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
ACCOUNTING  •  CERTIFICATE  •  DIPLOMA  •  AAS DEGREE  •  BS DEGREE

CERTIFICATE

CAREER OPPORTUNITIES:
• Accounting Clerk
• Bookkeeper

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

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

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

TOTAL CERTIFICATE CREDITS 39*

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

DIPLOMA

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
B271  Professional Communication 4

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

Total Diploma Credits
General Education Credits 12
Major and Core Credits 61

TOTAL DIPLOMA CREDITS 73*

* 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:
• Accounting Clerk
• Auditing Clerk
• Bookkeeper
• Bank Teller
• Account Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

IN ADDITION TO ALL DIPLOMA COURSES

IN ADDITION TO ALL AAS DEGREE CREDITS

SEE PAGE 39 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 either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

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 written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

SEE PAGE 39 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 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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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 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.
BACHELOR'S DEGREE

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION
A330  Managerial Accounting Theory and Practice  4
A340  Advanced Auditing Concepts and Standards  4
A360  Taxation of Individuals  4
A370  Intermediate Financial Reporting I  4
A375  Intermediate Financial Reporting II  4
A380  Intermediate Financial Reporting III  4
A406  Advanced Accounting Principles and Applications  4
A416  Advanced Financial Accounting  4
A420  Accounting Information Systems  4
A430  International Accounting  4
A490  Accounting Capstone II  4
B330  Advanced Principles of Financial Management  4
B343  Business Law II  4
B351  Management of Information Systems  4
B444  Statistics for Managers  4
B460  Strategic Management  4

Total Bachelor's Degree Credits  181*

PUBLIC ACCOUNTING BACHELOR'S DEGREE

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

OBJECTIVE:
Graduates of this program know the accounting processes and cycles of public and professional accounting firms, businesses, and government agencies and concepts in management, marketing, business law and business ethics. They can demonstrate management skills including planning and decision making, organizing, controlling, and leading employees. They can manage accounts receivable, accounts payable, and payroll, and can also prepare tax returns, prepare and analyze financial statements, and use computer applications proficiently. They can perform advanced accounting tasks pertaining to taxes, auditing, fraud examination, and international accounting. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; integrate their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate effectively within a continually changing environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, leadership, and integrity.

IN ADDITION TO ALL ACCOUNTING BS DEGREE COURSES

CPA COURSES

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

Total Public Accounting Degree Credits  231*

SEE PAGE 39 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
A140 Financial Accounting I 4
A141 Financial Accounting II 4
B136 Introduction to Business 4
B232 Principles of Marketing 4
B233 Principles of Management 4
B234 Business Law 4
B271 Professional Communication 4
B293 Business Ethics 4
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2

TOTAL CERTIFICATE CREDITS 37*

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

BUSINESS DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES
GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
B165 Introduction to Human Resource Management 4
B230 Principles of Finance 4
B280 Business Capstone 2

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

* 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.

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.
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
- G203  Macroeconomics
- G204  Microeconomics

MAJOR AND CORE COURSES

LOWER DIVISION
- Business Administration Specialization
  - A177  Payroll Accounting  4
  - B119  Customer Service  4
  - D279  Computer Focused Principles  3
- Call Center Management Specialization
  - B275  Call Center Customer Service Representative Skills  4
  - B276  Call Center Labor Force Management  4
  - B278  Call Center Operations Management  4
- Child Development Specialization
  In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a background check.
  - EC100  Foundations of Child Development  4
- EC110  Early Childhood Education Curriculum and Instruction  4
- EC121  Health, Safety, and Nutrition/CDA Application  4
- Entrepreneurship Specialization
  - B146  Introduction to Entrepreneurship  4
  - B240  Entrepreneurial Product and Service Planning  4
  - B244  Entrepreneurial Finance: Capitalization for the Entrepreneur  4
- Human Resources Specialization
  - B250  Training and Development  4
  - B267  Employment Law  4
  - B268  Compensation and Benefits Management  4
- Internet Marketing Specialization
  - B228  Search Engine Marketing  4
  - B245  Online Multimedia Marketing  4
  - B273  Internet Business Models and E-Commerce  4
- Marketing and Sales Specialization
  - B140  Sales Techniques  4
  - B273  Internet Business Models and E-Commerce  4
  - B281  Public Relations and Advertising  4

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

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

CERTIFICATE • DIPLOMA • AAS DEGREE • BS DEGREE

BUSINESS MANAGEMENT BACHELOR’S DEGREE

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION
A330 Managerial Accounting Theory and Practice 4
B323 Advanced Principles of Marketing 4
B351 Management of Information Systems 4
B352 International Business 4
B370 Organizational Behavior Analysis 4
B371 Research and Report Writing 4
B420 Organizational Development 4
B421 Statistics for Business 4
B440 Managing a Diverse Workforce 4
B460 Strategic Management 4
B491 Legal and Ethical Environment of Business 4
B492 Contemporary Leadership Challenges 4
B498 Management Capstone 3

Business Management Specialization
B333 Principles of Management II 4
B360 Operations Management 4
B404 Negotiation and Conflict Management 4
B415 Risk Management 4

Human Resources Specialization
B375 Advanced Human Resource Management 4
B390 Human Resource Information Systems 4
B433 Human Resource Recruitment and Selection 4
B453 Compensation Administration 4

Information Technology Specialization
B216 Network Fundamentals for Business Professionals 3
B220 Project Planning and Documentation 4
N330 MIS Techniques 3
N340 Information Technology Project Management 4
N410 Database Management and Administration 3

Internet Marketing Specialization
B364 Internet Marketing, Public Relations and Social Media 4
B423 Internet Law 4
B434 Web Analytics 4
B442 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 or Unrestricted Electives 11-12
Upper Division Major and Core Credits 51
Upper Division Specialization Credits 16-17

TOTAL BS DEGREE CREDITS 181-183*

SEE PAGE 39 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 have the opportunity to participate in an optional internship/externship project.
HEALTHCARE MANAGEMENT BS DEGREE

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

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
- English Composition (Required course) 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
- G203 Macroeconomics 4
- G204 Microeconomics 4

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

MAJOR AND CORE COURSES
LOWER DIVISION
- A140 Financial Accounting I 4
- A141 Financial Accounting II 4
- B136 Introduction to Business 4
- B165 Introduction to Human Resource Management 4
- B230 Principles of Finance 4
- B233 Principles of Management 4
- B267 Employment Law 4
- B271 Professional Communication 4
- D132 Computer Applications and Business Systems Concepts 3
- E242 Career Development 2
- G148 General Psychology 4
- H200 US Healthcare Systems 4
- H210 Marketing and Communications in Healthcare 4
- M120 Medical Terminology 4
- M230 Medical Law and Ethics 4
- M270 Electronic Health Records and Medical Office Procedures 4

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

Total Bachelor's Degree Credits
- Lower Division General Education Credits 32
- Upper Division General Education Credits 24
- Lower Division Major and Core Credits 61
- Upper Division Major and Core Credits 63
- Total BS Degree Credits 180

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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
B080 Reading and Writing Strategies 4
B087 Practical Math 4

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

TOTAL CERTIFICATE CREDITS 37*

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

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

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

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

Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

IN ADDITION TO ALL CERTIFICATE COURSES
GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition 4
Math/Natural Sciences (Select 1 course) 4

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

Total Diploma Credits
General Education Credits 8
Major and Core Credits 53
TOTAL DIPLOMA CREDITS 61*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

OBJECTIVE:
Graduates of this program know fundamental concepts in leadership, human resources, management, marketing, and business ethics. They understand how human resources impact the workplace and can apply critical thinking to issues related to organizations, employment law, compensation, training, and employee development. They can demonstrate management skills including planning and decision-making, organizing, controlling, and leading employees. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment. Graduates value 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
G203 Macroeconomics
G204 Microeconomics

MAJOR AND CORE COURSES

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

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

CERTIFICATE COURSES

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

TOTAL CERTIFICATE CREDITS 37*

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

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

MARKETING DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

Total Diploma Credits
General Education Credits 8
Major and Core Credits 49
TOTAL DIPLOMA CREDITS 57*

SEE PAGE 39 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.
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
G203 Macroeconomics
G204 Microeconomics

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

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.
In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

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

DIGITAL DESIGN AND ANIMATION

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

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required Course)  4
G124  English Composition  4
Communication (Select 1 course)  4
Math/Natural Sciences (Select 1 course)  **  4

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

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

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

TOTAL DIPLOMA CREDITS  71*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

WEB DESIGN

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

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required Course)  4
G124  English Composition  4
Communication (Select 1 course)  4
Math/Natural Sciences (Select 1 course)  **  4

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

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

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

TOTAL DIPLOMA CREDITS  71*

SEE PAGE 39 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.

** 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
    G147  Art Appreciation* 4
    Math/Natural Sciences (Select 1 course)** 8
    Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

LOWER DIVISION
    Digital Design and Animation Specialization
    NM280  Multimedia Portfolio Development 2
    Web Design Specialization
    NM280  Multimedia Portfolio Development 2

Total Associate’s Degree Credits
    General Education Credits 32
    Major and Core Credits 61

TOTAL AAS DEGREE CREDITS  93*

SEE PAGE 39 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
    N301  The Business of Digital Media 4
    N305  Figure Drawing 4
    N310  The Study of Animation 4
    N315  Flash Animation 4
    N320  Polygon Modeling 4
    N325  Advanced Methods of Computer Graphics 4
    N335  Digital Photography 4
    N345  Advanced HTML Coding with CSS 4
    N350  Concept Development for Digital Media 4
    N405  Advanced Applications of Digital and Experimental Art 4
    N415  Digital Effects Creation 4
    N425  Storyboard Development for Digital Media 4
    N435  Digital Video/Audio Project 4
    N440  Web Design Project 4
    N441  3D Game Character Creation 4
    N445  Animation Graphics Project 4
    Total Bachelor’s Degree Credits

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 39 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
- EC100 Foundations of Child Development 4
- EC110 Early Childhood Education Curriculum and Instruction 4
- EC121 Health, Safety, and Nutrition/CDA Application 4
- EC180 Knowledge: Externship I 6
- EC181 Application: Externship II 6
- EC182 Reflection: Externship III 6
- EC200 Observation and Assessment in Early Childhood Education 4

**TOTAL CERTIFICATE CREDITS** 36*

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

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

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

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

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

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

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**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.

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**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

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

MAJOR AND CORE COURSES

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

Child and Family Studies Specialization
EC225 Parent Education and Support 4
EC230 Guiding Children’s Behavior 4
EC232 Child and Family Advocacy 4
G142 Introduction to Sociology 4

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

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

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

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

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

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

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

MAJOR AND CORE COURSES

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

Child Development Specialization
EC295 Summative Project for Early Childhood Education 2

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

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

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

SEE PAGE 39 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.

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

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

CAREER OPPORTUNITIES:
• Medical Coder
• Medical Coder/Biller

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

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

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

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

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

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.

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition 4
Communication (Select 1 course) 4
Math/Natural Sciences (Select 1 course other than G150) 4

MAJOR AND CORE COURSES
LOWER DIVISION
M208 Introduction to Health Information Management 4
Total Diploma Credits
General Education Credits 16
Major and Core Credits 40
TOTAL DIPLOMA CREDITS 56*

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.

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
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
LOWER DIVISION
Humanities (Select 2 courses) 8
Social Sciences (Select 2 courses) 8
MAJOR AND CORE COURSES
LOWER DIVISION
H200 US Healthcare Systems 4
M211 Quality Analysis and Management 4
M218 Management of Health Information Services 4
M229 Healthcare Information Technologies 4
M252 Health Information Practicum 2
Total Associate’s Degree Credits General Education Credits 32
Major and Core Credits 58
TOTAL AAS DEGREE CREDITS 90*

*See page 39 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.

HEALTH INFORMATION MANAGEMENT BACHELOR’S DEGREE

CAREER OPPORTUNITIES:
• Medical Records Manager
• Privacy Officer
• Clinical Data Analyst
• 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
UPPER DIVISION
Communication (Select 1 course) 4
Math/Natural Sciences (Select 1 course) 4
Humanities (Select 2 courses) 8
Social Sciences (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Humanities (Select 2 courses) 8

MAJOR AND CORE COURSES
UPPER DIVISION
B375 Advanced Human Resource Management 4
H330 Quality Improvement in Healthcare 4
H340 Regulation and Compliance in Healthcare 4
H350 Healthcare Statistics 4
H420 Advanced Healthcare Law and Ethics 4
H300 Information and Communication Technologies 4
H305 Health Information Management Systems 4
H320 Data, Information, and File Structures 4
H330 Financial Management of Health Information Services 4
H340 Project Management 4
H350 Electronic Health Record Application 4
H360 Reimbursement Methodologies 4
H400 Electronic Data Security 3
H410 Applied Research in Health Information Management 4
H420 Health Information Management Professional Practice Experience 4
H430 Strategic Planning and Development 4
H433 Health Data Management 2
H450 Health Information Management Alternative Facility Professional Practice Experience 1
Total Bachelor’s Degree Credits 180*
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 39 for general education course selections.

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

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

This program requires specific immunizations prior to professional practice experience.

Entrance Requirements for Health Information Management
Bachelor’s Program: Applicants pursuing admittance into the Health Information Management BS Degree program must possess an AAS in Health Information Technology Management from a CAHIIM accredited program earned within the past five years or have an AAS degree and possess a current RHIT certification. If the degree was obtained over five years ago, the student needs to have work experience in the health information industry within the last five years and approval by the Program Coordinator. In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check and attend a programmatic orientation.
DIPLOMA
CAREER OPPORTUNITIES:
• Medical Administrative Assistant/Secretary
• Medical Coder/Biller
• Medical Receptionist
OBJECTIVE:
Graduates of this program understand the procedures of medical offices in a variety of healthcare settings. They know medical terminology, anatomy, pathology, and basic concepts of health-information management. Graduates can perform medical coding, transcription, billing, and general medical office procedures. They value the importance of effective written and interpersonal communication, critical thinking, ethical and professional behavior in the workplace, and the confidentiality of patient information.

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

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

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

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

SEE PAGE 39 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.

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
GI24 English Composition 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course other than G150) 4
Social Sciences (Select 2 courses) 8

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

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

SEE PAGE 39 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.
School of Health Sciences

MEDICAL ASSISTING • DIPLOMA • AAS DEGREE

DIPLOMA

CAREER OPPORTUNITIES:
• Medical Assistant
• Medical Office Administrative Assistant

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

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

GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required course) 4
G124 English Composition 4

MAJOR AND CORE COURSES

LOWER DIVISION
E242 Career Development 2
G150 Structure and Function of the Human Body 4
M100 Customer Service in Healthcare 1
M120 Medical Terminology 4
M130 Medical Writing Style and Grammar 3
M230 Medical Law and Ethics 4
M232 Pathophysiology 5
M270 Electronic Health Records and Medical Office Procedures 4
MA102 Introduction to Medical Assisting 3
MA110 Clinical Skills I 4
MA135 Pharmacology for the Allied Health Professional 4
MA145 Clinical Skills II 4
MA225 Laboratory Skills for Medical Assisting 4
MA265 Medical Assistant Externship 8
MA285 Medical Assisting Capstone 2

Total Diploma Credits
General Education Credits 4
Major and Core Credits 56
TOTAL DIPLOMA CREDITS 60*

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

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

This program requires specific immunizations prior to professional practice experience.

The Medical Assisting Diploma program at the 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) 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 course. Prior to the student beginning their externship, the full three injection series of the Hepatitis B immunization and all other program required immunizations must be completed. Medical Assisting students must successfully complete all Medical Assisting competencies before they will be eligible for graduation.

All Medical Assisting students are required to attend the Medical Assisting Programmatic Orientation within the first quarter of the program. All Medical Assisting students are required to attend the Rasmussen Externship Meeting conducted by the Program Coordinator as well as a site orientation if required by the site prior to being eligible to begin the externship.

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

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Medical Assistant
• Medical Office Administrative Assistant

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

LOWER DIVISION
D132 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*

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

This program requires specific immunizations prior to professional practice experience.

The Medical Assisting Diploma 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) 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).

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

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

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

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

Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 79
TOTAL AAS DEGREE CREDITS 111

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

This program requires specific immunizations prior to professional practice experience.

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

The Medical Laboratory Technician program at the Green Bay, Lake Elmo/Woodbury, Mankato, Moorhead, and St. Cloud campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N River Road, Rosemont, IL, 60018. 713-714-8880.

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
## 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, empathy 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 8
    - (*Required, select 1 additional course)
  - **G150** Structure and Function of the Human Body

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

### Total Certificate Credits
- **44***

### IN ADDITION TO ALL CERTIFICATE COURSES

### GENERAL EDUCATION COURSES

### LOWER DIVISION
- **G124** English Composition
- **Communication (Select 1 course)**
- **MAJOR AND CORE COURSES**
  - **B119** Customer Service 4
  - **B271** Professional Communication 4
  - **H200** US Healthcare Systems 4
  - **PT285** Pharmacy Technician Capstone 3
  - **S115** Keyboarding I 3

### Total Diploma Credits
- **48**
- **General Education Credits**
- **12**
- **Major and Core Credits**
- **36**
- **Total Diploma Credits**
- **44***

### SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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## DIPLOMA

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

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

### IN ADDITION TO ALL DIPLOMA COURSES

### GENERAL EDUCATION COURSES

### LOWER DIVISION
- **G124** English Composition
- **Communication (Select 1 course)**
- **MAJOR AND CORE COURSES**
  - **B119** Customer Service 4
  - **B271** Professional Communication 4
  - **H200** US Healthcare Systems 4
  - **PT285** Pharmacy Technician Capstone 3
  - **S115** Keyboarding I 3

### Total Diploma Credits
- **48**
- **General Education Credits**
- **12**
- **Major and Core Credits**
- **36**
- **Total Diploma Credits**
- **44***

### SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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## 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 in a variety of professional contexts, honesty and integrity, compassion for patients, and patient confidentiality.

### IN ADDITION TO ALL DIPLOMA COURSES

### GENERAL EDUCATION COURSES

### LOWER DIVISION
- **G124** English Composition
- **Communication (Select 1 course)**
- **MAJOR AND CORE COURSES**
  - **B119** Customer Service 4
  - **B271** Professional Communication 4
  - **H200** US Healthcare Systems 4
  - **PT285** Pharmacy Technician Capstone 3
  - **S115** Keyboarding I 3

### Total Diploma Credits
- **48**
- **General Education Credits**
- **12**
- **Major and Core Credits**
- **36**
- **Total Diploma Credits**
- **44***

### SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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**Pharmacy Technician Certificate**

**Certificate**

**Diploma**

**Associate’s Degree**

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## 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
- G124 English Composition
- Communication (Select 1 course) 4
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Select 2 courses) 8
- Social Sciences (Required courses) 8
- G142 Introduction to Sociology
- G148 General Psychology

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

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

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

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

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

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

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

** Additional training may be required.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
CRIMINAL JUSTICE BS DEGREE  
CLIENT SERVICES/CORRECTIONS • CRIMINAL OFFENDERS • HOMELAND SECURITY • INVESTIGATION/LAW ENFORCEMENT

CAREER OPPORTUNITIES:**  
• Detective Investigator  
• Probation/Parole Officer  
• Crime Victims Advocate  
• Juvenile Justice Specialist  
• Homeland Security Supervisor  
• Homeland Security Agent  
• Police Officer

OBJECTIVE:

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

FOUNDATION COURSES

B080  Reading and Writing Strategies  4  
B087  Practical Math  4

GENERAL EDUCATION COURSES

LOWER DIVISION

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

UPPER DIVISION

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

MAJOR AND CORE COURSES

SESSIONS

LOWER DIVISION

D132  Computer Applications and Business Systems Concepts  3  
E170  Introduction to Undergraduate Research  3  
E242  Career Development  3  
J100  Introduction to Criminal Justice  3  
J106  Criminology: Motives for Criminal Deviance  3  
J115  Introduction to Corrections  3  
J120  Policing in America  3  
J131  Criminal Law and Procedures: Crime and the Courtroom  3  
J200  Domestic Violence  3  
J123  Juvenile Justice: Delinquency, Dependency, and Diversion  3  
J250  Drugs and Crime  3  
J255  Ethics in Criminal Justice  3  
J280  Contemporary Issues in Criminal Justice Capstone  4  

UPPER DIVISION

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

Choose either Track I or Track II

Track I

J480  Criminal Justice Internship  9  

Track II

J453  Criminal Justice Seminar  5  
J457  Criminal Justice Senior Thesis  4

UNRESTRICTED ELECTIVE CREDITS***  12

Total Bachelor’s 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.

*** Students taking the Homeland Security specialization must take as their electives J330 Introduction to Homeland Security, J230 Terrorism, and J245 Security Challenges.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
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
G148 General Psychology 4

MAJOR AND CORE COURSES
J211 Counseling Clients 4
Strategies for Rehabilitation 4
HS280 Abnormal Psychology 4
Community Psychology in Human Services 4
Organization and Leadership 4
HS250 Introductory Strategies to Crisis Intervention in Human Services 4
HS260 Community Psychology 4
HS280 Abnormal Psychology 4
J121 Case Management: Strategies for Rehabilitation 4
J211 Counseling Clients 4
Total Certificate 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.

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
B119 Customer Service 4
D132 Computer Applications and Business Systems Concepts 3
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J250 Drugs and Crime 4

Choose either Track I or Track II

Track I
HS294 Internship for Human Services 9

Track II
B271 Professional Communication 4
HS295 Human Services Capstone 5

Total Diploma Credits 58

TOTAL DIPLOMA CREDITS 74*

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 complete the Sophomore Seminar with a passing grade or by successful completion of Foundation Courses.

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

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Community Service Specialist
• Community Service Assistant
• Social Service Specialist
• 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
G142 Introduction to Sociology 4
Total Associate’s Degree Credits 32

Total Diploma Credits 58

TOTAL AAS DEGREE CREDITS 90*

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 complete the Junior Seminar with a passing grade 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.

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
**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 4
- B087 Practical Math 4

**GENERAL EDUCATION COURSES**

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

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- D132 Computer Applications and Business Systems Concepts 4
- E242 Career Development 4
- J131 Criminal Law and Procedures: Crime and the Courtroom 4
- PL100 Introduction to Law and the Legal System 4
- PL121 Civil Litigation and Procedure I 4
- PL122 Civil Litigation and Procedure II 4
- PL142 Contracts: Managing Legal Relationships 4
- PL145 Paralegal Ethics 4
- PL215 Real Estate Law 4
- PL216 Corporate Law 4
- PL226 Law Office Technology: Cyberspace and the Paralegal Profession 4
- PL228 Torts: Auto Accidents and Other Legal Injuries 4
- PL230 Family Law 4
- PL235 Legal Research 4
- PL240 Legal Writing 4
- PL280 Paralegal Capstone 5
- PL290 Paralegal Internship 5

**Track I**
- PL290 Paralegal Internship 5

**Track II**
- PL280 Paralegal Capstone 5

**Total Associate’s Degree Credits** 94

**SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.**
In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

**Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses. Rasmussen College’s Eagan, MN campus location has been approved by the National Association of Legal Assistants (NALA) as a testing center for the Certified Legal Assistant/Certified Paralegal (CCLA/CP) examination. In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.**

**PARALEGAL CERTIFICATE**

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

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

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

**GENERAL EDUCATION COURSES**

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

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- PL100 Introduction to Law and the Legal System 4
- PL121 Civil Litigation and Procedure I 4
- PL122 Civil Litigation and Procedure II 4
- PL142 Contracts: Managing Legal Relationships 4
- PL145 Paralegal Ethics 4
- PL226 Law Office Technology: Cyberspace and the Paralegal Profession 4
- PL228 Torts: Auto Accidents and Other Legal Injuries 4
- PL230 Family Law 4
- PL235 Legal Research 4
- PL240 Legal Writing 4
- PL280 Paralegal Capstone 5
- PL290 Paralegal Internship 5

**Track I or Track II**

**Track I**
- PL290 Paralegal Internship 5

**Track II**
- PL280 Paralegal Capstone 5

**Total Certificate Credits** 12

**Major and Core Credits** 49

**TOTAL CERTIFICATE CREDITS** 61

**SEE PAGE 39 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 (with a course designator of G) or transfer in the equivalent.**

**Rasmussen College’s Eagan, MN campus location has been approved by the National Association of Legal Assistants (NALA) as a testing center for the Certified Legal Assistant/Certified Paralegal (CCLA/CP) examination. In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.**
CAREER OPPORTUNITIES IN:
- Hospitals
- Clinics
- Rehabilitation Centers
- Long-Term Care Facilities

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

GENERAL EDUCATION COURSES
LOWER DIVISION
- English Composition (Required course) 4
- G124 English Composition
- Communication (Required course) 4
- G141 Introduction to Communication
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Required courses) 8
- G215 Introduction to Human Biology
- G233 College Algebra
- Social Sciences (Required courses) 8
- G148 General Psychology
- G217 Human Growth and Development

MAJOR AND CORE COURSES
LOWER DIVISION
- HUN220 Human Nutrition 4
- M120 Medical Terminology 4
- MA241 Human Anatomy and Physiology I 5
- MA242 Human Anatomy and Physiology II 5
- MCB201 Introduction to Microbiology 5
- NU100 Critical Thinking in Nursing 2
- NU125 Clinical Nursing Skills I 5
- NU240 Mental Health Nursing 6
- NU290 Leadership in Nursing 6
- NUR110 Introduction to Professional Nursing 4
- NUR114 Comprehensive Pharmacology 5
- NUR120 Adult Medical Surgical Nursing I 6
- NUR220 Adult Medical Surgical Nursing II 6
- NUR225 Clinical Nursing Skills II 5
- NUR246 Maternal-Child Nursing 6
- NUR250 Nursing Care of the Elderly 6

Total Associate’s Degree Credits
- General Education Credits 32
- Major and Core Credits 80

TOTAL AAS DEGREE CREDITS 112

This program is only offered at the Green Bay and Wausau campuses. SEE PAGE 39 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.

