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, business, industry, professional associations/communities, and other institutions of higher learning benefit from shared knowledge and experience.

6 Assessment and Planning: Rasmussen College students, both 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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2012-2013 ACADEMIC CALENDAR

- 2012 Early Summer Quarter
  May 7 – June 17
- 2012 Summer Quarter
  July 2 – September 16
- 2012 Early Fall Quarter
  August 6 – September 16
- 2012 Fall Quarter
  October 1 – December 16
- 2012 Early Winter Quarter
  November 5 – December 16
- 2013 Winter Quarter
  January 7 – March 24
- 2013 Early Spring Quarter
  February 11 – March 24
- 2013 Spring Quarter
  April 8 – June 23
- 2013 Early Summer Quarter
  May 13 – June 23

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
LETTER FROM THE PRESIDENT
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 network 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,

President
LEARN WITH SUPPORT

GRADUATE WITH CONFIDENCE

SUPPORT+, our unique, comprehensive network of student services, provides an individualized level of support to help you earn your degree and succeed in your chosen career. Our team of SUPPORT+ professionals, from your program manager who helps you complete your enrollment application, to your student advisor who helps you develop your My Degree Plan and marks milestones on your Credential Ladder, to career services advisors who help you in your career search, SUPPORT+ is there to help you succeed—all at no extra cost to you.

With SUPPORT+, you will graduate with confidence, knowing you have mastered practical, relevant, and advanced skills that can help you launch a career or advance in your field.

Our dedicated team of faculty and staff provides exceptional individualized support to help you reach your academic and career goals.

REGISTRAR
• Evaluates transcripts for transfer credit
• Explains prior learning and test-out policies
• Records credentials on your transcript as you achieve them
• Monitors graduation requirements

FINANCIAL SERVICES ADVISOR
• Helps you navigate the financial aid application process
• Answers questions about your award letter and the GI Bill

STUDENT ADVISOR
• Helps you develop My Degree Plan, a roadmap to graduation
• Balances your course load and ensures course availability

FACULTY
• Provides instruction to help you learn course material
• Helps you master concepts and develop career skills

TUTOR
• Provides writing review services
• Tutors in science, English, and other subjects (math tutoring available 24/7)

STUDENT ACCOUNT MANAGER
• Processes tuition payments
• Answers questions about the online bookstore
• Assists with use of personal checks

PERSONAL SUPPORT CENTER
• Available 24/7
• Helps with Internet connectivity, software installation, password reset, online course access, and other technical issues

ONLINE LEARNING CENTER
• Schedules faculty tutoring
• Provides study aids, writing assistance, time-management, and test-taking strategies

LIBRARIAN
• Helps with academic research and navigating online resources
• Answers APA formatting and citation questions
• Explains how to use NoodleBib tools

CAREER SERVICES ADVISOR
• Provides resume, cover letter, and interview skill assistance
• Helps you develop your professional portfolio
• Guides your career choices and networking opportunities
applicants to this program must successfully complete and pass a seminar course. Students must complete the Junior Seminar in the workplace and in their communities. 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
B099 Foundations of 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*

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

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

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

DIPLOMA

CAREER OPPORTUNITIES:

• 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 ability to effectively communicate in a variety of situations, in the workplace and in their communities.

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 CREDITS

LOWER DIVISION

A276 Financial Investigation 2
A280 Accounting Capstone 2
B232 Principles of Marketing 4
B234 Business Law 4
B233 Business Ethics 4
F108 Financial Markets and Institutions 4

Total Diploma Credits 32

General Education Credits 12
Major and Core Credits 61

TOTAL DIPLOMA CREDITS 73*

SEE PAGE 40 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.
**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 Cost Accounting Principles and Applications 4
- A416 Advanced Financial Accounting 4
- A420 Accounting Information Systems 4
- A430 International Accounting 4
- A490 Accounting Capstone II 4
- B330 Advanced Principles of Financial Management 4
- B343 Business Law II 4
- B351 Management of Information Systems 4
- B444 Statistics for Managers 4
- B460 Strategic Management 4

Total 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

**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
- A420 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
- B400 Organizational Development 4
- B492 Contemporary Leadership Challenges 4

Total Public Accounting 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 114

**TOTAL PUBLIC ACCOUNTING BS DEGREE CREDITS** 231*

**SEE PAGE 40 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
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
B099 Foundations of 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
G124 English Composition 4
Communication (Select 1 course) 4
Math/Natural Sciences (Select 1 course) 4

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

Total Diploma Credits
General Education Credits 12
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.

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.

rasmussen.edu
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 course) 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
B140 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 40 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

BUSINESS MANAGEMENT BACHELOR’S DEGREE

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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
B210 Network Fundamentals for Business Professionals 3
B229 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 18
Upper Division General Education Credits 24
Lower Division Major and Core Credits 47
Lower Division Specialization Credits 8
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 40 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.

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.

rasmussen.edu
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
B099 Foundations of 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
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
M200 Medical Office Procedures 4
M230 Medical Law and Ethics 4

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

Total Bachelor’s Degree Credits: 180 *

TOTAL BS DEGREE CREDITS

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

FOUNDATION COURSES
- B080: Reading and Writing Strategies
- B099: Foundations of Math

CERTIFICATE COURSES

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

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.

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
- A124: English Composition (Required course)
- B024: English Composition
- D134: Math/Natural Sciences (Select 1 course)

MAJOR AND CORE COURSES

LOWER DIVISION
- B185: Introduction to Human Resource Management
- B235: Introduction to Organizational Leadership
- B280: Training and Development
- B287: Employment Law

Total Diploma Credits
- General Education Credits
- Major and Core Credits
- TOTAL DIPLOMA CREDITS: 61*

SEE PAGE 40 FOR GENERAL EDUCATION COURSE SELECTIONS.

SCHOOL OF BUSINESS MISSION STATEMENT

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

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

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

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

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

FOUNDATION COURSES
B080  Reading and Writing Strategies  4
B099  Foundations of 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
B124  English Composition  4
G124  English Composition  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 40 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 4
G204 Microeconomics 4

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 40 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.
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
B099 Foundations of 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
EC130 Knowledge: Externship I 6
EC181 Application: Externship II 6
EC182 Reflection: Externship III 6
EC200 Observation and Assessment in Early Childhood Education 4

TOTAL CERTIFICATE CREDITS 36*

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

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

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

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

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

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

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

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

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

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

Child and Family Studies Specialization
EC229  Parent Education and Support  4
EC230  Guiding Children’s Behavior  4
EC232  Child and Family Advocacy  4
G142  Introduction to Sociology  4

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

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

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

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

SEE PAGE 40 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.

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.

AAS 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
EC290  Early Childhood Education Capstone  2
Child Development Specialization
EC290  Early Childhood Education Capstone  2
English Language Learner Specialization
EC290  Early Childhood Education Capstone  2
Child with Special Needs Specialization
EC290  Early Childhood Education Capstone  2
Total Associate’s Degree Credits
General Education Credits  32
Major and Core Credits  59
TOTAL AAS DEGREE CREDITS  91*

SEE PAGE 40 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

* 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
B099  Foundations of 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
M140  Basic ICD-9-CM Coding  4
M140A  Intermediate ICD-9-CM Coding  3
M141  Ambulatory Care Coding  3
M209  Medical Insurance and Billing  3
M232  Pathophysiology  5
M243  Health Information Law and Ethics  4
M251  Medical Coding Practicum  1
MA135  Pharmacology for the Allied Health Professional  4

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

TOTAL CERTIFICATE CREDITS  40*

MEDICAL BILLING AND CODING DIPLOMA

CAREER OPPORTUNITIES:
• Medical Coder
• Medical Coder/Biller

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

* 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 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.

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

rasmussen.edu
HEALTH INFORMATION TECHNICIAN

AAS 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 40 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.

HEALTH INFORMATION MANAGEMENT BS DEGREE

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

OBJECTIVE:
Graduates of the Health Information Management (HIM) program will be prepared to assume diverse entry-level positions that span a broad range of settings including hospitals, physician practices, nursing homes, home health agencies, mental health facilities, and public health agencies as well as software companies, government agencies, pharmaceutical companies, and consulting firms. They will understand basic human anatomy and physiology, medical terminology and pathophysiology and demonstrate how they are critical to managing patient health information.

HIM BS graduates will be able to communicate with all levels (clinical, financial, and administrative) of an organization that utilizes patient data in daily operations and decision making. Graduates will be skilled and competent in developing information policy, designing and managing information systems, as well as functioning in a technologically advanced and changing work environment.

Graduates can apply, analyze, synthesize, and evaluate didactic theories and real world experiences relevant to health information management; demonstrate self-directed learning skills using a variety of resources and technology; articulate personal attributes and attitudes 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
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Select 1 course) 4
- Social Sciences (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
- H435 Health Data Management 2
- H450 Health Information Management Alternative Facility Professional Practice Experience 1

Total Bachelor's Degree Credits
- Lower Division General Education Credits 32
- Upper Division General Education Credits 24
- Lower Division Major and Core Credits 24
- Upper Division Major and Core Credits 66

TOTAL BS DEGREE CREDITS 180*

SEE PAGE 40 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 is not available online to residents of some states. Please speak with your Program Manager to determine your eligibility for enrollment.

This program requires specific immunizations prior to professional practice experience.

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 5 years or have an AAS degree and possess a current RHIT credential. If the degree was obtained over 5 years ago, the student needs to have work experience in the health information industry within the last 5 years and approval by the Program Coordinator.

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

**FOUNDATION COURSES**
- B080  Reading and Writing Strategies  4
- B099  Foundations of 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  3

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- D132  Computer Applications and Business Systems Concepts  3
- E242  Career Development  2
- M120  Medical Terminology  4
- M130  Medical Writing, Style, and Grammar  3
- M140  Basic ICD-9-CM Coding  4
- M140A  Intermediate ICD-9-CM Coding  3
- M141  Ambulatory Care Coding  3
- M200  Medical Office Procedures  4
- M201  Medical Transcription I  4
- M202  Introduction to Medical Transcription  4
- M209  Medical Insurance and Billing  3
- M230  Medical Law and Ethics  4
- M232  Pathophysiology  5
- M290  Medical Administration Capstone  1
- S115  Keyboarding I  3

Total Diploma Credits
- General Education Credits  8
- Major and Core Credits  50

**TOTAL DIPLOMA CREDITS**  58

**IN ADDITION TO ALL DIPLOMA COURSES**

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**
- English Composition  (Required course)  4
- G124  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**
- M231  Medical Coding Practicum  1
- MA135  Pharmacology for the Allied Health Professional  4
- S120  Word for Windows  3

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

**TOTAL AAS DEGREE CREDITS**  90*

**SEE PAGE 40 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.

**SEE PAGE 40 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.
# Medical Assisting

## 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 will 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
- B099 Foundations of Math 4

### General Education Courses
- **Lower Division**
  - English Composition (Required course) 4
- GT24 English Composition

### Major and Core Courses
- **Lower Division**
  - E242 Career Development 2
  - M120 Medical Terminology 4
  - M130 Medical Writing: Style and Grammar 3
  - M200 Medical Office Procedures 4
  - M230 Medical Law and Ethics 4
  - M232 Pathophysiology 5
  - MA110 Clinical Skills I 4
  - MA135 Pharmacology for the Allied Health Professional 4
  - MA146 Clinical Skills II 4
  - MA225 Laboratory Skills for Medical Assisting 4
  - MA241 Human Anatomy and Physiology I 5
  - MA242 Human Anatomy and Physiology II 5
  - MA265 Medical Assistant Internship 8

### Total Diploma Credits
- General Education Credits 31
- Major and Core Credits 59
- Total Diploma 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 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 (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Rockford, and Romeoville campuses in Illinois, the Fort Myers, Ocala and New Port Richey/West Pasco campuses in Florida, and the Appleton and Wausau campuses in Wisconsin are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

Medical Assisting students must receive the first injection of the Hepatitis B immunization series prior to week 5 of the Clinical Skills I course. Prior to the student beginning their externship, the full three injection series of the Hepatitis B immunization and all other program required immunizations must be completed. Medical Assisting students must successfully complete all Medical Assisting competencies before they will be eligible for graduation.

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 Extenship 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.

## AAS Degree

**Career Opportunities:**
- Medical Assistant
- Medical Office Administrative Assistant

**Objective:**
The objectives of the Medical Assisting AAS Degree program are to prepare students to become valuable members of a healthcare team by supporting and assisting providers in delivering quality healthcare services; and to prepare students who are proficient in cognitive (knowledge), psychomotor (skills), and affective (behavioral) learning behaviors for entry-level medical assistant positions. Graduates will understand and value critical thinking 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 40 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 (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Rockford, and Romeoville campuses in Illinois, the Fort Myers, Ocala and New Port Richey/West Pasco campuses in Florida, and the Appleton and Wausau campuses in Wisconsin are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

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
- Communication (Select 1 course) 4
- Math/Natural Sciences (Required courses) 8
- College Algebra 3
- Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

LOWER DIVISION
- Computer Applications and Business Systems Concepts 3
- Medical Terminology 4
- Human Anatomy and Physiology I 5
- Human Anatomy and Physiology II 5
- Introduction to Clinical Laboratory Science 3
- Clinical Chemistry I 3
- Hematology I 3
- Urinalysis 3
- Clinical Microbiology I 3
- Clinical Chemistry II 4
- Hematology II 4
- Immunology 3
- Immunohematology 3
- Clinical Microbiology II 4
- Clinical Practicum I 12
- Clinical Practicum II 12
- Phlebotomy 3

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

SEE PAGE 40 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, Rosemount, 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.
## PHARMACY TECHNICIAN

### 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 use software programs to complete these tasks. They can perform pharmacy tasks in retail and hospital pharmacy settings. Graduates value the ability to effectively communicate in a variety of situations, honesty and integrity, compassion for patients, and patient confidentiality.

**FOUNDATION COURSES**
- B080 Reading and Writing Strategies 4
- B099 Foundations of Math 4

**GENERAL EDUCATION COURSES**
- LOWER DIVISION
  - Math/Natural Sciences 9
    - (*) 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
  - PT129 Pharmacy Software/Automation/Insurance Billing 3
  - PT240 Unit Dose and Medication Preparation 3

**Total Certificate Credits**
- General Education Credits 8
- Major and Core Credits 36
- **TOTAL CERTIFICATE CREDITS** 44*

**SEE PAGE 40 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 as part of Certificate course requirements during the quarter in which they are scheduled for the E242 Career Development course.

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

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

### DIPLOMA

**CAREER OPPORTUNITIES 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 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.

**TOTAL DIPLOMA CREDITS 70**

**SEE PAGE 40 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

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

### AAS DEGREE

**CAREER OPPORTUNITIES IN:**
- Retail Pharmacy
- Clinical Pharmacy
- Hospitals and Healthcare Facilities

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

**TOTAL AAS DEGREE CREDITS 90**

**SEE PAGE 40 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
CRIMINAL JUSTICE AAS DEGREE
CORRECTIONS • HOMELAND SECURITY • LAW ENFORCEMENT • PSYCHOLOGY

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

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

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B099 Foundations of 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 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
HS290 Abnormal Psychology 4

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

SEE PAGE 40 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 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
B099 Foundations of 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

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

D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
J100 Introduction to Undergraduate Research 2
J106 Criminality: Motives for Criminal Deviance 4
J115 Introduction to Corrections 4
J123 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

UPPER DIVISION

J328 Criminal Justice Internship 9
J360 Criminal Justice Leadership and Management 4
J415 Critical Issues in Criminal Justice 4

Choose either Track I or Track II

Track I

J480 Criminal Justice Internship 9
J453 Criminal Justice Seminar 5
J457 Criminal Justice Senior Thesis 4

Track II

J453 Criminal Justice Seminar 5
J457 Criminal Justice Senior Thesis 4

UNRESTRICTED ELECTIVE CREDITS *** 12

Client Services/Corrections Specialization

J340 Women and Criminal Justice 4
J345 Diversion and Rehabilitation 4
J425 Community Corrections 4
J435 Special Populations in Criminal Justice 4

Criminal Offenders Specialization

J330 Organized Criminal Syndicates 4
J430 Forensic Psychology 4
J440 Special Offenders: Sex Offenders 4
J445 Special Offenders: Serial Killers 4

Homeland Security Specialization ***

J332 Homeland Security Policy 4
J339 Risk Analysis 4
J405 Emergency Management 4
J420 Crimes Across Borders 4

Investigation/Law Enforcement Specialization

J305 Examination of Forensic Science 4
J325 Criminal Evidence 4
J430 Forensic Psychology 4

Total Bachelor's Degree Credits

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

TOTAL BS DEGREE CREDITS 180*

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

** Additional training may be required.

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

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

CERTIFICATE

CAREER OPPORTUNITIES:
• Program Assistant Specialist

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

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B099 Foundations of Math 4

GENERAL EDUCATION COURSES

LOWER DIVISION
Social Sciences (Required course) 4
G148 General Psychology

MAJOR AND CORE COURSES

LOWER DIVISION
E242 Career Development 2
HS110 Introduction to Human Services 4
HS111 Cultural Diversity in Human Services 4
HS115 Introductory Strategies to Crisis Intervention 4
HS250 Organization and Leadership in Human Services 4
HS260 Community Psychology 4
HS280 Abnormal Psychology 4
J121 Case Management: Strategies for Rehabilitation 4
J211 Counselling Clients 4

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

TOTAL CERTIFICATE CREDITS 38*

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

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

DIPLOMA

CAREER OPPORTUNITIES:
• Community Service Specialist
• Human Service Assistant

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required course) 4
G124 English Composition
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 4
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
General Education Credits 16
Major and Core Credits 58

TOTAL DIPLOMA CREDITS 74*

* 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.

AAS DEGREE

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

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

TOTAL AAS DEGREE CREDITS 90*

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

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

rasmussen.edu
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
B099  Foundations of 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  3
E242   Career Development  2
J131   Criminal Law and Procedures: Crime and the Courtroom  4
PL100  Introduction to Law and the Legal System  4
PL121  Civil Litigation and Procedure I  4
PL122  Civil Litigation and Procedure II  4
PL142  Contracts: Managing Legal Relationships  4
PL145  Paralegal Ethics  4
PL151  Real Estate Law  4
PL216  Corporate Law  4
PL226  Law Office Technology: Cyberspace and the Paralegal Profession  4
PL228  Torts: Auto Accidents and Other Legal Injuries  4
PL230  Family Law  4
PL235  Legal Research  4
PL240  Legal Writing  4

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

Track II
PL280  Paralegal Capstone  5

Total Associate’s Degree Credits
General Education Credits  32
Major and Core Credits  62
TOTAL AAS DEGREE CREDITS  94*

SEE PAGE 40 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

PARALEGAL CERTIFICATE

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B099 Foundations of 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

Electives (choose 1 course, for 4 credits)
PL215 Real Estate Law 4
PL216 Corporate Law 4

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

Track II
PL280 Paralegal Capstone 5

Total Certificate Credits
General Education Credits 12
Major and Core Credits 49
TOTAL CERTIFICATE CREDITS 61*

SEE PAGE 40 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.

