.M., Keller Graduate School of Management  
B.S., Westfield State College  
Aurora

Chris Phillips  
Campus Director  
B.A., University of Wisconsin-Madison  
M.B.A., B.S., University of Wisconsin-Madison  
Aurora

Nichelle Gauger  
Director of Campus Operations  
B.A., University of Iowa  
Online

Amanda Isbister  
Director of Campus Operations  
B.A., University of Central Florida  
Online

Darren Krese  
Director of Campus Operations  
B.A., University of Central Florida  
Online

Valerie McCullough  
Director of Campus Operations  
M.B.A., B.S., University of Phoenix  
Online

Jeff Bunch  
Director of Admissions  
B.A., College of Charleston  
Online

Steve Calhoun  
Director of Admissions  
B.A., Otterbein College  
Online

Liz Hinz  
Director of Admissions  
M.B.A., Capella University  
Online

Ronnet Ray  
Director of Admissions  
M.A., Benedictine University  
Aurora

Sharon Richardson  
Director of Admissions  
M.S., Troy State University  
Online

Kevin Roberts  
Director of Admissions  
B.S., University of South Dakota  
Online

Paul Smith  
Senior Director of Admissions  
M.S., Troy State University  
B.S., Barat College  
A.S., Truman College  
Online

Matt Specth  
Director of Admissions  
J.D., William Mitchell College of Law  
B.S., St. Cloud State University  
Online

ACADEMIC ADMINISTRATION

Matthew Segard  
Assistant Vice President of Academic Affairs  
Ph.D., University of Minnesota  
B.A., Ohio University  
M.A., B.A., Bowling Green State University  
Twin Cities

Martia Leonida  
Dean of Faculty  
M.A., M.B.A., Keller Graduate School of Management  
M.S.M.E., G.R. Asachi Technical University, Isi, Romania  
Aurora

Pamela Grady  
Academic Dean  
M.A., Northern Illinois University  
M.S., B.S., Northern Illinois University  
Rockford

Caroline Gulbransen  
Dean of Faculty  
M.Ed., Florida Atlantic University  
B.A., University of South Florida  
Rockford

Timothy Loumtan  
Academic Dean  
M.A., Colorado State University  
B.A., Moorhead State University  
Romanville/Joliet

Ann Morgan  
Regional Academic Dean  
M.A., University of Minnesota-Twin Cities  
B.A., University of Wisconsin-Eau Claire  
Online

Carrie Daminirch  
Dean of Academics  
M.S., Lexy College  
B.S., Northern Iowa University  
Online

Shawn Ulvelling  
Dean of Academics  
M.S., B.S., University of Wisconsin-Milwaukee  
Online

Tony Guzman  
Dean of Academics  
M.S., M.B.A., Keller Graduate School of Management  
B.S., Stevens Institute of Technology  
B.S., DeVry University  
Online

