MISSION

Rasmussen College is dedicated to serving our communities by recognizing the diverse needs of individuals. We encourage personal and professional development through respect, appreciation, and a commitment to general education as a foundation for lifelong learning. As an institution of higher learning, Rasmussen College is committed to preparing students to be active, productive, and successful contributors to a global community.

PURPOSES

TO ACCOMPLISH OUR MISSION, RASMUSSEN COLLEGE ESTABLISHED THESE PURPOSES:

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

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

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

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

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

6 Assessment and Planning: Rasmussen College students, both on campus and online, engage in an active assessment program that evaluates student learning, effective teaching, and institutional progress. The information gathered assists Rasmussen College as it formulates long and short-range plans, anticipates challenges, and strives to meet the goals of the institution.
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2013-2014 ACADEMIC CALENDAR

• Summer Quarter
  July 8 – September 22
• Early Fall Quarter
  August 12 – September 22
• Fall Quarter
  October 7 – December 22
• Early Winter Quarter
  November 12 – December 22
• Winter Quarter
  January 6 – March 23
• Early Spring Quarter
  February 10 – March 23
• Spring Quarter
  April 7 – June 22
• Early Summer Quarter
  May 12 – June 22
• Summer Quarter
  July 7 – September 21

COLLEGE HOLIDAYS

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

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

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

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

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

Sincerely,

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

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

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

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

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

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

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

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

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

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

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

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

**MANAGER OF STUDENT RECORDS**
- Evaluates your transcripts for transfer credit
- Records credentials on your transcript as you achieve them
- Monitors graduation requirements
**ACCOUNTING**

**CERTIFICATE**

**CAREER OPPORTUNITIES:**
- Accounting Clerk
- Bookkeeper

**OBJECTIVE:**

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

**FOUNDATION COURSES**

<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>B095</td>
<td>Combined Basic and Intermediate Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

**CERTIFICATE COURSES**

**MAJOR AND CORE COURSES**

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

**TOTAL CERTIFICATE CREDITS** 39*

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

**GENERAL EDUCATION COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
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<tr>
<td>G227</td>
<td>Oral Communication</td>
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**LOWER DIVISION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>A276</td>
<td>Financial Investigation</td>
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<tr>
<td>A280</td>
<td>Accounting Capstone</td>
<td>2</td>
</tr>
<tr>
<td>B232</td>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B234</td>
<td>Business Law</td>
<td>4</td>
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<tr>
<td>B293</td>
<td>Business Ethics</td>
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<tr>
<td>F108</td>
<td>Financial Markets and Institutions</td>
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**Diploma Credits**

<table>
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<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Credits</td>
<td>12-13</td>
</tr>
<tr>
<td>Major and Core Credits</td>
<td>61</td>
</tr>
</tbody>
</table>

**TOTAL DIPLOMA CREDITS** 73-74*

See page 32 for general education course selections.

**MISN 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.

**DIPLOMA**

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

**OBJECTIVE:**

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

**ASSOCIATE'S DEGREE**

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

**OBJECTIVE:**

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

**IN ADDITION TO ALL DIPLOMA COURSES**

**GENERAL EDUCATION COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G156</td>
<td>Human Biology</td>
<td>6</td>
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<tr>
<td>G156L</td>
<td>Human Biology Lab</td>
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<tr>
<td>G203</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G204</td>
<td>Microeconomics</td>
<td>4</td>
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</table>

**Social and Behavioral Sciences**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>2</td>
</tr>
<tr>
<td>G124</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G203</td>
<td>Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td>G204</td>
<td>Microeconomics</td>
<td>4</td>
</tr>
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</table>

**Total Associate’s Degree Credits**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>General Education Credits</td>
<td>34-35</td>
</tr>
<tr>
<td>Major and Core Credits</td>
<td>61</td>
</tr>
</tbody>
</table>

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

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

* It is recommended students complete their Social and Behavioral Sciences courses by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.
BACHELOR'S DEGREE

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

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

IN ADDITION TO ALL ASSOCIATE'S DEGREE COURSES

GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G126A English Composition 2</td>
<td>4</td>
</tr>
<tr>
<td>Humanities and Fine Arts (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>Math (Select 1 course)</td>
<td>4-5</td>
</tr>
<tr>
<td>Natural Sciences (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>Social and Behavioral Sciences (Select 1 course)</td>
<td>4</td>
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</tbody>
</table>

MAJOR AND CORE COURSES

UPPER DIVISION

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>A330 Managerial Accounting Theory and Practice</td>
<td>4</td>
</tr>
<tr>
<td>A340 Advanced Auditing Concepts and Standards</td>
<td>4</td>
</tr>
<tr>
<td>A360 Taxation of Individuals</td>
<td>4</td>
</tr>
<tr>
<td>A370 Intermediate Financial Reporting I</td>
<td>4</td>
</tr>
<tr>
<td>A375 Intermediate Financial Reporting II</td>
<td>4</td>
</tr>
<tr>
<td>A380 Intermediate Financial Reporting III</td>
<td>4</td>
</tr>
<tr>
<td>A406 Cost Accounting Principles and Applications</td>
<td>4</td>
</tr>
<tr>
<td>A416 Advanced Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>A420 Accounting Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>A430 International Accounting</td>
<td>4</td>
</tr>
<tr>
<td>A490 Accounting Capstone II</td>
<td>4</td>
</tr>
<tr>
<td>B330 Advanced Principles of Financial Management</td>
<td>4</td>
</tr>
<tr>
<td>B343 Business Law II</td>
<td>4</td>
</tr>
<tr>
<td>B351 Management of Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>B444 Statistics for Managers</td>
<td>4</td>
</tr>
<tr>
<td>B460 Strategic Management</td>
<td>4</td>
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</table>

Total Bachelor's Degree Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>General Education Credits</td>
<td>58-59</td>
</tr>
<tr>
<td>Lower Division Major and Core Credits</td>
<td>61</td>
</tr>
<tr>
<td>Upper Division Major and Core Credits</td>
<td>64</td>
</tr>
</tbody>
</table>

TOTAL BS DEGREE CREDITS 183-184*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

CERTIFICATE COURSES

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

TOTAL CERTIFICATE CREDITS 37*

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

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

BUSINESS DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
English Composition (Required course)  4
G124  English Composition  4
Communication (Required course)  4
G227  Oral Communication  4-5
Math (Select 1 course)  4-5

MAJOR AND CORE COURSES

LOWER DIVISION
B165  Introduction to Human Resource Management  4
B230  Principles of Finance  4
B280  Business Capstone  2
Total Diploma Credits
General Education Credits  12-13
Major and Core Credits  47
TOTAL DIPLOMA CREDITS 59-60*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

SCHOOL OF BUSINESS

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

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

CAREER OPPORTUNITIES:

• Customer Service Representative
• Administrative Assistant
• Call Center Representative
• Sales Representative

OBJECTIVE:

Students either demonstrate mastery to requirements or complete additional designated courses to graduate. They understand finance and accounting, and advanced management theories and techniques that can be incorporated in a variety of fields. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; infuse 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 efficiently within a continually changing environment.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

| Humanities and Fine Arts (Select 2 courses) | 8 |
| Natural Sciences (Required courses) | 6 |
| G156 Human Biology | |
| G156L Human Biology Lab | |
| Social and Behavioral Sciences (Select 2 of the following courses)** | 8 |
| G123 Principles of Economics | |
| G142 Introduction to Sociology | |
| G203 Macroeconomics | |
| G204 Microeconomics | |

MAJOR AND CORE COURSES

LOWER DIVISION

| A177 Payroll Accounting | 4 |
| B119 Customer Service | 4 |
| D279 Computer Focused Principles | 3 |

Total Associate’s Degree Credits

General Education Credits: 34-35

Major and Core Credits: 58

TOTAL AAS DEGREE CREDITS: 92-93*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

BUSINESS MANAGEMENT BACHELOR’S DEGREE

CAREER OPPORTUNITIES:

• Executive Administrative Assistant
• Account Manager
• Sales Manager
• General and Operations Manager
• Assistant Manager

OBJECTIVE:

Graduates of this program know concepts in management, organizational leadership, and business ethics. They understand finance and accounting, and advanced management theories and techniques that can be incorporated in a variety of fields. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; infuse 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 efficiently within a continually changing environment.

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

| English Composition (Required course) | 4 |
| G126A English Composition 2 | |
| Humanities and Fine Arts (Select 1 course) | 4 |
| Math (Select 1 course) | 4-5 |
| Natural Sciences (Select 2 courses) | 8 |
| Social and Behavioral Sciences (Select 1 course) | 4 |

MAJOR AND CORE COURSES

UPPER DIVISION

| A332 Accounting for Business Managers | 4 |
| B316 Applied Management Principles | 4 |
| B323 Advanced Principles of Marketing | 4 |
| B351 Management of Information Systems | 4 |
| B352 International Business | 4 |
| B360 Operations Management | 4 |
| B370 Organizational Behavior Analysis | 4 |
| B371 Research and Report Writing | 4 |
| B404 Negotiation and Conflict Management | 4 |
| B415 Risk Management | 4 |
| B420 Organizational Development | 4 |
| B421 Statistics for Business | 4 |
| B439 Business Law and Ethics | 4 |
| B440 Managing a Diverse Workforce | 4 |
| B460 Strategic Management | 4 |
| B492 Contemporary Leadership Challenges | 4 |
| B498 Management Capstone | 3 |

Total Bachelor’s Degree Credits

General Education Credits: 58-99

Lower Division Major and Core Credits: 58

Upper Division Major and Core Credits: 67

TOTAL BS DEGREE CREDITS: 183-184*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

<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>B095</td>
<td>Combined Basic and Intermediate Algebra</td>
<td>4</td>
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</tbody>
</table>

## General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>E124</td>
<td>English Composition</td>
<td>8</td>
</tr>
<tr>
<td>G126A</td>
<td>English Composition 2</td>
<td>4</td>
</tr>
<tr>
<td>G227</td>
<td>Oral Communication</td>
<td>4</td>
</tr>
<tr>
<td>H583</td>
<td>Humanities and Fine Arts</td>
<td>12</td>
</tr>
<tr>
<td>M400</td>
<td>Math (Select 2 courses)</td>
<td>8-9</td>
</tr>
<tr>
<td>N683</td>
<td>Natural Sciences</td>
<td>14</td>
</tr>
</tbody>
</table>

*Required, select 2 additional courses*

## Major and Core Courses

### Lower Division

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A140</td>
<td>Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>A141</td>
<td>Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B165</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>B230</td>
<td>Principles of Finance</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B267</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G248</td>
<td>General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>H200</td>
<td>US Healthcare Systems</td>
<td>4</td>
</tr>
<tr>
<td>H210</td>
<td>Marketing and Communications in Healthcare</td>
<td>4</td>
</tr>
<tr>
<td>H120</td>
<td>Healthcare Operations Management</td>
<td>4</td>
</tr>
<tr>
<td>H270</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>M270</td>
<td>Electronic Health Records and Medical Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>M230</td>
<td>Medical Law and Ethics</td>
<td>4</td>
</tr>
</tbody>
</table>

### Upper Division

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>B371</td>
<td>Research and Report Writing</td>
<td>4</td>
</tr>
<tr>
<td>B440</td>
<td>Managing a Diverse Workforce</td>
<td>4</td>
</tr>
<tr>
<td>B492</td>
<td>Contemporary Leadership Challenges</td>
<td>4</td>
</tr>
<tr>
<td>H300</td>
<td>Introduction to Healthcare Administration</td>
<td>4</td>
</tr>
<tr>
<td>H310</td>
<td>Foundations of Managed Care</td>
<td>4</td>
</tr>
<tr>
<td>H320</td>
<td>Financial Management of Healthcare Organizations</td>
<td>4</td>
</tr>
<tr>
<td>H330</td>
<td>Quality Improvement in Healthcare</td>
<td>4</td>
</tr>
<tr>
<td>H340</td>
<td>Regulation and Compliance in Healthcare</td>
<td>4</td>
</tr>
<tr>
<td>H350</td>
<td>Healthcare Statistics</td>
<td>4</td>
</tr>
<tr>
<td>H360</td>
<td>Healthcare Planning and Policy Management</td>
<td>4</td>
</tr>
<tr>
<td>H400</td>
<td>Healthcare Information Systems</td>
<td>4</td>
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<tr>
<td>H410</td>
<td>Healthcare Operations Management</td>
<td>4</td>
</tr>
<tr>
<td>H420</td>
<td>Advanced Healthcare Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>H430</td>
<td>Epidemiology</td>
<td>4</td>
</tr>
<tr>
<td>H440</td>
<td>International Healthcare</td>
<td>4</td>
</tr>
<tr>
<td>H490</td>
<td>Healthcare Management Capstone</td>
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</tbody>
</table>

### Total Bachelor's Degree Credits

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
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<tbody>
<tr>
<td>General Education Credits</td>
<td>58-59</td>
</tr>
<tr>
<td>Lower Division Major and Core Credits</td>
<td>61</td>
</tr>
<tr>
<td>Upper Division Major and Core Credits</td>
<td>63</td>
</tr>
<tr>
<td>Total BS Degree Credits</td>
<td>182-183*</td>
</tr>
</tbody>
</table>

*This does 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.