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

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

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

COMPUTER INFORMATION TECHNOLOGY

CERTIFICATE • DIPLOMA • AAS DEGREE

INFORMATION SYSTEMS MANAGEMENT CERTIFICATE
– COMPUTER INFORMATION TECHNOLOGY

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

TOTAL CERTIFICATE CREDITS 36*

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

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

INFORMATION SYSTEMS MANAGEMENT DIPLOMA
– COMPUTER INFORMATION TECHNOLOGY

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 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
LOWER DIVISION
English Composition (Required course) 4
English Composition Communication (Select 1 course) 3
Math/Natural Sciences (Select 1 course) 4

MAJOR AND CORE COURSES
LOWER DIVISION
B271 Professional Communication 4
B293 Business Ethics 4
N127 Microsoft Windows Workstations 3
N133 Networking Fundamentals 3
N145 Fundamentals of PC Hardware and Software 4
N228 Microsoft Windows Server 3
N290 Information Technology Capstone 2

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

TOTAL DIPLOMA CREDITS 71*

SEE PAGE 39 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 diploma seminar course. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

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

INFORMATION SYSTEMS MANAGEMENT ASSOCIATE’S DEGREE
– COMPUTER INFORMATION TECHNOLOGY

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
LOWER DIVISION
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 59
TOTAL AAS DEGREE CREDITS 91*

SEE PAGE 39 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 diploma seminar course. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

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

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

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

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

IN ADDITION TO ALL DIPLOMA COURSES

INFORMATION TECHNOLOGY MANAGEMENT

BS DEGREE

INFORMATION SYSTEMS MANAGEMENT

ASSOCIATE’S DEGREE - NETWORK ADMINISTRATION

CAREER OPPORTUNITIES:
- Network System Administrator

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

GENERAL EDUCATION COURSES
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 39 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 TO GRADUATE FROM AN ASSOCIATE’S DEGREE PROGRAM.

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

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INFORMATION 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
B351  Management of Information Systems  4
B370  Organizational Behavior Analysis  4
N306  Advanced Network Security  4
N307  Principles of Network Security  3
N312  Advanced Networking  4
N323  Asset Management  3
N331  Infrastructure Hardware  4
N342  Scripting  4
N359  Support Management  4
N362  Technical Writing  2
N370  Virtualization  4
N404  Cloud Computing  4
N411  Disaster Recovery  4
N422  Enterprise Application Support  4
N432  Information Technology Management Capstone  2
N443  Service Management  4
N458  Systems Monitoring  4
N466  Unified Communications and Mobile Computing  4

Total Bachelor’s Degree Credits
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 39 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

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
G124  English Composition
Math/Natural Sciences (Select 1 course)  4

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

IN ADDITION TO ALL DIPLOMA COURSES

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 AAS DEGREE CREDITS  90*

SEE PAGE 39 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.

INFORMATION SYSTEMS MANAGEMENT
ASSOCIATE’S DEGREE • NETWORK SECURITY

CAREER OPPORTUNITIES:
• Network Security Specialist

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
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 AAS DEGREE CREDITS  90*

SEE PAGE 39 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.

SEE PAGE 39 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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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
J320 Criminal Investigations  4
J325 Criminal Evidence  4
J326 Criminal Behavior: Profiling Violent Offenders  4
J331 Constitutional Law  4
J440 Special Offenders: Sex Offenders  4
N313 Introduction to Information Systems Security  3
N326 Legal and Security Issues  4
N332 Managing Risk for Information Systems  4
N343 Security Policies and Implementation  4
N363 Security Strategies for Web Apps and Social Networking  3
N409 Auditing Information Technology Infrastructure  4
N416 Access Controls, Authentication, and PKI  4
N420 Network Security and Cryptography  3
N423 Windows Security Strategies  4
N430 Computer Forensics  3
N437 Linux Security Strategies  4
N442 Hacker Techniques, Tools, and Applications  4
N459 ISS Capstone  3

Total Bachelor’s degree Credits
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 39 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

INFORMATION SYSTEMS MANAGEMENT
DIPLOMA – DATABASE ADMINISTRATION

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

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

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

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

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 39 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.
INFORMATION SYSTEMS MANAGEMENT  WEB PROGRAMMING

DIPLOMA • AAS DEGREE

CAREER OPPORTUNITIES:
• Web Developer

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

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

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

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

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

SEE PAGE 39 FOR GENERAL EDUCATION COURSE SELECTIONS.

ASSOCIATE’S DEGREE • AAS DEGREE

CAREER OPPORTUNITIES:
• Web Developer

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
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 39 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.
SOFTWARE APPLICATION DEVELOPMENT • CERTIFICATE • AS DEGREE
COMPUTER SCIENCE BS DEGREE

SOFTWARE APPLICATION DEVELOPMENT
CERTIFICATE

CAREER OPPORTUNITIES:

- Programmer Analyst
- Applications Developer
- Software Developer

OBJECTIVE:

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

GENERAL EDUCATION COURSES

LOWER DIVISION

Math/Natural Sciences (Required course) 5
G246 Advanced Algebra

MAJOR AND CORE COURSES

LOWER DIVISION

E242 Career Development 2
N137 Programming I 4
N142 Foundations of Software Design 3
N207 Programming II 4
N210 Introduction to Computer Systems 4
SD110 Discrete Structures for Computer Science 3
SD140 Mobile Application Development 3
SD225 Object-Oriented Programming 3
W109 Relational Databases 3
W114 Fundamentals of Programming 3
W210 Java I 3

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

TOTAL CERTIFICATE CREDITS 40

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

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

SOFTWARE APPLICATION DEVELOPMENT
ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:

- Programmer Analyst
- Applications Developer
- Computer Systems Analyst
- Software Developer

OBJECTIVE:

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

English Composition (Required course) 4
G124 English Composition
Communication ("Required course, select 1 additional course") 8
G126A English Composition 2*
Humanities ("Required course, select 2 additional courses") 12
G224 Introduction to Critical Thinking*
Math/Natural Sciences ("Required course, select 1 additional course") 8
G247 Introduction to Discrete Mathematics*
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

LOWER DIVISION

MH100 Precalculus 3
MH200 Calculus I 4
MH210 Calculus II 4

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

TOTAL AS DEGREE CREDITS 91

SEE PAGE 39 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
MH300  Applied Discrete Mathematics 4
MH310  Probability and Statistics 4
N303  Software Systems Principles 3
N304  Operating Systems Design 4
N322  Web Application Architecture and Design 4
N341  Software Systems Engineering 4
N358  Database Systems Design 4
N360  Mobile Platform Development 4
N361  Algorithm Analysis 4
N401  Artificial Intelligence 4
N402  Network Systems Design 4
N403  Advanced Mobile Application Development 3
N436  Simulation Analysis and Design 4
N461  Computer Graphics Programming 4
N471  Engineering Virtual Worlds 4
N480  Senior Computer Science Capstone 3

UNRESTRICTED UPPER DIVISION ELECTIVE CREDITS 4

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

TOTAL BS DEGREE CREDITS  180

SEE PAGE 39 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.
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
G124 English Composition Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences 8
(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 2 courses) 4
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES
LOWER DIVISION
D132 Computer Applications and Business Systems Concepts 3
E170 Introduction to Undergraduate Research 2
E242 Career Development 2
N137 Programming I 4
N138 Game Preproduction 4
N139 Game Design Theory I 4
N150 Technology’s Role in the 21st Century 2
N180 Math for Game and Simulation Production I 4
N205 Platform Design and Human-Computer Interaction 4
N206 Data Structures 4
N207 Programming II 4
N225 Interactive Storytelling 3
N266 Console Development 4
N276 Applied Game and Simulation Theory 4
N286 Math for Game and Simulation Production II 4
SD140 Mobile Application Development 3
SD225 Object-Oriented Programming 3
W114 Fundamentals of Programming 3
W210 Java I 3

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

Total Bachelor’s Degree 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*

* 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.
# General Education Course Selections

**All BS and AAS Degree Programs**

(Except Computer Science BS, Software Application Development AS, and Nursing AAS Program)

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
<th>UPPER DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Composition</strong></td>
<td><strong>Communication</strong></td>
</tr>
<tr>
<td>G124 English Composition</td>
<td>G124 Advanced Composition</td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
<td><strong>Humanities</strong></td>
</tr>
<tr>
<td>G125 Humanities</td>
<td>G125 English Composition*</td>
</tr>
<tr>
<td>G145 Film Appreciation</td>
<td>G145 Film Appreciation</td>
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<tr>
<td>G147 Art Appreciation</td>
<td>G147 Art Appreciation</td>
</tr>
<tr>
<td>G201 Creative Writing</td>
<td>G201 Creative Writing</td>
</tr>
<tr>
<td>G224 Introduction to Critical Thinking</td>
<td>G224 Introduction to Critical Thinking*</td>
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<tr>
<td>G230 Introduction to Literature</td>
<td>G230 Introduction to Literature</td>
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<tr>
<td>G238 Conversational Spanish</td>
<td>G238 Conversational Spanish</td>
</tr>
<tr>
<td><strong>Math/Natural Sciences</strong></td>
<td><strong>Math/Natural Sciences</strong></td>
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<tr>
<td>G152 Scientific Literacy</td>
<td>G152 Scientific Literacy</td>
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<tr>
<td>G180 General Education Mathematics</td>
<td>G180 General Education Mathematics</td>
</tr>
<tr>
<td>G215 Introduction to Human Biology</td>
<td>G215 Introduction to Human Biology</td>
</tr>
<tr>
<td>G233 College Algebra</td>
<td>G233 College Algebra</td>
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<tr>
<td><strong>Social Sciences</strong></td>
<td><strong>Social Sciences</strong></td>
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<tr>
<td>G142 Introduction to Sociology</td>
<td>G142 Introduction to Sociology</td>
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<tr>
<td>G146 Human Geography</td>
<td>G146 Human Geography</td>
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<tr>
<td>G148 General Psychology</td>
<td>G148 General Psychology</td>
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<tr>
<td>G149 Technology and Society</td>
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<tr>
<td>G200 Understanding Cultures</td>
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<tr>
<td>G203 Macroeconomics</td>
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<tr>
<td>G204 Microeconomics</td>
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<tr>
<td>G270 United States History: 1900 to the Present</td>
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</tbody>
</table>

**Upper Division**

<table>
<thead>
<tr>
<th><strong>Communication</strong></th>
<th><strong>Humanities</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>G232 Visual Communication in the Media</td>
<td>G330 American Literature</td>
</tr>
<tr>
<td>G332 Visual Communication in the Media</td>
<td>G335 Contemporary World Literature: 1900 to the Present</td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
<td><strong>Math/Natural Sciences</strong></td>
</tr>
<tr>
<td>G330 American Literature</td>
<td>G338 Visions of America Since 1945</td>
</tr>
<tr>
<td>G335 Contemporary World Literature: 1900 to the Present</td>
<td>G401 Comparative Politics</td>
</tr>
<tr>
<td>G435 Literature of American Minorities</td>
<td>G425 Work and Family</td>
</tr>
<tr>
<td>G440 Political Thought</td>
<td><strong>Social Sciences</strong></td>
</tr>
<tr>
<td><strong>Math/Natural Sciences</strong></td>
<td><strong>Social Sciences</strong></td>
</tr>
<tr>
<td>G328 Human Uses of the Environment</td>
<td>G333 American Religious History</td>
</tr>
<tr>
<td>G346 Physical Geography</td>
<td>G380 Visions of America Since 1945</td>
</tr>
<tr>
<td>G350 Conservation of Resources</td>
<td>G401 Comparative Politics</td>
</tr>
<tr>
<td>G434 Gender in Math and Science</td>
<td>G425 Work and Family</td>
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<tr>
<td><strong>Social Sciences</strong></td>
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</tr>
</tbody>
</table>

*Required courses

See specific course requirements on program pages.

## General Education Requirements for Rasmussen College Credentials

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

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

AS degree candidates 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.

## Professional Nursing AAS Degree Program

<table>
<thead>
<tr>
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<td>G270 United States History: 1900 to the Present</td>
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</tbody>
</table>

See specific course requirements on program pages.

## General Education Philosophy

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

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

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

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

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

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

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

In the area of Social Sciences, students will demonstrate understanding of the major concepts, issues, ideas and models in social science; methods of scientific inquiry as they affect social science; methods of qualitative and quantitative research; and/or how social, cultural, and political factors influence social and historical change.
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 or a lecture setting in which the student is instructed in the theory, principles, and history of an academic or vocational topic or concept. Students are expected to meet at least two hours of outside preparation for each hour of lecture instruction. Some lecture classes have additional time scheduled without additional charge to the student to provide for individualized coaching. Laboratory is a setting in which the student applies information and demonstrates tests, facts, 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 credit, subject to approval by the registrar or the student’s advisor. Internship (also externship or practicum) is program-related work experience with indirect instructor supervision and employer assessment, usually coupled with lecture sessions in which the workplace experience is discussed. Three hours of internship have the credit equivalency of one hour of lecture. The individual student’s performance and the necessary competencies may influence the number of clock hours necessary to complete an individual course. Prerequisites may be waived in unusual circumstances with written 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. A student is considered part-time when the student is taking less than 12 credits per term. A part-time student typically takes an average of 8 credits per term. To calculate program length, the College divides the total program credits by 12 for full-time students and by 8 for part-time students.

Credit Definition
Credit Hour – The unit by which Rasmussen College measures its coursework. A class period of 50 minutes is considered a credit hour. A credit hour is a unit of credit that normally requires approximately 50 minutes of classroom instruction or laboratory experience, or 100 minutes of self-study and assignments as well as 20 clock hours of the student’s own time in the course. Financial Accounting I and II require approximately 14 hours and 16 hours of study per week, respectively, to complete the course content. Financial Accounting I and II require approximately 16 hours and 20 hours of study per week, respectively, to complete the course content. Financial Accounting I and II require approximately 20 hours and 24 hours of study per week, respectively, to complete the course content.

How to Read Course Descriptions
Course descriptions numbers that fall below 100 are considered development courses. Course description numbers that range from 100-199 are generally considered to be freshman-level courses. Course description numbers that range from 200-299 are considered upper division courses that may function as sophomore-level or capstone courses. Course description numbers that range from 300-399 are considered junior-level courses. Course description numbers that range from 400-499 are considered senior-level courses. Course description numbers that range from 500-599 are considered upper division courses that may function as senior-level student requirements for a Bachelor’s degree.

Course Descriptions

E170 Introduction to Undergraduate Research / E242 Career Development
This course introduces students to the research process and provides an overview of career development. The course will cover topics such as research design, data collection, and ethical considerations in research.

A141 Financial Accounting I
40 hours, 4 credits
This course covers the fundamentals of financial accounting and the role of accounting information in decision making. Topics include financial statement analysis, ethical considerations, and the use of financial statement information in decision making.

A280 Accounting Capstone
20 hours, 2 credits
This course will integrate and apply the concepts and skills learned in the accounting program.

E212 Intermediate Financial Reporting I
40 hours, 4 credits
This course covers the preparation and presentation of financial statements, including balance sheets, income statements, and cash flow statements.

A400 CPA Exam Preparation
40 hours, 4 credits
This course prepares students for the CPA exam with focused review of key concepts and practice exams.

A322 Risk Management for Accountants
40 hours, 4 credits
This course covers risk management concepts and techniques for financial decision making.

A340 Advanced Auditing Concepts and Standards
40 hours, 4 credits
This course covers advanced auditing concepts and standards, including ethical considerations and the role of the auditor.

A360 Taxation of Individuals
40 hours, 4 credits
This course covers individual income taxation, including tax credits, deductions, and the preparation of individual income tax returns.

A370 Intermediate Financial Reporting I
40 hours, 4 credits
This course covers the preparation and presentation of financial statements, including balance sheets, income statements, and cash flow statements.

A375 Intermediate Financial Reporting II
40 hours, 4 credits
This course covers advanced accounting topics and the preparation of financial statements, including balance sheets, income statements, and cash flow statements.

A420 Accounting Information Systems
40 hours, 4 credits
This course covers the use of accounting systems and software, including database management and information technology implications.

Prerequisites
Courses marked with a “Prerequisite” note have specific requirements for enrollment. Students are encouraged to review the course catalog and consult with an academic advisor to determine the appropriate courses and prerequisites for their academic and career goals.
A430 International Accounting
40 hours, 4 credits
This course includes a study of the international dimension of financial reporting and analysis. It provides students with an overview of the accounting systems of multinational enterprises and the preparation and presentation of financial statements in different countries. Topics covered include international corporate taxation, transfer pricing, foreign currency translation, financial disclosure, and international accounting harmonization.
Prerequisite: Advanced Financial Accounting
A432 Accounting Fraud Investigation
40 hours, 4 credits
This course is a study of the internal audit principles, practices, and control evaluations that are utilized to ensure accountability, responsibility and ethical operations within an organization.
Prerequisite: Advanced Auditing Concepts and Standards
A440 Accounting Research Methods and Techniques
40 hours, 4 credits
In this course students learn accounting research tools and processes, how to conduct accounting research, and how to apply findings and results to solve business problems.
Prerequisites: Advanced Auditing Concepts and Standards; Taxation of Individuals; Intermediate Financial Reporting III
A490 Accounting Capstone II
40 hours, 4 credits
This course is a synthesis of the accounting business, and general education courses offered in the Accounting BS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, interpersonal communication and class presentation. Students have the opportunity to participate in an optional internship/externship project.
Prerequisite: Intended for student’s last quarter
B080 Reading and Writing Strategies
40 hours, 4 credits
This course develops students’ reading and writing skills in preparation for college-level coursework. Through review of grammar, punctuation, and the writing process, students will enhance their ability to compose sentences, paragraphs, and short essays. The study of active reading strategies will provide students with the tools necessary for comprehending collegiate-level texts. This course is taught in six-week sessions.
Prerequisite: Placement determined by Rasmussen College entrance placement exam score.
B087 Practical Math
40 hours, 4 credits
Mathematics is learned through communication. In this course, students will learn to communicate how problems are solved and how solving problems can be applied in real-world settings. Students will have opportunities to learn multiple problem solving strategies. This course also provides practice and skill problems. This course is taught in six-week sessions.
Prerequisite: Placement determined by Rasmussen College entrance placement exam score.
B119 Customer Service
40 hours, 4 credits
This course covers the basic concepts of essential communication skills needed in business to interact effectively with individuals and/or groups. Special areas of emphasis include solving problems, developing a customer service strategy, coping with challenging customers, increasing customer retention and surveying customer satisfaction.
Prerequisite: none
B136 Introduction to Business
40 hours, 4 credits
This course is a study of the characteristics and functions of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, analysis and any other activities related to general ownership and operation.
Prerequisite: none
B140 Sales Techniques
40 hours, 4 credits
An introductory course in sales emphasizing the principles and practices of a professional salesperson. Course focus is on the information, skills, and activities necessary for success in today’s marketplace.
Prerequisite: none
B146 Introduction to Entrepreneurship
40 hours, 4 credits
Students will learn the basic concepts of entrepreneurship. Through real-life case studies, students will examine entrepreneurship as a means to executing market opportunities. They will explore entrepreneurship for products and services across industries, sectors, markets, and regions. Students will also review the lifecycle of entrepreneurial business development.
Prerequisite: Introduction to Business
B155 Introduction to Human Resource Management
40 hours, 4 credits
This course is an introduction to the management and leadership of an organization’s human resources. It explores the importance of establishing or administering the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guidelines. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none
B216 Network Fundamentals for Business Professionals
40 hours, 3 credits
This course teaches the foundations of networks in a business context. The course covers Local Area Networks and Wide Area Networks and includes how communication is accomplished in those environments and how they are used to support business processes.
Prerequisite: Computer Applications and Business Systems Concepts
B220 Project Planning and Documentation
40 hours, 4 credits
This course encompasses timelines, deadlines, team-building, communication issues and problem solving. The course is set with predefined scenarios to assist with the identification of project roles and phases. The students work through related issues and produce a readymade or written format.
Prerequisite: none
B230 Search Engine Marketing
40 hours, 4 credits
This course combines a unique mix of business, writing, and technical skills as students develop an understanding of the basics of search marketing, a search marketing program, and the steps involved in the execution and tracking of success. This course will assist students in understanding the complexities and similarities of online marketing vehicles, paid marketing, organic marketing, and how to purchase online media for the purpose of creating a quality marketing mix.
Prerequisite: Internet Business Models and E-Commerce
B230 Principles of Finance
40 hours, 4 credits
This course is a study of financial institutions, investment techniques, and financial management. Students will examine acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure.
Prerequisite: Financial Accounting I
B232 Principles of Marketing
40 hours, 4 credits
This course serves as an introduction to the marketing concept, integrating seven key marketing perspectives. Topics include consumer buying behavior, business-to-business markets and organizational buying behavior, market research techniques, fundamental pricing concepts, marketing channels and logistics, integrated marketing communications, and marketing’s role in electronic commerce.
Prerequisite: none
B233 Principles of Management
40 hours, 4 credits
Students enrolled in this course will develop managerial skills and insights by studying management practices. In addition, they will develop an understanding of the manager/employee relationship and the legal and ethical issues that impact these relationships. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none
B234 Business Law
40 hours, 4 credits
This course presents fundamental principles of law applicable to business transactions. The course relates areas of legal environment of business and sales contracts. Principles of law that apply to government regulations, commercial paper, property, bailments, agency and business organizations are addressed.
Prerequisite: none
B235 Introduction to Organizational Leadership
40 hours, 4 credits
This course provides students with an opportunity to learn the fundamental theory and practical application of organizational leadership in the context of diversity. Emphasis is placed on a foundation in theoretical concepts and their practical applications to enable students to understand the chaotic and consistently changing world of organizations and help them develop their own skills to become effective leaders. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none
B240 Entrepreneurial Product and Service Planning
40 hours, 4 credits
Students will explore the ways in which products and services are developed. This course reviews 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 business 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
B244 Entrepreneurial Finance: Capitalization for the Entrepreneur
40 hours, 4 credits
Students will examine the ways in which entrepreneurial ventures are financed. They will explore how to raise both start-up and operating capital. Students will participate in a simulation designed to teach them the value of financial management and the practical use of tools such as profit and loss statements, balance sheets, income and cash flow statements.
Prerequisite: Principles of Finance
B245 Online Multimedia Marketing
40 hours, 4 credits
This course explores emerging and innovative business and marketing techniques such as weblogs and podcasting. In addition to investigating the newest communication tools, this course will also address creating and evaluating proposals, media purchasing and online public relations.
Prerequisite: Internet Business Models and E-Commerce
B250 Training and Development
40 hours, 4 credits
This course is a study of training and development fundamentals including how training relates to Human Resource Management and Human Resource Development, how internal and external factors influence employee behavior, and the role of adult learning in training. Students will examine how training needs are determined, best practices in developing and implementing training programs, and how to evaluate training efforts.
Prerequisite: Introduction to Human Resource Management
B267 Employment Law
40 hours, 4 credits
Students will develop an understanding of selected legal issues involved in human resource management. Legal issues to be addressed include: labor relations, 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
B268 Compensation and Benefits Management
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

2013 CATALOG AND STUDENT HANDBOOK

COURSE DESCRIPTIONS

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

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

B275 Call Center Customer Service Reps Effective Skills 40 hours, 4 credits
Considering the success of any call center rests in the hands of its Customer Service Representatives, it is critical that training, continual skills assessment and professional development opportunities are incorporated into the business cycle. This course will define the required skills for exemplar reps as well as discuss different assessment tools and skill-building techniques. Further, this course will also examine Customer Relationship Management (CRM) principles specific to call routing applications.
Prerequisite: none

