MISSION

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

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

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

PURPOSES

TO ACCOMPLISH OUR MISSION, RASMUSSEN COLLEGE ESTABLISHED THESE PURPOSES:

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

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

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

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

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

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

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

### College Holidays

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

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

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

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

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

Sincerely,

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

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

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

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

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

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

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

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

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

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

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

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

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

STUDENT ACCOUNT MANAGER
• Processes tuition payments and obtains account statements
• Answers questions about the online bookstore ordering process
• Assists with the use of personal checks
CAREER OPPORTUNITIES:
- Accounting Clerk
- Bookkeeper

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

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

CERTIFICATE COURSES

IN ADDITION TO ALL CERTIFICATE COURSES

DIPLOMA

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

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

GENERAL EDUCATION COURSES

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

TOTAL CERTIFICATE CREDITS 39*

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

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

IN ADDITION TO ALL DIPLOMA COURSES

ASSOCIATE’S DEGREE

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

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

GENERAL EDUCATION COURSES

LOWER DIVISION
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Required courses) 8
ECO 2013 Macroeconomics 4
ECO 2023 Microeconomics 4
Total Associate’s Degree Credits 93*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

CAREER OPPORTUNITIES:
• Auditor
• Cost Accountant
• Financial Analyst
• Managerial Accountant
• Accounts Payable Manager
• Accounts Receivable Manager

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

Total Bachelor’s Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 61
Upper Division Major and Core Credits 64

TOTAL BS DEGREE CREDITS  181*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

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

TOTAL CERTIFICATE CREDITS 37*

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

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

BUSINESS DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

READ BEYOND THIS PAGE FOR ADDITIONAL COURSE SELECTIONS.

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

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

Total Diploma Credits
General Education Credits 12
Major and Core Credits 47
TOTAL DIPLOMA CREDITS 59*

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

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

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

RASMUSSEN COLLEGE KANSAS

SCHOOL OF BUSINESS

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

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 Math course; College Algebra recommended) 4
Social Sciences (Required courses) 8
ECO 2013 Macroeconomics
ECO 2023 Microeconomics

MAJOR AND CORE COURSES

LOWER DIVISION

Business Administration Specialization
ACG 2062C Computer Focused Principles 3
APA 1500 Payroll Accounting 4
MNA 1161 Customer Service 4

Call Center Management Specialization
MNA 2134 Call Center Customer Service Representative Skills 4
MNA 2138 Call Center Operations Management 4
MNA 2139 Call Center Labor Force Management 4

Child Development Specialization
In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a background check.
EEC 1202 Early Childhood Education Curriculum and Instruction 4
EEC 1700 Foundations of Child Development 4
EEC 1735 Health, Safety, and Nutrition/CDA Application 4

Entrepreneurship Specialization
GEB 1112 Introduction to Entrepreneurship 4
GEB 2240 Entrepreneurial Product and Service Planning 4
GEB 2244 Entrepreneurial Finance: Capitalization for the Entrepreneur 4

Human Resources Specialization
GEB 2060 Compensation and Benefits Management 4
LBS 2030 Training and Development 4
PLA 2476 Employment Law 4

Internet Marketing Specialization
GEB 2444 Internet Business Models and E-Commerce 4
MAR 2374 Online Multimedia Marketing 4
MAR 2678 Search Engine Marketing 4

Marketing and Sales Specialization
GEB 2444 Internet Business Models and E-Commerce 4
MAR 1410 Sales Techniques 4
MAR 2873 Public Relations and Advertising 4

Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 58-59
TOTAL AAS DEGREE CRedITS 90-91*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION
ACG 3080 Managerial Accounting Theory and Practice 4
GEB 3110 Research and Report Writing 4
GEB 4220 Managing a Diverse Workforce 4
GEB 4310 Statistics for Business 4
GEB 4410 Advanced Principles of Marketing 4
GEB 4505 Organizational Development 4
GEB 4520 Legal and Ethical Environment of Business 4
ISM 3015 Management of Information Systems 4
MAN 4143 Contemporary Leadership Challenges 4
MAN 4240 Organizational Behavior Analysis 4
MAN 4602 International Business 4
MAN 4720 Strategic Management 4
MAN 4900 Management Capstone 3

Business Management Specialization
MAN 3040 Principles of Management II 4
MAN 3504 Operations Management 4
MAN 4441 Negotiation and Conflict Management 4
RMI 4020 Risk Management 4

Human Resources Specialization
MAN 3210 Advanced Human Resource Management 4
MAN 3322 Human Resource Information Systems 4
MAN 4320 Human Resource Recruitment and Selection 4
MAN 4330 Compensation Administration 4

Information Technology Specialization
CNT 2020 Network Fundamentals for Business Professionals 3
GEB 1014 Project Planning and Documentation 4
ISM 3005 MIS Techniques 3
ISM 3314 Information Technology Project Management 4
ISM 4212C Database Management and Administration 3

Internet Marketing Specialization
MAR 3295 Internet Marketing, Public Relations and Social Media 4
MAR 4355 Web Analytics 4
MAR 4582 Internet Law 4
MAR 4721 Advanced Search Engine Marketing Strategies 4

Total Bachelor’s Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 47
Lower Division Specialization Credits 11-12
Upper Division Major and Core Credits 51
Upper Division Specialization Credits 16-17

TOTAL BS DEGREE CREDITS 181-183*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
ENC 1101 English Composition 4
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 2 courses, including at least 1 Math course; College Algebra recommended) 8
Social Sciences (Required courses) 8
ECD 2013 Macroeconomics 4
ECD 2023 Microeconomics 4

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

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

UPPER DIVISION
GEB 3110 Research and Report Writing 4
GEB 4220 Managing a Diverse Workforce 4
HSA 3109 Foundations of Managed Care 4
HSA 3110 Introduction to Healthcare Administration 4
HSA 3170 Financial Management of Healthcare Organizations 4
HSA 3383 Quality Improvement in Healthcare 4
HSA 3422 Regulation and Compliance in Healthcare 4
HSA 3751 Healthcare Statistics 4
HSA 4110 Healthcare Operations Management 4
HSA 4124 International Healthcare 4
HSA 4150 Healthcare Planning and Policy Management 4
HSA 4191 Healthcare Information Systems 4
HSA 4210 Advanced Healthcare Law and Ethics 4
HSA 4922 Healthcare Management Capstone 3
HSC 4500 Epidemiology 4
MAN 4143 Contemporary Leadership Challenges 4

Total Bachelor’s Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 61
Upper Division Major and Core Credits 63
TOTAL BS DEGREE CREDITS 180 *

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

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

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

Students have the opportunity to participate in an optional internship/externship project.
HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP
CERTIFICATE • DIPLOMA • AAS DEGREE

BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

FOUNDATION COURSES

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<th>Course Code</th>
<th>Course Title</th>
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<td>Reading and Writing Strategies</td>
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<td>B087</td>
<td>Practical Math</td>
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CERTIFICATE COURSES

LOWER DIVISION

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<td>Business Systems Concepts</td>
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<td>COM 1007</td>
<td>Professional Communication</td>
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<td>E242</td>
<td>Career Development</td>
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<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>4</td>
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<td>MAN 2021</td>
<td>Principles of Management</td>
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<td>MAN 2062</td>
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<td>MAR 2011</td>
<td>Principles of Marketing</td>
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TOTAL CERTIFICATE CREDITS 37*

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

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

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

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<td>Career Development</td>
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<td>MAN 1300</td>
<td>Introduction to Human Resource</td>
<td>4</td>
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<td>PLA 2476</td>
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</table>

MAJOR AND CORE COURSES

LOWER DIVISION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>LBS 2030</td>
<td>Training and Development</td>
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<tr>
<td>LDR 2439</td>
<td>Introduction to Organizational Leadership</td>
<td>4</td>
</tr>
<tr>
<td>MAN 1300</td>
<td>Introduction to Human Resource</td>
<td>4</td>
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<tr>
<td>PLA 2476</td>
<td>Employment Law</td>
<td>4</td>
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</tbody>
</table>

Major and Core Credits 53

TOTAL DIPLOMA CREDITS 61*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

SCHOOL OF BUSINESS

MISSION STATEMENT

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
Communication (Select 1 course)  4
Humanities (Select 2 courses)  8
Math/Natural Sciences (Select 1 course)  4
Social Sciences (Required courses)  8
ECO 2013  Macroeconomics
ECO 2023  Microeconomics

MAJOR AND CORE COURSES

LOWER DIVISION
FIN 1000  Principles of Finance  4
GEB 2930  Business Capstone  2
Total Associate’s Degree Credits
General Education Credits  32
Major and Core Credits  59
TOTAL AAS DEGREE CREDITS  91*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

FOUNDATION COURSES

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

LOWER DIVISION

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACG 1022</td>
<td>Financial Accounting I</td>
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<tr>
<td>ACG 1033</td>
<td>Financial Accounting II</td>
<td>4</td>
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<tr>
<td>BUL 2241</td>
<td>Business Law</td>
<td>4</td>
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<tr>
<td>CGS 1240</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
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<tr>
<td>COM 1007</td>
<td>Professional Communication</td>
<td>4</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>4</td>
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<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
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<td>MAN 2062</td>
<td>Business Ethics</td>
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<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
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TOTAL CERTIFICATE CREDITS 37*

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

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

MARKETING DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition (Required course)</td>
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<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
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MAJOR AND CORE COURSES

LOWER DIVISION

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GEB 2444</td>
<td>Internet Business Models and E-Commerce</td>
<td>4</td>
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<td>MAR 2374</td>
<td>Online Multimedia Marketing</td>
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<td>MAR 2873</td>
<td>Public Relations and Advertising</td>
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<td>Total Diploma Credits</td>
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</table>

General Education Credits 8

Major and Core Credits 49

TOTAL DIPLOMA CREDITS 57*

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

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

SCHOOL OF BUSINESS

MISSION STATEMENT

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
Communication (Select 1 course)  4
Humanities (Select 2 courses)  8
Math/Natural Sciences (Select 1 course)  4
Social Sciences (Required courses)  8
ECO 2013  Macroeconomics
ECO 2023  Microeconomics

MAJOR AND CORE COURSES

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

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

### DIGITAL DESIGN AND ANIMATION

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

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

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

#### GENERAL EDUCATION COURSES

**LOWER DIVISION**
- English Composition (Required Course) 4
- ENC 1001 English Composition 4
- Communication (Select 1 course) 4
- Math/Natural Sciences (Select 1 course)** 4

**MAJOR AND CORE COURSES**

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

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

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

**TOTAL DIPLOMA CREDITS 71**

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### WEB DESIGN

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

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

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

#### GENERAL EDUCATION COURSES

**LOWER DIVISION**
- English Composition (Required Course) 4
- ENC 1001 English Composition 4
- Communication (Select 1 course) 4
- Math/Natural Sciences (Select 1 course)** 4

**MAJOR AND CORE COURSES**

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

**SPECIALIZATION COURSES**
- CTS 2804C Networking and Internet Technologies 3
- CTS 1400C Dynamic Content Management 3
- CTS 285TC Server Side Scripting 3

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

**TOTAL DIPLOMA CREDITS 71**

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

** To earn an AAS degree in Multimedia Technologies, student must successfully complete at least one Math course.
MULTIMEDIA TECHNOLOGIES ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:

• Graphic Designer
• Art Director
• Website Designer
• Multimedia Artist and Animator

OBJECTIVE:

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

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

MAJOR AND CORE COURSES

LOWER DIVISION

Digital Design and Animation Specialization
DIG 2950 Multimedia Portfolio Development 2
Web Design Specialization
DIG 2950 Multimedia Portfolio Development 2
Total Associate’s Degree Credits 61

TOTAL AAS DEGREE CREDITS 93*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

** To earn an AAS degree in Multimedia Technologies, student must successfully complete at least one Math course.

DIGITAL DESIGN AND ANIMATION BACHELOR’S DEGREE

CAREER OPPORTUNITIES:

• Graphic Designer
• Senior Art Director
• Visual Media Producer
• Website Designer
• Multimedia Artist and Animator
• Web Operations Manager

OBJECTIVE:

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

UPPER DIVISION

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

MAJOR AND CORE COURSES

UPPER DIVISION

ART 3332 Figure Drawing 4
DIG 3316 The Study of Animation 4
DIG 3318 Flash Animation 4
DIG 3323 Polygon Modeling 4
DIG 3330 Advanced Methods of Computer Graphics 4
DIG 3333 Digital Photography 4
DIG 3512 Advanced HTML Coding with CSS 4
DIG 3552 Concept Development for Digital Media 4
DIG 4323 3D Game Character Creation 4
DIG 4330 Advanced Applications of Digital and Experimental Art 4
DIG 4355 Digital Effects Creation 4
DIG 4432 Storyboard Development for Digital Media 4
DIG 4933 Digital Video/Audio Project 4
DIG 4934 Web Design Project 4
DIG 4935 Animation Graphics Project 4
GEB 3051 The Business of Digital Media 4

Total Bachelor’s Degree Credits 64
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 61
Upper Division Major and Core Credits 64

TOTAL BS DEGREE CREDITS 181*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
EARLY CHILDHOOD EDUCATION • CERTIFICATE • DIPLOMA • AAS DEGREE
CHILD AND FAMILY STUDIES • CHILD DEVELOPMENT • ENGLISH LANGUAGE LEARNER • CHILD WITH SPECIAL NEEDS

CERTIFICATE

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

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

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

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

Choose either Track I ** or Track II

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

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

TOTAL CERTIFICATE CREDITS 36*

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

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

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

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

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

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

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

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

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

**CAREER OPPORTUNITIES:**
- Early Childhood Teacher’s Aide

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

### IN ADDITION TO ALL CERTIFICATE COURSES

#### GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
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</tr>
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<tbody>
<tr>
<td>English Composition (Required course)</td>
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<tr>
<td>ENC 1101 English Composition</td>
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<td>Communication (Select 1 course)</td>
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<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
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</table>

#### MAJOR AND CORE COURSES

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
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<tbody>
<tr>
<td>CGS 1240 Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E170 Introduction to Undergraduate Research</td>
<td>2</td>
</tr>
</tbody>
</table>

**Child and Family Studies Specialization**

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

**Child Development Specialization**

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

**English Language Learner Specialization**

- EEC 2213 Language and Literacy Acquisition
- EEC 2220 Curriculum and Instruction for English Language Learners
- EEC 2270 Introduction to English Language Learners
- EEC 2412 Involving Parents of English Language Learners

**Child with Special Needs Specialization**

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

**Total Diploma Credits**

- General Education Credits: 12
- Major and Core Credits: 57
- TOTAL DIPLOMA CREDITS: 69*

* See page 37 for general education course selections.

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

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## ASSOCIATE’S DEGREE

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

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

### IN ADDITION TO ALL DIPLOMA COURSES

#### GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
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<tbody>
<tr>
<td>Humanities (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>Social Sciences (Select 2 courses)</td>
<td>8</td>
</tr>
</tbody>
</table>

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

#### MAJOR AND CORE COURSES

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
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<tbody>
<tr>
<td>Child and Family Studies Specialization</td>
<td></td>
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<tr>
<td>EEC 2935 Summative Project for Early Childhood Education</td>
<td>2</td>
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<tr>
<td>Child Development Specialization</td>
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<td>EEC 2935 Summative Project for Early Childhood Education</td>
<td>2</td>
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<tr>
<td>English Language Learner Specialization</td>
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<tr>
<td>EEC 2935 Summative Project for Early Childhood Education</td>
<td>2</td>
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<tr>
<td>Child with Special Needs Specialization</td>
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<tr>
<td>EEC 2935 Summative Project for Early Childhood Education</td>
<td>2</td>
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</tbody>
</table>

**Total Associate’s Degree Credits**

- General Education Credits: 32
- Major and Core Credits: 59
- TOTAL AAS DEGREE CREDITS: 91*

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

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

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

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

CAREER OPPORTUNITIES:
- Medical Coder
- Medical Coder/Biller

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

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

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

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

Total Certificate Credits
General Education Credits  4
Major and Core Credits  36
TOTAL CERTIFICATE CREDITS  40*

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

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

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

MEDICAL BILLING AND CODING DIPLOMA

CAREER OPPORTUNITIES:
- Medical Coder
- Medical Coder/Biller

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

MAJOR AND CORE COURSES
LOWER DIVISION
HIM 2000 Introduction to Health Information Management  4
Total Diploma Credits
General Education Credits  16
Major and Core Credits  40
TOTAL DIPLOMA CREDITS  56*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

**IN ADDITION TO ALL DIPLOMA COURSES**

**GENERAL EDUCATION COURSES**

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
<th>MAJOR AND CORE COURSES</th>
<th>Total Associate’s Degree Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities (Select 2 courses)</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Social Sciences (Select 2 courses)</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td><strong>LOWER DIVISION</strong></td>
<td><strong>MAJOR AND CORE COURSES</strong></td>
<td><strong>Total AAS DEGREE CREDITS</strong></td>
</tr>
<tr>
<td>HIM 2304 Management of Health Information Services</td>
<td><strong>UPPER DIVISION</strong></td>
<td>90*</td>
</tr>
<tr>
<td>HIM 2510 Quality Analysis and Management</td>
<td>HIM 3105 Health Information Management Systems</td>
<td></td>
</tr>
<tr>
<td>HIM 2652 Healthcare Information Technologies</td>
<td>HIM 3202 Data, Information, and File Structures</td>
<td></td>
</tr>
<tr>
<td>HIM 2941 Health Information Practicum</td>
<td>HIM 3304 Financial Management of Health Information Services</td>
<td></td>
</tr>
<tr>
<td>HSA 2117 US Healthcare Systems</td>
<td>HIM 3412 Project Management</td>
<td></td>
</tr>
<tr>
<td><strong>Total Associate’s Degree Credits</strong></td>
<td>HIM 3522 Electronic Health Record Application</td>
<td></td>
</tr>
<tr>
<td>General Education Credits</td>
<td>HIM 3644 Reimbursement Methodologies</td>
<td></td>
</tr>
<tr>
<td>Major and Core Credits</td>
<td>HIM 4003 Electronic Data Security</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL AAS DEGREE CREDITS</strong></td>
<td>HIM 4115 Applied Research in Health Information Management</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>HIM 4276 Health Information Management Professional Practice Experience</td>
<td></td>
</tr>
<tr>
<td>58</td>
<td><strong>UPPER DIVISION</strong></td>
<td></td>
</tr>
</tbody>
</table>

**SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

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

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

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

### HEALTH INFORMATION MANAGEMENT
#### BACHELOR’S DEGREE

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

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

**IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES**

**GENERAL EDUCATION COURSES**

<table>
<thead>
<tr>
<th>UPPER DIVISION</th>
<th><strong>MAJOR AND CORE COURSES</strong></th>
<th>Total Bachelor’s Degree Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication (Select 1 course)</td>
<td><strong>UPPER DIVISION</strong></td>
<td>4</td>
</tr>
<tr>
<td>Humanities (Select 2 courses)</td>
<td>HIM 3001 Information and Communication Technologies</td>
<td>8</td>
</tr>
<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
<td>HIM 3105 Health Information Management Systems</td>
<td>4</td>
</tr>
<tr>
<td>Social Sciences (Select 2 courses)</td>
<td>HIM 3202 Data, Information, and File Structures</td>
<td>24</td>
</tr>
<tr>
<td><strong>MAJOR AND CORE COURSES</strong></td>
<td><strong>UPPER DIVISION</strong></td>
<td>66</td>
</tr>
<tr>
<td>HIM 3304 Financial Management of Health Information Services</td>
<td>HIM 3412 Project Management</td>
<td></td>
</tr>
<tr>
<td>HIM 3522 Electronic Health Record Application</td>
<td>HIM 3644 Reimbursement Methodologies</td>
<td></td>
</tr>
<tr>
<td>HIM 4003 Electronic Data Security</td>
<td>HIM 4115 Applied Research in Health Information Management</td>
<td></td>
</tr>
<tr>
<td>HIM 4276 Health Information Management Professional Practice Experience</td>
<td><strong>UPPER DIVISION</strong></td>
<td>24</td>
</tr>
<tr>
<td>HIM 4354 Strategic Planning and Development</td>
<td>HIM 4360 Health Data Management</td>
<td></td>
</tr>
<tr>
<td>HIM 4360 Health Data Management</td>
<td>HIM 4537 Health Information Management Alternative Facility Professional Practice Experience</td>
<td></td>
</tr>
<tr>
<td><strong>Total Bachelor’s Degree Credits</strong></td>
<td>HSA 3383 Quality Improvement in Healthcare</td>
<td></td>
</tr>
<tr>
<td>Lower Division General Education Credits</td>
<td>HSA 3422 Regulation and Compliance in Healthcare</td>
<td></td>
</tr>
<tr>
<td>Upper Division General Education Credits</td>
<td>HSA 3751 Healthcare Statistics</td>
<td></td>
</tr>
<tr>
<td><strong>Lower Division Major and Core Credits</strong></td>
<td><strong>Total BS DEGREE CREDITS</strong></td>
<td>180*</td>
</tr>
<tr>
<td><strong>Upper Division Major and Core Credits</strong></td>
<td><strong>SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.</strong></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>This program requires specific immunizations prior to professional practice experience.</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td><strong>Entrance Requirements for Health Information Management Bachelor’s Program:</strong> Applicants pursuing admittance into the Health Information Management BS Degree program must possess an AAS in Health Information Technology/Management from a CAHIIM accredited program earned within the past five years or have an AAS degree and possess a current RHIT credential. If the degree was obtained over five years ago, the student needs to have work experience in the health information industry within the last five years and approval by the Program Coordinator.</td>
<td></td>
</tr>
<tr>
<td>58</td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

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

**SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.**

<table>
<thead>
<tr>
<th>Lower Division Major and Core Credits</th>
<th><strong>TOTAL BS DEGREE CREDITS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>180*</td>
<td></td>
</tr>
</tbody>
</table>

888-5-RASMUSSEN

2013 CATALOG AND STUDENT HANDBOOK

SCHOOL OF HEALTH SCIENCES

SCHOOL OF

HEALTH SCIENCES
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 the importance of effective written and interpersonal communication, critical thinking, ethical and professional behavior in the workplace, and the confidentiality of patient information.

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

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

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

**Total Diploma Credits**
- General Education Credits 8
- Major and Core Credits 50
- **TOTAL DIPLOMA CREDITS 58***

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

**ASSOCIATE’S DEGREE**

**CAREER OPPORTUNITIES**
- Medical Office Manager
- Medical Coder/Biller
- Medical Administrative Assistant/Secretary
- Medical Receptionist

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

**IN ADDITION TO ALL DIPLOMA COURSES**

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

**MAJOR AND CORE COURSES**
- LOWER DIVISION
  - ACG 1022 Financial Accounting I 4
  - HSA 2117 US Healthcare Systems 4

**Total Associate’s Degree Credits**
- General Education Credits 32
- Major and Core Credits 58
- **TOTAL AAS DEGREE CREDITS 90***

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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RASMUSSEN COLLEGE KANSAS

School of Health Sciences

**ASSOCIATE’S DEGREE**

**DIPLOMA**

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

CAREER OPPORTUNITIES:
• Medical Assistant
• Medical Office Administrative Assistant

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
ENC 1101 English Composition

MAJOR AND CORE COURSES
LOWER DIVISION
E242 Career Development 2
HSA 1050 Customer Service in Healthcare 1
HSA 2537 Electronic Health Records and Medical Office Procedures 4
HSC 1410 Medical Writing, Style and Grammar 3
HSC 1531 Medical Terminology 4
HSC 2641 Medical Law and Ethics 4
MEA 1102 Introduction to Medical Assisting 3
MEA 1206 Clinical Skills I 4
MEA 1207 Clinical Skills II 4
MEA 1243 Pharmacology for the Allied Health Professional 4
MEA 2203 Pathophysiology 5
MEA 2267 Laboratory Skills for Medical Assisting 4
MEA 2804 Medical Assistant Externship 8
MEA 2820 Medical Assisting Capstone 2
PHA 1500 Structure and Function of the Human Body 4

Total Diploma Credits
General Education Credits 4
General Education Elective 8
Major and Core Credits 56

TOTAL DIPLOMA CREDITS 60*

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses. This program requires specific immunizations prior to professional practice experience.

The Medical Assisting Diploma program at the Bloomington, Brooklyn Park/Maple Grove, Eagan, Green Bay, Mankato and St. Cloud Campuses; and the Medical Assisting AAS Degree program at the Lake Elmo/Woodbury and Moorhead Campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (CAHEP.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Rockford, and Romeoville campuses in Illinois, the Fort Myers, Ocala and New Port Richey/ West Pasco campuses in Florida, and the Appleton and Wausau campuses in Wisconsin are accredited by the Accrediting Bureau of Health Education Schools (ABHES). Medical Assisting students must receive the first injection of the Hepatitis B immunization series prior to week 5 of the Clinical Skills I course. Prior to the student beginning their externship, the full three injection series of the Hepatitis B immunization and all other program required immunizations must be completed. Medical Assisting students must successfully complete all Medical Assisting competencies before they will be eligible for graduation.

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

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Medical Assistant
• Medical Office Administrative Assistant

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

IN ADDITION TO ALL DIPLOMA COURSES

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

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

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

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses. This program requires specific immunizations prior to professional practice experience.

The Medical Assisting Diploma program at the Bloomington, Brooklyn Park/Maple Grove, Eagan, Green Bay, Mankato and St. Cloud Campuses; and the Medical Assisting AAS Degree program at the Lake Elmo/Woodbury and Moorhead Campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (CAHEP.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Rockford, and Romeoville campuses in Illinois, the Fort Myers, Ocala and New Port Richey/ West Pasco campuses in Florida, and the Appleton and Wausau campuses in Wisconsin are accredited by the Accrediting Bureau of Health Education Schools (ABHES). Medical Assisting students must receive the first injection of the Hepatitis B immunization series prior to week 5 of the Clinical Skills I course. Prior to the student beginning their externship, the full three injection series of the Hepatitis B immunization and all other program required immunizations must be completed. Medical Assisting students must successfully complete all Medical Assisting competencies before they will be eligible for graduation.

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

CERTIFICATE

CAREER OPPORTUNITIES IN:
• Retail Pharmacy
• Clinical Pharmacy

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
Math/Natural Sciences
(*Required, select 1 additional course)

PTn 1001  Structure and Function of the Human Body*  3

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

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

TOTAL CERTIFICATE CREDITS  44*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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 the ability to effectively communicate in a variety of professional contexts, honesty and integrity, compassion for patients, and patient confidentiality.