**It is recommended students complete their Social and Behavioral Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.

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

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**See Page 32 for General Education Course Selections.**

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**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
CERTIFICATE • DIPLOMA • AAS DEGREE

BUSINESS CERTIFICATE
CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

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

TOTAL CERTIFICATE CREDITS 37*

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

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

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

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

IN ADDITION TO ALL CERTIFICATE COURSES
GENERAL EDUCATION COURSES
G124  English Composition (Required course)                   4
Math (Select 1 course)                                        4-5

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

Total Diploma Credits
General Education Credits                                    8-9
Major and Core Credits                                       53

TOTAL DIPLOMA CREDITS 61-62*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP ASSOCIATE’S DEGREE
CAREER OPPORTUNITIES:
• Compensation, Benefits, and Job Analysis Specialist
• Training and Development Specialist
• Human Resources, Training, and Labor Relations Specialist

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

IN ADDITION TO ALL DIPLOMA COURSES
GENERAL EDUCATION COURSES
Communication (Required course)                              4
G227  Oral Communication                                     4
Humanities and Fine Arts (Select 2 courses)                  8
Natural Sciences (Required courses)                          6
G156  Human Biology                                         4
G156L Human Biology Lab                                    8
Social and Behavioral Sciences (Select 2 of the following courses)**  8
G123  Principles of Economics                               4
G142  Introduction to Sociology                            4
G203  Macroeconomics                                       4
G204  Microeconomics                                      6

MAJOR AND CORE COURSES
LOWER DIVISION
B230  Principles of Finance                                 4
B280  Business Capstone                                    2

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

TOTAL AAS DEGREE CREDITS 93-94*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

** It is recommended students complete their Social and Behavioral Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.
BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

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

TOTAL CERTIFICATE CREDITS  37*

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

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

MARKETING DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES
GENERAL EDUCATION COURSES
English Composition (Required course)  4
G124  English Composition  4
Math (Select 1 course)  4-5

MAJOR AND CORE COURSES
LOWER DIVISION
B245  Online Multimedia Marketing  4
B273  Internet Business Models and E-Commerce  4
B281  Public Relations and Advertising  4
Total Diploma Credits
General Education Credits  8-9
Major and Core Credits  49
TOTAL DIPLOMA CREDITS  57-58*

SEE PAGE 32 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
Communication (Required course)  4
G227 Oral Communication
Humanities and Fine Arts (Select 2 courses)  8
Natural Sciences (Required courses)  6
G156 Human Biology
G156L Human Biology Lab
Social and Behavioral Sciences (Select 2 of the following courses)**  8
G123 Principles of Economics
G142 Introduction to Sociology
G203 Macroeconomics
G204 Microeconomics

MAJOR AND CORE COURSES

LOWER DIVISION
B165 Introduction to Human Resource Management  4
B230 Principles of Finance  4
B280 Business Capstone  2
Total Associate's Degree Credits
General Education Credits  34-35
Major and Core Credits  59
TOTAL AAS DEGREE CREDITS  93-94*

SEE PAGE 32 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.

**It is recommended students complete their Social and Behavioral Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.

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.
## Multimedia Technologies Diploma

### Digital Design and Animation

**Career Opportunities:**
- Graphic Designer
- Print and Digital Designer
- 3D Artist

**Objective:**
Graduates of this program know basic theories of visual and interactive media design. 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</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080 Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>B095 Combined Basic and Intermediate Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

### General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required Course)</td>
<td>4</td>
</tr>
<tr>
<td>G124 English Composition</td>
<td></td>
</tr>
<tr>
<td>Math (Select 1 course)</td>
<td>4-5**</td>
</tr>
</tbody>
</table>

### Major and Core Courses

#### Lower Division

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B136 Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B220 Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>B271 Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>B273 Internet Business Models and E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>E242 Career Development</td>
<td>2</td>
</tr>
<tr>
<td>N150 Technology’s Role in the 21st Century</td>
<td>2</td>
</tr>
<tr>
<td>NM111 Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>NM113 Introduction to Multimedia Design</td>
<td>3</td>
</tr>
<tr>
<td>NM121 Typography</td>
<td>3</td>
</tr>
<tr>
<td>NM122 Digital Publishing</td>
<td>3</td>
</tr>
<tr>
<td>NM124 Color Theory and Techniques</td>
<td>3</td>
</tr>
<tr>
<td>NM130 Audio/Video Editing</td>
<td>3</td>
</tr>
<tr>
<td>NM141 Digital Media Production</td>
<td>3</td>
</tr>
<tr>
<td>NM150 Technology’s Role in the 21st Century</td>
<td>2</td>
</tr>
<tr>
<td>NM174 Fundamentals of Web Authoring and Design</td>
<td>3</td>
</tr>
<tr>
<td>NM176 Digital Media Assembly</td>
<td>3</td>
</tr>
<tr>
<td>NM27 Multimedia Technologies</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Specialization Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NM110 Drawing Design and Art Theory</td>
<td>3</td>
</tr>
<tr>
<td>NM131 Introduction to 3D Arts and Animation</td>
<td>3</td>
</tr>
<tr>
<td>NM240 3-Dimensional Animation</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Diploma Credits

- General Education Credits: 8-9
- Major and Core Credits: 59
- **Total Diploma Credits:** 67-68*

*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.

### 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. They can create web-based projects involving video and audio assets. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

### Foundation Courses

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

### General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required Course)</td>
<td>4</td>
</tr>
<tr>
<td>G124 English Composition</td>
<td></td>
</tr>
<tr>
<td>Math (Select 1 course)</td>
<td>4-5**</td>
</tr>
</tbody>
</table>

### Major and Core Courses

#### Lower Division

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B136 Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B220 Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>B271 Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>B273 Internet Business Models and E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>E242 Career Development</td>
<td>2</td>
</tr>
<tr>
<td>N150 Technology’s Role in the 21st Century</td>
<td>2</td>
</tr>
<tr>
<td>NM111 Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>NM113 Introduction to Multimedia Design</td>
<td>3</td>
</tr>
<tr>
<td>NM121 Typography</td>
<td>3</td>
</tr>
<tr>
<td>NM122 Digital Publishing</td>
<td>3</td>
</tr>
<tr>
<td>NM124 Color Theory and Techniques</td>
<td>3</td>
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<tr>
<td>NM130 Audio/Video Editing</td>
<td>3</td>
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<tr>
<td>NM141 Digital Media Production</td>
<td>3</td>
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<tr>
<td>NM150 Technology’s Role in the 21st Century</td>
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<td>NM174 Fundamentals of Web Authoring and Design</td>
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<td>NM176 Digital Media Assembly</td>
<td>3</td>
</tr>
<tr>
<td>NM27 Multimedia Technologies</td>
<td>3</td>
</tr>
<tr>
<td>NM115 Networking and Internet Technologies</td>
<td>3</td>
</tr>
<tr>
<td>NM250 Dynamic Content Management</td>
<td>3</td>
</tr>
<tr>
<td>NM260 Server Side Scripting</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Diploma Credits

- General Education Credits: 8-9
- Major and Core Credits: 59
- **Total Diploma Credits:** 67-68*

*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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SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

In addition to the courses listed, at designated points in their programs of study, students are required to complete a passing grade a seminar course. Students must 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 ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
Communication (Required course) 4
G227 Oral Communication 4
Humans and Fine Arts ("Required, select 1 additional course") 8
G147 Art Appreciation*
Natural Sciences ("Required courses") 6
G156 Human Biology 4
G156L Human Biology Lab*
Social and Behavioral Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

LOWER DIVISION
Digital Design and Animation Specialization
NM280 Multimedia Portfolio Development 2
Web Design Specialization
NM280 Multimedia Portfolio Development 2
Total Associate’s Degree Credits
General Education Credits 34-35
Major and Core Credits 61
TOTAL AAS DEGREE CREDITS 95-96*

SEE PAGE 32 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.

DIGITAL DESIGN AND ANIMATION BACHELOR’S DEGREE

CAREER OPPORTUNITIES:
• Graphic Designer
• Senior Art Director
• Website Designer
• Visual Media Producer
• Multimedia Artist & Animator
• 3D Animator

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES
English Composition (Required course) 4
G126A English Composition 2
Humans and Fine Arts (Select 1 course) 4
Math (Select 1 course) 4-5
Natural Sciences (Select 2 courses) 8
Social and Behavioral Sciences (Select 1 course) 4

MAJOR AND CORE COURSES

UPPER DIVISION
N301 The Business of Digital Media 4
N305 Figure Drawing 4
N310 The Study of Animation 4
N315 Flash Animation 4
N320 Polygon Modeling 4
N325 Advanced Methods of Computer Graphics 4
N335 Digital Photography 4
N345 Advanced HTML Coding with CSS 4
N350 Concept Development for Digital Media 4
N405 Advanced Applications of Digital and Experimental Art 4
N415 Digital Effects Creation 4
N425 Storyboard Development for Digital Media 4
N435 Digital Video/Audio Project 4
N440 Web Design Project 4
N441 3D Game Character Creation 4
N445 Animation Graphics Project 4
Total Bachelor’s Degree Credits
General Education Credits 58-59
Lower Division Major and Core Credits 61
Upper Division Major and Core Credits 64
TOTAL BS DEGREE CREDITS 183-184*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

CERTIFICATE

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

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

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

CERTIFICATE COURSES

LOWER DIVISION
E242  Career Development  2
EC100  Foundations of Child Development  4
EC110  Early Childhood Education Curriculum and Instruction  4
EC121  Health, Safety, and Nutrition/CDA Application  4
EC180  Knowledge: Externship I  6
EC181  Application: Externship II  6
EC182  Reflection: Externship III  6
EC200  Observation and Assessment in Early Childhood Education  4

TOTAL CERTIFICATE CREDITS  36*

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

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

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

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

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

DIPLOMA

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
English Composition (Required course)  4
G124  English Composition  4
Communication (Required course)  4
G227  Oral Communication  4
Math (Select 1 course)  4-5

MAJOR AND CORE COURSES

LOWER DIVISION
D132  Computer Applications and Business Systems Concepts  3
E170  Introduction to Undergraduate Research  2
Child and Family Studies Specialization
EC225  Parent Education and Support  4
EC230  Guiding Children’s Behavior  4
EC232  Child and Family Advocacy  4
G142  Introduction to Sociology  4
Child Development Specialization
EC210  Infant and Toddler Development  4
EC211  Dynamics of the Family  4
EC212  Emerging Literacy Through Children’s Literature  4
EC252  The Exceptional Child  4
English Language Learner Specialization
EC240  Introduction to English Language Learners  4
EC241  Language and Literacy Acquisition  4
EC242  Involving Parents of English Language Learners  4
EC243  Curriculum and Instruction for English Language Learners  4
Child with Special Needs Specialization
EC250  Advocating for Children with Special Needs  4
EC251  The Inclusive Classroom  4
EC252  The Exceptional Child  4
EC253  Curriculum and Instruction for Children with Special Needs  4

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

SEE PAGE 32 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. In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities and Fine Arts (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>Natural Sciences (Required courses)</td>
<td>6</td>
</tr>
<tr>
<td>G156 Human Biology</td>
<td></td>
</tr>
<tr>
<td>G156L Human Biology Lab</td>
<td></td>
</tr>
<tr>
<td>Social and Behavioral Sciences (Select 2 courses)</td>
<td>8</td>
</tr>
</tbody>
</table>

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

MAJOR AND CORE COURSE

<table>
<thead>
<tr>
<th>Specialization</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child and Family Studies Specialization</td>
<td>EC295 Summative Project for Early Childhood Education</td>
<td>2</td>
</tr>
<tr>
<td>Child Development Specialization</td>
<td>EC295 Summative Project for Early Childhood Education</td>
<td>2</td>
</tr>
<tr>
<td>English Language Learner Specialization</td>
<td>EC295 Summative Project for Early Childhood Education</td>
<td>2</td>
</tr>
<tr>
<td>Child with Special Needs Specialization</td>
<td>EC295 Summative Project for Early Childhood Education</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Associate’s Degree Credits

- General Education Credits: 34-35
- Major and Core Credits: 59
- TOTAL AAS DEGREE CREDITS: 93-94*

SEE PAGE 32 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.