B276 Call Center Labor Force Management 40 hours, 4 credits
This course provides an introduction to the influencing factors that may balance customer requirements and satisfaction while meeting budget margins critical to the overall success of the business. As such, this course will focus on the forecasting of labor force needs, staffing requests, understanding of daily service management requirements, and the benefits and barriers to the incorporation of automated software tools to assist in this process.
Prerequisite: none

B278 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 programs. Through case analysis, class discussion, and supervised field experience, students will synthesize and demonstrate understanding of core business concepts via completion of a Capstone project. Students have the opportunity to participate in an optional internship/externship project.
Prerequisite: Intended for last quarter of student’s program

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

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

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

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

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

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

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

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

B360 Operations Management 40 hours, 4 credits
In this course students examine the operations functions 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 techniques will be used for solving business problems.
Prerequisite: none

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

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

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

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

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

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

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

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

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

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

B433 Human Resource Recruitment and Selection 40 hours, 4 credits
This course introduces students to the basic principles and techniques of staffing the workplace. Students will analyze theories and strategies utilized in staffing, recruiting, and selection and performance assessment. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Principles of Management; Introduction to Human Resource Management
B434 Web Analytics
40 hours, 4 credits
This course teaches the fundamentals of how to use web analytics concepts, tools, and techniques to harness the power of an organization’s website to create measurable business value, increase customer retention, and build customer loyalty.
Prerequisite: Advanced Search Engine Marketing Strategies; Internet Business Models and E-Commerce

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

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

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

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

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

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

B492 Contemporary Leadership Challenges
40 hours, 4 credits
This seminar course examines current issues within the management field. This course is highly interactive in that both students and faculty are actively engaged in research, 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

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

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

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

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

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

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

E107 Introduction to Undergraduate Research
20 hours, 2 credits
This course provides a broad overview of information literacy concepts by introducing skills for locating, evaluating, and ethically using a variety of resources for a specific purpose. The course begins with the information cycle and the production of information, followed by the identification of a topic & research question, and the selection, evaluation and integration of sources into an annotated bibliography.
Prerequisite: none

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

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

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

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

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

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

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

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

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

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

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

EC200 Observation and Assessment in Early Childhood Education
40 hours, 4 credits
Students will explore effective strategies for observation and assessment in early childhood education. They will understand the observation, assessment, and planning cycle and its impact on promoting children’s development.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EC210 Infant and Toddler Development
40 hours, 4 credits
This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. This course will introduce the history and theory behind primary care, continuity of care, and respectful care as it relates to brain and attachment research. Students will explore ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical, and cognitive development.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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

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

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

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

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

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

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

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

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

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

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

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

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

EC255 For Children with Special Needs
20 hours, 2 credits
This course will focus on the dynamics of the family and the family’s influence on the growth and development of children. The history of family systems, child rearing, and parenting styles will be discussed. The course will explore issues that families of today face.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC256 English Language Learners
40 hours, 4 credits
This course will focus on the dynamics of the family and the family’s influence on the growth and development of children. The history of family systems, child rearing, and parenting styles will be discussed. The course will explore issues that families of today face.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

G124 Introduction to Sociology
40 hours, 4 credits
Students will explore how the industry is fostering a deeper appreciation and understanding of cultural literacy and the pursuit of humanitarian goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.
Prerequisite: none

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

G141 Introduction to Communication
40 hours, 4 credits
This course will introduce students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socioeconomic status, and gender influence communication. Students will focus on developing and analyzing 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

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

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

G146 Human Geography
40 hours, 4 credits
This course will introduce students to the systematic study of patterns and processes that have shaped human understanding, use, and alteration of Earth’s surface. Students will employ spatial concepts and landscape analysis to examine human social organization and its environmental consequences.
Prerequisite: none
G147 Art Appreciation
40 hours, 4 credits
This course is divided into thematic units each of which is based on an art medium (line, composition, color, etc.). Students will be introduced to the art of the ancient world and the Middle Ages, the arts of the Renaissance, the arts of the 17th, 18th, and 19th centuries, the art of this century, and many other lesser-known areas.

G148 General Psychology
40 hours, 4 credits
This course will provide students with a general understanding of the major theoretical perspectives and research areas that make up the field of psychology. The student will be introduced to the psychology of sensation and perception, learning and memory, motivation and emotion, normal and abnormal behavior, and research methods.

G150 Structure and Function of the Human Body
40 hours, 4 credits
This course provides an overview of the human body's major organ systems and describes the anatomy and physiology of those systems. The course will emphasize normal and abnormal functional states of the human body and will cover a general overview of the human body's major organ systems.

G200 Understanding Cultures
40 hours, 4 credits
This course is a comparative study of societies and cultures around the world and the cultures within the United States, focusing on the effects of ethnicity and race on African Americans, Latin 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.

G201 Creative Writing
40 hours, 4 credits
This course will enable students to develop the skills of creative writing. Writing assignments will involve the writing of poems, short stories, essays, and plays. Students will be encouraged to find their own writing style.

G202 Microeconomics
40 hours, 4 credits
This course will introduce students to the basics of microeconomics. The course will focus on the concepts of demand and supply, equilibrium, and price determination. Students will be expected to understand the basic economic principles and be able to apply them in real-world situations.

G217 Human Growth and Development
40 hours, 4 credits
This course will introduce students to the developmental stages of human growth and development. Students will be expected to understand the major stages of human growth and development, including prenatal development, infancy, childhood, adolescence, and adulthood.

G224 Introduction to Critical Thinking
40 hours, 4 credits
This course will introduce students to the process of critical thinking. Students will be expected to be able to analyze and evaluate arguments, and to identify assumptions and biases.

G227 Oral Communication
40 hours, 4 credits
This course will provide students with the skills and knowledge to communicate effectively in both productive and persuasive modes. The course will focus on the presentation of ideas and arguments in a clear and effective manner.

G230 Introduction to Literature
40 hours, 4 credits
This course will introduce students to the major literary genres and forms. Students will be expected to be able to analyze and interpret literary texts from a variety of cultural and historical contexts.

G233 College Algebra
40 hours, 4 credits
This course will provide students with an understanding of the algebraic concepts and techniques that are essential for success in college courses in the sciences, business, and other fields. Students will be expected to be able to solve linear and quadratic equations, as well as higher-order polynomial equations.

G239 Introduction to Astronomy
40 hours, 4 credits
This course will provide students with an understanding of the basic concepts and principles of astronomy. Students will be expected to be able to describe the structure and function of the universe, including the solar system, stars, and galaxies.

G242 American/U.S. National Government
40 hours, 4 credits
This course will provide students with an understanding of the American political system and the role of the individual in American government. Students will be expected to be able to analyze and evaluate political issues and policies.

G245 Introduction to Geology
40 hours, 4 credits
This course will introduce students to the study of the earth. Students will be expected to be able to understand the basics of plate tectonics, the formation of rocks and minerals, and the origin and evolution of the earth.

G246 Advanced Algebra
50 hours, 5 credits
This course will provide students with a comprehensive understanding of advanced algebraic concepts and techniques. Students will be expected to be able to solve complex equations and functions, as well as higher-order polynomial equations.

G250 Introduction to Human Biology
40 hours, 4 credits
This course will provide students with an understanding of the basic concepts and principles of human biology. Students will be expected to be able to describe the structure and function of the human body, including the nervous, cardiovascular, respiratory, digestive, and reproductive systems.

G252 Scientific Literacy
40 hours, 4 credits
This course will introduce students to the basic concepts and principles of scientific literacy. Students will be expected to be able to understand and evaluate scientific information from a variety of sources.

G253 Introduction to Psychology
40 hours, 4 credits
This course will provide students with an understanding of the major theories and research areas in psychology. Students will be expected to be able to understand and evaluate scientific evidence related to psychological concepts and issues.

G254 Introduction to Sociology
40 hours, 4 credits
This course will introduce students to the major theories and research areas in sociology. Students will be expected to be able to understand and evaluate scientific evidence related to sociological concepts and issues.

G255 Ethics and the Social Sciences
40 hours, 4 credits
This course will provide students with an understanding of the ethical issues that arise in the social sciences. Students will be expected to be able to analyze and evaluate ethical dilemmas that arise in social research and practice.

G256 Introduction to Philosophy
40 hours, 4 credits
This course will introduce students to the major theories and research areas in philosophy. Students will be expected to be able to understand and evaluate scientific evidence related to philosophical concepts and issues.

G257 American History
40 hours, 4 credits
This course will provide students with an understanding of the major events and trends in American history from 1865 to the present. Students will be expected to be able to analyze and evaluate historical sources and primary documents.

G258 Introduction to Economics
40 hours, 4 credits
This course will provide students with an understanding of the basic concepts and principles of economics. Students will be expected to be able to understand and evaluate economic data and trends.

G259 Introduction to Political Science
40 hours, 4 credits
This course will introduce students to the major theories and research areas in political science. Students will be expected to be able to understand and evaluate scientific evidence related to political concepts and issues.

G260 Introduction to Computer Science
40 hours, 4 credits
This course will provide students with an understanding of the basic concepts and principles of computer science. Students will be expected to be able to understand and evaluate scientific evidence related to computer science concepts and issues.

G261 Introduction to Marine Biology
40 hours, 4 credits
This course will provide students with an understanding of the basic concepts and principles of marine biology. Students will be expected to be able to understand and evaluate scientific evidence related to marine biology concepts and issues.

G262 Introduction to Environmental Science
40 hours, 4 credits
This course will provide students with an understanding of the basic concepts and principles of environmental science. Students will be expected to be able to understand and evaluate scientific evidence related to environmental science concepts and issues.

G263 Introduction to Geology
40 hours, 4 credits
This course will provide students with an understanding of the basic concepts and principles of geology. Students will be expected to be able to understand and evaluate scientific evidence related to geology concepts and issues.

G264 Introduction to Sociology
40 hours, 4 credits
This course will provide students with an understanding of the major theories and research areas in sociology. Students will be expected to be able to understand and evaluate scientific evidence related to sociological concepts and issues.

G265 Introduction to Philosophy
40 hours, 4 credits
This course will introduce students to the major theories and research areas in philosophy. Students will be expected to be able to understand and evaluate scientific evidence related to philosophical concepts and issues.

G266 Introduction to Political Science
40 hours, 4 credits
This course will introduce students to the major theories and research areas in political science. Students will be expected to be able to understand and evaluate scientific evidence related to political concepts and issues.

G267 Introduction to Computer Science
40 hours, 4 credits
This course will provide students with an understanding of the basic concepts and principles of computer science. Students will be expected to be able to understand and evaluate scientific evidence related to computer science concepts and issues.

G268 Introduction to Marine Biology
40 hours, 4 credits
This course will provide students with an understanding of the basic concepts and principles of marine biology. Students will be expected to be able to understand and evaluate scientific evidence related to marine biology concepts and issues.

G269 Introduction to Environmental Science
40 hours, 4 credits
This course will provide students with an understanding of the basic concepts and principles of environmental science. Students will be expected to be able to understand and evaluate scientific evidence related to environmental science concepts and issues.

G270 United States History: 1900 to the Present
40 hours, 4 credits
This course will provide students with an understanding of the major events and trends in American history from 1900 to the present. Students will be expected to be able to analyze and evaluate historical sources and primary documents.

G271 American Literature
40 hours, 4 credits
This course will provide students with an understanding of the major events and trends in American literature from 1865 to the present. Students will be expected to be able to analyze and evaluate literary texts from a variety of cultural and historical contexts.

G272 Modern American Literature
40 hours, 4 credits
This course will provide students with an understanding of the major events and trends in American literature from 1945 to the present. Students will be expected to be able to analyze and evaluate literary texts from a variety of cultural and historical contexts.

G273 World Literature
40 hours, 4 credits
This course will provide students with an understanding of the major events and trends in world literature from antiquity to the present. Students will be expected to be able to analyze and evaluate literary texts from a variety of cultural and historical contexts.

G274 Introduction to Visual Culture
40 hours, 4 credits
This course will provide students with an understanding of the major events and trends in visual culture from antiquity to the present. Students will be expected to be able to analyze and evaluate visual and written texts.

G275 Introduction to Film Studies
40 hours, 4 credits
This course will provide students with an understanding of the major events and trends in film studies from antiquity to the present. Students will be expected to be able to analyze and evaluate films.

G276 Introduction to Music Studies
40 hours, 4 credits
This course will provide students with an understanding of the major events and trends in music studies from antiquity to the present. Students will be expected to be able to analyze and evaluate musical compositions.
G332 Visual Communication in the Media
40 hours, 4 credits
This course examines how people understand their world through visual images. Students will examine how people visually gather, process, and interpret information presented through media sources. Prerequisite: none

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

G335 Contemporary World Literature: 1900 to the Present
40 hours, 4 credits
This course explores how authors from around the world have engaged with important themes and historical events throughout the twentieth century. In studying these texts, students will examine the interplay of fiction and history, the varieties of literary style, and the qualities that link as well as distinguish works from different cultures. Students will respond to texts critically in discussion and essays, as well as research critical evaluations of literary topics, authors, etc. Prerequisite: English Composition

G346 Physical Geography
40 hours, 4 credits
This course presents a study of the development and distribution of landforms, climates, minerals, soils and water resources. Interrelationships between the physical environment and regional patterns formed by these elements are analyzed against man’s utilization of them. Prerequisite: none

G350 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

G380 Visions of America Since 1945
40 hours, 4 credits
Since the end of World War II, popular culture has become an especially significant aspect of American history and an important element in many of our lives. Consequently, this course will explore the ways in which popular culture has represented and mediated conflicts and tensions post-World War II. Through this lens, issues of gender and family relationships, as well as class and racial politics, will be discussed. The dual role of television as a reflective and manipulative force in the new suburban family and the role Hollywood films reflect the role Hollywood films reflect the role Hollywood films reflect the role Hollywood films reflect the role of popular culture in American society will be discussed. The dual role of television as a reflective and manipulative force in the new suburban family and the role Hollywood films reflect the role Hollywood films reflect the role Hollywood films reflect the role Hollywood films reflect the role of popular culture in American society will be discussed.

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

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

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

G435 Literature of American Minorities
40 hours, 4 credits
This course introduces students to a variety of texts by American minority authors from the mid-19th century to the present. The central focus of this course will be the literary responses to social marginalization based on race/ethnicity, gender, national origin, sexuality, immigration status, and other factors. Students will study the effects of exclusionary and oppressive practices, both historical and present day, on writing and receptions of African American, Native American, and Chicano/Latino works.

G436 Foundations of Managed Care
40 hours, 4 credits
This course examines controversial issues surrounding the managed-care delivery system, focusing on theory and the foundational concepts of managed care. Prerequisite: Introduction to Healthcare Administration

G437 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 measurement techniques will be used in quality improvement will be explored. Prerequisite: Introduction to Healthcare Administration; Financial Accounting II

H150 Introduction to Healthcare Administration
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, health care marketing strategies, and the impact of regulatory agencies on the operation of healthcare facilities. Prerequisite: none

H151 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, health care marketing strategies, and the impact of regulatory agencies on the operation of healthcare facilities. Prerequisite: none

H300 Introduction to Healthcare Administration
40 hours, 4 credits
This course provides a study of current healthcare policy issues affecting the U.S. healthcare system and the policies that drive policy and planning of healthcare delivery. The influence of policymakers outside the healthcare industry and the various levels of government involved in policymaking will be examined. Economic theory, trends, and the future of healthcare will be explored. Prerequisite: Introduction to Healthcare Administration
H305 Health Information Management Systems
40 hours, 4 credits
A study of the various clinical, administrative, and specialty service applications used in healthcare organizations are emphasized. This course applies information systems development concepts and interprets the systems development life cycle. Existing and emerging healthcare information systems applications will also be explored. Prerequisite: Program Admission

H310 Applied Research in Health Information Management
40 hours, 4 credits
Students will complete a research project specific to HIM and will present their research to classmates in a seminar setting. This course will focus on the importance of research in the healthcare environment. Data analysis and presentation techniques will be used. Topics explored will include research process, research design and methods, and knowledge-based research techniques. Research protocol data management, and national guidelines regarding human subject’s research. Prerequisite: Healthcare Statistics

H420 Health Information Management Professional Practice Experience
120 hours, 4 credits
A 120-hour practical experience that focuses on the management of an HIM Department. This field experience will take place in a hospital or medical center setting supervised by a HIM Director or Supervisor. The experience will include operational and managerial experience in an administrative project that will benefit the clinical site. The instructor will work with the student to identify facilities that are available in the student’s area of interest and will establish an agreement with the facility if one does not exist. Prerequisite: Must be completed in the student’s final quarter

H430 Strategic Planning and Development
40 hours, 4 credits
An exploration of the principles of developing strategic and operational plans for facility-wide systems and how to assess organization-wide information needs. Students will develop strategies for analyzing and applying principles of organization behavior to facilitate team building, negotiation and change management. Strategic leadership, entrepreneurship, and benchmarking will be explored. Prerequisite: Program Admission

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

H450 Health Information Management Alternative Facility Professional Practice Experience
30 hours, 1 Credit
This course is a 30-hour practical experience that will provide a non-hospital environment of the student’s choice. This experience is designed to assist students in exploring the diversity of the health information profession. The experience will include health information-related shadowing, observation, and/or performance of tasks and must be approved by the instructor. The instructor will work with the student to identify facilities that are available in the student’s area of interest and will establish an agreement with the facility if one does not exist. Prerequisite: Must be completed in the student’s final quarter

HS100 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 as well as the stressors faced in the workplace. Comparisons of human services systems from a variety of countries will also be examined. Prerequisite: none

HS110 Cultural Diversity in Human Services
40 hours, 4 credits
This course will examine diversity in many communities and the cross-cultural service delivery. Intervention strategies are also explored. Specific client populations will be explored, with an understanding of what cultural, physical, and mental diversity is and why it is important. Special attention will be paid to working with people of both mental and physical disabilities. Those disabilities include, but are not limited to, mental retardation, autism, and Asperger’s Syndrome. Prerequisite: Introduction to Human Services

HS115 Introductory Strategies to Crisis Intervention
40 hours, 4 credits
This course next sets the foundation for students to develop the morals, ethics, and attitudes necessary to strategically help those in crisis situations. The values and ethics intrinsic to the human services profession will be explored, as well as developing interpersonal communication skills. Students will explore how human services professionals function as change agents and must therefore attain and develop a core of intervention knowledge, theory, and skills to effectively deal with people in crisis. The ability to create genuine and empathetic relationships with others is central to those entering the human services field. Intervention strategies are also explored. Prerequisite: Introduction to Human Services

HS250 Organization and Leadership in Human Services
40 hours, 4 credits
Working within a human services organization takes high morals, standards, and ethics. Through this course, students will consider the complexity of moral and ethical dilemmas in navigating and managing in the human service industry. Students will learn decision-making techniques to include the necessary components for an ethical reasoning process. In order to have a strong foundation of practice, students will learn how to build a strong ethical orientation through culture, climate, and structure. Prerequisites: Case Management; Strategies for Rehabilitation; Counseling Clients

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

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

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

HS294 Internship for Human Services
250 hours, 9 credits
Field experience is a key learning experience in a human services delivery organization. It is a process of experiential learning that integrates the knowledge, theory, skills, and professional behaviors that are concurrently being taught within the classroom. It is an integral part of the total educational process. Prerequisite: Students must be in their last quarter before graduation

HS295 Human Services Capstone
50 hours, 5 credits
This course will provide students with an opportunity to integrate the learning, skills, and knowledge from the Human Services program in the form of a Capstone Project. Contemporary issues and future trends will be analyzed. Prerequisite: Students must be in their last or second-to-last quarter

HUN220 Human Nutrition
40 hours, 4 credits
This course introduces the student to principles of nutrition and the role of nutrients in health and common alterations in health throughout the life cycle. An introduction to clinical nutrition is included to prepare the student to apply these principles to the individual, family, community, and clinical areas. Prerequisite: none

J100 Introduction to Criminal Justice
40 hours, 4 credits
An introductory course designed to provide students with a general foundation of knowledge in the criminal justice field. Course participants will explore the different components of the criminal justice system, their interrelationships, and the role of each in the criminal justice process. Students will examine the history of the individual for the contemporary American legal system, policing styles and the evolution of crime prevention, the structure of the judicial system and its professional participants for the common process through post conviction, corrections strategies for criminal offenders, and special considerations for juveniles in the criminal justice system. Prerequisite: none

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2013 CATALOG AND STUDENT HANDBOOK

COURSE DESCRIPTIONS

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J210 Criminology: Motives for Criminal Deviance 40 hours, 4 credits
This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. Included is an explanation of what crime is, what causes crime, and various techniques for measuring the amounts and characteristics of crime and criminals.
Prerequisite: none
J215 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
J220 Policing in America 40 hours, 4 credits
Students will examine the theoretical underpinnings of policing in the United States, including its historical roots, its current status, and the trends that will shape its future. They will explore the problems and solutions facing citizens, patrol officers, administrators, and agencies. They will also cover contemporary practices such as Community Oriented Policing, Problem Oriented Policing, and Directed Patrol. In investigating these topics, student will develop skills in critical thinking and problem solving. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice
J221 Case Management: Strategies for Rehabilitation 40 hours, 4 credits
Students will learn how to manage caseloads of clients, document casework, and use strategies for clients’ rehabilitation. They will learn how to write effective court reports, case entries, recommendations and violation summaries. Students will explore client-interview skills and motivation techniques. Examination of special populations of diverse clients, such as substance abusers and the mentally ill are reviewed.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services
J222 Crime Scene to Conviction: Critical Skills in Documentation 40 hours, 4 credits
Students will master the skills of both oral and written communication. They will 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
J230 Terrorism 40 hours, 4 credits
Students in this course will receive an in-depth overview of terrorism, both domestic and international. (This course is designed to provide students the necessary skills to recognize acts of terrorism and gain insight into terrorists’ perceptions and motivations.) The course will build on the causes and motives that drive terrorists, their methods of operation, and the impact of terrorism on the United States and abroad. Students will examine the necessary effort of planning preparedness within the governmental regulatory framework. Students will come to understand and appreciate the realities of community and the future disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism.
Prerequisite: Introduction to Criminal Justice
J231 Criminal Law and Procedures: Crime in the Courtroom 40 hours, 4 credits
This course provides an examination of substantive and procedural criminal law. Students are introduced to the Federal and State courts systems. The concepts of evidence sufficiency, standards of proof, and due process are examined. Statutory defense, mitigating factors and circumstances which may excuse criminal responsibility, and common law principles are examined. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice or Introduction to the Legal System.
J232 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 statues that govern law-enforcement duties and responsibilities. Students will also learn various laws and procedures that apply to specific populations like juveniles and domestic-violence victims.
Prerequisite: Policing in America
J236 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 statues that govern law-enforcement duties and responsibilities. Students will also learn various laws and procedures that apply to specific populations like juveniles and domestic-violence victims.
Prerequisite: Policing in America
J245 Security Challenges 40 hours, 4 credits
This course will examine the examination of the field of security and the security challenges faced in the current world situation. Both public and private security issues will be evaluated based on organization, law, and risk. Defense basics will be explored internally and externally. Specific threats to transportation, cargo, and information from terrorism will be reviewed. This course concludes with a critical look at the future of security.
Prerequisite: Introduction to Criminal Justice
J250 Drugs and Crime 40 hours, 4 credits
The course will focus on the physical, psychological, and sociological aspects of drug and alcohol abuse. Treatment and prevention of abuse will be explored. In addition, policy implications of drug use and the criminal justice system 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
J254 Security Challenges 40 hours, 4 credits
This course will examine the examination of the field of security and the security challenges faced in the current world situation. Both public and private security issues will be evaluated based on organization, law, and risk. Defense basics will be explored internally and externally. Specific threats to transportation, cargo, and information from terrorism will be reviewed. This course concludes with a critical look at the future of security.
Prerequisite: Introduction to Criminal Justice
J255 Ethics in Criminal Justice 40 hours, 4 credits
This course provides a strong theoretical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in criminal justice, but also of how sound moral decisions are made in response to them.
Prerequisites: Policing in America; Criminal Law and Procedures: Crime in the Courtroom
This course challenges students to examine the complexities of the Bill of Rights and the application of those rights to the criminal justice system. The analysis of case studies will allow students to apply criminal law and procedure to fieldwork examination of criminal-justice issues. Prerequisite: Criminal Law and Procedures; Crime and the Courtroom (except for students enrolled in the Cyber Security Program)

This course explores the importance of the victim affecting the criminal justice system. and practice of behavior and victimization racial and ethnic theories, and research point in the criminal justice process, from point J350 Cultural Diversity and Justice 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 challenges forensic psychologists face working with law enforcement, courts, and corrections. A psychological approach to person crime will be explored. Prerequisites: Criminal Behavior: Profiling Violent Offenders; General Psychology

J345 Special Populations in Criminal Justice 40 hours, 4 credits

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

J440 Special Offenders: Sex Offenders 40 hours, 4 credits

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

J445 Special Offenders: Serial Killers 40 hours, 4 credits

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

J453 Criminal Justice Seminar 50 hours, 5 credits

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

J457 Criminal Justice Senior Thesis 40 hours, 4 credits

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

J480 Criminal Justice Internship 250 hours, 9 credits

This course provides students with an opportunity to apply their learning through an internship experiencing the environment of group participation and public participation in professional criminal justice setting. During the internship experience, students will independently participate in discussion, journaling, and related coursework to integrate their academic and internship experiences. Prerequisite: Contemporary Issues in Criminal Justice; Employment in Criminal Justice should be in last or second-to-last quarter

J490 Critical Issues in Criminal Justice 40 hours, 4 credits

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

Prerequisite: Contemporary Issues in Criminal Justice

M100 Customer Service in Healthcare 10 hours, 1 credit

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

Prerequisite: none

M120 Medical Terminology 40 hours, 4 credits

This is a basic medical vocabulary-building course that 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 and 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

M121 Anatomy and Pharmacology for Coders 30 hours, 3 credits

This course provides an in-depth exploration of the medical terminology that will be used 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, sensor, cardiovascular, lymphatic, immune, and endocrine systems of the body, and most commonly prescribed drugs, and laboratory tests. The student will learn how to abstract key information from the health record to assist in improving physician documentation and to ensure all valid and accurate coding. Students will complete laboratory exercises coordinated with course content.