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Pharmacy Technician Capstone  3

MOJ OR AND CORE COURSES
LOWER DIVISION
ENC 1101  English Composition (Required course)  4
PHI 1500  Structure and Function of the Human Body*  3

Total Diploma Credits
General Education Credits  4
Major and Core Credits  54

TOTAL DIPLOMA CREDITS  70*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Humanities (Select 2 courses)  8
Math/Natural Sciences (Select 1 course other than PHA 1500)  4
Social Sciences (Select 2 courses)  8

Total Associate’s Degree Credits
General Education Credits  36
Major and Core Credits  54

TOTAL AAS DEGREE CREDITS  90*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Sophomore Seminar during the quarter in which they finish the Diploma course requirements. * Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses. In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.

rasmussen.edu
### CRIMINAL JUSTICE AAS DEGREE

**CORRECTIONS • HOMELAND SECURITY • LAW ENFORCEMENT • PSYCHOLOGY**

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

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

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

### GENERAL EDUCATION COURSES

**LOWER DIVISION**
- English Composition (Required course) 4
- ENC 1101 English Composition 4
- Communication (Select 1 course) 4
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Select 2 courses) 8
- Social Sciences (Required courses) 8
- PSY 1012 General Psychology 4
- SYG 1000 Introduction to Sociology 4

### MAJOR AND CORE COURSES

#### LOWER DIVISION
- CCJ 1000 Introduction to Criminal Justice 4
- CCJ 1153 Criminology: Motives for Criminal Deviance 4
- CCJ 2053 Ethics in Criminal Justice 4
- CCJ 2685 Domestic Violence 4
- CGS 1240 Computer Applications and Business Systems Concepts 3
- CJC 1000 Introduction to Corrections 4
- CJE 1006 Policing in America 4
- CJI 1381 Criminal Law and Procedures: Crime and the Courtroom 4
- CJE 1233 Drugs and Crime 4
- CJE 2172 Juvenile Justice: Delinquency, Dependency, and Diversion 4
- E170 Introduction to Undergraduate Research 2
- E242 Career Development 2

#### Corrections Specialization
- CCJ 2930 Contemporary Issues in Criminal Justice Capstone 4
- CJC 1245 Case Management: Strategies for Rehabilitation 4
- CJC 2300 Legal Principles in Corrections 4
- CJC 2400 Counseling Clients 4

#### Homeland Security Specialization
- CCJ 2930 Contemporary Issues in Criminal Justice Capstone 4
- DSC 1003 Introduction to Homeland Security 4
- DSC 2005 Terrorism 4
- DSC 2011 Security Challenges 4

#### Law Enforcement Specialization
- CCJ 2930 Contemporary Issues in Criminal Justice Capstone 4
- CJE 1251 Crime Scene to Conviction: Critical Skills in Documentation 4
- CJE 2380 Legal Code for Law Enforcement 4
- CJE 2702 Practical Psychology for Law Enforcement 4

#### Psychology Specialization
- CCJ 2033 Social Psychology 4
- CCJ 2930 Contemporary Issues in Criminal Justice Capstone 4
- HUS 2520 Abnormal Psychology 4
- HUS 2540 Community Psychology 4

**TOTAL AAS DEGREE CREDITS 91***

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

**TOTAL AAS DEGREE CREDITS 91***

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

LOWER DIVISION
CCJ 1000  Introduction to Criminal Justice 4
CCJ 1153  Criminology: Motives for Criminal Deviance 4
CCJ 2053  Ethics in Criminal Justice 4
CCJ 2685  Domestic Violence 4
CCJ 2930  Contemporary Issues in Criminal Justice Capstone 4
CGS 1240  Computer Applications and Business Systems Concepts 3
CJC 1000  Introduction to Corrections 4
CJE 1006  Policing in America 4
CJE 1233  Drugs and Crime 4
CJE 2172  Juvenile Justice: Delinquency, Dependency, and Diversion 4
CJL 1381  Criminal Law and Procedures: Crime and the Courtroom 4
E170  Introduction to Undergraduate Research 2
E242  Career Development 2

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

Choose either Track I or Track II

Track I:**

CCJ 4392  Criminal Justice Internship 9

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

UNRESTRICTED ELECTIVE CREDITS **** 12

Client Services/Corrections Specialization
CCJ 3670  Women and Criminal Justice 4
CCJ 4695  Special Populations in Criminal Justice 4
CJC 3415  Diversion and Rehabilitation 4
CJC 4164  Community Corrections 4

Criminal Offenders Specialization
CCJ 3641  Organized Criminal Syndicates 4
CCJ 4603  Forensic Psychology 4
CCJ 4627  Special Offenders: Serial Killers 4
CCJ 4690  Special Offenders: Sex Offenders 4

Homeland Security Specialization ***
CJE 4176  Crimes Across Borders 4
DSC 3016  Homeland Security Policy 4
DSC 3057  Risk Analysis 4
DSC 4214  Emergency Management 4

Investigation/Law Enforcement Specialization
CCJ 4603  Forensic Psychology 4
CJE 3610  Criminal Investigations 4
CJE 3674  Examination of Forensic Science 4
CJL 3113  Criminal Evidence 4

Total Bachelor's Degree Credits

Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 47
Upper Division Major and Core Credits 65
Unrestricted Elective Credits 12

TOTAL BS DEGREE CREDITS 180*

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

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


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

CERTIFICATE

CAREER OPPORTUNITIES:
• Program Assistant Specialist

OBJECTIVE:
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities.

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

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

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

Total Certificate Credits
General Education Credits 4
Major and Core Credits 34

TOTAL CERTIFICATE CREDITS 38*

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

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

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

DIPLOMA

CAREER OPPORTUNITIES:
• Community Service Specialist
• Human Service Assistant

OBJECTIVE:
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. They can apply critical thinking to issues in human services such as education, training and self development, facilitation of services, advocacy, organizational participation, and community living skills and supports. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

IN ADDITION TO ALL CERTIFICATE COURSES

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

MAJOR AND CORE COURSES
LOWER DIVISION
CGS 1240 Computer Applications and Business Systems 3
CJE 1233 Drugs and Crime 4
CJE 2172 Juvenile Justice: Delinquency, Dependency, and Diversion 4
MNA 1161 Customer Service 4

Choose either Track I or Track II
Track I**
HUS 2937 Internship for Human Services 9

Track II
COM 1007 Professional Communication 4
HUS 2955 Human Services Capstone 5

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

TOTAL DIPLOMA CREDITS 74*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Community Service Specialist
• Community Service Assistant
• Social Service Specialist
• Social Service Assistant
• Program Assistant Specialist
• Program Assistant

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

IN ADDITION TO ALL DIPLOMA COURSES

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

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

TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

EARN AS YOU LEARN

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

888-5-RASMUSSEN
PARALEGAL AAS DEGREE

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

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

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

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

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

OBJECTIVE:
Graduates of this program know the principles of legal research and writing. They understand criminal, family, corporate, and real estate law. They can provide services in all areas of the legal system, such as courts, law firms, and government agencies, under the supervision of an attorney. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities.

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

GENERAL EDUCATION COURSES

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

General Education Elective**

MAJOR AND CORE COURSES

LOWER DIVISION
- PLA 1013 Introduction to Law and the Legal System
- PLA 1203 Civil Litigation and Procedure I
- PLA 1223 Civil Litigation and Procedure II
- PLA 1310 Paralegal Ethics
- PLA 1573 Contracts: Managing Legal Relationships
- PLA 2204 Law Office Technology: Cyberspace and the Paralegal Profession
- PLA 2320 Legal Research
- PLA 2330 Legal Writing
- PLA 2587 Torts: Auto Accidents and Other Legal Injuries
- PLA 2800 Family Law
- Electives (choose 1 course, for 4 credits)
- PLA 2435 Corporate Law
- PLA 2610 Real Estate Law

Chose either Track I or Track II

Track I**
- PLA 2940 Paralegal Internship
- Total Certificate Credits: 61*

Track II
- PLA 2816 Paralegal Capstone
- Total Certificate Credits: 61*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

## Certificate

### Career Opportunities:
- Computer 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 value the ability to effectively communicate in a variety of situations, in the workplace and in their communities, and how to engage in IT support practices.

### Foundation Courses
- **B080** Reading and Writing Strategies 4
- **B087** Practical Math 4

### Certificate Courses
- **CSG 1240** Computer Applications and Business Systems Concepts
- **CSG 1821** Introduction to Website Design
- **CIS 1300C** Microsoft Windows Workstations
- **CTS 1217C** Professional Presentations
- **CTS 1776** Fundamentals of PC Hardware and Software
- **CTS 2383C** Microsoft Windows Server
- **CTS 2401C** Access
- **CTS 2422** Career Development
- **CTS 2511** Excel
- **ENH 1001** Information Technology Capstone
- **ENG 1101** English Composition
- **ENG 2007** Professional Communication
- **GEB 1011** Introduction to Business
- **GEB 2444** Internet Business Models and E-Commerce
- **MNA 1161** Customer Service
- **OST 1764C** Word for Windows

### Total Certificate Credits: 36*

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

## Diploma

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

### Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. They know how efficiencies gained from appropriate application of technology can directly affect business performance. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in IT support practices.

### In addition to all Certificate Courses

#### General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LOWER DIVISION</strong></td>
<td><strong>GENERAL EDUCATION COURSES</strong></td>
<td><strong>4</strong></td>
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<tr>
<td><strong>LOW</strong></td>
<td>English Composition (Required course)</td>
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<tr>
<td><strong>ENG</strong></td>
<td>English Composition (Select 1 course)</td>
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</tr>
<tr>
<td><strong>COM</strong></td>
<td>Communication (Required course)</td>
<td>4</td>
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<tr>
<td><strong>MATH</strong></td>
<td>Math/Natural Sciences (Select 1 course)</td>
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<tr>
<td><strong>ENH</strong></td>
<td>Information Technology Capstone</td>
<td>2</td>
</tr>
<tr>
<td><strong>MNA</strong></td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td><strong>OST</strong></td>
<td>Word for Windows</td>
<td>3</td>
</tr>
</tbody>
</table>

### Major and Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><strong>LOWER DIVISION</strong></td>
<td><strong>Majors and Core Courses</strong></td>
<td><strong>32</strong></td>
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<tr>
<td><strong>CIS</strong></td>
<td>Information Technology Capstone</td>
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<tr>
<td><strong>CMT</strong></td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td><strong>CIS</strong></td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td><strong>CTS</strong></td>
<td>Microsoft Windows Workstations</td>
<td>3</td>
</tr>
<tr>
<td><strong>CTS</strong></td>
<td>Fundamentals of PC Hardware and Software</td>
<td>4</td>
</tr>
<tr>
<td><strong>CTS</strong></td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td><strong>MAN</strong></td>
<td>Business Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Diploma Credits: 71*

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

## Associate's Degree

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

### Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. They understand how efficiencies gained from appropriate application of technology can directly affect business performance. Graduates are proficient in support and usage of computer hardware and software applications used in business environments. Graduates value the importance of effective written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

### In addition to all Diploma Courses

#### General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LOWER DIVISION</strong></td>
<td><strong>GENERAL EDUCATION COURSES</strong></td>
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<tr>
<td><strong>ENG</strong></td>
<td>English Composition (Select 1 course)</td>
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<tr>
<td><strong>MATH</strong></td>
<td>Math/Natural Sciences (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td><strong>SOC</strong></td>
<td>Social Sciences (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td><strong>MNA</strong></td>
<td>General Education Credits</td>
<td>32</td>
</tr>
<tr>
<td><strong>MNA</strong></td>
<td>Major and Core Credits</td>
<td>59</td>
</tr>
</tbody>
</table>

### Total AAS Degree Credits: 91*

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

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888-5-RASMUSSEN
INFORMATION SYSTEMS MANAGEMENT NETWORK ADMINISTRATION

DIPLOMA • AAS DEGREE

INFORMATION TECHNOLOGY MANAGEMENT BS DEGREE

INFORMATION SYSTEMS MANAGEMENT
DIPLOMA – 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. They understand how efficiencies gained from appropriate application of technology can directly affect business performance. They understand network administrators are accountable for a business’s network uptime. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and maintain a high level of network integrity.

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
CET 2629 Cisco Networking Fundamentals and Routing 3
CET 2810C Microsoft Exchange Server 3
CIS 1240 Computer Applications and Business Systems Concepts 3
CIS 1308 Logic and Troubleshooting 4
CIS 2911 Information Technology Capstone 2
CNT 1000C Networking Fundamentals 3
COM 1007 Professional Communication 4
COT 1438 Technology’s Role in the 21st Century 2
CTS 1300C Microsoft Windows Workstations 3
CTS 1776 Fundamentals of PC Hardware and Software 4
CTS 2302C Windows Active Directory 3
CTS 2321 Linux Administration 3
CTS 2383C Microsoft Windows Server 3
E242 Career Development 2
EGB 1011 Introduction to Business 4
EGB 1014 Project Planning and Documentation 4
MAN 2062 Business Ethics 4
MNA 1161 Customer Service 4

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

TOTAL DIPLOMA CREDITS 66*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

INFORMATION SYSTEMS MANAGEMENT
ASSOCIATE’S DEGREE – NETWORK ADMINISTRATION

CAREER OPPORTUNITIES:
• Network System Administrator

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology and network engineering add value to the business process. They understand how efficiencies gained from appropriate application of technology can directly affect business performance. Graduates have proficiency in management of data networking, server administration, and industry standard server operating system environments. They understand that network administrators are accountable for a business’s network and are proficient in performance software that is used to ensure server and network uptime. Graduates value the importance of effective written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8

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

TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

rasmussen.edu
INFORMATION TECHNOLOGY MANAGEMENT
BACHELOR’S DEGREE

CAREER OPPORTUNITIES:
• Network and Computer Systems Administrator
• Network Analyst
• Information Technology Manager

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION
CIS 3055 Principles of Network Security  3
CNT 3003 Advanced Network Security  4
CNT 3126 Advanced Networking  4
CNT 3229 Asset Management  3
CNT 3348 Infrastructure Hardware  4
CNT 3473 Scripting  4
CNT 3569 Support Management  4
CNT 3619 Technical Writing  2
CNT 3777 Virtualization  4
CNT 4016 Cloud Computing  4
CNT 4152 Disaster Recovery  4
CNT 4283 Enterprise Application Support  4
CNT 4361 Information Technology Management Capstone  2
CNT 4437 Service Management  4
CNT 4520 Systems Monitoring  4
CNT 4692 Unified Communications and Mobile Computing  4
ISM 3015 Management of Information Systems  4
MAN 4240 Organizational Behavior Analysis  4
Total Bachelor’s Degree Credits
Lower Division General Education Credits  32
Upper Division General Education Credits  24
Lower Division Major and Core Credits  58
Upper Division Major and Core Credits  66
TOTAL BS DEGREE CREDITS  180*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

DIPLOMA • AAS DEGREE

CYBER SECURITY • BS DEGREE

INFORMATION SYSTEMS MANAGEMENT
DIPLOMA – NETWORK SECURITY

CAREER OPPORTUNITIES:
• Network Security Specialist

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

FOUNDATION COURSES

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

GENERAL EDUCATION COURSES

LOWER DIVISION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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MAJOR AND CORE COURSES

LOWER DIVISION

<table>
<thead>
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<th>Course Code</th>
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<tbody>
<tr>
<td>CET 2629</td>
<td>Cisco Networking Fundamentals and Routing</td>
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<td>Technology’s Role in the 21st Century</td>
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<td>CTS 1300C</td>
<td>Microsoft Windows Workstations</td>
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<td>Fundamentals of PC Hardware and Software</td>
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<td>CTS 2302C</td>
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<td>CTS 2383C</td>
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SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

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<tr>
<th>Course Code</th>
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<th>Credits</th>
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Total Associate’s Degree Credits

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<td>90*</td>
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</tbody>
</table>

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

INFORMATION SYSTEMS MANAGEMENT
ASSOCIATE’S DEGREE – NETWORK SECURITY

CAREER OPPORTUNITIES:
• Network Security Specialist

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology and secure network infrastructures add value to the business process. They understand the configuration and setup of a network and server environment and how to utilize software to monitor and evaluate network security. Graduates value the importance of effective written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>Communication (Select 1 course)</td>
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Total Associate’s Degree Credits

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<td>General Education Credits</td>
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<td>Major and Core Credits</td>
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<td>TOTAL AAS DEGREE CREDITS</td>
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<td>90*</td>
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</table>

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

CAREER OPPORTUNITIES:

- Network Security Analyst
- Security Consultant
- Information Security Analyst
- Computer Forensic Analyst

OBJECTIVE:

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

UPPER DIVISION

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

MAJOR AND CORE COURSES

UPPER DIVISION

CCJ 3164  Criminal Behavior: Profiling Violent Offenders  4
CCJ 4690  Special Offenders: Sex Offenders  4
CIS 3192  Introduction to Information Systems Security  3
CIS 3257  Legal and Security Issues  4
CIS 3318  Managing Risk for Information Systems  4
CIS 3471  Security Policies and Implementation  4
CIS 3664  Security Strategies for Web Apps and Social Networking  3
CIS 4039  Auditing Information Technology Infrastructure  4
CIS 4137  Access Controls, Authentication, and PKI  4
CIS 4215  Windows Security Strategies  4
CIS 4352  Linux Security Strategies  4
CIS 4362C  Network Security and Cryptography  3
CIS 4385C  Computer Forensics  3
CIS 4456  Hacker Techniques, Tools, and Applications  4
CIS 4581  ISS Capstone  3
CJE 3610  Criminal Investigations  4
CJL 3113  Criminal Evidence  4
CJL 3297  Constitutional Law  4

Total Bachelor’s Degree Credits

Lower Division General Education Credits  32
Upper Division General Education Credits  24
Lower Division Major and Core Credits  58
Upper Division Major and Core Credits  67

TOTAL BS DEGREE CREDITS  181*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

CAREER OPPORTUNITIES:
• Database Administrator

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

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
CAP 2134  Database Security  4
CGS 1240  Computer Applications and Business Systems Concepts  3
CGS 1545  Relational Databases  3
CIS 1110  Operating Systems Fundamentals  4
CIS 1308  Logic and Troubleshooting  4
CIS 2911  Information Technology Capstone  2
COM 1007  Professional Communication  4
COP1000  Fundamentals of Programming  3
COP 1176  Introduction to Visual Basic  3
CTS 2811C  SQL Server Administration  3
E242  Career Development  2
GEB 1011  Introduction to Business  4
GEB 1014  Project Planning and Documentation  4
ISM 2202C  Business Intelligence Reporting  3
MAN 2062  Business Ethics  4
MNA 1161  Customer Service  4

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

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

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

INFORMATION SYSTEMS MANAGEMENT
ASSOCIATE’S DEGREE – DATABASE ADMINISTRATION

CAREER OPPORTUNITIES:
• Database Administrator
• Database Architect

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Select 1 course)  4
Humanities (Select 2 courses)  8
Math/Natural Sciences (Select 1 course)  4
Social Sciences (Select 2 courses)  8

Total Associate’s Degree Credits
General Education Credits  32
Major and Core Credits  58
TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

### INFORMATION SYSTEMS MANAGEMENT  
**DIPLOMA – 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 are familiar with interactive tools, technologies, and development platforms to build robust web applications and user-friendly web interfaces. They possess a developed skill set in web programming, IT project management, and website creation. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in IT support practices.

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

**GENERAL EDUCATION COURSES**

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

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- CGS 1240 Computer Applications and Business Systems Concepts  3
- CGS 1545 Relational Databases  3
- CGS 1820C Introduction to HTML  3
- CIS 1308 Logic and Troubleshooting  4
- COM 1007 Professional Communication  4
- COP 3000 Fundamentals of Programming  3
- COP 3176 Introduction to Visual Basic  3
- COP 1801 JavaScript  3
- COP 2004 PERL/CGI  3
- COP 2250 Java I  3
- COP 2323 Object-Oriented Programming  3
- COP 2333 Advanced Visual Basic  3
- COP 2842 PHP/MySQL  3
- COP 2890 Web Programming Capstone  2
- E242 Career Development  2
- GEB 1011 Introduction to Business  4
- GRA 1722C Introduction to Web Design Software  3
- MAN 2062 Business Ethics  4
- MNA 1161 Customer Service  4

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

### INFORMATION SYSTEMS MANAGEMENT  
**ASSOCIATE’S DEGREE – WEB PROGRAMMING**

**CAREER OPPORTUNITIES:**
- Web Developer

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

**IN ADDITION TO ALL DIPLOMA COURSES**

**GENERAL EDUCATION COURSES**

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

**Total Associate’s Degree Credits**
- General Education Credits  32
- Major and Core Credits  60
- **TOTAL AAS DEGREE CREDITS 92**

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.*
CAREER OPPORTUNITIES:
- Game Programmer
- Simulations Programmer
- Video Game Asset Manager
- Interactive Media Technical Director
- Video Game Level Designer

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
- English Composition (Required course) 4
- ENC 1101 English Composition 4
- Communication (Select 1 course) 4
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Select 2 courses, including at least one Math course) 8
- Social Sciences (Select 2 courses) 8

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

MAJOR AND CORE COURSES
LOWER DIVISION
- CAP 2104 Platform Design and Human-Computer Interaction 4
- CAP 2105 Applied Game and Simulation Theory 4
- CEN 1400 Mobile Application Development 3
- CGS 1240 Computer Applications and Business Systems Concepts 3
- COP 1000 Fundamentals of Programming 3
- COP 1224 Programming I 4
- COP 2224 Programming II 4
- COP 2250 Java I 3
- COP 2323 Object-Oriented Programming 3
- COP 2535 Data Structures 4
- COT 1438 Technology’s Role in the 21st Century 2
- DIG 1710 Game Preproduction 4
- DIG 1711 Game Design Theory I 4
- DIG 2563 Interactive Storytelling 3
- DIG 2718 Console Development 4
- E170 Introduction to Undergraduate Research 2
- E242 Career Development 2
- MTB 1381 Math for Game and Simulation Production I 4
- MTB 2381 Math for Game and Simulation Production II 4

UPPER DIVISION
- CAP 3051 Graphics Development with OpenGL 4
- CAP 3052 Game and Simulation Lighting Techniques 4
- CAP 4620 Artificial Intelligence 4
- CEN 4090 Software Engineering for Game and Simulation Production 4
- CEN 4190 Engineering Virtual Worlds 4
- COP 4848 Multiplayer Game Programming 4
- DIG 3457 Portfolio, Package and Publish 4
- DIG 3790 Practical Game Development 4
- DIG 3792 Game Planning and Development Strategies 4
- DIG 3794 Mobile Platform Development 4
- DIG 4791 Game Assets 4
- DIG 4792 Game Audio Assets 4
- DIG 4794 Applications of Physics for Game and Simulation Production 4
- DIG 4931 Industrial Simulation Production 4
- DIG 4932 Video Game Production Project 4

Total Bachelor's Degree Credits
- Lower Division General Education Credits 32
- Upper Division General Education Credits 24
- Lower Division Major and Core Credits 64
- Upper Division Major and Core Credits 60

TOTAL BS DEGREE CREDITS 180*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

GENERAL EDUCATION COURSES

LOWER DIVISION
Math/Natural Sciences (Required course) 5
MAC 1106 Advanced Algebra

MAJOR AND CORE COURSES

LOWER DIVISION
CDA 1202 Foundations of Software Design 3
CDA 2110 Introduction to Computer Systems 4
CEC 1400 Mobile Application Development 3
CGS 1545 Relational Databases 3
COP 1000 Fundamentals of Programming 3
COP 1224 Programming I 4
COP 2224 Programming II 4
COP 2250 Java I 3
COP 2323 Object-Oriented Programming 3
COT 1202 Discrete Structures for Computer Science 3
E242 Career Development 2

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

TOTAL CERTIFICATE CREDITS 40

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

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

SOFTWARE APPLICATION DEVELOPMENT Associate’s Degree

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

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

LOWER DIVISION
MAC 1200 Precalculus 3
MAC 2100 Calculus I 4
MAC 2200 Calculus II 4

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

TOTAL AS DEGREE CREDITS 91

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

UNRESTRICTED UPPER DIVISION ELECTIVE CREDITS 4

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

TOTAL BS DEGREE CREDITS 180

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

EARN AS YOU LEARN
Our Credential Ladder guides you to earn increasingly advanced academic credentials.
GENERAL EDUCATION COURSE SELECTIONS

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

LOWER DIVISION

English Composition
ENC 1101 English Composition 4

Communication
COM 1002 Introduction to Communication 4
ENC 1121 English Composition 2 4

SPC 2017 Oral Communication 4

Humanities
ART 1204 Art Appreciation 4
CRW 2001 Creative Writing 4

Fil 2000 Film Appreciation 4

HUM 2023 Humanities 4

LIT 2000 Introduction to Literature 4

PHI 2103 Introduction to Critical Thinking 4

SPN 271 Conversational Spanish 4

Math/Natural Sciences
AST 2002 Introduction to Astronomy 4

BSC 2020C Introduction to Human Biology 4

GLY 1000 Introduction to Geology 4

MAT 1031 College Algebra 4

MAT 1402 General Education mathematics 4

PHL 1500 Structure and Function of the Human Body 4

SCE 1528 Scientific Literacy 4

Social Sciences
AMH 2030 United States History: 1900 to the Present 4

ECO 2013 Macroeconomics 4

ECO 2023 Microeconomics 4

GEO 1000 Human Geography 4

PSS 3040 American/U.S. National Government 4

PSY 1012 General Psychology 4

SSE 1495 Technology and Society 4

SSE 2003 Understanding Cultures 4

SYG 1000 Introduction to Sociology 4

UPPER DIVISION

Communication
ENG 3311 Advanced Composition 4

MMC 3407 Visual Communication in the Media 4

Humanities
AML 3041 American Literature 4

AML 4680 Literature of American Minorities 4

LIT 3191 Contemporary World Literature: 4

1900 to the Present 4

POT 4001 Political Thought 4

Math/Natural Sciences
Evr 3410 Human Uses of the Environment 4

GEO 3204 Physical Geography 4

GEO 3372 Conservation of Resources 4

WST 4350 Gender in Math and Science 4

Social Sciences
AMH 3304 Visions of America Since 1945 4

CPo 4003 Comparative Politics 4

REL 3131 American Religious History 4

SYO 4180 Work and Family 4

See specific course requirements on program pages.

COMPUTER SCIENCE BS DEGREE AND
SOFTWARE APPLICATION DEVELOPMENT AS DEGREE

LOWER DIVISION

English Composition
ENG 1101 English Composition* 4

Communication
COM 1002 Introduction to Communication 4

ENC 1121 English Composition 2* 4

SPC 2017 Oral Communication 4

Humanities
ART 1204 Art Appreciation 4

CRW 2001 Creative Writing 4

Fil 2000 Film Appreciation 4

HUM 2023 Humanities 4

LIT 2000 Introduction to Literature 4

PHI 2103 Introduction to Critical Thinking* 4

SPN 271 Conversational Spanish 4

Math/Natural Sciences
AST 2002 Introduction to Astronomy 4

BSC 2020C Introduction to Human Biology 4

GLY 1000 Introduction to Geology 4

MAT 1031 College Algebra 4

MAT 1402 General Education mathematics 4

PHL 1500 Structure and Function of the Human Body 4

SCE 1528 Scientific Literacy 4

Social Sciences
AMH 2030 United States History: 1900 to the Present 4

ECO 2013 Macroeconomics 4

ECO 2023 Microeconomics 4

GEO 1000 Human Geography 4

PSS 3040 American/U.S. National Government 4

PSY 1012 General Psychology 4

SSE 1495 Technology and Society 4

SSE 2003 Understanding Cultures 4

SYG 1000 Introduction to Sociology 4

UPPER DIVISION

Communication
ENG 3311 Advanced Composition 4

MMC 3407 Visual Communication in the Media 4

Humanities
AML 3041 American Literature 4

AML 4680 Literature of American Minorities 4

LIT 3191 Contemporary World Literature: 4

1900 to the Present 4

POT 4001 Political Thought 4

Math/Natural Sciences
Evr 3410 Human Uses of the Environment 4

GEO 3204 Physical Geography 4

GEO 3372 Conservation of Resources 4

WST 4350 Gender in Math and Science 4

Social Sciences
AMH 3304 Visions of America Since 1945 4

CPo 4003 Comparative Politics 4

REL 3131 American Religious History 4

SYO 4180 Work and Family 4

See specific course requirements on program pages.

* Required courses.

GENERAL EDUCATION REQUIREMENTS FOR RASMUSSEN COLLEGE CREDENTIALS

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

AAS degree candidates must successfully complete thirty-two (32) credits of general education coursework distributed across the following categories: English Composition, Communication, Humanities, Mathematics, Natural Sciences, and Social Sciences. AAS degree candidates in the Software Development program must successfully complete forty-five (45) credits of general education coursework distributed across the same categories.

Diploma programs include general education courses as designated by program. Certificate programs may not include general education courses because they are career focused. Courses that are primarily developmental or remedial in nature, such as Foundation courses, may not be included in the general education total for any program.
Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in a technology-intensive learning environment, is defined as either lecture or laboratory depending primarily on whether new material is introduced. Lecture is a class setting in which the student is instructed in the theory, principles, and history of an academic or vocational subject. The student should expect a requirement of four hours of outside preparation for each hour of lecture instruction. Some lecture classes have additional time scheduled without additional charges 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 supervisor 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 in unusual circumstances, but only with the consent of the instructor and approval of the Academic Dean or Campus Director.

Program Length

A Rasmussen College student is considered full-time when he or she is taking 12 or more credits per term. While a student is considered part-time when the student is taking less than 12 credits per term, a part-time student typically takes an average of 6 credits per term. To calculate program length, the College divides the total program credits by 12 for full-time students and by 8 for part-time students.

Credit Definition

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

Clock Hour – Equal to 50 minutes of instruction.

How to Read Course Descriptions

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

Course Experience Cred.

The College Experience Course is an object-led, qualitative tool for helping the student become engaged in the college and challenging expectations for student engagement. This course requires both reading and submission of assignments closely resembling what they will experience every week in a typical Rasmussen course.

Prerequisite: none

ACG 1022 Financial Accounting I

This course covers accounting objectives and their relationship to business. The student will be taught the fundamental principles of bookkeeping. The trial balance, working papers, financial statements, and preparing an accountant’s report are included. The student will emphasize valuing assets, including property, plant and equipment, inventory, and accounts receivable, and use this classification to evaluate the balance sheet.

Prerequisite: none

ACG 1033 Financial Accounting II

This course is a continuation of the study of financial accounting. It will stress the principles underlying financial statements, the relationship between financial and operating functions in organizations, cost and profit relationships, and relevant costing.

Prerequisite: Financial Accounting II

ACG 2505 Accounting Capstone

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 current events and the timeliness and application of financial, managerial, and tax-related principles and procedures are integrated through the use of current financial reports and data. The course requires in-depth research, critical thinking, and the ability to evaluate a variety of perspectives to make informed decisions. Performance in this course will be determined by the quality and quantity of work submitted, as well as participation and attendance.