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

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

CAREER OPPORTUNITIES:
- Medical Coder
- Medical Coder/Biller

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

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

GENERAL EDUCATION COURSES
Natural Sciences (Required Course) 4
G150 Structure and Function of the Human Body 4

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

Total Certificate Credits 40

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

MEDICAL BILLING AND CODING DIPLOMA

CAREER OPPORTUNITIES:
- Medical Coder
- Medical Coder/Biller

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

IN ADDITION TO ALL CERTIFICATE COURSES
GENERAL EDUCATION COURSES
English Composition (Required course) 4
G224 English Composition
Communication (Required course) 4
G227 Oral Communication
Math (Select 1 course) 4-5

MAJOR AND CORE COURSES
LOWER DIVISION
M208 Introduction to Health Information Management 4

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

TOTAL DIPLOMA CREDITS 56-57*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

OBJECTIVE:
Students must possess a basic knowledge of anatomy, medical terminology, and medicine, as well as skills for working in a healthcare setting.

IN ADDITION TO ALL DIPLOMA COURSES
GENERAL EDUCATION COURSES
- Humanities and Fine Arts (Select 1 course) 4
- Natural Sciences (Required courses) 6
- G156 Human Biology
- G156L Human Biology Lab
- Social and Behavioral Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES
LOWER DIVISION
- B375 US Healthcare Systems 4
- M211 Quality Analysis and Management 4
- M218 Management of Health Information Services 4
- M229 Healthcare Information Technologies 4
- M262 Health Information Practicum 2

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

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

The Health Information Technician Associate Degree Program offered at all Mankato, Cloud, and Grove campuses within the last five years. Additionally, students must have a current RHT certificate. If the degree was obtained over five years ago, the student needs to have work experience in the healthcare industry for at least five years and approval by the Program Coordinator.

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

HEALTH INFORMATION MANAGEMENT
BACHELOR’S DEGREE

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES
GENERAL EDUCATION COURSES
- English Composition (Required course) 4
- G126A English Composition 2 8
- Humanities and Fine Arts (Select 2 courses) 8
- Math (Select 1 course) 4-5
- Natural Sciences (Select 1 course) 4
- Social and Behavioral Sciences (Select 1 course) 4

MAJOR AND CORE COURSES
UPPER DIVISION
- B375 Advanced Human Resource Management 4
- H330 Quality Improvement in Healthcare 4
- H340 Regulation and Compliance in Healthcare 4
- H350 Healthcare Statistics 4
- H400 Advanced Healthcare Law and Ethics 4
- H300 Information and Communication Technologies 4
- H305 Health Information Management Systems 4
- H329 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 4
- H410 Applied Research in Health Information Management 4
- H420 Health Information Management Professional Practice Experience 4
- H430 Strategic Planning and Development 4
- H435 Health Data Management 2
- H450 Health Information Management Alternative Facility Professional Practice Experience 1

Total Degree Credit Hours
- Lower Division Major and Core Credits 58-59
- Upper Division Major and Core Credits 58
- TOTAL BS DEGREE CREDITS 174-183*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

Entrance Requirements for Health Information Management Bachelor’s Program: Applicants pursing admittance into the Health Information Management BS Degree Program must possess an AAS in Health Information Technology Management from a CAHIM accredited program earned within the past five years or have an AAS degree and possess a current RHIT credential. If the degree was obtained over five years ago, the student needs to have work experience in the healthcare industry for at least five years and approval by the Program Coordinator.

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

The Health Information Management BS Degree program is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIM).
 **MEDICAL ADMINISTRATION • DIPLOMA • AAS DEGREE**

**DIPLOMA**

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

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

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

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

**MAJOR AND CORE COURSES**
- D132 Computer Applications and Business Systems Concepts 3
- E242 Career Development 2
- G150 Structure and Function of the Human Body 4
- H100 Customer Service in Healthcare 1
- M120 Medical Terminology 4
- M130 Medical Writing, Style, and Grammar 3
- M133 ICD Coding 3
- M141 Ambulatory Care Coding 3
- M202 Introduction to Medical Transcription 4
- M205 Medical Insurance and Billing 3
- M214 Medical Transcription 3
- M230 Medical Law and Ethics 4
- M232 Pathophysiology 5
- M270 Electronic Health Records and Medical Office Procedures 4
- M290 Medical Administration Capstone 1
- MA135 Pharmacology for the Allied Health Professional 4
- S115 Keyboarding I 3

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

**TOTAL DIPLOMA CREDITS** 58*

**ASSOCIATE’S DEGREE**

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

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

**IN ADDITION TO ALL DIPLOMA COURSES**

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

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

**Total Associate’s Degree Credits**
- General Education Credits 34-35
- Major and Core Credits 62

**TOTAL AAS DEGREE CREDITS** 96-97*

**SEE PAGE 32 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.

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

**CAREER OPPORTUNITIES:**
- Medical Assistant
- Medical Office Administrative Assistant

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

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

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

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

*Total Diploma Credits*
- General Education Credits 8
- Major and Core Credits 52

**TOTAL DIPLOMA CREDITS** 60*

**SEE PAGE 32 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. This program requires specific immunizations prior to professional practice experience.

The Medical Assisting Diploma program at the Green Bay, Lake Elmo/Woodbury, and Moorhead campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (cahpep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Mokena/Tinley Park, Rockford, and Romeoville/Joliet campuses in Illinois; the Fort Myers, Ocala, New Port Richey/West Pasco and Tampa/Brandon campuses in Florida; and the Appleton and Wausau campuses in Wisconsin, and the Blaine, Bloomington, Brooklyn Park/Maple Grove, Eagan, Mankato, and St. Cloud campuses in Minnesota 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 by the end of week two in the Introduction to Medical Assisting course. Prior to the student beginning their externship, the full three injection series of the Hepatitis B Immunization and all other required immunizations must be completed. Medical Assisting students must successfully complete all Medical Assisting competencies before they will be eligible for graduation.

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

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

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**ASSOCIATE’S DEGREE**

**CAREER OPPORTUNITIES:**
- Medical Assistant
- Medical Office Administrative Assistant

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

**IN ADDITION TO ALL DIPLOMA COURSES**

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

**MAJOR AND CORE COURSES**
- D132 Computer Applications and Business Systems Concepts 3
- Total Associate’s Degree Credits 35
- Major and Core Credits 55

**TOTAL AAS DEGREE CREDITS** 90*

**SEE PAGE 32 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 and AAS Degree programs at the Aurora/Naperville, Mokena/Tinley Park, Rockford, and Romeoville/Joliet campuses in Illinois; the Fort Myers, Ocala, New Port Richey/West Pasco and Tampa/Brandon campuses in Florida; the Appleton and Wausau campuses in Wisconsin, and the Blaine, Bloomington, Brooklyn Park/Maple Grove, Eagan, Mankato, and St. Cloud campuses in Minnesota 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.
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SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

TOTAL CERTIFICATE CREDITS  41*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

Total Diploma Credits
General Education Credits  19
Major and Core Credits  51
TOTAL DIPLOMA CREDITS  70*
ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G227 Oral Communication</td>
<td></td>
</tr>
<tr>
<td>Humanities and Fine Arts (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>Social and Behavioral Sciences (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>Total Associate’s Degree Credits</td>
<td></td>
</tr>
<tr>
<td>General Education Credits</td>
<td>39</td>
</tr>
<tr>
<td>Major and Core Credits</td>
<td>51</td>
</tr>
<tr>
<td>TOTAL AAS DEGREE CREDITS</td>
<td>90*</td>
</tr>
</tbody>
</table>

SEE PAGE 32 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.
ASSOCIATE'S DEGREE

CAREER OPPORTUNITIES: **
- Corrections Officer
- Peace Officer
- Probation Assistant
- Court Clerk
- Security Professional
- Juvenile Specialist

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

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

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

MAJOR AND CORE COURSES
D132 Computer Applications and Business Systems Concepts 3
E170 Introduction to Undergraduate Research 2
J100 Introduction to Criminal Justice 4
J106 Criminology: Motives for Criminal Deviance 4
J115 Introduction to Corrections 4
J120 Policing in America 4
J140 Field Communications in Criminal Justice 2
J150 Introduction to Criminal Law 4
J170 Applied Criminal Procedures 4
J200 Domestic Violence 4
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J246 Practical Psychology for the Criminal Justice Professional 4
J250 Drugs and Crime 4
J255 Ethics in Criminal Justice 4
J270 Critical Thinking and Evidence-Based Practices in Criminal Justice 4
J280 Contemporary Issues in Criminal Justice Capstone 4
Total Associate’s Degree Credits
General Education Credits 34-35
Major and Core Credits 59
TOTAL AAS DEGREE CREDITS 93-94*

SEE PAGE 32 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.

BACHELOR'S DEGREE

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

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.

IN ADDITION TO ALL ASSOCIATE'S DEGREE COURSES

GENERAL EDUCATION COURSES
English Composition (Required course) 4
G126A English Composition 2 4
Humanities and Fine Arts (Select 1 course) 4
Math (Select 1 course) 4-5
Natural Sciences (Select 2 courses) 8
Social and Behavioral Sciences (Select 1 course) 4

MAJOR AND CORE COURSES

UPPER DIVISION

Choose either Track I or Track II

Track I
J480 Criminal Justice Internship 9

Track II
J453 Criminal Justice Seminar 5
J457 Senior Thesis 4

Elective Credits (Select 4 courses for 16 credits) 16
J305 Examination of Forensic Science 4
J320 Criminal Investigations 4
J325 Criminal Evidence 4
J330 Organized Criminal Syndicates 4
J340 Women and Criminal Justice 4
J345 Diversion and Rehabilitation 4
J425 Community Corrections 4
J330 Forensic Psychology 4
J435 Special Populations in Criminal Justice 4
J440 Special Offenders: Sex Offenders 4
J445 Special Offenders: Serial Killers 4

Total Bachelor's Degree Credits
General Education Credits 58-59
Lower Division Major and Core Credits 59
Upper Division Major and Core Credits 49
Upper Division Elective Credits 16
TOTAL BS DEGREE CREDITS 182-183*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS
In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

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

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

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

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

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

MAJOR AND CORE COURSES
- D132 Computer Applications and Business Systems Concepts 3
- E242 Career Development 2
- FS100 Building Construction for Fire Protection 4
- FS102 Fire Behavior and Combustion 4
- FS115 Fire Prevention 4
- FS120 Fire Protection Systems 4
- FS125 Principles of Emergency Service 4
- FS180 Strategy and Tactics I 4
- FS205 Strategy and Tactics II 4
- FS250 Management I: Fire Department Leadership I 4
- FS255 Management II: Fire Department Leadership II 4
- FS280 Management III 4
- FS285 Management IV 4
- FS290 Fire Service Instructor I 4
- FS295 Fire Service Instructor II 4

Total Associate’s Degree Credits
- General Education Credits 34-35
- Major and Core Credits 57

TOTAL AAS DEGREE CREDITS 91-92*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

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

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

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

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 34-35
Major and Core Credits 62
TOTAL AAS DEGREE CREDITS 96-97*

SEE PAGE 32 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.
**PROFESSIONAL NURSING AAS DEGREE**

**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**
- English Composition (Required courses) 8
- G124 English Composition
- G126A English Composition II
- Communication (Required course) 4
- G227 Oral Communication
- Humanities and Fine Arts (*Required; Select 2 additional courses, one of which must be a Fine Arts course) 12
- G125 Humanities*
- G145 Film Appreciation
- G147 Art Appreciation
- G224 Introduction to Critical Thinking
- G230 Introduction to Literature
- G238 Conversational Spanish
- G333 American Religious History
- Mathematics (Required course) 5
- G246 Advanced Algebra
- Natural Sciences (Required courses) 15
- GN200 Introduction to Microbiology
- MA241 Human Anatomy & Physiology I
- MA242 Human Anatomy & Physiology II
- Social and Behavioral Sciences (Required courses) 12
- G142 Introduction to Sociology
- G148 General Psychology
- G217 Human Growth and Development

**MAJOR AND CORE COURSES**
- NU140 Nursing Pharmacology 3
- NU150 Fundamentals of Nursing 10
- NU160 Adult Nursing I 9
- NU207 Adult Nursing II 9
- NU212 Adult Nursing III 8
- NU221 Maternal Child Nursing 9
- NU232 Nursing Role and Scope 4

**Total Associate's Degree Credits**
- General Education Credits 56
- Major and Core Credits 52
- **Total AAS Degree Credits** 108

**SEE PAGE 32 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 admission requirements, applicants to this program must successfully complete and pass a criminal background check.