Paralegal Certificate Entrance Requirements. Admission into the Paralegal Certificate program requires candidates to have earned an Associate’s degree which includes general education courses equivalent to those required in Rasmussen College’s Paralegal AAS, or a Bachelor’s degree or higher. 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 4
Communication (Required course) 4
G141 Introduction to Communication 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Required courses) 8
G215 Introduction to Human Biology 4
G223 College Algebra 4
Social Sciences (Required courses) 8
G142 Introduction to Sociology 4
G148 General Psychology 4

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
MC8201 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 40 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

The Rasmussen College School of Nursing serves its diverse communities through educating students in the development of knowledge, skills, attitudes, and abilities essential to provide the highest standards of safe, competent, and ethical practices. Building on the mission of Rasmussen College, the mission of the School of Nursing is to provide innovative and contemporary nursing programs that prepare graduates to contribute to the global community through roles in current nursing practice. The School of Nursing offers career mobility in nursing through an articulated career ladder approach with a general foundation.
SOFTWARE APPLICATION DEVELOPMENT • CERTIFICATE • AS DEGREE
COMPUTER SCIENCE BS DEGREE

SOFTWARE APPLICATION DEVELOPMENT
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

SOFTWARE APPLICATION DEVELOPMENT
AS 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 4
Communication (“Required course, select 1 additional course”) 8
G126A English Composition II* 4
Humanities (“Required course, select 2 additional courses”) 12
G224 Introduction to Critical Thinking* 4
Math/Natural Sciences (“Required, select 1 additional course”) 8
G247 Introduction to Discrete Mathematics* 3
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 40 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 BS 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
N481 Algorithm Analysis 4
N491 Artificial Intelligence 4
N492 Network Systems Design 4
N493 Advanced Mobile Application Development 3
N436 Simulation Analysis and Design 4
N471 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 180

SEE PAGE 40 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

Applicants to this program must meet program-specific admissions requirements; in addition to all general Rasmussen College admissions requirements. Please see the application procedures for this program under Academic Information and College Policies.
INFORMATION SYSTEMS MANAGEMENT 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
B099  Foundations of 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
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 40 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

INFORMATION SYSTEMS MANAGEMENT BS DEGREE – NETWORK ADMINISTRATION

CAREER OPPORTUNITIES:
• Network System Administrator

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Select 1 course)  4
Humanities (Select 2 courses)  8
Math/Natural Sciences (Select 1 course)  4
Social Sciences (Select 2 courses)  8
Total Associate’s Degree Credits
General Education Credits  32
Major and Core Credits  58
TOTAL AAS DEGREE CREDITS  90*

SEE PAGE 40 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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INFORMATION TECHNOLOGY MANAGEMENT
BS 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 Organization Behavior Analysis 4
N141 Networking Security 3
N306 Advanced Network Security 4
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 40 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

INFORMATION SYSTEMS MANAGEMENT
DIPLOMA – NETWORK SECURITY

CAREER OPPORTUNITIES:
• Network Security Specialist

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

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B099 Foundations of 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
N127 Microsoft Windows Workstations 3
N133 Networking Fundamentals 3
N140 Logic and Troubleshooting 4
N141 Networking Security 3
N145 Fundamentals of PC Hardware and Software 4
N150 Technology’s Role in the 21st Century 2
N226 Windows Active Directory 3
N228 Microsoft Windows Server 3
N235 Cisco Networking Fundamentals and Routing 3
N253 Managing Information Security 3
N290 Information Technology Capstone 2

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

INFORMATION SYSTEMS MANAGEMENT
AAS 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 Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 58
TOTAL AAS DEGREE CREDITS 90

SEE PAGE 40 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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CYBER SECURITY BS 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 87
TOTAL BS DEGREE CREDITS 181*

SEE PAGE 40 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 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
- **B099** Foundations of Math

#### CERTIFICATE COURSES

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<th>Course Code</th>
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<tr>
<td>W108</td>
<td>Introduction to Website Design</td>
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**TOTAL CERTIFICATE CREDITS: 36**

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

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

### 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 know how efficiencies gained from appropriate application of technology can directly affect business performance. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in IT support practices.

#### FOUNDATION COURSES
- **B080** Reading and Writing Strategies
- **B099** Foundations of Math

#### CERTIFICATE COURSES

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**TOTAL DIPLOMA CREDITS: 71**

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

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

### INFORMATION SYSTEMS MANAGEMENT AAS 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

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</table>

**TOTAL AAS DEGREE CREDITS: 91**

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

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

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INFORMATION SYSTEMS MANAGEMENT
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.

GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required course) 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 40 FOR GENERAL EDUCATION COURSE SELECTIONS.

IN ADDITION TO ALL DIPLOMA COURSES

INFORMATION SYSTEMS MANAGEMENT
AAS 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.

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 40 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

* 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 – WEB PROGRAMMING

**CAREER OPPORTUNITIES:**
- Web Developer

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

**FOUNDATION COURSES**
- B080 Reading and Writing Strategies 4
- B099 Foundations of Math 4

**GENERAL EDUCATION COURSES**

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<th>LOWER DIVISION</th>
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<td>W215 PERL/CGI</td>
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<td>W216 PHP/MySQL</td>
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Total Diploma Credits
- General Education Credits 8
- Major and Core Credits 60
- **TOTAL DIPLOMA CREDITS** 68*

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### INFORMATION SYSTEMS MANAGEMENT AAS DEGREE – WEB PROGRAMMING

**CAREER OPPORTUNITIES:**
- Web Developer

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

**IN ADDITION TO ALL DIPLOMA COURSES**

**GENERAL EDUCATION COURSES**

<table>
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<td>Social Sciences (Select 2 courses)</td>
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</table>

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

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**SEE PAGE 40 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

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**ASSOCIATE’S DEGREE**

**DIPLOMA**

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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
B099 Foundations of 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
(Select 2 courses, including at least one Math course)
Social Sciences (Select 2 courses) 8

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

MAJOR AND CORE COURSES
LOWER DIVISION
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
N376 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*

SEE PAGE 40 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, all 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.
## Multimedia Technologies Diploma

### Digital Design and Animation

**Career Opportunities:**
- Graphic Designer
- Print and Digital Designer
- Website Designer

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

### Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>B099</td>
<td>Foundations of Math</td>
<td>4</td>
</tr>
</tbody>
</table>

### 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

- **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
- **NT150 Technology’s Role in the 21st Century**: 2
- **NM111 Introduction to Computer Graphics**: 3
- **NM113 Introduction to Multimedia Design**: 3
- **NM121 Typography**: 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**: 71

**General Education Credits**: 12

**Major and Core Credits**: 59

**TOTAL DIPLOMA CREDITS**: 71

---

## 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

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<td>Foundations of Math</td>
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</tbody>
</table>

### 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

- **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
- **NT150 Technology’s Role in the 21st Century**: 2
- **NM111 Introduction to Computer Graphics**: 3
- **NM113 Introduction to Multimedia Design**: 3
- **NM121 Typography**: 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**: 12

**General Education Credits**: 12

**Major and Core Credits**: 59

**TOTAL DIPLOMA CREDITS**: 71

---

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

**To earn an AAS degree in Multimedia Technologies, student must successfully complete at least one Math course.*
MULTIMEDIA TECHNOLOGIES AAS 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)** 4
Social Sciences (Select 2 courses) 8
MAJOR AND CORE COURSES

WEB DESIGN SPECIALIZATION
NM280 Multimedia Portfolio Development 2

TOTAL ASSOCIATE’S DEGREE CREDITS 93*

SEE PAGE 40 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 BS 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 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 BS DEGREE CREDITS 181*

SEE PAGE 40 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.
## General Education Course Selections

### All BS and AAS Degree Programs

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

#### Lower Division

<table>
<thead>
<tr>
<th>Program</th>
<th>Course</th>
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<tbody>
<tr>
<td>English Composition</td>
<td>G124 English Composition</td>
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<tr>
<td>Communication</td>
<td>G128A English Composition 2</td>
</tr>
<tr>
<td>G141 Introduction to Communication</td>
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<tr>
<td>G227 Oral Communication</td>
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<tr>
<td>Humanities</td>
<td>G125 Humanities</td>
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<tr>
<td>G145 Film Appreciation</td>
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<td>G147 Art Appreciation</td>
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<td>G224 Introduction to Critical Thinking</td>
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<tr>
<td>G230 Introduction to Literature</td>
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<tr>
<td>G238 Conversational Spanish</td>
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<tr>
<td>Math/Natural Sciences</td>
<td>G150 Structure and Function of the Human Body</td>
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<tr>
<td>G152 Scientific Literacy</td>
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<tr>
<td>G180 General Education Mathematics</td>
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<tr>
<td>G215 Introduction to Human Biology</td>
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<tr>
<td>G233 College Algebra</td>
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<td>G242 American/U.S. National Government</td>
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<tr>
<td>G270 United States History: 1800 to the Present</td>
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</table>

#### Upper Division

<table>
<thead>
<tr>
<th>Program</th>
<th>Course</th>
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<tbody>
<tr>
<td>Communication</td>
<td>G324 Advanced Composition</td>
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<tr>
<td>G332 Visual Communication in the Media</td>
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<tr>
<td>Humanities</td>
<td>G330 American Literature</td>
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<tr>
<td>G335 Contemporary World Literature: 1900 to the Present</td>
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<tr>
<td>G435 Literature of American Minorities</td>
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<td>G440 Political Thought</td>
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<tr>
<td>Math/Natural Sciences</td>
<td>G326 Human Uses of the Environment</td>
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<td>G346 Physical Geography</td>
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<td>G350 Conservation of Resources</td>
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<tr>
<td>G434 Gender in Math and Science</td>
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<tr>
<td>Social Sciences</td>
<td>G333 American Religious History</td>
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<tr>
<td>G380 Visions of America Since 1945</td>
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<tr>
<td>G401 Comparative Politics</td>
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<tr>
<td>G425 Work and Family</td>
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</tbody>
</table>

See specific course requirements on program pages.

### Computer Science BS Degree and Software Application Development AS Degree

#### Lower Division

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<td>G128A English Composition 2*</td>
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<tr>
<td>G246 Advanced Algebra*</td>
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<td>G247 Introduction to Discrete Mathematics*</td>
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<td>Social Sciences</td>
<td>G142 Introduction to Sociology</td>
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</table>

*Required courses

See specific course requirements on program pages.

### Professional Nursing AAS Degree Program

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</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 fact 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.

Diploma programs include general education courses as designated by program. Certificate programs may not include general education courses because they are career focused. Courses that are primarily developmental or remedial in nature, such as Foundation courses, may not be included in the general education total for any program.
Most programs use a combination of lecture and laboratory methods of instruction. In particular, technology-intensive learning environment, is defined as either lecture or laboratory depending primarily on whether new material is introduced. Lecture classes are traditional class sessions in which the student is instructed in the theory, principles, and history of an academic or vocational subject. The student should expect a requirement of two hours of outside preparation for each hour of lecture instruction. Some lecture classes have additional time scheduled without additional charge to the student for those who may need more personalized coaching. Laboratory is a setting in which the student applies information and demonstrates tests, or practices for reinforcing skills previously acquired through lecture or outside reading. An instructor is normally present in the laboratory setting, but for coaching and clarification rather than for presentation of new material. Two hours of laboratory have the credit equivalency of one hour of lecture. Internship (also externship or practicum) is program-related work experience with indirect instructor supervision and employer assessment. Usually coupled with lecture sessions in which the workplace experience is discussed. Three hours of internship count as the credit equivalency of one hour of lecture. The individual student’s ability to attain the necessary competencies may influence the number of clock hours necessary to complete an individual course. Prerequisites may be waived in unusual circumstances, but only with the consent of the instructor and approval of the Academic Dean or Campus Director.

Program Length
A Rasmussen College student is considered full-time when he or she is taking 12 or more credits per term. While a student is considered part-time when the student is taking less than 12 credits per term, a part-time student typically takes an average of 8 credits per term. To calculate program length, the College divides the total program credits by 12 for full-time students and 8 for part-time students. CEC080 College Experience Course, 0 credits
The College Experience Course is an instructor led, objective qualification tool to help quantify the commitment of potential students through a one week simulation of the college experience at Rasmussen College. This course must be passed with a score of 80/100 in order to proceed with enrollment. This course is designed to help build a student’s confidence and knowledge through demonstrating habits necessary for success in college and clarifying expectations for student engagement. This course requires both reading and submission of assignments to closely resemble what they will experience every week in a typical Rasmussen course.

A prerequisite: none

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

Clock Hour - Equal to 50 minutes of instruction.

How to read course descriptions
Course descriptions contain numbers that fall below 100 are considered developmental courses. Course description numbers that range from 100-199 are generally considered to be freshmen-level courses. Course description numbers that range from 200-299 are considered to be more advanced courses and may function as sophomore-level or capstone courses. Course description numbers that range from 300-399 are considered upper division courses that may function as junior-level courses. Course description numbers that range from 400-499 are considered to be more advanced upper division courses that may function as senior-level student requirements for a Bachelor’s degree.

How to read course descriptions

A270 Financial Investment
40 hours, 4 credits
This course will introduce students to the field of fraud examination and how fraud occurs and is detected within financial statements. This course will expand in areas of reviewing financial transactions, inventory, liabilities, assets, and inadequate disclosures related to financial statement investigations and fraud.
Prerequisite: Financial Accounting II

A280 Accounting Capstone
20 hours, 2 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting Associate’s degree program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, and interpersonal communication and class presentations. Students have the opportunity to participate in an optional internship/externship project.
Prerequisite: Offered last or second-to-last quarter for Associate’s degree students.

A315 Governmental and Not-for-Profit Accounting
40 hours, 4 credits
This course is a study of accounting principles as they apply to governmental organizations and not-for-profit entities.
Prerequisite: Financial Accounting II

A322 Risk Management for Accountants
40 hours, 4 credits
This course will cover topics such as culture and appetite, risk categorization, risk strategy, risk evaluation, enterprise risk management, audit functions, treatment, reporting, and decision making.
Prerequisites: Advanced Auditing Concepts and Standards; Managerial Accounting Theory and Practice

A350 Managerial Accounting Theory and Practice
40 hours, 4 credits
This course provides a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control.
Prerequisite: Financial Accounting II

A340 Advanced Auditing Concepts and Standards
40 hours, 4 credits
This course will cover topics such as culture and appetite, risk categorization, risk strategy, risk evaluation, enterprise risk management, audit functions, treatment, reporting, and decision making.
Prerequisites: Advanced Auditing Concepts and Standards; Managerial Accounting Theory and Practice

A375 Intermediate Financial Reporting I
40 hours, 4 credits
This course covers the review of financial accounting. Its conceptual framework, and how to understand and analyze financial reports. Including income statement and statement of cash flows, and the balance sheet.
Prerequisite: Financial Accounting II

A376 Intermediate Financial Reporting II
40 hours, 4 credits
This course builds on Intermediate Financial Reporting I. Topics include stockholder’s equity, valuation of assets and liabilities, interpretation of financial statements, accounting changes and errors, and prior period adjustments.
Prerequisite: Intermediate Financial Reporting I

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

A400 CPA Exam Preparation
40 hours, 2 credits
The CPA exam preparation course provides students with a comprehensive review of topics tested on the CPA examination. Students learn through lecture as well as problem solving.
Prerequisite: This is the last course students take in the program.

A402 Advanced Auditing II
40 hours, 4 credits
The study of greater depth and breadth of generally accepted auditing standards and their applications with emphasis on internal auditing, operational auditing, and integrity auditing.
Prerequisite: Advanced Auditing Concepts and Standards

A406 Cost Accounting Principles and Applications
40 hours, 4 credits
This course provides a survey of the theory and application of cost accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control. Topics include how to identify, measure, and accumulate direct and indirect costs, how to apply burden, introduction to job costing systems, budgeting, cost-volume-profit relationships, and relevant costing.
Prerequisite: Financial Accounting II

A410 Advanced Federal Tax Theory
40 hours, 4 credits
This course builds on Advanced Federal Tax Theory and Practice and introduces the tax laws as implemented by the Internal Revenue Service, addressing individuals, corporations, and partnerships.
Prerequisite: Taxation of Individuals

A415 Financial Statement Analysis
40 hours, 4 credits
This course introduces the student to the study of financial statement analysis including interpreting and analyzing accounting data and examining financial statements.
Prerequisite: Financial Accounting II

A416 Advanced Financial Accounting
40 hours, 4 credits
This course focuses on the importance of the operational functions in organizations today to include business combinations and the related financial accounting transactions necessary, segment reporting, output planning, international transaction accounting, foreign currency transactions, inventory control, scheduling, and quality control. An interweaving emphasis will be placed on quality and its impact in securing a strategic advantage for manufacturing and service entities.
Prerequisite: Intermediate Financial Reporting II
A420 Accounting Information Systems 40 hours, 4 credits
An advanced course that further develops an understanding of the elements, relationships, and issues associated with manual and computerized accounting information systems. Practical application using spreadsheets, databases, and general education software. Prerequisite: Management of Information Systems

A430 International Accounting 40 hours, 4 credits
This course includes a study of the international dimension of financial reporting and analysis. It provides students with an overview of the accounting practices of multinational enterprises and the preparation and presentation of financial statements in different nations. Topics covered include international corporate taxation, transfer pricing, foreign currency translation, financial disclosure, and international accounting harmonization. Prerequisite: Management of Accounting

A432 Auditing 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 procedures, 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 will be a synthesis of the accounting, business, and general education courses offered in the Accounting BS Degree Program. A study of emerging issues and timely topics in financial accounting, management, and ethical principles, practices, and control evaluations that apply to government, regulations, commercial, and professional environments and how they are used to create 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 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 Financial Accounting I 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

B240 Entrepreneurial Product and Service Planning 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, bankruptcy, agency, and business organizations are addressed. Prerequisite: none

B235 Introduction to Organizational Leadership 40 hours, 4 credits
This course serves as an introduction to the management process. It incorporates seven key leadership perspectives. Topics include consumer buying behavior, business-to-business marketing, organizational buying behavior, market research techniques, fundamental pricing concepts, management and leadership of an organization's marketing and sales forces, 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, government property, bankruptcy, agency, and business organizations are addressed. Prerequisite: none

B235 Introduction to Organizational Leadership 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, government property, bankruptcy, agency, and business organizations are addressed. Prerequisite: none

B285 Compensation and Benefits Management 40 hours, 4 credits
This course examines the ethical and legal aspects of employee compensation and benefits, including wage and hour laws, workplace safety, employee rights to compensation, and the impact of labor law on the compensation process.
B271 Professional Communication 40 hours. 4 credits
This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse communities and disciplines. To equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score.

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

B275 Call Center Customer Service Representative Skills 40 hours. 4 credits
Considering the success of any call center rests in the hands of its Customer Service Representatives, it is critical that training, continual skills assessment and professional development opportunities are incorporated into the business cycle. This course will define the requisite skills for exemplary reps and will 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 determining the staffing requirements which balance customer service requests and satisfaction while meeting budget margins critical to the overall success of the business. As such, this course will focus on the forecasting of labor force needs, staffing requests, understanding of daily service management requirements, and the benefits and barriers to the incorporation of automated software tools to assist in this process.
Prerequisite: none

B278 Call Center Operations Management 40 hours. 4 credits
This course provides an introduction to technologies and tools available for call centers and their applications. Starting with the importance of site selection, facility design and management, this course will progress systematically throughout the process of developing a call center from inception to execution.
Prerequisite: none

B280 Business Capstone 20 hours. 4 credits
This course is designed to allow students to integrate the knowledge and skills gained in the Business Management Association’s Degree program. Through business case analyses, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core business concepts via completion of a Capstone project. Students have the opportunity to participate in an optional internship/externship project.
Prerequisite: Intended for last quarter of student 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, marketing, and 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. It includes study of the types of business organizations, property laws, wills, trusts, estate planning, workouts, creditor and debtor relationships, commercial paper, securities regulation contracts, and other areas of business law.
Prerequisite: Business Law

B351 Management of Information Systems 40 hours. 4 credits
Students are introduced to the foundations of management information systems. This includes current trends, fundamental MIS technology concepts, applications for business systems, and management practice. Students will gain exposure to analyzing, utilizing, and supervising integrated management information systems.
Prerequisite: Computer Applications and Business Systems Concepts: Introduction to Business

B352 International Business 40 hours. 4 credits
This course provides management students with an introduction to international economic, political, and cultural business environments. Students will develop a basic understanding and appreciation of the myriad factors involved in managing people within a global workforce.
Prerequisite: Principles of Management

B360 Operations Management 40 hours. 4 credits
In this course students examine the operations function of managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered will include designing and managing operations; purchasing raw materials; controlling and maintaining inventories; and producing goods or services that meet customers’ expectations. Quantitative modeling will be used for solving business problems.
Prerequisite: Introduction to Business

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 sales and 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: Introduction to Business

B371 Research and Report Writing 40 hours. 4 credits
Students will learn research and report writing for academic settings. Topics will include qualitative and quantitative research methodology, literature review, 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, technology, and future trends in the management of personnel. This course includes a study of the major functions in personal management including job analysis, manpower planning, selection of personnel, performance evaluation, training and wage and salary administration.
Prerequisites: Principles of Management: Introduction to Human Resource Management: or Management of Health Information Services

B380 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.