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

M130 Medical Writing, Style and Grammar 30 hours, 3 credits

A focused look at English grammar, punctuation and sentence structure that will help students to write 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. All words will be studied and practiced and a mandatory review will be mandatory.

Prerequisite: none

M31 ICD-9-CM Coding 40 hours, 4 credits

This course provides in-depth study of the International Classification of Diseases-Clinical Modification (ICD-CM) using exercises and health records to develop skill and accuracy in assigning codes in various health care settings. Students will complete ICD-9-CM coding guidelines appropriate to the coding situation and will cover diagnostic coding of all body systems. Use of common super system codes will be introduced as well as the use of registries and indices.

Prerequisite: Anatomy and Pharmacology for Coders; Pathophysiology

Prerequisite: Development of Communication 40 hours, 4 credits

This course provides an in-depth exploration of the medical terminology that will be used 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, sensor, cardiovascular, lymphatic, immune, and endocrine systems of the body, and most commonly prescribed drugs, and laboratory tests. The student will learn how to abstract key information from the health record to assist in improving physician documentation and to ensure all valid and accurate coding. Students will complete laboratory exercises coordinated with course content.

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

M130 Medical Writing, Style and Grammar 30 hours, 3 credits

A focused look at English grammar, punctuation and sentence structure that will help students to write 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. All words will be studied and practiced and a mandatory review will be mandatory.

Prerequisite: none

M31 ICD-9-CM Coding 40 hours, 4 credits

This course provides in-depth study of the International Classification of Diseases-Clinical Modification (ICD-CM) using exercises and health records to develop skill and accuracy in assigning codes in various health care settings. Students will complete ICD-9-CM coding guidelines appropriate to the coding situation and will cover diagnostic coding of all body systems. Use of common super system codes will be introduced as well as the use of registries and indices.

Prerequisite: Anatomy and Pharmacology for Coders; Pathophysiology
 COURSE DESCRIPTIONS

M132 ICD-PCS Coding
40 hours, 4 credits
This course provides in-depth study of the International Classification of Diseases-Procedure Coding System (ICD-PCS) using sample exercises and medical records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-PCS coding guidelines appropriate to the coding situation and will cover procedural coding of all body systems. Use of coding and grouper software will be used as well as the use of registries and indices.
Prerequisite: ICD-CM Coding
M133 ICD-Coding
30 hours, 3 credits
This course provides a thorough overview of the International Classification of Diseases (ICD) using sample exercises and medical records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems.
Prerequisite: Medical Terminology
Prerequisite or Co-requisite: Pathophysiology
M140 Basic ICD-9-CM Coding
40 hours, 4 credits
This course provides in-depth study of the International Classification of Diseases (ICD-9-CM) using sample exercises and medical records to develop skill and accuracy in assigning codes in various healthcare settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems.
Prerequisite: Medical Terminology
Pre- or Co-requisite: Pathophysiology
M140A Intermediate ICD-9-CM Coding
40 hours, 3 credits
This course is a continuation of Basic ICD-9-CM Coding with developmental practice to increase proficiency in coding with ICD-9-CM using patient records. Students will apply official coding guidelines and knowledge of common accepted payment methodologies to medical record coding. Use of coding and grouper software will be introduced as well as the use of registries and indices.
Prerequisite: Basic ICD-9-CM Coding
M141 Ambulatory Care Coding
40 hours, 3 credits
The emphasis in this course is medical coding in an ambulatory care setting. Students will develop an understanding of HCPCS coding with an emphasis on CPT. Pre-requisite: ICD-PCS Coding or ICD Coding
M201 Medical Transcription I
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.
Prerequisites: Medical Writing, Style and Grammar; Introduction to Medical Transcription; Medical Terminology; Keyboarding I
M202 Introduction to Medical Transcription
40 hours, 4 credits
An introduction to the profession of medical transcription and medical editing. Topics covered will include the medical transcription process and the skills needed as well as technology and equipment used, work scenarios and work stations, employer expectations, and the healthcare team in the patient’s care and professional associations. The student will explore the lifecycle of the patient record and how electronic health records impact the profession. Speech recognition and other technology will be presented along with resources that a medical transcriptionist will need to use on the job.
Prerequisite: Medical Terminology
Pre- or Co-requisite: Medical Writing, Style and Grammar
M208 Introduction to Health Information Management
40 hours, 4 credits
This course introduces the student to the history of the profession of the health information technician and the management of health information. Students learn about the organization of healthcare facilities, the members of the healthcare team that contribute to and use health information, and trends in the management of healthcare records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information.
Prerequisite: none
M209 Medical Insurance and Billing
40 hours, 3 credits
In this course students will receive an introduction to common 3rd party payers, insurance terminology, and medical billing. They will develop skills in insurance claim form completion and processing, and electronic claim submission, and will review introductory medical coding. They will also examine plan options, payer requirements, state and federal regulations, and abstracting of source documents.
Prerequisite: Medical Terminology
M211 Quality Analysis and Management
40 hours, 4 credits
This course covers quality improvement methodologies used in acute and long-term care, and the quality issues of health information services. This course includes data collection and application of healthcare statistics.
Prerequisites: Introduction to Health Information Management; Computer Applications and Business Systems Concepts
M214 Medical Transcription
60 hours, 3 credits
The student will transcribe medical reports of medical specialties from CD-ROM, edit medical reports generated by speech recognition from various specialties, and apply knowledge of medical terminology, anatomy, and physiology to the transcription and editing process. 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
M218 Management of Health Information Services
40 hours, 4 credits
The study of management, supervision, and human resource practices with application to health information service departments in various healthcare settings. Students will learn how to measure and manage productivity of HIM staff and explore the HIM management role in relationship to other hospital departments.
Pre- or Co-requisite: Introduction to Health Information Management
M229 Healthcare Information Technologies
40 hours, 4 credits
This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines.
Prerequisites: Introduction to Health Information Management; Computer Applications and Business Systems Concepts
M230 Medical Law and Ethics
40 hours, 4 credits
A study of the United States legal system and various healthcare professions and laws. Focus is on the structure, nature, causes, and consequences of law and the ethical implications of specialized healthcare laws.
Prerequisite: Human Anatomy and Physiology I or Structure and Function of the Human Body
M243 Health Information Law and Ethics
40 hours, 4 credits
A study of the impact of the United States legal system and various healthcare regulations and ethics on the health information management environment. Fraud and abuse, patient privacy and confidentiality, protected health information, release of information, and professional practice law and ethics will be covered.
Prerequisite: none
M251 Medical Coding Practicum
30 hours, 1 credit
This course offers a simulated practical experience utilizing medical records and coding software in an online setting under the direction of a Coding instructor.
Pre-Co-requisite: Ambulatory Care Coding
M252 Health Information Practicum
60 hours, 2 credits
A simulated practical experience exploring a virtual hospital and clinical and using software and practical simulation assignments to experience real-world situations within HIM departments and other hospital departments. The practicum allows students to gain experience as a health information technician in a simulated healthcare work setting, and is essential to training and certification.
Prerequisites: Health Information Law and Ethics; Healthcare Information Technologies; Quality Analysis and Management
M270 Electronic Health Records
60 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 guidelines for releasing health information; and effective oral and written communication skills.
Prerequisite: Medical Terminology
M290 Medical Administration Capstone
30 hours, 1 credit
This capstone class is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administrative, and medical office management skills.
Prerequisite: Medical Administration student must be in last or second-to-last quarter
MA102 Introduction to Medical Assisting
40 hours, 3 credits
This course is designed to provide students with a thorough understanding of the Medical Assisting profession and the skills necessary to be successful both in the Medical Assisting program and profession. During this course, students will complete a Programmatic Orientation and be exposed to basic Medical Assisting skills such as professionalism, vital signs and CPR/First Aid.
Prerequisite: none
MA110 Clinical Skills I
60 hours, 4 credits
In this course students will begin their study of the essential 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, 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
MA135 Pharmacology for the Allied Health Professional
40 hours, 4 credits
This course is designed for a variety of allied health programs requiring an understanding of pharmacology. It attempts to present a basic rationale for understanding current drug therapy. This course presents drugs according to their therapeutic applications. Pertinent physiology and related diseases are reviewed before the pharmacology of the drug is presented. The approach by body system in this course serves to provide the necessary background information and refresh the student’s memory of previously learned medical through a rational therapeutic action of the drugs can be clearly understood.
Prerequisites: Medical Terminology; Human Anatomy and Physiology I, or Structure and Function of the Human Body
MA145 Clinical Skills II
60 hours, 4 credits
Students will continue their study of the essential and basic core of back-office medical assisting skills. They will master knowledge and skills including patient examination and assessment, performing electrocardiography, performing venipuncture, performing medication administration, minor surgical procedures, procedures for medical emergencies, first aid and CPR, and behaviors influencing health. They will also learn basic steps for finding employment and advancing in their careers. Students will follow applied-learning approaches to all skill development and performance objectives.
Prerequisite: Clinical Skills I
Pre-Co-requisite: Structure and Function of the Human Body
MA225 Laboratory Skills for Medical Assisting
60 hours, 4 credits
In this course students will study medical laboratory procedures and techniques that are significant to medical and laboratory 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.
Prerequisite: Clinical Skills II
Pre-Co-requisite: Pathophysiology
MA241 Human Anatomy and Physiology I
60 hours, 4 credits
In this course students will begin their study of the structure and function of the human body. They will examine topics including basic chemistry and cell biology, tissues, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body, and the medical assistant profession. Students will complete laboratory exercises coordinated with course content including microscopic observation, experimental study of anatomical models, and dissection activities.
Prerequisite: Introduction to Human Biology (except for students enrolled in the Medical Assisting program)
MA242 Human Anatomy and Physiology I

60 hours, 5 credits

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

Prerequisite: Human Anatomy and Physiology I

MA265 Medical Assistant Externship

240 hours, 8 credits

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

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

MA285 Medical Assistant Externship

40 hours, 2 credits

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

Prerequisite: none

Co-requisite: Medical Assisting Externship

MCB 201 Introduction to Microbiology

70 hours, 5 credits

This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism; replication, growth; genetics, mutations, and autoimmunity; a survey of bacteria, viruses, algae, fungi, protozoa and helminthes; interactions with and impact of microbes on humans, including mechanisms of pathogenicity.

Prerequisite: none

MH100 Pre-calculus

40 hours, 3 credits

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

Prerequisite: Advanced Algebra

MH200 Calculus I

40 hours, 4 credits

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

Prerequisite: Pre-calculus

MH210 Calculus II

40 hours, 4 credits

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

Prerequisite: Calculus I

MH300 Applied Discrete Mathematics

40 hours, 4 credits

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

Prerequisite: Introduction to Discrete Mathematics; Calculus II

MH310 Probability and Statistics

40 hours, 4 credits

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

Prerequisite: Introduction to Discrete Mathematics

ML100 Introduction to Clinical Laboratory Science

40 hours, 3 credits

An introduction to laboratory medicine and the profession of clinical laboratory science. This course will emphasize professionalism, laboratory safety, and routine laboratory procedures including quality control and lab math.

Prerequisite: Program Admission

ML150 Clinical Chemistry I

40 hours, 3 credits

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

Prerequisite: Introduction to Clinical Laboratory Science

Co-requisites: Human Anatomy and Physiology I; and College Algebra

ML151 Hematology 140 hours, 3 credits

Introduction to the theory and practical application of routine and special hematology procedures. Presents red-blood-cell, hematopoiesis, and associated diseases. The student laboratory focuses on identifying normal and abnormal red-blood-cell morphology and the evaluation of stained blood smears.

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

ML152 Urinalysis

40 hours, 3 credits

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

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

ML153 Clinical Microbiology

40 hours, 3 credits

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

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

ML201 Clinical Chemistry II

60 hours, 4 credits

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

Prerequisite: Clinical Chemistry I

ML202 Hematology II

60 hours, 4 credits

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

Prerequisite: Hematology I

ML203 Immunology

40 hours, 3 credits

Basic immunology and serologic concepts will be presented with an emphasis on selected infectious diseases and autoimmune disease. Includes theory of immunological and serologic procedures will also be presented.

Prerequisite: Human Anatomy and Physiology I

ML205 Immunohematology

40 hours, 3 credits

An introduction to the fundamentals of the immune system and the principles of genetics as they apply to blood group inheritance and blood banking procedures. Includes donor selection, blood collection, blood component processing and administration of blood components. Utilizes a student laboratory for experiences in routine blood banking procedures.

Prerequisites: Hematology I; Immunology

ML206 Clinical Microbiology II

60 hours, 4 credits

Expanding on concepts learned in Clinical Microbiology I, this course provides further instruction in basic microbiology with emphasis placed on viruses, fungi and parasites. Epidemiology and infection control will be introduced. A student laboratory will be utilized for experiences in fundamental microbiology techniques.

Prerequisite: Clinical Microbiology I

ML291 Clinical Practicum I

240 hours, 8 credits

Students will perform in supervised clinical rotations of the clinical chemistry, microbiology, urinalysis, hematology, blood bank, phlebotomy, and specimen collection departments of the clinical affiliate. Approval of campus coordinator; completion of all coursework required by clinical affiliate

Prerequisite: Clinical Practicum I

N127 Microsoft Windows Workstations

40 hours, 3 credits

This course provides students with the knowledge and skills necessary to install and configure a Windows Workstation. The course gives the student the ability to provide technical support to a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs. Further, the course helps prepare students to take the Microsoft Certified Technology Specialist Exam.

Prerequisites: Fundamentals of PC Hardware and Software

N133 Networking Fundamentals

40 hours, 3 credits

This course has been designed to teach the foundations of networking. The course covers Local Area Networks and Wide Area Networks and how communications are accomplished in those environments. Students will learn the different Protocols used in networking. The course will cover the existing networking devices and both Wired 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

N136 Operating Systems Fundamentals

60 hours, 4 credits

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

Prerequisite: none

N137 Programming I

60 hours, 4 credits

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

Prerequisite: Object-Oriented Programming

N138 Game Preproduction

40 hours, 4 credits

This course has been designed to teach you the fundamental philosophies of game design and apply them in a hands-on manner using a step-by-step process that develops problem solving strategies. This course exists to provide the practical resources needed to build a firm understanding of game development from a production standpoint. In additon, the information this course provides is a grounded study for any real life application where inspiration must combine with practical knowledge and application to create a marketable product.

Prerequisite: Game Design Theory I

N139 Game Design Theory I

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040 hours, 4 credits
This course focuses on 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 era of playing games, and the cultural, technical, and social aspects of games.
Prerequisite: none

N140 Logic and Troubleshooting
40 hours, 4 credits
This course introduces students with a thorough understanding of the process, tools, and techniques to efficiently diagnose computer hardware and software issues and failures. Throughout the analysis of topics, 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 accurately determine the proper course of action to correct the failure issues/attacks.
Prerequisite: none

N141 Networking Security
40 hours, 3 credits
This course introduces students to general security concepts, including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. Students will learn to create secure communications for remote access, e-mail, the Web, directory and file transfer, and wireless data. They will understand the concepts of physical security and disaster recovery. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the topics and materials. Further, this course helps prepare students to take the CompTIA Security+ exam.
Prerequisite: Networking Fundamentals

N142 Foundations of Software Design
40 hours, 3 credits
This course introduces students to fundamental aspects of programming as it is related to proper software design concepts. Students will gain an understanding of how computer programming techniques are applied in solving a variety of problems. Topics will include variables, procedural abstraction realizing hardware, conditional, and loops, and data types. The course will also provide students with an understanding of software engineering by having them write small but useful computer programs using pseudo-code as well as a high-level programming language.
Prerequisite: none

N145 Fundamentals of PC Hardware and Software
60 hours, 4 credits
In this course, students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and the software used to support the hardware. Additional topics covered include the relationship between computer hardware and software, computer networks and peripherals, virus protection, disaster recovery, and maintenance planning. Finally, the student will learn about and conduct the responsibilities of a professional PC technician. To reinforce the material in this course, the instructor will assign directed hands-on projects to be performed in a physical or remote lab setting. This course helps prepare students to take both parts of the A+ certification exam. Each student will assemble a computer using prescribed parts and materials.
Prerequisite: Logic and Troubleshooting

N150 Technology’s Role in the 21st Century
20 hours, 2 credits
This course provides a broad overview of major technology trends and developments in the late 20th and 21st centuries along with their cultural, economic, and societal impacts. Topics to be included are the uses of technology tools in science, industry, education, and the arts. Categories such as communications, computing, and the quality of life will be explored as students review the scope of and application of technology within the context of everyday life.
Prerequisite: none

N180 Math for Game and Simulation Production I
40 hours, 4 credits
This course introduces the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, set up, configure, utilize, maintain and troubleshoot Windows Active Directory. To reinforce the material in this course the instructor will assign directed hands on projects to be performed in a lab setting. This course helps prepare students to take the Microsoft Certified Technology Specialist exam.
Prerequisite: Mathematics I

N180 Programming I
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++. This course will also include a brief look at C++ can start to be utilized in game programs.
Prerequisite: Programming I

N208 Linux Administration
40 hours, 3 credits
This course is designed to introduce the Linux operating system. The students will learn how to install, configure, maintain, administer, and use programming features of the Linux operating system. Students will learn how to download and install source application from the Internet, run Windows emulation, and apply Linux in the enterprise network environment. This course uses a combination of reading, lecture, Internet-based research, and lab work to reinforce the material. Further, this course helps prepare students to take an industry accepted Linux+ certification exam.
Prerequisite: Fundamentals of PC Hardware and Software

N225 Interactive Storytelling
40 hours, 3 credits
This course explores the integration of storytelling and interactivity. From the fundamentals of creating stories to the integration of game technology, students will write and build worlds where story interacts with game structure. Subjects will include narrative, myths and the hero’s journey, chatterbots and MUDs, exposition and dialogue trees, spatial narratives and storieslines, and a range of interactive storytelling methodologies from campfires to LARPis and text adventures.
Prerequisite: Game Preproduction

N210 Introduction to Computer Systems
400 hours, 4 credits
This course introduces the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, set up, configure, utilize, maintain and troubleshoot Windows Active Directory. To reinforce the material in this course the instructor will assign directed hands on projects to be performed in a lab setting. This course helps prepare students to take the Microsoft Certified Technology Specialist exam.

N235 Cisco Networking Fundamentals and Routing
40 hours, 3 credits
This course introduces students with a thorough understanding of software and 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

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

N237 Business Intelligence Reporting
40 hours, 3 credits
This course introduces students to a detailed examination of the systems-wide perspective of information security. They begin with the strategic planning process for security, which includes an examination of the business intelligence and staffing functions necessary to organize and administer ongoing security functions in an organization. Course subjects include security practices, security architecture and models, continuity planning and disaster recovery planning.
Prerequisite: Networking Security

N239 Microsoft Windows Server
40 hours, 3 credits
This course introduces students with the knowledge and skills necessary to install and configure Windows Servers and perform post-installation and day-to-day administrative tasks. The course gives the student the background needed to provide technical support for Windows Servers. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the material covered. Further, the course helps prepare students to take the Microsoft Certified Technology Specialist exam.

N243 Microsoft Exchange Server
30 hours, 3 credits
This course introduces students with a thorough understanding of Microsoft Exchange Server 2016. 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 systems approach to single game programmer to determine what modifications and changes need to be made as games become part of the game libraries for different vendors.
Prerequisite: Programming II

N273 Business Intelligence Reporting
40 hours, 3 credits
This course introduces students with a thorough understanding of Microsoft Exchange Server 2016. 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 systems approach to single 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

N275 Managing Information Security
30 hours, 3 credits
This course introduces students with a thorough understanding of Microsoft Exchange Server 2016. 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 systems approach to single 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

N276 Console Development
60 hours, 3 credits
This course introduces students with a thorough understanding of Microsoft Exchange Server 2016. 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 systems approach to single 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

N289 Advanced Game and Simulation Production I
40 hours, 3 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++. This course will also include a brief look at C++ can start to be utilized in game programs.
Prerequisite: Programming I

N324 Microsoft Exchange Server
40 hours, 3 credits
This course introduces students with a thorough understanding of Microsoft Exchange Server 2016. 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 systems approach to single 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

N325 Networking Fundamentals and Routing
40 hours, 3 credits
This course provides students with a thorough understanding of software and 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
N304 Operating Systems Design
40 hours, 4 credits
This course covers the applications for and the development of simulation from game-like “Sim”s to educational and military simulations. This course combines reading and critical thinking skills with hands-on development of simulations with a 3D game engine. Students will study the theory behind the production of different types of simulations and apply them to create applications in games and simulations.
Prerequisite: Platform Design and Human-Computer Interaction

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

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

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

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

N303 Software Systems Principles
40 hours, 3 credits
This course provides a historical perspective of programming languages and their development. Students will study techniques of language translation including lexical analysis, grammar, syntax, and parsers. Topics include the structure and functionality of modern operating system software with an emphasis on concurrent process execution, process scheduling, communication, and API services. The design and development of programs using dedicated OS features is also considered.
Prerequisite: Introduction to Computer Systems

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

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

N306 Advanced Network Security
50 hours, 4 credits
This course provides a detailed examination of network security topics 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 Network Fundamentals and Routing; Principles of Network Security

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

N310 The Study of Animation
60 hours, 4 credits
This course is intended for students with an animation/multimedia background, who want to understand how animation works, from basic theory to execution. The students will develop a sense of observation and timing as it relates to animation, and they will study motion through watching actual animation pieces as well as taking part in exercises that demonstrate animation in action. This course also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development, and dramatic structure.
Prerequisite: none

N311 Game and Simulation Lighting Techniques
60 hours, 4 credits
This course provides an introduction to 3D programming, with an emphasis on using real-time renderers. The fundamentals of game and simulation lighting are covered along with how to do the shader programming to achieve realistic “looks” in games. 3D lighting, texturing, alpha blending, and stenciling are covered in detail in this course.
Prerequisite: Graphics Development with OpenGL

N312 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 Frame Relay), Wireless and IOS.
Prerequisite: Virtualization

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

N315 Flash Animation
60 hours, 4 credits
This course is an introduction to Macromedia’s Flash. The course will cover the basics of Flash importing, creating and editing vector graphics and creating simple animations, creating interactive elements and adding 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, buttons and linking and output.
Prerequisite: Multimedia Technologies

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

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

N323 Asset Management
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

N324 Portfolio, Package and Publish
40 hours, 4 credits
This course focuses on the process and tasks necessary for game and simulation-specific employment including research and resumes, contacts and connections, and the important document portfolio. Students will learn how to develop an industry-specific resume, how to best present their skills in a portfolio, and how to package themselves as a top candidate for a position. Students will create a polished resume and cover letter and learn networking skills for their area of interest in game or simulation production.
Prerequisite: Multiplayer Game Programming

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

N326 Legal and Security Issues
40 hours, 4 credits
This course offers an overview of the legal processes involved in implementing and maintaining an E-commerce website. In addition, this course examines the security issues involved in maintaining a web or intranet internet site and potentials for misuse.
Prerequisite: none

N330 MIS Techniques
40 hours, 3 credits
This course is an introduction to computer use required of users and developers of management information systems. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Computer Applications and Business Concepts

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

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

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

N340 Information Technology Project Management
40 hours, 4 credits
This course introduces students to the processes of project planning from the early stages of brainstorming through project planning including creating project plans, resource management, and implementation, along with the basics of writing project proposals. Students will learn to select appropriate planning techniques and software. Students will plan and propose a project appropriate to their fields of study.
Prerequisite: Computer Applications and Business Concepts