To graduate in this program, students must complete all required GN, MA, and NU coursework with a grade of C or better, achieve all required skill competencies, and satisfactorily complete all required clinical learning experience.

This program is only offered at the Rockford and Romeoville/Joliet campuses.

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**SCHOOL OF NURSING MISSION STATEMENT**

In accordance with the mission statement of Rasmussen College, the School of Nursing mission is to cultivate a learning environment that develops a skill set for critical thinking and educates students in the development of knowledge, skills, and attitudes needed to provide safe and competent nursing care in the communities we serve.
### 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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>B095</td>
<td>Combined Basic and Intermediate Algebra</td>
<td>4</td>
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### General Education Courses
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>8</td>
</tr>
<tr>
<td>G227</td>
<td>Oral Communication</td>
<td>4</td>
</tr>
<tr>
<td>G269</td>
<td>Humanities and Fine Arts (Select 3 courses)</td>
<td>12</td>
</tr>
<tr>
<td>G246</td>
<td>Advanced Algebra</td>
<td>9</td>
</tr>
<tr>
<td>G156</td>
<td>Human Biology</td>
<td>14</td>
</tr>
<tr>
<td>G156l</td>
<td>Human Biology Lab*</td>
<td></td>
</tr>
<tr>
<td>G347</td>
<td>Social and Behavioral Sciences (Select 3 courses)</td>
<td>12</td>
</tr>
</tbody>
</table>

### Major and Core Courses

#### Lower Division
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E170</td>
<td>Introduction to Undergraduate Research</td>
<td>2</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>N137</td>
<td>Programming I</td>
<td>4</td>
</tr>
<tr>
<td>N165</td>
<td>Fundamentals of Game Development I</td>
<td>4</td>
</tr>
<tr>
<td>N180</td>
<td>Math for Game and Simulation Production I</td>
<td>4</td>
</tr>
<tr>
<td>N204</td>
<td>Human-Computer Interaction and Interface Design</td>
<td>4</td>
</tr>
<tr>
<td>N206</td>
<td>Data Structures</td>
<td>4</td>
</tr>
<tr>
<td>N207</td>
<td>Programming II</td>
<td>4</td>
</tr>
<tr>
<td>N212</td>
<td>Fundamentals of Game Development II</td>
<td>4</td>
</tr>
<tr>
<td>N222</td>
<td>Physics for Game and Simulation Production</td>
<td>3</td>
</tr>
<tr>
<td>N225</td>
<td>Interactive Storytelling</td>
<td>3</td>
</tr>
<tr>
<td>N231</td>
<td>Web Application Development</td>
<td>3</td>
</tr>
<tr>
<td>N237</td>
<td>C#</td>
<td>3</td>
</tr>
<tr>
<td>N286</td>
<td>Math for Game and Simulation Production II</td>
<td>4</td>
</tr>
<tr>
<td>SD140</td>
<td>Mobile Application Development</td>
<td>3</td>
</tr>
<tr>
<td>SD225</td>
<td>Object-Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>W107</td>
<td>Programming Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Upper Division
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>N309</td>
<td>Principles of Computer Graphics</td>
<td>4</td>
</tr>
<tr>
<td>N316</td>
<td>Principles of Shader Programming</td>
<td>4</td>
</tr>
<tr>
<td>N324</td>
<td>Portfolio, Package and Publish</td>
<td>4</td>
</tr>
<tr>
<td>N328</td>
<td>Quality Assurance in Game and Simulation Production</td>
<td>4</td>
</tr>
<tr>
<td>N334</td>
<td>Game Engines and Integrated Game Development Environments</td>
<td>4</td>
</tr>
<tr>
<td>N347</td>
<td>Mobile Game Development</td>
<td>4</td>
</tr>
<tr>
<td>N401</td>
<td>Artificial Intelligence</td>
<td>4</td>
</tr>
<tr>
<td>N407</td>
<td>Networking and Multiplayer Game Development</td>
<td>4</td>
</tr>
<tr>
<td>N413</td>
<td>Asset Development I</td>
<td>4</td>
</tr>
<tr>
<td>N421</td>
<td>Software Engineering for Game and Simulation Production</td>
<td>4</td>
</tr>
<tr>
<td>N426</td>
<td>Asset Development II</td>
<td>4</td>
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<tr>
<td>N434</td>
<td>Simulation Production Project I</td>
<td>4</td>
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<tr>
<td>N444</td>
<td>Simulation Production Project II</td>
<td>4</td>
</tr>
<tr>
<td>N462</td>
<td>Game Production Project I</td>
<td>4</td>
</tr>
<tr>
<td>N463</td>
<td>Game Production Project II</td>
<td>4</td>
</tr>
<tr>
<td>N471</td>
<td>Engineering Virtual Worlds</td>
<td>4</td>
</tr>
</tbody>
</table>

### Total Bachelor's Degree Credits
- General Education Credits: 59
- Lower Division Major and Core Credits: 60
- Upper Division Major and Core Credits: 64
- **Total BS Degree Credits: 183***

*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.

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.

### Graduation Requirements
- Students in Information Technology Management, Information Security, and Game and Simulation Programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will pay for students to sit for the mandatory certification, as well as up to two additional recommended certifications. Payments will be made only once per certification. Students are responsible for paying for any additional attempts.

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**See Page 32 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.
DIPLOMA

CAREER OPPORTUNITIES:
• Web Developer

OBJECTIVE:
Graduates of this program understand how information systems are used in business and technology add 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
B205 Reading and Writing Strategies 4
B209 Combined Basic and Intermediate Algebra 4

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

MAJOR AND CORE COURSES
B219 Customer Service 4
B236 Introduction to Business 4
B237 Professional Communication 4
B239 Business Ethics 4
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
N140 Logic and Troubleshooting 4
SD225 Object-Oriented Programming 3
W107 Programming Fundamentals 3
W109 Relational Databases 3
W110 JavaScript 3
W116 Introduction to Web Design Software 3
W118 Introduction to HTML 3
W125 Introduction to Visual Basic 3
W201 Advanced Visual Basic 3
W210 Java I 3
W215 PERL/C++ 3
W216 PHP/MySQL 3
W290 Web Programming Capstone 2

Total Diploma Credits
General Education Credits 8-9
Major and Core Credits 60

TOTAL DIPLOMA CREDITS 68-69*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Web Developer

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

IN ADDITION TO ALL DIPLOMA COURSES

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

Total Associate’s Degree Credits
General Education Credits 34-35
Major and Core Credits 60

TOTAL AAS DEGREE CREDITS 94-95*

SEE PAGE 32 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 their Associate’s degree requirements to graduate from an Associate’s degree program.

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

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
## SOFTWARE APPLICATION DEVELOPMENT CERTIFICATE

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

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

### GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G246</td>
<td>Advanced Algebra</td>
<td>5</td>
</tr>
</tbody>
</table>

### MAJOR AND CORE COURSES

#### LOWER DIVISION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>N137</td>
<td>Programming I</td>
<td>4</td>
</tr>
<tr>
<td>N142</td>
<td>Foundations of Software Design</td>
<td>3</td>
</tr>
<tr>
<td>N207</td>
<td>Programming II</td>
<td>4</td>
</tr>
<tr>
<td>N210</td>
<td>Introduction to Computer Systems</td>
<td>4</td>
</tr>
<tr>
<td>SD110</td>
<td>Discrete Structures for Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>SD140</td>
<td>Mobile Application Development</td>
<td>3</td>
</tr>
<tr>
<td>SD225</td>
<td>Object-Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>W107</td>
<td>Programming Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>W109</td>
<td>Relational Databases</td>
<td>3</td>
</tr>
<tr>
<td>W210</td>
<td>Java I</td>
<td>3</td>
</tr>
</tbody>
</table>

#### TOTAL CERTIFICATE CREDITS

- Total Certificate Credits: 40
- General Education Credits: 5
- Major and Core Credits: 35

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

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

## SOFTWARE APPLICATION DEVELOPMENT ASSOCIATE’S DEGREE

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

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

### IN ADDITION TO ALL CERTIFICATE COURSES

#### GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G127</td>
<td>Oral Communication</td>
<td>4</td>
</tr>
<tr>
<td>G227</td>
<td>Humanities and Fine Arts</td>
<td>8</td>
</tr>
<tr>
<td>G224</td>
<td>Introduction to Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>G247</td>
<td>Introduction to Discrete Mathematics</td>
<td>6</td>
</tr>
<tr>
<td>G155</td>
<td>Human Biology</td>
<td>8</td>
</tr>
<tr>
<td>G156L</td>
<td>Human Biology Lab</td>
<td>8</td>
</tr>
</tbody>
</table>

#### MAJOR AND CORE COURSES

#### LOWER DIVISION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MH100</td>
<td>Precalculus</td>
<td>3</td>
</tr>
<tr>
<td>MH200</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MH210</td>
<td>Calculus II</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Unrestricted Lower Division Elective Credits:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

#### Total Associate’s Degree Credits

- General Education Credits: 39
- Major and Core Credits: 46
- Unrestricted Lower Division Elective Credits: 5

#### TOTAL AAS DEGREE CREDITS

90

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

English Composition (Required course) 4
G126A English Composition 2
Humanities and Fine Arts(Select 1 course) 4
Natural Sciences (Required courses) 8
G239 Introduction to Astronomy 4
G245 Introduction to Geology 4
Social and Behavioral Sciences (Select 1 course) 4

MAJOR AND CORE COURSES

UPPER DIVISION
MH300 Applied Discrete Mathematics 4
MH310 Probability and Statistics 4
N303 Software Systems Principles 3
N304 Operating Systems Design 4
N322 Web Application Architecture and Design 4
N341 Software Systems Engineering 4
N358 Database Systems Design 4
N360 Mobile Platform Development 4
N361 Algorithm Analysis 4
N401 Artificial Intelligence 4
N402 Network Systems Design 4
N403 Advanced Mobile Application Development 3
N436 Simulation Analysis and Design 4
N461 Computer Graphics Programming 4
N471 Engineering Virtual Worlds 4
N480 Senior Computer Science Capstone 3
Unrestricted Upper Division Elective Credits 9
Total Bachelor’s Degree Credits 180

SEE PAGE 32 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 TECHNOLOGY MANAGEMENT

**DIPLOMAS • AAS DEGREE • BS DEGREE**

## INFORMATION SECURITY

### BS DEGREE

**OBJECTIVE:**
Graduates of this program will be able to explain the basics of information technology, including systems analysis, network analysis, programming, and computer security, and business applications. Graduates will understand how to troubleshoot computer and network problems with server, desktop, laptop, and mobile devices. Graduates will be able to develop a plan for mitigating risk and disaster planning concerning computers and networks. In addition, graduates will be able to create a plan to engage in life-long learning activities, including certifications. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in team and work environments.