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

B415 Risk Management 40 hours. 4 credits
This upper-level business course explores the elements of risk management and insurance essential to the business environment. This course will develop the rationale for risk-management systems and examine the environments in which they operate. Students will learn to design and evaluate approaches to measuring and managing risks in various business environments.
Prerequisite: Introduction to Human Resource Management

B420 Organizational Development 40 hours. 4 credits
This seminar course builds upon the theories introduced in Organizational Behavior Analysis. In this course, students examine qualitative approaches, quantitative approaches, and process-based approaches to organizational development through the stories of professionals involved in organizational change. Students will critically examine the design, management, and control of organizational development programs.
This course includes educational resources from Harvard Business Publishing.
Prerequisite: Organizational Behavior Analysis

B421 Statistics for Business 40 hours. 4 credits
This course teaches students how to use statistics in each business discipline, including marketing, management, accounting, and finance.
Prerequisite: College Math course

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, planning, recruiting, and selection, and performance assessment.
This course includes educational resources from Harvard Business Publishing.
Prerequisites: Principles of Management: Introduction to Human Resource Management
40 hours, 4 credits
This course teaches the fundamentals of how to use web analytics concepts, tools, and techniques to harness the power of an organization’s website to create measurable business value, increase customer retention, and build customer loyalty.
Prerequisites: Advanced Search Engine Marketing Strategies; Internet Business Models and E-Commerce

B440 Managing a Diverse Workforce
40 hours, 4 credits
This seminar course examines diversity from a personal, group, organizational, national, and global perspective. Students will explore stereotypes of individuals within organizations, and they will study how these stereotypes affect people within the workplace. Students will also examine issues in conducting business and managing people within a global setting.
Prerequisite: Principles of Management

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 objectives.
Prerequisite: Search Engine Marketing

B444 Statistics for Managers
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 business, operations and integration of these functions to understand the best practices used to achieve competitive advantages. Topics will include strategic formulation, implementation, and evaluation.
Prerequisite: Introduction to Business

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

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

B494 Strategic 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 project.
Prerequisite: Business Bachelor’s student in last or second-to-last quarter

D329 Microsoft 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

D818 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

D819 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

E170 Introduction to Undergraduate Research
20 hours, 2 credits
In this course, students will use a variety of Rasmussen College library & World Wide Web resources to develop and hone information literacy skills. Students will be expected to use these skills in all other courses at Rasmussen College.
Prerequisite: none

E185 Freshman Seminar (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 foundation of early childhood education. Students will learn the fundamentals of developmentally appropriate practice as it relates to child development, individual needs, building self-esteem in children, and using interpersonal skills and communication within the classroom and center. Students will study the function of the family, and the cultural, social, class, and ethnic variations in the family as a social system.
Prerequisite: none

EC110 Early Childhood Education Curriculum and Instruction
40 hours, 4 credits
This course 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: Foundations of Child Development

EC183 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
EC220 Infant and Toddler Development 40 hours, 4 credits
This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. This course will introduce the philosophy and theory behind primary care, continuity of care, and respectful care as it relates to brain and attachment research and the need of creating environments for infant/toddler group care which foster optimum social/emotional, physical, and cognitive development.

EC221 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.

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

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.

EC230 Guiding Children’s Behavior 40 hours, 4 credits
Students will explore how to use guidance in the early childhood setting, with an emphasis on understanding why 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.

EC232 Child and Family Advocacy 40 hours, 4 credits
Students will explore and develop skills to advocate for children and families. They will review legal, 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.

EC240 Introduction to English Language Learners 40 hours, 4 credits
Students will explore effective ways to adapt English language instruction to teach learners in our increasingly diverse population of young children and families. They will examine a range of communication styles, learning styles, and behaviors that affect English language teaching and learning. They will analyze the development of English language skills in all domains through social and cultural lenses.

EC241 Language and Literacy Acquisition 40 hours, 4 credits
Students will examine how infant, toddler, preschool, and school-aged English Language Learners acquire language and literacy. They will be exposed to early childhood programs that support children’s home languages and explore how to create an environment that sustains English Language Learners.

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.

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 delivering dual language learners.

EC243A 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.

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.

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.

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 special needs children and parents to ensure the achievement of developmental goals.

EC290 Early Childhood Education Capstone 20 hours, 2 credits
Students will integrate the knowledge and skills gained from coursework in the Early Childhood Education program. They will complete a capstone project that integrates knowledge and skills in child development, health and nutrition, curriculum design, and instruction with observation and assessment.

EC300 Cultural Markets and Institutions 40 hours, 4 credits
This course is the standard introduction to the banking profession, financial markets, and financial institutions. It touches on nearly every aspect of financial services, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.
Prerequisite: none

EC324 English Composition 2 40 hours, 4 credits
This course builds on students’ understanding of the writing process through an exploration of various writing strategies and research. Students will analyze readings and apply critical reading and writing skills. This course will develop argumentative writing and application of research.
Prerequisite: English Composition

EC341 Introduction to Communication 40 hours, 4 credits
The course will introduce students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socioeconomic status, and gender influence communication. Students will focus on developing an awareness of the effects of various types of communication on themselves and others. They will also develop practical skills for improving their ability to communicate in personal, social, and professional contexts. Specific topics will include perception, self-concept, verbal and non-verbal communication, effective listening and communicating in culturally diverse settings.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

EC342 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

EC343 Film Appreciation 40 hours, 4 credits
Students will study different elements, form, 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

EC344 Human Geography 40 hours, 4 credits
This course introduces 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

EC345 Art Appreciation 40 hours, 4 credits
Students will examine the historical, social, and technological factors that contribute to understanding the function and meaning of art in this course. Using a global and thematic approach, students will be introduced to the basic elements of art, while learning about a full range of media used to make art. They will also study the fundamental concepts of art criticism. Western and non-Western art is represented, with a strong emphasis on a global perspective in connection to culture, communication, politics, and economics.
Prerequisite: none
G148 General Psychology 40 hours, 4 credits
This course will provide students with a general understanding of basic methodologies, concepts, theories, and practices in contemporary psychology. Areas of investigation may include the goals and research methodologies of psychology, the science of the brain, theories of human development and intelligence, concepts of motivation and emotions, the science of sensation and perceptions, and the current practices pertaining to psychological disorders, therapies, and treatments.
Prerequisite: none

G149 Technology and Society 40 hours, 4 credits
Students will examine the relationships, benefits, historical significance, and effects technology has on society. This course will investigate the local, national and global impact of technology on both individual and global cultures. This course introduces students to basic diversity and technology terms and concepts. Students will examine the influences that emerging technologies have on diversity awareness, the digital divide, and intercultural knowledge.
Prerequisite: none

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

G152 Scientific Literacy 40 hours, 4 credits
In this course students will explore the role that science plays in the world. Students will survey different natural sciences such as biology, health sciences, chemistry, physics, astronomy, and geology, as well as analyze specific case studies from these fields. Throughout the course students will develop their scientific reasoning skills. They will learn about the scientific method as well as how to detect common fallacies and misuses of science.
Prerequisite: none

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

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, Latino, Asian American and Native Americans living in the United States. Topics include family, marriage, power, religion, values, inequality, social organization, language, social stratification, economic processes, conflicts and cultural and social change over time. Examples will be drawn from Africa, South America, North America, Asia and the Pacific Islands.
Prerequisite: none

G201 Creative Writing 40 hours, 4 credits
This course will develop the student’s talents in creative writing. Various forms of writing will be studied, such as short stories, novels, poems, plays and non-fiction. Works by students and others will be critiqued. Students will also develop editorial skills so that each writer may revise and improve his/her work. Students will compose a minimum of 6000 words over the course of the program.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

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

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

G215 Introduction to Human Biology 50 hours, 5 credits
Students will explore the fundamental concepts of human biology. They will examine cell structure and function, body systems, and biochemistry. They will also learn basic genetics and evolution. Students will explore the relationship of human populations and the ecosystem. Students will complete laboratory exercise coordinated with course content.
Prerequisite: none

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

G227 Oral Communication 40 hours, 4 credits
This course presents students with a broad understanding of communication in a variety of contexts. Students will learn the processes and skills useful in oral communication by exploring speech anxiety, audience analysis, and organizational speech patterns. Students will be required to use supporting materials, and use effective language to develop and present a narrative, informative and persuasive speech.
Prerequisite: none

G233 College Algebra 40 hours, 4 credits
This course provides students with the skills to achieve mastery of algebraic terminology and applications including, but not limited to real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

G238 Conversation in Spanish 40 hours, 4 credits
This course focuses on common words and phrases students need to develop a working vocabulary which will enable them to communicate with Spanish-speaking individuals in their personal and professional lives. Although formal communication is stressed, included is an overview of Spanish grammar, phonetic pronunciation and Hispanic culture.
Prerequisite: none

G247 Introduction to Discrete Mathematics 40 hours, 4 credits
This course provides an introduction to the most common mathematical genres: fiction, poetry, drama, and literary non-fiction. Students will study the basic elements of each genre, learn how to compare genres, become familiar with sample texts that illustrate the particularities of each genre, and practice the skills of analyzing and writing about literary texts. Reading and analysis of texts will include a variety of literary forms and periods. Students will engage in approaches to determine literary meaning, form, and value.
Prerequisite: none (English Composition recommended)

G328 Human Uses of the Environment 40 hours, 4 credits
Students will learn about topics including functions and functional notation, domains and ranges in function, graphing functions and relations, and various function operations. Students will be able to solve linear equations and inequalities as well as quadratic equations and higher-order polynomial equations. This course will review algebraic technique as well as polynomials, factoring, exponents, roots, and radicals.
Prerequisite: Satisfactory score on placement exam

G330 American Literature 40 hours, 4 credits
This course provides an in-depth exploration of the integrated relationship between human life and the surrounding environment, beginning with a study of the fundamental concepts and principles of ecology. Topics that are interwoven throughout the course include principles of ecology as seen in the structure and function of the ecosystem; pollution of air, soil and water resources; population explosion and the relationship of people, disease, and food production; and environmental controls necessary for survival.
Prerequisite: none

G330 American Literature 40 hours, 4 credits
This course surveys authors, genres, and movements in American literature from 1865 to the present, including representative works of Realism, Naturalism, Modernism, and Post-Modernism/Post-Structuralism. Students will engage in critical readings of exemplary literary texts from a diverse group of authors that have influenced American literature since the Civil War. Students will analyze how these works of literature exemplify particular historical moments in U.S. history, as well as how they communicate pertinent cultural issues such as gender, race, ethnicity, class, religion, sexual identity, community, region, and nation. In their study of the broad range of American fiction, poetry, and drama since 1865, students will analyze literary, aesthetic, and critical developments.
Prerequisites: English Composition: Introduction to Literature
G332 Visual Communication in the Media
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 in 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
This 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 social politics, will be discussed. The dual role of television as a reflective and manipulative force in the new suburban family and the role of the Hollywood films played in the popular culture will be examined.
Prerequisite: none

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

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 issues and problems that result from the combination of individual 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 girls, boys, young women, and young men, and discoveries of female researchers, teachers, and practitioners in the fields of mathematics and science.
Prerequisite: none

G435 Introduction to 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 on literary responses to social marginalization based on race/ethnicity, gender, national origin, sexuality/sexual orientation, ability, and other factors. Students will study the effects of exclusionary and oppressive practices, both historical and present day, on writers’ representations of their times, contexts, and identity. Students will also be introduced to the development and management of department budgets, and the common sources of healthcare revenues and expenses.
Prerequisites: Introduction to Healthcare Administration, Financial Accounting II

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

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

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

H350 Healthcare Planning and Policy Management
40 hours, 4 credits
This course provides a study of current healthcare-policy issues affecting the U.S. healthcare system and the politics that drive policy and planning of healthcare delivery. The influence of participants outside the healthcare industry and the various levels of government involved in policymaking will be examined. Economic theory, trends, and the future of healthcare will be explored.
Prerequisite: Introduction to Healthcare Administration

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

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

H420 Advanced Healthcare Law and Ethics
40 hours, 4 credits
This course examines ethical theories and the principles of bioethics. Students will analyze these theories and principles and apply them to ethical problems in the healthcare field.
Prerequisites: Principles of Management; Introduction to Healthcare Administration

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

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

H450 Healthcare Management Capstone
30 hours, 3 credits
This online course is designed to allow students to integrate the knowledge and skills gained in the Healthcare Management BS program. Through case analysis, class discussion, and a research project, students will synthesize and demonstrate their understanding of core healthcare-management concepts via completion of a Capstone project approved by the instructor. Students have the opportunity to participate in an optional internship/externship project. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Students must be enrolled in the Healthcare Management Bachelor’s Degree program and in their last or second-to-last quarter

H320 Financial Management
40 hours, 4 credits
This course provides an overview of the impact of regulatory agencies on the operation of healthcare facilities.
Prerequisites: Principles of Management; Introduction to Healthcare Administration

H410 Healthcare Operations Management
40 hours, 4 credits
This course examines the personal and collective educational experiences of girls, boys, young women, and young men, and discoveries of female researchers, teachers, and practitioners in the fields of mathematics and science.
Prerequisite: none

H420 Advanced Healthcare Law and Ethics
40 hours, 4 credits
This course examines ethical theories and the principles of bioethics. Students will analyze these theories and principles and apply them to ethical problems in the healthcare field.
Prerequisites: Principles of Management; Introduction to Healthcare Administration

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Prerequisite: Students must be enrolled in the Healthcare Management Bachelor’s Degree program and in their last or second-to-last quarter
360 Health Information Management Systems 40 hours. 4 credits
A study of the various clinical, administrative, and specialty service applications used in healthcare organizations is emphasized. This course applies information systems development concepts and interprets the systems development life cycle. Existing and emerging healthcare information systems applications will also be explored.
Prerequisite: Program Admission
3320 Data, Information, and File Structures 60 hours. 4 credits
A lab-based approach to apply knowledge of database concepts and design such as data dictionary, data modeling, and data warehousing to meet organizational needs. Database management systems, data administration, and data definitions will be explored and students will utilize data storage and retrieval techniques such as query tools, data mining, report design, and search engines.
Prerequisite: Electronic Health Records
3330 Financial Management of Health Information Services 40 hours. 4 credits
An exploration of healthcare finance principles required to manage an information management department or project. Accounting, cost accounting, budgeting, financial reports, financial management, cost benefit analysis, capitalization, and cost containment techniques are introduced.
Prerequisite: Program Admission
3430 Project Management 40 hours. 4 credits
An exploration of the application of general principles of project management in the administration of health information services. Students will design, implement, process engineering and project management techniques to ensure efficient work flow and appropriate outcomes.
Prerequisite: Program Admission
3500 Electronic Health Record Application 70 hours. 4 credits
A lab-based course focusing on the use and application of electronic health records. Projects will be completed to simulate real-world activities that occur in the health information department and healthcare facility that will require critical thinking and problem solving.
Prerequisite: Program Admission
3600 Reimbursement Methodologies 40 hours. 4 credits
A study on managing the use of clinical data required in prospective payment systems and other reimbursement systems in healthcare. Topics will include compliance strategies and reporting, chargemaster management, case mix management, the audit process, and the National Correct Coding Initiative. Students will explore payment systems such as PPS, DRGs, APCs, RBRVS, and RUGs.
Prerequisite: Program Admission
4400 Electronic Data Security 40 hours, 3 credits
A study of data protection methods and monitoring including physical, technical, and managerial safeguards. Risk assessment, audit and control programs, contingency planning, and data recovery is included. Internet, web-based, and E-health security is explored. Students will learn to enforce confidentiality and security measures to protect electronic health information and protect data integrity and validity.
Prerequisite: Program Admission
H1055 Health Information Management Systems 40 hours. 4 credits
A study of the various clinical, administrative, and specialty service applications used in healthcare organizations is emphasized. This course applies information systems development concepts and interprets the systems development life cycle. Existing and emerging healthcare information systems applications will also be explored.
Prerequisite: Program Admission
H1040 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 their classmates. Instructors using a webinar environment. Data analysis and presentation techniques will be used. Topics explored will be in alignment with the Institute of Review Board processes and policies, research design and methods, knowledge-based research techniques, research protocol data management, and national guidelines regarding human subject’s research.
Prerequisite: Healthcare Statistics
H1420 Health Information Management Professional Practice Experience 120 hours. 4 credits
A 120-hour practical experience that focuses on the management of an HIM Department. This field experience will take place in a hospital or medical center setting supervised by an HIM Director or Supervisor. The experience will include operational and managerial experience and an administrative project that will benefit the clinical site. The instructor will work with the student to identify facilities that are available in the student’s area of interest and will establish an agreement with the facility if one does not exist.
Prerequisite: Must be completed in the student’s final quarter
H430 Strategic Planning and Development 40 hours. 4 credits
An exploration of the principles of developing strategies and operational plans for facility-wide systems and how to assess organization-wide information needs. Students will demonstrate and understand 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 data both manually and electronically in today’s healthcare facilities. This course introduces students to the practice of health information management, focusing on the content and structure of patient-identifiable data and information. This covers management issues related to paper-based record systems, including clinical documentation issues, medical word processing as a tool for documentation, forms design, storage and retrieval systems, and chart tracking. Secondary records such as indexes, registers, and registries are covered in this course. Along with the 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 focus on the hospital environment of the student’s choice. This experience is designed to assist students in exploring the diversity of the healthcare profession and experience. 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
H5100 Introduction to Human Services 40 hours. 4 credits
Introduction to Human Services exposes the student to the many facets of human services work. Topics to be explored include programs, policies, history, politics, and how current economics shape programs. Human service intervention strategies utilized in daily practice are examined along with stress factors faced in workplace. Comparisons of human services systems from a variety of countries will also be examined.
Prerequisite: none
H5150 Cultural Diversity in Human Services 40 hours. 4 credits
This course will examine diversity in many communities and the cross-cultural service delivery available in those communities. Specific client populations will be explored, with an understanding of 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
H5155 Introductory Strategies to Crisis Intervention 40 hours. 4 credits
This course sets the foundation for students to develop the morals, ethics, and attitude necessary to strategically help those in crisis situations. 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 most 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
H5250 Organization and Leadership in Human Services 40 hours. 4 credits
Working and managing 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. The student 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 organization through culture, climate, and structure.
Prerequisites: Case Management; Strategies for Motivation; Counseling Clients
H5260 Community Psychology 40 hours. 4 credits
Community Psychology focuses on the four systems which function in a community: the mental health system, the educational system, the criminal justice system, and the social services system. As human service professionals, students will analyze problems in these communities and will evaluate individuals functioning in these systems, offering both answers and alternative models of prevention. Community psychology is the study of the membership of people within a community, while appreciating diversity and understanding human behavior. Social change will be examined as well as understanding that setting or environment is as important as the individual in it.
Prerequisite: General Psychology
H5270 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 functioning humans in their communities and with individuals, theories of socialization and self image will be explored. Students will examine how the 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
H5280 Abnormal Psychology 40 hours. 4 credits
In this course students will understand the applied discipline of abnormal psychology. In order to understand and change abnormal patterns of functioning humans in their communities, thoughts and behavior will be examined. Students will explore what is abnormal behavior and what is not in current society and cultures. Numerous applications will be examined, including a variety of mental health disorders, individuals who experience difficulty functioning effectively in everyday life, the impact of family dysfunction on the individual, and the influence of mental illness on criminal behavior. Variables that may affect a person’s ability to adapt and function in a community will be considered, such as one’s genetic makeup, physical condition, learning, reasoning, and socialization.
Prerequisite: General Psychology
H5294 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 or second-to-last quarter before graduation
H5295 Human Services Capstone 40 hours. 4 credits
This course will provide students with an opportunity to integrate learning, skills, and knowledge from the Human Services program to the workplace. The student will be exposed to contemporary issues and future trends will also be analyzed.
Prerequisite: Students must be in their last or second-to-last quarter
H5220 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
J000 Introduction to Criminal Justice 40 hours. 4 credits
An introductory course designed to provide students with a general foundation of knowledge in the criminal justice field. Course participants will explore the different parts of the criminal justice system, their interrelationships, and the role of each in the criminal justice process. Students will examine the historical basis for the contemporary American legal system, policing styles and the evolution of crime prevention, the structure of the judicial system and its professional participants from pre-sentencing through post-conviction, corrections strategies for criminal offenders, and corrections for juveniles in the criminal justice system.
Prerequisite: none
J106 Criminology: Motives for Criminal Deviance
40 hours, 4 credits
This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. Included is an explanation of what crime is, what causes crime, and the various techniques for measuring the amounts and characteristics of crime and criminals. Prerequisite: none