N341 Software Systems Engineering
50 hours, 4 credits
This course introduces students to the implementation of software systems at a high level with an emphasis on rigorous algorithm development and test suites. The course introduces systems design and design tradeoffs related to resource management, system architecture capabilities, and hardware and software interfaces. Students are also exposed to requirements analysis and the techniques to develop a functional system from specified requirements.
Prerequisite: Algorithm Analysis
N342 Scripting
50 hours, 4 credits
This course is designed to teach students basic scripting skills that can be used to automate administration tasks and reporting. Topics will include an introduction to programming structures like variables, decisions, loops, arguments, and functions. Students will work with examples of Shell, VB, Perl and TCL scripts and examine cases involving Linux, Windows and Cisco IOS automation through scripting.
Prerequisites: Cisco Networking Fundamentals and Routing, Linux Administration, Windows Active Directory
N343 Security Policies and Implementation
40 hours, 4 credits
This course includes a discussion on security policies that can be used to help protect and maintain a network, such as password policy, e-mail policy, and internet policy. The issues include organizational behavior and crisis management.
Prerequisite: none
N345 Advanced HTML Coding with CSS
60 hours, 4 credits
This class covers advanced elements of webpage creation using 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 creating effective, functional sites. We will also explore the availability of tools for site management, validation and accessibility checks.
Prerequisite: Fundamentals of Web Authoring and Design
N346 Practical Game Development
60 hours, 4 credits
This course approaches the study of computer games from different viewpoints. First is an example of media that can be analyzed and critiqued for their thematic elements, formal structure, plot and interactive appreciation. The next step is a study of complex software subjects to technology constraints and the product of a professional design and implementation process. The last is a study of behaviors and associations comparable to other popular art forms. Students will study the principle of game design and use them both to analyze existing games and to develop their own original game ideas.
Prerequisite: Artificial Intelligence
N350 Concept Development for Digital Media
40 hours, 4 credits
This course is concerned with problem-solving, research, and presentation skills for multimedia projects. Brainstorming, narrative, storyboarding, animation, pre-visualization, and transitions are all explored. Sketches, source imagery, and audio are developed to effectively communicate ideas for time-based media. Documentation techniques are employed to chart progress with character and scene design, as well as cameras and lighting.
Prerequisite: none
N355 Game Planning and Development Strategies
60 hours, 4 credits
In this course students will cover the planning of the game and simulation development process from high-level design to low-level implementation. The course touches on topics covered in previous courses, including graphics, development of assets and the asset pipeline, interface design, and artificial intelligence to bring the simulation to life. The students will collaborate in teams and develop a game development methodologies. The process of developing a game or simulation will be covered from the essential design and development documents through quality assurance testing, including the risks and benefits of different types of iterative development cycles.
Prerequisite: Game Audio Assets
N358 Database Systems Design
50 hours, 4 credits
In this course, students will learn how to develop and deploy a relational database management system (RDBMS) as a software application. Students will explore relations and tables as well as how to modify the relations with commands such as insert, update, and delete. Students will also understand the role and importance of primary and foreign keys in creating relational database structures.
Prerequisite: Relational Databases
N359 Support Management
40 hours, 4 credits
This course is designed to introduce students to the Information Technology Infrastructure Library (ITIL) public framework of best practices in support management. Topics include incident and problem management, configuration and change management, and help desk management. Students will design a knowledge base for tracking, and trending problems so that solutions can be implemented proactively to prevent problems and improve customer satisfaction.
Prerequisite: Customer Service
N360 Mobile Platform Development
60 hours, 4 credits
As more devices become smaller and more mobile, the need to have games to entertain users in downtime increases. This course looks at how to create games for mobile platforms using a systematic approach. The Java programming language is utilized in creating these games. How to use audio in video and video is also addressed along with considering factors such as user inputs involved in playing the game.
Prerequisite: Programming II
N361 Algorithm Analysis
40 hours, 4 credits
This course provides a detailed exploration of algorithm design and analysis, including greedy algorithms, divide and conquer, dynamic programming, and backtracking. Students will gain experience with searching and sorting techniques in practical applications. The course will emphasize the verification and analysis of time space complexity within a software design framework.
Prerequisites: Programming II; Probability and Statistics
N362 Technical Writing
20 hours, 2 credits
This course is designed to teach students best practices in authoring technical documentation. Topics include targeting your audience, organization, glossaries, appropriate use of graphics, tables, lists, wikis, and online publishing. Students will be able to determine when and how to write a white paper, and will understand the pros and cons of various online documentation portals.
Prerequisite: English Composition
N363 Security Strategies for Web Apps and Social Networking
40 hours, 3 credits
This course addresses how the internet and web-based applications have transformed the way businesses, organizations, and people communicate. With this information came new risks, threats, and vulnerabilities for web-based applications and the people who use them. This course presents security strategies to mitigate the risk associated with web applications and social networking.
Prerequisite: none
N370 Virtualization
50 hours, 4 credits
This course offers an in-depth study of current virtualization technologies and discusses strategies and approaches for virtualization of servers, clients and applications. Topics include vSwitch, distributed virtual switching (DVS), server-side vs. client-side desktop virtualization (SCB & VDI) and virtual appliances. Students will gain hands-on experience with deploying and managing virtual systems and applications.
Prerequisite: Networking Fundamentals
N401 Artificial Intelligence
50 hours, 4 credits
Students will learn how techniques in Artificial Intelligence (AI) can be utilized to allow software applications to mimic human or intelligent behavior in a variety of contexts ranging from expert systems to computer-controlled game opponents. Students will be exposed to topics such as natural language processing and parsers, problem solving algorithms, and knowledge representations. The implications of the intelligent agent paradigm as it relates to common sense and creativity will also be explored.
Prerequisite: Programming II
N402 Network Systems Design
50 hours, 4 credits
This course offers the study of the technology, network architecture and topologies, and software used by systems of network-connected computers. Topics include data transmission, local area network architectures, network protocols, distributed systems, security, and network applications such as email, various transport protocols, and 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 System Design
N403 Advanced Mobile Application Development
40 hours, 3 credits
Building upon the topics covered in Mobile Application Development, this course provides students with instruction in the creation of more complex applications and programs. Students will learn how to use the Dalvik virtual machine as a platform to develop Android applications. Additionally, students will understand the differences in developing applications in a wide range of vertical industries including healthcare, science, and entertainment.
Prerequisite: Mobile Application Development
N404 Cloud Computing
40 hours, 4 credits
This course offers an in-depth study of current cloud computing technologies and services. Topics include cloud networking, cloud bridging, virtualization of application delivery controllers (ADC’s) and WAN optimization controllers (WOC’s), data center network design considerations, and emerging technologies like Edge Virtual Bridging (EVB). Students will be required to conduct research, read case studies, and develop and propose a strategy for implementing cloud computing to address specific business needs.
Prerequisite: Virtualization
N405 Advanced Applications of Digital and Experimental Art
60 hours, 4 credits
In this course, students will combine their knowledge of art techniques with the psychology of art reception to develop art projects aimed at producing specific reactions. Students will experiment with different elements of art, including shape, form, light, color, and movement, and use techniques including digital photography and imaging. In addition, students will learn to analyze mainstream graphic-design projects in terms of their intended effects, and to use their analyses to produce experimental art projects. The course builds upon traditional and digital visual-art skills learned in previous courses to create imaginative solutions to digital problems.
Prerequisite: Advanced Methods of Computer Graphics
N409 Auditing Information Technology Infrastructure
40 hours, 4 credits
This course covers the principles, the approaches, and the methodology in auditing information systems to ensure the processes and the procedures are in compliance with pertinent laws and regulatory provisions especially in the context of information systems security (ISS).
Prerequisite: none
N411 Disaster Recovery
40 hours, 3 credits
This course covers essential 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
N412 Access Controls, Authentication, and PKI
60 hours, 4 credits
This course is designed to teach students how to perform a risk assessment and develop a disaster recovery strategy that aligns with business needs and priorities. Topics include disaster prevention, systems backup and recovery strategies, hot/warm/cold site strategies, and documentation and testing of recovery procedures.
Prerequisite: Service Management
N415 Digital Effects Creation
60 hours, 4 credits
This course focuses on the use and application of digital effects in production and advanced computer-aided animation production. Learn professional methods of controlling digital and video representation, and 3D effects. Master the digital workflow by compositing footage, digital imagery and CG. Topics include virtual cinematography, morphing, lighting, rendering, particle effects, dynamics, camera properties, motion tracking, and filters.
Prerequisite: Polygon Modeling
N416 Access Controls, Authentication, and PKI
40 hours, 4 credits
This course introduces the concept of access control to information systems and applications. Access, authentication, and accounting for end-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
NM110 Drawing Design and Art Theory
40 hours, 3 credits
This course introduces the fundamentals of drawing through five elements of art (line, space, value, form and texture). A series of exercises and assignments focuses on various applications involving form, lighting, perspective, figure drawing and historical studies.
Prerequisite: Color Theory and Techniques

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

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

NM115 Networking and Internet Technologies
40 hours, 3 credits
This course provides students with a practical understanding of the structure and operation of the Internet, including various communications and data-transfer protocols and the application of computer software such as network models and topologies as well as a range of security considerations. Students will be able to demonstrate proficiency in working with the Internet as a useful repository of desired information.
Prerequisite: none

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

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

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

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

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

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

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

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

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

NM261 Server Side Scripting
40 hours, 3 credits
This course focuses on dynamic interactive websites from a multimedia perspective. Emphasis is on data driven pages, interactivity through client side scripting, dynamic web content and database access through server side scripting.
Prerequisites: Dynamic Content Management, Fundamentals of Web Authoring and Design

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

NM272 Multimedia Technologies
40 hours, 3 credits
This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Digital Media Production

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

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

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

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

NU290 Leadership in Nursing
120 hours, 6 credits
This course provides students with the key components of nursing leadership and is designed to assist the graduating student in transitioning to the role of a registered nurse. Emphasis is placed on working as a member of the healthcare team, client care management concepts, delegation of photo, and responsibilities of the registered nurse are stressed.
Prerequisite: Student must be in final or next-to-last quarter

NUR110 Introduction to Professional Nursing
40 hours, 4 credits
This course provides a foundation for the nursing program. It introduces the student to the history and practice of nursing, including the standards of nursing practice. The course is introduced and used as an approach to nursing care with emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security and mobility. Critical thinking as embodied in the nursing process is emphasized and the concept of the nurse as the provider of care, manager of care and member of the nursing profession is incorporated into the course content.
Prerequisite: Admission to the Nursing Program

NUR114 Comprehensive Pharmacology
60 hours, 4 credits
This course introduces the student to the basic pharmacologic concepts and principles related to the safe administration of therapeutic agents by nurses to clients of all ages. It is designed to facilitate the student’s understanding of the mechanisms of drug actions and provide a safe approach to drug administration. Students learn major drug classifications and selected prototypes along with principles and techniques of safe, effective administration of drugs & other therapeutic agents, drug interactions, legal responsibilities and nursing considerations for specific drugs affecting all body systems. By the end of the course, students must apply computation skills to demonstrate administration of drugs without error in order to successfully pass the course and progress in the nursing program.
Prerequisite: Admission to the Nursing Program
NUR120 Adult Medical/Surgical Nursing I
100 hours, 6 credits
This course utilizes the nursing process to examine areas of medical surgical nursing in adult populations. Students review conditions at the cellular level, the integumentary, gastrointestinal and musculoskeletal systems. Additionally, students learn about concepts of pain, loss and grieving and peri-operative nursing care. Students will apply the nursing process utilizing critical thinking skills when planning the care of clients. Students will formulate nursing diagnoses, demonstrate knowledge of nursing implications of treatment regimens and demonstrate the ability to communicate and collaborate accurately and effectively with members of the healthcare team.
Prerequisite: Introduction to Professional Nursing

NUR220 Adult Medical Surgical Nursing II
100 hours, 6 credits
This course continues the medical-surgical topics previously covered. It is comprised of theory and clinical components. Content covered includes issues in the cardiac, respiratory, musculoskeletal, neuro-sensory, and endocrine systems. Additionally students learn about concepts of pain, emergency and perioperative nursing while focusing on the pathophysiology, diagnostic procedures, nursing interventions, and patient teaching while using the nursing process as a framework.
Prerequisites: Adult Medical Nursing I; Clinical Nursing Skills I

NUR225 Clinical Nursing Skills II
70 hours, 5 credits
This course is a continuation of Clinical Nursing Skills II and is comprised of theory and laboratory components. Students develop advanced psychomotor skills used by the professional nurse: IV therapy modalities, working with clients with compromised respiratory systems, cardiac monitoring and complex wound issues.
Prerequisite: Clinical Nursing Skills I

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

NUR250 Nursing Care of the Elderly
100 hours, 6 credits
This course provides students with the health related challenges associated with aging and caring for the geriatric client, utilizing the nursing process. Physical, psychological and social aspects of caring for this growing population in our society are studied. Common medications and safety concerns are included in the course content.
Prerequisite: Critical Thinking in Nursing

PB105 Phlebotomy
40 hours, 3 credits
Skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin punctures, butterfly needles, blood cultures and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing and accessioning. Utilizes a student laboratory for experiences in basic phlebotomy procedures.
Prerequisite: none

PL100 Introduction to Law and the Legal System
40 hours, 4 credits
Students will examine the American legal system from a variety of perspectives. They will survey topics including essential history, the working structure of government, issues of court procedure, and specific legal concepts. In addition, they will investigate the role of the paralegal in the legal system, and the impact of legal ethics on the paralegal. Paralegals will learn to conduct legal research, learn to prepare a legal brief, and will learn the process of fact finding.
Prerequisite: none

PL121 Civil Litigation and Procedure I
40 hours, 4 credits
Students will examine the lawyers and paralegal's roles in handling civil cases and the means by which the objectives of litigation may be achieved. Strategy and mechanics of civil procedure will be explored in depth, and students will be required to prepare complaints, motions, and answers.
Prerequisite: Introduction to Law and the Legal System

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

PL142 Contracts: Managing Legal Relationships
40 hours, 4 credits
This course will provide students with a practical approach to the law of contracts. The class discussions and assignments will include analyzing contracts, breach of contracts, and the remedies provided for a breach of contract.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate PL145 Paralegal Ethics
40 hours, 4 credits
This course provides a strong theoretical and practical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in paralegal studies, but also how to resolve these issues with sound moral decisions and professional practices.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate

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

PL216 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 as corporate owners will be examined. Corporate documents and corporate formalities will be discussed.
Prerequisite: Introduction to Law and the Legal System

PL217 Law Office Technology: Cyberspace and the Paralegal Profession
40 hours, 4 credits
This course will provide students an overview of 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

PL228 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 classroom discussions, projects and supervised library research, 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

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

PL235 Legal Research
40 hours, 4 credits
This course introduces the Legal Research process for paralegals. An overview of legal sources, 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 encyclopedias, treatises, and state specific practice books. Students will develop skills such as legal application, analysis, and synthesis skills by identifying and classifying the best sources that apply to legal problems. Students will understand the relevance of sources for specific problems and critically evaluate the level of authority of various legal sources.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate

PL240 Legal Writing
40 hours, 4 credits
After examining the sources of law and the structure of the federal and state court systems, student will be introduced at case 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 their findings to different potential readers, including clients, attorneys in an office, trial court judges, and appellate panel judges. Analysis and preparation of high level legal content as well as formatting, citation rules, and other items needed for writing in this field will be developed. Students will organize and schedule their activities to the legal research process. Students will develop an understanding of the paralegal role based, formatting and structural content. This content includes items such as tables of cases and other authorities, a table of contents, structure of the case, argument, and conclusion.
Prerequisites: Legal Research; English Composition

PL280 Paralegal Capstone
50 hours, 5 credits
This course will provide students with an opportunity to integrate 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 “paperless office” methods will be practiced.
Prerequisite or Co-requisite: Law Office Technology: Cyberspace and the Paralegal Profession; Students must be in their last or second-to-last quarter.

PL290 Paralegal Internship
130 hours, 5 credits
This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship.
Prerequisite: Students must be enrolled in their last or second-to-last quarter

PL295 Paralegal Internship Seminar
20 hours, 1 credit
This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship.
PT105 Introduction to Pharmacy
40 hours, 3 credits
An introduction to the technician’s role in pharmacy practice. The student will gain a basic knowledge of pharmacy 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

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

PT125 Pharmacy Software/Insurance Billing
40 hours, 3 credits
This course introduces the student to the keyboard and basic formatting for business documents. An objective of 25 wpm on five-minute timed writings with five or fewer errors is the course goal.
Prerequisite: none

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

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

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

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

S215 Object-Oriented Programming
40 hours, 3 credits
This course will provide students with an understanding of the basic concepts of object-oriented programming, including encapsulation, inheritance, and polymorphism. Students will explore the uses of class templates as well as their attributes, behaviors, and the methods that can be applied to them. Programs will be developed and implemented utilizing the java programming language.
Prerequisite: Fundamentals of Programming

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

W125 Introduction to Visual Basic
40 hours, 3 credits
The students who take this course will learn to create basic applications using Visual Basic .NET. It covers language basics and program structure. Topics include graphical interface design and development, control properties, event-driven procedures, variables, scope, expressions, operators, functions, decision-making structures, looping structures, and database access files.
Prerequisite: Fundamentals of Programming
The information below details our student completion rate, our College-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

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

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

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

<table>
<thead>
<tr>
<th>SCHOOL OF BUSINESS</th>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Placement Rate (%)</th>
<th>Wisconsin Tuition and Fees</th>
<th>Wisconsin Books and Supplies</th>
<th>Room and Board</th>
<th>Total Cost</th>
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</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Bachelor's</td>
<td>13-2011, 13-2031</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<tr>
<td>Accounting</td>
<td>Diploma</td>
<td>43-3021</td>
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<td>NA*</td>
<td>NA*</td>
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<tr>
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<td>88%</td>
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<td>$0</td>
<td>$0</td>
<td>$27,807</td>
</tr>
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<td>Business Management–Call Center Management</td>
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<td>88%</td>
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<td>$0</td>
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</tr>
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<td>Business Management–Child Development</td>
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<td>88%</td>
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<tr>
<td>Business Management–Entrepreneurship</td>
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<td>88%</td>
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</tr>
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<td>Business Management–Human Resource</td>
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<td>88%</td>
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<td>$0</td>
<td>$27,807</td>
</tr>
<tr>
<td>Business Management–Internet Marketing</td>
<td>Associate's</td>
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<td>30%</td>
<td>88%</td>
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<td>$27,807</td>
</tr>
<tr>
<td>Business Management–Marketing and Sales</td>
<td>Associate's</td>
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<td>88%</td>
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<tr>
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<td>91%</td>
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<td>$54,418</td>
</tr>
<tr>
<td>Business Management–Internet Marketing</td>
<td>Bachelor's</td>
<td>11-2021</td>
<td>88%</td>
<td>91%</td>
<td>$36,902</td>
<td>$0</td>
<td>$0</td>
<td>$54,418</td>
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<tr>
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<td>Certificate</td>
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<td>NA*</td>
<td>NA*</td>
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<tr>
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<td>Diploma</td>
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<td>NA*</td>
<td>NA*</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>$27,807</td>
</tr>
<tr>
<td>Human Resources and Organizational Leadership</td>
<td>Diploma</td>
<td>13-1071, 13-1151, 13-1141</td>
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<td>NA*</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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</tr>
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<td>Marketing</td>
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<td>NA*</td>
<td>NA*</td>
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<tr>
<td>Public Accounting</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$69,069</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/3ID
3. Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans)
4. Median loan debt for completers from private educational loans
5. Median amount that completers owe to Rasmussen College upon graduation
6. Total cost of room and board is not applicable at Rasmussen College
7. Total cost of room and board is not applicable at Rasmussen College
8. Wisconsin Tuition and fees will be charged $395 per credit, bringing the total Tuition and Fees for the HIT program to $35,550.
9. Wisconsin Books and Supplies will be charged $395 per credit, bringing the total Tuition and Fees for the HIT program to $35,550.

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### Student Investment Disclosure Information

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<table>
<thead>
<tr>
<th>SCHOOL OF DESIGN</th>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)1</th>
<th>Rasmussen Placement Rate (%)2</th>
<th>Federal Stafford Loans3</th>
<th>Private Loans4</th>
<th>Institutional Loans5</th>
<th>Wisconsin Tuition and Fees6</th>
<th>Wisconsin Books and Supplies7</th>
<th>Room and Board8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Design and Animation</td>
<td>Bachelor's</td>
<td>27-1014</td>
<td>92%</td>
<td>100%</td>
<td>$31,033</td>
<td>NA*</td>
<td>NA*</td>
<td>$54,119</td>
<td>$7,650</td>
<td>$0</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>
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<td>$0</td>
<td>$0</td>
<td>$27,807</td>
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<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>
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<td>$0</td>
<td>$0</td>
<td>$27,807</td>
<td>$4,200</td>
<td>$0</td>
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### SCHOOL OF EDUCATION

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)1</th>
<th>Rasmussen Placement Rate (%)2</th>
<th>Federal Stafford Loans3</th>
<th>Private Loans4</th>
<th>Institutional Loans5</th>
<th>Wisconsin Tuition and Fees6</th>
<th>Wisconsin Books and Supplies7</th>
<th>Room and Board8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Education–Child and Family Studies Associate's</td>
<td>25-2011, 25-9041</td>
<td>66%</td>
<td>98%</td>
<td>$18,861</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,450</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education–Child Development Associate's</td>
<td>25-2011, 25-9041</td>
<td>66%</td>
<td>98%</td>
<td>$18,861</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,450</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education–Child with Special Needs Associate's</td>
<td>25-2011, 25-9041</td>
<td>66%</td>
<td>98%</td>
<td>$18,861</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,450</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education–English Language Learner Associate's</td>
<td>25-2011, 25-9041</td>
<td>66%</td>
<td>98%</td>
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<td>$0</td>
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<td>$3,450</td>
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<tr>
<td>Early Childhood Education Certificate</td>
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<tr>
<td>Early Childhood Education–Child and Family Studies Diploma</td>
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<td>NA*</td>
<td>100%</td>
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<td>NA*</td>
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<tr>
<td>Early Childhood Education–Child Development Diploma</td>
<td>25-2011, 25-9041</td>
<td>NA*</td>
<td>NA*</td>
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<td>NA*</td>
<td>NA*</td>
<td>$20,631</td>
<td>$2,700</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education–Child with Special Needs Diploma</td>
<td>25-2011, 25-9041</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,631</td>
<td>$2,700</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education–English Language Learner Diploma</td>
<td>25-2011, 25-9041</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,631</td>
<td>$2,700</td>
<td>$0</td>
</tr>
</tbody>
</table>

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

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

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### SCHOOL OF HEALTH SCIENCES

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loan$</th>
<th>Private Loan$</th>
<th>Institutional Loan$</th>
<th>Wisconsin Tuition and Fees</th>
<th>Wisconsin Books and Supplies</th>
<th>Room and Board$</th>
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<tbody>
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<td>Health Information Management</td>
<td>Bachelor’s</td>
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<td>NA*</td>
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<tr>
<td>Medical Billing and Coding</td>
<td>Certificate</td>
<td>29-2071</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$11,960</td>
<td>$1,800</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>Diploma</td>
<td>29-2071</td>
<td>0.0%</td>
<td>75%</td>
<td>NA*</td>
<td>$0</td>
<td>$16,744</td>
<td>$2,100</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Laboratory Technician</td>
<td>Associate’s</td>
<td>29-2012</td>
<td>84%</td>
<td>91%</td>
<td>$27,931</td>
<td>$0</td>
<td>$33,189</td>
<td>$3,900</td>
<td>$0</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Associate’s</td>
<td>29-2052, 31-9095</td>
<td>56%</td>
<td>75%</td>
<td>$22,034</td>
<td>NA*</td>
<td>$26,910</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Certificate</td>
<td>29-2052, 31-9095</td>
<td>55%</td>
<td>90%</td>
<td>$11,294</td>
<td>$0</td>
<td>$13,156</td>
<td>$1,800</td>
<td>$0</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Diploma</td>
<td>29-2052, 31-9095</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,930</td>
<td>$2,850</td>
<td>$0</td>
</tr>
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</table>

### SCHOOL OF JUSTICE STUDIES

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loan$</th>
<th>Private Loan$</th>
<th>Institutional Loan$</th>
<th>Wisconsin Tuition and Fees</th>
<th>Wisconsin Books and Supplies</th>
<th>Room and Board$</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>$27,209</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice–Homeland Security</td>
<td>Associate’s</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
<td>$24,653</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice–Law Enforcement</td>
<td>Associate’s</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
<td>$24,653</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice–Psychology</td>
<td>Associate’s</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
<td>$24,653</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice–Client Services / Corrections</td>
<td>Bachelor’s</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
<td>$53,820</td>
<td>$6,900</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice–Criminal Offenders</td>
<td>Bachelor’s</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
<td>$53,820</td>
<td>$6,900</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice–Homeland Security</td>
<td>Bachelor’s</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
<td>$53,820</td>
<td>$6,900</td>
<td>$0</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>$53,820</td>
<td>$6,900</td>
<td>$0</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>$26,910</td>
<td>$3,450</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>$11,382</td>
<td>$1,500</td>
<td>$0</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>$22,126</td>
<td>$2,850</td>
<td>$0</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>$28,106</td>
<td>$3,750</td>
<td>$0</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>$18,239</td>
<td>$2,400</td>
<td>$0</td>
</tr>
</tbody>
</table>