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

**GENERAL EDUCATION COURSES**
- English Composition (Required Course)
- G124 English Composition
- Math/Natural Sciences (Required Course)
- G180 General Education Mathematics

**MAJOR AND CORE COURSES**

### LOWER DIVISION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>N140</td>
<td>Logic and Troubleshooting</td>
<td>4</td>
</tr>
<tr>
<td>N141</td>
<td>Networking Security</td>
<td>3</td>
</tr>
<tr>
<td>N146</td>
<td>Fundamentals of Hardware and Software I</td>
<td>3</td>
</tr>
<tr>
<td>N147</td>
<td>Fundamentals of Hardware and Software II</td>
<td>3</td>
</tr>
<tr>
<td>N171</td>
<td>Introduction to Networks</td>
<td>3</td>
</tr>
<tr>
<td>N200</td>
<td>Systems Analysis</td>
<td>3</td>
</tr>
<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
<td>2</td>
</tr>
<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
<td>3</td>
</tr>
<tr>
<td>W107</td>
<td>Programming Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

### CORE COURSES

- N127 Microsoft Windows Workstations
- N149 Helpdesk Support
- N156 Mac Integration
- N233 Software Packaging and Deployment
- N259 Mobile Support Principles

**CHOOSE ONE TRACK**

- **General Track**
  - N250 Microsoft Access
  - N127 Microsoft Windows Workstation
  - N149 Helpdesk Support
  - N208 Linux Administration
  - W118 Introduction to HTML

- **Network Administration Track**
  - N201 Cisco Network Routing and Switching
  - N208 Linux Administration
  - N211 Windows Scripting
  - N226 Windows Active Directory
  - N274 SQL Server Administration

- **Network Security Track**
  - N201 Cisco Network Routing and Switching
  - N208 Linux Administration
  - N221 Mobile and Mac OS Security
  - N230 Fundamentals of Ethical Hacking
  - N253 Managing Information Security

**Total Diploma Credits**
- General Education Credits
- Major and Core Credits
- Track Credits
- **TOTAL DIPLOMA CREDITS 67***

### SEE PAGE 32 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.

### IN ADDITION TO ALL DIPLOMA COURSES

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

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

### SEE PAGE 32 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.

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**INFORMATION TECHNOLOGY MANAGEMENT AAS**

**CAREER OPPORTUNITIES:**
- Deskside Support Technician
- Helpdesk / Service Desk Support Specialist
- Field Service Technician
- End User Support Specialist

**OBJECTIVE:**
Graduates of this program will be able to explain the basics of information technology, including systems analysis, network analysis, programming, and computer security, and business applications. Graduates will understand how to troubleshoot computer and network problems with server, desktop, laptop, and mobile devices. Graduates will be able to develop a plan for mitigating risk and disaster planning concerning computers and networks. In addition, graduates will be able to create a plan to engage in life-long learning activities, including certifications. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in team and work environments.

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

**GENERAL EDUCATION COURSES**
- English Composition (Required Course)
- G124 English Composition
- Math/Natural Sciences (Required Course)
- G180 General Education Mathematics

**MAJOR AND CORE COURSES**

### LOWER DIVISION

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<td>Professional Communication</td>
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<td>Logic and Troubleshooting</td>
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<tr>
<td>N141</td>
<td>Networking Security</td>
<td>3</td>
</tr>
<tr>
<td>N146</td>
<td>Fundamentals of Hardware and Software I</td>
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</tr>
<tr>
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<td>N171</td>
<td>Introduction to Networks</td>
<td>3</td>
</tr>
<tr>
<td>N200</td>
<td>Systems Analysis</td>
<td>3</td>
</tr>
<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
<td>2</td>
</tr>
<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
<td>3</td>
</tr>
<tr>
<td>W107</td>
<td>Programming Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

### CORE COURSES

- N127 Microsoft Windows Workstations
- N149 Helpdesk Support
- N156 Mac Integration
- N233 Software Packaging and Deployment
- N259 Mobile Support Principles

**CHOOSE ONE TRACK**

- **Computer Information Technology Track**
  - N127 Microsoft Windows Workstations
  - N149 Helpdesk Support
  - N156 Mac Integration
  - N233 Software Packaging and Deployment
  - N259 Mobile Support Principles

- **General Track**
  - N250 Microsoft Access
  - N127 Microsoft Windows Workstation
  - N149 Helpdesk Support
  - N208 Linux Administration
  - W118 Introduction to HTML

**Total Diploma Credits**
- General Education Credits
- Major and Core Credits
- **TOTAL DIPLOMA CREDITS 67***

### SEE PAGE 32 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.

### IN ADDITION TO ALL DIPLOMA COURSES

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

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

### SEE PAGE 32 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.

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**YOU LEARN**

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
INFORMATION TECHNOLOGY MANAGEMENT BS

CAREER OPPORTUNITIES:
- Network Administrator
- Information Technology Manager
- Network Analyst

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
Communication (Required course) 4
G126A English Composition 2 4
Humanities and Fine Arts (Select 1 course) 4
Math (Select 1 course other than General Education Mathematics) 4
Natural Sciences (Select 2 courses) 8
Social and Behavioral Sciences (Select 1 course) 4

MAJOR AND CORE COURSES

UPPER DIVISION
B351 Management of Information Systems 4
B370 Organizational Behavior Analysis 4
N312 Advanced Networking 4
N323 Asset Management 3
N331 Infrastructure Hardware 4
N344 IT Security for Managers 4
N359 Support Management 4
N370 Virtualization 4
N380 Project Management for IT 3
N404 Cloud Computing 4
N406 IT Operations Management 4
N412 Risk Management and Business Continuity 4
N422 Enterprise Application Support 4
N424 Storage Management 3
N432 Information Technology Management Capstone 2
N433 Operating Systems Design 3
N443 Service Management 4
N458 Systems Monitoring 4
Total Bachelor's Degree Credits 58
Lower Division Major and Core Credits 59
Upper Division Major and Core Credits 66
TOTAL BS DEGREE CREDITS 183*

SEE PAGE 32 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.

Graduation Requirements:
Students in Information Technology Management, Information Security, and Game and Simulation Programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will pay for students to sit for the mandatory certification, as well as up to two additional recommended certifications. Payments will be made only once per certification. Students are responsible for paying for any additional attempts.

INFORMATION SECURITY BS

CAREER OPPORTUNITIES:
- Network Security Analyst
- Information Security Analyst
- Security Consultant
- 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
Communication (Required course) 4
G126A English Composition 2 4
Humanities and Fine Arts (Select 1 course) 4
Math (Select 1 course other than General Education Mathematics) 4
Natural Sciences (Select 2 courses) 8
Social and Behavioral Sciences (Select 1 course) 4

MAJOR AND CORE COURSES

UPPER DIVISION
N312 Advanced Networking 4
N314 Advanced Cisco Network Security—CCNA 4
N326 Legal and Security Issues 4
N327 SSCP Certification Preparation 4
N333 Wireless, Mobile, and Cloud Security 3
N363 Security Strategies for Web Apps and Social Networking 3
N370 Virtualization 4
N389 Scripting - Shell Scripting / Python / Perl 4
N404 Cloud Computing 4
N409 Auditing Information Technology Infrastructure 4
N412 Risk Management and Business Continuity 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 58
Lower Division Major and Core Credits 59
Upper Division Major and Core Credits 67
TOTAL BS DEGREE CREDITS 184*

SEE PAGE 32 FOR GENERAL EDUCATION COURSE SELECTIONS.
GENERAL EDUCATION COURSE SELECTIONS

ALL BACHELOR’S DEGREE PROGRAMS
(EXCEPT COMPUTER SCIENCE)

English Composition
G124 English Composition 4
G126A English Composition 2 4

Communication
G227 Oral Communication 4

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

G333 American Religious History 4
Mathematics
G161 Quantitative Literacy 4
G180 General Education Mathematics 4
G195 College Statistics 5

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

Social and Behavioral Sciences
G123 Principles of Economics 4
G142 Introduction to Sociology 4
G146 Human Geography 4
G148 General Psychology 4
G149 Technology and Society 4
G200 Understanding Cultures 4
G203 Macroeconomics 4
G204 Microeconomics 4
G242 American/U.S. National Government 4
G270 United States History: 1900 to the Present 4

G401 Comparative Politics 4

See specific course requirements on program pages.

COMPUTER SCIENCE BS
DEGREE PROGRAM

English Composition
G124 English Composition 4
G126A English Composition 2 4

Communication
G227 Oral Communication 4

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

G333 American Religious History 4
Mathematics
G161 Quantitative Literacy 4
G180 General Education Mathematics 4
G195 College Statistics 5

Natural Sciences
G156 Human Biology 4
G156L Human Biology Lab 2

Social and Behavioral Sciences
G123 Principles of Economics 4
G142 Introduction to Sociology 4
G146 Human Geography 4
G148 General Psychology 4
G149 Technology and Society 4
G200 Understanding Cultures 4
G203 Macroeconomics 4
G204 Microeconomics 4
G242 American/U.S. National Government 4
G270 United States History: 1900 to the Present 4

G401 Comparative Politics 4

See specific course requirements on program pages.

SOFTWARE APPLICATION DEVELOPMENT
AAS DEGREE PROGRAM

English Composition
G124 English Composition 4

Communication
G227 Oral Communication 4

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

G333 American Religious History 4
Mathematics
G161 Quantitative Literacy 4
G180 General Education Mathematics 4
G195 College Statistics 5

Natural Sciences
G156 Human Biology 4
G156L Human Biology Lab 2

Social and Behavioral Sciences
G123 Principles of Economics 4
G142 Introduction to Sociology 4
G146 Human Geography 4
G148 General Psychology 4
G149 Technology and Society 4
G200 Understanding Cultures 4
G203 Macroeconomics 4
G204 Microeconomics 4
G242 American/U.S. National Government 4
G270 United States History: 1900 to the Present 4

G401 Comparative Politics 4

*Required courses

GENERAL EDUCATION PHILOSOPHY

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

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

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

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

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

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

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

In the area of Social and Behavioral Sciences, students will demonstrate understanding of the major concepts, issues, ideas and models in social science; methods of scientific inquiry as they affect social science; methods of qualitative and quantitative research; and/or how social, cultural, and political factors influence social and historical change.
GENERAL EDUCATION REQUIREMENTS FOR RASMUSSEN COLLEGE CREDENTIALS

BS degree candidates must successfully complete a total of fifty-eight (58) general education credits, which is an additional twenty-four (24) general education credits beyond the credits required in an Associate’s degree. These credits should be distributed across the following categories: English Composition, Communication, Humanities and Fine Arts, Math, Natural Sciences, and Social and Behavioral Sciences. AAS degree candidates in some programs must successfully complete additional credits of general education coursework distributed across the same categories as designated by program.

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

Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in a technology-intensive learning environment, is defined as either lecture or laboratory depending primarily on whether the student is engaged in the lecture or laboratory setting. For courses with an informal lecture component, a laboratory session is included in the class period total.

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 by 8 for part-time students.
A490 Accounting Capstone II 40 hours, 4 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting BS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate and accounting careers will be discussed. This course focuses on research, case analysis, interpersonal communication and class presentation. Prerequisite: Required for student’s last quarter

B080 Reading and Writing Strategies 40 hours, 4 credits
This course develops students’ reading and writing skills in preparation for college-level coursework. Through review of grammar, punctuation, and the writing process, students will enhance their ability to compose sentences, paragraphs, and short essays. The study of active reading strategies will provide students with the tools necessary for comprehending collegiate-level texts. This course is taught in six-week sessions. Prerequisite: Placement determined by Rasmussen College entrance placement exam score.

B095 Combined Basic and Intermediate Algebra 40 hours, 4 credits
This course is designed to be a combination of basic and intermediate algebra. Students must earn a grade of “C” or better in order to progress to general education-level mathematics courses. Prerequisite: Placement determined by Rasmussen College entrance placement exam score.