2011—2012 CATALOG & STUDENT HANDBOOK
### SCHOOL OF BUSINESS

**Kathy Heldman**  
Director, School of Business  
J.D., M.S., Syracuse University

**Drew Dresden**  
M.B.A., Keller Graduate School of Management of DeVry University  
M.B.A.M., DeVry University

**Duane A. Johnson**  
M.B.A., Roosevelt University

**Carla Offhaus, CST**  
D.C., National College of Chiropractic

**Tricia Bostin**  
M.S., Capella University

**Elisa Fredericks**  
Ph.D., University of Illinois - Chicago

**John Harris**  
M.B.A., Lake Forest Graduate School of Management

**Adam Samuelson**  
M.B.A., North Central College

**Venus Fisher**  
M.B.A., B.S., Roosevelt University

**Melany Wynn**  
M.B.A., Augustsburg College

**Jared Eutsler**  
M.S., Arizona State University

**Jennifer Moorhead**  
M.B.A., B.S., University of Central Florida

### SCHOOL OF HEALTH SCIENCES

**Lorrie Laurin, MT (ASCP)**  
Director, School of Health Sciences

**Lynn Skaife, CMA (AAMA)**  
National Medical Assisting Program Coordinator

**Tommy Renner, MT (ASCP)**  
Medical Laboratory Technician Program Director

**Asiyah Jafary**  
Medical Assisting Program Coordinator

**James Kerfa**  
M.S., B.S., Northern Illinois University

**Steve Backstrom**  
M.B.A., B.S., Rockford College

**Johan Davis, MD**  
M.D., University of Illinois College of Medicine

**Peter Gahryshak**  
D.C., Chiropractic Palmer College

**Melissa Rub**  
Medical Assisting Program Coordinator

**Kya Austin**  
Health Information Technician Program Coordinator

**Nadia La Vieri**  
Medical Assisting Program Coordinator

**Kimberly Blanton**  
Early Childhood Education Program Coordinator

**Julie Lawrence**  
M.Ed., National Lewis University

### SCHOOL OF JUSTICE STUDIES

**Matthew Petz**  
Director, School of Justice Studies

**Mike Espinoza**  
M.S., Lewis University

**Ron Harper**  
Justice Studies Program Coordinator

**Heather Bradshaw**  
J.D., Thomas M. Cooley Law School

**Leslie Palmer**  
Justice Studies Program Coordinator

**Leo Regalin**  
M.A., University of Mary

### SCHOOL OF EDUCATION

**Cecelia Westby**  
Director, Early Childhood Education

**Kristen Mall**  
M.A., National-Louis University

**Mary Pikul**  
M.Ed., Erickson Institute-Chicago

**Julie Lawrence**  
M.Ed., National Lewis University
SCHOOL OF TECHNOLOGY & DESIGN

Hap Aziz
Director, School of Technology and Design
M.S., Nova Southeastern University
B.A., Rollins College

Justin Denton
M.C.M., Keller Graduate School of Management
B.S., DeVry Institute of Technology

Alex Daleal
M.A., Governors State University
B.A., Loyola University

Jean Graham
M.A., University of Chicago
B.A., Loyola University

Charon Carter
B.F.A., Illinois Institute of Art
A.A., Morehouse College

Keith Feggstad
B.S., Northern Illinois University
A.S., Rock Valley College

P.J. Way
M.S., B.S., University of Phoenix
A.S., Rock Valley College

Jack Hogan
B.A., University of Phoenix

Charlene Weatherford
M.Ed., Nova Southeastern University
B.A., Newberry College

GENERAL EDUCATION & DEVELOPMENTAL EDUCATION

Sarah Carson
M.F.A., National University, La Mesa, California
B.A., Spring Arbor University, Michigan

Carrie Casper
M.F.A., Northern Illinois University

Vicki Garringer
M.S., B.S., Northern Illinois University

Monica Hennessey
M.S., State University of New York
B.S., College of St. Scholastica

Maryl Moon
B.A., North Central College

Bonnie Reiss
M.S., B.A., Long Island University

Susan Trzebials
M.S., B.A., Northern Illinois University

Joseph Woz, MOAS
M.A., B.A., Southern Illinois University

Lori Beach Yates
B.S., Illinois State University
A.S., Rock Valley College

Kevin Cooley
B.A., Marquette University

Devin Heffernan
B.S., University of Illinois

Steve Honeywell
M.A., B.A., Northern Illinois University

Ernest McConnell
B.S., Rockford College

Jon Mladic
B.A., Illinois Wesleyan University

Helen Ramchandani
B.S., DePaul University

Sue Stevens
M.L.S., University of Illinois
B.A., Marquette University

Nicholas Valleneti
M.A., Northern Illinois University
B.A., Valparaiso University

James Woehrer
M.A., B.A., Northern Illinois University
B.A., George Washington University

Andrew Johnson
M.F.A., New School University-New York
B.A., Lake Forest

Keitaro Matsuoka
M.S., B.S., University of Illinois
M.B.A., University of Wisconsin

Tracie Steed
D.C., Parker College of Chiropractic

Sherry Kamrowski
B.S., Winona State University

Jon Klahn
M.A., City University of Seattle

Sabine Meyer
Ph.D., University of Minnesota
M.A., B.A., University of Kasel Germany

Elle O’Keefe
B.A., DePaul University-Greencastle

Rebecca Sims
M.A., University of California-Santa Barbara
B.A., DePaul University-Greencastle

Marilyn Tramontin
B.S., University of Minnesota

LIBRARY AND LEARNING CENTER

Emily O’Connor
Director of Library and Learning Resources
M.S., Florida State University
B.A., West Virginia Wesleyan College

Benjamin Feinberg
Academic Support Librarian
M.S., City College of New York
B.S., University of Oregon

Cynthia Reynolds
Reference Librarian
M.L.I.S., University of Illinois-Urbana/Champaign
B.S., Illinois State University

Jon Mladic
Learning Center Coordinator
B.A., Illinois Wesleyan University

John Fedoryn
Reference Librarian
M.L.I.S., Dominican University
B.A., University of Illinois-Champaign-Urbana

Kisha Taylor
Learning Center Coordinator
M.Ed., B.S., American InterContinental University

Jennifer Stoker
Learning Center Manager
B.A., University of Central Florida

Beth Marie Gooding
Librarian
M.S., M.L.S., Indiana University
B.A., University of Iowa