### SCHOOL OF NURSING

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loan$</th>
<th>Private Loan$</th>
<th>Institutional Loan$</th>
<th>Wisconsin Tuition and Fees</th>
<th>Wisconsin Books and Supplies</th>
<th>Room and Board$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Nursing</td>
<td>Associate’s</td>
<td>29-1141</td>
<td>86%</td>
<td>95%</td>
<td>$21,848</td>
<td>NA*</td>
<td>$44,240</td>
<td>$3,600</td>
<td>$0</td>
</tr>
</tbody>
</table>
The information below details our student completion rate, our College-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

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

### Loans and Financial Aid

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

### Tuition and Fees

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

<table>
<thead>
<tr>
<th>SCHOOL OF TECHNOLOGY</th>
<th>Degree Level</th>
<th>SOC Code*</th>
<th>On-Time Completion Rate (%)1</th>
<th>Rasmussen Placement Rate (%)2</th>
<th>Federal Student Loans3</th>
<th>Private Loans4</th>
<th>Institutional Loans5</th>
<th>Wisconsin Tuition and Fees</th>
<th>Wisconsin Books and Supplies</th>
<th>Room and Board6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science</td>
<td>Bachelor's</td>
<td>11-3021, 15-1133, 15-1131</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$53,820</td>
<td>$7,200</td>
<td>$0</td>
</tr>
<tr>
<td>Cyber Security</td>
<td>Bachelor's</td>
<td>15-1142</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$54,119</td>
<td>$7,500</td>
<td>$0</td>
</tr>
<tr>
<td>Game and Simulation Programming</td>
<td>Bachelor's</td>
<td>15-1199</td>
<td>NA*</td>
<td>67%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$53,820</td>
<td>$7,200</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management–Network Security</td>
<td>Associate's</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
<td>83%</td>
<td>$26,136</td>
<td>$0</td>
<td>$0</td>
<td>$26,910</td>
<td>$2,600</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management–Computer Information Technology</td>
<td>Associate's</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
<td>83%</td>
<td>$26,136</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,900</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management–Database Administration</td>
<td>Associate's</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
<td>83%</td>
<td>$26,136</td>
<td>$0</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,750</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management–Database Administration</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$19,734</td>
<td>$2,850</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management–Network Administration</td>
<td>Associate's</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
<td>83%</td>
<td>$26,186</td>
<td>$0</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,900</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management–Network Administration</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$19,734</td>
<td>$3,000</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management–Web Programming</td>
<td>Associate's</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
<td>83%</td>
<td>$26,186</td>
<td>$0</td>
<td>$0</td>
<td>$27,508</td>
<td>$4,200</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management–Web Programming</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,332</td>
<td>$3,150</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management–Computer Information Technology</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$21,229</td>
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</tr>
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<td>Information Systems Management–Computer Information Technology</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$10,764</td>
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<td>$0</td>
</tr>
<tr>
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<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$19,734</td>
<td>$3,000</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management</td>
<td>Bachelor's</td>
<td>15-1152, 15-1142, 15-1179</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$53,820</td>
<td>$7,500</td>
<td>$0</td>
</tr>
<tr>
<td>Software Application Development</td>
<td>Associate's</td>
<td>15-1021, 15-1132</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$27,209</td>
<td>$3,750</td>
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</tr>
<tr>
<td>Software Application Development</td>
<td>Certificate</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$11,960</td>
<td>$1,800</td>
<td>$0</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

Rasmussen College Admissions

Nondiscrimination Policy

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

Student Definition

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

College Acceptance or Rejection of Application for Admission

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

- Completed application form and enrollment agreement
- An attestation of high school graduation or equivalency. If any information provided on the attestation is found to be false, the student will be subject to immediate dismissal from the College, all credits will be invalidated and any financial aid will have to be repaid.
- For students completing the application process October 1, 2012 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 first attempt. The following students are exempt from the College Experience Course requirement: graduates of Rasmussen College within the last two years; Early Honors program and Individual Progress students and re-entry students who have already successfully completed the College Experience Course. Early Honors program and Individual Progress students will be required to successfully complete the College Experience Course.

- All financial arrangements are complete, submitted, and verified.
- For selected programs, applicants must also pass a criminal background check. See additional information.
- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.

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

- Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
- TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
- Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that you are or expect to be a full-time student pursuing a degree at Rasmussen College; (2) you meet our admissions requirements; (3) you proved to us that you have enough financial resources to study and live in the U.S. without working illegally or suffering from poverty.
- In addition to all other admissions requirements, students must be at least 16 years old to enroll at Rasmussen College.

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

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

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

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

A C A D E M I C I N F O R M AT I O N A N D C O L L E G E P O L I C I E S

2013 CATALOG AND STUDENT HANDBOOK
Entrance Assessment

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

In the spirit of this learning-focused approach to assessment, academic assessment at Rasmussen College appeals to the mission’s component of lifelong learning. Among the purposes included in the seminar courses, but there may be some variation from this depending on course sequencing or other scheduled courses that are required for a student’s program completion.

• Students must complete the sophomore seminar in their quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

• Students must complete the junior seminar in their quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

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

Re-Entry Policy

Students may re-enroll in certificate or diploma programs one time, Associate’s degree programs two times, and Bachelor’s degree programs up to four times, unless the Dean, Campus Director, or Director of Student Affairs determines that mitigating circumstances exist. Any student who withdraws from classes after the first week of the initial quarter of attendance and then elects to return in a subsequent quarter is defined as a re-enter. Re-entering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. For the calculation of SAT/ACT, re-entering students are treated as new students. A re-entering student is defined as having no academic progress toward a degree, and must meet progress requirements. Re-entering students, regardless of time away from the College, must successfully complete the College Experience Course or have a record of successfully completing the College Experience Course as part of the acceptance process for returning to the College. All re-entering students must comply with all other college acceptance criteria as outlined in the current catalog before being accepted into the College as a re-enter. Determination of whether a student is eligible to re-enroll is based on the criteria below. A student will be allowed to start the enrollment Process and re-enter if the student meets the following criteria: all other enrollment qualifications are met at the time of reentry; the student is in good academic standing as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of the most recent withdrawal; the student has no outstanding balance owed to the College; and the student has successfully completed any required Foundation Writing courses or placed into Reading and Writing Strategies previously or through re-test, and has a previous good background check.

A re-entry process will be initiated for a student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of the re-entry request and/or has an outstanding balance with the College or has not met the foundations course requirements at the time of the request. As part of the re-entry process the student will be required to submit a re-entry letter following the Re-entry Process Guidelines. The re-entry request will either be approved or denied based on a review of the student’s current academic standing at the time of withdrawal, financial status and progress to date with Rasmussen College. The information provided in the re-entry letter. A complete description and the requirements of the re-entry application process is available through the Campus Registrar.

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

Admissions Requirements

Background Checks

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

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

• Business Management: Child Development Specialization
• Criminal Justice
• Early Childhood Education
• Fire Science
• Health Information Management
• 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:

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

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

• Law Enforcement
• Law Enforcement Academic
• Law Enforcement Skills

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

• Practical Nursing
• Professional Nursing
• Professional Nursing: Mobility Degree

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

General Criminal and FDLE Background Check Process

A student enrolling in any of the general criminal or FDLE background check designated programs must complete a Background Release Form, as well as a Background Check Attestation. Campuses will be notified directly of applicants whose background check results are clear. If the background check reveals a potential problem, the College will review the applicant’s background to determine whether the applicant is eligible to start the program. If the 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 criminal background check reveal a potential problem.

A student receiving a MDHS yellow letter may contact the background check firm directly to dispute the information contained in the background check. Within seven days of sending the pre-adverse action letter the College will send the student an adverse action letter indicating the action to be taken. The Director of Admissions will contact the applicant to explain the options available.

If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The College will review the appeal and make a decision. A student whose appeal has been denied has the right to request one request for reconsideration of their appeal, but must provide evidence of any pertinent information to support such a request for reconsideration.

Minnesota Department of Human Services Background Check Process

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

A student enrolling in a program that requires a criminal background check reveals a potential problem.

A student receiving a MDHS yellow letter may contact the background check firm directly to dispute the information contained in the background check. Within seven days of sending the pre-adverse action letter the College will send the student an adverse action letter indicating the action to be taken. The Director of Admissions will contact the applicant to explain the options available.

If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The College will review the appeal and make a decision. A student whose appeal has been denied has the right to request one request for reconsideration of their appeal, but must provide evidence of any pertinent information to support such a request for reconsideration.
Applying For Admission into the School of Nursing
Applicants applying for admission into the School of Nursing, Mobility Nursing or Professional Nursing Program must complete the following steps in order to be deemed eligible for admission:

1. Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have either achieved Entrance Placement score above that requiring a Foundation course or have provided a college transcript indicating a grade of C or higher in college-level English and Mathematics are not required to repeat the Entrance Placement test. Upon completing the application process, the completed file will be reviewed by the Program Coordinator.

Applicants who wish to repeat the Evolve A2 entrance exam to increase their score must submit a $30 non-refundable re-test fee (covering the exam, and the study guide to prepare for re-testing). Applicants who receive a grade of B or higher in college-level English and/or Mathematics will be accepted per quarter, per campus.

Applicants with lower than admissible scores may still be accepted into the application process once an English Composition or Math course has been successfully completed. Applicants should understand that admission to the program is based on several factors with College entrance placement examination scores being the most significant. Therefore it must not be assumed that successful completion of an English Composition and/or Math course will guarantee admission into the program.

Applying For Admission Into Law Enforcement Programs
Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Applicants 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

If the applicant is accepted, 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
• 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 their 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.

Entrance Requirements for Software Application Development Associate’s and Computer Science Bachelor’s Programs
Minimum scores of 22 on the Math portion and 25 on the Writing portion of the STEP test are required for entry into either program. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Transferred coursework 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). Two letters of recommendation are also required for acceptance. Please speak with a Program Manager for details.

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

Entrance Requirements for Health Information Management Bachelor’s Program
Applicants pursuing admittance into the Health Information Management BS degree program must possess an AAS in Health Information Technology/Management from a CAHIM accredited program earned within the past five years. Applicants must have an AAS degree and possess a current RHIT credential. If the degree was obtained over five years ago, the student must provide work experience in the health information industry within the last five years and approval by the Program Coordinator.

Rasmussen College Early Honors Program
High school seniors who have reached the minimum age of 16 have the opportunity to earn college credit through Rasmussen College’s Early Honors Program.

The Early Honors Program is a great way for high school students, who are highly motivated and supported by high school staff and mentors, to try a college course that may not be offered at the high school, or explore a possible future career by taking an introductory course.

Early Honors courses are available both on campus and online to high school students who have reached the minimum age of 16. Enrollment in the Program is dependent on space availability.

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

• Students must complete an Early Honors Program Application, which includes a high school official transcript indicating expected graduation date.
• Students must have proof of parental/guardian support for being admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).
• Students must submit a signed Early Honors High School Approval Form.
• Students must be high school seniors and have a minimum cumulative high school grade point average of 2.52 out of a possible 4.00.
• Proof of completion of a course at a non-Rasmussen College school counselor or administrator on the Early Honors High School Approval Form.
• Students must score at least a 25 on the writing portion of the Rasmussen College entrance placement exam to be accepted to the Early Honors Program.
• The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.

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

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

Seniors may take up to 4 credits per quarter without a tuition charge. The student must meet with the Director of Admissions and Dean before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule. After receiving a grade of B or higher in their first quarter, the student can repeat the same course for the second quarter. A maximum of 24 credits per student can be taken in the Early Honors Program.

Applicants will be accepted on a space available basis, and approved for each course requested.

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

Students must cover the cost of textbooks and supplies for each course. More technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The Program Coordinator will provide specific information on each course, including textbook prices and technology requirements.

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

Students will receive high school dual enrollment credit for successfully completing a Rasmussen College course at the discretion of the student’s high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.

Students may apply to a full program of study by completing an Application for Admission.
### PRIMARY SOURCES OF FINANCIAL AID AND HOW TO APPLY

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GIFT AID</strong></td>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$575 - $5,550</td>
</tr>
<tr>
<td></td>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000, based on availability</td>
</tr>
<tr>
<td><strong>EMPLOYMENT</strong></td>
<td>Federal Work Study</td>
<td>Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.</td>
<td>Varies</td>
</tr>
<tr>
<td><strong>FEDERAL LOAN PROGRAMS</strong></td>
<td>Federal Subsidized Stafford Loan Program</td>
<td>Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.</td>
<td>1st Year - $3,500 2nd Year - $4,500 3rd Year+ - $5,500</td>
</tr>
<tr>
<td></td>
<td>Federal Unsubsidized Stafford Loan Program</td>
<td>Principal and interest may be deferred until after student leaves college or attends less than half time. Same as subsidized limits with additional $2,000 for Dependent. Independent: 1st &amp; 2nd Year $6,000 3rd Year+ &amp; above $7,000.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>For credit-worthy parents of dependent undergraduates. Up to college cost of attendance.</td>
<td></td>
</tr>
<tr>
<td><strong>VETERANS’ BENEFITS</strong></td>
<td>Veterans' Benefits</td>
<td>Veterans and dependents of veterans, including Guard and Reserve Component. Monthly benefit based on service contributions</td>
<td></td>
</tr>
</tbody>
</table>

### SCHOLARSHIP AND GRANT PROGRAMS

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

**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 offer tuition reimbursement to their employees earning a degree. Whether it’s full reimbursement or partial, we want to make sure you have the option to pursue your educational goals. To discuss your tuition reimbursement options, please contact human resources.

**High School Professional Program**

Rasmussen College waives tuition for High School Teachers and Counselors who meet the required criteria. This program is only available to teachers and counselors who are employed at a high school (grades 9-12) in Minnesota, North Dakota, Florida, Illinois, Kansas and Wisconsin.

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, including expiration date.

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Academic Information and College Policies

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: 73-99 credits completed
- Senior: 100 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
- Nursing Bachelor of Science (RN to BSN)

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

Diplomas
- Accounting
- Business (all specializations)
- Early Childhood Education (all specialties)
- Human Services
- Information Systems Management (all specialties)
- Medical Administration
- Medical Billing and Coding
- Multimedia Technologies (all specialties)
- Paralegal
- Pharmacy Technician

Certificates
- Accounting
- Business
- Early Childhood Education
- Human Services
- Information Systems Management (all specialties)
- Law Enforcement Academic
- Medical Billing and Coding
- Multimedia Technologies (all specialties)
- Paralegal
- Pharmacy Technician

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

Developmental Education and Rasmussen College Entrance Placement Exam Re-test Policy
The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college-level courses. Placement into Foundation level 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 portions 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, or their equivalents, or the courses for which Foundation courses are prerequisites must take the College entrance placement examination. Coursework in Math or English that is numbered below 100 is considered to be developmental. College entrance placement examination scores are used to appropriately place students in English and Math courses according to skill level. See Entrance Assessment Table for placement scores. These credits are not counted toward graduation, and each must be passed with a grade of ’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 coursework that has been completed at these 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 BO80 Reading and Writing Strategies are not eligible for admission to Rasmussen College. Students who place below the level of BO80 Reading and Writing Strategies and are not admitted to Rasmussen College may, after three months, have the option to re-take the assessment test. The College entrance placement examination may not be re-taken for initial placement purposes after the start of a Foundation level course. On occasion, however, a re-test may be allowed prior to the start of a quarter. Such re-tests are only granted if extenuating circumstances exist that lead the College to determine a re-test is needed to accurately determine the student’s ability level. Only one such re-test may be allowed, at the discretion of the Academic Dean.

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

Foundation Courses Timeframe
To help ensure student success, students requiring a Foundation course must complete one such course in their first full quarter of enrollment. Additionally, all required Foundation courses must be taken in the student’s first two full quarters of enrollment. If a student withdraws from or does not pass a Foundation course, the student must successfully complete the course in the subsequent full quarter of enrollment or the student will be dismissed from the Nursing program. Foundation courses are BO80 and BO81. A “full quarter” excludes the mid-quarter start.

Foundation Course Grading
1. All Foundation courses are satisfactory/unsatisfactory (SX/UX) courses.
2. Students pass BO80 Reading and Writing Strategies if they achieve a final grade percentage of 73% or higher.
3. Students pass BO81 Practical Math if they achieve a final grade percentage of 73% or higher.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SX</td>
<td>73% or higher</td>
</tr>
<tr>
<td>UX</td>
<td>Below 73%</td>
</tr>
</tbody>
</table>

Common Grading System Percentage Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% to 100%</td>
</tr>
<tr>
<td>A-</td>
<td>89% to 90%</td>
</tr>
<tr>
<td>B</td>
<td>86% to 89%</td>
</tr>
<tr>
<td>B-</td>
<td>82% to 85%</td>
</tr>
<tr>
<td>C</td>
<td>79% to 81%</td>
</tr>
<tr>
<td>C-</td>
<td>76% to 78%</td>
</tr>
<tr>
<td>D</td>
<td>73% to 75%</td>
</tr>
<tr>
<td>D-</td>
<td>70% to 72%</td>
</tr>
<tr>
<td>F</td>
<td>Below 70%</td>
</tr>
</tbody>
</table>

Point Scale

<table>
<thead>
<tr>
<th>Grade Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>3.75</td>
<td>Very Good</td>
</tr>
<tr>
<td>3.50</td>
<td>Good</td>
</tr>
<tr>
<td>3.00</td>
<td>Average</td>
</tr>
<tr>
<td>2.75</td>
<td>Below Average</td>
</tr>
<tr>
<td>2.50</td>
<td>Failure</td>
</tr>
<tr>
<td>2.00</td>
<td>Course Waiver</td>
</tr>
<tr>
<td>1.75</td>
<td>See “Incomplete Policy”</td>
</tr>
<tr>
<td>1.50</td>
<td>Pending Transfer In Credit based on unofficial transcripts</td>
</tr>
<tr>
<td>1.00</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>0.00</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>0.00</td>
<td>Military Leave, or Medical Leave Withdrawal</td>
</tr>
</tbody>
</table>

Health Sciences Programs Grade Scale

Grades of SX/UX apply to Foundation and College Experience courses. Grades of SX/UX apply to Seminar courses. Grades of GX/U apply to Foundation courses. Students are required to achieve an overall total exam score average at or above the threshold of 78% for all exams taken within the Nursing course, in order to pass. Once this 78% exam threshold criterion has been met, the final grade for the Nursing course will incorporate points earned for exams, assignments, quizzes, and other coursework requirements.

Nursing Programs Grade Scale

Students are required to earn at least a “C” in their Nursing courses. These apply to all NUR, HUN, PN, and RN program coursework level 1000 through 4999. The grading scale for these courses is as follows:

<table>
<thead>
<tr>
<th>Grade Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>Excellent</td>
</tr>
<tr>
<td>99% to 100%</td>
<td>Very Good</td>
</tr>
<tr>
<td>94% to 99%</td>
<td>Average</td>
</tr>
<tr>
<td>90% to 93%</td>
<td>Below Average</td>
</tr>
<tr>
<td>89% to 90%</td>
<td>Failure</td>
</tr>
<tr>
<td>82% to 89%</td>
<td>Course Waiver</td>
</tr>
<tr>
<td>79% to 82%</td>
<td>See “Incomplete Policy”</td>
</tr>
<tr>
<td>76% to 79%</td>
<td>Pending Transfer In Credit based on unofficial transcripts</td>
</tr>
<tr>
<td>73% to 75%</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>Below 75%</td>
<td>Satisfactory</td>
</tr>
</tbody>
</table>

Medical Leave

Military Leave, or

Military Leave Withdrawal

Unsatisfactory or failure to meet speed requirement

Unsatisfactory

Academic progress

Seminar course, or College Experience course

988-5-RASMUSSEN

2013 CATALOG AND STUDENT HANDBOOK
Academic Information and College Policies

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 the course, but not for the financial aid 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 able 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 required 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 Rasmussen College until they successfully complete an equivalent to the course elsewhere by earning a grade of C or higher and transfer it back in to Rasmussen College, in accordance with meeting the transfer of credit requirements. In the case of credit transfer, on “F/FA” grade will remain for purposes of GPA calculation. However, these 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 as academic records and transcripts even though they may not be included in the GPA calculation. Students should be aware that graduate schools and other institutions to which they wish to transfer may not accept repeat courses and may include all grades in calculating GPA for admission.

Late Assignment Submission Policy
Students may submit assigned work after the stated deadline. A 10% grade penalty is assessed for work up to twenty-four hours late; an additional 10% is assessed for each additional day the work is late. In some cases (such as late discussion postings) students may be asked to complete an alternate assignment for equivalent point value, minus any applicable penalty. Instructors may decide in the case of legitimate extenuating circumstances to waive the late penalty; if not, then the penalty must be enforced as described. In some cases in the residential classroom, certain activities, such as labs and exams, must be completed at the designated time and therefore cannot be made up. The instructor should apprise the students beforehand of any such activities. In no circumstances may students submit work after the last day of the academic term unless an incomplete grade has been requested and granted beforehand.

Incomplete Grade Policy
An “incomplete” grade is a grade for a course for 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 only at the discretion of the instructor under the following conditions:

- An incomplete form is completed which identifies:
  a. The work to be completed,
  b. Observation periods or 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).

- Instructors will have one week for grading, recalculation of grades and processing of all documents required.
- 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.

- The Dean must be informed of all incompletes granted. Incompletes will be granted rarely and only after the instructor will take this 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.

- By completing the work, one of the following will apply:
  a. The student will learn substantive information by completing the work.
  b. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.
  c. Allow 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.

- Incompletes may not be granted only on the sake of improved cumulative grade point average, nor will they be granted to allow students to make up “extra credit” work.
- 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.
  a. Miscalculation of the final grade by the instructor.
  b. Situations involving miscommunications, misplaced assignments, or technical difficulties beyond the control of the student.
  c. Accommodation for special circumstances such as short-term disability or family leave.

Grades 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 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.
  a. 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.
  b. The Dean may authorize grade changes in consultation to settle academic appeals.

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

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

A student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the end of the current quarter or does not meet any of the criteria above must file an appeal with the campus Program Change Appeal Committee. As part of the appeal process, the student will be required to submit a letter following the appeal process guidelines. The appeal will either be approved or denied based upon a review of academic standards 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 Regional Provost. A clean background check is required for enrollment in certain programs as determined in the 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 will take the current catalog curriculum requirements. On occasion, a student may remain in his/her original catalog, and the associated grades are still offered. A student who chooses to change programs must provide written authorization in the form of a completed change of status form and an agreement.

Independent Study Policy
Independent study applies when a student contracts to meet regularly with a qualified instructor to fulfill the assigned projects, tests, or 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 is not alleviated by the student’s decision to withdraw from the course in an earlier quarter, the student’s failure to submit a completed course change 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 coursework.
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 guidelines:

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

1. When and where they will meet each week.
2. Weekly objectives for work to be completed based upon the same weekly objectives defined by the syllabus for an on-site class.
3. Progress checks to be reviewed by the Dean.
4. Standards of academic quality for the work to be completed.

5. Deadline for work to be completed at the end of the quarter.

Prerequisites
In order to be eligible for a course a prerequisite, the student must have received a pass grading in the prerequisite.

Equipment
Rasmussen College strives to maintain its role as an educational leader by incorporating current technology. Rasmussen College provides technology and computer access, and internet access at the on-site campus. Students will also have access to printers, additional software packages, electronic databases, and a helpdesk lab as an on-site 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 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means. 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 20 credits per quarter. 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 of the session in which the overload is desired. Any future overload requests for transfer students must follow the Academic Overload Policy for the full term. 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 obtaining a minimum class size of 12 students per course. Full-quarter drop/add period: Students may add courses through the first Friday of the quarter, which is the close of the drop/add period. When a student notifies the College of withdrawal from a class:

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student’s transcript and tuition will not be charged.
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.
3. Following the sixth week of the quarter, students will receive an F/FA for any classes dropped. The student’s grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Students who fail to notify the College that they wish to withdraw from a class are still considered 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.