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

B136 Introduction to Business 40 hours, 4 credits
This course is a study of the characteristics and functions of business and the changing 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

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

B220 Project Planning and Documentation 40 hours, 4 credits
This course covers project management methodologies, project planning, project management fundamentals including how projects are initiated, how projects are managed, and how projects are completed. This course covers the ABC’s of project management and how to identify the phases of a project. Prerequisite: none

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

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

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

B234 Business Law 40 hours, 4 credits
This course presents fundamental principles of law applicable to business transactions. The course relates areas of legal environment of business and sales contracts. Principles of law apply to government, regulations, commercial paper, property, bailments, agency and business organizations are addressed. Prerequisite: none

B235 Introduction to Organizational Leadership 40 hours, 4 credits
This course provides students with an opportunity to learn the fundamental theory and practical application of organizational leadership in the context of diversity. Emphasis is placed on a foundation in theoretical concepts and their practical applications to enable students to understand and the chaotic and consistently changing world of organizations and help them develop their own skills to become effective leaders. This course includes educational resources from Harvard Business Publishing. Prerequisite: none

B245 Online Multimedia Marketing 40 hours, 4 credits
This course explores emerging and innovative business and marketing technologies and techniques such as weblogs and podcasts. In addition to investigating the newest communication tools, this course will also address creating and evaluating proposals, media purchasing and online public relations. Prerequisite: Internet Business Models and E-Commerce

B250 Training and Development 40 hours, 4 credits
This course is a study of training and development fundamentals including how training relates to Human Resource Management and Resource Development, how internal and external factors influence employee behavior, and the role of adult learning in training. Students examine how training needs are determined, best practices in developing and implementing training programs, and how to evaluate training efforts. Prerequisite: Introduction to Human Resource Management

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

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

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 Associate degree program. Through case analysis, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core business concepts via completion of a Capstone project. Prerequisite: Intended for last quarter of student’s program

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

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

B315 Applied Management Principles 40 hours, 4 credits
This course will review foundational management skills and insights derived from the study of management practices. 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. Prerequisite: none

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

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

B333 Principles of Management II 40 hours, 4 credits
This course is a continuation of the study of fundamentals of law. This includes study of the types of businesses organizations, property, wills, trusts, estate planning, bankruptcy, creditor and debtor relationships, commercial paper, securities regulation, contracts, and other areas of business law. Prerequisite: Business Law

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

B352 International Business 40 hours, 4 credits
This course provides management students with an introduction to international economic, political, cultural and business environments. Students will develop a basic understanding and appreciation of the special factors involved in managing people within a global workforce. Prerequisite: none
B360 Operations Management
40 hours, 4 credits
In this course students examine the operations 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 monitoring inventories, and performing the activities required to produce goods or services that meet customers’ expectations. Quantitative modeling will be used for solving business problems.
Prerequisite: none

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

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

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

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

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

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

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

B439 Business Law and Ethics
40 hours, 4 credits
This course reviews fundamental principles of law applicable to business transactions, and provides an overview of the current moral and ethical issues that arise in the world of business. Students will examine the law, legal system, and ethical principles and how they apply to the world of business and transactions. Public and private law are addressed. Critical thinking and ethical analysis are keys of focus throughout the course.
Prerequisite: none

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

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

B450 Strategic Management
40 hours, 4 credits
This course is designed to integrate prior business courses through study, discussion, and creation of strategic management plans. Students will evaluate the key functions of organizations and integration of these functions to understand the best practices used to achieve competitive advantages. Topics will include strategic formulation, implementation, and evaluation.
Prerequisite: Introduction to Business

B451 Legal and Ethical Environment of Business
40 hours, 4 credits
This course presents an overview of the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Business Ethics or Business Law

B492 Contemporary Leadership Challenges
40 hours, 4 credits
This 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. Students will add to this in-depth exposure by participating in current key topics in their field, students learn to be critical thinkers and effective basic of a professional learning community.
Prerequisite: none

B498 Management Capstone
30 hours, 4 credits
In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, contemplating, and applying theoretical concepts and concepts their degree in creating a solution for an actual management need. This course is designed to be taken during the student’s last quarter.
Prerequisite: Business Bachelor’s student in last or second-to-last quarter

D312 Computer Applications and Business Systems Concepts
40 hours, 3 credits
This course teaches students basic to advanced computer concepts and skills, including creating and modifying Word documents, designing databases, spreadsheet creation and analysis, using the Internet and E-Commerce tools, and creating presentations with enhanced features and web tools.
Prerequisite: none

D813 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

D817 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 multimedial presentations.
Prerequisite: Computer Applications and Business Systems Concepts

D250 Microsoft 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 database design and modification 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

D270 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 produce information and produce standard accounting reports. This course covers common accounting functions such as maintaining accounts receivable, accounts payable and general ledger.
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 database design and modification 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
This course provides a broad overview of information literacy concepts by introducing skills for locating, evaluating, and ethically using various sources for a specific purpose or area of interest. The course begins with the information cycle and the production of information, followed by the critical thinking skills involved in evaluating sources and the selection, evaluation and integration of sources into an annotated bibliography.
Prerequisite: none

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

E242 Career Development
20 hours, 2 credits
This course is designed to the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a web-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.

E410 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 functions and, 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 realms. It focuses on developmentally appropriate methods for writing and assessing behavioral objectives, lesson plans, and activities. 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 a child care setting.
Prerequisite: Early Childhood Education Curriculum and Instruction

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

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

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

EC200 Observation and Assessment in Early Childhood Education
40 hours, 4 credits
Students will explore effective strategies for observation and assessment in early childhood education. They will understand the observation, assessment, and planning cycle and its impact on promoting children’s development.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EC210 Infant and Toddler Development
40 hours, 4 credits
This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. This course will introduce the philosophy and theory behind primary care, continuity of care, and responsive care as it relates to brain and attachment research. Explores ways of creating environments for infant/toddler group care which foster optimal social/emotional, physical, and cognitive development.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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

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

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

EC225 Guiding Children’s Behavior
40 hours, 4 credits
Students will explore how to use guidance in the early childhood setting, with an emphasis on understanding why young children exhibit certain behaviors and how we can meet the child’s needs effectively and with support.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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

EC240 Introduction to English Language Learners
40 hours, 4 credits
Students will explore effective ways to adapt English language instruction to teach learners in our increasingly diverse population of young children and their 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.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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

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

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

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

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

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

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 and instruction, observation and assessment, and other areas relevant to the field.
Prerequisite: Early Childhood Education student in last or second-to-last quarter

EC295 Summative Project for Early Childhood Education
20 hours, 4 credits
The course will include student reflection upon cumulative learning from the early childhood education program. Students will critically analyze, reflect and problem solve experiences in the field of early childhood. Students will identify specialization-specific knowledge to inform best practices. Students will compile and present the best application(s) to improve care and education for young children.
Prerequisite: none

F108 Financial Markets and Institutions
40 hours, 4 credits
This course is the standard introduction to the banking profession, financial markets, and financial institutions. It touches on nearly every aspect of fund instruction and fundamentals of negotiable instruments to contemporary issues and developments within the industry.
Prerequisite: none

FS100 Building Construction for Fire Protection
40 hours, 4 credits
This course provides the components of building construction related to firefighter and life safety. The elements of construction and design that are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.
Prerequisite: none

FS102 Fire Behavior and Combustion
40 hours, 4 credits
This course explores the theories and fundamentals of how and why fires start, spread, and are controlled.
Prerequisite: none

FS115 Fire Prevention
40 hours, 4 credits
This course provides fundamental knowledge relating to the control of fire prevention. Topics include: history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation.
Prerequisite: none

FS120 Fire Protection Systems
40 hours, 4 credits
This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers.
Prerequisite: none

FS125 Principles of Emergency Service
40 hours, 4 credits
This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives.
Prerequisite: none
FS180 Strategy and Tactics I 40 hours, 4 credits
This course provides the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents, and will prepare supervisors who are responsible for commanding one to two companies at the emergency scene. This may include supervisors such as company officers or chief officers of small fire departments. Skills & lessons will include company officer leadership, safety, pre-fire planning, fire behavior, building construction, firefighting tactics, engine & truck company operations, RIT supervision, and numerous tactical & radio exercises.
Prerequisite or Co-Requisite:
Principles of Emergency Services
FS205 Strategy and Tactics II 40 hours, 4 credits
This course will prepare supervisors who are responsible for commanding multiple companies at an emergency scene. Skills & lessons will include strategic concepts in firefighting, roles and responsibilities of command officers, the incident command system, multi-company operations, disasters, high-rise operations, dealing with critical incident stress, and many tactical & radio exercises.
Prerequisite: Tactics and Strategy I
FS250 Management I: Fire Department Leadership I 40 hours, 4 credits
This course is designed to provide the supervisor in charge of a single fire company or fire station with information and skills in supervisory practices and personnel management. Skills & lessons will include the role and function of the fire company officer, basic management principles and concepts, leadership, motivation, task management, discipline, and conflict resolution.
Prerequisite: Principles of Emergency Service
FS255 Management II: Fire Department Leadership II 40 hours, 4 credits
This course is designed to provide the supervisor, who is in charge of a single fire company or fire station, with information and skills in personnel management. This course provides coverage in the areas of basic for all forms of communications, report writing, face-to-face communication, group dynamics, coaching and counseling skills, and job performance appraisals.
Prerequisite: Management I: Fire Department Leadership I
FS280 Management III 40 hours, 4 credits
This course will provide the supervisor, who may be in charge of multiple fire companies or fire stations, with information and skills in officer supervision and administrative functions. Skills & lessons will include: planning and decision-making, finance and budgeting, risk management, public relations and dealing with the media.
Prerequisite: Management II: Fire Department Leadership II
FS285 Management IV 40 hours, 4 credits
This course will provide the supervisor, who may be in charge of multiple fire companies or fire stations, with information and skills in officer supervision and administrative functions. Skills & lessons will include: planning and decision-making, finance and budgeting, risk management, public relations and dealing with the media.
Prerequisite or Co-Requisite: Management III
FS290 Fire Service Instructor I 40 hours, 4 credits
This course is for students seeking the knowledge and ability to teach from predominantly skills oriented prepared materials. Skills & lessons will include effective communication methods, concepts of learning, human relations in the teaching-learning environment, methods of teaching, and organizing the learning environment, records and reports, testing and evaluation, instructors’ roles and responsibilities, teaching techniques, and use of instructional materials.
Prerequisite or Co-Requisite:
Principles of Emergency Services
FS295 Fire Service Instructor II 40 hours, 4 credits
This course will instruct students on how to place an emphasis on teaching formalized lessons from materials actually prepared by the instructor, including relating information from one lesson or class to the next. Skills & lessons will include writing performance objectives, developing lesson plans, preparing instructional materials, constructing evaluation devices, demonstrating selected teaching methods, completing training records and reports, and identifying reference resources.
Prerequisite: Fire Service Instructor I
G123 Principles of Economics 40 hours, 4 credits
This course offers a broad overview of economic theory, history, and development. Philosophies, policies, and terms of market economies will be explored. This course includes microeconomics and macroeconomic concepts.
Prerequisite: none
G124 English Composition 40 hours, 4 credits
This course is designed to guide students in understanding the writing process and developing their ability to write and express ideas in an organized, unified, well-organized manner. Students will produce college-level writing that reflects awareness of rhetorical strategies, writing purpose, student voice, and appropriate grammar, punctuation, and usage skills. Through reading, writing, discussion, research, and collaboration, students will practice effective writing and apply course concepts.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score
G125 Humanities 40 hours, 4 credits
This course investigates human creative achievement. It is designed to increase the student’s understanding and appreciation of cultural literacy and the pursuit of humanistic goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.
Prerequisite: none
G126A English Composition 2 40 hours, 4 credits
This course builds on students’ understanding of the writing process through an exploration of various writing strategies and research. Students will analyze readings and apply critical reading and writing skills. This course will develop argumentative writing and application of research.
Prerequisite: English Composition
G142 Introduction to Sociology 40 hours, 4 credits
This course introduces students to basic sociological terms and concepts. Students will understand how to apply sociological concepts and theories and analyze the structure and relationships of social institutions and the process of social change. Students will explore a variety of topics of sociological interest, including socialization, social inequality, social movements, and the impact of technology and social change on society.
Prerequisite: none
G145 Film Appreciation 40 hours, 4 credits
Students will study different elements, forms, techniques and styles of film and will learn a critical approach to film and the motion picture industry. Students will critique films and filmmakers through various approaches and assessments that demonstrate analysis, interpretation, and evaluation skills as well as fostering a deeper appreciation and understanding of film as an art form.
Prerequisite: none
G146 Human Geography 40 hours, 4 credits
Students will examine the historical, social, and technological factors that contribute to understanding the function and meaning of art in this course. Using a global and thematic approach, students will be introduced to the basic elements of art, while learning about a full range of media used to make art, and the fundamental concepts of art criticism. Western and non-Western art is represented, with a strong emphasis on a global perspective to culture, communication, politics, and economics.
Prerequisite: none
G148 General Psychology 40 hours, 4 credits
This course will introduce 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, 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
G156 Human Biology 40 hours, 4 credits
This course provides students with a comprehensive understanding of the structure and function of the human body with added applications of health and disease. Students will learn basic concepts of biochemistry, cells, body systems, and genetics. Students will examine the impact of human growth and development on society, the environment, and the promotion of the advancement of biotechnology.
Prerequisite: none
G156 Human Biology Lab 40 hours, 2 credits
This laboratory course is intended to be a co-requisite with the Human Biology class. The laboratory course accompanies both theoretical and practical components of human biology. Students will study the basic concepts of biochemistry, cells, body systems, and genetics as they relate to human growth and development and human impact on the environment.
Co-requisite: Human Biology
G161 Quantitative Literacy 40 hours, 4 credits
In this course students will explore the importance of numbers and numeracy. They will also get the opportunity to analyze and solve real-world problems in fields such as business, science, and the natural sciences. Students will incorporate their prior math knowledge and develop new mathematical tools throughout the course. This will include topics in logic, set theory, geometry, probability, statistics, linear modeling, and exponential modeling.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score
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
G195 College Statistics 50 hours, 4 credits
In this course students will develop basic statistical literacy along with the ability to analyze and interpret problems using statistical methods. Students will interpret and present quantitative data by means of graphical and numerical methods. Topics include descriptive statistics, basic probability theory, discrete and continuous probability distributions, sampling distributions, estimation, hypothesis testing, analysis of variance, and simple linear regression.
Prerequisite: Passing grade in 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 peoples of African, Latin American, Asian American and Native Americans living in the United States. Topics include family, marriage, power, religion, values, and inequalities. Prerequisite: none