Emily O’Connor
Director of Library and Learning Resources
M.S., Florida State University
B.A., West Virginia Wesleyan College

Benjamin Feinberg
Academic Support Librarian
M.S., City College of New York
B.S., University of Oregon

Cynthia Reynolds
Reference Librarian
M.L.I.S., University of Illinois-Urbana/Champaign
B.S., Illinois State University

Jon Mladic
Learning Center Coordinator
B.A., Illinois Wesleyan University

John Fedoryn
Reference Librarian
M.L.I.S., Dominican University
B.A., University of Illinois-Champaign-Urbana

Kisha Taylor
Learning Center Coordinator
M.Ed., B.S., American InterContinental University

Jennifer Stoker
Learning Center Manager
B.A., University of Central Florida

Beth Marie Gooding
Librarian
M.S., M.L.S., Indiana University
B.A., University of Iowa

Andrew Johnson
M.F.A., New School University-New York
B.A., Lake Forest

Keitaro Matsuoka
M.S., B.S., University of Illinois
M.B.A., University of Wisconsin

Tracie Steed
D.C., Parker College of Chiropractic

Sherry Kamrowski
B.S., Winona State University

Jon Klahn
M.A., City University of Seattle

Sabine Meyer
Ph.D., University of Minnesota
M.A., B.A., University of Kasel Germany

Elle O’Keefe
B.A., DePaul University-Greencastle

Rebecca Sims
M.A., University of California-Santa Barbara
B.A., DePaul University-Greencastle

Marilyn Tramontin
B.S., University of Minnesota
CAMPUS LOCATIONS

MINNESOTA
BLAINE
3629 95th Avenue NE
Blaine, MN 55014
763-795-4720

BLOOMINGTON
4400 West 78th Street
Bloomington, MN 55435
952-545-2000

BROOKLYN PARK
8301 93rd Avenue North
Brooklyn Park, MN 55445
763-493-4500

EAGAN
3500 Federal Drive
Eagan, MN 55122
651-687-9000

LAKE ELMO/WOODBURY
8565 Eagle Point Circle
Lake Elmo, MN 55042
651-259-6600

MANKATO
130 Saint Andrews Drive
Mankato, MN 56001
507-625-6556

MOORHEAD
1250 29th Avenue South
Moorhead, MN 56560
218-304-6200

ST. CLOUD
226 Park Avenue South
St. Cloud, MN 56301
320-251-5600

ILLINOIS
AURORA/NAPERVILLE
2363 Sequoia Drive
Aurora, IL 60506
630-888-3500

MOKENA/TINLEY PARK
8650 West Spring Lake Road
Mokena, IL 60448
815-534-3300

ROCKFORD
6000 East State Street
Rockford, IL 61108
815-316-4800

ROMEVIILE/JOLIET
1400 West Normantown Road
Romeoville, IL 60446
815-306-2600

NORTH DAKOTA
BISMARCK
1701 East Century Avenue
Bismarck, ND 58503
701-530-9800

FARGO
4012 19th Avenue SW
Fargo, ND 58103
701-277-3889

FLORIDA
FORT MYERS
9160 Forum Corporate Pkwy.
Fort Myers, FL 33905
239-477-2100

LAND O’LAKES
18600 Fernview Street
Land O’Lakes, FL 33558
813-435-3601

NEW PORT RICHEY
8661 Citizens Drive
New Port Richey, FL 34654
727-942-0069

OCALA
4755 SW 46th Court
Ocala, FL 34474
352-629-1941

TAMPA/BRANDON
4042 Park Oaks Boulevard
Tampa, FL 33610
813-246-7600

NORTH DAKOTA
BISMARCK
1701 East Century Avenue
Bismarck, ND 58503
701-530-9800

WISCONSIN
APPLETON
3500 East Destination Drive
Appleton, WI 54915
920-750-5900

GREEN BAY
904 South Taylor Street
Green Bay, WI 54303
920-593-8400

WAUSAU
1101 Westwood Drive
Waushau, WI 54401
715-841-8000

ONLINE
888-5-RASMUSSEN
rasmussen.edu

888-5-RASMUSSEN
rasmussen.edu

Scan these codes with your mobile device to learn more about Rasmussen College and our programs. You must have a QR scanner installed on your mobile device.

Watch us on YouTube
youtube.com/rasmussencollege

Like us on Facebook
facebook.com/rasmussencollege

For more information on our graduation rates, median graduate debt level, and other student investment disclosure information, visit rasmussen.edu/SID.

Copyright ©2011, Rasmussen College. All Rights Reserved.

CATALOG / SEPTEMBER 2011