Students who fail to notify the College that they wish to withdraw from a class are still considered 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 computer hardware and software requirements for online courses is provided to students upon enrollment. Textbooks and other resources required for online courses are available at the Rasmussen College bookstore.
Academic Information And College Policies

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 a part of the application 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, with the exception of “block transfer” candidates for the Surgical Technologist and Medical Assisting Associate’s degree programs.
• Students in the Professional Nursing Mobility 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 Completor 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 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 Rasmussen College campus to another. Only the classes that are applicable to the current program will be posted or calculated.
• Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average, but will be counted as credits attempted and used in determining Academic Progress. All credits considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are also credits attempted.
• Courses which have been accepted for transfer will be listed on the student’s transcript with a Transfer (TR) designation. Transfer credits which have been conditionally accepted pending receipt of an official transcript will be listed with a Pending Transfer (PT) designation. Any pending transfer credits still remaining at the end of the student’s program will be removed and the student will be required to complete the program requirements in order to graduate.
• 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 (OW) designation.
• When courses are not accepted for transfer, a student may file an appeal through the following process:
  1. The student completes an appeal form.
  2. Supporting information such as syllabus, course description, or text may be required.
  3. The information will be reviewed by the College Registrar.
  4. 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 not accept transfer of courses with prerequisites that require completion of the Foundations courses or placement exams. Once the student successfully completes the necessary Foundations courses or passes the placement exam, the College will post the transfer credit pertaining to the specific course.
• The following Early Childhood Education externship courses cannot be transferred into the program from another program: EC180 Knowledge: Externship I, EC181 Application: Externship II, EC182 Reflection: Externship III.

Course By Course Transfer
• Course by course transfer credits from regionally or nationally accredited institutions of higher learning will be evaluated and calculated based on the course content. Most courses that are comparable in content will be accepted.
• Course must have the minimum number of credits that of the Rasmussen College course.
• Only courses completed with a grade of C or higher will be eligible for transfer credit.
• Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average. Grade-point averages and grades from courses taken at any of the Rasmussen College campuses, which pertain to the current program, will be computed in the student’s final grade-point average.
• General education credits may be considered for transfer regardless of completion date.
• Credits in information technology or computer science/computer applications must have been earned within the previous three (3) years of the assessment date.

Transfer of Previously Earned College Credit and the Learning Assessments

Associate Nursing Program (preliminary of FN/NU or equivalent) coursework will be transferred based on the guidelines below:

1. Health Sciences Programs (including Medical Assisting AAS, Health Information Technician AAS/BS, Medical Administration AAS/BS, Pharmacy Technician AAS/AS) – Transfer 45 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 77 credits (79 in Illinois).

For 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 degrees are required for business, accounting for accounting/criminal justice, law enforcement for criminal justice), the student will receive immediate junior-level standing.

• Rasmussen College AAS/AS graduates will receive actual credits earned up to 90 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 enrolling program requires, then the student may choose fewer upper-division courses.

The School Director will provide a list of courses for reduction when needed. This applies only to the Business Management BS degree.
• If the student has taken all of the required upper division courses and is still short credits, the remaining credits will be fulfilled by 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 those conditions are not met, the 2-2 policy cannot be applied.
• For the Bachelor in Health Information Management, qualifying Associate degrees have to be from a CAHIM accredited program and completed 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 those five years and be approved by the Program Coordinator. The student may also enroll if he/she has an RHIT 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 in Health Care Management Bachelor’s degree (Florida), credits will be transferred based on the guidelines below:

1. Health Sciences Programs (including Medical Assisting AAS, Health Information Technician AAS/BS, Medical Administration AAS/BS, Pharmacy Technician AAS/AS) – Transfer 45 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 77 credits (79 in Illinois).

In addition, these students will need to take Medical Terminology, Electronic Health Records and Medical Office Procedures, and Medical Law and Ethics in the core.

2) Business Programs:

a) Business Management AAS/AS – Transfer 49 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 81 credits (83 in Illinois). In addition, these students will need to take Medical Terminology, Electronic Health Records and Medical Office Procedures, and Medical Law and Ethics in the core.

b) Accounting AAS/AS – Transfer 44 lower level core credits in 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 Baccalaureate Candidates

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

• Conferred Associate’s degrees may be posted as a 32-credit (34-credit maximum of a Rasmussen College program)

• Conferred Baccalaureate degrees may be posted as a 56-credit block (58-credit maximum of a Rasmussen College program)

• All general education courses must be transferable for credit.

• For those students without an earned degree, successfully completed general education credits will be applied.

Bachelor Completor 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 classes.

• Required general education courses must still be met.

• Transferred 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 unrestricted lower level credits.

• Unless a course has been transferred, a student must take all courses required in the program.

• Illinois students must meet the current general education category breakdown requirements.

• This policy is not applicable to the Health Information Management BS degree.
Medical Assisting Associate Degree Computer 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:

1. Graduated from a CAAHEP or ABHES accredited MA diploma or certificate 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 MA diploma or certificate program, but has worked as an MA within the past 3 years and holds a current CMA/RMA certification. Students will need to complete 52 general education credits and E242 (Career Development). 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) Policy

For students who have an unencumbered Registered Nurse license and have successfully completed an Associate’s degree in field, they will receive a block transfer of 113 credits.

• Students will receive a block of 32 lower division General Education classes plus a block of 81 lower division core classes.
• Students who have the RN license alone will receive a block transfer of 81 lower division core credits. The 32 credits of lower division General Education will need to be completed, unless transferred in from college transcript.
• Upper division core classes are not transferable.
• Upper division General Education coursework is transferable and follows the standard Course by Course Transfer Policy.
• The total percentage of credits that may transfer into the program is 76%.

Mobility Practical Nursing Block

Students who have successfully completed a practical nursing program and hold a current MN practical nursing license will receive credit in the mobility program for the following courses through block transfer:

- NUN15 Comprehensive Pharmacology
- NUN12 Adult Medical-Surgical Nursing I
- NUN125 Adult Nursing Skills
- NUN100 Critical Thinking in Nursing
- NUN205 Human Nutrition

Students with a nursing license will receive credit in the mobility program for the following courses through block transfer:

- NCJ90 Critical Thinking in Nursing
- NUN250 Nursing Research

The following are not available for credit within the Mobility Program: Practicum, Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing courses, and a block of Pharmacy technician coursework. In addition, Healthcare Information Technologies, Pharmacy Software/Automation/Insurance Billing, Career Development, practicum, or designated capstone courses are not available for credit by examination.

Medical Coding Practicum Waiver

• Students with a minimum cumulative GPA of 3.0 in their program major courses may request credit for the Medical Coding Practicum coursework. Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the practicum.
• Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student’s employer. The Program Coordinator/Director will inform the Campus Registrar of the result of the evaluation.

If the waiver is granted, the grade will be graded as 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, awarded by the National Council of Professional Recognition, and are enrolled in the Early Childhood Education Associate’s degree, Early Childhood Education Diploma, or Business/Management – Child Development Specialization Associate’s degree may request a waiver from Foundations of Child Development; Early Childhood Education Curriculum and Instruction; and Health, Safety and Nutrition/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 credentials from the Computing Technology Industry Association (CompTIA); Microsoft Certified Technology Specialist (MCTS); Cisco Certified Entry Networking Technician (CCENT); or CIW curriculum 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 (CSCS) or Certified Professional Coder (CPC) from AHIMA. In addition, an X-ray operator license may also be considered.

• Certifications must be current.
• Course waivers will be considered for specific courses related to the certification.
• The student’s credential will be reviewed, and if the criteria are met, will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

College Equivalency Credit

Credits earned through college-equivalency programs will be posted on student transcripts as test-out credits (TO) and will not be assigned letter grades or applied to cumulative grade-point average. Rasmussen College recognizes the following college equivalencies:

- Advanced Placement (AP) examinations administered by The College Board. A score of 3 or higher 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 are determined by the individual test requirements.
- College credit for military service may be awarded upon review of a military transcript. Rasmussen College follows the American Council of Education (ACE) recommendations on transferring credit. These credits are usually listed as Military/Non Traditional Education on Education Registry Transcript (SMART), Defense Activity for Non-Traditional Education Support (DANTES) transcript, College Level Examination Program (CLEP) score, Coast Guard Institute (CGI) transcript, Army American Council on Education Registry Transcript 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 program as established through the Council for Adult Experiential Learning (CAEL).
- Other types of college-equivalency courses and/or examinations may be evaluated for eligibility by the Campus Registrar.

Transfer to Other College

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

Transcripts

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

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 to determine the responsibilities of the practicum partner, Rasmussen College, and the participating student. Students will be required 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 expectations 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 must 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 course, especially while the student is completing his or her clinical rotations, will be educational in nature. The student will not receive any monetary remuneration during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution.

POLICIES AND GRIEVANCES

Accommodations Policy

The mission of Rasmussen College in disability services is to create an accessible college community where students with disabilities have an equal opportunity to participate fully in all aspects of the educational experience. Rasmussen College recognizes its obligation under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 to provide students with disabilities a full and equal opportunity to participate 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 if they are seeking academic accommodations or adjustments. Students seeking academic accommodations or adjustments must contact the Campus Accommodations Coordinator to request such services. Students who are uncertain whether or not to contact the College with their Academic Dean or Campus Director.

Attendance

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

Attendance requirements are met by (a) attending a face-to-face course session at the campus or another class location, or (b) substantive online activity, including commentary in the discussion section of the online classroom, posting of required assignments and course quizzes and exams in a timely manner. Discussion posts in the student lounge of the class should be made but do not count as attendance activities. Attendance is not equivalent to participation. Students may be required to be in the classroom in order for 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 and will be assigned grades according to any required to follow additional standards). Faculty are required to keep accurate attendance records which are submitted to the Business Office. Rasmussen College makes attendance records available to supporting agencies and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

First Week Attendance: Students are expected to meet attendance requirements in their courses on the first day of class. If a student does not meet the attendance requirement, the student may be administratively withdrawn from the course. If the student has not been in attendance in any courses during the first week of classes, the student may be administratively withdrawn from the course. If the student has not been in attendance in any courses during the first week of classes, the student may be administratively withdrawn from the course, and the student's grades will not receive any monetary remuneration during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution.

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 the last 14 days of their last date of attendance, he or she will be administratively withdrawn from the course. Upon withdrawal a student's financial aid eligibility will be adjusted according to the Institution's refund policy as described in the College catalog and will be assigned grades according to the Rasmussen College Drop/Add Class Policy.
I. Introduction
Attendance policies for Practicums/Externships in nursing and Rasmussen College Wisconsin uphold the very highest business and personal ethics. Students of Rasmussen College commit to holding themselves and their peers to the foremost level of academic standards and accept responsibility should behaviors and actions fall short of the College’s expectations.

II. Definitions
a) Academic Misconduct is the violation of the Academic Integrity Policy, including all forms of academic cheating including but not limited to acts listed below and any other act perpetrated to give unfair advantages to an individual or organization.
b) Cheating: Distributing or receiving answers or information by any means other than those expressly permitted by an instructor for any academic exercise.

III. Violations
A student who violates the Academic Integrity Policy faces severe penalty from the College. Violations may occur in one or more courses in one or more quarters and accumulate for all quarters in which the student is enrolled. The final determination by the student’s instructor and the student’s Dean that the student has committed Academic Misconduct, the following and sharing of copyrighted, or other violations of the Rasmussen College Acceptable Use Policy. Violations will result in the loss of network use privileges and possibly other privileges, up to and including dismissal.

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

Dress Code
The College encourages students to dress as if they were going to work and to start developing a wardrobe suitable for employment after graduation.

Some Health Sciences programs have uniform requirements. Please see your Program Director 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 these requirements, you may need to extend 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 mode in order to complete some required course activities and assignments.

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

The Student Senate meets on a regular basis. Students are encouraged to participate in the forum discussions or may petition to be one of the board representatives.

The representatives include: President, Vice President, Treasurer, and Secretary.

Student Senate is open to all students, however student groups vary from campus to campus. Therefore, students should see their Campus Director for information regarding student groups.

Circulation Policy
Library Mission & Introduction
Rasmussen College Library System, in accordance with the mission of the College to promote lifelong learning, develops information literacy skills, and fosters educational achievement. The library is dedicated to supporting the diverse education and information needs of our online and residential communities.

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 partnerships;
- Engage in responsive collection development and resource sharing; and
- Collaborate with faculty to select resources in a variety of formats.

This circulation policy supports the library mission by ensuring that library resources are available to members of the Rasmussen College community and other library users on an equitable basis. Exceptions to this policy may be granted on the discretion of the librarian on a case-by-case basis if need is demonstrated.

Borrowing Materials: General
The following persons are permitted to check out materials owned by our campus libraries:
- Rasmussen College students and alumni in good financial standing with the College;
- Rasmussen College faculty and staff in good standing with the library;
- Community, consortia, and interlibrary loan patrons in good standing with the library.

A patron in good standing with the library is defined as a person who has no overdue items and owes no fees toward damaged or lost items.

A library user is responsible for any items checked out in his or her name. Rasmussen College retains the right to deny borrowing privileges to any person in violation of this or any other library policy.

Loan Periods
Circulating materials are loaned for 21 calendar days and may be renewed up to two times if there are no outstanding holds or due dates. 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 due date indicated on the loan period. Returned materials are accepted at any campus library and may be delivered in person or mailed to the campus.

Non-circulating materials are not loaned but may be used in the library.

Fees and Restriction of Borrower Privileges
Users will receive a reminder 2 days in advance of an item’s due date.

Following the grace period 15 days for circulating items for which there are no special policies, items are considered overdue and borrower privileges will be restricted until items are returned or fees are paid for lost materials.

After 30 days past the end of the grace period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each independent item. The library will charge $55.00, or the cost of replacing the item plus a $5.00 processing fee.

In the event that a library material is returned damaged, the borrower will be assessed a fee to repair or replace the damaged item. In the event that an irreplaceable item is damaged, the library will assess a $55.00 fee.

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

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

Rasmussen is strongly committed to providing equal employment opportunity for all employees and all applicants for employment. For us, this is the only acceptable way to operate our College.

Rasmussen employment practices conform both with the letter and spirit of Federal, state, and local laws and regulations regarding non-discrimination in employment, compensation, and benefits.

Anti–Harassment and Sexual Violence Policy

It is Rasmussen College’s policy and responsibility to provide a safe environment that is free from harassment. Rasmussen College expressly prohibits harassment of employees or students on the basis of gender.

Harassment undermines our College community and our commitment to treat each other with dignity and respect. This policy is related to and is in conformity with the Equal Opportunity Policy of Rasmussen College to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance.

Prompt investigation of allegations made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. An Executive Vice President or President will be notified of all allegations. This will ensure a prompt, consistent, and appropriate investigation.

It is a violation of policy for any member of our College community to engage in sexual harassment or other acts of harassment of any kind against any member of the College community to take action against an individual for reporting sexual harassment.

This policy covers actions of all students and employees, whether co-worker, manager, or any other persons doing business with or for Rasmussen.

Informal and Formal Complaints

Members of this College community who believe they have been sexually harassed or have been a victim of sexual assault may properly turn for assistance to the Campus Director, Regional Vice President, Executive Vice President or President. Whether or not a person consults with a school official, he/she may file a complaint of making an informal or formal complaint according to the procedures outlined below.

No retaliatory actions may be taken against any person because he/she makes such a complaint or against any member of the College community who serves as an advisor or advocate for any party in any such complaint.

No retaliatory actions may be taken against any member of the College community merely because he/she is or has been the object of such a complaint.

Informal Resolution

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

1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his or her behavior and wish it to stop.

2. Writing a letter to the person or talking to the person’s supervisor can also be effective.

3. Go to a sexual harassment/violence information center or discuss the matter with a friend.

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

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

A Campus Director contacted by a person who may have been subjected to sexual harassment will give advice and guidance on both informal and formal procedures for solving the problem. During the informal inquiry process, all information will be kept confidential to the greatest degree as legally possible.

No specific circumstances, including the names of the people involved, will be reported to anyone else, except the President, Executive Vice President and the Human Resources Director and Corporate Counsel, without the written permission of the person making the complaint. However, if, in the course of the inquiry Rasmussen College finds that the circumstances warrant a formal investigation, it will be necessary to inform the person complained against.

Incidents should be reported within 30 days. At any time during the procedures, both the person bringing a complaint and the person against whom the complaint is made may have a representative present in discussions with the Campus Director.

Resolutions and Informal Complaints

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

1. If the person who discusses an informal complaint with an advisor is willing to be identified to others but not the person against whom the informal complaint is made, the College will make record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences.

While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, they will be protected to the greatest degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the College’s obligation to act upon the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the College and those involved in the investigation.

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

3. When a number of people report incidents of sexual harassment that have occurred in a public context (for instance, offensive sexual remarks in a classroom lecture) or when the College receives repeated complaints from different people that an individual has engaged in other forms of sexual harassment, the College may inform the person complained against without revealing the identity of the complainant.

Definitions

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when:

1) submission to such conduct is either explicitly or implicitly a term or condition of an individual’s employment or advancement.

2) submission to or rejection of such conduct by an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working or academic environment.

This policy prohibits behavior such as, but not limited to:

1. Unwanted sexual advances.

2. Offering employment benefits in exchange for sexual favors.

3. Making or threatening reprisals after a negative response to sexual advances.

4. Verbal sexual advances or propositions.

5. Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means);

6. Sexually offensive comments, graphic verbal commentary about an individual’s body or dress, sexually explicit jokes and innuendos, and other sexually-oriented statements; and

7. Physical conduct, such as: touching, assault, or impeding or blocking movements.

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

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

There are basically two types of sexual harassment:

1) "Quid pro quo" harassment, where submission to harassment is used as the basis for employment decisions.

Employee benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if she does not have sex with her.

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

Hostile work environment can be created by anyone in the work environment, whether it be supervisor, other employee, or customer.

Hostile environment harassment consists of: verbiage of a sexual nature, unwelcome sexual advances, or even unwelcome physical contact as a regular part of the work environment.

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

For further information please refer to the EEOC’s website at: http://www.eeoc.gov or call the EEOC, 1-800-325-0220.

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

Romantic/sexual relationships between superior and subordinate:

Substantial risks are made.

It is the faculty member, supervisor, or staff who will bear the burden of accountability because of his special position and responsibility, and it is exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks and consequences involved in entering a romantic/sexual relationship where there is a superior/subordinate relationship.

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

Having a previous relationship of any nature, including prior sexual contact with the victim/ survivor is not an accepted defense for sexual conduct.

Non-consensual sex is sexual activity that is initiated by an individual who is within a relationship or who is in a position of authority over another and who is unreasonably interfering with an individual’s work performance or academic success. If charges are made. It is the faculty member, supervisor, or staff who will bear the burden of accountability because of his special position and responsibility, and it is exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks and consequences involved in entering a romantic/sexual relationship where there is a superior/subordinate relationship.
Academic Information and College Policies

1. The victim is aware that criminal charges can be filed against a member of our college community for actions in connection with a sexual assault incident; Rasmussen’s concern regarding the safety, health, and welfare of its employees and their families is important to the students and the community. Consistent with this commitment, Rasmussen College strictly prohibits:

   1. The presence of employees or students on campuses or in any other college facility disciplinary proceeding concerning a sexual assault complaint;

   2. A sexual assault victim’s participation in and the presence of the victim’s attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint;

   3. The assistance of campus or other Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, to assist the sexual assault victim’s request, in shielding the victim from any contact with the alleged assailant, including transfer of the victim to another campus; and

   4. Further information can be obtained from either of the following sources:

      Minnesota Department of Human Rights
      190 E 5th Street, Suite 700
      St. Paul, MN 55101
      1-888-637-0242 or 651-296-5663
      TTY 763-296-1289
      humanrights.state.mn.us
      Office of Justice Programs
      651-201-7310 • 800-247-5390

      Website: ojp.state.mn.us

Drug Use Policy

Rasmussen College is committed to providing a safe, drug-free environment for its students and employees and to protecting its business operations from unnecessary financial loss due to drug or peer use of intoxicants, drugs or any other controlled substances.

2. The use, manufacturing, furnishing, possession, transfer, or trafficking of illegal drugs, recreational drugs, or controlled substances in any amount, in any manner, or at any time on Rasmussen College campuses or in Rasmussen College corporate offices.

3. The possession or use of any drug or controlled substance is prohibited on or near any Rasmussen College property, or in any Rasmussen College vehicle, unless such use is for medical purposes or is specifically prohibited by a separate policy.

4. 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 amendment of the record. Additional information regarding the hearing procedures will be provided to the student upon notification of the right to a hearing.

Family Educational Rights and Privacy Act (FERPA)

Amended 10/01 to include the USA Patriot Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The student rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar’s office the appropriate official, written requests that identify the record(s) they wish to inspect. The institution will arrange for access to the student’s education records and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s educational records if the student believes that they are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. 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 amendment of the record. Additional information regarding the hearing procedures will be provided to the student upon notification of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. A school official has authority to disclose educational information that is not considered to be personally identifiable information.

4. The right to disclose – with the written consent of the student or parent – personally identifiable information contained in the student’s education records to the Attorney General of the United States or to the student’s or parent’s designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student’s file. Further, if the institution has provided this information in good faith in compliance with an ex parte order or other court or administrative Order, the institution is not required to notify the student of the disclosure.

5. 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 the student’s or parent’s designee in response to an ex parte order in connection with a student’s education records in order to comply with a “lawfully issued subpoena or other appropriate order” in the case of:

   a. Grand Jury Subpoenas – The institution may disclose education records to the entity or persons designated in a Federal Grand Jury Subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution’s response.
b. Law Enforcement Subpoenas – The institution may disclose education records to the extent necessary to protect the health and safety of the student or other individual or to prevent physical harm to property or the school. The institution may disclose records directly to any law enforcement official or attorneys for the College as they relate to due process in matters involving the health and safety of the student or other individual or to prevent physical harm to property or the school.

c. All Other Subpoenas – The institution may disclose education records pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the records to be disclosed and provides the student an opportunity to have their views heard. The student's views must be conveyed to the court in writing, to have the request removed.

6. The right to disclose – without the written consent or knowledge of the student or parent — information in education records to appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individual or to prevent physical harm to property or the school.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 555 New Jersey Avenue, SW, Washington, DC, 20202.

Educational Records Definition

A student’s education records are defined as files, materials, or documents that contain information directly related to a student and are maintained by the institution. Access to a student’s education records is afforded to school officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising, and determining financial aid eligibility.

Directory Information

Directory Information is information that may be conditionally released without the consent of the student unless the student has specifically requested that the information not be released. The school will not release directory information requests in writing to the Campus Director within fifteen (15) days after the student starts classes. Directory Information includes: Student’s name, date of birth, address(ies); course of study; extracurricular activities; degrees and/or awards received; last school attended; dean’s list or equivalent attendance status (full-time, part-time); and dates of attendance (the period of time a student attends or attended Rasmussen College not to include the period of time a student attends or attended Rasmussen College to the extent necessary to protect the health and safety of the student or other individual or to prevent physical harm to property or the school).

Students may restrict the release of Directory Information except to school officials with legitimate educational interests and others as outlined above. To do so, a student must make the request in writing to the Business Office. Once a file has become a permanent part of the student’s record until the student instructs the institution, in writing, to have the request removed.

Grievance Policy

It is the policy of Rasmussen College that students should have an opportunity to present school-related complaints through grievance procedures. The College will attempt to resolve problems in a manner that are appropriate for handling under this policy.

An appropriate grievance is defined as a student’s expression of dissatisfaction regarding any interpretation or application of school-related policies or the College’s personnel. Students should notify the College in a timely fashion of any dissatisfaction considered appropriate for handling under this policy. As used in this policy the terms “timely fashion,” “reasonable time,” and “promptly” will mean ten days. Students are assured that no adverse action will be taken by the College or any of its representatives for registering a grievance.

Grievance Procedure

In the event an applicant, student, graduate, former student, or other party who has dealings with the College feels his/her rights have been violated, the following procedures should be followed:

1. The individual must first try to resolve the issue with the other member involved.

2. If the matter is not resolved to the person’s satisfaction he/she has the option to follow the appropriate steps:
   a. Requests for further action on educational issues should be made to the Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   b. Students who feel they have an appropriate non-academic grievance should see the Campus Director for their campus. The Campus Director will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   c. If the grievance is still not resolved, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.

Students or other interested parties may also contact:

- State of Wisconsin Educational Approval Board 201 West Washington Avenue, 3rd Floor Madison, WI 53703 608-266-3616
- Kansas Board of Regents 1000 SW Jackson Street, Suite 520 Topeka, KS 66612 913-296-3421
- The Higher Learning Commission (ncahl.org), a commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604 800-621-7440 or 312-263-0456

Appeal Procedure

Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. Students 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 should appeal first to their instructor within one week of the start of a subsequent term. If the issue remains unresolved after an appeal to the instructor, who will have one week from the time they are contacted by students to consider any such appeals, students should appeal to the Dean for their campus. If the issue remains unresolved after a thorough investigation of the matter by the Dean, who will have one week from the time they are contacted by students to consider any such appeals, students may submit a written statement of appeal to the Assistant Vice President of Academic Affairs thereafter. Response will be given within 30 days.