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

ACG 3080 Managerial Accounting

This course covers the management of the cost functions of a business enterprise. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control.

Prerequisite: Financial Accounting II

ACG 3085 Advanced Auditing Concepts and Standards

This course covers an overview of the nature of the audit, the concept of assurance, the ethical standards of auditing, and the role of the auditor in the financial reporting process. The course includes an in-depth study of auditing standards and procedures and an integration of professional ethics within the audit process. The course is designed to prepare students for entry-level positions in the public accounting profession. The course requires a comprehensive review of topics covered in previous auditing courses.

Prerequisite: Financial Accounting II

ACG 3110 Intermediate Financial Reporting I

This course covers an overview of financial reporting, its conceptual framework, and how to understand and analyze financial statements, including income statements, the statement of cash flows, and the balance sheet.

Prerequisite: Financial Accounting II

ACG 3120 Intermediate Financial Reporting II

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

Prerequisite: Intermediate Financial Reporting I

ACG 3130 Intermediate Financial Reporting III

This course covers an in-depth study of financial reporting, its conceptual framework, and how to understand and analyze financial statements, including income statements, the statement of cash flows, and the balance sheet.

Prerequisite: Intermediate Financial Reporting II

ACG 3205 Risk Management for Accountants

This course covers the management of financial, operational, and reputational risks. The course includes an in-depth study of risk management, including risk assessment, risk control, and risk mitigation.

Prerequisite: Financial Accounting II

ACG 3501 Governmental and Not-for-Profit Accounting

This course covers the principles and practices applicable to governmental organizations and not-for-profit entities.

Prerequisite: Financial Accounting II

ACG 4010 Cost Accounting Principles and Applications

This course provides a survey of the theory and application of cost accounting principles. Topics include cost behavior, process costing, activity-based costing, costing methods, data processing, economic analysis, budgeting, and management and financial control. The course requires an in-depth study of the principles and practices applicable to governmental organizations and not-for-profit entities.

Prerequisite: Financial Accounting II

ACG 4020 Advanced Financial Accounting

This course focuses on the importance of the special accounting practices today to include business combinations and the related financial accounting transactions necessary, segment reporting, output planning, international transaction accounting, foreign currency transactions, inventory control, scheduling, and quality control. An intertwining emphasis will be placed on quality and the impact on the accounting system and the strategic advantage for manufacturing and service entities.

Prerequisite: Intermediate Financial Reporting II

ACG 4022 CPA Exam Preparation

This course prepares students for the CPA examination. Students learn the material through lecture, discussion, and review sessions, and take written and oral exams.

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

ACG 4180 Financial Statement Analysis

This course introduces the student to the study of financial statement analysis including interpreting and analyzing accounting data and examining financial statements.

Prerequisite: Financial Accounting II

ACG 4250 International Accounting

This course covers the study of the international dimension of financial reporting and analysis. It provides students with an overview of the international financial reporting and analysis process, and their relation to business.

Prerequisite: Financial Accounting II

ACG 4303 Advanced Auditing II

This course provides an in-depth study of audit concepts, standards, and practices. The course includes in-depth study of auditing standards and procedures and an integration of professional ethics within the audit process.

Prerequisite: Advanced Auditing Concepts and Standards

ACG 4402 Accounting Information Systems

This course provides an in-depth study of the role of information technology in accounting and financial reporting. The course includes in-depth study of auditing standards and procedures and an integration of professional ethics within the audit process.

Prerequisite: Management of Information Systems

ACG 4450 Accounting Research Methods and Techniques

This course provides an in-depth study of the role of information technology in accounting and financial reporting. The course includes in-depth study of auditing standards and procedures and an integration of professional ethics within the audit process.

Prerequisite: Advanced Auditing Concepts and Standards; Taxation of Individuals; Intermediate Financial Reporting III
AMH 3034 Visions of America Since 1945 40 hours, 4 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting BS Degree. This course will study emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, interpersonal communication and class presentation. Students have the opportunity to participate in an optional internship/Externship project.
Prerequisite: Intended for student’s last quarter

BUL 2241 Business Law 40 hours, 4 credits
This course presents fundamental principles of law applicable to business transactions. The course relates areas of legal environment of business to contracts and business practice. Principles of law that apply to government, regulations, commercial paper, property, bailment, agency and business organizations are addressed.
Prerequisite: none

BUL 3247 Business Law II 40 hours, 4 credits
This course is a continuation of the study of fundamentals of law. This is an examination of the types of business organizations, property laws, wills, trusts, estate planning, bankruptcy, creditor and debtor relationships, commercial laws, securities regulation contracts, and other areas of business law.
Prerequisite: Business Law

CAP 2105 Platform Design and Human-Computer Interaction 60 hours, 4 credits
How a person interacts with a game is one of the more crucial aspects in determining the success of the game among consumers. This course will emphasize the details and planning process that must be followed to ensure a successful interface for the game that is to be played. Various techniques of creating buttons, menus, and other types of interfaces will be explored to allow the student a wide exposure to this important element in creating games.
Prerequisite: Programming II

CAP 2134 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 policies, password policies, and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database activities.
Prerequisite: SQL Server Administration

CAP 3303 Social Psychology 40 hours, 4 credits
In this course students will understand the applied discipline of social psychology. In order to understand the social interaction of functions of human communities and with individuals, theories of socialization and self image will be explored. Students will examine how the social environment influences thought, behavior, feelings, and potential actions of people. Consequences of social interaction and motivation based on judgment, attitudes, sex roles, conformity, and aggression will be explored. Different social interactions will be analyzed including conformity, prejudice, and leadership.
Prerequisite: General Psychology

CCJ 2053 Ethics in Criminal Justice 40 hours, 4 credits
This course provides a strong theoretical foundation for solving ethical dilemmas. At the conclusion of the course, students will gain a realistic picture not only of what ethical questions arise in the criminal justice, but also of how sound moral decisions are made in response to them.
Prerequisites: Policing in America: Criminal Law and Procedures: Crime and the Courtroom

CCJ 2685 Domestic Violence 40 hours, 4 credits
This course focuses on domestic violence in the family; social and legal relations within families; theories and solutions on family violence; survivors and the consequences of victimization; legal responses; the role of the police in domestic violence enforcement; recognizing child abuse; recognizing elder abuse; associated concepts and linking problems to society.
Prerequisite: Introduction to Criminal Justice
CCJ 2930 Contemporary Issues in Criminal Justice Capstone 40 hours, 4 credits

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

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

CCJ 3164 Criminal Behavior: Profiling Violent Offenders 40 hours, 4 credits

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

Prerequisite: Criminology: Motives for Criminal Deviance (except for students enrolled in the Cyber Security Program)

CCJ 3641 Organized Criminal Syndicates 40 hours, 4 credits

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

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

CCJ 3667 Victims in Criminal Justice 40 hours, 4 credits

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

Prerequisite: none

CCJ 3670 Women and Criminal Justice 40 hours, 4 credits

This course explores the role of women as offenders, victims, and professionals in criminal justice. Theories and research that have differential impacts on women in the criminal justice system will be explored. The rise of female criminality and criminal-justice professionals will be examined and will be analyzed.

Prerequisite: Domestic Violence

CCJ 3678 Cultural Diversity and Justice 40 hours, 4 credits

This course will examine the true picture and statistics of minority representation at every point in the criminal justice process, from point of contact with the police 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

CCJ 3700 Research Methods in Criminal Justice 40 hours, 4 credits

This course will explore the basic steps of conducting research. Students will explore the nature of research and the research techniques 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

CCJ 3705 Statistics in Criminal Justice 40 hours, 4 credits

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

Prerequisite: College-level Math course

CCJ 4279 Criminal Justice Senior Thesis 40 hours, 4 credits

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

Prerequisite: Criminal Justice Seminar; Students should be in their last or second-to-last quarter

CCJ 4392 Criminal Justice Internship 250 hours, 9 credits

This course provides students with an opportunity to apply their learning through an internship experience involving participant observation in a normal criminal justice setting. During the internship experience, students will concurrently participate in discussions, journaling, and related coursework to integrate their experience and engage in written analyses.

Prerequisite: Contemporary Issues in Criminal Justice Capstone; Student in last or second-to-last quarter

CCJ 4450 Criminal Justice Leadership and Management 40 hours, 4 credits

This course will familiarize students with common management theory and practice in criminal-justice organizations. Through the utilization 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

CCJ 4542 Criminal Justice Seminar 50 hours, 5 credits

This course provides students with the opportunity to explore an area of criminal justice that is of specific interest to their career or an area of relevant interest in the field. Topics may include any area of justice studies, with the exception of the instruction of the law. Students will conduct a thorough review of their topic and present their work in the form of a final project.

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

CCJ 4563 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

CCJ 4627 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, victims’ rights, interview techniques, media coverage of crimes, and grief.

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

CCJ 4650 Special Offenders: Sex Offenders 40 hours, 4 credits

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

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

CCJ 4695 Special Populations in Criminal Justice 40 hours, 4 credits

Students will examine the special populations of offenders in the criminal justice system. The experience of women, minorities, the physically and mentally challenged, the elderly, and the socioeconomically deprived in all parts of the criminal justice system will be explored. Students will analyze programs, policies, and case studies relating to special populations.

Prerequisite: Criminal Behavior: Profiling Violent Offenders

CCJ 4931 Critical Issues in Criminal Justice 40 hours, 4 credits

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

Prerequisite: Contemporary Issues in Criminal Justice Capstone

CDA 1202 Foundations of Software Design 40 hours, 3 credits

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

Prerequisite: none

CDA 2110 Introduction to Computer Systems 40 hours, 4 credits

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

Prerequisite: Foundations of Software Design

CDA 3112 Web Application Architecture and Design 50 hours, 4 credits

This course presents key concepts in distributed designs for network enabled software applications and systems. Designed distribution allows applications to span multiple machines and requires carefully planned design approaches. Students will learn to build systems that are scalable, reliable, and secure when implemented within network infrastructures. Topics include object-oriented programming to networked web services, including database applications deployed on very large-scale websites.

Prerequisite: Java I

CDA 3252 Operating Systems Design 50 hours, 4 credits

In the course, students learn how operating systems such as Windows, Linux, and the Mac OS X are a fundamental component of all computing systems. Students will explore how operating systems are responsible for managing the running processes as well as the sharing of system resources. This course explores how operating systems handle networked applications, scheduling, paging, input/output devices, virtual memory, files, synchronization, and security.

Prerequisite: Software Systems Principles

CDA 4120 Simulation Analysis and Design 50 hours, 4 credits

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

Prerequisite: Algorithm Analysis

CEN 1400 Mobile Application Development 40 hours, 4 credits

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

Prerequisite: Java I

CEN 3210 Database Systems Design 50 hours, 4 credits

In this course, students will learn how to develop and deploy a relational database management system (RDBMS) as a software application. Students will explore relations and tables as well as how to modify the relations with commands such as insert, update, and delete. Students will also understand the role and importance of primary and foreign keys in creating relational database structures.

Prerequisite: Relational Databases

CEN 3310 Software Systems Engineering 40 hours, 3 credits

This course exposes students to the implementation of software systems at a high level with an emphasis on rigorous algorithm development and test suites. The course introduces the systems aspect of development and tradeoffs related to resource management, system architecture capabilities, and hardware and software efficiencies. Students are also exposed to requirements analysis and the techniques to develop a functional system from specified requirements.

Prerequisite: Algorithm Analysis

CEN 3410 Software Systems Principles 50 hours, 4 credits

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

Prerequisite: Introduction to Computer Systems
CET 2810C Cisco Networking Fundamentals and Routing
40 hours, 3 credits

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

Prerequisite: Networking Fundamentals

CIS 1100 Operating Systems Fundamentals
60 hours, 4 credits

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

Prerequisite: none

CIS 1308 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

CIS 2911 Information Technology Capstone
20 hours, 2 credits

This course summarizes key learning throughout the program. Students apply what they’ve learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues. This course is intended to be completed in last quarter of Diploma

CIS 3055 Principles of Network Security
40 hours, 3 credits

This course brings to light the concepts needed for network defense techniques. Students will examine the tools, techniques, and technologies used in securing information assets. This course is designed to provide in-depth information on the software and hardware components of Information Security. Topics covered include: intrusion detection, virtual private networks (VPN), and incident response strategies and techniques. This course will demonstrate the progress of their projects as well as for the teams to meet and work. Team meetings outside of regularly scheduled class sessions will be required.

Prerequisite: Must fail in last quarter of study

CIS 4039 Auditing Information Technology Infrastructure
40 hours, 4 credits

This course covers the principles, the approaches, and the methodology in auditing information systems to ensure the processes and the procedures are in compliance with pertinent laws and regulatory provisions especially in the context of information systems security (ISS).

Prerequisite: none

CIS 4137 Access Controls, Authentication, and PKI
40 hours, 4 credits

This course introduces the concept of access control to information systems and applications. Access, authentication, and accounting for end-users and system administrators will be covered. In addition, security controls for access control including tokens, biometrics, and use of public key infrastructures (PKI) will be covered.

Prerequisite: none

CIS 4215 Windows Security Strategies
40 hours, 4 credits

This course discusses security implementations for various Windows platforms and applications. Areas of study include identifying and examining security risks, security solutions, and tools available for various Windows platforms and applications.

Prerequisite: none

CIS 4352 Linux Security Strategies
40 hours, 4 credits

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

Prerequisite: none

CIS 3471 Security Policies and Implementation
40 hours, 4 credits

This course includes a discussion on security policies that can be used to help protect the business and its information, such as a password policy, e-mail policy, and internet policy. The issues include organizational behavior and crisis management.

Prerequisite: none

CIS 3383 Managing Risk for Information Systems
40 hours, 4 credits

This course addresses the broad topic of risk management and how risk, threats, and vulnerabilities impact information systems. Areas of instruction include how to assess and manage risk based on defining an acceptable level of risk for information systems. Elements of a business impact analysis, business continuity plan, and disaster recovery plan will be discussed.

Prerequisite: none

CIS 4190 Engineering Virtual Worlds
50 hours, 4 credits

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

Prerequisite: Programming II

CEN 4411 Advanced Mobile Application Development
40 hours, 3 credits

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

Prerequisite: Mobile Application Development

CGS 1823C Fundamentals of Web Authoring and Design
40 hours, 3 credits

This course focuses on the students’ basic authoring skills by focusing on the demands, details, and subtleties of creating websites. HTML and supplemental client side scripting are the primary focus of the course. In addition, processes of graphic and multimedia creation – adding interactivity, color use, file formats, and features – testing, publishing, and publicizing are addressed. Students use interactivity and multimedia elements to enhance their site design.

Prerequisite: Introduction to Multimedia Design
Course Descriptions

CIS 4362C Network Security and Cryptography
40 hours, 4 credits
This course examines threats to computer networks, network vulnerabilities, techniques for strengthening passive defenses, tools for establishing and maintaining network defense, and policies for enhancing forensic analysis of crimes and attacks on computer networks. Topics include principles and public key cryptography, digital signatures, secret sharing, security protocols, formal methods for analyzing network security, electronic mail security, firewalls, intrusion detection, Internet privacy and public key infrastructures.
Prerequisites: Computer Applications and Business Systems Concepts; Networking Fundamentals

CIS 4383C Computer Forensics
40 hours, 3 credits
This course examines computer literacy and criminal investigation legal issues regarding seizure and chain of custody, and technical issues in acquiring computer evidence. Popular file systems are examined. Reporting issues in the legal system are discussed.
Prerequisites: Computer Applications and Business Systems Concepts

CIS 4385C Computer Forensics
40 hours, 3 credits
This course covers covering computer literacy and C.1 Legal issues regarding seizure and chain of custody, and technical issues in acquiring computer evidence. Popular file systems are examined. Reporting issues in the legal system are discussed.
Prerequisites: Computer Applications and Business Systems Concepts

CIS 4456C Hacker Techniques, Tools, and Applications
40 hours, 3 credits
This course is an introduction to hacking tools and incident handling. Areas of instruction include various tools and vulnerabilities of operating systems, software, and networks used by hackers to access unauthorized information. This course also addresses incident handling methods used when information security is compromised.
Prerequisite: none

CIS 4581C ISS Capstone
40 hours, 3 credits
This course encompasses all the accumulated knowledge obtained from the entire ISS curriculum and requires the student to respond to a RFP for information systems security consulting.
Prerequisite: This course is designed to be taken at the end of the program

CJC 1000 Introduction to Corrections
40 hours, 4 credits
A general overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional 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

CJC 1245C Case Management: Strategies for Rehabilitation
40 hours, 4 credits
Students will learn how to manage caseloads of clients, document casework, and use strategies for clients' rehabilitation. They will learn how to write effective court reports, case entries, recommendation 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

CJC 2300 Legal Principles in Corrections
40 hours, 4 credits
Students will examine constitutional amendments regarding correctional management in various settings. They will explore concepts of offenders' rights, due process, professionalism, best practices, and proper operational procedures in a correctional setting. They will review principles as applicable to the role of correctional officer.
Prerequisite: Introduction to Corrections

CJC 2400 Counseling Clients
40 hours, 4 credits
Students will examine the process and effects of counseling. Assessment tools, methods, evaluation, and case plans are explored. They will consider a variety of counseling settings, including prisons, jails, group homes, in-patient and outpatient treatment centers, and halfway houses, as places of rehabilitation and counseling. Students will explore diverse clients including juveniles and adults, men and women, and people from various cultures.
Prerequisite: Introduction to Corrections or Introduction to Human Services

CJC 3415 Diversion and Rehabilitation
40 hours, 4 credits
In this course, students will examine counseling and intervention methods used for adult and juvenile, and male and female offenders. They will explore theories proven by research and applied to treatment. In addition, they will critically evaluate evidence-based policy, best practices, program evaluations, and "what works" in both social-service and criminal-justice systems.
Prerequisites: Juvenile Justice: Delinquency, Dependency, Diversion; Domestic Violence

CJC 4164 Community Corrections
40 hours, 4 credits
This course will examine the role and function of corrections supervisors in the field. The practical considerations of managing offenders in the community will be examined. Case studies on probation and parole will be explored.
Prerequisites: Criminal Behavior: Profiling Violent Offenders; Introduction to Corrections

CJC 1006 Policing in America
40 hours, 4 credits
Students will examine the theoretical 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 facing police, citizens, patrol officers, administrators, and agencies. They will also consider contemporary practices such as Community Oriented Policing, Problem-Oriented Policing, and Directed Patrol. In investigating these topics, students will develop skills in critical thinking and problem solving. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice

CJE 1233 Drugs and Crime
40 hours, 4 credits
The course focuses on the physical, psychological, and sociological aspects of drug and alcohol abuse. Treatment and prevention of abuse will be explored. In addition, policy implications of drug use and the criminal justice system response will be analyzed. An overview of the theories of use, drug business, and drug law enforcement will be explored. Such recent developments as "club drugs," inhalants, herbal stimulants, and designer drugs will also be discussed.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

CJE 1253 Crime Scene to Conviction: Critical Thinking and Communication
40 hours, 4 credits
Students will master the skills of both oral and written communication. They will examine grammar and mechanics of writing. They will also explore special communication issues, such as communicating with crime victims. They will develop skills for proper report writing, including such documents as search warrants, police reports, and case documents. Students will evaluate the impact of proper report writing, communication, and documentation on the outcome of legal proceedings, and review the importance of effectively translating written work into courtroom testimony.
Prerequisite: Policing in America

CJE 2172 Juvenile Justice: Delinquency, Dependency, and Diversion
40 hours, 4 credits
An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

CJE 2380 Legal Code for Law Enforcement
40 hours, 4 credits
Students will use state's criminal and traffic codes to become familiar with law and statutes. They will review penal statutes covering issues from homicide to misconduct, and will examine legislation and statutes that govern law-enforcement duties and responsibilities. Students will also examine laws and procedures that apply to specific populations like youth and domestic-violence victims.
Prerequisite: Policing in America

CJE 2702 Practical Psychology for Law Enforcement
40 hours, 4 credits
Students will examine how principles of psychology relate to law-enforcement work. They will explore fundamental concepts from a law enforcement perspective, focusing on the real world effects these principles produce on peace officers, their families, and the citizens they serve. Students will apply ideas from psychology to create effective victim and witness-interviewing strategies, offender behavior-modification approaches, and officer coping methods. They will review the short- and long-term physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.
Prerequisite: Policing in America

CJE 3610 Criminal Investigations
40 hours, 4 credits
Students will learn to conduct full criminal investigations. They will examine various techniques, methods, and processes for interviewing and interrogating crime suspects and witnesses. They will also explore techniques for conducting investigations with special populations.
Prerequisite: Constitutional Law

CJE 3674 Examination of Forensic Science
40 hours, 4 credits
Students will critically examine the role of forensic science in the criminal justice process and the court of law. They will review historical events in criminalistics, and analyze problems in forensic science in order to formulate recommendations for change. They will also explore best practices and the future of forensic science.
Prerequisite: Constitutional Law

CJE 4176 Crimes Across Borders
40 hours, 4 credits
This course will explore the global economy of crime. Various types of transnational crime, and the investigation and prosecution of global criminal activities will be examined. Current issues in global crime will be examined via rotating articles, books, and other publications.
Prerequisites: Introduction to Criminal Justice; Research Methods in Criminal Justice

CJE 4444 Crime Prevention
40 hours, 4 credits
This course will explore the goals and types of various crime-prevention strategies. Physical environments and crime, neighborhood crime prevention, the media, and crime displacement will be explored. The course will examine persons and conditions associated with high rates of deviance.
Prerequisites: Introduction to Corrections; Policing in America; Research Methods in Criminal Justice

CJL 1381 Criminal Law and Procedures: Crime and the Courtroom
40 hours, 4 credits
This course provides an examination of substantive and procedural criminal law. Students are introduced to Federal and State court systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Statutory defenses, mitigating factors and circumstances which may cause acquittal or reduce punishment, and common law principles are examined. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice or Introduction to the Legal System

CJL 3131 Criminal Evidence
40 hours, 4 credits
This course will familiarize students with the fundamentals of criminal evidence as it pertains to the handling, maintenance and presentation of evidence, and with the role of legal counsel. Constitutional issues involving evidence are examined. Different varieties of evidence, from hearsay to physical evidence, are examined. Trial procedures such as expert-witness testimony, police testimony, and testimonial privileges are analyzed.
Prerequisite: Criminal Law and Procedures: Crime and the Courtroom (except for students enrolled in the Cyber Security Program)

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

CNT 1000C 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 on how communications is accomplished in those environments. Students will learn the different Protocols used in networking. The course will cover the designing networks both cabled and wireless. Students will learn basic troubleshooting of a network and how to maintain it. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting. Further, this course helps prepare students to take the CompTIA Network+ certification exam.
Prerequisites: Fundamentals of PC Hardware and Software
CNT 2020 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

CNT 3003 Advanced Network Security
50 hours, 4 credits
This course provides a detailed examination of techniques and concepts surrounding the topic of network defense. Students will learn how to implement strategies for information asset security, utilizing industry tools and techniques. Both hardware and software issues within the field of Information Security will be explored. Students will examine a range of network security topics including virtual private networks, intrusion detection, cloud data security, and incident response strategies.
Prerequisites: Cisco Networking Fundamentals and Routing; Principles of Network Security

CNT 3126 Advanced Networking
50 hours, 4 credits
This course offers an in-depth study of current networking technologies. Topics include OSI model, communication protocols, routing protocols, WAN architecture (ATM, VPN, MPLS, and hybrid networks), Wireless and QoS.
Prerequisite: Web Application

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

CNT 3348 Infrastructure Hardware
50 hours, 4 credits
This course covers hardware design and planning for medium to large scale data center operations. Topics include data center design (power, cooling, space planning), server racks, storage array systems, fiber channel, iSCSI, SAS, and SATA. Students will be able to design a data center for both operational efficiency (Greenness), and to provide adequate fault tolerance and capacity for anticipated growth.
Prerequisite: Networking Fundamentals

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

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

CNT 3619 Technical Writing
20 hours, 3 credits
This course is designed to teach students best practices in authoring technical documentation. Topics include selecting your audience, organizing your writing, appropriate use of graphics, tables, lists, wikis, and cross referencing. Students will be able to determine when and how to use graphics, and will understand the pros and cons of wikis and other documentation portals.
Prerequisite: English Composition

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

CNT 4016 Cloud Computing
40 hours, 4 credits
This course offers an in-depth study of current cloud computing technologies and services. Topics include cloud networking, cloud bridging, virtualization of application delivery controllers (ADC’s) and WAN optimization protocols (WOP’s). Students will design center network design considerations, and emerging technologies like Edge Virtual Bridging (EVB). Students will be required to conduct research, read case studies, and develop a strategy for implementing cloud computing to address specific business needs.
Prerequisite: Virtualization

CNT 4121 Network Systems Design
50 hours, 4 credits
This course offers the study of the technology, network architecture and topologies, and software used by systems of network-connected computers. Topics include data transmission, local area network architectures, network protocols, distributed systems, security, and network applications such as email, various transfer protocols, and services of the Internet such as the World Wide Web. Students will develop programs that run concurrently running computers within various network configurations.
Prerequisite: Operating Systems Design

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

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

CNT 4361 Information Technology Management Capstone
20 hours, 2 credits
This course addresses key learning throughout the student’s program. Students apply what they've learned by completing a network operations plan. The plan will include details of hardware, software, infrastructure design, security, disaster recovery and support/service management.
Prerequisite: Advanced Networking; must be completed in the student’s final quarter

CNT 4437 Service Management
40 hours, 4 credits
This course provides a more in-depth examination of the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT service management. Topics include incident and service level agreements (SLAs), availability and capacity management. Students will write SLA logging incident response times, availability, and capacity/infrastructure performance.
Prerequisite: Support Management

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

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

COM 1002 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 Foundation coursework or placement determined by Rasmussen College entrance placement exam score

COM 1007 Professional Communication
40 hours, 4 credits
This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse communities and disciplines. To equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

COP 1000 Fundamentals of Programming
40 hours, 3 credits
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 program constructs such as variables, loops, conditionals, and functions. Additionally, the use of user-supplied code and exercises will allow students to manipulate these constructs without requiring that they have previous experience with program code syntax. A final project is required for the successful completion of this course.
Prerequisite: none

COP 1176 Introduction to Visual Basic
40 hours, 4 credits
This course introduces students to creation of simple Windows applications using Visual Basic .NET. It covers programming languages and program structure. Topics include object-oriented design and development, control properties, event-driven procedures, variables, scope, expressions, operators, functions, file I/O, decision making structures, looping structures, and database access files.
Prerequisite: Fundamentals of Programming

COP 1224 Programming I
60 hours, 4 credits
This course is designed to teach the student C++ programming utilizing object oriented terminology. C++ expressions, decisions, and loops within the C++ realm are explored and practiced. This first course in a two course sequence ends with an analysis of functions and classes and how these elements are used in different programming projects.
Prerequisite: Object-Oriented Programming

COP 1801 JavaScript
40 hours, 3 credits
This course teaches students how to learn effectively use web pages using the JavaScript programming language. Students will gain experience in programing, debugging, and testing web pages created with this language. This course builds upon students' knowledge and skills to add interactivity to their applications.

COP 2004 PERL/CGI
40 hours, 3 credits
This course will cover the PERL scripting language, the development of PERL code for web applications, and client/server socket programming using PERL.

COP 2224 Programming II
60 hours, 4 credits
This course is a continuation of Programming I. Topics that will be covered in this course include: design analysis, inheritance and the use of templates in programming. A look at input/output issues is done along with a look at advanced topics in C++ programming and a brief look at how C++ can start to be utilized in game programs is covered.
Prerequisite: Programming I

COP 2250 Java I
40 hours, 3 credits
Students will work with the Java programming language to learn about Java bytecode programs and how they are executed within a Java virtual machine. Students will study class libraries and gain an understanding of how they perform important computing tasks, how they interact with computer hardware and operating systems, and how they handle deficiencies encountered on computing platforms. Concepts such as Graphical User Interfaces, multimedia development, and web application development are covered as well as the use of Java programming in the development of applications for mobile devices.
Prerequisite: Object-Oriented Programming

COP 2253 Object-Oriented Programming
40 hours, 3 credits
This course will provide students with an understanding of the basic concepts of object-oriented programming including encapsulation, inheritance, and polymorphism. Students will explore the uses of class templates as well as their attributes, behaviors, and the methods that can be applied to them.

COP 2260 Java II
Programs will be developed and implemented utilizing the Java programming language.