J115 Introduction to Corrections
40 hours, 4 credits
A general overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophies, practices and procedures. The concepts of retribution and rehabilitation are examined. For residential only. This course includes a fieldwork assignment. Prerequisite: Introduction to Criminal Justice

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

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

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

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

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

J200 Domestic Violence
40 hours, 4 credits
This course examines violence in the family: social and legal relations within families; theories and solutions on family violence; survivors and the consequences of victimization; legal responses; the role of the police: when law enforcement responds; recognizing child abuse; recognizing elder abuse; associated crimes and stalking and domestic homicide. Prerequisite: Introduction to Criminal Justice

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

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

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

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

J225 Legal Code for Law Enforcement
40 hours, 4 credits
Students will use states’ criminal and traffic codes to become familiar with law and statutes. They will review penal statutes covering issues from homicide to misconduct, and will examine legislation and statutes that govern law enforcement duties and responsibilities. Students will also examine laws and procedures that apply to specific populations like juveniles and domestic-violence victims. Prerequisite: Policing in America

J230 Terrorism
40 hours, 4 credits
Students in this course will receive an in-depth overview of terrorism, both domestic and international. (This course is designed to provide students the necessary skills to recognize acts of terrorism and gain insight into terrorists’ perceptions and motivations.) The course will touch on the causes and motives that drive terrorists, their methods of operation, and the impact of terrorism on the United States and abroad. Students will examine the necessary effort of planning preparedness within the governmental regulatory framework. Students will come to understand and appreciate the complexities of community and national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism. Prerequisite: Introduction to Criminal Justice

J245 Security Challenges
40 hours, 4 credits
This course will familiarize students with the regulatory framework. Students will come to understand and appreciate the complexity of community and national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism. Prerequisite: Introduction to Criminal Justice

J250 Drugs and Crime
40 hours, 4 credits
The course will cover various aspects of drug use in the United States, and the social, psychological, and physiological effects of drug use. Students will critically examine the role of drug use in the criminal justice system. Topics will include drug use and the social and political ramifications expected. This course also touches on the causes and motives that drive terrorism, their methods of operation, and the impact of terrorism on the United States and abroad. Students will examine the necessary effort of planning preparedness within the governmental regulatory framework. Students will come to understand and appreciate the complexities of community and national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism. Prerequisite: Introduction to Criminal Justice

J255 Ethics in Criminal Justice
40 hours, 4 credits
This course will familiarize students with the fundamentals of criminal evidence as it pertains to the legal presentation of evidence in criminal trials. Students will examine the various types of evidence, including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools. probation and aftercare treatment. Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

J330 Organized Criminal Syndicates
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. Prerequisite: Policing in America: Criminal Law and Procedures: Crime in the Courtroom
J335 Criminal Law
40 hours, 4 credits
This course is designed to provide students with the opportunity to learn about the complexities of criminal law. It covers topics such as evidence, procedure, and the role of judges, juries, and lawyers in the criminal justice system. Students will gain an understanding of the legal process and the rights and responsibilities of citizens in a legal context.
Prerequisites: None

J340 Juvenile Justice: Delinquency, Dependency, and Diversion
40 hours, 4 credits
This course is designed to provide an overview of the juvenile justice system. It covers topics such as the history and development of juvenile justice, the legal framework, and the practical aspects of juvenile court operations.
Prerequisites: None

J350 Cultural Diversity and Justice
40 hours, 4 credits
This course is designed to provide students with an understanding of the role of culture in the criminal justice system. It covers topics such as cultural competence, cultural sensitivity, and the impact of cultural diversity on the criminal justice process.
Prerequisites: None

J435 Forensic Psychology
30 hours, 4 credits
This course is designed to provide students with an understanding of the role of psychology in the criminal justice system. It covers topics such as personality disorders, cognitive processes, and the psychological assessment of offenders.
Prerequisites: Criminal Justice Major, Psychology Major, or Social Work Major

J436 Critical Issues in Criminal Justice
40 hours, 4 credits
This course is designed to provide students with an understanding of the critical issues in criminal justice. It covers topics such as the impact of technology on the criminal justice system, the role of politics in criminal justice policy, and the dilemmas of criminal justice in a global context.
Prerequisites: Criminal Justice Major, Sociology Major, or Political Science Major

J437 Criminal Justice Internship
250 hours, 9 credits
This course is designed to provide students with an opportunity to gain practical experience in the criminal justice field. It covers topics such as research methods, criminal justice systems, and community service.
Prerequisites: Criminal Justice Major, Criminal Justice Minor, or Sociology Major

J450 Research Methods in Criminal Justice
40 hours, 4 credits
This course is designed to provide students with an understanding of the research methods used in the criminal justice field. It covers topics such as quantitative and qualitative research methods, data analysis, and the interpretation of research findings.
Prerequisites: Criminal Justice Major, Sociology Major, or Political Science Major

J465 Criminal Justice Capstone
40 hours, 4 credits
This course is designed to provide students with an opportunity to apply their learning through a comprehensive research project. It covers topics such as research design, data collection, data analysis, and the writing of a research paper.
Prerequisites: Criminal Justice Major, Sociology Major, or Political Science Major

J470 Criminal Justice Senior Thesis
40 hours, 4 credits
This course is designed to provide students with an opportunity to conduct original research in the criminal justice field. It covers topics such as research design, data collection, data analysis, and the writing of a research paper.
Prerequisites: Criminal Justice Major, Sociology Major, or Political Science Major

J475 Criminal Justice Research Methods
30 hours, 4 credits
This course is designed to provide students with an understanding of the research methods used in the criminal justice field. It covers topics such as quantitative and qualitative research methods, data analysis, and the interpretation of research findings.
Prerequisites: Criminal Justice Major, Sociology Major, or Political Science Major

J480 Medical Terminology
30 hours, 4 credits
This course is designed to provide students with an understanding of medical terminology. It covers topics such as medical terminology, medical abbreviations, medical terms, medical abbreviations, medical suffixes, and medical prefixes.
Prerequisites: None

J490 Intermediate ICD-9-CM Coding
40 hours, 3 credits
This course is designed to provide students with an understanding of the ICD-9-CM coding system. It covers topics such as coding rules, coding guidelines, and coding strategies.
Prerequisites: Medical Terminology
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 be the medical transcription process and the skills needed as well as technology and equipment used, work scenarios and work stations, employer expectations, salary methods, the job search, and professional associations. The student will explore the lifecycle of the patient record and how electronic health records impact the profession. Speech recognition and other technology will be presented along with resources that a medical transcriptionist will need to use on the job.
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 who contribute to and use health information, and trends in the management of healthcare records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information.
Prerequisite: none

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

M211 Quality Analysis and Management
40 hours, 4 credits
This course covers quality improvement methodologies used in acute and long-term care, and the quality issues of health information services. This course includes data collection and compilation of healthcare statistics.
Prerequisites: Introduction to Health Information Management: Computer Applications and Business Systems Concepts

M218 Management of Health Information Services
40 hours, 4 credits
The study of management, supervision, and human resource principles with application to health information service departments in various healthcare settings. Students will learn how to measure and manage productivity of HIM staff and explore the HIM management role in relation 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 court process with emphasis on legal and ethical issues within the healthcare environment. Fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics will be covered. The course will include a project that is specific to the student’s program of study.
Prerequisite: none

M232 Pathophysiology
50 hours, 5 credits
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems.
Prerequisite: Human Anatomy and Physiology I or Structure and Function of the Human Body

M243 Health Information Law and Ethics
40 hours, 4 credits
A study of the impact of the United States legal system and various healthcare regulations and ethics on the health information management environment. Fraud and abuse, patient privacy and confidentiality, protected health information, release of information, and professional practice law and ethics will be explored.
Prerequisite: none

M251 Medical Coding Practicum
30 hours, 1 credit
This course offers a supervised practical experience utilizing medical records and coding software in an online setting under the direction of a Coding instructor.
Pre- or Co-requisite: Ambulatory Care Coding

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

M320 Medical Administration Capstone
10 hours, 1 credit
This capstone class is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administrative, and medical office management skills.
Prerequisite: Medical Administration student in last or second-to-last quarter

M410 Clinical Skills I
60 hours, 4 credits
In this course students will begin their study of the essential and basic core of front-office medical-assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including communication and technology, patient centered care, safety and emergency plans, patient assessments and encounters, medical documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. They will follow applied-learning approaches to all skill-development and performance objectives.

M420 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 will learn medical terminology. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: Introduction to Human Biology (except for students enrolled in the Medical Assisting program)

M4242 Human Anatomy and Physiology II
60 hours, 5 credits
In this course, students will continue their study of human anatomy and physiology begun in Human Anatomy and Physiology I. They will examine the circulatory, lymphatic and immune, respiratory, urinary, digestive, and reproductive systems, as well as fluid and electrolyte balance, acid-base balance, and nutrition and 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

M4265 Medical AssistantExternship
240 hours, 8 credits
Students will engage in an 11-week on-the-job Medical Assisting training experience in a physician’s office/clinic or medical center. The extern will perform medical-assisting job duties in both the front-office administrative area and the back-office clinical area, in order to develop on-the-job learning skills. Under no circumstances will the student receive pay for the externship hours worked. In the lecture portion of the course, students will learn job-search techniques and skills for entry-level medical assisting positions. Students will also prepare to sit for the Medical Assisting credential examination during this course (either the CMA or RMA depending on accreditation status).
Prerequisites: 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
MCB 201 Introduction to Microbiology
70 hours. 3 credits.
This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism; requirements for and control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminthes; interactions with and impact of microbes on 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, polar, and parametric functions. The course emphasizes the comprehension of function behavior through graph plotting, both manual and through the use of graphing calculators. Students will develop solution sets for equations and inequalities. Prerequisite: Advanced Algebra

MH210 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 including limits, derivatives, and methods of integration will be discussed. Students will cover numeric, graphical, and symbolic approaches to problem-solving for real-world scenarios. Technology including graphing calculators and computer applications will be used to solve problems and properly interpret results. Prerequisite: Pre-calculus

MH130 Applied Discrete Mathematics
40 hours. 4 credits.
This course builds on the foundation established in Introduction to Discrete Mathematics with further exploration in logic and mathematical reasoning. Topics include combinatorics and graph theory, Boolean algebra, digital logic circuits, ordered sets, functional programming, models of computation, and computational complexity. Students will gain experience formulating mathematical proofs. Prerequisite: Introduction to Discrete Mathematics: Calculus II

MH131 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
N141 Networking Security
40 hours. 3 credits
This course introduces students to general security concepts including authentication methods, cryptography basics, and common network threats and how to safeguard against them. Students will learn to create secure communications for remote access, e-mail, the Web, directory and file transfer, and wireless data. They will understand the concepts of physical security and disaster recovery. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, this course helps prepare students to take the CompTIA Security+ exam.
Prerequisite: Networking Fundamentals
N142 Foundations of Software Design
40 hours. 3 credits
This course introduces students to fundamental aspects of programming as it is related to proper software design concepts. Students will gain an understanding of how computational techniques are applied in solving a variety of problems. Topics will include variables, procedural abstraction, utilizing handlers, conditions, and loops, and data types. The course will also provide students with an understanding of software engineering by having them write small but complete 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 materials in this course, the instructor will assign direct hands-on projects to be performed in a physical or remote lab setting. This course helps prepare students to take both parts of the A+ certification exam. Each student will assemble a computer using prescribed parts and materials.
Prerequisite: Logic and Troubleshooting
N150 Technology’s Role in the 21st Century
20 hours. 2 credits
This course provides a broad overview of major technology trends and developments in the late 20th and 21st centuries along with their cultural, economic, and societal impact. Topics include the uses of technology tools in science, industry, education, and the arts. Categories such as communications, commerce, and quality of life will be explored as students review the scope 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 has been designed to teach concepts in linear algebra. The course covers linear equations and matrices, and how these can be applied in various situations. In addition, topics will include determinants, systems of equations, and how to calculate cross determinants.
Prerequisite: College Algebra
N205 Platform Design and Human-Computer Interaction
60 hours. 4 credits
How a person interacts with a game is one of the more crucial aspects in determining the success of the game. This course will focus on the interaction between designers and game components. Students will be introduced to the game technology and the software used to support the gameplay. This course introduces students to the concepts of software control over the various hardware components of a computer’s architecture – the machine and assembly 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
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 components, students will write and build worlds where story interacts with game structure. Subjects will include linear narrative, myths and the hero’s journey, chatbots and MUDs, exposition and dialogue trees, spatial narratives and storylines, and a range of interactive storytelling methodologies from campfires to LARPs and text adventures.
Prerequisite: Game Preproduction
N236 Windows Active Directory
40 hours. 3 credits
This course will teach the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, set up, configure, utilize, maintain and troubleshoot Windows Active Directory. To reinforce the material in this course, the instructor will assign direct hands on projects to be performed in a lab setting. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.
Prerequisite: Microsoft Windows Server
N239 Microsoft Windows Server
40 hours. 3 credits
This course provides students with the knowledge and skills necessary to install and configure Windows Servers and perform post-installation and day-to-day administrative tasks. The course will teach the concepts of utilizing Windows Servers as the basis for deriving this information. In particular, this course will focus on business administration, administration troubleshooting, and maintenance. It introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course uses a multitude of real-world examples of networking and messaging issues. This course uses a combination of reading, lecture, Internet-based research, and lab work to reinforce the course material. Further, the course helps prepare students to take the Microsoft Certified Technology Specialist exam.
Prerequisite: Fundamentals of PC Hardware and Software
N234 Microsoft Exchange Server
40 hours. 3 credits
In this course students will learn a wide range of information about Exchange Server, from installation, configuration, administration, troubleshooting, and maintenance. It introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course uses a multitude of real-world examples of networking and messaging issues. This course uses a combination of reading, lecture, Internet-based research, and lab work to reinforce student learning. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.
Prerequisite: Windows Active Directory
N235 Cisco Networking Fundamentals and Routing
40 hours. 3 credits
In this course students will learn the skills necessary to deploy a new Cisco network or manage an existing network. The course provides a wide range of information, starting with a review of the basic building blocks of networks through advanced Cisco networking topics such as access control list, WAN connectivity, and virtual LANs. The lab assignments included in this course give students adequate hands-on experience with Cisco equipment, allowing them to gain confidence in working with live networks. This course uses a combination of reading, lecture, lab work and work to reinforce student learning. Further, this course helps prepare students to take the Cisco CCENT exam.
Prerequisite: Networking Fundamentals: Microsoft Windows Server
N236 Database Security
60 hours. 4 credits
This course covers the basics of database security and auditing as well as implementation considerations for business databases. It covers security architecture and operating system security fundamentals. In addition, the design of profiles, password policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database activities.
Prerequisite: SQL Server Administration
N253 Managing Information Security
30 hours. 3 credits
Information security is not only an IT, but a management issue. Therefore, this course introduces students to a detailed examination of the systems-wide perspective of information security. They begin with the strategic planning process for security, which includes an examination of the policies, procedures and staffing functions necessary to organize and administer ongoing security functions in an organization. Course subjects include security policy, security architecture and models, continuity planning and disaster recovery planning.
Prerequisite: Networking Security
N266 Console Development
30 hours. 3 credits
One aspect of creating games is determining how they will work with different consoles from various manufacturers. This course guides the student through the various parts of a console that will have an impact on the game (memory, processing, storage, and debugging to name a few). This systematic approach will allow the game programmer to determine what modifications and changes need to be made as games become part of the game libraries for different vendors.
Prerequisite: Programming II
N273 Business Intelligence Reporting
40 hours. 3 credits
The goal of this course is to allow students to understand what business intelligence is and how it affects the success or failure of organizations. In particular, this course will focus on business intelligence using industry-standard reporting tools as the basis for deriving this information. Prerequisite: SQL Server Administration
N274 SQL Server Administration
40 hours. 3 credits
The goal of this course is to prepare individuals to work with and administer SQL Server. Students will learn how to install and maintain SQL Server and also how to use various tools helpful in creating backups, promoting security, and to enhance availability and performance of the database.
Prerequisite: Relational Databases
N276 Applied Game and Simulation Theory
40 hours. 4 credits
This course covers the applications for and the development of simulation from game-like “Sims” to educational and military simulations. This course combines reading and critical thinking skills with hands on development of simulations with a 3D game engine. Students will study the theory behind the production of different types of simulations as they learn to apply software to create short simulations.
Prerequisite: Platform Design and Human-Computer Interaction
N206 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 student’s program. Students apply what they’ve learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.
Prerequisite: This course is intended to be completed in last quarter of diploma

N301 The Business of Digital Media 40 hours, 4 credits
This course is designed to prepare students for multiple levels of project completion across the broad spectrum of digital media such as: concept development, project management, and content delivery. Important workforce assets of individual drive and assessment, success within creative teams, management skills, timelines, 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, 6 credits
The goal of the course is to teach fundamental principles of computer graphic algorithms in relation to video game and simulations. The focus is on graphics methods used to render realistic images of scenes applied to the OpenGL system. Much of this involves solving problems to such an extent as how we represent 3D scenes, 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, 4 credits
This course provides a historical perspective of programming languages and their development. Students will study techniques of language translation including lexical analysis, grammar, syntax, and parsers. Topics include the structure and functionality of modern operating system software with an emphasis on concurrent process execution, process scheduling, communication, and API services. The design and development of programs using dedicated OS features is also considered.
Prerequisite: Introduction to Computer Systems

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

N305 Figure Drawing 60 hours, 6 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 the depth 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 the techniques and concepts surrounding the topic of network defense. Students will learn how to implement strategies for information asset security, utilizing industry tools and techniques. Both hardware and software issues within the field of Information Security will be explored. Students will examine a range of network security topics including virtual private networks, intrusion detection, cloud data security, and incident response strategies.
Prerequisites: Cisco Networking Fundamentals and Routing & Networking Security

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 practice motion through watching actual animation pieces as well as taking part in exercises that demonstrate animation in action. This course also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development, and dramatic structure.
Prerequisite: none

N311 Game and Simulation Lighting Techniques 60 hours, 4 credits
This course provides an introduction to 3D programming, with an emphasis on using real-time shaders. The fundamental aspects of game and simulation lighting are covered along with how to do the shader programming to achieve more realistic “looks” in games. 3D lighting, texturing, alpha blending, and shading 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, VPI, MPLS, and hybrid networks), Wireless and Wi-Fi.
Prerequisite: Virtualization

N313 Introduction to Information Systems Security 40 hours, 3 credits
This course provides an overview of security 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 & editing vector graphics and creating simple animations, creating interactive elements and incorporating sound and video and testing Flash movies. Also, students explore the steps in creating Flash productions from start-to-finish, including site map and navigation building, button making and output.
Prerequisite: Multimedia Technologies