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, GDP, and policy decisions which affect the American economy at home and abroad will be covered. Prerequisite: none

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

G217 Human Growth and Development 40 hours, 4 credits
This course consists of the study of the development of the individual throughout the life cycle, including child, adolescent and adult patterns of behavior with attention to physical, intellectual, cognitive, personality, and social development. Prerequisite: none

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 will present students with a broad understanding of communication in a variety of contexts. Students will learn principles and strategies of oral communication by exploring speech anxiety, audience analysis, and organizational speech patterns. Students will research, use supporting materials, and use effective language to develop and present a narrative, informative and persuasive speech. Prerequisite: none

G230 Introduction to Literature 40 hours, 4 credits
This course offers an introduction to the most common literary genres: fiction, poetry, drama, and novel. 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 selecting, 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)

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

G239 Introduction to Astronomy 40 hours, 4 credits
Examines astronomical phenomena and concepts, including the solar system, stars and galaxies, planetary motions, atoms and radiation, and the origin and evolution of the universe. Prerequisite: none

G240 American/US National Government 40 hours, 4 credits
This course presents the development and evolution of the American national government with emphasis on the structures and processes of our representative democracy, including its ties to culture, politics and policies, political parties, and local governments. Prerequisite: none

G245 Introduction to Geology 40 hours, 4 credits
Examines basic geologic principles from a physical or historical perspective. Includes such topics as the formation of rocks and minerals; internal and external processes modifying the earth’s surface and phenomena; and the evolutionary history of the earth, including its life forms, oceans and atmosphere. Prerequisite: none

G246 Advanced Algebra 50 hours, 5 credits
Students will learn about topics including functions and functional notation, domains and ranges in relation to functions, 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

G247 Introduction to Discrete Mathematics 40 hours, 4 credits
This course provides the basis for proper mathematical reasoning in a computer science framework. Topics that students explore include propositional and predicate logic, proof strategies and inductive reasoning, sets, functions, elementary counting techniques, and number systems. Prerequisites: Calculus I: Discrete Structures for Computer Science

G270 United States History: 1900 to the Present 40 hours, 4 credits
This course provides an overview of the history of the United States during the 20th century up until the present day. The political, social, and economic aspects of this time will be covered amid a variety of human cultures, values, and perspectives within the United States. Prerequisite: none

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

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

G200 Introduction to Microbiology 70 hours, 5 credits
This course provides an overview of the United States healthcare system. The history of the evolution of healthcare will be explored, along with the role of local, state, and national government in healthcare delivery. An introduction to a variety of provider models and service delivery systems found in both public and private healthcare facilities will be covered, including different types of healthcare facilities. The influence of reimbursement methodologies and finance on healthcare delivery will be explored. Prerequisite: none

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

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

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

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

H330 Quality Improvement in Healthcare Organizations 40 hours, 4 credits
This course examines methods for assuring quality in healthcare and the statistical applications of measuring outcomes. There will be an emphasis on performance improvement and the relationship between healthcare quality, organizational performance, and the role of governing boards in allocating resources and prioritizing projects. Students will also learn how to improve the quality of healthcare services 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 apply them to everyday problems in the healthcare field. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Medical Law and Ethics or Health Information Law and Ethics
H430 Epidemiology
40 hours, 4 credits
This course examines the patterns and causes of disease in populations, how diseases are documented, and how to analyze the data to understand disease causes.
Prerequisite: none
H440 International Healthcare 40 hours, 4 credits
In this course, students will compare and contrast foreign healthcare services and systems, focusing on cultural, geographic, environmental, economic and political factors.
Prerequisite: Introduction to Healthcare Administration
H490 Healthcare Management Capstone
30 hours, 3 credits
This online course is designed to allow students to integrate the knowledge and skills gained in the Healthcare Management BS program. Through case analysis, class discussion, and a research project, students will synthesize and demonstrate their understanding of core healthcare management concepts via completion of a Capstone project approved by the instructor. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Students must be enrolled in the Healthcare Management Bachelors Degree program and in their last or second-to-last quarter
H330 Information and Communication Technologies 40 hours, 4 credits
This course is an exploration of the technologies available to manage all aspects of health information and communication, including hardware and software to ensure data collection, storage, analysis and reporting of information. Students will explore the development of networks, including internet and internet applications to the electronic health record. Interpretation of the derivation and use of standards to achieve interoperability of healthcare information systems will be explored.
Prerequisite: Program Admission
H335 Health Information Management Systems 40 hours, 4 credits
A study of the various clinical, administrative, and specialty service applications used in healthcare organizations are emphasized. This course applies information systems development concepts and interprets the systems development life cycle. Existing and emerging healthcare information systems applications will also be explored.
Prerequisite: Program Admission
H320 Data, Information, and File Structures 60 hours, 4 credits
A lab-based environment to apply knowledge of database architecture and design such as data dictionary, data modeling, and data warehousing to meet organizational needs. Database management systems, data administration, and data definitions will be explored and students will utilize data storage and retrieval techniques such as query tools, data mining, report design, and search engines.
Prerequisite: Program Admission
H330 Financial Management of Health Information Services 40 hours, 4 credits
An exploration of the principles of managing health information financial resources. The course will examine the use of standards to achieve interoperability of record.
Prerequisite: Program Admission
H340 Project Management 40 hours, 4 credits
An introduction of the application of general principles of project management in the administration of health information services. Students will learn to implement process engineering and project management techniques to ensure efficient work flow and appropriate outcomes.
Prerequisite: Program Admission
H350 Electronic Health Record Application 70 hours, 4 credits
A lab-based course focusing on the use and application of electronic health records. Projects will be completed to simulate the real-world activities that occur in the health information department and healthcare facility that will require critical thinking and problem solving.
Prerequisite: Program Admission
H360 Management Decision Methods 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, payment systems, risk adjustment, and quality improvement initiatives. Students will explore payment systems such as PPS, DRGs, ACOs, RBRVS, and RUGs.
Prerequisite: Program Admission
H410 Advanced Electronic Security 40 hours, 4 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-Security is explored. Students will learn how to reinforce confidence in the facility’s final barrier to data theft. Students will explore current methods to protect electronic health information and protect data integrity and validity.
Prerequisite: Program Admission
H410 Applied Research in Health Information Management 40 hours, 4 credits
Students will complete a research project specific to HIM and will present their research to classmates and instructors using a webinar environment. Data analysis and presentation techniques will be used. Topics explored will be in adherence to Institutional Review Board procedures 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
H440 Health Information Management Professional Practice Experience 120 hours, 4 credits
A 120-hour clinical experience that focuses on the management of an HIM Department. This field experience will take place in a hospital or medical office 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 student will be expected 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
H450 Strategic Planning and Development 40 hours, 4 credits
An examination of the principles of developing strategic and operational plans for facility-wide systems and how to assess organizational readiness. Students will develop a strategic plan and assess interoperability of record.
Prerequisite: Program Admission
H435 Health Data Management 20 hours, 4 credits
This course addresses the fundamental concepts of managing health records both manually and electronically in today’s healthcare facilities. This course introduces students to the design 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, and retrieval management. Data analysis and chart tracking. Secondary records such as indexes, registries, and registries are covered in this course, along with an exploration of data sources, data capture, healthcare information infrastructure and documentation requirements. In this course, students analyze healthcare data, including the HEDES, UMDS, OASIS, including the history, purpose, and uses of each.
Prerequisite: Program Admission
H450 Health Information Management Alternative Facility Professional Practice Experience 30 hours, 1 credit
This course is a 30-hour practical experience that will focus on a non-hospital environment of the student’s choice. This experience will be designed to assist students in exploring the diversity of the health information profession. The experience will include health information-related shadowing, observation, and/or performance of tasks and must be approved by the instructor. The instructor will work with the student to identify facilities that are available in the student’s area of interest and will establish an agreement with the facility if one does not exist.
Prerequisite: Must be completed in the student’s final quarter
H520 Community Psychology 40 hours, 4 credits
Community Psychology focuses on the four systems which function in a community: the person system, the political system, the educational system, the criminal justice system, and the social service system. As human service professionals, students will analyze problems in these communities and will evaluate individuals functioning in these systems, offering both answers and proactive models of prevention. Community psychology works toward the empowerment of members within a community, while appreciating diversity and understanding human behavior. Social change will be examined as well as understanding the setting or environment as is important as the individual in it.
Prerequisite: General Psychology
H5270 Social Psychology 40 hours, 4 credits
Community Psychology focuses on the four systems which function in a community: the person system, the political system, the educational system, the criminal justice system, and the social service system. As human service professionals, students will analyze problems in these communities and will evaluate individuals functioning in these systems, offering both answers and proactive models of prevention. Community psychology works toward the empowerment of members within a community, while appreciating diversity and understanding human behavior. Social change will be examined as well as understanding the setting or environment as is important as the individual in it.
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 explain abnormal patterns of thought and behavior, students will analyze what causes abnormal behavior and what is learned by society and culture. Numerous applications will be examined, including a variety of mental health disorders, individuals who have difficulty functioning effectively in everyday life, the impact of family dysfunction on the individual, and the influence of mental illness on criminal behavior. Variables that may affect a person’s ability to adapt and function in a community will be considered, such as one’s genetic makeup, physical condition, learning, reasoning, and socialization.
Prerequisite: General Psychology
J100 Introduction to Criminal Justice 40 hours, 4 credits
An introductory course designed to provide students with a general foundation of knowledge in the criminal justice field. Course participants will explore the different parts of the criminal justice system, their interrelationships, and the role of effective criminal justice in society. 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 professional participants from pre-sentencing through post-conviction, corrections strategies for criminal offenders, and considerations 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 concept of rehabilitation and reintegration of offenders after incarceration and rehabilitation are examined. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice
J210 Police in America 40 hours, 4 credits
Students will examine the theoretical underpinnings of police work in the United States, including its historical roots, its current status, and the trends that will shape its future. They will explore the problems and solutions facing citizens, patrol officers, administrators, and agencies. They will also cover contemporary practices such as Community Oriented Policing, Problem Oriented Policing, and Directed Patrol. In investigating those topics, students will develop skills in critical thinking and problem solving. For residential only, this course includes a fieldwork assignment.
Prerequisite: Introduction to Criminal Justice
J211 Case Management: Strategies for Rehabilitation 40 hours, 4 credits
Students will learn how to manage caseloads of clients, document casework, and use strategies for clients’ rehabilitation. This includes 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: 40 hours, 4 credits
This course will focus on the identification, collection, processing, and preservation of evidence; and the administration and management of a crime scene operation. It will provide the foundation for solving ethical dilemmas.

J130 Introduction to Homeland Security 40 hours, 4 credits
This course provides an introduction to the principles of homeland security and the role of criminal justice professionals in the field. It will cover topics such as relevant laws, policies, and strategies for homeland security.