Prerequisite: Fundamentals of Programming
COP 2333 Advanced Visual Basic 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 include graphic interface design and development, control properties, DBMS, SQL, and ASP.NET. Prerequisite: Introduction to Visual Basic

COP 2535 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 manipulating and algorithmic analysis as it relates to recursion. Prerequisite: Programming I

COP 2610 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 include PHP scripting and advanced administration of MySQL database applications to be utilized through the Internet. Prerequisite: SQL Server Administration

COP 2705C 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 needed. In addition, students taking this class will learn to modify objects, work with constraints, and deal with normalization issues as they learn to program in this environment. Prerequisite: SQL Server Administration

COP 2842 PHP/MySQL 40 hours, 3 credits
This course covers the use of PHP scripting language and the MYSQL database to create dynamic webpages. Topics include PHP scripting fundamentals, creating, accessing, and manipulating data with the MYSQL database within a PHP program; creating HTML forms; and writing secure PHP programs. Prerequisite: Java I

COP 2890 Web Programming Capstone 20 hours, 2 credits
This course summarizes key learning throughout the student’s program. Students apply what they have learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues. Prerequisites: Java I; PERL/CGLI

COP 4222 Computer Graphics Programming 50 hours, 4 credits
This course offers a survey of computer industry-standard graphic hardware, foundation graphic operations and implementations, two-dimensional and three-dimensional transform models utilizing matrix calculations, hidden lines and surface removal, illumination and shading models, curves and surface textures, object modeling, and three-dimensional animation. Students will learn how to convert complex mathematical formulae into operational program code. Prerequisite: Programming II

COP 4408 Multiplayer Game Programming 60 hours, 4 credits
The trend in games is to have many people simultaneously playing a game utilizing a network or other network. Topics include in this course include scripting, server cluster architecture, data transfer, and how to prevent cheating in MMOG situations. Prerequisite: Practical Game Development

COT 1202 Discrete Structures for Computer Science 40 hours, 3 credits
This course will provide a basic understanding of discrete mathematical topics that form the basis of computer science. Topics to be covered include truth tables, logical propositions, elements of set theory, as well as basic notions of functions, relations, and set properties. Students will explore the logical structures that are the underlying model of discrete systems. Prerequisite: Fundamentals of Programming

COT 1438 Technology’s Role in the 21st Century 20 hours, 2 credits
This course provides a broad overview of major technology trends and developments in the late 20th and 21st centuries along with their cultural, economic, and societal impact. Topics include the uses of technology tools in science, industry, education, and the arts. Categories such as communications, commerce, and quality of life will be explored as students review the scope and application of technology within the context of everyday life. Prerequisite: CTS 1400C Dynamic Content management

CP 4003 Comparative Politics 40 hours, 4 credits
This course will introduce students to the field of comparative politics by examining classification of political systems according to institutional and developmental characteristics. Causes and costs of political stability and instability will be explored. Comparisons will be made between contemporary political institutions and processes in various countries. Prerequisite: American/US National Government

CWR 2001 Creative Writing 40 hours, 4 credits
This course is designed to teach the students the talents in creative writing. Various forms of writing will be studied, such as short stories, novels, poems, plays and non-fiction features. Students and others will be critiqued. Students will also develop editorial skills so that each writer may revise and improve his/her work. Students will compose a minimum of 6000 words over the course of the program. Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

CTS 1217C 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 dimensional presentations. Prerequisite: Computer Applications and Business Systems Concepts

CTS 1300C Microsoft Windows Workstations 40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure a Windows Workstation. The course gives the student the ability to provide technical support to a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, the course helps prepare students to take the Microsoft Certified Technology Specialist Exam. Prerequisite: Fundamentals of PC Hardware and Software

CTS 1400C Dynamic Content Management 40 hours, 3 credits
This course introduces students to the standards for designing multi-dimensional databases. The course focuses on record creation, modification, and deletion as well as report generation and database design. In addition, students will learn how the Query Language is utilized to obtain dynamic information for multimedia authoring. Prerequisite: Fundamentals of Web Authoring and Design

CTS 1776 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 to install and conduct the responsibilities of a professional PC technician. To reinforce the materials in this course, the instructor will assign direct hands-on projects to be performed in a physical or remote lab setting. This course helps prepare students to take both parts of the A+ certification exam. Each student will assemble a computer using purchased parts and materials. Prerequisite: Logic and Troubleshooting

CTS 2202C Windows Active Directory 40 hours, 3 credits
This course will teach the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, setup, configure, utilize and maintain and troubleshoot Windows Active Directory. To reinforce the materials 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 Technical Exam. Prerequisite: Microsoft Windows Server

CTS 2323 Linux Administration 40 hours, 3 credits
This course is designed for introduction of the Linux operating system. The course will learn to install, configure, maintain, administration, and use programming features of Linux operating system. Students will learn how to download and install source application from the Internet, running Windows emulation, and the role of Linux in the enterprise network environment. This courses uses a combination of reading, lecture, Internet based research, and lab work to reinforce the course materials. Prerequisite: Fundamentals of PC Hardware and Software

CTS 2383C Microsoft Windows Server 40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure Windows Server and performs post-installation day-to-day administrative tasks. The course gives the student a 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

CTS 2401C Access 40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Access. Students will be introduced to database management features ranging from the creation and modification of databases to maintaining data integrity. Prerequisite: Computer Applications and Business Systems

CTS 2511 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. Prerequisite: Computer Applications and Business Systems Concepts

CTS 2804C Networking and Security Technologies 40 hours, 3 credits
This course provides students with a practical understanding of the structure and operation of the Internet, including various communications and data transfer protocols, an overview of programming for the Internet, how to manage Internet security and e-commerce. Further, students will explore in depth a variety of technologies and methodologies such as network models and topologies as well as a range of secure communication strategies. Students will be able to demonstrate proficiency in working with the Internet as a useful repository of desired information. Prerequisite: none

CTS 2811C 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 enhancing availability and performance of the database. Prerequisite: Relational Databases

CTS 2857C Server Side Scripting 40 hours, 3 credits
This course focuses on dynamic interactive websites from a multimedia perspective. Emphasis is on data driven pages, interactive content through client-side scripting, dynamic web content and database access through server side scripting. Prerequisites: Dynamic Content Management; Fundamentals of Web Authoring and Design

DSP 2001 Human Growth and Development 40 hours, 4 credits
This course consists of the study of the development of the individual throughout the life cycle, including child, adolescent and adult patterns of behavior with attention to physical, intellectual, cognitive, personality, and social development. Prerequisite: None

DIG 1109C Introduction to Multimedia Design 40 hours, 3 credits
This course is designed to provide the student an overview and exposure to the basic multimedia concepts and software. Students examine introductory theory and concepts of four tracks in multimedia: Web, Interactive, Video, and 3D. Prerequisite: all multimedia tracks are stressed throughout the class with an emphasis on trouble shooting and problem solving. This course will provide training in a variety of industry-accepted Adobe design software. Prerequisite: Introduction to Computer Graphics

DIG 1280C Audio/Video Editing 40 hours, 3 credits
Students learn the theory and processes of audio/video editing using non-linear editing software on the desktop. Exercises in production and post-production techniques will be applied for various delivery 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

DIG 1302C Introduction to 3D Arts and Animation 40 hours, 3 credits
This course introduces students to the fundamentals of 3-dimensional computer modeling and how it applies to a multimedia project. Using basic modeling techniques and utilizing texture, lighting, and environmental effects, students model 3-dimensional forms to create surreal and realistic images. This course will provide training in a variety of industry-accepted Adobe design software. Prerequisite: Introduction to Multimedia Design
DIG 1303C 3-Dimensional Animation 40 hours, 3 credits
Once students have learned the basics of 3D modeling and rendering, they will explore the fundamentals of animation and the more advanced methods of modeling and texturing. Students will create photo-realistic products and environments utilizing complex technical techniques and procedural techniques. Emphasis will be placed on detailed modeling and texture mapping complementing elementary 3D animation and story development. This course will provide training in a variety of industry-accepted Autodesk 3D design software.
Prerequisite: Introduction to 3D Arts and Animation
DIG 1500C Digital Media Assembly 40 hours, 3 credits
In this course, students will develop and apply scripts to control sprites, video, sound, and interactivity for the creation of entertainment animations using authoring software. The project produced in this class will be available for use on CD-ROM. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Multimedia Technologies
DIG 1520C Digital Media Production 40 hours, 3 credits
This course is an in-depth study of the integration of components used in multimedia applications using authoring software. Students use industry-standard software as tools for producing interactive projects. Topics include basic animation techniques, special effects, transitions, and user interactivity. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Multimedia Design
DIG 1710 Game Preproduction 40 hours, 4 credits
This course has been designed to teach you the fundamental philosophies of game design and apply them in a hands-on manner using a step-by-step process that develops problem solving strategies. The techniques taught in this course exist to provide the practical resources needed to build a firm understanding of game development from a production standpoint. In addition, the information this course provides is a grounded study for any real life application where inspiration must combine with practical application and adaptation to create a marketable product.
Prerequisite: Game Design Theory I
DIG 1711 Game Design Theory I 40 hours, 4 credits
This course introduces the non-technical study of games, the game development process, and the game industry. The course establishes a lexicon for discussing games and introduces tools for analyzing and understanding games and game design. The course will also present an overview of core concepts, including game mechanics, game theory, the experience of playing games, and the cultural, technical, and social aspects of games.
Prerequisite: none
DIG 2562C Interactive Storytelling 40 hours, 3 credits
This course explores the integration of storytelling and interactivity. From the fundamentals of creating stories to more advanced methods 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, chatteringbots and MUDs, exposition and dialog trees, spatial narratives and storylines, and a range of interactive storytelling methodologies, from campfires to LARP’s and text adventures.
Prerequisite: Game Preproduction
DIG 2620C 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 provides training in a variety of industry-accepted Adobe design software.
Prerequisite: Digital Media Production
DIG 2718 Console Development 60 hours, 4 credits
One aspect of creating games is determining how they will work with different consoles from various manufacturers. This course guides the student through the various parts of a console that will have an impact on the game (memory, processing, storage, and debugging to name a few). This systematic approach will allow the game programmer to determine what modifications and changes need to be made as games become part of the game libraries for different vendors.
Prerequisite: Programming II
DIG 2950 Multimedia Portfolio Development 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 courses and newly created projects. Students will create a final portfolio/demo reel using a consistent theme that will showcase their individual skills and industry styles. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Digital Media Assembly
DIG 3316 The Study of Animation 60 hours, 4 credits
This course is intended for students with an animation/multimedia background, who want to understand how animation works, from basic theory to execution. The students will develop a sense of observation and timing as it relates to animation, and they will study motion through watching actual animation pieces as well as taking part in exercises that demonstrate animation in action. This course also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development, and dramatic structure.
Prerequisite: none
DIG 3318 Flash Animation 60 hours, 4 credits
This course is an introduction to Macromedia’s Flash. The course will cover the basics of Flash: importing, creating & editing vector graphics and creating simple animations, creating interactive elements and incorporating sound and video and testing Flash movies. Also, students explore the steps in creating Flash productions from start-to-finish, including site map and navigation building, button making and output.
Prerequisite: Multimedia Technologies
DIG 3323 Polygon Modeling 60 hours, 4 credits
This course demonstrates the techniques of modeling objects in a three-dimensional environment. Students will manipulate primitive objects such as cubes, spheres, pyramids, and cylinders to build more complex polygons, and students will utilize techniques to approximate curved surfaces with multiple polygons. Industry standard software such as 3D Studio Max, ZBrush, and MudBox will be discussed, and students will have the opportunity within an actual software modeling environment to create a variety of polygon objects.
Prerequisite: The Study of Animation
DIG 3330 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 cameras, 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 students to develop their own professional work.
Prerequisite: Introduction to Computer Graphics
DIG 3333 Digital Photography 60 hours, 4 credits
This course shows students how to evaluate images for communicative effectiveness and aesthetic appeal. They will also digitize images, adjust and manipulate them in the computer, and output them for on-screen and printed use. Through the course students will gain a firm foundation on the fundamental differences between digital photography and tradition management, including lighting and print.
Prerequisite: Audio/Video Editing
DIG 3457 Portfolio, Package, and Publish 40 hours, 4 credits
This course focuses on the processes and tasks required for a final packaged game—the specific elements, including research and resumes, contacts and connections, and the important demos and elevator pitch. Students will learn how to develop an industry-specific resume, how to best present their skills in a portfolio, and how to package themselves as a top candidate for a position. Students will create a polished resume and cover letter and learning networking skills for their area of interest in game or simulation production.
Prerequisite: Multiplayer Game Programming
DIG 3512 Advanced HTML Coding with CSS 60 hours, 4 credits
This class covers advanced elements of web-page creation using a text editor and HTML and XML standard tags. This class will focus on web terminology, advanced HTML coding to include hyperlinks, anchors, tables, forms, CSS, frames, design principles and accessibility issues. Emphasis will be placed on understanding values and creation of CSS for business environments. We will also explore the availability of tools for site management, validation and accessibility checks.
Prerequisite: Fundamentals of Web Authoring and Design
DIG 3525 Concept Development for Digital Media 40 hours, 4 credits
This course is concerned with problem-solving, research, and presentation skills for multimedia projects. Brainstorming, narrative, storyboarding, animations, pre-visualization, and acceptance of ideas are all explored. Sketches, source imagery, and audio are developed to effectively communicate ideas for time-based media. Documentation techniques are employed to chart progress with character and scene design, as well as cameras and lighting.
Prerequisite: none
DIG 3790 Practical Game Development 60 hours, 4 credits
This course approaches the study of computer games from several ways. First is an example of media that can be analyzed and criticized for their thematic elements, formal structure, plot and interaction. The next step in the process is a study of complex software subjects to technology constraints and the product of a professional design and development process. A study of behaviors and associations comparable to other popular art forms. Students will study the principles of game design and use them both to analyze existing games and to create original video game ideas.
Prerequisite: Artificial Intelligence
DIG 3792 Game Planning and Development Strategies 60 hours, 4 credits
In this course, students will cover the planning of the game and simulation development process through the design and implementation phase. The course touches on topics covered in previous courses, including graphics, development of assets and NPCs, scripting, 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 steps of developing a quality game, to design assurance testing, including the risks and benefits of different types of iterative development cycles.
Prerequisite: Game Audio Assets
DIG 3794 Mobile Platform Development 60 hours, 4 credits
As more devices become smaller and more mobile, the need to have games to entertain users in different environments 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, video, and text is also addressed along with considering factors such as user inputs involved in playing the game.
Prerequisite: Programming II
DIG 4323 3D Game Character Creation 60 hours, 4 credits
Students will be introduced to equip digital media students with skills in 3D character creation and effects in a game environment. During this course students will explore advanced 3D modeling and animation techniques which focus on character animation as it applies to the gaming environment. Specifically, these principles and theories are applied to the development of interactive narratives and games. Advanced modeling will also be explored. Students will engage in the study of character posing and rigging for games, advanced animation, creative character animation, improving shading and blending and creating expressive characters.
Prerequisite: Polygon Modeling
DIG 4330 Advanced Applications of Digital and Experimental Art 60 hours, 4 credits
In this course, students will combine their knowledge of art techniques with the psychology of art reception to develop unique expressions 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 video. This course will provide training in interactive narratives and games. 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
DIG 4355 Digital Effects Creation 60 hours, 4 credits
This course focuses on the use and application of effects in film and video at an advanced, post-production level. Learn professional methods of controlling digital and video representation, and 3D effects. Master the final workflow by compositing footage, digital imagery and CG. Topics include virtual cinematography, morphing, lighting, rendering, particle effects, dynamics, camera properties, motion and compositing.
Prerequisite: Polygon Modeling
DIG 4432 Storyboard Development for Digital Media 40 hours, 4 credits
This course will help the student to utilize storyboards to visually represent staging and camera movement. Specific attention will be paid to utilizing storyboards for shot types, angles, cuts, and transitions. Students will complete a storyboard sample as a guide to creating their own storyboard project. During the course the student will also examine cinematic techniques and terminology.
Prerequisite: Digital Media Production
DIG 4791 Game Assets
60 hours, 4 credits
This course focuses on the development of visual elements and programming used in the development of a video game. It covers areas such as character design, animation, game engine scripting, and basic programming. Students will use engines such as Unity and Unreal to build assets and game environments.

DIG 4932 Digital Video/Audio Project
60 hours, 4 credits
This advanced course in video and audio production is for students to create a final project that exemplifies the aesthetic and technical aspects of digital video recording, non-linear editing, special effect generation, and production of video and associated audio. Students will work in teams to produce a final project, which may include an internal or external exhibition or presentation.

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

Prerequisite: Animation
DSC 1003 Introduction to Homeland Security
40 hours, 4 credits
This course provides an introduction to the philosophical, historical, and multidisciplinary challenges of Homeland Security in combating terrorism. This course is intended to be a starting point that leads to further study of the current Department of Homeland Security. This will be accomplished through a review of the field of homeland security, its evolution and critical issues, and an examination of current threats and vulnerabilities. The course also looks at the complexities of defining the roles of federal, state, local government, and the private sector.

Prerequisite: Introduction to Criminal Justice
DSC 2005 Terrorism, 40 hours, 4 credits
Students in this course will receive an in-depth overview of terrorism, both domestic and international. (This course is designed to provide students the necessary skills to recognize acts of terrorism and gain insight into terrorists’ perceptions and motivations.) The course will touch on the causes and motives that drive terrorists, their methods of operation, and the impact of terrorism on the domestic and international community. Students will examine the necessary effort of planning preparedness within the governmental regulatory framework. Students will exercise the ability to understand and appreciate the complexities of community and national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism.

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

Prerequisite: Introduction to Criminal Justice
DSC 3016 Homeland Security Policy
40 hours, 4 credits
Students will receive an overview of homeland security policy at the federal, state, and local levels. They will examine four key sectors: risk education, preparedness, public warning, and protective actions. They will also explore the coordination of state and local policy across national and homeland security sectors, including law enforcement, public education, medical, public health, emergency management (including FEMA), information operations, defense, diplomacy, commerce, transportation, and intelligence.

Prerequisite: Terrorism
DSC 3057 Risk Analysis
40 hours, 4 credits
This course will examine the importance of risk management through analysis and evaluation as a means of ensuring the protection of communities, facilities, and personnel. They will gain an understanding of the identification and assessment of hazards, vulnerabilities, and risks, which is critical to comprehensive management of security operations. They will learn skills that will aid in planning for natural or manmade disaster recovery, and for crisis management.

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

Prerequisites: Introduction to Homeland Security; Security Challenges
E24 Career Development
20 hours, 2 credits
This course will introduce students to the personal and professional characteristics necessary for obtaining and maintaining employment. Students will examine the basic characteristics of the job seeking process, including the function of resumes, interviews, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview.

Prerequisite: none
E270 Sophomore Seminar
0 credits
This seminar course challenges students at the end of their sophomore year to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. Students must complete the sophomore seminar as part of graduation requirements, the quarter they are scheduled for the E242 Career Development course.

E242 Career Development
20 hours, 2 credits
This course will introduce students to the personal and professional characteristics necessary for obtaining and maintaining employment. Students will examine the basic characteristics of the job seeking process, including the function of resumes, interviews, 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
EEC 1202 Early Childhood Education
Prerequisites:
EEC 1202 Early Childhood Education

40 hours, 4 credits
This course examines the development of young children in the academic, social, and emotional domains. It examines developmentally appropriate methods for writing and assessing behavioral objectives, lesson plans, and activity goals. Various curriculum models will be reviewed. Students will write a final project involving lesson plans and activities.

Prerequisite: Foundations of Child Development
EEC 1700 Foundations of Child Development
40 hours, 4 credits
This course will explore characteristics of children at different ages, children’s developmental needs, and the foundation of early childhood education. Students will learn the fundamentals of developmentally appropriate practice as it relates to child development, including self-esteem, family and culture, social, and ethnic variations in the family as a social system.

Prerequisite: none
EEC 1735 Health, Safety, and Nutrition/CDA Application
40 hours, 4 credits
This course examines the role of early childhood professionals working in the field via the policies and procedures governed by the state. Students will learn guidelines for establishing safe environments. They will also learn strategies for implementing health policies, controlling disease, establishing proper nutrition, and responding to children’s current health concerns. Students will carry out a 2-hour observation in the field of education.

Prerequisite: Early Childhood Education Curriculum and Instruction
EEC 1860 Knowledge: Externship I
180 hours, 6 credits
Under externship supervision, the student will complete 100 hours of developmentally appropriate practices while interacting with children and adults.

Prerequisite: none
EEC 1861 Application: Externship II
180 hours, 6 credits
Students continue their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership.

Prerequisite: Knowledge: Externship I
Development; Early Childhood Education

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

**EEC 2225 Guiding Children's Behavior** 40 hours, 4 credits

Students will explore how to use guidance in the early childhood setting, with an emphasis on understanding why young children exhibit certain behaviors and how we can meet the child's needs effectively and with support. Students will learn how to provide positive guidance to young children with challenging behavior.

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

**EEC 2270 Introduction to English Language Learners** 40 hours, 4 credits

Students will explore effective ways to adapt English language instruction to teach English to our increasingly diverse population of young children and families. They will examine a range of resources and teaching styles, and behaviors that affect English language teaching and learning. They will analyze the development of English language skills in all domains through social and cultural lenses.

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

**EEC 2271 Curriculum and Instruction for Children with Special Needs** 40 hours, 4 credits

Students will explore how to adapt developmentally appropriate curriculum to support the development of children with special needs. They will learn strategies for effective partnering with other professionals and parents to ensure the achievement of developmental goals.

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

**EEC 2272 The Inclusive Classroom** 40 hours, 4 credits

Students will learn strategies for promoting and supporting an inclusive classroom. They will analyze environmental restrictions and explore how to support young children with special needs in the early childhood setting.

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

**EEC 2290 Early Childhood Education Capstone** 20 hours, 2 credits

Students will integrate the knowledge and skills gained in 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.

Prerequisites: Early Childhood Education student in last or second-to-last quarter.

**EEC 2935 Summative Project for Early Childhood Education** 20 hours, 2 credits

The course will include student reflection upon cumulative learning from the early childhood education program. Students will critically analyze, reflect and problem solve experiences in the field of early childhood. Students will identify specialization-specific knowledge to inform best practices. Students will compile research and select the best application(s) to improve care and education for young children.

Prerequisite: none

**EEC 2404 Child and Family Advocacy** 40 hours, 4 credits

Students will explore and develop skills to advocate for children and families. They will review legislation, social policy, and advocacy techniques. Students will also investigate several current and controversial issues within the early childhood profession, and explore current research on early childhood education issues.

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

**EEC 2412 Involving Parents of English Language Learners** 40 hours, 4 credits

Students will explore how to engage and support family involvement for English Language Learners. They will examine methods for maintaining effective communication and developing strong relationships with the families of English Language Learners.

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

**EEC 2500 Infant and Toddler Development** 40 hours, 4 credits

This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. This course will introduce the philosophy and theory behind primary care, continuity of care, and respectful care as it relates to brain and attachment research. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical, and broad professional development.

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

**EEC 2613 Observation and Assessment in Early Childhood Education** 40 hours, 4 credits

Students will explore effective strategies for observation and assessment in early childhood education. They will understand the observation, assessment, and planning cycle and its impact on promoting children’s development.

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

**EEC 2864 Teacher Reflection II:** 20 hours, 2 credits

This course is designed to guide students in understanding the writing process and developing their ability to write and express ideas in an organized, unified, and coherent manner. Students will produce college-level writing that reflects awareness of rhetorical strategies, writing purpose, student voice, and appropriate grammar, punctuation, and usage skills.

Through reading, writing, discussion, research, and collaboration, students will learn to write and apply effective writing and apply course concepts.

Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam

**ENC 1121 English Composition I** 20 hours, 4 credits

This course is designed to guide students in understanding the writing process and developing their ability to write and express ideas in an organized, unified, and coherent manner. Students will produce college-level writing that reflects awareness of rhetorical strategies, writing purpose, student voice, and appropriate grammar, punctuation, and usage skills.

Through reading, writing, discussion, research, and collaboration, students will learn to write and apply effective writing and apply course concepts.

Prerequisite: Placement in Foundation course or passing grade in Foundation coursework

**ENC 3311 Advanced Composition I** 40 hours, 4 credits

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

Prerequisite: English Composition

**EVR 3410 Human Uses of the Environment** 40 hours, 4 credits

This course provides an in-depth exploration of the integrated relationship between human life and the surrounding environment, beginning with a study of the fundamental concepts and principles of ecology. Topics that are interwoven throughout the course include principles of ecology as seen in the structure and function of the system; pollution of air, soil, and water resources; population explosion and the relationship of people, disease, and food production; and environmental control necessary for survival.

Prerequisite: none

**Fil 2000 Film Appreciation** 40 hours, 4 credits

Students will study different elements, forms, techniques, and styles of film. They will learn a critical approach to film and the motion picture industry. Students will critically film and filmmaker's work through various workshops 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
FIN 1000 Principles of Finance
40 hours, 4 credits
This course is a study of financial institutions, investment techniques, and financial management. Students will examine acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure. Prerequisite: Financial Accounting I
FIN 1202 Financial Markets and Institutions
40 hours, 4 credits
This course is the standard introduction to the banking profession, financial markets, and financial institutions. It touches on nearly every aspect of financial services, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry. Prerequisite: none
GEA 1000 Human Geography
40 hours, 4 credits
This course will introduce students to the systematic study of patterns and processes that have shaped human understanding, use, and alteration of Earth’s surface. Students will employ spatial concepts and landscape analysis to examine human social organization and its environmental consequences. Prerequisite: none
GEB 1011 Introduction to Business
40 hours, 4 credits
This course is a study of the characteristics and functions of business in a free enterprise environment 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 administration and operation. Prerequisite: none
GEB 1014 Project Planning and Documentation
40 hours, 4 credits
This course encompasses timelines, deadlines, team-building, communication skills and problem solving. The course is set with pre-defined scenarios to assist with the definition of project roles and phases. The students work through related issues and produce a resolution in a well written format. Prerequisite: none
GEB 1112 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
GEB 2060 Compensation and Benefits Management
40 hours, 4 credits
This course content 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 play 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
GEB 2240 Entrepreneurial Product and Service Planning
40 hours, 4 credits
Students will explore the ways in which products and services are developed. They will review the various methods used to identify market opportunities, to engage in market sizing, and to develop an understanding of the competition. Students will develop a basic product or service plan, which will include a detailed description of how the product or service will be designed, sourced or manufactured, and delivered to the client. Students will also examine the lifecycle of products and services once they are launched. This course includes educational resources from Harvard Business Publishing. Prerequisite: Introduction to Entrepreneurship
GEB 2244 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
GEB 2444 Internet Business Models and Entrepreneurship
40 hours, 4 credits
This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of E-Trends on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of e-Business. Prerequisite: none
GEB 2930 Business Capstone
20 hours, 2 credits
This course is designed to allow students to integrate the knowledge and skills gained in the Business Management Associate’s degree program. Through case analysis, class discussion, and supervised field experiences, students will synthesize and demonstrate their understanding of core business concepts via the completion of a Capstone Project. Students have the opportunity to participate in an optional internship/project experience. Prerequisite: Intended of last quarter of student’s program
GEB 3020 Advanced Principles of Financial Management
40 hours, 4 credits
This course provides an introduction to advanced concepts and methods of financial management for organizations. Topics include an analysis of corporate finance, asset pricing, leverage, risk and return, short- and long-term investment decisions, business financial planning, working capital management, capital structure, multinational finance, as well as other topics. Prerequisite: Financial Accounting II
GEB 3051 The Business of Digital Media
40 hours, 4 credits
This course is designed to prepare students for multiple levels of project completion across the broad spectrum of digital media such as: content development, production, project management, and content delivery. Important workforce assets of individual drive and assessment, success within creative teams, management of timelines and deadlines and effective leadership are explored as they pertain to the multimedia development pipeline. Prerequisite: Introduction to Business
GEB 3110 Research and Report Writing
40 hours, 4 credits
Students will learn research and report writing for academic settings. Topics will include qualitative and quantitative research methodologies, literature review, information literacy, and academic report writing. Prerequisite: English Composition or Professional Communication
GEB 4220 Managing a Diverse Workforce
40 hours, 4 credits
This seminar course examines diversity from a personal, group, organizational, national, and global perspective. Students will explore stereotypes of individuals within organizations, and they will study how these stereotypes affect people within the workplace. Students will also examine issues in conducting business and managing people within a global setting. Prerequisite: none
GEB 4310 Statistics for Business
40 hours, 4 credits
In this course, students will develop basic statistical literacy along with the ability to analyze and evaluate real-life business problems using statistical methods. Students will learn to organize and present quantitative data by means of graphical and numerical methods. Topics include descriptive statistics, basic probability theory, discrete and continuous probability distributions, sampling distributions, estimation, hypothesis testing, analysis of variance, and simple linear regression. Prerequisite: none
GEB 4410 Advanced Principles of Marketing
40 hours, 4 credits
This course examines developing, designing, and implementing marketing programs, processes, and activities. Key areas of focus include capturing market insights, brand building strategies, market segmentation, and delivering and communicating value. This course includes educational resources from Harvard Business Publishing. Prerequisite: Principles of Marketing
GEB 4505 Organizational Development
40 hours, 4 credits
This seminar course builds upon the theories introduced in Organizational Behavior Analysis. In this course, students examine qualitative approaches, quantitative approaches, and process-based approaches to organizational development through the stories of professionals involved in organizational change. Students will critically examine the design, management, and control of organizational development programs. This course includes educational resources from Harvard Business Publishing. Prerequisite: none
GEB 4520 Legal and Ethical Environment of Business
40 hours, 4 credits
This course presents an overview of the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course. This course includes educational resources from Harvard Business Publishing. Prerequisite: Business Ethics or Business Law
GEO 3204 Physical Geography
40 hours, 4 credits
This course presents a study of the development and distribution of landforms, climates, soils, and water resources. Interrelationships between the physical environment and regional patterns formed by these elements are analyzed against man’s utilization of them. Prerequisite: none
GEO 3372 Conservation of Resources
40 hours, 4 credits
The purpose of this course is to provide students with important principles of ecology and resource management. Emphasis will be on local, national, and global environment problems and possible solutions to these problems. Prerequisite: none
GLY 1000 Introduction to Geology
40 hours, 4 credits
Examines basic geologic principles from a physical or historical perspective. Includes such topics as the formation of rocks and minerals; internal and external processes modifying the earth’s surface and phenomena; and the evolutionary history of the earth, including its life forms, oceans and atmosphere. Prerequisite: none
GRA 11212 Digital Publishing
40 hours, 3 credits
This course utilizes techniques associated with designing computer graphics and page make-up for desktop publishing. Emphasis is on the exploration of illustration, photo retouching and manipulation, and working toward finished results primarily in print media as well as web. This course will provide training in a variety of industry-accepted Adobe design software. Prerequisite: Typography
GRA 1206C Typography
40 hours, 3 credits
This course focuses on the fundamentals of typography and introduces the students to aspects of 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
GTA 1722C Introduction to Web Design Software
40 hours, 3 credits
This course will introduce beginners to the tools and knowledge needed in creating interesting, usable, and well designed websites. Prerequisite: none
GRA 1741C Color Theory and Techniques
40 hours, 3 credits
This course introduces basic compositional principles of harmony and contrast through the use of color. Students will learn to create color palettes, digital color scales, input devices and graphic software packages. Basic exercises are introduced and practiced to learn how to achieve different visual effects and maximize visual effectiveness. The use of color in printing also is explored. This course will provide training in a variety of industry-accepted Adobe design software. Prerequisite: Introduction to Computer Graphics
HIM 1110 Anatomy and Pharmacology for Coders
30 hours, 3 credits
This course provides an in-depth exploration of human anatomy and physiology as well as pharmacology to prepare students for coding. This course also provides a systematic approach to hospital inpatient and ambulatory care coding, emphasizing specific and correct coding procedures and techniques. Topics covered include: study of human cells and tissues; the integumentary, musculoskeletal, nervous, respiratory, genitourinary, circulatory, digestive, reproductive, sensory, cardiovascular, lymphatic, immune, and endocrine systems of the body; most commonly accepted medical and coding terms. Students will also be introduced to specific computer coding software and laboratory tests. The student will learn how to abstract key information from the health record to assist in improving physician documentation and to ensure all valid and accurate coding. Students will complete laboratory exercises coordinated with course content. Prerequisites: Structure and Function of the Human Body; Medical Terminology