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 more complex polygons, and students will utilize techniques to approximate curved surfaces with multiple polygons. Industry standard software such as 3D Studio Max, Zbrush, and MudBox will be discussed, and students will have the opportunity within an actual software modeling environment to create a variety of polygon objects.
Prerequisite: The Study of Animation

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

N323 Asset Management 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 demos and elevator pitch. Students will learn how to develop an industry-specific resume, how to best present their skills in a portfolio, and how to package themselves as a top candidate for a position. Students will create a polished resume and cover letter and learn networking skills for their area of interest in game or simulation production.
Prerequisite: Multiplayer Game Programming

N325 Advanced Methods of Computer Graphics 60 hours, 4 credits
This course is for photographers and artists, who wish to go well beyond the basics of Photoshop. In addition to covering more sophisticated methods of color correction, image manipulation and printing, students will learn scanning, digital camera usage, the mechanics of calibration and color, and 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 Management Practices 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 Systems Concepts

N331 Infrastructure Hardware 50 hours, 4 credits
This course covers hardware design and planning for medium to large scale data center operations. Topics include data center design (power, cooling, space planning), server racks, storage 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 topics of risk management and how risk, threats, and vulnerabilities impact information systems. Areas of instruction include how to assess and manage risk based on defining an acceptable level of risk for information systems. Elements of a business impact analysis, business recovery plan, and disaster recovery plan will be discussed.
Prerequisite: none

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

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

N341 Software Systems Engineering 50 hours, 4 credits
This course exposes students to the implementation of software systems at a high level with an emphasis on rigorous algorithm development and test suites. The course introduces the systems aspect of development and tradeoffs related to resource management, system architecture capabilities, and hardware and software efficiencies. Students are also exposed to requirements analysis and the techniques to develop a functional system from specified requirements.
Prerequisite: Algorithm Analysis
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 hypertexts, anchor tags, tables, CSS, frames, design principles and accessibility issues. Emphasis will be placed on understanding values and creation of CSS for business environments. We will also explore the availability of tools for site management, validation and accessibility checks.
Prerequisite: Fundamentals of Web Authoring and Design

N346 Practical Game Development 60 hours, 4 credits
This course approaches the study of computer games from different viewpoints. First is an example of media that can be analyzed and critiqued for their thematic elements, formal structure, plot and interactive appreciation. The next step is a study of complex software subjects to technology constraints and the product of a professional design and implementation process. The last is a study of behaviors and associations comparable to other popular art forms. Students will study the principle of game design and use them both to analyze existing games and to develop their own original game ideas.
Prerequisite: Artificial Intelligence

N350 Concept Development for Digital Media 40 hours, 4 credits
This course is concerned with problem-solving, research, and presentation skills for multimedia projects. Brainstorming, narrative, storyboarding, animatics, 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 better understand the different game development methodologies. The process of developing a game or simulation will be covered from the essential design and development documents through quality assurance testing, including the risks and benefits of different types of iterative development cycles.
Prerequisite: Game Audio Assets

N358 Database Systems Design 50 hours, 4 credits
In this course, students will learn how to develop and deploy a relational database management system (RDBMS) as a software application. Students will explore relations and tables as well as how to modify the relations with commands such as insert, update, and delete. Students will also understand the role and importance of primary and foreign keys in creating relational database structures.
Prerequisite: Relational Databases

N359 Support Management 40 hours, 4 credits
This course is designed to introduce students to the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT support management. Topics include incident and problem management, configuration and change management, and help desk management. Students will design a knowledge base for tracking, and trending problems so that solutions can be implemented proactively to prevent problems and increase customer satisfaction.
Prerequisite: Customer Service

N360 Mobile Platform Development 60 hours, 4 credits
As more devices become smaller and more mobile, the need to have games to entertain users is in demand. 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 Java virtual machine is used in Android 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 cross referencing. Students will be able to determine when and how to write a white paper, and will understand the pros and cons of wikis and other documentation portals.
Prerequisite: English Composition

N363 Security Strategies for Web Apps and Social Networking 40 hours, 3 credits
This course addresses how the Internet and web-based applications have transformed the way businesses, organizations, and people communicate. With this information came new risks, threats, and vulnerabilities for web-based applications and the people who use them. This course presents security strategies to mitigate the risk associated with web applications and social networking.
Prerequisite: none

N370 Virtualization 30 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 (SCC & VDI) and virtual appliances. Students will gain hands-on experience with deploying and managing virtual systems and applications.
Prerequisite: Networking Fundamentals

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

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

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

N404 Cloud Computing 40 hours, 4 credits
This course offers an in-depth study of current cloud computing technologies and services. Topics include cloud networking, cloud bridging, virtualization of application delivery controllers (ADCs) and WAH optimization controllers (WOCs), 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-arts skills learned in previous courses to create imaginative solutions to digital problems.
Prerequisite: Advanced Methods of Computer Graphics

N409 Auditing Information Technology Infrastructure 40 hours, 4 credits
This course covers the principles, the approaches, and the methodology in auditing information systems to ensure the processes and the procedures are in compliance with pertinent laws and regulatory provisions especially in the context of information systems security (ISS).
Prerequisite: none

N410 Database Management and Administration 40 hours, 3 credits
This course covers essentials of database management and administration in a business environment and provides hands-on experience that includes transaction management, storage management, data administration, security and database tuning issues. The course also covers distributed and client/server environments.
Prerequisites: MIS Techniques: Management of Information Systems

N411 Disaster Recovery 50 hours, 4 credits
This course is designed to teach students how to perform a risk assessment and develop a disaster recovery strategy that aligns with business needs and priorities. Topics include disaster prevention systems, backup 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 effects and video editing at an advanced, post-production level. Learn professional methods of controlling digital and video representation, and 3D effects. Master the digital workflow by compositing footage, digital imagery and CD. 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, authentication 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

N430 Artificial Intelligence 40 hours, 3 credits
This course is concerned with problem-solving, research, and presentation skills for multimedia projects. Brainstorming, narrative, storyboarding, animatics, 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

N450 Applied Concepts in Operating Systems 30 hours, 3 credits
This course focuses on the practical application of operating systems concepts and principles. Topics include the role of operating systems in computer systems, the architecture of computer systems, and the design and implementation of operating systems.
Prerequisite: Operating Systems Design

N451 Experimental Art 40 hours, 3 credits
This course focuses on the use and application of experimental art techniques in creating new and innovative forms of art. Students will learn to 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-arts skills learned in previous courses to create imaginative solutions to digital problems.
Prerequisite: Advanced Methods of Computer Graphics

N455 Mobile Application Development 40 hours, 3 credits
This course focuses on the use and application of mobile application development, specifically for Android applications. Students will learn to design, develop, and deploy mobile applications for Android devices using the Android Development Kit (ADK).
Prerequisites: Operating Systems Design

N456 Cloud Computing 40 hours, 3 credits
This course focuses on the use and application of cloud computing technologies and services. Topics include cloud networking, cloud bridging, virtualization of application delivery controllers (ADCs) and WAH optimization controllers (WOCs), 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
Course Descriptions

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

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

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

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

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

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

N431 Multiplayer Game Programming 60 hours, 4 credits
The trend in games is to have many people simultaneously playing a game utilizing the Internet or some other network. Topics included in this course include scripting, server cluster architecture, data transfer, how to prevent cheating in MMOG situations.
Prerequisite: Practical Game Development

N432 Information Technology Management Capstone 20 hours, 2 credits
This course summarizes key learning throughout the student’s program. Students apply what they have learned by completing a network operations plan. The plan will include details of hardware, software, infrastructure design, disaster recovery, and support/service management.
Prerequisite: Advanced Networking; must be completed in the student’s final quarter

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

N436 Simulation Analysis and Design 50 hours, 4 credits
This project oriented course introduces students to an in-depth exploration of the use of probability theory and statistical methods in the development of digital games. Students will build application frameworks to model events and activities within several environments including medical, industrial, military and civic simulation.
Prerequisite: Algorithm Analysis

N437 Linux Security Strategies 40 hours, 4 credits
This course will focus on the securing of Linux platforms and applications. Areas of study include identifying and examining methods of securing Linux platforms and applications and implementing these methods.
Prerequisite: none

N440 Web Design Project 60 hours, 4 credits
The purpose of this course is the advanced application of knowledge gained by students in the process of developing websites. This course will take a user-centered approach to designing websites and will focus on the entire lifecycle of a website, from the idea of creating a website, through requirements gathering, conceptual design, physical design, testing, and implementation.
Prerequisite: Multimedia Technologies

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

N442 Hacker Techniques, Tools, and Applications 40 hours, 4 credits
This course is an introduction to hacking tools and incident handling. Areas of instruction include various tools and vulnerabilities of operating systems, software, and networks used by hackers to access unauthorized information. This course also addresses incident handling methods used when security is compromised.
Prerequisite: none

N443 Service Management 40 hours, 4 credits
This course provides a more in-depth examination of the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT service management. Topics include incident and service level agreements (SLAs), availability and capacity management. Students will write SLAs covering incident response times, availability, and capacity/infrastructure performance.
Prerequisite: Support Management

N445 Animation Graphics Project 60 hours, 4 credits
This course combines the accumulated knowledge of students in the design and creation in 3D environments. The combination of this knowledge will be a final 3D animation project using modeling, texturing and animation techniques. Students are expected to explore various theories and techniques to complete a professional summative 3D animation project.
Prerequisite: The Study of Animation

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

N455 Game Audio Assets 60 hours, 4 credits
This course will cover the fundamentals of audio programming for games. Topics covered include basics such as audio formats and common hardware configurations and loading sounds in 3rd party audio formats. Students will explore play back “one shot” and looping sounds; and stream audio from an external device. They will then use these building blocks to write a low-level sound engine that will be implemented into a game engine.
Prerequisite: Game Assets

N458 Systems Monitoring 50 hours, 4 credits
This course is designed to teach students to identify performance bottlenecks, benchmark performance and implement monitoring techniques to proactively identify and react to changes in the environment. Topics include network infrastructure monitoring, security monitoring, performance tuning, and metrics and reporting.
Prerequisite: Advanced Networking

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

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

N461 Computer Graphics Programming 50 hours, 4 credits
This course offers a survey of computer industry-standard graphic hardware, 3D modeling and animation, lighting and surface properties, shading models, curves and surfaces, object modeling, and three-dimensional animation. Students will learn how to convert complex mathematical formulae into operational program code.
Prerequisite: Programming II

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

N466 Unified Communications and Mobile Computing 50 hours, 4 credits
This course teaches students about the trends in telecommunications, the convergence of voice and data communications systems, and how mobile computing is an integral part of business today. Topics include simplifying communications architecture, video conferencing, IM, securing and managing mobile devices, and collaboration tools.
Prerequisite: Advanced Networking

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

N471 Engineering Virtual Worlds 50 hours, 4 credits
In this course, students will learn how to create multi-user virtual worlds. Virtual worlds allow network-connected users to interact in real time within shared two-dimensional and three-dimensional environments. Students will gain an understanding of how virtual worlds change the concept of “interface” into one of “location.” The course will explore several types of worlds, the technologies and methodologies for building worlds, and ways in which communities are hosted in local and remote configurations.
Prerequisite: Programming II
NM122 Digital Publishing
40 hours, 3 credits
This course utilizes techniques associated with designing computer graphics and page make-up for desktop publishing. Emphasis is on the exploration of illustration, photo retouching, and manipulation, and working toward finished results primarily in printed form as well as web. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Typographic

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

Prerequisite: Introduction to Computer Graphics

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

Prerequisite: Introduction to Multimedia Design

NM260 Server Side Scripting
40 hours, 3 credits
This course focuses on dynamic interactive websites from a multimedia perspective. Emphasis is on the design of page elements, 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 purposes using authoring software. The project produced in this class will be available for use on CD-ROM. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Multimedia Technologies

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

Prerequisite: Digital Media Production

NM380 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

NU610 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 the foundation to future nursing courses.
Prerequisite: Admission to the Nursing Program

NC025 Clinical Nursing Skills I
20 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

NC026 Health Nursing
100 hours, 8 credits
This course covers the principles of mental health nursing noting the application of psychiatric and social 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
NU250 Leadership in Nursing
100 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 basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, 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
70 hours, 5 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
Course Descriptions

NUR120 Adult Medical/Surgical Nursing I
190 hours, 5 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. Student 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 I 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

NUR240 Maternal-Child Nursing
100 hours, 6 credits
In this course the student continues to develop the role as a member of the professional nurse 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 provide the framework for clinical application and evaluation in pediatric and childbearing settings.
Prerequisite: Introduction to Professional Nursing

NUR250 Nursing Care of the Elderly
200 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

PFB105 Phlebotomy
40 hours, 4 credits
This course provides the opportunity for the student to perform phlebotomy procedures. Prerequisite: none

PFB260 Medical Legal and Sinister
40 hours, 4 credits
Students will become familiar with the legal aspects of the profession of nursing. Prerequisite: Critical Thinking in Nursing

PFB265 Real Estate Law
40 hours, 4 credits
This course provides the legal principles for 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 operations and other real estate related documents.

PL100 Introduction to Law and the Legal System
40 hours, 4 credits
Students will learn the legal system and how to resolve these issues with sound legal ethics on the paralegal. Paralegal students 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.

PL216 Corporate Law
40 hours, 4 credits
Students will learn the legal system and how to resolve these issues with sound legal ethics on the paralegal. Paralegal students 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.

PL228 Torts: Auto Accidents and Other Legal Injuries
40 hours, 4 credits
This course introduces the fundamental principles of tort law and provides a basic understanding of the legal system and how to resolve these issues with sound legal ethics on the paralegal. Paralegal students 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.

PL230 Family Law
40 hours, 4 credits
Students will learn the legal system and how to resolve these issues with sound legal ethics on the paralegal. Paralegal students 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.

PL235 Legal Research
40 hours, 4 credits
This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to computer software applications. Students will be introduced to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to computer software applications.

PL240 Legal Writing
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 procedures and initial appellate documents.

PL250 Paralegal Capstone
50 hours, 5 credits
This course provides students with an opportunity to integrate learning, skills, and theoretical knowledge from the Paralegal program in the form of real-world paralegal activities simulated in the online environment. Interview videos will be reviewed and analyzed, paralegal files completed, and "electronic office" and "paperless office" methods will be practiced.

PL260 Paralegal Internship
130 hours, 5 credits
This course provides the student with the opportunity to gain practical work experience under the supervision of a practitioner. 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

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PT105 Introduction to Pharmacy
40 hours. 4 credits
An introduction to the technician’s role in pharmacy practice. The student will gain a basic knowledge of pharmacy practice and be able to succeed in 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: none

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

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

PT240 Unit Dose and Medication Preparation
40 hours. 3 credits
In this course, the student will apply knowledge of medication charts and pharmacy math to correctly dispense and chart delivery of patient medications. Emphasis is on correctly filling orders with correct drug, dosage, and frequency. The course will stress aseptic techniques and the maintenance of sterile conditions. The student will learn to read an IV label, select appropriate additives and base solutions, and properly prepare the prescribed IV compound.
Prerequisites: Introduction to Pharmacy, Pharmacy Math and Dosages

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

S115 Keyboarding I
40 hours. 3 credits
This course introduces students to the keyboard and basic formatting for business documents. An objective of 25 wpm on five-minute timed writings with 5 or fewer errors is the course goal.
Prerequisite: none

S120 Word for Windows
40 hours. 3 credits
This course is designed to introduce the student to 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 2003 MOS certification exam.
Prerequisite: Computer Applications and Business Systems Concepts

SD10 Discrete Structures for Computer Science
40 hours. 3 credits
This course will provide a basic understanding of discrete mathematical topics that form the basis of computer science. Topics to be covered include truth tables, logical propositions, elements of set theory, as well as basic notions of functions and mathematical induction. Students will explore the logical constructs that are the underlying model of discrete systems.
Prerequisite: 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 downloaded. Instruction will encompass mobile development best practices for ease and efficiency of program development.
Prerequisite: Java I

SD225 Object-Oriented Programming
40 hours. 3 credits
This course will provide students with an understanding of the basic concepts of object-oriented programming including inheritance, polymorphism, and encapsulation. Students will be guided through the creation of object-oriented programs.
Prerequisite: Java I
Prerequisite: Fundamentals of Programming

WT08 Introduction to Website Design
40 hours. 3 credits
Intended for beginning- to intermediate-level web authors. This course provides an overview of the World Wide Web and an introduction to HTML, JavaScript, and webpage design principles. The course also introduces students to web-authoring tools that facilitate and enhance page creation.
Prerequisite: Computer Applications and Business Systems Concepts

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

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

W114 Fundamentals of Programming
40 hours. 3 credits
This course introduces students to the fundamentals of developing well-structured computer programs utilizing a high-level language such as C++. Focusing on Object-Oriented Programming techniques, the course provides an understanding of programming concepts such as handlers, loops, conditionals, and variables. Additionally, the use of pseudo-code examples and exercises will allow students to manipulate these constructs without requiring that they have previous experience with a programming language. A final project is required for the successful completion of this course.
Prerequisite: none

W116 Introduction to Web Design Software
40 hours. 3 credits
This course introduces the student to the tools and techniques in creating interesting, usable, and well-designed websites.
Prerequisite: none

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

W212 Introduction to Visual Basic
40 hours. 3 credits
This course covers relational databases and their efficient design. The course will include the definition of tables and indexes, logical and physical design, the E-R model, and transaction management. The use of Structured Query Language (SQL) will be emphasized.
Prerequisite: Fundamentals of Programming

W215 Intro to Visual Basic
40 hours. 3 credits
Stressing the use of Visual Basic programming language to learn about Visual Basic syntax and how they are executed within a Visual Basic environment. Students will study class libraries and gain an understanding of how to perform important computing tasks, how they interact with computer hardware and operating systems, and how they handle deficiencies encountered in computer networks.
Prerequisite: Java I

W216 PHP/MySQL
40 hours. 3 credits
This course covers the use of PHP scripting language, the development of PERL code for web applications, and client/server socket programming using PERL.
Prerequisite: Java I

W217 JavaScript
40 hours. 3 credits
This course will cover the PERL scripting language, the development of PERL code for web applications, and client/server socket programming using PERL.
Prerequisite: Java I

W220 Advanced Visual Basic
40 hours. 3 credits
This course introduces students to the fundamentals of developing well-structured computer programs utilizing a high-level programming language such as C++. Focusing on Object-Oriented Programming techniques, the course provides an understanding of programming concepts such as handlers, loops, conditionals, and variables. Additionally, the use of pseudo-code examples and exercises will allow students to manipulate these constructs without requiring that they have previous experience with a programming language. A final project is required for the successful completion of this course.
Prerequisite: none

W221 Advanced Visual Basic
40 hours. 3 credits
This course introduces students to the fundamentals of developing well-structured computer programs utilizing a high-level programming language such as C++. Focusing on Object-Oriented Programming techniques, the course provides an understanding of programming concepts such as handlers, loops, conditionals, and variables. Additionally, the use of pseudo-code examples and exercises will allow students to manipulate these constructs without requiring that they have previous experience with a programming language. A final project is required for the successful completion of this course.
Prerequisite: none

W222 Advanced Visual Basic
40 hours. 3 credits
This course introduces students to the fundamentals of developing well-structured computer programs utilizing a high-level programming language such as C++. Focusing on Object-Oriented Programming techniques, the course provides an understanding of programming concepts such as handlers, loops, conditionals, and variables. Additionally, the use of pseudo-code examples and exercises will allow students to manipulate these constructs without requiring that they have previous experience with a programming language. A final project is required for the successful completion of this course.
Prerequisite: none
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<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>Federal Student Loan</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Wisconsin Tuition and Fees</th>
<th>Wisconsin Books and Supplies</th>
<th>Room and Board</th>
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<tr>
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</table>
LOANS AND FINANCIAL AID

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<table>
<thead>
<tr>
<th>SCHOOL OF BUSINESS</th>
<th>Degree Level</th>
<th>SOC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loan Debt</th>
<th>Private Loans</th>
<th>Wisconsin Tuition and Fees</th>
<th>Wisconsin Books and Supplies</th>
<th>Room and Board</th>
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<tr>
<td>Business Management Internet Marketing</td>
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<td>91.3%</td>
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<td>NA*</td>
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<td>NA*</td>
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<tr>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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</tbody>
</table>

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<table>
<thead>
<tr>
<th>SCHOOL OF EDUCATION</th>
<th>Degree Level</th>
<th>SIC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loan</th>
<th>Institutional Loans</th>
<th>Wisconsin Tuition and Fees</th>
<th>Wisconsin Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Education Child and Family Studies</td>
<td>Associate’s</td>
<td>25-2011, 25-9041</td>
<td>73.2%</td>
<td>97.2%</td>
<td>$18,916</td>
<td>$0</td>
<td>$28,210</td>
<td>$2,300</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education Child Development</td>
<td>Associate’s</td>
<td>25-2011, 25-9041</td>
<td>73.2%</td>
<td>97.2%</td>
<td>$18,916</td>
<td>$0</td>
<td>$28,210</td>
<td>$2,300</td>
<td>$0</td>
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<tr>
<td>Early Childhood Education Child w/ Special Needs</td>
<td>Associate’s</td>
<td>25-2011, 25-9041</td>
<td>73.2%</td>
<td>97.2%</td>
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<td>$0</td>
<td>$28,210</td>
<td>$2,300</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education English Language Learner</td>
<td>Associate’s</td>
<td>25-2011, 25-9041</td>
<td>73.2%</td>
<td>97.2%</td>
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<td>$0</td>
<td>$28,210</td>
<td>$2,300</td>
<td>$0</td>
</tr>
<tr>
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<td>NA*</td>
<td>$21,390</td>
<td>$1,800</td>
<td>$0</td>
</tr>
</tbody>
</table>

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rasmussen.edu
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<table>
<thead>
<tr>
<th>SCHOOL OF HEALTH SCIENCES</th>
<th>Degree Level</th>
<th>SIC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loan</th>
<th>Private Loan</th>
<th>Institutional Loans</th>
<th>Wisconsin Tuition and Fees</th>
<th>Wisconsin Books and Supplies</th>
<th>Room and Board</th>
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<td>$2,400</td>
<td>$0</td>
</tr>
<tr>
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<td>29-2052, 31-9095</td>
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<td>$24,500</td>
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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 JUSTICE STUDIES</th>
<th>Degree Level</th>
<th>SIC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Full-Time Placement Rate (%)</th>
<th>Federal Student Loan</th>
<th>Private Loan</th>
<th>Institutional Loan</th>
<th>Federal Tuition and Fees</th>
<th>Wisconsin Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
</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.