If individuals wish to appeal a decision or request a hearing for any other perceived violation of rights, written statements of appeal must be submitted to the Vice President of Student Affairs within 15 calendar days of the issue in question. Response will be given within 30 days.

Arbitration

Any controversy or claim arising out of, or relating to a current or former student’s enrollment or, in education at Rasmussen College (“Controversy or Claim”), shall be resolved first in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Pursuant to the completion of the Grievance Procedure policies, any current or former student (“the Student”) or Rasmussen College remains dissatisfied, then the Controversy or Claim, in accordance with the Enrollment Agreement, shall be resolved by binding arbitration administered in accordance with the terms of the American Arbitration Act then in effect. Arbitration shall be the sole remedy for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party’s actual damages. The arbitrator also shall have no authority to award attorney’s fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many similarly circumstance Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator’s fees and administrative costs of arbitration charged by the American Arbitration Association but otherwise the Student and Rasmussen College shall bear their own costs and expenses of the arbitration, including attorney’s fees. Except as may be required by law, no party to the arbitration nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both the Student and Rasmussen College.

Disputes Policy

Availability of financial information regarding the College may be requested from the Chief Financial Officer. Rasmussen College is currently authorized or licensed to operate in: Alabama, Arkansas, Colorado, Connecticut, Delaware, Florida, Illinois, Iowa, Kansas, Minnesota, North Dakota, Wisconsin, and Wyoming. Rasmussen College will continue to monitor developments in state laws on consumer protection in which it enrolls students and, if authorization or licensure is or becomes necessary, will work to obtain such additional approvals.

*Many states do not require specific authorization or licensure for their residents to enroll in online programs.

State Contact Information for Student Complaints

ALABAMA

Alabama Commission on Postsecondary Education P.O. Box 302000 Montgomery, AL 36130 attech.state.al.us/federal-reg.pdf

Alabama Department of Postsecondary Education P.O. Box 302130 Montgomery, AL 36130 accs.cc/complaintform.aspx

ARIZONA

Arizona State Board for Private Postsecondary Education 1400 West Washington Street, Room 260 Phoenix, AZ 85007 azpse.gov/student_info/compliance.asp

ARKANSAS


Arkansas State Board of Private Career Education 501 Washington, Suite 3115 Little Rock, AR 72201 sbpce.arkansas.gov/sbpce.arkansas.gov/Pages/complaintprocess.aspx

CALIFORNIA

Approved Institutions: California Bureau of Private Postsecondary Education PO Box 944124 Sacramento, CA 95826-4124 bppe.ca.gov

Exempt Institutions: Attorney General’s Office California Department of Justice 2550 P Street, 6th Floor P.O. Box 944452 Sacramento, CA 94244 aposticipation/complaint_form.php?cmplt=PL

COLORADO

Colorado Department of Higher Education 1560 Broadway, Suite 1600 Denver, CO 80202 highered.colorado.gov/Academics/Complaints/default.html

COLORADO

Connecticut Office of the Attorney General 61 Woodland Street Hartford, CT 06105 860-947-1800, info@ct.gov

Connecticut Office of the Attorney General 61 Woodland Street Hartford, CT 06105 860-947-1800, info@ct.gov

CONNECTICUT

Connecticut Office of Financial and Academic Affairs for Higher Education 61 Woodland Street Hartford, CT 06105 860-947-1800, info@ct.gov

Non-degree institutions: ctdev.org/ POSA/pdf/CP2ComplaintForm.pdf

Connecitcut Department of Consumer Protection 165 Capital Avenue, Room 110 Hartford, CT 06106 trade.practices@ct.gov

Delaware

Delaware Higher Education Office Carvel State Office Building, 5th Floor, 820 North French Street Wilmington, DE 19801 dheo.doe.k12.de.us

Delaware Attorney General Consumer Protection: 820 North French Street 5th floor Wilmington, DE 19801 consumer_protection@state.de.us

DISTRICT OF COLUMBIA

District of Columbia Office of the State Superintendent of Education Education Licensure Commission 20 First Street, NE, 5th Floor Washington, DC 20002 osse.dc.gov/sites/default/files/dct/ sites/default/files/publications/complaint_form_1_11.pdf
RASMUSSEN COLLEGE WISCONSIN

ACADEMIC INFORMATION AND COLLEGE POLICIES

FLORIDA
Florida Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399
fioe.org/doc/complaint.asp

GEORGIA
Georgia Nonprofit Postsecondary Education Commission
2082 Easy Exchange Pl. #220
Tucker, GA 30084
rules.sos.state.ga.us/docs/392/506.pdf

HAWAII
Hawaii State Board of Education
P.O. Box 2388
Honolulu, HI 96804
ocp@dcca.hawaii.gov

IDAHO
Idaho State Board of Education
Attn: Coordinator for Private Colleges and Proprietary Schools
650 West State Street
P.O. Box 83720
Boise, ID 83720-0037

ILLINOIS
Board of Higher Education
Illinois Board of Higher Education
431 West Adams, 2nd Floor
Springfield, IL 62701
info@behe.org

INDIANA
Indiana Board for Proprietary Education
Attn: Director of Regulatory Compliance
302 West Washington Street, Room E201
Indianapolis IN 46204
in.gov/behe/7244.html

Department of Workforce Development, Office of Career and Technical Schools
Complaint Adjudicator
DWD/Office of Career and Technical Schools
10 North Senate Avenue, Suite 203
Indianapolis, IN 46204
in.gov/dwd/files/StudenClaimForm.pdf

IOWA
Iowa Student Aid Commission
603 East 12th Street, 5th Floor
Des Moines, IA 50309
info@iwacollegeaid.gov

KANSAS
Kansas Board of Regents
1024 Capitol Center Dr. #320
Frankfort, KY 40601
sarah.levy@kbra.org

Kentucky Council on Postsecondary Education
911 Leawood Drive
Frankfort, KY 40601

Kentucky Commission on Proprietary Education
911 Leawood Drive
Frankfort, KY 40601
bpe.ky.gov/Applications/20and%20Forms/Form/C20Forms/20and%20Complaint.pdf

Office of the Attorney General
Capitol Suite 118, 700 Capitol Avenue, Frankfort, KY 40601
consumer.protection@ky.gov

Louisiana
Louisiana Attorney General Office
Consumer Protection Section
P.O. Box 94005
Baton Rouge, LA 70804

Consumerinfo@ag.state.la.us
1-800-351-4889, 225-362-6465
ag.state.la.us/Complaint.aspx
articleID=16&catid=15

Secondarily, complaints may also be sent to:

Louisiana Board of Regents
Attn: Nancy Beal or Dr. Larry Trembly
P.O. Box 3677
Baton Rouge, LA 70821
regents.louisiana.gov/assets/docs/ProprietarySchools/StudentComplaintProcedure.pdf

MAINE
Maine Department of Education
Harry Osogg - Complaints
23 State House Station
Augusta, ME 04333

Maine Attorney General, Consumer Protection Division
6 State House Station
Augusta, ME 04333
maine.gov/attorneygeneral/consumercomplaints/complaint_form.shtml

MARYLAND
Maryland Higher Education Commission
6 North Liberty Street, 10th Floor
Baltimore, MD 21201
410-767-3395

mhec.state.md.us/higherEd/accEdAtf
MHESCStudentComplaintProcess.pdf

Office of the Attorney General, Consumer Protection Division
200 St. Paul Place
Baltimore, MD 21202

Consumer Protection Hotline: 410-528-8662
consumer@oag.state.md.us

MASSACHUSETTS
Massachusetts Board of Higher Education
One Ashburton Place
Room 1401
Boston, MA 02108

mass.edu/forstudents/complaints/complaintprocess.asp

Massachusetts Division of Professional Licensure, Office of the Attorney General
Proprietary School Office
1000 Washington Street
Boston, MA 02118

mass.gov/cbc/docs/stpd/Complaint.pdf

MICHIGAN
Michigan Department of Licensing and Regulatory Affairs, Bureau of Commercial Services, Licensing Division
Proprietary School Unit Staff
201 North Washington Square
Lansing, MI 48913

michigan.gov/net/complaint.aspx

MINNESOTA
Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108

che.state.mn.us/FRG/pageId=1078

MISSISSIPPI
Mississippi Commission on College Accreditation
3825 Ridgewood Road
Jackson, MS 32111-6453

mississippi.edu/ccca/downloads/studentcomplaintform.pdf

Mississippi Commission of Proprietary Schools and College Registration
3825 Ridgewood Road
Jackson, MS 32111-6453

sbcpc.cs.ms.edu/ptdf/pSPComplaintForm.pdf

Consumer Protection Division, Office of the Attorney General
P.O. Box 22947
Jackson, MS 39225-2947

ago.state.ms.us/Ip/index.php/contact(email)

mississippi.gov/forstudents/Complaint/MSAGO_Complaint_Form.pdf

MISOURI
Missouri Department of Higher Education
200 Jefferson Street
Jefferson City, MO 65102-1469
info@dge.mo.gov

Policing.missouri.gov/DOCUMENTS/POICOMPLAINTRESOLUTION-reviseddraft.pdf

MONTANA
Montana Board of Regents
Office of Commissioner of Higher Education
Montana University System
2500 Broadway Street
P.O. Box 20303
Helena, MT 59620-3201

Montana Office of Consumer Protection
2270 11th Avenue
P.O. Box 200151
Helena, MT 59620-0151

NEBRASKA
Nebraska Coordinating Committee for Postsecondary Education
P.O. Box 95005
Lincoln, NE 68509-5005

Nebraska Attorney General, Consumer Protection Division
2115 State Capitol
Lincoln, NE 68505
ago.state.ne.us/consumerrelay/forms/consumer_complaint.html

Consumer Protection Hotline: 800-727-6432

Nebraska Department of Education, Public Postsecondary Career Schools
Investigations Office
Newark, NE 68102

P.O. Box 98987
Lincoln, NE 68505-4987
doj.ne.gov/protect/PDF/PDFS%20folders/PDF%20Documents/P%20ComplaintForms/complaint.pdf

NEVADA
Nevada Commission on Postsecondary Education
200 North Sunset Road, Suite 202
Las Vegas, NV 89120

cpe.state.nv.us/CPE20ConsumerProtectionInfo.htm

NEW HAMPSHIRE
New Hampshire Department of Education
Stephen Berwick, Coordinator, Dispute Resolution, and Constituent Complaints
101 Pleasant Street
Concord, NH 03301
603-271-2299

stephen.berwick@doe.nh.gov

NEW JERSEY
New Jersey Higher Education Commission
P.O. Box 542
Trenton, NJ 08625

nj_cwe.cwe@state.nj.us

New Jersey Division of Consumer Affairs
124 Halsey Street
Newark, NJ 07102
nj.gov/doc/Complaint/ccp.pdf

New Jersey Department of Labor and Workforce Development
1 John Fitch Plaza, P.O. Box 110
Trenton, NJ 08625

schoolskpvaunloadl@doe.state.nj.us

lwd.doe.state.nj.us/labournet/GetForm/SUW/AU2.Conflict%20Resolution%20Questionnaire.pdf

NEW MEXICO
New Mexico Higher Education Department
2048 Galisteo
Santa Fe, NM 87505
hed.state.nm.us/Complaint_3.aspx

NEW YORK
Office of the Attorney General
200 State Street
Albany, NY 12234

consumer.nysed.gov/consumerProtection/FORMINFO.html

New York Bureau of Proprietary School Supervision
99 Washington Avenue, Room 1613 OPC
Albany, NY 12234

newyorkstate.gov/businesses/studentcomplaints/ComplaintForm.pdf

acces.ny.gov/propstudents/documents/ComplaintForm.pdf

North Carolina Attorney General
Department of Labor, Division of Unemployment Insurance
1200 Capital Boulevard, Suite 1200
Raleigh, NC 27603

ncdoj.gov/docs/89e43-4137-4377-41b0-36beos2osain/st/1004474

OAHU ATTORNEY GENERAL OFFICE
Office of the Attorney General
Consumer Protection Division
1000 SW Jackson Street, Suite 520
Helena, MT 59620-3201

info@ibhe.org

ILLINOIS
Baton Rouge, LA 70804

School of Law
333 Market Street
Harrisburg, PA 17216

education.state.pa.us/portal/server.pt/ community/higher_education/8711/complaint_procedure/1004474

Office of Attorney General, Bureau of Consumer Protection
14th Floor, Strawberry Square
Harrisburg, PA 17120

attorneygeneral.gov/fileuploadedFiles/Complaints/BOP_Complaint_Form.pdf

ORANGE COUNTY
Board of Supervisors
200 West Jones St.
Raleigh, NC 27603

nceducationcolleges.org/Proprietary_Schools/docs/PDFFiles/StudentComplaintProcedure.pdf

WWW.RASMUSSENEDU
TUITION

Full time pricing will be effective for new students as of February 2013:

<table>
<thead>
<tr>
<th>All Programs:</th>
<th>Part Time</th>
<th>Full Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Business</td>
<td>$350 per credit for Foundations courses and all 100-200 level courses</td>
<td>$299 per credit for Foundation courses and all 100-2000 level courses</td>
</tr>
<tr>
<td>School of Health Sciences</td>
<td>$310 per credit for all 300-400 level courses</td>
<td>$309 per credit for all 300-400 level courses</td>
</tr>
<tr>
<td>School of Technology</td>
<td>$95 per credit</td>
<td>$395 per credit</td>
</tr>
</tbody>
</table>

School of Education: Early Childhood Education $310 per credit $299 per credit
School of Health Sciences: Medical Assisting $310 per credit $299 per credit
School of Nursing: Professional Nursing $395 per credit $395 per credit

Full time students are defined as taking 12 or more credits per quarter. Students taking less than 12 credits are part time students.

- 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 years from the time they begin their program of study. Continuously enrolled students in bachelor programs will not be subject to tuition increase for 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 “CC” or “NM” or “NUN” or “NUR” or “PMT” or “ST” or “ML” and “W”. Students who elect to complete courses on a non-credit basis are not guaranteed full technology access; however, every effort will be made to provide technology resources. Transcripts denote a “ZP” upon completion of the course. Students may choose to convert the “ZP” to a letter grade and earn credit for an additional cost of $75 per credit hour.

REFUNDS

The State of Wisconsin Cancellation, Termination, Refund Policy

If a student is cancelled or terminated, for whatever reason, the following apply:

• Each will be notified of acceptance/ rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. A student in any term who withdraws from the College must give written notice to the College. Date of withdrawal is the last day of recorded attendance.
• The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the day the letter of notification is postmarked, or in the cases where the notice is hand carried, it shall occur on the date the notice is delivered to the College.
• Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which he/she has been charged (“Period of Instruction”), all tuition and fees paid will be refunded. If any books and supplies provided by the College are not returned unused and in a condition such that they can be returned to the supplier, the student will be assessed a fee of $150 per course for these books and supplies. All prepaid travel is non-refundable.
• If a student has been accepted by the College and gives written notice of cancellation or termination after the start of the Period of Instruction for which they have been charged, but before completion of 60% of the Period of Instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the Period of Instruction shall not exceed the pro rata portion of the total charges for tuition, fees, and all other charges that the student would have incurred had the student remained in attendance for the entire length of the completed portion of the Period of Instruction bears to its total length. After the completion of 60% of the Period of Instruction, no refund will be made.
• Student refunds are made within 45 days of the date of determination of withdrawal if the student does not officially withdraw.
• The refund policy is not linked to compliance with the College’s regulations or rules of conduct.
• Any promissory note instrument received as payment of tuition or other charge will not be negotiated prior to completion of 50% of the course.

Return of Title IV Funds Policy

If a student withdraws or is expelled, they need to visit with the Campus Director or Dean to complete the Rasmussen College Notice of Change in Student Status form, which will begin the withdrawal process. Students are allowed to convey their withdrawal verbally or in writing to the Campus Director or Dean.

Rasmussen College uses the state-mandated refund policy to determine the amount of institutional charges it can retain. The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdrew prior to completing 60% of the period of enrollment.
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. To initiate the refund process, the school must determine that a student was never enrolled. The school compares the unearned tuition with the unearned Title IV aid, and returns the lesser of these two amounts.

A student withdrawing from school may be eligible for post-withdrawal disbursements according to federal regulations.

A post-withdrawal disbursement occurs when a student who withdraws earns more aid than had been disbursed prior to the withdrawal. Post-withdrawal disbursements are made first from available grant funds before available loan funds and must be done within 45 days of the school’s determination that the student withdrew. In addition, loan post-withdrawal disbursements must be 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 funds available and explains the student the option to accept or decline all or part of the monies. A 14-day response time is given to the student in the letter. If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled.

Federal regulations dictate the specific order in which funds must be repaid to the Title IV programs by both the school and the student, if applicable. Rasmussen College follows this mandate by refunding monies in the following sequence: Unsubsidized Stafford Loans, Federal Direct Stafford Loans, Federal Direct PLUS Loans, Pell Grant, Federal SEOG, and then other Title IV programs. Rasmussen College uses the same procedures as those provided for by the U.S. Department of Education to document the Return of Title IV Funds Calculation along with the Post-Withdrawal Disbursement Tracking Sheet.

Extended Break Quarter Stop Out Policy
Rasmussen College encourages students to remain continuously enrolled in their program through 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 Break Quarter Stop Out. Students who are enrolled and meeting the standards of Satisfactory Academic Progress at the end of any term may apply for an extended break for the following term. The student must contact the Campus Accommodations Coordinator to complete the term immediately prior to the Stop Out term. The student must commit to returning on the mid-quarter start week (6th of the subsequent quarter) or the quarter following prior to the start of classes from Rasmussen College. The student must meet with her or his Student Advisor in order to obtain a Stop Out Request Form. The Stop Out Request Form 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 requested. If a Stop Out is requested, the student will remain continuously enrolled and will not be eligible to receive financial aid at any other institution during this break. Students who cannot apply to take a Stop Out are eligible to receive aid only on the mid-start courses of the term the student returns. A Stop Out is not permitted in consecutive terms.

Military Leave and Refund
Rasmussen College supports its students who are also members of the armed forces. Military service members who have received orders to deploy for state or federal needs, as well as their spouses and children, may apply for Title IV aid while on leave. Rasmussen College will hold the student's academic records while on leave. The military leave will begin the first day of classes following the leave period. A 14-day response time is made to the withdrawn student in writing (letter sent to student) within 30 days of the school’s determination that the student withdrew. In addition, loan post-withdrawal disbursements must be done within 45 days of the school’s determination that the student withdrew. A grade of “WX” will be recorded for each course for which a student is awarded Title IV aid if the student takes Medical Leave or Medical Withdrawal from the College at any time following the first week of the quarter. NOTOTC (passing transcripts and financial aid) 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 while on Medical Withdrawal from the College. All academic probations, warnings and dismissals take precedence over any Medical Leave or Medical Withdrawals. If a student is already on probation or is placed on probation while on leave, the conditions of his or her probation are continued to the quarter in which he or she returns to the College. Involuntary Medical Withdrawal Appeal Process
A student who is placed on an Involuntary Medical Withdrawal may appeal the decision to the College President within three (3) business days (excluding weekends and state holidays) of the decision. The appeal should be made in writing and should set forth the grounds for the appeal. The College President (or their designee) has three (3) business days from receipt of the appeal (excluding weekends and state holidays) to affirm or reverse the decision, which is then considered final. The College President (or their designee) may extend the time limits set forth above as necessary. While the appeal is pending, the original decision of Campus Administration will stand. When a Student Wants to Return After an Involuntary Medical Withdrawal
Re-enrollment will require a completed re-admission application from the student along with a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the professional therapist/physician believes the student is able to return to Rasmussen College. Students must be cleared by all of the following once the re-admission application is received: Dean, Student Financial Services Office and Campus Director. Federal Distribution of Funds Policy
Once the refund liability for a particular student has been determined, the federal portion of the refund shall be distributed back to the various programs in the following manner:

• All refund monies shall first be applied to 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 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.

For Minnesota Campuses
Refunds for state aid programs are calculated on a per term/quarter 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 tuition and TIP Aid) applied to institutional charges less:

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

• Amount of Institutional Share of the Title IV Refund

For North Dakota Campuses
If the disbursement is made at the North Dakota State Grant while the student is enrolled full-time, no refund is due. If the disbursement is made while the student is no longer in attendance, a full refund to the North Dakota State Grant program is due.

For Illinois, Kansas, and Wisconsin Campuses
Please note that Illinois, Kansas and Wisconsin do not have state grant programs, for the Non-Federal Refund Distribution Policy does not apply to students attending Illinois, Kansas or Wisconsin campuses.

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 crimes, policies, security and access to campus facilities, campus law enforcement and criminal offenses reported to the campus police department. Rasmussen College also has a campus crime prevention plan, Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.
Academic Information and College Policies

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 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 Avenue, 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 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 (NCAALCS), 5600 N River Road, Rosemont, IL 60018. (713)714-8880.

• National Accrediting Agency for Clinical Laboratory Sciences 5600 North River Road Rosemont, IL 60018 Phone: 773-714-8880 Fax: 773-714-8886

Programs or campuses not listed above are not programmatically accredited.

Registration

Rasmussen College is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

• Minnesota Office of Higher Education 1450 Energy Park Drive, Suite 350 St. Paul, MN 55108 651-642-0533

Rasmussen College is registered with the Iowa College Student Aid Commission. Iowa College Student Aid Commission 603 East 12th Street, 5th Floor Des Moines, IA 50319 877-272-4436

Licensing

Rasmussen College is licensed as a private career school with the State of Wisconsin Educational Approval Board. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. The education programs may not meet the needs of every student or employer.

• Wisconsin Department of Regulation & Licensing P.O. Box 8935 Madison, WI 53708 608-266-2112

• State of Wisconsin Educational Approval Board 201 West Washington Avenue, 3rd Floor Madison, WI 53703 608-266-1996

The State of Wisconsin Educational Approval Board has approved all of Rasmussen College’s programs except the Law Enforcement AAS degree and certificates.

The Arkansas Higher Education Coordinating Board has certified Rasmussen College to offer the following degree programs by distance technology to Arkansas residents: Accounting B.S., Business Management B.S., Marketing B.S., Finance B.S., Healthcare Management B.S., Human Resources and Organizational Leadership B.S., Health Information Management B.S., Criminal Justice B.S., Nursing B.S. (RN to BSN), Cyber Security B.S., Information Technology Management B.S., Accounting A.A.S., Business Management A.A.S., Early Childhood Education A.A.S., Health Information Technician A.A.S., Medical Administration A.A.S., Criminal Justice A.A.S., Human Services A.A.S., Paralegal A.A.S., and Information Systems Management A.A.S. Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code 6-61-301. Approved For:

• Veterans’ Benefits by the Wisconsin State Approving Agency
• Wisconsin Board of Nursing

Statement of Ownership

Rasmussen College, Inc., is a private corporation under the laws of the State of Delaware. Rasmussen, Inc. is the parent company of Rasmussen College, Inc., with campuses located in the states of Florida, Illinois, Kansas, Minnesota, North Dakota, and Wisconsin.

Corporate Officers:
– J. Michael Locke, Chairman, President, Chief Executive Officer, Secretary
– Patrick D. Branham, Chief Financial Officer, Treasurer
– Michael J. Malee, Vice President

Limitations

This catalog was prepared using information current at the time of publishing, however all information contained herein is subject to change without notice at the discretion of the College. This includes but is not limited to the following: admission and graduation requirements, academic calendar, course descriptions and content, courses offered, online courses and programs, and statement of tuition and fees. For current calendars, students should refer to a copy of the schedule of classes for the term in which they enroll. The courses listed in this catalog are intended as a general indication of Rasmussen College’s curricula. Courses and programs are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary. Students who maintain continuous enrollment will be able to complete their program at Rasmussen College even if the program is discontinued. Rasmussen College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty and to add or to delete certain courses, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and book prices.

Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impair one’s eligibility to sit for these exams or to secure employment in one’s chosen career field. Pharmacy Technician students convicted of non-drug-related felonies may not be eligible to sit for the Pharmacy Technician Certification Board (PTCB) exam. Pharmacy Technician students convicted of drug- or pharmacy-related felonies ARE NOT eligible to sit for the PTCB exam.

Students seeking licensing as professional peace officers in Minnesota must complete the required Law Enforcement coursework at Rasmussen College or transfer in the equivalent. In addition, these students must complete an officially recognized first aid course in First Responder, Emergency Medical Technician, or Emergency Response, and to complete practical “skills” coursework meeting 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 the student to complete the certification coursework. Skills training cannot be completed online.

Rasmussen College reserves the right to deny admission to applicants whose total credentials reflect an inability to assume the obligations of performance and behavior deemed essential by Rasmussen College and relevant to any of its lawful missions, process, and functions as an educational institution and business. The administration of Rasmussen College reserves the right to address any issue in this catalog or its operations regarding its meaning.
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