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HIM 1215C ICD-9-CM Coding
40 hours, 4 credits
This course provides an in-depth study of the International Classification of Diseases—Clinical Modification (ICD-CM) using sample exercises and medical records to develop skill and accuracy in assigning codes in various healthcare settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will develop an understanding of the organization and management of healthcare facilities. Students will learn about the history of the profession of the health information technician and the implementation of health information systems. Students learn about the organization of healthcare facilities, the role of the healthcare team who contribute to and use healthcare information and the management of healthcare records. Students will learn the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information.
Prerequisite: none

HIM 2272C Medical Insurance and Billing 40 hours, 4 credits
This course introduces students to the history of the profession of the health information technician and the implementation of health information systems. Students learn about the organization of healthcare facilities, the role of the healthcare team who contribute to and use healthcare information and the management of healthcare records. Students will learn the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information.
Prerequisite: none

HIM 2304 Management of Health Information Services 40 hours, 4 credits
The study of management, supervision, and human resource principles with application to the field of health information services in various healthcare settings. Students will learn how to manage and measure productivity of HIM staff and explore the HIM management development role in relation to other hospital departments.
Prerequisite: Medical Terminology

HIM 2310 Health Information Law and Ethics 40 hours, 4 credits
A study of the federal impact of the United States legal system and various healthcare regulations and ethics on the health information management environment. Fraud and abuse, fraud and abuse, 120-hour warehousing to meet organizational needs. Database management systems, data administration, and data definitions will be explored and students will utilize data storage and retrieval techniques such as query tools, data mining, report design, and search engines.
Prerequisite: Program Admission

HIM 2320 Data, Information, and File Structures 40 hours, 4 credits
An exploration of the principles of developing and processing, and electronic claim submission, and data recovery is included. Internet, web-based, and e-Health security is explored. Students will learn to enforce confidentiality and security measures to protect electronic health information and protect data integrity and validity.
Prerequisite: Program Admission

HIM 4354 Strategic Planning and Development 40 hours, 4 credits
An exploration of the principles of developing strategic and operational plans. Review Board processes and policies, research design and methods, knowledge-based research techniques, research protocol data management, and national guidelines regarding human subject’s research.
Prerequisite: Healthcare Statistics

HIM 4360 Electronic Data Security 40 hours, 4 credits
A study of data protection methods and monitoring including physical, technical, and managerial safeguards. Risk assessment, audit methodologies, disaster planning, and data recovery is included. Internet, web-based, and e-Health security is explored. Students will learn to enforce confidentiality and security measures to protect electronic health information and protect data integrity and validity.
Prerequisite: Program Admission

Health Information Services
RASMUSSEN COLLEGE KANSAS

COURSE DESCRIPTIONS

HIM 4537 Health Information Management
Alternative Facility Professional Practice Experience
30 hours, 1 Credit
This course is a 30-hour practical experience that will focus on a non-hospital environment of the student's choice. This experience is designed to assist students in exploring the diversity of the health information profession. The experience will include health information-related observation, and/or performance of tasks and must be approved by the instructor. The instructor will work with the student to identify facilities that are available in the student's area of interest and will establish an agreement with the facility if one does not exist. Prerequisite: Must be completed in the student's final quarter

HSA 1050 Customer Service in Healthcare
10 hours, 1 Credit
This will prepare students to deliver outstanding customer service in a healthcare setting by providing them with an understanding of the factors that influence the perceptions of external and internal customers. Topics covered in this course include; the psychology of patients, customer service in a diverse world, listening and effective communication techniques. Prerequisite: none

HSA 2010 Marketing and Communication in Healthcare
40 hours, 4 credits
This course is an introduction to marketing concepts and how they are applied in the healthcare industry. Topics include consumer buying behavior, business-to-business markets, market research techniques, pricing concepts, marketing channels, and promotional strategies and techniques. This course is supported by educational resources from Harvard Business Publishing. Prerequisite: none

HSA 2117 US Healthcare Systems
40 hours, 4 credits
This course provides an overview of the United States healthcare system. The history of the evolution of healthcare will be explored, along with the role of state, local, and federal government in healthcare delivery. An introduction to a variety of provider models and service delivery systems found in both private and public healthcare facilities will be covered, including different types of healthcare facilities. The influence of reimbursement methodologies and finance on healthcare delivery will be explored. Prerequisite: none

HSA 2537 Electronic Health Records and Medical Office Procedures
40 hours, 4 credits
This course is designed to provide students with an understanding of the administrative duties performed in the medical office. Concepts covered include: preparing, filing and maintaining medical records; knowledge of the various types of health insurance coverage, coding and reimbursement; confidentiality and guidelines for releasing health information; and effective oral and written communication skills. Prerequisite: Medical Terminology

HSA 3109 Foundations of Managed Care
40 hours, 4 credits
In this course, students will analyze controversial issues surrounding the managed-care delivery system, focusing on theory and the foundational concepts of managed care. Prerequisite: Introduction to Healthcare Administration

HSA 3110 Introduction to Healthcare Administration
40 hours, 4 credits
This course provides an exploration of the administrative principles and practices within healthcare organizations. Emphasis is placed on organization, structure, operation, and the types of healthcare facilities. Management principles will be applied to case studies of healthcare industry scenarios. Prerequisites: US Healthcare Systems; Principles of Management; Healthcare Information Systems; Human Resource Management; Electronic Health Records and Medical Office Procedures

HSA 3170 Financial Management of Healthcare Organizations
40 hours, 4 credits
This course focuses on healthcare finance, assets, cost concepts, capital budgeting, and financial principles of accounting applied in the healthcare environment. Students will discuss the development and management of departments, budgets, and the calculation of net revenues and expenses. Prerequisites: Introduction to Healthcare Administration; Financial Accounting II

HSA 3383 Quality Improvement in Healthcare
40 hours, 4 credits
This course examines methods for assuring quality in healthcare and the statistical applications of measuring outcomes. There will be an emphasis on performance improvement and the relationship between healthcare quality, organizational performance, and the role of governing and accrediting bodies in healthcare organizations. Common methods and trends in quality improvement will be explored. Prerequisite: Introduction to Healthcare Administration or Health Information Management

HSA 3412 Regulation and Compliance in Healthcare
40 hours, 4 credits
This course is an exploration of the many entities that regulate healthcare delivery, from local, state, and federal government to the accreditation agencies of healthcare organizations. Issues and methods for compliance with the many laws and regulations are examined. The course provides an overview of the impact of regulatory agencies on the operation of healthcare facilities. Corporate ethics and responsibilities and the operation of healthcare as a business is explored. This course includes educational resources from Harvard Business Publishing. Prerequisite: Introduction to Healthcare Administration or Introduction to Health Information Management

HSA 3751 Healthcare Statistics
40 hours, 4 credits
Students will discuss and apply the common terms, formulae, and computations used in healthcare statistics through effective data collection, interpretation of information, and the display of data. Prerequisites: Introduction to Healthcare Administration or Introduction to Health Information Management; College-level Math course

HSA 4100 Healthcare Operations Management
40 hours, 4 credits
In this course students examine the operations function of managing people, information technology, materials, facilities in the healthcare industry. Prerequisites: Principles of Management; Introduction to Healthcare Administration

HSA 4124 International Healthcare Administration
40 hours, 4 credits
This course examines ethical theories and the principles of bioethics. Students will analyze these theories and principles and apply them to ethical problems in the health-care field. This course includes educational resources from Harvard Business Publishing. Prerequisite: Health Information Management

HSA 4120 Advanced Healthcare Law and Ethics
40 hours, 4 credits
This course examines ethical theories and the principles of bioethics. Students will analyze these theories and principles and apply them to ethical problems in the health-care field. This course includes educational resources from Harvard Business Publishing. Prerequisite: Medical Law and Ethics or Health Information Law and Ethics

HSA 4922 Healthcare Management Capstone
30 hours, 4 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 and project work, students will synthesize and demonstrate their understanding of core healthcare-management concepts via completion of a Capstone project approved by the instructor. Students will have the opportunity to participate in an optional internship/externship project. This course includes educational resources from Harvard Business Publishing. Prerequisites: Students must be enrolled in the Healthcare Management Bachelor’s Degree program and in their last or second-to-last quarter

HSC 1410 Medical Writing, Style and Grammar
30 hours, 3 credits
A focused look at English grammar, punctuation and sentence structure that will lend to accurate and appropriate medical documents being transcribed or edited. Common English language needs in medical transcription are explored, as well as correct use of number formatting, capitalization and abbreviations. Alike words will be studied and practiced and a medical terminology review will be mandatory. Prerequisite: none

HSC 1531 Medical Terminology
40 hours, 4 credits
This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomic roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation. Prerequisite: none

HSC 2641 Medical Law and Ethics
40 hours, 4 credits
A study of the United States legal system and court process with emphasis on legal and ethical issues within the healthcare environment. Fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics will be covered. The course will include a project that is specific to the student's program of study. Prerequisite: none

HSC 4500 Epidemiology
40 hours, 4 credits
This course examines the patterns and causes of disease in populations, how diseases are documented, and how to use the data to understand disease causes. Prerequisite: none

HUM 2023 Humanities
40 hours, 4 credits
This course investigates human creative achievement. It is designed to increase the student’s understanding and appreciation of cultural literacy and the pursuit of humanistic goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy. Prerequisite: none

HUS 1001 Introduction to Human Services
40 hours, 4 credits
Introduction to Human Services exposes the student to the many facets of human services work. Topics to be explored include programs, policies, history, politics, and how current economics shape programs. Human service intervention strategies utilized in daily practice are examined along with stressors faced in the workplace. Comparisons of human services systems from a variety of countries will also be examined. Prerequisite: none

HUS 1320 Introductory Strategies to Crisis Intervention
40 hours, 4 credits
This course sets the foundation for students to develop the morals, ethics, and attitude necessary to strategically help those in crisis situations. Students will learn the moral, ethical, and legal constraints intrinsic to the human services profession will be explored, as well as developing interpersonal communication skills. Students will explore how human services professionals function as change agents and must therefore be able to communicate and develop a core of intervention knowledge, theory, and skills to effectively deal with people in crisis. The ability to create genuine and empathetic relationships with others is central to those entering the human services field. Intervention strategies are also explored. Prerequisite: Introduction to Human Services

HUS 1551 Cultural Diversity in Human Services
40 hours, 4 credits
This course will examine diversity in many communities and the cross-cultural service delivery available in those communities. Specific client populations will be explored, with an understanding of how cultural, physical, and mental diversity is and why it is important. Special attention will be paid to working with people of both mental and physical disabilities. Those disabilities may include, but are not limited to, mental retardation, autism, and Asperger’s Syndrome. Prerequisite: Introduction to Human Services

HUS 2520 Abnormal Psychology
40 hours, 4 credits
In this course students will understand the applied discipline of abnormal psychology. In order to understand and change abnormal patterns of functioning humans in their communities, thoughts and behavior will be examined. Students will explore what is abnormal behavior and what is not in current society and cultures. Numerous applications will be examined, including a variety of mental health disorders, individuals who have difficulty functioning effectively in everyday life, the impact of family dysfunction on the individual, and the influence of mental illness on criminal behavior. Variables that may affect a person’s ability to adapt and function in a community will be considered, such as one’s genetic makeup, physical condition, learning, reasoning, and socialization. Prerequisite: General Psychology

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ISM 3015 Management of Information Systems 40 hours, 4 credits
Students are introduced to the foundations of management information systems. This includes current trends, fundamental MIS technology concepts, applications for business functions, and management practice. Students will gain exposure to analyzing, utilizing, and supervising information management systems.
Prerequisites: none

ISM 3314 Information Technology Project Management 40 hours, 4 credits
This course introduces students to the processes of project planning from the early stages of brainstorming through project planning including creating templates, 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.
Prerequisites: Computer Applications and Business Systems Concepts

ISM 4212C Database Management and Administration 40 hours, 3 credits
This course covers essentials of database management and administration in a business environment and provides hands-on experience that includes transaction management, storage management, data administration, security and database tuning issues. The course also covers distributed and client/server environments.
Prerequisites: MIS Techniques; Management of Information Systems

LBS 2030 Training and Development 40 hours, 4 credits
This course is a study of training and development fundamentals including how training relates to Human Resource Management and Human Resource Development, how internal and external factors influence employee behavior, and the role of adult learning in training. Students will examine how training needs are determined, best practices in developing and implementing training programs, and how to evaluate training efforts.
Prerequisite: Introduction to Human Resource Management

LDR 2439 Introduction to Organizational Leadership 40 hours 4 credits
This course provides students with an opportunity to learn the fundamental theory and practical application of organizational leadership in the context of diversity. Emphasis is placed on a foundation in theoretical concepts and their practical applications to enable students to understand the chaotic and consistently changing world of organizations and help them develop their own skills to become effective leaders. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

LIT 2000 Introduction to Literature 40 hours, 4 credits
This course offers an introduction to the most common literary genres: Fiction, poetry, drama, and literary non-fiction. Students will study the basic elements of each genre, learn how to compare genres, become familiar with sample texts that illustrate the particularities of each genre, and practice the skills of analyzing and writing about literary texts. Reading and analysis of texts will include a variety of literary forms and periods. Students will engage in approaches to determining literary meaning, form, and value.
Prerequisite: none (English Composition recommended)

MAD 3112 Introduction to Discrete Mathematics 40 hours, 4 credits
This course provides the basis for proper mathematical reasoning in a computer science framework. Topics that are covered include propositional and predicate logic, proof strategies and inductive reasoning, sets, functions, elementary counting techniques, and number systems.
Prerequisites: Calculus I; Discrete Structures for Computer Science
MAN 5504 Operations Management
In this course students examine the operations function of managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered will include designing and managing operations; purchasing raw materials; controlling and maintaining inventories; and producing goods or services that meet customers’ expectations. Quantitative modeling will be used for solving business problems. Prerequisite: none
MAN 4143 Contemporary Leadership Challenges
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 active and effective members of a professional learning community. Prerequisite: none
MAN 4240 Organizational Behavior Analysis
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, motivation, individual and group dynamics, motivation, morale, and communication. Prerequisite: none
MAN 4320 Human Resource Recruitment and Selection
This course introduces students to the basic principles and techniques of staffing the workplace. In addition, students will analyze theories and strategies utilized in staffing, planning, recruiting, and selection and performance assessment. This course includes educational resources from Harvard Business Publishing. Prerequisites: Principles of Management; Introduction to Human Resource Management
MAN 4330 Compensation Administration
This course discusses tangible and intangible compensation and the use of compensation to motivate and reward employee performance. The course covers job evaluation, job description, and job evaluation on the basis of compensable factors as well as designing an equitable pay structure. In addition, students analyze the influence of unions and government in determining the compensation of the labor force, including compensation of both hourly workers and managerial employees. This course includes educational resources from Harvard Business Publishing. Prerequisites: Principles of Management; Introduction to Human Resource Management
MAN 4341 Negotiation and Conflict Management
This course will focus on negotiation and conflict management in business and other organizational settings. The emphasis is on gaining an understanding of the negotiation process and developing effective negotiation and conflict management skills. Prerequisite: Organizational Behavior Analysis
MAN 4602 International Business
This course provides management students with an introduction to international economic, political, cultural, and business environments. Specific areas covered will include designing and managing operations; purchasing raw materials; controlling and maintaining inventories; and producing goods or services that meet customers’ expectations. Quantitative modeling will be used for solving business problems. Prerequisite: none
MAN 4720 Strategic Management
This course is designed to integrate prior business courses through study, discussion, and creation of strategic management plans. Students will evaluate, using key functions of organizations integration of these functions to understand the best practices used to achieve competitive advantage. Topics will include strategic formulation, implementation, and evaluation. Prerequisite: none
MAN 4900 Management Capstone
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: Principles of Marketing in last or second-to-last quarter
MAP 3010 Probability and Statistics
This course explores the concepts of conditional probability, random variables, expectations and distributions, sample spaces, moment-generating functions, and the central-limit theorem. Further topics include an introduction to estimation, confidence intervals, and hypothesis testing. Students will be able to generate random variables through experimentation, and they will understand how to apply statistical concepts to computational applications. Prerequisite: Introduction to Discrete Mathematics
MAR 1410 Sales Techniques
This introductory course in sales emphasizes 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
MAR 2011 Principles of Marketing
This course serves as an introduction to the marketing concept, integrating seven key marketing perspectives. Topics include consumer behavior, business-to-business markets and organizational buying behavior, market research techniques, fundamental pricing concepts, marketing channels, and integrated marketing communications, and marketing’s role in electronic commerce. Prerequisite: none
MAR 2374 Online Multimedia Marketing
This course explores emerging and innovative business and marketing technologies and techniques such as weblogs and podcasting. In this course, students will investigate communication tools, this course will also address creating and evaluating proposals, media purchasing and online public relations. Prerequisites: Internet Business Models and E-Commerce
MAR 2678 Search Engine Marketing
This course combines a unique mix of business, writing, and technical skills so students develop an understanding of the basics of search marketing, a search marketing program, and the tools involved in the optimization 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. Prerequisites: Internet Business Models and E-Commerce
MAR 2873 Public Relations and Advertising Strategies
Students examine the similarities and differences between public relations, advertising and promotional strategies, and how to differentiate between a target audience and a target market. Marketing interactions with associated stakeholders, including key media and new customers, shareholders, the media; financial and industry analysts will be explored. Other parts of the enterprise, such as senior management and marketing, finance, and human resources departments will be discussed. Prerequisites: Principles of Marketing
MAR 3295 Internet Marketing
This course is designed to give students an in-depth understanding of E-Marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives. Key areas of focus include email marketing, social media, and online PR. Prerequisite: Internet Business Models and E-Commerce
MAR 4355 Web Analytics
This course explores 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. Prerequisite: Advanced Search Engine Marketing Strategies; Internet Business Models and E-Commerce
MAR 4582 Internet Law
This course introduces students an in-depth understanding of Internet law and how it applies to online commerce and today’s business transactions. Prerequisite: Business Law
MAR 4721 Advanced Search Engine Marketing Strategies
This course explores students with the skills to achieve mastery of algebraic terminology and applications including, but not limited to, real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems. Prerequisite: passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score
MAT 1402 General Education Mathematics
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 learn about a variety of mathematical tools from diverse branches of mathematics. They will use these tools to solve interesting real-life problems. Topics may include, but are not limited to, game theory, graph theory, the mathematics of growth, applications of probability, geometry, and statistics. Prerequisites: high school algebra grade. Foundation coursework or placement determined by Rasmussen College entrance placement exam score
MEA 1012 Introduction to Medical Assisting
This course is designed to provide students with a thorough understanding of the Medical Assisting profession and the skills necessary to be successful both in the Medical Assisting program and profession. During this course, students will complete a Programmatic Orientation and be exposed to a variety of work skills such as professionalism, vital signs and CPR/First Aid. Prerequisite: none
MEA 1206 Clinical Skills I 60 hours, 4 credits
In this course, students will begin their study of the essential and basic core of front-office and back-office medical-assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including communication and technology, patient centered care, safety and emergency plans, patient assessments and encounters, medical documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. They will follow applied-learning approaches to all skill development and performance objectives. Prerequisites: Introduction to Medical Assisting; Medical Terminology
MEA 1207 Clinical Skills II 60 hours, 4 credits
Students will continue their study of the essential and basic core of back-office medical-assisting skills. They will master knowledge and skills including patient examination and assessment, performing electrocardiogram, 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 Pre or Co-requisite: Structure and Function of the Human Body
MEA 1243 Pharmacology for the Allied Health Professional 40 hours, 4 credits
This course is designed for a variety of allied health professions requiring an understanding of pharmacology. It attempts to present a basic rationale for understanding current drug therapy. This course presents drugs according to their therapeutic applications; pertinent physiology and related diseases are reviewed before the pharmacology of the drug is discussed. The approach to the body systems of the course serves to provide the necessary background information and to refresh the student’s memory of previously learned material through which the therapeutic action of the drugs can be clearly understood. Prerequisites: Medical Terminology; Human Anatomy and Physiology I, or Structure and Function of the Human Body
MEA 2003 Pathophysiology 50 hours, 5 credits
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus will be on the structure and function, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems. Prerequisites: Human Anatomy and Physiology I or Structure and Function of the Human Body
MEA 2676 Fundamentals of Medical Coder 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
ME 2804 Medical Assistant Externship
40 hours, 4 credits
In conjunction with a Medical Assisting Capstone, students will complete 240 hours of a Medical Assisting training experience in a physician’s office or a medical center. The externship, in the clinical site, the extern will perform medical assisting job duties in both the front-office administrative and the back-office clinical areas, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked.
Prerequisite: Completed series of Hepatitis B vaccinations; Completion of a 2-step Mantoux screening test within 6 months of starting externship; Completion of all immunizations or verifications of immunity required by program and site; Successful completion of background check (clear background check obtained); Attendance at Rasmussen College Externship meeting held by Program Coordinator; Attendance at externship site orientation (if required by site); Successful completion of all Medical Assistant Core courses except Career Development and Seminar courses; Approval of Medical Assisting Program Coordinator.

ME 2820 Medical Assisting Capstone
20 hours, 2 credits
In conjunction with the Medical Assisting MEA 2804, students will complete an online Medical Assisting Capstone course. In this course, students will learn job-search techniques and skills for entry-level medical assistants as well as share and learn from their externship experiences with the class. Students will also prepare to sit for a Medical Assisting credential examination during this course (either the CMA or RMA depending on campus accreditation status).
Prerequisite: none
Co-requisite: Medical Assisting Externship

MMC 3209 Realities of Crime and Justice
40 hours, 4 credits
In this course, students will analyze and critique media portrayals of crime and justice. Public perceptions of crime and realities of crime are evaluated. The mass media and “spectacular” cases are used to exemplify the media’s influence on crime and justice.

Prerequisite: Ethics in Criminal Justice

MMC 3407 Visual Communication in the Media
40 hours, 4 credits
This course examines how people understand their world through visual images. Students will examine how people visually gather, process, and interpret information presented through media sources.

Prerequisite: none

MA 1161 Customer Service
40 hours, 4 credits
This course covers the basic concepts of essential communication skills needed in business to interact/work effectively with individuals and/or groups. Special areas of emphasis include solving problems, developing a customer service strategy, coworker communication, and challenging customers, increasing customer retention and surveying customer satisfaction.

Prerequisite: none

MA 2134 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 (CSR), it is critical that the continual skills assessment and professional development opportunities are incorporated into the business cycle. This course will define the requisite skills for exemplar reps as well as discuss different assessment tools and skill building techniques. Further, this course will also examine the Customer Relationship Management (CRM) principles specific to call routing applications.

Prerequisite: none

MA 2159 Call Center Operations Management
40 hours, 4 credits
This course provides an introduction to technologies and tools available for call centers and their applications. Along with the functionality 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

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

Prerequisite: College Algebra

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

Prerequisite: Math for Game and Simulation Production

MTS 2005 Introduction to Medical Transcription
40 hours, 4 credits
An introduction to the profession of medical transcription and medical editing. Topics covered will be the medical transcription process and the skills needed as well as technology and equipment used in the transcription process. Students will learn word processing, legal and work station, employee expectations, salary methods, the job search, and professional associations. The student will explore the medical transcription cycle and how electronic health records impact the profession. Speech recognition and other technology will be presented along with resources that a medical transcriptionist will need to use on the job.

Prerequisite: Medical Terminology Pre or Co-Requisite: Medical Writing, Style and Grammar

OST 1100C Keyboarding I
40 hours, 3 credits
This course introduces students to the keyboard and basic formatting for business documents. An objective of 25 wpm on five-minute timed writing. Students will correct their own errors is the course goal.

Prerequisite: none

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

Prerequisite: Medical Writing, Style, and Grammar; Introduction to Medical Transcription; Medical Terminology; Keyboarding I

OST 1764C Word for Windows
40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Word. Students will be introduced to new keyboard, mouse, and window features ranging from the creation of new documents to mail merge and web pages.

Prerequisite: Computer Applications and Business Systems Concepts

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

Prerequisites: Introduction to Medical Transcription; Medical Terminology; Keyboarding I

OST 2465 Medical Assistance Capstone
10 hours, 1 credit
This course 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 codes, coding, reimbursement, administrative, and medical office management skills.

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

PHA 1500 Structure and Function of the Human Body
40 hours, 4 credits
This course provides a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems.

Prerequisite: none

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

Prerequisite: English Composition

PLA 1013 Introduction to Law and the Legal System
40 hours, 4 credits
This course provides an introduction to the legal system. Students will learn about the role of the lawyer in a legal system and the different legal systems of our world. Students will be exposed to the court system and how it works.

Prerequisite: Introduction to Law

PLA 2204 Law Office Technology: Cyberspace and the Paralegal Profession
40 hours, 4 credits
This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law-oriented computer software applications. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time, and docket management and computer-based legal research and document movement.

Prerequisite: Introduction to Law and the Legal System

PLA 2320 Legal Research
40 hours, 4 credits
This course introduces the Legal Research process for paralegals. An overview of legal source materials and how and when they are incorporated in the legal research process will be examined. Students will develop information literacy skills specific to the Paralegal field by working with primary sources, like state and federal enacted law and secondary sources, like legal treatises, and state specific practice books. Students will develop skills such as legal application, analysis, and research, as well as be introduced to the best sources and how to classify the best sources that apply to legal problems. Students will evaluate the relevance of sources for specific problems and critically evaluate the level of authority of the cases, arguments, and conclusions.