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<table>
<thead>
<tr>
<th>SCHOOL OF NURSING</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 Loan 3</th>
<th>Institutional Loans 4</th>
<th>Wisconsin Tuition and Fees 5</th>
<th>Wisconsin Books and Supplies 6</th>
<th>Room and Board 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Nursing</td>
<td>Associate’s</td>
<td>29-1141</td>
<td>77.6%</td>
<td>100%</td>
<td>$23,090</td>
<td>$0</td>
<td>$44,240</td>
<td>$2,400</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.
The information below details our student completion rate, our college-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

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<table>
<thead>
<tr>
<th>SCHOOL OF TECHNOLOGY AND DESIGN</th>
<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 Loans</th>
<th>Wisconsin Tuition and Fees</th>
<th>Wisconsin Books and Supplies</th>
<th>Room and Board</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>$59,440</td>
<td>$4,800</td>
<td>$0</td>
<td></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>$59,710</td>
<td>$5,000</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Digital Design and Animation</td>
<td>Bachelor’s</td>
<td>27-1014</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$59,830</td>
<td>$5,000</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Game and Simulation Programming</td>
<td>Bachelor’s</td>
<td>15-1199</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$59,640</td>
<td>$4,800</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Information Systems Management</td>
<td>Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>46.5%</td>
<td>81.3%</td>
<td>$23,802</td>
<td>$0</td>
<td>$0</td>
<td>$31,500</td>
<td>$2,600</td>
<td>$0</td>
</tr>
<tr>
<td>Network Security</td>
<td>Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>46.5%</td>
<td>81.3%</td>
<td>$23,802</td>
<td>$0</td>
<td>$0</td>
<td>$31,850</td>
<td>$2,600</td>
<td>$0</td>
</tr>
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<td>Information Systems Management</td>
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<td>81.3%</td>
<td>$23,802</td>
<td>$0</td>
<td>$0</td>
<td>$31,500</td>
<td>$2,500</td>
<td>$0</td>
</tr>
<tr>
<td>Database Administration</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$23,100</td>
<td>$1,900</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Information Systems Management</td>
<td>Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>46.5%</td>
<td>81.3%</td>
<td>$23,802</td>
<td>$0</td>
<td>$0</td>
<td>$31,500</td>
<td>$2,600</td>
<td>$0</td>
</tr>
<tr>
<td>Network Administration</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$23,100</td>
<td>$2,000</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Information Systems Management</td>
<td>Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>46.5%</td>
<td>81.3%</td>
<td>$23,802</td>
<td>$0</td>
<td>$0</td>
<td>$32,200</td>
<td>$2,800</td>
<td>$0</td>
</tr>
<tr>
<td>Web Programming</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$23,800</td>
<td>$2,100</td>
<td>$0</td>
<td></td>
</tr>
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</table>
LOANS AND FINANCIAL AID

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<table>
<thead>
<tr>
<th>SCHOOL OF TECHNOLOGY AND DESIGN</th>
<th>Degree Level</th>
<th>SOC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans*</th>
<th>Private Loans*</th>
<th>Institutional Loans*</th>
<th>Wisconsin Tuition and Fees</th>
<th>Wisconsin Books and Supplies</th>
<th>Room and Board*</th>
</tr>
</thead>
<tbody>
<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>$24,850</td>
<td>$2,100</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management Computer Information Technology</td>
<td>Certificate</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>$12,600</td>
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<td>$0</td>
</tr>
<tr>
<td>Information Systems Management Network Security</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$23,100</td>
<td>$2,000</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>$59,400</td>
<td>$5,000</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>37.8%</td>
<td>80.8%</td>
<td>$22,783</td>
<td>$0</td>
<td>$0</td>
<td>$32,550</td>
<td>$2,800</td>
<td>$0</td>
</tr>
<tr>
<td>Multimedia Technologies Digital Design and Animation</td>
<td>Diploma</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$24,850</td>
<td>$2,200</td>
<td>$0</td>
</tr>
<tr>
<td>Multimedia Technologies Web Design</td>
<td>Associate's</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>37.8%</td>
<td>80.8%</td>
<td>$22,783</td>
<td>$0</td>
<td>$0</td>
<td>$32,550</td>
<td>$2,800</td>
<td>$0</td>
</tr>
<tr>
<td>Multimedia Technologies Web Design</td>
<td>Diploma</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$24,850</td>
<td>$2,200</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>$31,850</td>
<td>$2,500</td>
<td>$0</td>
</tr>
<tr>
<td>Software Application Development</td>
<td>Certificate</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$14,000</td>
<td>$1,200</td>
<td>$0</td>
</tr>
</tbody>
</table>

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2. Internal placement rate methodology can be found at Rasmussen.edu/SID
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*Information about median loan amounts, on-time completion rates, and placement rates are unavailable for new programs.
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 www.rasmussen.edu. Our staff is knowledgeable in helping you select the right major to prepare you for your desired career.

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

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

• Application Form (Apply early for best scholarship opportunities)
• $40 application fee for entire program or $20 per course
• Attestation of high school graduation or equivalency
• Enrollment Agreement
• Rasmussen College entrance placement exam(s)
• Rasmussen College Experience Course (if applicable)
• All financial arrangements are complete, submitted and verified
• Criminal Background Check. Some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.
• Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements. In addition to all general Rasmussen College admissions requirements, see the admissions policies for these programs under Academic Information and College Policies.
• International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - TOEFL test score of 500 paper-based or 173 computer-based 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. Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that (1) you are or expect to be a full-time student pursuing a degree at Rasmussen College; (2) you meet our admissions requirements; (3) you proved to us that you have enough financial resources to study and live in the U.S. without working illegally or suffering from poverty.

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

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

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.
ADMISSIONS REQUIREMENTS

Background Checks

For some programs, Rasmussen College requires applicants to pass a background check before admission. On the 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 programs that require a background check for admission are the following:
- Accounting (Florida, Minnesota, and Wisconsin only)
- Business Management: Child Development Specialization
- Criminal Justice
- Early Childhood Education
- Fire Science
- Health Information Management
- Health Information Technician
- Healthcare Management
- Healthcare Services Administration
- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills
- Paralegal
- Pharmacy Technician
- Practical Nursing
- Professional Nursing
- Professional Nursing: Mobility Degree
- Public Accounting
- Surgical Technology

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

Minnesota Students Only: In addition to the general background check, applicants to the Law Enforcement programs must submit to a Minnesota Bureau of Criminal Apprehension background check. Applicants to the Health Information Technician, Health Information Management, Medical Billing and Coding, Medical Assisting, Medical Laboratory Technician, Phlebotomy Technician, Surgical Technician, and Nursing programs must also submit to a Minnesota Department of Human Services background check, in addition to the general background check.

Florida Students Only: In addition to the general background check, applicants to the School of Nursing programs must submit to a Florida Department of Law Enforcement background check.

A student enrolling in any of the designated programs must complete a Background Release Form, as well as a Background Check Authorization. Campuses will be notified directly of applicants whose background check results are clear. If the background check reveals a potential problem, Rasmussen College will review the applicant’s background to determine whether the applicant is eligible to start the program. If a student is not eligible for a program, he/she is also not eligible for financial aid while attending school for that program, and any financial aid funds disbursed must be returned to the lender. This also applies to a student whose appeals are denied. If a student is determined ineligible for admission, the following must be completed:
- All Title IV, state and grant aid (Grants, Scholarships, Work Study) must be returned.
- The student must return all course materials.

Immunization Requirements

Minnesota law (M.S. 135A.44) requires proof that all students born after 1956 are vaccinated against diphtheria, tetanus, measles, mumps, and rubella. Applicants must present the required immunizations or provide appropriate documentation to demonstrate immunity. Immunization deferrals and exemptions are unacceptable. Non-exempt students must submit the required vaccination information within 45 days after their first enrollment, or they cannot remain enrolled. Please see the campus for a list of possible exceptions.

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

Applying for Admission to the Medical Laboratory Technician and Surgical Technician Programs

Applicants must achieve the required ALEKS Placement score and complete 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 wish to use a College Placement test 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.

Once applicants have met the Entrance Placement requirements above, they will be scheduled for the Evolve A2 entrance exam.

Assessment

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

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

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

At designated points in their programs of study students are required to complete with a passing grade a seminar course. Students who have completed E242 Career Development prior to summer quarter of 2011 will not be required to take the seminar course. Following is the common method by which students will complete the various seminar courses, but there may be some variation from this depending on course sequencing or other scheduled courses that are required for a student’s program completion.

• Students must complete the freshman seminar as part of certificate course requirements the quarter they are scheduled for the E242 Career Development course.
• Students must complete the sophomore seminar in the quarter in which they finish the diploma course requirements.
• Students must complete the junior seminar in the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.
• Students must complete the senior seminar in the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

The purpose of the non-credit, pass/fail/graduation requirement 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 education skills that provide the basis for lifelong learning. Among the required assessments completed in the seminar course are the components of the Graduation Achievement Portfolio (CAP), 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 course.

Re-Enter Policy

Students may re-enroll in certificate or diploma programs one time. Associate’s degree programs two times, and Bachelor’s degree programs up to four times, unless the Dean, Campus Director, 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-enterer. 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 Academic Progress, re-entering students are treated as continuing students and must meet program requirements. All 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-enterer.

Determination of whether a student is eligible to re-enroll is based on the criteria below. A student will be allowed to start the enrollment process and re-enter if the student meets the following criteria: all other enrollment qualifications are met at the time of re-enrollment; the student is in good academic standing as defined in the Standards of Satisfactory Academic Progress guidelines in 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 Foundations Writing courses or placed into Reading and Writing Strategies previously or through re-test, and has a previous clear background check.

A re-enrollment 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-enrolment 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-enrolment process the student will be required to submit a re-enrollment letter following the Re-Enrollment Process Guidelines. The re-enrollment request will either be approved or denied based on a review of the student’s current academic standing at the time of withdrawal. financial status and progress to date with Rasmussen College and the information provided in the re-enrollment letter.

A complete description of the requirements and the re-enrollment 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 the 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.

Entrance Assessment

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

- **English**: Writing
  - 0-16 items correct
  - 17-24 items correct
  - 25-35 items correct
  - Math
  - 0-16 items correct
  - 17-35 items correct

Course Placement

- Not eligible for admission
- **G123A English as a Second Language**
- G124 Writing Strategies
- G125 English Composition
- B099 Foundations of Math
- Lower-division Math/ Natural Sciences coursework

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• Students must complete the sophomore seminar in the quarter in which they finish the diploma course requirements.
• Students must complete the junior seminar in the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.
• Students must complete the senior seminar in the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

The purpose of the non-credit, pass/fail/graduation requirement 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 education skills that provide the basis for lifelong learning. Among the required assessments completed in the seminar course are the components of the Graduation Achievement Portfolio (CAP), 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 course.
Students must pay a $75 non-refundable testing fee (covering the cost of the exam and program coordinator fee) to be issued to the student at time of scheduling. The College at its sole discretion may refuse to accept the student for admission into the School of Nursing. A letter from the College in the mail. Applicants must achieve a score of 70% in the College entrance placement examination scores being the most significant. Successful completion of an English Composition or Mathematics course will guarantee admission into the program. Applicants must achieve a score on the College entrance placement examination acceptable for admission into the College at a level that does not require remedial coursework. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Applicants with lower than admisible scores may choose to repeat the College entrance placement examination scores being the most significant. Therefore it must not be assumed or implied that successful completion of an English Composition and/or Math course will guarantee admission into the program.

Applying for Admission into Law Enforcement Program
Applicants must achieve a score on the College entrance placement examination acceptable for admission into the College at a level that does not require remedial coursework. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Applicants with lower than admisible scores may choose to repeat the College entrance placement examination scores being the most significant. Therefore it must not be assumed or implied that successful completion of an English Composition and/or Math course will guarantee admission into the program.

Applying for Admission into Paralegal Bachelor’s Program
Applicants must achieve a score on the College entrance placement examination acceptable for admission into the College at a level that does not require remedial coursework. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Applicants with lower than admisible scores may choose to repeat the College entrance placement examination scores being the most significant. Therefore it must not be assumed or implied that successful completion of an English Composition and/or Math course will guarantee admission into the program.

Applying for Admission into the Paralegal Certificate Program
Applicants must achieve a score on the College entrance placement examination acceptable for admission into the College at a level that does not require remedial coursework. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Applicants with lower than admisible scores may choose to repeat the College entrance placement examination scores being the most significant. Therefore it must not be assumed or implied that successful completion of an English Composition and/or Math course will guarantee admission into the program.

Applying for Admission into Health Information Management Bachelor’s Program
Applicants must achieve a score on the College entrance placement examination acceptable for admission into the College at a level that does not require remedial coursework. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Applicants with lower than admisible scores may choose to repeat the College entrance placement examination scores being the most significant. Therefore it must not be assumed or implied that successful completion of an English Composition and/or Math course will guarantee admission into the program.

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

Entrance Requirements for Health Information Management Bachelor’s Program
Applicants pursuing admission into the Health Information Management BS Degree program must possess an AAS in Health Information Technology and an associate’s degree from a CAHPI accredited program earned within the past 5 years or have an AAS degree and possess a current RHIT credential. If the degree was obtained over 5 years ago, the student needs to have work experience in the health information industry within the last 5 years and approval by the Program Coordinator.

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

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

Early Honors coursework is available both on-campus and online to high school seniors 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 attestation indicating expected graduation date. Early Honors students are not required to submit an application fee.
- Students must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).
- Students must submit a signed Early Honors High School Approval Form.
- Students must be a high school senior and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00.

Proof of GPA must be validated by a High School Counselor or Administrator on the Early Honors High School Approval Form.

• Students must score at least a 25 on the writing portion of the Rasmussen College entrance placement exam to be accepted into the Early Honors Program.
• The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.
• A maximum of 20 Early Honors students will be accepted per quarter, per campus.
• To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.
• Seniors may take up to 4 credits per quarter without a tuition charge. The student must meet with the OSA and Dean before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule. After receiving a grade of B or higher in his/her first class, the student can request a second class for the second quarter. A maximum of 24 credits per student can be taken in the Early Honors Program.
• Applicants will be accepted on a space available basis for each course selected.
• Early Honors students must meet all course prerequisites as listed in the catalog. Nursing courses designated with a ‘PN’, ‘PRK’, ‘NU’ or ‘NR’ are not available to Early Honors students.
• Students must cover the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The College will provide specific information on each course, including textbook prices and technology requirements.
• Students will receive college credit towards a degree, diploma, or certificate at Rasmussen College for all successfully completed courses. Students who elect to pursue their education at another academic institution will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.
• Students will receive high school dual enrollment credit for successfully completed Early Honors courses at the discretion of the student’s high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.
• Students may apply to a full program of study by completing an Application for Admission and submitting an application fee.

RASMUSSEN COLLEGE WISCONSIN

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

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

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

Tuition Rates

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

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

**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

**High School Professional Program**

Rasmussen College waive 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 and Wisconsin. Current status as a high school professional will be verified by Rasmussen College prior to the initial start of any course. Attendance is required at an orientation, which must be completed prior to the start date of the professional’s first course. Offer is limited to one course, per quarter, per high school professional. A maximum of 50 seats in online courses will be made available to high school professionals who are employed at a high school in any of the above states. There is no maximum on cumulative number of classes that may be taken. Tuition free courses for high school professionals are offered on a space-available basis, with priority given to other enrolled Rasmussen students who must complete the course as part of their degree program at Rasmussen College. Participants are responsible for purchasing books or supplies needed for the course. Books may be purchased through the online bookstore. Grades will be recorded as audit grades with the student classified as an audit student.

**Employer Tuition Reimbursement**

Many employers today offer tuition reimbursement to their employees earning a degree. Whether it’s full reimbursement or partial, we want to make using your tuition reimbursement plan as seamless as possible so you can reduce the cost of your education, as well as potentially reduce the amount of loans required to fund your degree.

To take advantage of tuition reimbursement, check with your employer about what tuition reimbursement options may be available to you. Then, contact your program manager or the Student Financial Services Department to discuss your tuition reimbursement options.
Developmental Education and Rasmussen College Entrance Placement Examination

The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into Foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students, and to providing educational opportunities to those who enroll. All new students who enroll in a Degree, Diploma, or Certificate program are required to take the Rasmussen College Entrance Placement Exam reading, writing, and math placement tests. Applicants providing a college transcript* indicating a grade of C or higher in college level English and/or Mathematics are not required to complete College entrance placement examinations in the corresponding subject area and will not require remedial coursework in areas in which they have a grade of C or higher. Students who have not completed a college-level English course are required to complete reading and writing sections of the placement examination. Students who have not completed a college-level math course are required to complete the math portion of the placement examination.

Returning students who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundation courses are prerequisites, or their equivalents, do not need to take the College entrance placement examination. Returning students who have not successfully completed the Foundation courses, their equivalents, or the courses for which Foundation courses are prerequisites must take the College entrance placement examination. Course work 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 courses that have Foundation courses as prerequisites, must first successfully complete the Foundation courses. Students enrolled in Foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program. Students who place below the level of B080 Reading and Writing Strategies are not admitted to Rasmussen College. Students who place below the level of B080 Reading and Writing Strategies and are not admitted to Rasmussen College may, after three months, have the option to re-take the assessment test. The College entrance 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 that course in the subsequent full quarter of enrollment or the student will be dismissed from the college. Foundation courses are B080 and B090. A full quarter excludes the mid-quarter start.