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

PLA 2330 Legal Writing
40 hours, 4 credits
After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and to an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written opinions. Students will use the results of their research from the Legal Research course in connection with at least three (3) significant writing projects, including memoranda of law. High level communication skills will be developed to effectively communicate legal written, oral, and non-verbal communication. Students will develop skills to analyze written cases, to write notes, and to prepare paralegal case briefs. The course will continue to develop oral communication, research, and writing skills. Students will be introduced to research and writing skills and the rules of evidence. Students will complete at least three (3) significant writing projects, including memoranda of law. High level communication skills will be developed to effectively communicate legal written, oral, and non-verbal communication. Students will develop skills to analyze written cases, to write notes, and to prepare paralegal case briefs. The course will continue to develop oral communication, research, and writing skills.
PLA 2435 Corporate Law 40 hours, 4 credits
This course will provide students an overview of the formation, operation, and dissolution of the corporate entity. Stockholders rights and remedies for corporate misconduct will be examined. Corporate documents and corporate formalities will be discussed.
Prerequisite: Introduction to Law and the Legal System
PLA 2476 Employment Law 40 hours, 4 credits
Students will develop an understanding of selected legal issues involved in human resource management. Legal issues to be addressed include: labor relations, employee rights, sexual harassment, diversity, and compensation and benefits law. The primary orientation of the course will be to enable learners to recognize the spirit and purpose of the legal framework of enterprise so that learners can embrace compatible strategies and avoid cutting corners in the short-run, which can ultimately result in major disasters.
Prerequisite: Introduction to Human Resource Management
PLA 2587 Torts: Auto Accidents and Other Legal Injuries 40 hours, 4 credits
This course examines the fundamentals of tort law and provides a basic understanding of the principles of tort litigation. Through discussion of law-making and development, courts and procedures, students will develop an overview of causes of actions in torts and their relevancy to the paralegal.
Prerequisite: Introduction to Law and the Legal System
PLA 2610 Real Estate Law 40 hours, 4 credits
This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a real estate office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with perceptions and other real estate related documents.
The student will have a working knowledge of title searches and a thorough understanding of closing procedures. The student will also become familiar with mortgage foreclosures, landlord/tenant law, and zoning regulations.
Prerequisite: Introduction to Law and the Legal System
PLA 2800 Family Law 40 hours, 4 credits
This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to perform research relative to the practice of family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, cohabitation, divorce, annulment, custody and support, adoption, guardianship and paternity. Students will draft pleadings and documents including antenuptial and post-marital agreement.
Prerequisite: Introduction to Law and the Legal System
PLA 2816 Paralegal Capstone 50 hours, 5 credits
This course will provide students with an opportunity to integrate learning, skills, and theoretical knowledge from the Paralegal program in the form of real-world paralegal activities simulated in the online environment. Interview videos will be reviewed and analyzed, paralegal files completed, and “electronic office” and “paperless office” methods will be practiced.
Prerequisite: Law 2800: Legal Environment of Technology: Cyberspace and the Paralegal Profession; Students must be in their last or second-to-last quarter
PLA 2940 Paralegal Internship 1200 hours, 3 credits
This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her supervising attorney and the conclusion of the internship.
Prerequisite: Students must be enrolled in their last or second-to-last quarter
POS 2020 American/U.S. National Government 40 hours, 4 credits
This course presents the development and evolution of the American national government with emphasis on the structures and processes of our representative democracy, including its ties to the colonies and its founding political parties, and state and local governments.
Prerequisite: none
POT 4001 Political Thought 40 hours, 4 credits
The aim of this course is to understand and appreciate some important authors and traditions of political thought. The course will cover such topics as authority, consent, freedom and obligation.
Prerequisite: none
PSY 1012 General Psychology 40 hours, 4 credits
This course will provide students with a general understanding of basic methodologies, concepts, theories, and practices in contemporary psychology. Areas of investigation may include the goals and research methodologies of psychology, the science of the brain, theories of human development, intelligence, concepts of motivation and emotion, the science of sensation and perceptions, and the current practices pertaining to psychological disorders, therapies, and treatments.
Prerequisite: none
PTN 1001 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.
Prerequisite: none
PTN 2072 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 calculations related to retail pharmacy practice.
Prerequisite: Introduction to Pharmacy
PTN 2050 Pharmacy Technician Capstone 30 hours, 3 credits
This course is an overview of all pharmacy technician programs and courses, with an emphasis on the review and preparation of materials which comprise the Pharmacy Technician Certification Board examination.
Prerequisite: Pharmacy Technician student in last or second-to-last quarter
PTN 2220 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 pharmacy solve rejections. Automated ordering, receiving, and maintenance of inventory will be addressed. Students will gain understanding of, dosage, payment methods received by retail pharmacies. The student will explore various automation machines used within pharmacy settings.
Prerequisite: Pharmacy Math and Dosages
PTN 2340 Unit Dose and Medication Preparation 40 hours, 3 credits
In this course, the student will apply knowledge of medication charts and pharmacy math to correctly dispense and chart delivery of patient medications. Emphasis is on correctly filling orders with correct drug, dosage, and frequency. The course will stress aseptic techniques and the relationship of sterile conditions. The student will learn to read an IV label, select appropriate additives and base solutions, and properly prepare the prescribed IV compound.
Prerequisites: Introduction to Pharmacy; Pharmacy Math and Dosages
REL 3133 American Religious History 40 hours, 4 credits
A survey of the contribution of religion to American culture, including the differences between rural and urban society, the development of religious freedom and the rise of a “secular religion.” Examines the emergence of new forms of belief and practice and the variety of religious issues confronting American society today.
Prerequisite: none
RMI 3011 Insurance 40 hours, 4 credits
This course examines the characteristics of those areas of risk and uncertainty where the mechanisms of insurance are effective alternatives. Insurable risks include business and individuals are covered. The concepts, contracts, and institutions involved in insurance are covered, as well as governmental regulations that impact the industry.
Prerequisite: Introduction to Business
RMI 4020 Risk Management 40 hours, 4 credits
This upper-level business course explores the elements of risk management and insurance essential to the business environment. This course will develop the rationale for risk-management systems and examine the environments in which they operate. Students will learn, analyze, and evaluate approaches to measuring and managing risks in various business environments.
Prerequisite: none
SCE 1528 Scientific Literacy 40 hours, 4 credits
In this course students will explore the role that science plays in the world. Students will survey different natural sciences such as: biology, health sciences, chemistry, physics, astronomy, and geology; as well as analyze specific issues from these fields. Throughout the course students will develop their scientific reasoning skills. They will learn about the scientific method as well as how to detect common fallacies and biases of science.
Prerequisite: none
SPC 2017 Oral Communication 40 hours, 4 credits
This course will present students with a broad understanding of communication in a variety of contexts. Students will learn the processes and strategies of oral communication by exploring speech audience, analysis audience, and organizational speech patterns. Students will research, use supporting materials, and use effective language to develop and present a narrative, informative and persuasive speech.
Prerequisite: none
SPN 271 Conversational Spanish 40 hours, 4 credits
This course focuses on common words and phrases students need to develop a working vocabulary which will enable them to communicate with Spanish-speaking individuals in their personal and professional lives. Though oral communication is stressed, included is an overview of Spanish grammar, phonetic pronunciation, and Hispanic culture.
Prerequisite: none
SSE 1495 Technology and Society 40 hours, 4 credits
Students will examine the relationships, benefits, historical significance, and effects technology has on society. This course will investigate the local, national, and global impact of technology on both individual and global cultures. This course introduces students to basic diversity and technology course concepts. Students will examine the influences that emerging technologies have on diversity awareness, the digital divide, and multicultural knowledge.
Prerequisite: none
SSE 2003 Understanding Cultures 40 hours, 4 credits
This course is a comparative study of societies and cultures around the world and the cultures within the United States, focusing on the effects of ethnicity and race on African Americans, Latina, Asian American and Native Americans living in the United States. Topics include family, marriage, power, religion, values, inequality, social organization, language, social stratification, economic processes, conflicts and cultural and social change over time. Examples will be drawn from Africa, South America, North America, Asia and the Pacific Islands.
Prerequisite: none
SYG 1000 Introduction to Sociology 40 hours, 4 credits
This course introduces students to basic sociological terms and concepts. Students will understand how to apply sociological concepts and theories and analyze the structure and relationships of social institutions and the process of social change. Students will explore a variety of topics of sociological interest, including social inequality, social movements, and the impact of technology and social change on society.
Prerequisite: none
SYO 4180 Work and Family 40 hours, 4 credits
This course focuses on the overlapping worlds of work and family. It examines both the nature of the links that exist between the two major social institutions as well as the issues and problems that result from the combination of individuals’ work and family responsibilities. An emphasis is placed on female labor force participation.
Prerequisite: none
TAX 2002 Income Tax 40 hours, 4 credits
This course is designed to provide knowledge of the basic concepts of individual income tax returns for the individual and small business.
Prerequisite: Financial Accounting II
TAX 3010 Taxation of Individuals 40 hours, 4 credits
This course is designed to provide knowledge of the basic concepts of individual income tax returns for the individual and small business. Focus is on income, exclusions, deductions, exemptions, credits, property, gift, estate tax and depreciation.
Prerequisite: Financial Accounting II
TAX 4011 Advanced Federal Tax Theory 40 hours, 4 credits
This course provides advanced instruction in the tax laws as implemented by the Internal Revenue Service, addressing individuals, corporations, and partnerships.
Prerequisite: Taxation of Individuals
WST 4350 Gender in Math and Science 40 hours, 4 credits
This course examines the personal and collective educational experiences, career paths, and discoveries of female researchers, teachers, and practitioners in the fields of mathematics and science.
Prerequisite: none
**STUDENT INVESTMENT DISCLOSURE INFORMATION**

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

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

**SCHOOL OF BUSINESS**

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>Oen-Time Completion Rate (%)</th>
<th>Kansas Tuition and Fees6</th>
<th>Kansas Books and Supplies5</th>
<th>Room and Board8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Bachelor’s</td>
<td>13-2011, 13-2031</td>
<td>NA*</td>
<td>$38,167</td>
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<tr>
<td>Accounting Certificate</td>
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<tr>
<td>Accounting Diploma</td>
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</tr>
<tr>
<td>Business Management – Business Administration Associate’s</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$26,910</td>
</tr>
<tr>
<td>Business Management – Call Center Management Associate’s</td>
<td>43-4161</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<tr>
<td>Business Management – Child Development Associate’s</td>
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<td>NA*</td>
<td>NA*</td>
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</tr>
<tr>
<td>Business Management – Entrepreneurship Associate’s</td>
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<td>NA*</td>
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<td>$26,190</td>
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<tr>
<td>Business Management – Human Resource Associate’s</td>
<td>43-4161</td>
<td>NA*</td>
<td>NA*</td>
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<tr>
<td>Business Management – Internet Marketing Associate’s</td>
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<td>NA*</td>
<td>$26,190</td>
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<tr>
<td>Business Management – Marketing and Sales Associate’s</td>
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<td>NA*</td>
<td>NA*</td>
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</tr>
<tr>
<td>Business Management – Business Management Bachelor’s</td>
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<td>NA*</td>
<td>NA*</td>
<td>$36,902</td>
<td>$54,418</td>
</tr>
<tr>
<td>Business Certificate</td>
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<td>100%</td>
<td>NA*</td>
<td>NA*</td>
<td>$11,063</td>
</tr>
<tr>
<td>Business Management</td>
<td>43-6011</td>
<td>NA*</td>
<td>NA*</td>
<td>$17,641</td>
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<tr>
<td>Healthcare Management</td>
<td>Bachelor’s</td>
<td>97%</td>
<td>89%</td>
<td>$35,575</td>
<td>$53,820</td>
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<tr>
<td>Human Resources and Organizational Leadership Associate’s</td>
<td>13-1071, 13-1151, 13-1141</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$27,209</td>
</tr>
<tr>
<td>Human Resources and Organizational Leadership Diploma</td>
<td>13-1071, 13-1151, 13-1141</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$27,209</td>
</tr>
<tr>
<td>Marketing Associate’s</td>
<td>41-3011</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$27,209</td>
</tr>
<tr>
<td>Marketing Diploma</td>
<td>41-3011</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$27,209</td>
</tr>
</tbody>
</table>

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

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

**Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.
The information below details our student completion rate, our College-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

Our on-time completion and placement rates exceed the national averages of 22% and 74%, respectively. With our SUPPORT+ team members working one-on-one with you, including our student advisors and career services advisors, we help support your success. Contact a program manager to discuss your unique situation and tuition costs for your degree.

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

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**Student Investment Disclosure Information**

Loans and Financial Aid

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

Tuition and Fees

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

<table>
<thead>
<tr>
<th>SCHOOL OF DESIGN</th>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)1</th>
<th>Placement Rate (%)2</th>
<th>Kansas Tuition and Fees3</th>
<th>Kansas Books and Supplies4</th>
<th>Room and Board5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Design and Animation</td>
<td>Bachelor's</td>
<td>27-1014</td>
<td>92%</td>
<td>100%</td>
<td>$31,033</td>
<td>NA*</td>
<td>NA*</td>
</tr>
<tr>
<td>Multimedia Technologies–Digital Design and Animation</td>
<td>Associate's</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>26%</td>
<td>72%</td>
<td>$27,165</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Multimedia Technologies–Digital Design and Animation</td>
<td>Diploma</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
</tr>
<tr>
<td>Multimedia Technologies–Web Design</td>
<td>Associate's</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>26%</td>
<td>72%</td>
<td>$27,165</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCHOOL OF EDUCATION</th>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)1</th>
<th>Placement Rate (%)2</th>
<th>Kansas Tuition and Fees3</th>
<th>Kansas Books and Supplies4</th>
<th>Room and Board5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Education–Child and Family Studies</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>66%</td>
<td>98%</td>
<td>$18,861</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education–Child Development</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>66%</td>
<td>98%</td>
<td>$18,861</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education–Child with Special Needs</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>66%</td>
<td>98%</td>
<td>$18,861</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education–English Language Learner</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>66%</td>
<td>98%</td>
<td>$18,861</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Certificate</td>
<td>25-2011, 25-9041</td>
<td>45*</td>
<td>80*</td>
<td>$6,671</td>
<td>NA*</td>
<td>NA*</td>
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<tr>
<td>Early Childhood Education–Child and Family Studies</td>
<td>Diploma</td>
<td>25-2011, 25-9041</td>
<td>NA*</td>
<td>100*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
</tr>
<tr>
<td>Early Childhood Education–Child Development</td>
<td>Diploma</td>
<td>25-2011, 25-9041</td>
<td>NA*</td>
<td>100*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<tr>
<td>Early Childhood Education–Child with Special Needs</td>
<td>Diploma</td>
<td>25-2011, 25-9041</td>
<td>NA*</td>
<td>100*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
</tr>
<tr>
<td>Early Childhood Education–English Language Learner</td>
<td>Diploma</td>
<td>25-2011, 25-9041</td>
<td>NA*</td>
<td>100*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
</tr>
</tbody>
</table>

1 The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)
2 Internal placement rate methodology can be found at rasmussen.edu/SID
3 Median loan debt for completers from Federal Stafford Loans (does not include Federal PLUS loans)
4 Total cost of books and supplies when completing the program in normal time
5 Total cost of room and board is not applicable at Rasmussen College
6 Non-Florida residents enrolling in the HIT program will be charged $395 per credit, bringing the total Tuition and Fees for the HIT program to $35,550.
7 Total cost of books and supplies when completing the program in normal time
8 Information about median loan amounts, on-time completion rates, and placement rates are unavailable for new programs.
9 Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.
## School of Health Sciences

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Kansas Tuition and Fees</th>
<th>Kansas Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Information Management</td>
<td>Bachelor's</td>
<td>29-2071</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$53,800</td>
<td>$7,350</td>
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</tr>
<tr>
<td>Health Information Technician</td>
<td>Associate's</td>
<td>29-2071</td>
<td>46%</td>
<td>81%</td>
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<td>$0</td>
<td>$0</td>
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<tr>
<td>Medical Administration</td>
<td>Associate's</td>
<td>43-6013</td>
<td>37%</td>
<td>82%</td>
<td>$25,325</td>
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<td>$0</td>
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</tr>
<tr>
<td>Medical Administration</td>
<td>Diploma</td>
<td>43-6013</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>$2,550</td>
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<tr>
<td>Medical Assisting</td>
<td>Associate's</td>
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<td>83%</td>
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<td>Medical Assisting</td>
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<td>31-9092</td>
<td>59%</td>
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<td>NA*</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$2,0930</td>
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## School of Justice Studies

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Kansas Tuition and Fees</th>
<th>Kansas Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice–Corrections</td>
<td>Associate’s</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
<td>$24,653</td>
<td>$0</td>
<td>$31,850</td>
<td>$3,600</td>
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<tr>
<td>Criminal Justice–Homeland Security</td>
<td>Associate’s</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
<td>$24,653</td>
<td>$0</td>
<td>$31,850</td>
<td>$3,600</td>
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<tr>
<td>Criminal Justice–Law Enforcement</td>
<td>Associate’s</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
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<td>$0</td>
<td>$31,850</td>
<td>$3,600</td>
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<tr>
<td>Criminal Justice–Psychology</td>
<td>Associate’s</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
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<td>$0</td>
<td>$31,850</td>
<td>$3,600</td>
</tr>
<tr>
<td>Criminal Justice–Client Services / Corrections</td>
<td>Bachelor’s</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
<td>$58,960</td>
<td>$6,900</td>
</tr>
<tr>
<td>Criminal Justice–Criminal Offenders</td>
<td>Bachelor’s</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
<td>$58,960</td>
<td>$6,900</td>
</tr>
<tr>
<td>Criminal Justice–Homeland Security</td>
<td>Bachelor’s</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
<td>$58,960</td>
<td>$6,900</td>
</tr>
<tr>
<td>Criminal Justice–Investigation / Law Enforcement</td>
<td>Bachelor’s</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
<td>$58,960</td>
<td>$6,900</td>
</tr>
<tr>
<td>Human Services</td>
<td>Associate’s</td>
<td>21-1093</td>
<td>58%</td>
<td>85%</td>
<td>$24,972</td>
<td>$0</td>
<td>$13,300</td>
<td>$1,500</td>
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<tr>
<td>Human Services</td>
<td>Certificate</td>
<td>21-1093</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$25,900</td>
</tr>
<tr>
<td>Human Services</td>
<td>Diploma</td>
<td>21-1093</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$25,900</td>
</tr>
<tr>
<td>Paralegal</td>
<td>Associate’s</td>
<td>23-2011, 23-2099</td>
<td>64%</td>
<td>78%</td>
<td>$23,727</td>
<td>$0</td>
<td>$32,900</td>
<td>$3,600</td>
</tr>
<tr>
<td>Paralegal</td>
<td>Certificate</td>
<td>23-2011, 23-2099</td>
<td>NA*</td>
<td>75%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$21,350</td>
</tr>
</tbody>
</table>
The information below details our student completion rate, our College-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

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

### SCHOOL OF TECHNOLOGY

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code*</th>
<th>On-Time Completion Rate (%)</th>
<th>Graduates Placed (%)</th>
<th>Federal Student Loans Median Amount</th>
<th>Private Loans Median Amount</th>
<th>Institutional Loans Median Amount</th>
<th>Kansas Tuition and Fees</th>
<th>Kansas Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science Bachelor’s</td>
<td>11-3021, 15-1133, 15-1131</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$59,440</td>
<td>$7,200</td>
<td>$0</td>
</tr>
<tr>
<td>Cyber Security Bachelor’s</td>
<td>15-1142</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$24,850</td>
<td>$7,500</td>
<td>$0</td>
</tr>
<tr>
<td>Game and Simulation Programming Bachelor’s</td>
<td>15-1199</td>
<td>NA*</td>
<td>67%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$59,640</td>
<td>$7,200</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management–Network Security Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
<td>83%</td>
<td>$26,186</td>
<td>$0</td>
<td>$0</td>
<td>$31,500</td>
<td>$3,900</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management–Computer Information Technology Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
<td>83%</td>
<td>$26,186</td>
<td>$0</td>
<td>$0</td>
<td>$31,850</td>
<td>$3,900</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management–Database Administration Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
<td>83%</td>
<td>$26,186</td>
<td>$0</td>
<td>$0</td>
<td>$31,500</td>
<td>$3,750</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management–Database Administration Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$23,100</td>
<td>$2,850</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management–Network Administration Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
<td>83%</td>
<td>$26,186</td>
<td>$0</td>
<td>$0</td>
<td>$31,500</td>
<td>$3,900</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management–Network Administration Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$23,100</td>
<td>$3,000</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management–Web Programming Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
<td>83%</td>
<td>$26,186</td>
<td>$0</td>
<td>$0</td>
<td>$32,200</td>
<td>$4,050</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management–Web Programming Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$23,850</td>
<td>$3,150</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management–Computer Information Technology Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$24,850</td>
<td>$3,150</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management–Computer Information Technology Certificate</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$12,600</td>
<td>$1,650</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management–Network Security Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$23,100</td>
<td>$3,000</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management Bachelor’s</td>
<td>15-1152, 15-1142, 15-1179</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$31,850</td>
<td>$3,750</td>
<td>$0</td>
</tr>
<tr>
<td>Software Application Development Associate’s</td>
<td>15-1021, 15-1132</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$31,850</td>
<td>$3,750</td>
<td>$0</td>
</tr>
<tr>
<td>Software Application Development Certificate</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$14,000</td>
<td>$1,800</td>
<td>$0</td>
</tr>
</tbody>
</table>

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

*Information about median loan amounts, on-time completion rates, and placement rates are unavailable for new programs.
**Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.
UNLESS OTHERWISE NOTED, THE POLICIES IN THIS CATALOG REPLACE ALL PREVIOUSLY ISSUED VERSIONS.

Rasmussen College Admissions

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

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

College Acceptance or Rejection

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

• Completed application form and enrollment agreement
• An attestation of high school graduation or equivalency. If any information provided on the attestation is found to be false, the student will be subject to immediate dismissal from the College, all credits will be invalid and any financial aid will have to be repaid.
• For students completing the application process October 1, 2013 and thereafter, completed College entrance placement examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College. Alternatively, applicants providing a college transcript* indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete Entrance Placement Examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the Reading and Writing sections of the placement examination. Students who have not completed a college-level Math course are required to complete the Math portion of the placement examination.
• For students completing the application process on or before September 30, 2012, completed College entrance placement examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College.
• Rasmussen College Experience Course 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 students and re-entry students who have already successfully completed the College Experience Course. Early Honors program and Individual Progress students will be required to successfully complete the Advantage Experience Course.
• All financial arrangements are complete, submitted and verified
• For selected programs, applicants must also pass a criminal background check. See additional information.
• Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
• International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:

– Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
– Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that (1) you are or expect to be a full-time student pursuing a degree at Rasmussen College; (2) you meet our admissions requirements; (3) you proved to us that you have enough financial resources to study and live in the U.S. without working illegally or suffering from poverty, and in addition to all other admissions requirements, students must be at least 16 years old to enroll at Rasmussen College.

The College reserves the right to reject any applicant on the good faith belief that the applicant is seeking to enroll for any reason other than to obtain an educational degree or credential, or if the College determines that admission of the applicant would create a potential danger or disruption to the College or its existing students, staff and faculty. In the event of rejection, any monies paid will be refunded in full. The date of acceptance by the College shall be presumed to be the date of delivery of the notice of acceptance; and if delivered by mail, the postmarked date of the letter of acceptance.

* Official and unofficial transcripts and grade reports for courses completed at regionally or nationally accredited institution of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be accepted.
ADMISSIONS REQUIREMENTS

Background Checks

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

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

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

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

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

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

- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills

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

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

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

General Criminal and FDLE Background Check Process:

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

A student enrolling in a program that requires a FDLE background check will not have his/her aid submitted until the student is determined to be eligible either through a clear or possible letter or successfully going through the appeals process. This process may delay a student’s funding until the background check process is complete. The College will send either a possible issue letter or a pre-adverse action letter to all applicants whose background check reveals a potential problem. A possible issue letter informs applicants that a potential problem revealed in their background check may prevent the student from completing practicum activities, field trip experiences, and/or 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 seek information on any issues contained in the background check. Within seven days of sending the pre-adverse action letter the College will send the student an adverse action letter indicating the action to be taken.

The Director of Admissions will contact the applicant to explain the options available.

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

Minnesota Department of Human Services Background Check Process:

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

A student enrolling in a program that requires a MDHS background check will not have his/her aid submitted until the student is determined to be eligible either through a MDHS blue clearance letter or set aside letter. This process may delay a student’s funding until the background check process is complete. A student who receives a MDHS yellow letter may attend class for one quarter while the MDHS finalizes its decision. If the MDHS has not made a final determination of the student’s first quarter of enrollment, the student will be withdrawn from the College and not allowed to continue in the second quarter. If the MDHS finalizes its investigation with a blue clearance letter after the withdrawal, the student will be eligible for re-entry/registration for the next subsequent start date.
A student who receives a MDHS disqualification is determined ineligible for admission and must complete the following:

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

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

Immunization Requirements
Minnesota law (M.S. 135A.14) requires proof that all students born after 1956 are vaccinated against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions. Non-exempt students must submit the required vaccination information within 45 days after their first enrollment, or they cannot remain enrolled. Please see the campus for a list of possible exemptions. In addition to other entrance requirements, Health Sciences and Nursing programs may require specific immunizations upon enrollment. Please see your campus for details.

Applying for Admission to the Medical Laboratory Technician and Surgical Technologist Programs
Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Applicants with lower than minimal scores may choose to repeat the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Applicants without lower than minimal scores may choose to repeat the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Applicants should understand that admission to the program is based on several factors with College entrance placement exam scores being the most significant. Therefore it must be assumed or implied that successful completion of an English Composition and/or Math course will guarantee admission into the program.

For current students who have taken the STEP and scored above that required for a Foundation course are not required to repeat the College entrance placement exam.

Applicants who achieve the required minimum scores or who have proven a grade of C or higher in college-level English and/or Mathematics will be contacted by their Program Manager to complete the following:

- Information session
- Certified driving record documentation
- Criminal history record documentation
- Two-page written autobiography
- Health physical
- Psychological evaluation

Once the applicant file is complete, the Program Manager will schedule a face-to-face interview between the applicant and Program Coordinator/Director.

Following this interview, applicants can continue with the necessary steps to proceed, which include:

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

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

Applicants must also attend programmatic orientation as well as general orientation or risk being dismissed as an applicant.
Each campus has a professionally staffed Student Financial Services Office designed to help you apply for federal, state, and private assistance. The primary purpose of financial aid is to help students who otherwise would not be able to attend a post-secondary institution to meet the cost of higher education. The basic responsibility for financing your education lies with you and your family. Aid is based upon documented financial need — the difference between the cost of college and your ability to pay for it. Potential costs include books, tuition, supplies, room and board, transportation, living expenses, and child care costs.

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

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

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GIFT AID</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$575 - $5,550</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000, based on availability</td>
<td>Free Application for Federal Student Aid (FAFSA) — Awarded by the College</td>
</tr>
</tbody>
</table>

| **EMPLOYMENT**                                |                                   |                 |                                                       |
| Federal Work Study                           | Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available. | Varies | Free Application for Federal Student Aid (FAFSA) — Awarded by the College |

| **FEDERAL LOAN PROGRAMS**                    |                                   |                 |                                                       |
| Federal Subsidized Stafford Loan Program     | Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation. | 1st Year - $3,500                                           | Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender |
|                                               |                                   | 2nd Year - $4,500                                        |                                                       |
|                                               |                                   | 3rd Year - $5,500                                        |                                                       |
| Federal Unsubsidized Stafford Loan Program   | Principal and interest may be deferred until after student leaves college or attends less than half time. | Same as subsidized limits with additional $2,000 for Dependent. Independent: 1st & 2nd Year $6,000 | Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender |
|                                               |                                   | 3rd Year & above $7,000                                 |                                                       |
| Federal Parent Loan for Undergraduate Students (PLUS) | For credit-worthy parents of dependent undergraduates. | Up to college cost of attendance. | PLUS application and Promissory Note processed through College and Lender |

**Veterans’ Benefits**

Veterans and dependents of veterans, including Guard and Reserve Component. Monthly benefit based on service contributions. Veterans Administration or Veterans Service Officer.