Foundation Course Grading
1. All Foundation courses are satisfactory/unsatisfactory (S/X, UX) courses. In each of these courses, the final exam comprises 40% of the final grade. The remaining 60% of the final grade is determined by other coursework.
2. Students automatically pass B080 Reading and Writing Strategies if they achieve a score of 25 or more (out of 35 items) on the final exam/end of quarter post-test in this class.
3. Students automatically pass B099 Foundations of Math if they achieve a score of 17 or more (out of 35 items) on the final exam/end of quarter post-test in this class.
4. Students that do not achieve the scores listed above on their final exams may still pass these courses. In such cases, the final exam counts as 40% of their overall grade, with their weekly work comprising the remaining 60%.

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>Satisfactory</td>
</tr>
</tbody>
</table>

Grade Points Percentage Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>B+</td>
<td>3.75</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>C+</td>
<td>2.75</td>
</tr>
<tr>
<td>C</td>
<td>2.50</td>
</tr>
<tr>
<td>C-</td>
<td>2.00</td>
</tr>
<tr>
<td>D+</td>
<td>1.50</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F/A</td>
<td>0.00 Failure</td>
</tr>
</tbody>
</table>

*FA is earned, the credits are not included in the financial aid 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

Credit earned for purposes of Satisfactory Academic Progress (SAP)

Individual progress courses will be applied to their degree program, and count as credits attempted and earned for purposes of Satisfactory Academic Progress (SAP).
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will be included in credits attempted for the purposes of 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 grade earned from a repeated course. If more than one attempt results in the same letter grade, only the most recent one will be included 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 required part of the program curriculum without going through the program appeal process. Students who fail a course three times, and who cannot switch to another program as determined by the program change appeal process, will be terminated from the College. Those students cannot return to the College until they successfully complete an equivalent course elsewhere by earning a grade of C or higher and transfer it back in Rasmussen College, in accordance with meeting the transfer of credit requirements. In the case of credit transfer, one “F/FA” grade will remain for purposes of GPA calculation. However, all of the course credits, both failed and transferred, will have been earned in the student’s Cumulative Completion Rate (CCR).

Students enrolled in a nursing program are only allowed to repeat any failed course one time. Foundation courses may be repeated an additional time. Students who fail a foundation course a second time, as well as nursing students who fail a course a second time will be terminated from the College. All attempts of repeated courses, including the grades, remain on academic records and transcripts even though they may not be included in the GPA calculation. Students should be aware that graduate schools and other institutions to which they might wish to transfer may not accept repeats and may include all grades in calculating GPA for admission.

Late Assignment Submission Policy

Students may submit assignments after the stated deadline. A 10% grade penalty is assessed for work up to two weeks 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 legitimately extenuating circumstances to waive the late penalty. If instructor approval is denied, 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 students beforehand of any such activities.

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

Incomplete Grade Policy

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

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

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

3. The Dean must be informed of all incompletes granted. Incompletes will be accepted by the dean and instructors will take the following into consideration when granting an incomplete:
   a. The work to be completed must be regularly assigned work, identified in the course syllabus.
   b. The student can reasonably be expected to complete the work by the deadline.
   c. The student’s grade will be substantially improved.
   d. The student has demonstrated a commitment to completing work in a timely fashion.
   e. Granting the incomplete is truly in the best interest of the student.
   f. By completing the work, one of the following will apply:
      i. The student will learn substantive information by completing the work.
      ii. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.
   g. Allowances the student extra compensates for events or conditions not within the student’s control (i.e., illness, emergencies, etc.) as opposed to compensating for poor performance, poor attendance, or failure to take assignments seriously.
   h. Incompletes may not be granted only for the sake of improved cumulative grade point average. In some cases only the instructor will be given the option of allowing students to make up “extra credit” work.
   i. 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 “F” (or the calculated alternate grade designated by the instructor on the incomplete form) and will be included in the cumulative grade point average.
   j. 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 program. Grade changes are made for situations listed below, only the instructor who issued the original grade may authorize its change. Instructors may change grades at their discretion, with the following guidelines:

Circumstances that may warrant a change of grade include:
   • Emergency situations that prevent a student from submitting a petition to receive an incomplete grade. Examples of such emergencies are hospitalization, car accident, death of a close family member, or mandatory military service.
   • Miscalculation of the final grade by the instructor.
   • Situations involving miscommunications, misplaced assignments, or technical difficulties beyond the control of the student.
   • Accommodation for special circumstances such as short-term disability or family leave.

Grade changes must be consistent with course policies as outlined on the syllabus. In particular, stated policies regarding the acceptability of late work and how points are apportioned must be followed.

Students must contact their instructors within one week of the start of a subsequent term regarding grade changes. Instructors will have one week from the time they are contacted by students to consider any requests for grade changes. No grade changes may be made after the end of the second week of the subsequent quarter.

Grades dispute which cannot be resolved between the respective campus and students should be directed to the appropriate Dean.

Circumstances where a grade change may be authorized later or by someone other than the original instructor include:
   • Administrative errors regarding grades will be corrected by administrative staff as soon as they are identified.
   • If the original instructor is no longer available to support the grade change (for example, the course instructor no longer employed at the College), the Academic Dean may determine if a grade change is appropriate.
   • The Dean may authorize grade changes in order to settle academic appeals.

Program Changes

A student in good academic standing at the end of the current quarter will be allowed to change to another fulfillment of the degree requirements at the end of the current quarter and does not meet any of the criteria above must file an appeal with the campus Program Change Appeal Committee. As part of the appeal process, the student will be required to submit a letter following the appeal process guidelines. The appeal will either be approved or denied based on a review of academic standing and progress to date in Rasmussen College and the information provided in the appeal letter.

A complete description and requirements of the program change appeal process is available through the Campus Registrar. A complete background check is required for enrollment in certain programs as determined in the background check portion 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 defrays the current catalog curriculum requirements. On occasion, a student may remain in his/her original catalog, assuming the desired program is still offered. A student who chooses to change programs must provide written authorization in the form of a completed change of status form and a new catalog.

Independent Study Policy

Independent study applies when a student contracts to meet regularly with a qualified instructor to fulfill the assignments, tests, projects, and other tasks necessary to achieve the performance objectives of a given course. Independent study requires a student to be motivated and organized. Because an independent study does not provide the student with the classroom interaction normally expected in higher education, it is to be offered only when there is no alternative and as infrequently as possible.

Students may take, and the College may offer, an independent study under the following conditions:

1. The course is not currently offered on-site or online.
2. Completion of the course is necessary for on-time graduation.
3. The need for the course in the quarter in question does not arise from the student’s decision to withdraw from the course in any quarter.
4. The student has satisfactorily completed the course in an earlier quarter, or the student’s decision to change programs.
5. 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.
6. The Academic Dean approves the plan for completing the course work.
7. 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.
8. At least twice and at regular intervals during the quarter, the Dean will evaluate the student’s progress by reviewing work completed.

Independent study must meet the following guidelines:

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

1. When and where they will meet each week.
2. Weekdays and times for work to be completed based upon the weekly objectives defined by the syllabus for on-site class.
3. Progress checks to be reviewed by the Dean.
4. Standards of academic quality for the work to be completed.
5. Deadline for all work to be completed at the end of the quarter.

Prerequisites

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

Equipment

Rasmussen College strives to maintain its role as an educational leader by incorporating technology and computer access, and internet access at each campus. Students will also have access to software, additional software packages, electronic databases, and a helpdesk lab as needed at a Rasmussen College campus.

Graduation Requirements

Degrees, Diplomas, and Certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Surgical Assisting, Medical Laboratory Technology, 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 each course are based on hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.0 to graduate. A Degree 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 program, will be required 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 24 total credits in the approved quarter. The student must apply for approval no later than week six(s) of the quarter prior to which the overload is desired. 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/WD 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.

- Mid-quarter drop/add period:
  Students may add courses through the second day of the mid-quarter term and may drop a course through the first Friday of the mid-quarter term, 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 mid-quarter and on or before the third Friday of the quarter, students will receive a W/WD 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 third week of the mid-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.

RASMUSSEN COLLEGE STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)
Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe.

Cumulative grade point averages and successful completion of credits attempted are monitored quarterly, and students not meeting the standards are notified. If a student is not meeting the standards, a Learning Plan will be created describing the steps the student needs to take to meet SAP standards during the upcoming term. The College’s staff will attempt to meet in person or via phone with the student regarding this plan. If the student does not respond, a copy of the plan will be sent via email and mailed to the student’s home address. The student must sign the plan and return it to the Campus Dean by the first Friday of the quarter. Failure to return the plan may result in an administrative withdrawal from the College.

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

Three components are as follows:
1. GPA, Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00.
2. Pace/Cumulative Completion Rate (CCR). This is the pace at which a student progresses through a program. CCR is calculated by dividing cumulative credits earned by cumulative credits attempted within a program (e.g., 6 credits earned ÷ 12 credits attempted = 50%). Minimum standards are listed in the chart below.
3. Duration of Eligibility. This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program (e.g., maximum time frame for a 90-credit program = 90 X 150%, or 135 credits)

Total credits are indicated for each program listing in the catalogue. A student who exceeds 150% of the maximum time frame is no longer eligible for financial aid.

In calculating Pace/CCR and Duration of Eligibility, the following grades will be considered attempted, but will not be considered as credits successfully completed or earned. F/FA, U/UN, W/WD, I/IN. In addition, Foundations courses are not included in the number of credits attempted or successfully completed when assessing satisfactory progress.

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

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

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

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

A student must regain Satisfactory Academic Progress within two quarters or they will be terminated from the College. The decision to terminate may be appealed through the Academic Review Committee process.

Students who withdraw from the College and later re-enter are treated as continuing students and must meet progress requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Academic Progress calculations for a re-entering student who changes programs will include only the grades and credits attempted and earned for courses that are part of the student’s new program; standard CCR requirements will be followed from the re-entry point and for each quarter thereafter. If other courses have been taken at another institution and can be transferred in, the courses will be included in SAP calculations as described elsewhere in this section. A student terminated due to SAP may re-enter the College unless he/she has completed coursework elsewhere that is acceptable for transfer into the College and will count the student back into good standing.
General Transfer Credit Policy

• Rasmussen reserves the right to accept or deny transfer of credit based on the guidelines below.

• Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.

• Students must request that official transcripts containing coursework for review be sent directly to Rasmussen College. It is the student’s responsibility to ensure that all official transcripts have been received by Rasmussen College.

• As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.

• A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credit conditionally awarded through the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College prior to the completion of the student’s first quarter, after which the student will be required to complete the necessary credits in order to receive the degree.

• College-level courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be considered for college transfer.

• Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.

• Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist and Associate Degree programs must complete at least 50% of their program requirements at Rasmussen College, and no more than 60% may be completed via transfer credits, course waivers, credit by examination, or other means, with the exception of “block transfer” candidates for the Surgical Technology 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/Associate in Science degree program must complete 32% 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 quarter course 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 coursework. 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 and posted directly to the student’s Rasmussen College campus to another. Only the classes that are applicable to the current program will be posted or calculated.

• Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average, but will be counted as credits attempted and earned for determining satisfactory academic progress. All credits are considered to be earned toward program completion, including test-out, transfer and course waiver credits. All credits are also attempted.

• Courses which have been accepted for transfer will be listed on the student’s transcript with a Transfer (TR) designation. Transfer credits which have been conditionally accepted pending the receipt of an official transcript will be listed with a Pending Transfer (PT) designation. Any pending transfer credits still remaining at the end of the student’s program will beremoved 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 or other means, must be listed on the student’s transcript with a Test Out (TO) designation.

• Courses for which a student has received credit through waiver will be listed on the student’s transcript with a Course Waiver (CW) designation.

• When courses are not accepted for transfer, a student may file an appeal through the following process:

  1. The student completes an appeal form.
  2. Supplemental information such as a syllabus, course description, or text may be required.
  3. The 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 passing the entrance placement exam. Once the student successfully completes the necessary Foundations courses or passes the placement exams, the College will then post the transfer credit pertaining to the specific course.

• The following Early Childhood Education extension courses cannot be transferred into the program from another program:

  - EC180 Knowledge: Externship I (3 credits)
  - EC181 Application: Externship II (3 credits)
  - EC182 Reflection: Externship III (3 credits)

Course by Course Transfer

• Course by course transfer credits from regionally or nationally accredited institutions of higher learning as recognized by the Department of Education will be evaluated on a course by course basis. Most courses that are comparable in content will be accepted.

• Course must have the minimum number of credits to 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 average for 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.

• Associate Nursing Program (prefixes of PN/NU and RN/PRN) in Florida do not accept any core course transfers. For Associate Nursing program only, there is a five (5) year limit on Anatomy & Physiology, Microbiology, Human Nutrition, and General Education courses. All grades must be C or higher.

• Health Sciences core courses as designated by course prefix, have a five (5) year transfer limit.

• The following courses in the Medical Assisting, Medical assistant are not transferable:

  - MA101 Clinical Skills I
  - MA145 Clinical Skills II
  - MA225 Laboratory Skills, and MA265 Medical Assisting Externalship.

• Transfer of credit for Medical Laboratory Technician and Surgical Technologist core courses (ML and ST prefixes) has a (1) year limit. Students who have completed similar course work that exceeds the one (1) year limit can test-out of the course with a 73% or greater score on a course assessment. All transfers or test-outs into the Medical Laboratory Technician and Surgical Technologist programs are based on program space availability.

• Seminar Courses cannot be transferred into another institution of higher learning.

• For students in MN who enroll in the Law Enforcement Association’s, Law Enforcement Academic Certificate, or Law Enforcement Skills Certificate programs, transfer credits for law enforcement specific classes (J or LE prefixes) can only be accepted if the incoming course is from a regionally accredited college that is POST Board approved. Students who have credits that are not transferable are eligible to demonstrate competency by completing the course specific test out. If available.

2-1-2 Matriculation for Baccalaureate Candidates

• 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), they will receive immediate junior-level standing.

• Rasmussen College AAS/AS graduates will receive actual credits earned up to 95 credits (97 in Illinois).

• A block of up to 91 quarter credits for graduates from outside institutions will be awarded.

• If a student has more AAS/AS credits than the entering program requires, the student may have fewer upper-division courses to take. The School Director will provide a list of courses for reduction when needed. This applies only to the Business Management BS degree.

• 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 courses.

• 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 2 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 2-1-2 policy cannot be applied.

• For the Bachelor in Health Information Management, qualifying Associate degrees have to be in a health information technology or related programs earned within the past 5 years. If the degree was obtained over 5 years ago, the student needs to have work experience in the health information industry for at least the last 5 years and be approved by the Program Coordinator. The student may also enroll if he/she has an RHIT credential and an Associate Degree in an area field. If so, the student needs to submit his/her AHIMA membership card, showing it as current.

• For Bachelor of Science Healthcare Management program students, credits will be transferred based on the guidelines below:

  1. Health Sciences Programs (including Medical Assisting AAS/AS, Health Information Technology AAS/AS, Medical Administrative AAS/AS, 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, 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, Medical Office Procedures and Medical Law and Ethics in the core.

     b) Accounting AAS/AS – Transfer 44 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 76 credits (78 in Illinois). In addition, these students will need to take Introduction to Human Resource Management, Medical Terminology, Medical Office Procedures and Medical Law and Ethics in the core.

• The remaining core content necessary for the Healthcare Management degree will be provided in the 300 and 400 level courses.

General Education Block Transfer

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

• Confirmed Associate’s degrees may be posted as a 32 credit (34-credit in Illinois) general education block.

• Confirmed Baccalaureate degrees may be posted as a 56 credit block (58-credit block in Illinois) comprised of 32 lower-level and 24 upper-level credits (34 lower-level and 24 upper-level credits in Illinois).

• All required general education courses must be met due to accreditation requirements.

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

Bachelor Completion Block Policy

For students who have successfully earned credits at one or more accredited institutions and do not have a conferred degree OR for students who have a conferred Associate’s degree, but not in a similar field as the Bachelor’s degree they are enrolled in.

• Students may transfer up to 121 credits (67% maximum of a Rasmussen College program).

• Course by Course transfer guidelines apply to required classes.

• All required general education courses must still be met.

• Transfer for upper division courses will be done on a course by course basis.

• Students must meet pre-requisite requirements for upper division courses.

• Students may transfer up to 41 unrestricted lower division core credits.

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

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

• This policy is not applicable to the Health Information Management BS degree.
Credit by Examination

- Enrolled students may request credit by examination for courses if an exam has been developed.
- An examination score of 73% or higher is required to earn credit by examination.
- The examination grade will be posted as a Test-Out (TO) grade on the student transcript.
- Credits earned count in the transfer maximum.
- Credit by examination will not count as credits for financial-aid eligibility.
- A credit by examination may be taken only once for each course.
- If a student has already attempted the course, as indicated by a posted W/D or F/F grade, no test-out attempt will be allowed.
- The following are not available for credit by examination: Program specific Medical Assisting, Medical Laboratory Technician, Surgical Technician, and Nursing courses.

Medical Coding Practicum Waiver

- Students with a minimum cumulative GPA of 3.0 may apply to any degree program major who may request a waiver for the Medical Coding practicum coursework.
- Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the practicum.

Transfer to Other Colleges

- Graduates or students who would like to transfer credits earned at Rasmussen College to another institution without having to retake a course if the criteria are met, will waive the course transfer to other colleges.

School of Technology and Design Waivers

- Course waivers will be considered for students who have select professional certifications from the Computing Technology Industry Association (CompTIA); Microsoft Certified Technology Specialist (MCTS); Cisco Certified Entry Networking Technician (CCENT); or CW JavaScript certification.
- Course waivers will be considered for specific courses within the School of Technology and Design based on the certification.
- Certifications must be earned within the last three years.
- 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 Health Sciences Waivers

- Course waivers will be considered for students who have select professional certifications from the National Council of Professional Recognition, Assisting, Billing, Career Development, or as established through The Council for Adult Learning Enhancement (CCALE). Students will receive a block transfer of 113 credits.
- For students who have an unencumbered transfer process, only 67% of the total program coursework will be transferred in from a college transcript.
- Block Transfer Policy
- The following are not available for credit by examination: Program specific Medical Assisting, Medical Laboratory Technician, Surgical Technician, and Nursing courses. These courses are not available for credit by examination.

Policies and Grievances

Accommodations Policy

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 Section 504 of the Rehabilitation Act of 1973 to the success of its students and faculty by prohibiting discrimination on the basis of disability and requiring reasonable accommodations to qualified disabled students in all programs and activities.

Students with disabilities do not have to self-disclose or register with the Campus Accommodations Coordinator, although the College encourages them to do so. Students seeking academic accommodations or adjustments must contact the Campus Accommodations Coordinator to request such services. Students who are unsure who to contact should check with their Academic Dean or Campus Director.

Transfer

- Graduates or students who would like to transfer credits earned at Rasmussen College to another institution without having to retake a course if the criteria are met, will waive the course 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 $15.00 is charged for all other transcripts.
- The institution reserves the right to withhold official academic transcripts from students under any circumstances such as an outstanding financial obligation to the College.

Health Sciences Externships, Practicums, and Clinicals

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

The cost of any such travel is the responsibility of the student. Practicums/Externships in Health Sciences programs have attendance expectations that differ from the general Rasmussen College Attendance Policy. These attendance policies can be found in the program-specific manuals/ handbooks.

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

All student activities associated with the curriculum, especially while the student is completing his her clinical rotations, will be educational in nature. The student will not receive any financial compensation during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution. Often, students will be offered a position towards the end of their rotation. It must be understood by both parties that should compensation occur for time associated with the practicum requirement, the student may be dismissed from the program and forfeit any accumulated hours.
Rasmussen College Academic Integrity Policy

I. Introduction

As an institution of higher learning, Rasmussen College is proud of our many students that are active, productive and successful professionals. Students of Rasmussen College commit to holding themselves and their peers to the highest possible standards of behavior, and accept responsibility should behaviors and actions fall short of the College's expectations.