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

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

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

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

Restrictions
Students are eligible for only one of the following scholarship and grant programs at a time:
- Early Honors Program
- 10% Military Discount
- Corporate Discount
- Community Business Success Grant
- Accelerated Partner Success Grant

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

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

High School Professional Program
Rasmussen College waives tuition for High School Teachers and Counselors who meet the required criteria. This program is only available to teachers and counselors who are employed at a high school (grades 9-12) in Minnesota, North Dakota, Kansas, and Wisconsin. Current status as a high school professional will be verified by Rasmussen College prior to the start of any course. Attendance is required at an orientation, which must be completed prior to the start date of the professional’s first course. Offer is limited to one course, per quarter, per high school professional. A maximum of 50 seats in online courses will be made available to high school teachers and counselors each quarter. There is no maximum on cumulative number of classes that may be completed through the TQP program. This non-degree program is offered on a space-available basis, with priority given to those who have completed Rasmussen College’s TQP program. Students who complete the requirements of the High School Professional Program are eligible to apply for the Career Preparation Program at Rasmussen College.

Paralegal

ACADEMIC INFORMATION AND COLLEGE POLICIES

ACADEMIC INFORMATION AND COLLEGE POLICIES

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

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

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

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

Diplomas
- Accounting
- Business (all specializations)
- Early Childhood Education (all specializations)
- Human Services
- Information Systems Management (all specializations)
- Medical Administration
- Medical Billing and Coding
- Multimedia Technologies (all specializations)
- Pharmacy Technician

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

Individual Progress
Students may enroll in one or more courses at a time, or in succeeding quarters, without enrolling in a program of study. To be considered for admission, individual progress students must complete the application form and meet the requirements of high school graduation. The Rasmussen College entrance placement exam is not required for all students. Individual progress coursework is assessed at the full course 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 requirements in an orientation. Students must meet all degree program requirements (including the entrance placement test). Eligible individual progress courses will be added to their degree program, and awards, as credits attempted and earned for purposes of Satisfactory Academic Progress (SAP). Developmental Education and Rasmussen College Entrance Placement Exam Re-test Policy
The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into Foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students, and to providing educational opportunities to those who enroll. All new students who enroll in a Degree, Diploma, or Certificate program are required to take the Rasmussen College Entrance Placement Exam reading, writing, and math placement tests. Applicants providing a college transcript indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete College entrance placement examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the reading and writing sections of the placement examination. Students who have not completed a college-level math course are required to complete the math portion of the placement examination. Returning students who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundation courses are prerequisites, or their equivalents, do not need to take the College entrance placement examination. Returning students who have not successfully completed the Foundation courses, their equivalents, or the courses for which Foundation courses are prerequisites must take the College entrance placement examination. Courses with an asterisk (*) are considered to be developmental. College entrance placement examination scores are used appropriately at places 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 for the student to proceed to the next course in the sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the Foundation courses. Students who test at remediation level, and who wish to transfer courses that have Foundation courses as prerequisites, must first successfully complete the Foundation courses. Students enrolled in Foundation courses are eligible for financial aid. 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. Students who place below the level of B080 Reading and Writing Strategies and are not admitted to Rasmussen College may, after three months, have the option to re-take the assessment test. The College entrance placement examination may not be re-taken for initial placement purposes after the start of a Foundation level course. On occasion, however, a re-test may be allowed prior to the start of a quarter. Such re-tests are only granted if extenuating circumstances exist that lead the College to determine a re-test is needed to accurately determine the student’s ability level. Only one such re-test may be allowed, at the discretion of the Academic Dean.

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

Foundation Courses Timeframe
The goal for student success requiring a Foundation course must complete one such course in their first full quarter of enrollment. Additionally, all required Foundation courses must be taken in the student’s first two full quarters of enrollment. If a student withdraws from or does not pass a Foundation course, the student must successfully complete that course in the subsequent full quarter of enrollment or the student will be dismissed from the College. Foundation courses are B080 and B087. A “full quarter” excludes the mid-quarter start.

Foundation Course Grading
1. All Foundation courses are satisfactory/unsatisfactory (SX/UX) courses.
2. Students pass B080 Reading and Writing Strategies if they achieve a final grade percentage of 75% or higher.
3. Students pass B087 Practical Math if they achieve a final grade percentage of 73% or higher.

Reading and Writing Strategies
SX: 73% or higher
UX: Below 73%

Practical Math
SX: 73% or higher
UX: Below 73%

Common Grading System Percentage Scale
A = 90 TO 100
A- = 89 TO 90
B = 88 TO 89
B- = 87 TO 88
C = 86 TO 87
C- = 85 TO 86
D = 84 TO 85
D- = 83 TO 84
F = Below 83

Point Scale
Alphabetical Grading System
Grade of SX applies to Foundation and College Experience courses. Grade of UX applies to Foundation and College Experience courses. Grades of SX/UX apply to Seminar courses. Grade of WX applies to Foundation, Military Leave, and Medical Leave enrollment. Credits based on Grade

Graduate Points

Credits based on Grade

Grade

Points

Description

A

4.00

Excellent

A-

3.75

Very Good

B+

3.50

B

3.00

Average

B-

2.75

C+

2.50

C

2.00

C-

1.75

D+

1.50

D

1.00

Below Average

D-

0.00

Failure

F/FA

NA

See “Incomplete Policy”

W

NA

Pended

WA

NA

Credits based on

unofficial transcripts

S/SA

NA

Satisfactory

SX

NA

Foundation, Seminar courses, College Experience course

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Repeating Courses Policy
Students who are meeting Satisfactory Academic Progress may re-take courses up to three times, but only at regular tuition rates. Students repeating a course for a second time may count the credits for that course in a financial aid award calculation only if the original grade earned is an “F/FA”. A third attempt at a failed course will not be eligible for any financial aid. If a student elects to repeat a course for which a grade above “F/FA” was earned, the credits are not included in the financial aid award calculation, thereby making the student responsible for payment out-of-pocket at regular tuition rates. The credits for all repeated courses along with the credits from prior attempts will be included in credits attempted for the purposes of determining Satisfactory Academic Progress. The highest grade earned from a repeated course will be used in the calculation of the student’s cumulative GPA. The student’s GPA will be recalculated to reflect the highest letter grade. If more than one attempt results in the same letter grade, only the most recent one will be used in the calculation of GPA. Students who fail a required course three times and have a cumulative grade point average of 2.0 or greater may be allowed to switch to another program that does not include the course as a required part of the program curriculum without going through the program appeal process. Students who fail a course three times, and who cannot switch to another program as determined by the program change appeal process, will be terminated from the College. Those students cannot return to the College until they successfully complete an equivalent course to the course for which a grade of C or higher will be granted and transfer it in back to Rasmussen College, in accordance with meeting the transfer of credit requirements. In the case of credit transfer, on “F/FA” grade will remain for purposes of GPA calculation. However, all of the course credits, both failed and transferred, count in the student’s Cumulative Completion Rate (CCR). Foundation courses may only be repeated one time. Students who fail a Foundation course a second time will be terminated from the College. All attempts of repeated courses, including the grades, remain on academic records and transcripts even though they may not be included in the GPA calculation. Students should be aware that graduate school and other institutions to which they wish to transfer may not accept repeats and may include all grades in calculating GPA for admission.

Incomplete Grade Policy
An ‘IN’ indicates an incomplete grade, and is a temporary grade for a course which a student is unable to complete due to extenuating circumstances. 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 completed 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).
   e. The instructor will have one week for grading, recalculation of grades and processing of all documents.

2. 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 end of the term.

3. The 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. By completing the work, one of the following will apply:
   i. The student will earn substantive information by completing the work.
   ii. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.

4. Allowing the student extra time compensates for events or conditions not within the student’s control (i.e., illness, emergencies, etc.) as opposed to compensating for poor planning, poor attendance, or failure to take assignments seriously.

5. Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to make up “extra credit” work.

6. Credits for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment. Incomplete grades must be completed within two weeks of the last day of class. An incomplete grade not completed by the deadline will be changed to an ‘FA’ (or the calculated alternate grade designated by the instructor on the incomplete form) and will be included in the cumulative grade point average.

The final grade awarded for the course is included in the calculation of the cumulative grade point average.

Policy for Change of Grade
On occasion it is appropriate to change a final grade submitted by an instructor at the end of a quarter. Except for situations outlined below, only the instructor who issued the original grade may authorize its change.

Instructors may change grades at their discretion, with the following guidelines:

Circumstances that may warrant a change of grade include:

• Emergency situations that prevent a student from submitting a petition to receive an incomplete grade. Examples of such emergencies are hospitalization, car accident, death of a close family member, or mandatory military service.
• Miscalculation of the final grade by the instructor.
• Situations involving miscommunications, misplaced assignments, or technical difficulties beyond the control of the instructor.
• Accommodation for special circumstances such as short-term disability or family leave.

Grade changes must be consistent with course policies as outlined on the syllabus. In particular, stated policies regarding the acceptance of late work and how points are apportioned must be followed.

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

Circumstances where a grade change may be authorized later or by someone other than the original instructor include:

• Administrative errors regarding grades will be corrected by administrative staff as soon as they are identified.
• If the original instructor is no longer available to submit a grade change (for example, an adjunct instructor no longer employed at the College), the Academic Dean may determine if a grade change is appropriate.
• The Dean may authorize grade changes in order to settle academic appeals.

Program Changes
A student in good academic standing at the end of a quarter is 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 Satisfactionary 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 at the end of the current quarter and does not meet any of the criteria above must file an appeal with the Campus Program Change Appeal Committee. As part of the appeal process, the student will be required to submit a letter following the appeal guidelines. The appeal will either be approved or denied based on a review of academic standing and progress to date with Rasmussen College and the information provided in the appeal letter.

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

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

Independent Study Policy

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

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

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

Independent studies must meet the following academic guidelines:

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

1. When and where they will meet each week.
2. Weekly objectives for work to be completed based on the same weekly objective as defined by the syllabus for an on-site class.
3. Progress checks to be reviewed by the Dean.
4. Standards of academic quality for the work to be completed.
5. Deadline for all work to be completed at the end of the quarter.

Prerequisites

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

Equipment

Rasmussen College strives to maintain its role as an educational leader by incorporating current technology. Rasmussen College provides technology, computer access, and internet access at each campus. Students will also have access to printers, additional software packages, electronic databases, and a helpdesk lab as needed at a Rasmussen College campus.

Graduation Requirements

Degrees, Diplomas, and Certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 33% of their program requirements at Rasmussen College, and no more than 12 credits may be completed via transfer credits, course waivers, credit by examination, or other means. Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.0 to receive a Degree, Diploma, or Certificate with a passing grade in each area. Completion and submission of the components of the Graduate Achievement Portfolio (GAP), as assigned in the appropriate seminar courses designated for each program, is a graduation requirement. Certificates or transcripts of credits may be given to those students taking individual subjects or individual progress courses of study.

Academic Overload Policy

An academic or credit overload occurs when a student registers for more than 10 credits per six week session. Students wishing to schedule an overload must obtain the signature of the Student Advisor as well as the approval and signature of the Academic Dean of the campus in which they are enrolled. In order to apply for an overload, the student must have completed a minimum of 32 credits at Rasmussen College. The student must also be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average at least 2.75 to apply for an overload. Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 12 total credits in the approved quarter. For students who are newly transferring to the College, a minimum of 24 credits must be transferred to the College and the most recent GPA on a transcript must be 2.75 or higher. The student must apply for approval no later than two weeks prior to the start date of the session in which the overload is desired. Any future overload requests for transfer students must follow the Academic Overload Policy for the College. The Academic Overload Approval Form is available through a Student Advisor.

Drop/Add Class Policy

Course registration practices ensure that the College is able to provide quality instruction through 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 student’s grade will be dropped without being recorded on the student’s transcript and tuition will not be charged.
2. Following the first week of the quarter and on or before the sixth Friday of the quarter, students will receive a W/D on their transcript. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period. Students who fail to notify the College that they wish to withdraw from a class are still scheduled in the class, the credits for all courses will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Course Withdrawals

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

Online Courses

Students may be required to take online courses in order to complete a degree. Online course activities and assignments at Rasmussen College are conducted via chat, email, message boards, and interactive websites. Tuition and fees for online courses are assessed at the same rate as for residential courses unless otherwise indicated. Online instructors receive training and support while operating in the online environment. A list of the hardware and software requirements for online courses is provided to students upon enrollment. Textbooks and other resources required for online courses are available at the Rasmussen College bookstore.
Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe. Cumulative grade point averages and successful completion of credits attempted are monitored quarterly, and students not meeting the standards are notified. If a student is not meeting the standards, a Learning Plan will be created describing the steps the student needs to take to meet SAP standards during the upcoming term. The College’s staff will attempt to meet in person or via phone with the student regarding this plan. If the student does not respond, a copy of the plan will be sent via email and mailed to the student’s home address. The student must sign the plan and return it to the Campus Dean by the first Friday of the quarter. Failure to return the plan may result in an administrative withdrawal from the College.

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

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

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

3. Duration of Eligibility. This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program (e.g., maximum time frame for a 90-credit program = 90 x 150%, or 135 credits). Total credits are indicated for each program listing in the catalog. A student who exceeds 150% of the maximum time frame is no longer eligible for financial aid.

In calculating Pace/CCR and Duration of Eligibility, the following grades will be considered attempted, but will not be considered as credits successfully completed or earned: F, FA, U/UN, W/WD, I/IIN. In addition, Foundations courses are not included in the number of credits attempted or successfully completed when assessing satisfactory progress.

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

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

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

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

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

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

Transfer of Previously Earned College Credit and/or Prior Learning and Assessments

General Transfer Credit Policy
- Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.
- Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.
- Students must request that official transcripts containing coursework for review be sent directly to Rasmussen College. It is the student’s responsibility to ensure that all official transcripts have been received by Rasmussen College.
- As part of the acceptance process, official transcripts will be evaluated for transfer 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 Department of Education and the Council on Higher Education Accreditation (CHEA) will be considered for college transfer.
- Students must complete 33% of their program requirements at Rasmussen College and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
- Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist and Associate’s Nursing programs must complete at least 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means. 
- Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist and Associate’s Nursing programs must complete at least 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means. 
- Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.5 quarter credits. The calculated number is rounded down. Transfer credits based on a different unit of credit than quarters will be subject to conversion prior to being transferred.
- 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 College 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, so long as the courses are equivalent to the current program will be posted or calculated.
- Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average, but will be counted as credits attempted and earned for determining satisfactory Academic Progress. All credits considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are also credits attempted.
- Courses which have been accepted for transfer will be listed on the student’s transcript with a Transfer (TR) designation. Transfer credits which have been conditionally accepted pending determination of satisfactory Academic Progress will be listed with a Pending Transfer (PT) designation. Any pending transfer credits still remaining at the end of the student’s program will be removed and the student will be required to complete the program requirements in order to graduate.
- Courses for which a student has received credit by examination will be listed on the student’s transcript with a Test Out (TO) designation.
- Courses for which a student has received credit via transfer will be listed on the student’s transcript with a Course Waiver (CW) designation.
- When courses are not accepted for transfer, the student may file an appeal through the following process:
  1. The student completes an appeal form. A copy of the appellate process information such as a syllabus, course description, or test may be required.
  2. The appeal will be reviewed by the College Registrar.
  3. The student will receive written notice of the decision.
- For students who enter Rasmussen College and are required to take the Rasmussen College entrance placement exam, the following will apply: If a student tests at a level of remediation in English or Math, the College will accept transfer of courses with prerequisites that require completion of the Foundations courses or passing the entrance placement exam. Once the student successfully completes the necessary Foundations courses or passes the placement exams, the College will then post the transfer credit pertaining to the specific course.
- The following Early Childhood Education courses cannot be transferred to the Surgical Technologist and Medical Assisting Associate’s degree programs. Students in the Professional Nursing and Mobile Nursing Associate’s degree program may complete up to 67% of their program via transfer of credit or block transfer of credit.
- Students eligible and approved for the Surgical Technology AAS-Complete Block Transfer must only complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
- Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.5 quarter credits. The calculated number is rounded down. Transfer credits based on a different unit of credit than quarters will be subject to conversion prior to being transferred.
- International transcripts must be evaluated by a NACES approved organization (National Association of Credential Evaluation Services) to ensure the student’s credit transfer is equivalent to Rasmussen College course content. The evaluation is the student’s responsibility.
- Transfer credit is evaluated based on the program in which the student is enrolled.
- Health Sciences core courses as designated by transfer credit or test-out requirements.
- The following courses in the Medical Assisting Program are not transferable; MA110 Clinical Skills I, MA145 Clinical Skills II, MA225 Laboratory Skills, and MA255, Clinical Preceptorship.
- Transfer of credit for Medical Laboratory Technician and Surgical Technologist core courses (ML and ST prefixes) has a one (1) year time limit on the transcript. A student who has completed the course work that exceeds the one (1) year limit can test-out of the course, with a 73% or greater score on a course assessment. All transfers or test-outs into the Medical Laboratory Technician and Surgical Technology programs are based on program space availability.
- Seminar Courses cannot be transferred into another institution of higher learning.
- For those students who have completed an Associate’s degree, who enroll in a Rasmussen College Bachelor’s degree in a similar program area (i.e., business, economics degree), no business, accounting, criminal justice, or law enforcement credit will be counted, except for transfer credits that are not transferable.
- Rasmussen College AAS/AS graduates will be awarded up to 95 credits (97 in Illinois).
- A block of up to 91 quarter credits for graduates from outside institutions will be awarded.
- If a student has more AAS/AS credits than the enrollment requires, the College will post transfer credits that are not transferable are eligible to be transferred into the Surgical Technologist AAS or Medical Assisting AAS/AS programs.
- If a student has taken all of the required upper division courses and is still short credits, the remaining credits will be fulfilled by taking unrestricted electives.
- Students must complete the required number of total credits in the program to earn a Rasmussen College Bachelor of Science degree.
- For the Bachelor in Computer Science, the two year degree must be in an equivalent computer science field and have a programming course comparable to Programming II and a math course comparable to Calculus II in order to qualify. If these conditions are not met, the 2-2 policy cannot be applied.
- For the Bachelor in Health Information Management, qualifying Associate degrees have to be from a CAHIM accredited program and earned within the past five years. If the degree was obtained over five years ago, the student needs to have work experience in the health information industry within the last five years and be approved by the Program Coordinator. The student may also enroll if he/she has an RHT credential and an earned Associate degree in any field. If so, the student needs to submit his/her AHIMA membership card, showing it as current.
- For Bachelor of Science Healthcare Management program students, credits will be transferred based on the guidelines below:
  1. Health Sciences Programs (including Medical Assisting AAS/AS, Health Information Technician AAS/AS, Medical Administration AAS/AS, Pharmacy Technician AAS/AS). Transfer 45 lower level core credits in a 45-credit program. Transfer 32 lower level General Education credits (34 in Illinois) for a total of 77 credits (79 in Illinois). In addition, other students will need to take Financial Accounting I, Financial Accounting II, Introduction to Business and Introduction to Human Resource Management in the core.
  2. Business Programs (including Medical Assisting AAS/AS – Transfer 49 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 76 credits (78 in Illinois). In addition, these students will need to take Introduction to Human Resource Management, Medical Terminology, Electronic Health Records and Medical Office Procedures, and Medical Law and Ethics in the core.
  3. The remaining core content necessary for the Healthcare Management degree will be provided in the 300 and 400 level core courses.

General Education Block Transfer for Bachelor of Science Candidates
- For students with a conferred degree, general education coursework will be transferred as a block regardless of conferred degree or degree sought through Rasmussen College. Confirmed Associate’s degree credits may be posted as a 32-credit (34-credit in Illinois) general education block.
- Confirmed Baccalaureate degrees may be posted as a 56-credit block (58-credit block in Illinois) comprised of 32 lower-level and 24 upper-level credits (34 lower-level and 24 upper-level credits in Illinois).
- All required general education courses must be met due to accreditation requirements.
- For those students without an earned degree, successfully completed general education credits will be applied.

Bachelor Completion 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 enrolled in.
- Students may transfer up to 121 credits (67%, maximum of a Rasmussen College program).
- Course by Course transfer guidelines apply to required courses.
- Required general education courses must still be met.
- Transfer for upper division courses will be done on a course by course basis.
- Students must meet pre-requisite requirements for upper division coursework.
- Students may transfer up to 41 unredicted lower level General Education credits
- Unless a course has been transferred, a student must take all required courses in the program.
- Illinois students must meet the current general education category breakdown requirements.
- This policy is not applicable to the Health Information Management BSN degree.
- Medical Assisting Associate Degree Complete Block Transfer Policy
- A total block transfer of 54 core credits may be allowed into the Medical Assisting AAS/AS program if one of the following criteria is met:
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1. Graduated from a CAAHEP or ABHES accredited MA diploma program within the past 3 years and holds a current CMA/RMA certification, or
2. Graduated over 3 years ago from a CAAHEP or ABHES accredited certificate program, 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 the following: 35 (Radiography Skills) only if they have a limited scope x-ray operator’s certificate. Students will need to complete or may seek a course-by-course transfer of credits for 32 general education credits and E242. For Medical Assisting students entering the College utilizing the block transfer process, only 67% of the total program credits may be transferred into the program.

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

Students who have an unencumbered Registered Nurse license and have successfully completed an Associate’s degree in field, will receive a block transfer of 113 credits.

• Students will receive a block of 32 lower division General Education credits. The 32 credits in general education will be transferable and follow the standard Course by Course Transfer Policy.
• The total percentage of credits that may be transferred into the program is 76%.

Mobility Practical Nursing Block

Students who have successfully completed a practical nursing program and hold a current FL practical nursing license will receive credit in the mobility program for the following courses through block transfer:
– NUN 2202 Human Nutrition
– NUR 1020C Fundamentals of Nursing
– NUR 1144 Comprehensive Pharmacology
– NUR 1144L Comprehensive Pharmacology Lab
– NUR 1211C Adult Nursing

Surgical Technologist AAS Complete Block Policy

Students who have completed a CABHIPE or ABHES accredited surgical technology diploma or certificate program and hold the CST (NSST) from AHIMA is the maximum total block transfer of 60 credits. Students will receive a block of 4 natural sciences general education credits plus a block of 56 core credits. Students will need to complete 26 general education credits and E242 Career Development.

Credit by Examination

• Enrolled students may request credit by examination for courses if an exam has been developed.
• An examination score of 75% or higher is required to earn credit by examination.
• The examination grade will be posted as Test-out (TO) on the student transcript.
• Credits are not transferable to the transfer maximum.
• Credit by examination will not count as credits for financial-aid eligibility.
• A credit by examination may be taken only once for each course.

If a student has attempted the course, and has not earned a standard WD or FA grade, no test-out attempt will be allowed.

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

In addition, Healthcare Information Technology, Pharmacy, Pharmacy Automation/Insurance Billing, Career Development, practicum, or designated capstone courses are not available for credit by examination.

Medical Coding Practicum

• Students with a minimum cumulative GPA of 3.0 in their program major courses may request a waiver for the Medical Coding Practicum coursework. Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the practicum.
• Students must have a variety of experiences in the necessary medical fields rather than just one area, and documentation will be required from the student’s employer. The Program Coordinator/Director will work with the Registrar for 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/CDA Application Waivers

• Students who have earned a CDA credential within the past three years by the National Council of Professional Recognition and are enrolled in the Early Childhood Education Associate’s degree program will request a waiver for Foundations of Child Development; Early Childhood Education Diploma, or Business Management Child Development Specialization Associate’s degree program will request a waiver for Child Development and Instruction; and Health, Safety and Nutrition/CDA Application.
• The student’s credential will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Technology Waivers

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

School of Health Sciences Waivers

• Course waivers will be considered for students who have earned the Certified Coding Specialist (CCS) or CCS-P certification from AHIMA. In addition, a high speed 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, 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 (GPA). Rasmussen College recognizes the following college equivalencies:
• Advanced Placement (AP) exams administered by The College Board. A score of 3 or higher is required.
• College-Level Examination Program (CLEP) examinations administered by The College Board. A score of 50 or higher is required.
• DSST, DANTES, Excelsior College Exams, Passing scores as determined by the individual test requirements.
• College credit for military service may be awarded upon review of a military transcript. Rasmussen College follows the American Council of Education (ACE) recommendations on transferring credit. These credits are usually listed on Sailor/Marine American Council on Education Registry Transcript (S/ARMET), Defense Activity for Non-Traditional Education Support (DANTES) transcript, College Level Examination Program (CLEP) score report, Coast Guard Institute (CGI) transcript, Army American 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 Experiential Learning (CABEL).
• Other types of college-equivalency courses and/or examinations may be evaluated for eligibility by the Campus Registrar.

Transfer to Other Colleges

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

Transcripts

Transcripts for graduates and students who have completed their course of study are provided without charge; however a fee of $5.00 will be charged for all other transcripts.

The institution reserves the right to withhold official academic transcripts from students who have not met the requirements of the particular course and as outlined in the course syllabus.

EXTERNSHIPS, PRACTICUMS, AND CLINICALS

Health Sciences Externships, Practicums, and Clinicals

Externships, clinicals, and practicums for Health Sciences programs are to be conducted in Rasmussen-approved locations. Each practicum site will be established utilizing an agreement between the students, the institutions, 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, while especially the student is completing the practicum, are to be conducted in an educational nature. The student will not receive any monetary remuneration during this educational experience, nor will they be substituted for hired staff personnel within the institution.

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

POLICIES AND GRIEVANCES

Accommodations Policy

The mission of Rasmussen College in disability services is to create an accessible college community where students with disabilities have an equal opportunity to compete fully in all aspects of the educational experience. Rasmussen College recognizes its obligation under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty by prohibiting discrimination on the basis of disability and requiring reasonable accommodations to qualified disabled students in all programs and activities.

Students with disabilities do not have to self-disclose or register with the Campus Accommodations Coordinator, although the College encourages them to do so. Students seeking academic accommodations or adjustments must contact the Campus Accommodations Coordinator to request such services. Students who are unsure to whom to contact should contact their Academic Dean or Campus Director.

Attendance

A basic requirement for employment in any organization is regular, on-time attendance. Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Workplace etiquette also requires a call if an absence is necessary. Rasmussen College students are expected to call the College and to indicate if they will be absent or tardy. It is the student’s responsibility to contact the instructor if the student has unexcused absences, late sessions, unexcused tardiness, class work, and assignments.

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

Rasmussen College uses a standard grading scale for its courses (although some programs may be required to use a different grading scale). Faculty members 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.

First Week Attendance:
Students are expected to meet attendance requirements in their courses on or before the seventh (7th) day of the start of a term. Students who have not met the attendance requirement in at least one scheduled College course within seven days of the start of a term may be administratively withdrawn from the College.

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

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 very highest personal and professional standards. Students of Rasmussen College commit to holding themselves and their peers to the following penalties will be applied:

1. First Offense. The student will receive no credit on the assignment in question and will not be allowed to redo the work.
2. Second Offense. The student will be expelled from the course, and the final grade assigned for the course will be an ‘FW’. The student may re-take the course, but the ‘FW’ will remain on the transcript even if the student re-takes the course and earns a passing grade. The college reserves the right to dismiss a student from the college if there are more than two offenses. A student dismissed from the college because of Academic Misconduct may not re-enroll.

b) Second Offense. The student will be expelled from the course, and the final grade assigned for the course will be an ‘FW’. The student may re-take the course, but the ‘FW’ will remain on the transcript even if the student re-takes the course and earns a passing grade. The college reserves the right to dismiss a student from the college if there are more than two offenses. A student dismissed from the college because of Academic Misconduct may not re-enroll.

III. Violations

a) Academic Misconduct is the violation of the Academic Integrity Policy, including but not limited to acts listed below and any other act prohibited by the college.

b) Second Offense. The student will be expelled from the course, and the final grade assigned for the course will be an ‘FW’. The student may re-take the course, but the ‘FW’ will remain on the transcript even if the student re-takes the course and earns a passing grade. The college reserves the right to dismiss a student from the college if there are more than two offenses. A student dismissed from the college because of Academic Misconduct may not re-enroll.

The 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 Vice President of Academic Affairs is responsible for the administration of this policy.

Dress Code

The College encourages students to dress as they would go to work and to start acquiring a wardrobe suitable for employment after graduation.

Some Health Sciences programs have uniform requirements. Please see your Program Manager or Program Coordinator for details.

Minimum Technical Requirements

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

Library

Rasmussen College Library

The Rasmussen College Library is open to all students and staff in good standing with the library.

Library services include:

- Borrowing Materials: General
- Loan Periods
- Circulating materials are loaned for 21 calendar days and may be renewed up to two times if there are no holds or outstanding materials.
- Special materials are loaned for 3 hours or 3 days, depending on the material type.
- Restricted materials may not be renewed.

Library materials must be returned to the library on or before the end of the loan period. Returned materials are accepted at any campus library and may be delivered in person or mailed to the campus.

Non-circulating materials are not loaned but may be used in the library.

Fees and Restrictions of Borrower Privileges

Users will receive a reminder 2 days in advance of an item’s due date.

The Student Financial Services Office is available for your assistance in paying for your loan(s) or for the duration of your student loan.

Rasmussen College reserves the right to withhold the release of academic information to any individual who has not satisfied any amount due the College.

Circulation Policy

Library Mission & Introduction

Rasmussen College Library System, in accordance with the mission of the College, promotes life-long learning, develops information literacy skills, and fosters educational achievement. The library is dedicated to supporting the diverse educational and information needs of our online and residential communities.

In support of this mission, we:

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

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

Borrowing Materials: General

The following persons are permitted to check out materials owned by our campus libraries:

- Rasmussen College students and alumni in good financial standing with the College
- Rasmussen College faculty and staff in good standing with the library
- Community, consortia, and interlibrary loan patrons in good standing with the library
- A patron in good standing with the library is defined as a person who has no overdue items and owes no fees toward damaged or lost items.

A library user is responsible for any items checked out in his or her name. Rasmussen College retains the right to deny borrowing privileges to any person in violation of this or any other library policy.

Loan Periods

Circulating materials are loaned for 21 calendar days and may be renewed up to two times if there are no holds or outstanding materials.

After 30 days past the end of the grace period, the material is considered lost.

Fees and Restrictions of Borrower Privileges

Users will receive a reminder 2 days in advance of an item’s due date.

The following grace period (5 days for circulating items, 30 hours for special materials) items are considered overdue and borrower privileges will be restricted until items are returned or fees are paid for lost materials.

After 20 days past the end of the loan period, the material is considered lost.

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

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In the event that a library material is returned damaged, the user will be charged a fee to repair or replace the damaged item. In the event that an irreplaceable item is damaged, the library will assess a $55.00 fee. Rasmussen College cannot be held responsible for fines incurred at other libraries, including fines for Interlibrary Loan items lost or returned late. Library fees are assessed through the Department of Student Financial Services. Rasmussen College reserves the right to withhold the release of academic information, and other records, pending settlement of any amount due to the College.

Non-Discrimination Policy

Rasmussen College is strongly committed to providing equal employment opportunity for all employees and all applicants for employment. For this reason, the College works to ensure that its policies and practices do not burden any applicant or employee unfairly because of age, color, disability, national origin, race, religion, sex, or sexual orientation. This commitment includes Rasmussen College’s community morale and our commitment to treat each other with dignity and respect. This policy is related to action in conformity with the Equal Opportunity Policy of Rasmussen College to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, national origin, gender, marital status, sexual orientation, age, physical or other disability, military or veteran status, or receipt of public assistance. Promotional and other favorable actions will be made on a non-discriminatory basis upon the evaluation of an employee’s qualifications. It is the policy of the College to comply with all applicable Federal, State, and local laws requiring non-discrimination in employment, compensation, and benefits.

Anti-Harassment and Sexual Violence Policy

It is Rasmussen College’s policy and responsibility to provide employees and students a work environment that is free from harassment. Rasmussen College expressly prohibits harassment of employees or students on the basis of gender, harassment includes the College community morale and our commitment to treat each other with dignity and respect. This policy is related to action in conformity with the Equal Opportunity Policy of Rasmussen College to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, national origin, gender, marital status, sexual orientation, age, physical or other disability, military or veteran status, or receipt of public assistance. Promotional and other favorable actions will be made on a non-discriminatory basis upon the evaluation of an employee’s qualifications. It is the policy of the College to comply with all applicable Federal, State, and local laws requiring non-discrimination in employment, compensation, and benefits.

Resolutions and Informal Complaints

Anyone in the Rasmussen community may discuss an informal complaint with the Campus Director, Regional Vice President, Executive Vice President, or President. If a person who discusses an informal complaint with an advisor is willing to be identified to others but not the person against whom the informal complaint is made, the College will record 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 taken to the greatest degree 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 if possible, the person against whom the complaint is made). The College will provide the complainant and all other parties with information about the complaint and the College’s grievance policies and procedures. The College may contact the person against whom the complaint is made for the purpose of discussing the complaint.

If a person who reports incident of sexual harassment that have occurred in a public context (for instance, offensive sexual remarks in a classroom lecture) or when the College receives repeated complaints from different people that an individual has engaged in sexual harassment, the College may inform the person complained against without revealing the identity of the complainant.

Discipline

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 explicit or implicit, or a term or condition of an individual’s employment or academic advancement, 2. submission to or rejection of such conduct by an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment, 3. such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

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

1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Verbal sexual advances or propositions;
5. Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means);
6. Sexually offensive comments, graphic verbal commentary about an individual’s body or dress, or other, persistent, or repeated statements or behaviors that may be offensive to others, whether or not the making of same was intentional;
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 part of the definition often consists of callous insensitivity to the experience of others. Normal, courteous, mutually respectful, pleasant, non-intrusive conversations, including, but not limited to, discussions with the Campus Director. Resources and Corporate Counsel, without the written permission of the person making the complaint. However, if, in the course of the inquiry process, the College finds that the circumstances warrant a formal investigation, it will be necessary to inform both the person against whom the complaint is made and the person responsible for the harassment. 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 will give advice and guidance on both informal and formal procedures for solving the problem. During the informal inquiry process, all information will be kept confidential to the greatest degree as legally possible.

If there is a finding that the individual has engaged in sexual harassment, the College will give advice and 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 taken to the greatest degree 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 if possible, the person against whom the complaint is made). The College will provide the complainant and all other parties with information about the complaint and the College’s grievance policies and procedures. The College may contact the person against whom the complaint is made for the purpose of discussing the complaint.

If a person who reports incident of sexual harassment that have occurred in a public context (for instance, offensive sexual remarks in a classroom lecture) or when the College receives repeated complaints from different people that an individual has engaged in sexual harassment, the College may inform the person complained against without revealing the identity of the complainant.

Discipline

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 explicit or implicit, or a term or condition of an individual’s employment or academic advancement, 2. submission to or rejection of such conduct by an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment, 3. such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

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

1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Verbal sexual advances or propositions;
5. Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means);
6. Sexually offensive comments, graphic verbal commentary about an individual’s body or dress, or other, persistent, or repeated statements or behaviors that may be offensive to others, whether or not the making of same was intentional;
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 part of the definition often consists of callous insensitivity to the experience of others. Normal, courteous, mutually respectful, pleasant, non-intrusive conversations, including, but not limited to, discussions with the Campus Director.
2. If the circumstances warrant an investigation, Rasmussen will inform the person complained against of the name of the person making the complaint as well as of the substance of the complaint. The College will then limit the investigation to what is necessary to resolve the complaint or make a recommendation. If it is necessary for the College to speak to any other people other than those involved in the complaint, they will do so only after informing the complaining person and the person complained against.

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

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

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

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

7. After an investigation of the complaint the College will:
   1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that harassment has occurred and report its findings and the recommended response to the Executive Vice President or President;
   2. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President;
   3. Report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.

8. A sexual assault victim’s participation in the process of filing a sexual assault complaint will be voluntary. The College will not compel a sexual assault victim to participate in the complaint process or other steps required in order to pursue a sexual assault complaint. A sexual assault victim’s participation in the process of filing a sexual assault complaint will be voluntary. The College will not compel a sexual assault victim to participate in the complaint process or other steps required in order to pursue a sexual assault complaint. Academic information and college policies

9. The campus administration will inform victims of their rights under the Crime Victims’ Bill of Rights, including the right to assistance from the Office of the Crime Victims Ombudsman and the Crime Victims Repetition Board.

10. Further information regarding the Office of the Crime Victims Ombudsman can be obtained from:

11. The Federal Government has taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws affect several areas of our lives. For example, the Department of Housing and Urban Development, which provides public housing funds, has the authority to evict residents found to be involved in drug-related crimes or near the public housing premises. Businesses with federal contracts are subject to a loss of those contracts if they do not promote a drug-free work environment. In order to protect itself, an employer involved in federal employment, situations involved with drugs could lose their eligibility for financial aid. Further, they could be denied other federal benefits, disability, retirement, health, welfare, and Social Security. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.

12. Drugs and alcohol are highly addictive and injurious to the person and can cause harmful effects to virtually every aspect of a person’s life, including family, job, school, physical, and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become aggressive, paranoid, depressed, inattentive, anxious, or experience sexual indifference, loss of physical coordination and appetite, go into a coma, experience convulsions, or even death.

13. Persons who use drugs and alcohol face not only health risks, but their ability to function in their personal and professional lives can be impaired as well. Some examples of why is inaccurate or misleading.

14. The right to request to amend the student’s education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar, business office, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.

15. The right to request the amendment of the student’s educational records that the student believes are inaccurate or misleading.

16. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should direct written requests for amendment to the Campus Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

17. 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.

18. The right to request to disclose to others or to disclose personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit or other staff performing similar functions for another institution 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 disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

2. Discretionary access to the information the student believes is inaccurate or misleading.

3. The right to request to amend the student’s education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar, business office, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.

4. The right to request that the amendment of the student’s educational records that the student believes are inaccurate or misleading.

5. 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.

6. The right to request to disclose to others or to disclose personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit or other staff performing similar functions for another institution 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 disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to disclose—without the written consent or knowledge of the student or parent—personally identifiable information from the student’s education records to the Attorney General of the United States or to his or her designated representative, in connection with an authorized law enforcement investigation or prosecution of a crime if the disclosure is necessary to: (a) protect the safety of the student or other individuals in connection with the investigation or prosecution of a crime; or (b) protect the physical property of a school.

5. The right to disclose—without the written consent or knowledge of the student or parent—information directly related to the student and not otherwise available, such as for purposes of recording grades, attendance, advising, and determining financial aid eligibility.

Directory Information
Directory Information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. Required fields should be made available in the Campus Director at the following times:

- University: Fall 15 days after the start of classes
- College: Fall 15 days after the start of classes

DC: 1800 West Washington Avenue, Suite 1414
- Topeka, KS 66612
- Tallahassee, Florida 32399
- 325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399
- 800-621-7460 or 312-263-0456

Appeal Procedure
Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College to relate to due process, including matters of alleged violation of policies, procedures, and guidelines of the institution. Institutions who feel they have been unjustly treated can request the Campus Director to hear their appeal.

For appeals involving academic issues such as final grades, students shall appeal first to their instructor within one week of the start of a subsequent term. If the issue remains unresolved after an appeal to the instructor, who will have one week from the time they are contacted by students to consider any such appeals, students should appeal to the Dean for their campus. If the issue remains unresolved after a subsequent appeal with an order in connection with an investigation of the matter by the Dean, who will have one week from the time they are contacted by students to consider any such appeals, students may submit a written statement of appeal to the Assistant Vice President of Academic Affairs, thereby. Response will be within 30 days.

If individuals wish to appeal a decision or request a hearing for any other perceived violation of rights, written statements of appeal must be submitted to the Vice President of Student Affairs within 15 calendar days of the issue in question. Response will be within 30 days.

Arbitration
Any controversy or claim arising out of, or relating to a current or former student’s recruitment, enrollment in, or education at Rasmussen College (“Controversy or Claim”), shall be resolved 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 Student or Rasmussen College, 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 had before the arbitrator of the American Arbitration Association, unless the Student and Rasmussen College agree otherwise, the arbitrator 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 in 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 or of against more than one Student regardless of whether or how many other similarly circumstanced Students there may be. The Student and Rasmussen College shall bear their own costs and expenses of the arbitration, including attorney’s fees. Except as may be required by law, no party to the arbitration nor an arbitrator may disclose the content, context, or results of any arbitration hereunder without the prior written consent of both the Student and Rasmussen College.
**TUITION**

**Full time pricing will be effective for new students as of February 2013:**

**Part Time**

<table>
<thead>
<tr>
<th>School of Business</th>
<th>School of Design</th>
<th>School of Justice Studies</th>
<th>School of Nursing</th>
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<tbody>
<tr>
<td>$350 per credit for Foundation courses and all 1000-2000 level courses</td>
<td>$310 per credit for all 3000-4000 level courses</td>
<td>$299 per credit for all 1000-2000 level courses</td>
<td>$299 per credit for all 3000-4000 level courses</td>
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<tr>
<th>School of Education: Early Childhood Education</th>
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<tr>
<td>$310 per credit</td>
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<table>
<thead>
<tr>
<th>School of Health Sciences: Medical Assisting</th>
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<tr>
<td>$310 per credit</td>
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- Full time students are defined as taking 12 or more credits per quarter. Students taking less than 12 credits are part time students.
- Currently enrolled students will maintain their current tuition rate and will be eligible for the full time rates October 2013.
- There is a required course materials fee of $150 per course. Course numbers ending with “L” or “LL” will not be charged a course materials fee.
- Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course materials fee of $150 for every course over four courses.
- Continuously enrolled students in certificate, diploma and associate programs will not be subject to tuition increase for four years from the time they begin their program of study. Continuously enrolled students in bachelor programs will be subject to tuition increase for four years from the time they begin their program of study.
- Individual Progress students will be charged at the School of Business rate, plus the cost of books and other fees.
- Students not enrolled in an eligible program who elect to take courses without earning college credit are charged $275 per credit hour, plus the cost of books and other fees. This non-credit option is NOT available for courses beginning with a “EEC” “NU” “PRN” “PTN” “MLT” “GET” “CIS” “CNT” “DIG” “GRA” “CGS” “CIS” “COP” “ART” “CAP” “ISM” and “W”. Students who elect to complete courses on a non-credit basis are not guaranteed full technology access, however, every effort will be made to provide technology resources. Transcripts denote a “ZIP” upon completion of the course.
- Students may choose to convert the “ZIP” to a letter grade and earn credit for an additional cost of $75 per credit hour.

**CONSORTIUM AGREEMENT**

**Consortium Agreement**

Rasmussen College has signed consortium agreements among all Rasmussen College campuses.

Course requirements for programs may be completed at any of the campus locations, as the schools have common ownership and common courses, and students will have the flexibility to take courses from consortium 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.

**REFUNDS**

Kansas Cancellation, Termination, Refund Policy

If a student cancels, discontinues attending or is terminated from the College, the following policy is to be applied:

- The students must give written notice to the College. Date of withdrawal is the last day of recorded attendance. If the student has not attended classes for 21 consecutive days without giving the College for 21 consecutive days without giving the College an explanation of the absences, the student may be regarded as having withdrawn from the College.
- The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of requests. If the College fails to refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the notice is delivered to the College.
- Notwithstanding anything to the contrary, if the student writes notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which he/she has been charged (“Period of Instruction”), all tuition and fees paid will be refunded. If any books and supplies provided by the College are not returned unused and in a condition such that they can be returned to the supplier, the student will be assessed a fee of $150 per course for these books and supplies. All prepaid tuition is refundable.
- If a student has been accepted by the College and writes notice of cancellation or termination after the start of the Period of Instruction for which he/she has been charged, but before completion of 60% of the Period of Instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the Period of Instruction shall not exceed the pro rata portion of the total charges for tuition, fees, and all other charges that the length of the completed portion of the Period of Instruction bears to the whole period. After the completion of 60% of the Period of Instruction, no refund will be made.
- Student refunds are made within 45 days of the date of determination of withdrawal if the student does not officially withdraw. The refund policy is not linked to compliance with the College’s regulations or rules of conduct.
- Any promissory note instrument received as payment of tuition or other charges will not be negotiated prior to completion of 50% of the course.
Academic Information and College Policies

Return of Title IV Funds Policy
If a student withdraws from or is expelled, they need to visit with the Campus Director or Dean to complete the Rasmussen College Notice of Change in Student Status form, which will begin the withdrawal process. Students are allowed to convey their withdrawal verbally or in writing to the Campus Director or Dean. Rasmussen College uses the state-mandated refund policy to determine the amount of institutional charges it can retain. The federal formula dictates the amount of Title IV aid that must be returned to the federal government by the school and the student. The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Stafford Loan, or Federal PLUS Loan and withdrew on or before completing 60% of the catalog quarter.

The percentage of Title IV aid to be returned is determined by dividing the number of calendar days remaining in the quarter by the number of total calendar days in the quarter. Scheduled breaks of five or more consecutive days are excluded. If funds are released to a student because of a credit balance on the student’s account, the student may be required to repay some of the federal grants if they withdraw. The federal return of Title IV funds formula calls for a second calculation, similar to the one outlined above, where the school determines the percentage and amount of tuition which was unearned. The school compares the unearned tuition with the unearned Title IV aid, and refunds the lesser of these two amounts.

A student withdrawing from school may be eligible for post-withdrawal disbursements according to federal regulations. A post-withdrawal disbursement occurs when a student who withdraws earns more aid than had been disbursed prior to the withdrawal. Postwithdrawal disbursements are made first from available grant funds before available loan funds and must be done within 45 days of the school’s determination that the student withdrew. In addition, loan post-withdrawal disbursements must be done within 180 days of the school’s determination that the student withdrew. Rasmussen College credits the student’s account for any outstanding current period charges. If there is any remaining post-withdrawal disbursement to be made to the student, an offer is made to the withdrawn student in writing (letter sent to student) within 30 days of the school’s determination that the student withdrew. The letter explains the type and amount of fund available and explains to the student the option to accept or decline all or part of the monies. A 14-day response time is given to the student for the decision. If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled. Federal regulations dictate the specific order in which funds must be applied to subsequent programs by both the school and the student, if applicable. Rasmussen College follows this mandate by refunding monies in the following sequence: Unsubsidized Stafford Loans, Subsidized Stafford Loans, and PLUS Loans, Pell Grant, FSEOG, and then other Title IV programs. Rasmussen College uses the software and printed worksheets provided by the U.S. Department of Education to document the Return of Title IV Funds Calculation and the Post-Withdrawal Disbursement Tracking Sheet.

Extended Quarter Break Stop Out Policy
Rasmussen College encourages students to remain continuously enrolled in their program through to graduation. Rasmussen College recognizes that on occasion a student may experience an extraordinary personal situation for which the student may need an extended break between quarters. A student with an extenuating circumstance may apply for the Extended Quarter Break Stop Out. Students who are enrolled and meeting the standards of Satisfactory Academic Progress at the end of one term may apply for an extended break for the following term. The student must successfully complete the term immediately prior to the Stop Out term. The student must commit to returning by the mid-quarter start (week 6) of the subsequent quarter or the student will be withdrawn from Rasmussen College. The student must meet with his or her Student Advisor in order to obtain a Stop Out Request Form. The Student Advisor will provide the student with the necessary information to make an informed decision. Stop Out Request Forms must be signed prior to the first day of quarter for which the Stop Out is being requested. Students will remain continuously enrolled and are eligible to receive financial aid at any other institution during this break.

A grade of “WX” will be recorded for each course for which a student was registered if the student takes Medical Leave or Medical Withdrawal. If a student is already on probation or is placed on probation while on leave, the conditions or his/her probation are continued while the student is on leave. If the leave is of a medical nature, the college reserves the right to reevaluate the student at the conclusion of the leave.

Military Leave and Refund
Rasmussen College supports its students who are also members of the armed forces. Military service members who are given official orders to deploy for state or federal, as well as their spouses, who cannot complete the academic quarter due to the deployment may withdraw without penalty from any or all classes in which they are enrolled, even if the established deadline for withdrawal has passed. Students are entitled to a full refund of tuition and mandatory fees for the term, subject to applicable laws governing federal or state financial aid programs and allocation or refund as required under those programs. The student will receive a grade of WX. Any tuition refund will be calculated according to federal guidelines, and any remaining balance will be returned in accordance with the student’s Excess Funds Form (completed upon enrollment). Students in good standing who withdraw under this policy may be readmitted to Rasmussen College. The student must meet with the appropriate person(s) and the Accommodations Coordinator to renew the policy. Students must meet those additional requirements at the time of re-enrollment.

Medical Leave of Absence and Medical Withdrawal Policy
Medical Leave: Each leave will be for one quarter and can be extended through the following quarter. No leave may extend for more than two consecutive quarters, although there is no limit to the number of quarters that a student may accumulate. Medical leave is intended for students who need to take time away from Rasmussen College for health reasons.

Medical withdrawals may be one of the following:
1. Medical Withdrawal: intended for students who do not plan to return to Rasmussen College
2. Involuntary Medical Withdrawal: initiated by a Student Affairs Administration staff member who are suspended or are dismissed due to conduct policy violations, or who pose a direct threat to themselves or others.

Students are treated as a drop/withdraw for financial aid purposes and may end up owing a tuition balance. Students should see the Student Financial Services Office to determine the impact of a Medical Leave or Withdrawal.

Applying for a Leave or Withdrawal:
To apply for a Medical Leave or Medical Withdrawal, the student must complete an online application form. The application must include a letter written by the student’s therapist/physician stating the student’s medical situation and that the professional therapist/physician believes the student is able to return to Rasmussen College.

Policy Regarding Grades in the Event of a Medical Leave of Absence or Medical Withdrawal
1. If the student takes Medical Leave or a Medical Withdrawal on or before the close of the drop/add period, the course(s) will be dropped without being recorded on the student’s transcript. The student will need to reapply to return to college.
2. A grade of “WX” will be recorded for each course for which a student was registered if the student takes Medical Leave or Medical Withdrawal from the College. The student can continue to attend classes until following the first week of the quarter. NOTE: Official transcripts will be released by Rasmussen College until all outstanding financial obligations have been met.

The usual rules for transferring credit to Rasmussen College for courses taken elsewhere while on leave will apply to any academic work done by the student while on Medical Leave or withdrawal from the College. All academic probation, warnings and dismissals take precedence over any Medical Leaves or Medical Withdrawals. If a student is already on probation or is placed on probation while on leave, the conditions or his/her probation are continued while the student is on leave. If the leave is of a medical nature, the college reserves the right to reevaluate the student at the conclusion of the leave.

Involuntary Medical Withdrawal Appeal Process
A student is placed on an Involuntary Medical Withdrawal when the decision to the College President within three (3) business days (excluding weekends and federal and state holidays) to affirm or reverse the decision. The appeal should be made in writing and should set forth the basis for the appeal. The College President or the designee (three (3) business days) will review the appeal. The decision of the College President is final and is considered final.

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 therapist/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 of all 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:

• Refund monies shall be applied to reduce 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
For Florida Campuses
If the disbursement is made from the Florida State Assistance Grant (FSAG) while the student is enrolled, no refund will be due. If the disbursement is made while the student is no longer in attendance, a full refund to the FSAG program is due. A student must be attempting to meet at least six credits per quarter to be eligible to receive Bright Futures scholarship funding. If a student receiving Bright Futures Scholarship funds withdraws from course(s) after the drop/add period, the student will be required to repay the portion of the scholarship for those course(s) withdrawn.

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

Amount of funds (financial aid and cash) applied to institutional charges (including post-withdrawal disbursements of Title IV aid) will be returned to the student.

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 financial aid disbursed to the student for that quarter (or cumulative withdrawal).

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 and Federal programs. If the student received funds from other State Aid Programs, those refunds would be calculated in the same manner.

Note that for purposes of calculating institutional charges in the State Refund Calculation, the definition for Title IV programs is used.

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

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

For North Dakota Campuses
If the disbursement is made from the North Dakota State Grant while the student is enrolled full-time, no refund is due. If the disbursement is made while the student is no longer in attendance, a full refund to the North Dakota Grant is due.

For Illinois and Wisconsin Campuses
Please note that Illinois, Kansas and Wisconsin do not have state grant programs, so the Non-Federal Refund Distribution Policy does not apply to students attending campuses in Illinois, Kansas or Wisconsin.
Veterans Refund
In the event a veteran discontinues training for any reason, any supplies or textbooks issued to and paid for by the veteran become the property of the veteran. The remaining amount of the prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance of training.

CAMPUS SECURITY CRIME STATISTICS
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
Rasmussen College provides prospective and enrolled students and employees with its current Crime Awareness and Campus Security Act statistics. This policy contains information pertaining to the reporting procedure of criminal activities, security and access to campus facilities, campus law enforcement and criminal offenses reported to the campus or local police. As part of our campus crime prevention plan, Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.

ACCREDITATION, LICENSING, APPROVALS AND OWNERSHIP

Accreditation
Rasmussen College is accredited by the Higher Learning Commission and a member of the North Central Association 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604 800-621-7440 or 312-263-0456 The Health Information Technician Associate Degree Program offered at the Bloomington, Brooklyn Park/Maple Grove, Bloomington, Eagan, Lake Elmo/Woodbury, Mankato, and St. Cloud Campuses in Minnesota — the Aurora/Naperville and Rockford Campuses in Illinois — the Green Bay Campus in Wisconsin — and the Rasmussen College Online Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

• Commission on Accreditation for Health Informatics and Information Management Education 233 North Michigan Ave, 21st Floor Chicago, IL 60601 312-233-1100

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

• Commission on Accreditation of Allied Health Education Programs 1361 Park Street Clearwater, FL 33756 727-210-2350

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Rockford, and Romeoville campuses in Illinois, the Fort Myers, Ocala, and New Port Richey West Pasco campuses in Florida, and the Appleton and Wausau campuses in Wisconsin are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

• Accrediting Bureau of Health Education Schools 7777 Leesburg Pike, Suite 314 North Falls Church, VA 22043 703-917-9503

The Surgical Technologist AAS program at the Bloomington, Brooklyn Park/Maple Grove, Moorhead, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (caahep.org), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/ STSA).

• Commission on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street Clearwater, FL 727-210-2350 caahep.org

The Medical Laboratory Technician program at the Green Bay, Lake Elmo/Woodbury, Mankato, Moorhead and St. Cloud campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N River Road, Rosemount, IL 60018. 713-714-8860.

• National Accrediting Agency for Clinical Laboratory Sciences 5600 North River Road Rosemont, IL 60018 Phone: 773-714-8880 Fax: 773-714-8886

Programs or campuses not listed above are not programatically accredited.

Registration
Rasmussen College is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

• Minnesota Office of Higher Education 1450 Energy Park Drive, Suite 350 St. Paul, MN 55108 651-642-0533

Licensure
Rasmussen College is approved by the Kansas Board of Regents:

• Kansas Board of Regents 1000 SW Jackson Street, Suite 520 Topeka, KS 66612 785-296-3421

Rasmussen College is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

• Minnesota Office of Higher Education 1450 Energy Park Drive, Suite 350 St. Paul, MN 55108 651-642-0533

Rasmussen College is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at:

• Commission for Independent Education Florida Department of Education 325 West Gaines Street, Suite 1414 Tallahassee, FL 32399 850-245-0684

Rasmussen College is approved for Veterans’ Benefits by the Kansas State Approving Agency.

Statement of Ownership
Rasmussen College, Inc. is a private corporation under the laws of the State of Delaware. Rasmussen, Inc. is the parent company of Rasmussen College, Inc., with campuses located in the States of Florida, Illinois, Kansas, Minnesota, North Dakota, and Wisconsin.

Corporate Officers:
– J. Michael Locke, Chairman, President, Chief Executive Officer, Secretary
– Patrick D. Brantman, Chief Financial Officer, Treasurer
– Michael J. Malee, Vice President

Limitations
This catalog was prepared using information current at the time of publishing, however all information contained herein is subject to change without notice at the discretion of the College. This includes but is not limited to the following: admission and graduation requirements, academic calendar, course descriptions and content, courses offered, online courses and programs, and statement of tuition and fees. For current calendars, students should refer to a copy of the schedule of classes for the term in which they enroll. The courses listed in this catalog are intended as a general indication of Rasmussen College’s curricula. Courses and programs are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary. Students who maintain continuous enrollment will be able to complete their program at Rasmussen College even if the program is discontinued. Rasmussen College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty and to add or to delete certain courses, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and book prices.

Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impair one’s eligibility to sit for these exams or to secure employment in one’s chosen career field.

Pharmacy Technician students convicted of non-drug-related felonies are not eligible to sit for the Pharmacy Technician Certification Board (PTCB) exam. Pharmacy Technician students convicted of drug-or pharmacy-related felonies ARE NOT eligible to sit for the PTCB exam.

Students seeking licensing as professional peace officers in Minnesota must complete the required Law Enforcement coursework at Rasmussen College or transfer in the equivalent. In addition, these students must complete an officially recognized first aid course in First Responder, Emergency Medical Technician, or Emergency Response, and to complete practical “skills” coursework meeting POST objectives, to be eligible to sit for the Peace Officer Standards and Training (POST) licensing exam. Students must provide Rasmussen College with a copy of their required first aid certification (such as a copy of their first responder card) for inclusion in the student’s file at Rasmussen College. Some skills training providers may require additional academic coursework. Skills training cannot be completed online.

Rasmussen College reserves the right to deny admission to applicants whose total credentials reflect an inability to assume the obligations of performance and behavior deemed essential by Rasmussen College and relevant to any aspect of its lawful missions, process, and functions as an educational institution and business.

The administration of Rasmussen College reserves the right to address any issue in this catalog or its operations regarding its meaning.
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<td></td>
<td>Clinical Lab Science Certificate – Wright State University</td>
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<th>School of Health Sciences</th>
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<tr>
<td>Lynn Skafte, CMA (AAMA)</td>
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<tr>
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