In support of this mission, we:

- Extend our reputation and personalized services to all students and employees of the College
- Empower students to access information and to participate in the changing world of technology
- Support faculty by providing professional development and instructional support
- Engage in responsible collection development and resource sharing
- Collaborate with faculty to select resources in a variety of formats

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

Borrowing Materials: General

The following persons are permitted to check out materials owned by our campus libraries:

- Rasmussen College students and alumni in good 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 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 or less. Materials may be renewed one time if there are no outstanding holds on the material. Special materials are loaned for 3 hours or 3 days, depending on the material type. Restricted materials may not be renewed. Library materials must be returned to the library on or before the end of the loan period. Returned materials are accepted at any campus library and may be delivered in person or mailed to the campus.

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

Fees and Restrictions of Borrower Privileges

Users will receive a reminder 2 days in advance of an item's due date. Following the grace period (5 days for circulating items), 10 hours for special (rare materials), items, the borrower will be charged $5.00 for each item.

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 calculated per each individual item. The library will charge $55.00, or the cost of replacing the item plus a $4.50 processing fee.

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

rasmussen.edu
Rasmussen College cannot override fines incurred at other libraries for unauthorized use for Interlibrary Loan items lost or returned late.

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

Non-Discrimination Policy

Rasmussen is strongly committed to providing equal employment opportunities 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 our employees and students an environment that is free from harassment. Rasmussen College expressly prohibits harassment of employees or students on the basis of gender. Harassment undermines our College community morale and 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, retain, and promote employees without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. An Executive Vice President or President will be notified of all allegations. This will ensure a prompt, consistent and appropriate investigation. It is a violation of policy for any member of our College community to engage in sexual harassment and it is a violation of policy for any member of the College community to take action against an individual for reporting sexual harassment. This policy covers actions of all students, employees, who co-work or manage, or by 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 the victim of sexual assault may properly turn for assistance to the Campus Director, Regional Vice President, Executive Vice President, President, or the Human Resource Director. Whether or not a person consults with a school official, he/she has the option of making an informal or formal complaint according to the procedures outlined below.

No retaliatory actions may be taken against any person because he/she makes such a complaint or against any member of the College community who serves as a witness 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, or in his/her own behavior, includes fines of such a complaint.

Informal Resolution

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

1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop.
2. Writing a letter to the person talking to a trusted friend or counselor.
3. Go to a sexual harassment/civilization 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 person who is contacted by a person who may have been subjected to sexual harassment will give advice and guidance on both informal and formal procedures for solving the problem. During the informal inquiry process, all information will be kept confidential to as great a degree as legally possible.

No specific circumstances, including the names of the people involved, will be reported to anyone else. Everyone who provides assistance to the Campus Director, Regional Vice 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 finds that the circumstances warrant a formal investigation, it will be necessary to inform the complaining person, who 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 circumstances, however, confidentiality will be strictly maintained by the College and those involved in the investigation.

If the person bringing the complaint is willing to be the first person to the person against whom the 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 as to great a degree as 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 circumstances, however, confidentiality will be strictly maintained by the College and those involved in the investigation.

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

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

Definitions

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when:
1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement.
2) submission to or rejection of such conduct by an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

3) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work 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 explicit as rape or as subtle in nature. Harassment under the third type of the definition often contains calous 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.
2) Hostile work environment:” where the harassment creates an offensive and unpleasant working environment.

Employees may engage in sexual harassment activity that may affect themselves, fellow employees, or customers. An employee engaging in sexual harassment charges nor guarantee a successful defense if charges are made. It is the faculty member, supervisor, or staff will be held accountable because of his/her special power 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 engaging in a romantic/sexual relationship where there is a superior/subordinate relationship.

Sexual violence includes sexual assault, including sexual penetration or sexual conduct carried out under coercion, with the threat of a weapon, through a position of authority, or when the victim is mentally or physically disabled or helpless constitutes criminal sexual conduct.

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

Formal Complaints by Students and Employees

a. A formal complaint of sexual harassment must include a written statement, signed by the complainant specifying the incident(s) of sexual harassment. The statement may be prepared by the complainant or by an advisor as a record of the complainant’s personal perception and address to the Campus Director or other manager who will immediately report such complaint to an Executive Vice President, Regional Vice President, or Human Resource Director and/or Corporate Counsel. The Human Resource Director and/or Corporate Counsel, with the assistance of the Campus Director or other manager will formally investigate the complaint and present the findings and recommendations to an Executive Vice President or President.

b. The College will investigate formal complaints in the following manner:
1. The person who is first contacted, after initial discussions with the complainant, will inform the College specifying the individual(s) involved. Rasmussen College may decide whether the circumstances reported in the complaint warrant a formal investigation or an informal inquiry.
2. If the circumstances warrant an investigation, Rasmussen will inform the person complained against of the name of the person making the complaint as well as of the substance of the complaint. The College may limit the investigation to what is necessary to resolve the complaint or make a recommendation. If it is necessary for the College to speak to any person other than the complaining person, the College will do so only after informing the complaining person and the person complained against.
3. The College’s first priority will be to resolve the problem through a mutual agreement of the complainant and the person complained against.
4. The College will be in communication with the complainant as the complaint is resolved. The complainant will be informed of procedures being followed throughout the investigation although not of the specific conversations held with the person complained against.
5. The College will resolve complaints expeditiously. To the extent possible, the College will complete the investigation and make its recommendations within 60 days from the time the formal investigation is initiated.
6. If a formal complaint has been preceded by an informal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.

After an investigation of the complaint the College will:

1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that harassment has occurred and support its findings and the resolution to an Executive Vice President or President; or
2. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President; or
3. Report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.

Consistent with this commitment, Rasmussen College strictly prohibits:

1. The presence of persons or students on campus or in corporate offices while under the influence of intoxicants, drugs or any other controlled substances.
2. The use, manufacturing, furnishing, possession, transmission, or trafficking of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time on Rasmussen College campuses or in Rasmussen College controlled areas.

Students and Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, use or control of a substance or alcohol anywhere on property belonging to the College including grounds, parking areas, anywhere within the building(s), or while participating in College-related activities. Employees may also be suspended pending outcome of an investigation regarding compliance with this policy.

Drug-Free School and Workplace

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, 34 CFR Part 88, this institution is hereby declared a drug- and alcohol-free college and workplace. For more information visit The U.S. Department of Education’s Higher Education Center for Alcohol and Other Drug Prevention website at www.ed.gov/hlth.

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

Weapons Policy

Rasmussen College prohibits the possession of weapons of any kind inside campus buildings. Prohibited items include but are not limited to firearms, BB/pepper guns, sling shots, paint guns, arrows, swords, and knives other than cooking utensils and utility/pocket knives with a blade length of 3 inches or less. This policy applies to all staff, faculty, students and visitors with a school official in performing his or her duties. Employees who violate this policy are subject to disciplinary action up to and including termination of employment. All offenders are subject to the exception of licensed peace officers and law enforcement/security agents as allowed by applicable statute. The approved storage and use procedures for training purposes as part of a School of Justice Studies program is also permitted. This policy includes both campus buildings and offsite events sponsored and/or controlled by the College including graduation ceremonies, internships, and clinical sites. This policy does not include Rasmussen College parking lots. All vehicles are allowed to be stored in private vehicles unless prohibited by a separate parking ramp owner/operator. Rasmussen policy defers to campus/site-specific rules regarding School of Justice Studies training facilities.

Fact sheets associated with unlawful use, possession and distribution of illicit drugs and alcohol may be obtained from the Campus Director or the Human Resources Department. Rasmussen College considers these fact sheets in implementing part of the Drug-Free College and Workplace Policy.

The Federal Government has taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws affect several areas of our lives. For instance, the Department of Housing and Urban Development, which provides public housing funding, has authority to evict residents found to be involved in drug related crimes on or near the public housing premises. Businesses with federal contracts are subject to a loss of those contracts if they promote a drug-free environment. In our particular situation, students involved with drugs could lose their eligibility for financial aid. Further, they could also be denied other federal benefits, disability retirement, health, welfare, and Social Security. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.

Drugs and alcohol are highly addictive and injurious to the person and can cause harmful effects to virtually every aspect of a person’s life. i.e., relationships, family, job, school, physical, and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, melancholic, anxious, or experiencing indifference, loss of physiological coordination and appetite, go into a coma, experience convulsions, or even die.

Persons who use drugs and alcohol face not only health risks, but their ability to function in their personal and professional lives can be impaired as well. Some examples of this are a hangover, or feeling of being “out” being preoccupied with plans for the next drink, or “high” or slowed reflexes that can be especially dangerous while driving.

Alcohol related deaths are the top killer of 15 to 24 year olds.

There are danger signals that could indicate when someone is in trouble with drugs or alcohol:

1. inability to get along with family or friends
2. uncharacteristic temper flare-ups
3. increased "secret" type behavior
4. abrupt changes in mood or attitude
5. resistance to discipline at home or school
6. getting into a "slump" at work or school
7. increased borrowing of money
8. a complete set of new friends
9. drug use in the family

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

Family Educational Rights and Privacy Act (FERPA)

Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights will transfer to the student's legal representative in the case of a student with a disability. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the date the institution receives a request for access. Students should submit to the registrar, in writing, a request for access to the student’s education records. The registrar or other appropriate official, within a reasonable time, will notify the student that record is to be inspected and the student can then ask the registrar to amend the student's records. The student can ask the registrar to amend the student's records. The student can request a formal hearing regarding the request for amendment. After the hearing, the registrar will notify the student of the decision and advise the student of his or her rights with respect to further amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

2. The right to request the amendment of the student’s educational records that the student believes are incorrect or misleading.

Students may ask the institution to amend a record that they believe is incorrect or misleading. They should write to the Campus Director, clearly identify the part of the record they want changed, and specify why it is incorrect 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 request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to file a complaint with the U.S. Department of Education regarding personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. For example, a school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agency); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school has a legal educational interest if the official needs to review an education record in order to fulfill his or her official responsibilities to the student.

4. The right to disclose – with the written consent or knowledge of the student or parent – personally identifiable information from the student’s education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorist crimes specified in sections 2322b(g)(5)(B) and 2331 of title 18, U.S. Code.

In addition, the institution is not required to record the disclosure of such information in the student’s file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.

5. The right to disclose – with the written consent or knowledge of the student or parent – personally identifiable information from the student’s education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorist crimes specified in sections 2322b(g)(5)(B) and 2331 of title 18, U.S. Code.

In addition, the institution is not required to record the disclosure of such information in the student’s file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.

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In addition, the institution is not required to record the disclosure of such information in the student’s file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.
An appropriate grievance is defined as a student’s expressed feeling of dissatisfaction regarding any interpretation or application of school-related policies or the College’s personnel. Students should notify the College in a timely fashion of any grievance considered appropriate for handling under this policy. As used in this policy the terms “timely fashion,” “reasonable time,” and “promptly” will mean ten days.

Students are assured that no adverse action will be taken by the College or any of its representatives for registering a grievance.

Grievance Procedure
In filing the grievance, 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 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 decisions, 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) 266-1996
- Kansas Board of Regents 1000 SW Jackson Street Suite 520 Topeka, KS 66612-1388 (785) 298-3421
- The Higher Learning Commission (www.ncalich.org), a commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street Suite 7-500 Chicago, IL 60604-1411 (800) 821-7440 or (312) 283-0456

Appeal Procedure
Rasmussen College recognizes the rights of applicants, students, applicants, former students, and other parties who have dealings with the College as they relate to due process in matters of application of policies, procedures, and guidelines of the institution. Individuals who feel they have been unjustly treated may contact 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, the student, who will have one week from the time they are contacted by students to consider any such appeals, students should appeal the Dean for their campus or 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 perceptions 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 in, or education at Rasmussen College (“Controversy or Claim”), shall be resolved first in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. If following completion of the Grievance Policy procedures, any current or former student (the “Student”) or Rasmussen College remains dissatisfied, then the Controversy or Claim, in accordance with the Enrollment Agreement, shall be resolved by binding arbitration administered in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Arbitration shall be the sole remedy for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party's actual damages. The arbitrator also shall have no authority to award attorney’s fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly circumstanced Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator’s fees and other administrative costs of the arbitration. As with Federal Grand Jury Law Enforcement Subpoenas – The institution may disclose the records to any other court or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent of student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.

9. 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 individuals." Impotent danger of student or others must be present.

10. 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. Student or other party has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW. Washington, DC. 20202-4605.

Educational Records Definition
A student’s education records are defined as files, materials, or documents that contain information directly related to the student and are maintained by the Institution. Access to a student’s education records is afforded to school officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising, and determining financial aid eligibility.

Directory Information
Directory Information is that information which may be unconditionally released without the consent of the student or parent if the student or parent has specifically requested that the information not be released. The school requires that such requests be made in writing to the Campus Director within fifteen (15) days after the student starts classes.

Directory Information includes: Student’s name, date of birth, address(es); course of study; extracurricular activities; degrees earned 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 attended or attended Rasmussen College not to include specific daily records of attendance).

Students may restrict the release of Directory Information except to school officials with legitimate educational interests and others as outlined above. To do so, a student must make the request in writing to the Business Office. Once filed, the request becomes a permanent part of the student’s record until the student instructs the institution, in writing, to have the request removed.
TUITION

All new and re-entering students as of January 2012:

All Programs:
- School of Business
- School of Health Sciences
- School of Justice Studies
- School of Technology and Design

School of Health Sciences Programs:
- Medical Assisting

School of Education:
- Early Childhood Education

School of Nursing:
- Professional Nursing

Tuition Rates are as follows:

All Programs:
- $350 per credit for Foundations courses and all 100-200 level courses
- $310 per credit for all 300-400 level courses

School of Health Sciences Programs:
- Medical Assisting: $310 per credit

School of Education:
- Early Childhood Education: $310 per credit

School of Nursing:
- Professional Nursing: $395 per credit

* There is a required course materials fee of $100 per course.
* 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 $100 per course for every course over four courses.
* Continuously enrolled students in certificate, diploma and associate programs will not be subject to a tuition increase for two years from the time they begin their program of study. Continuously enrolled students in bachelor programs will not be subject to tuition increase for four years from the time they begin their program of study.
* Individual Progress students will be charged $335 per credit, 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 "NU" or "NP" or "PT" 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.

REFUNDS

The State of Wisconsin Cancellation, Termination, Refund Policy

If a student is cancelled or terminated, for whatever reason, the following apply:

- Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. A student in any term who withdraws from the College must be 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 30 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 cancellation is postmarked, or in the cases where the notice is hand delivered, 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, except the application fee, 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 $100 per course for these books and supplies. All prepaid tuition is 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 he/she was charged, but before completion of 60% of the Period of Instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the Period of Instruction shall not exceed the pro rata portion of the total charges for tuition, fees, and all other charges that the length of the completed portion of the Period of Instruction bears to its total length. After the completion of 60% of the Period of Instruction, no refund will be made.
- Student refunds are made within 45 days of the date of determination of withdrawal if the student does not officially withdraw.
- The refund policy is not linked to compliance with the College's regulations or conduct.
- Any promissory note instrument received as payment of tuition or other charges will not be negotiated prior to completion of 50% of the course.

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

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

a. If cancellation occurs within seventy-two (72) hours of enrollment date. All money paid by the prospective student shall be refunded.

b. If cancellation occurs after seventy-two (72) hours of enrollment date, but before classes begin or correspondence materials are delivered, a refund shall be made of all money paid, except the registration fee.

Refunds of unearned prepaid tuition, fees and other charges shall be made in the following manner within thirty (30) days of termination:

- If a student is cancelled or terminated, for whatever reason, the following apply:

- Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. A student in any term who withdraws from the College must be 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 30 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 cancellation is postmarked, or in the cases where the notice is hand delivered, 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, except the application fee, 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 $100 per course for these books and supplies. All prepaid tuition is 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 he/she was charged, but before completion of 60% of the Period of Instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the Period of Instruction shall not exceed the pro rata portion of the total charges for tuition, fees, and all other charges that the length of the completed portion of the Period of Instruction bears to its total length. After the completion of 60% of the Period of Instruction, no refund will be made.
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a. If cancellation occurs within seventy-two (72) hours of enrollment date. All money paid by the prospective student shall be refunded.

b. If cancellation occurs after seventy-two (72) hours of enrollment date, but before classes begin or correspondence materials are delivered, a refund shall be made of all money paid, except the registration fee.

c. If cancellation occurs after classes begin or after shipment of correspondence materials, a pro rated refund will be made of all unearned prepaid tuition, fees and charges for books and supplies not issued to the student. Once books and supplies are issued and received by the student, these become the property of the student and refunds may be made only at the discretion of the private school.

2012-2013 CATALOG & STUDENT HANDBOOK
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 Direct Student Loan, or Federal PLUS Loan and withdrew on or before completing 60% of the course(s).

The percentage of Title IV aid to be returned is determined by dividing the number of calendar days remaining in the quarter by the number of total calendar days in the quarter. Scheduled breaks of five or more consecutive days are excluded. If funds are released to a student because of a credit balance on the student’s account, the student may be required to repay some of the federal grants if they withdraw.

The federal return of Title IV funds formula calls for a second calculation, similar to the one outlined above, where the school determines the percentage and amount of tuition which was unearned. The school calculates the unearned tuition with the unearned Title IV aid, and returns the lesser of these two amounts.

A student withdrawing from school may be eligible for post-withdrawal disbursements according to federal regulations.

A post-withdrawal disbursement occurs when a student who withdrew earns more 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 fund available and explains the option to accept or decline all or part of the monies. A 14-day response time is given to the student for their decision. If no response is received within the 14 days, the remaining post-withdrawal disbursement is canceled.

Federal regulations dictate the specific order in which funds must be repaid to the Title IV programs by the school and the student if applicable. Rasmussen College follows this mandate by refunding monies in the following sequence: Federal Direct Subsidized Stafford Loans, and PLUS Loans, Pell Grant, FSEOG, and then other Title IV programs.
VETERANS REFUND
In the event a veteran discontinues training for any reason, the college will retain a $10 registration fee. Any supplies or textbooks issued to and paid for by the veteran become the property of the veteran. The remaining amount of prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance of training.

CAMPUS SECURITY CRIME STATISTICS

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Rasmussen College provides prospective and enrolled students and employees with its current Crime Awareness and Campus Security Act statistics. This policy contains information pertaining to the reporting procedure of criminal activities, security, and access to campus facilities, campus law enforcement and criminal offenses reported to the campus or local police. As part of our campus crime prevention plan, Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.

ACADEMIC INFORMATION AND COLLEGE POLICIES

ACCRREDITATION, LICENSING, APPROVALS AND OWNERSHIP

Registration
Rasmussen College is registered as a career 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 55108-5227 (651) 642-0533

Rasmussen College is registered with the Iowa College Student Aid Commission.

Iowa College Student Aid Commission 603 E. 12th Street, 5th Floor Des Moines, IA 50319 (877) 272-4456

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 53708-8935 (608) 268-2112

• State of Wisconsin Educational Approval Board 201 West Washington Ave., 3rd Floor Madison, WI 53703 (608) 268-1996

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 ESN), 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 8-61-301. Approved For:

• Veterans’ Benefits by the Wisconsin State Approving Agency

WISCONSIN BOARD OF NURSING

State of Wisconsin Educational Approval Board has approved Rasmussen College to offer the following degree programs to Wisconsin residents: Associate in Applied Science Diploma and AAS Degree in Medical Assisting Diploma and AAS Degree programs at 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 N. Michigan Ave. 21st Floor Chicago, IL 60601-5800 (312) 223-1800

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 (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

• Commission on Accreditation of Allied Health Education Programs 1391 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) 977-9003

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 (www.caahep.org); upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/ STSA).

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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), 5800 N River Road, Rosemont, IL 60018. (713) 714-8880.

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