J131 Criminal Law and Procedures: 40 hours, 4 credits
This course provides an introduction to federal and state criminal law, with an emphasis on criminal procedure. It covers topics such as evidence, discovery, and constitutional law.

J132 Principles in Corrections 40 hours, 4 credits
Prerequisite: J131 Criminal Law and Procedures:
This course will provide an overview of criminal justice systems and correctional institutions. Students will learn about various correctional methods and their impact on offenders.

J133 Juvenile Justice: Delinquency, Dependency, and Diversion 40 hours, 4 credits
Prerequisite: J131 Criminal Law and Procedures:
This course will provide an overview of juvenile justice systems and will focus on delinquency, dependency, and diversion from the juvenile justice system. It will cover topics such as delinquency, dependency, and diversion.

J134 Field Communications in Criminal Justice 20 hours, 2 credits
This course will provide an introduction to the use of field communications in criminal justice. Students will learn about various communication technologies and their role in criminal justice.

J211 Counseling Clients 40 hours, 4 credits
Prerequisite: J134 Field Communications in Criminal Justice:
This course will provide an overview of counseling clients and will cover topics such as counseling principles, techniques, and strategies.

J212 Legal Principles in Corrections 40 hours, 4 credits
Prerequisite: J131 Criminal Law and Procedures:
This course will provide an introduction to the legal principles related to corrections. It will cover topics such as legal principles in corrections.

J213 Juvenile Justice: Delinquency, Dependency, and Diversion 40 hours, 4 credits
Prerequisite: J131 Criminal Law and Procedures:
This course will provide an overview of juvenile justice systems and will focus on delinquency, dependency, and diversion from the juvenile justice system. It will cover topics such as delinquency, dependency, and diversion.

J214 Criminal Thinking and Evidence-Based Practice in Criminal Justice 40 hours, 4 credits
Prerequisite: J131 Criminal Law and Procedures:
This course will focus on the application of evidence-based practice in criminal justice. Students will learn about various evidence-based practices and their impact on criminal justice.

J215 Introduction to Criminal Justice: 20 hours, 2 credits
Prerequisite: J131 Criminal Law and Procedures:
This course will provide an introduction to criminal justice as a discipline.

J216 Critical Thinking and Evidence-Based Practice in Criminal Justice 40 hours, 4 credits
Prerequisite: J131 Criminal Law and Procedures:
This course will focus on the application of evidence-based practice in criminal justice. Students will learn about various evidence-based practices and their impact on criminal justice.

J217 Juvenile Justice: Delinquency, Dependency, and Diversion 40 hours, 4 credits
Prerequisite: J131 Criminal Law and Procedures:
This course will provide an overview of juvenile justice systems and will focus on delinquency, dependency, and diversion from the juvenile justice system. It will cover topics such as delinquency, dependency, and diversion.

J218 Juvenile Justice: Delinquency, Dependency, and Diversion 40 hours, 4 credits
Prerequisite: J131 Criminal Law and Procedures:
This course will provide an overview of juvenile justice systems and will focus on delinquency, dependency, and diversion from the juvenile justice system. It will cover topics such as delinquency, dependency, and diversion.

J219 Juvenile Justice: Delinquency, Dependency, and Diversion 40 hours, 4 credits
Prerequisite: J131 Criminal Law and Procedures:
This course will provide an overview of juvenile justice systems and will focus on delinquency, dependency, and diversion from the juvenile justice system. It will cover topics such as delinquency, dependency, and diversion.

J220 Contemporary Issues in Criminal Justice 40 hours, 4 credits
This course will cover current and emerging issues in criminal justice, such as the impact of technology on criminal justice, and will provide hands-on experience in the field.

J221 Critical Thinking and Evidence-Based Practice in Criminal Justice 40 hours, 4 credits
Prerequisite: J131 Criminal Law and Procedures:
This course will focus on the application of evidence-based practice in criminal justice. Students will learn about various evidence-based practices and their impact on criminal justice.

J222 Critical Thinking and Evidence-Based Practice in Criminal Justice 40 hours, 4 credits
Prerequisite: J131 Criminal Law and Procedures:
This course will focus on the application of evidence-based practice in criminal justice. Students will learn about various evidence-based practices and their impact on criminal justice.

J223 Critical Thinking and Evidence-Based Practice in Criminal Justice 40 hours, 4 credits
Prerequisite: J131 Criminal Law and Procedures:
This course will focus on the application of evidence-based practice in criminal justice. Students will learn about various evidence-based practices and their impact on criminal justice.

J224 Critical Thinking and Evidence-Based Practice in Criminal Justice 40 hours, 4 credits
Prerequisite: J131 Criminal Law and Procedures:
This course will focus on the application of evidence-based practice in criminal justice. Students will learn about various evidence-based practices and their impact on criminal justice.

J225 Critical Thinking and Evidence-Based Practice in Criminal Justice 40 hours, 4 credits
Prerequisite: J131 Criminal Law and Procedures:
This course will focus on the application of evidence-based practice in criminal justice. Students will learn about various evidence-based practices and their impact on criminal justice.

J226 Critical Thinking and Evidence-Based Practice in Criminal Justice 40 hours, 4 credits
Prerequisite: J131 Criminal Law and Procedures:
This course will focus on the application of evidence-based practice in criminal justice. Students will learn about various evidence-based practices and their impact on criminal justice.

J227 Critical Thinking and Evidence-Based Practice in Criminal Justice 40 hours, 4 credits
Prerequisite: J131 Criminal Law and Procedures:
This course will focus on the application of evidence-based practice in criminal justice. Students will learn about various evidence-based practices and their impact on criminal justice.

J228 Critical Thinking and Evidence-Based Practice in Criminal Justice 40 hours, 4 credits
Prerequisite: J131 Criminal Law and Procedures:
This course will focus on the application of evidence-based practice in criminal justice. Students will learn about various evidence-based practices and their impact on criminal justice.

J229 Critical Thinking and Evidence-Based Practice in Criminal Justice 40 hours, 4 credits
Prerequisite: J131 Criminal Law and Procedures:
This course will focus on the application of evidence-based practice in criminal justice. Students will learn about various evidence-based practices and their impact on criminal justice.

J230 Terrorism 40 hours, 4 credits
Students in this course will receive an in-depth overview of terrorism, both domestic and international. This course is designed to provide students with the necessary skills to recognize acts of terrorism and gain insight into terrorists’ perceptions and motivations. The course will focus on the history of terrorism, the impact of terrorism on the United States and abroad, the legal or criminal justice system, and the impact of terrorism on the United States and abroad. Students will examine the necessary elements of planning and 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 is an examination of the field of security and the security challenges faced in the current world situation. Both public and private security issues will be evaluated based on organization, law, and risk. Defense basics will be explored internally and externally. Specific threats will be explored in the areas of transportation, cargo, and border security. They will review the immediate and long-term physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.

Prerequisites: General Psychology, Introduction to Criminal Justice

J246 Practical Psychology for the Criminal Justice Professional 40 hours, 4 credits
Prerequisite: J245 Security Challenges:
This course will examine how principles of psychology relate to the field of criminal justice. They will explore fundamental concepts from a criminal justice perspective, focusing on the real-world effects these principles produce on criminal justice professionals, 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 coping skills. They will review the immediate and long-term physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.

Prerequisites: General Psychology, Introduction to Criminal Justice

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

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

J255 Ethics in Criminal Justice 40 hours, 4 credits
This course provides a strong theoretical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in criminal justice, but also of how sound moral decisions are made in response to them.

Prerequisites: Policing in America; Criminal Law and Procedures: Crime and the Courtroom

J270 Critical Thinking and Evidence-Based Practices in Criminal Justice 40 hours, 4 credits
This course is designed to focus on a wide variety of problem solving skills. These include scenario based problem solving and evidence based practices. The inter-related skills necessary for effective problem solving in a criminal justice context are emphasized. The development of evidence based practices will be explored and the incorporation of such practices in the field of criminal justice will be analyzed.

Prerequisites: Policing in America; Criminal Procedures; and Introduction to Corrections
J331 Constitutional Law 40 hours, 4 credits
This course challenges students to examine the complexities of the Bill of Rights and the application of those rights to the criminal justice system. The analysis of case studies will allow students to apply criminal law and procedure to fieldwork examination of criminal-justice issues. Prerequisite: Criminal Law and Procedures: Crime and the Courtroom (except for students enrolled in the Cyber Security Program)

J332 Homeland Security Policy 40 hours, 4 credits
Students will receive an overview of homeland security policy at the federal, state, and local levels. They will examine four key security components: risk education, preparedness, public warning, and protective actions. They will also explore the coordination of structure and policy across national and homeland security disciplines, including law enforcement, public education, medical, public health, emergency management (including FEMA), information operations, defense, diplomacy, commerce, transportation, and intelligence. Prerequisite: Terrorism

J335 Risk Analysis 40 hours, 4 credits
Students will examine the importance of risk management through analysis and evaluation as a means of ensuring the protection of communities, facilities, and personnel. They will gain an understanding of the identification and assessment of hazards, vulnerabilities, and risks, which is critical to the comprehensive management of security operations. They will learn skills to aid in planning for natural or man-made disaster recovery, and for crisis management. Prerequisites: Introduction to Homeland Security; Security Challenges

J340 Women and Criminal Justice 40 hours, 4 credits
This course examines the role of women as offenders, victims, and professionals in criminal justice. Theories and research that have differentiated women in the criminal-justice system will be explored. The rise of female criminality and criminal-justice professionals will be examined and will be analyzed. Prerequisite: Domestic Violence

J345 Diversion and Rehabilitation 40 hours, 4 credits
Students will examine counseling and intervention methods used for adult and juvenile, and male and female offenders. They will explore theories proven by research and applied to treatment. They will critically evaluate evidence-based policy, best practices, program evaluations, and “what works” in both social service and criminal justice systems. Prerequisites: Juvenile Justice: Delinquency, Dependency, and Diversion; Domestic Violence

J350 Cultural Diversity and Justice 40 hours, 4 credits
This course will examine the true picture and statistics of minority representation at every point in the criminal justice process, from point of contact with the police to incarceration and the death penalty. The course includes a comprehensive examination of unbiased racial and ethnic theories, and research and practice of behavior and victimization affecting the criminal justice system. Prerequisite: Ethics in Criminal Justice

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

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

J360 Statistics in Criminal Justice 40 hours, 4 credits
Students will learn to interpret research data on issues in criminal justice. They will explore the fundamentals of statistical analysis through statistical tools typically used in criminal justice. They will apply statistical analysis using UCR and NCVS data sets. Prerequisite: College-level Math course

J363 Research Methods in Criminal Justice 40 hours, 4 credits
This course will explore the basic steps of conducting research. Students will explore the nature of research and the research techniques specific to the criminal-justice field. Students will become familiar with research terminology and the ethics involved in various research designs. To complete the course, students will design and simulate their own research project. Prerequisite: Statistics in Criminal Justice

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

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

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

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

J425 Community Corrections 40 hours, 4 credits
This course will examine the role and function of corrections supervisors in the field. The practical considerations of managing offenders in the community will be examined. Case studies on probation and parole will be explored. Prerequisites: Criminal Behavior: Profiling Violent Offenders; Introduction to Corrections

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

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

J440 Special Offenders: Sex Offenders 40 hours, 4 credits
This course will examine the cases of sexual offenders from the perspective of the law. Laws and policy pertaining to sex offenders will be analyzed. Research on sex offenders, including recidivism, treatment, and rehabilitation, will be examined. Prerequisite: Introduction to Criminal Justice (except for students enrolled in the Cyber Security Program)

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

J453 Criminal Justice Seminar 50 hours, 5 credits
This course provides students with the opportunity to explore an area of criminal justice that is of specific interest for their career or an area of relevant interest in the field. Topics may include any area of justice studies, with the approval of the instructor. Students will conduct a thorough review of their topic and present their work in the form of a final project. Prerequisites: Research Methods in Criminal Justice; Statistics in Criminal Justice

J457 Criminal Justice Senior Thesis 40 hours, 4 credits
Students will apply their knowledge of criminal justice issues and social research methodology by completing a research project on an approved thesis proposal. Students will design and carry out a research study, collect and analyze resulting data, and integrate their research and findings into a formal thesis. Prerequisite: Criminal Justice Seminar. Students should be in their last or second-to-last quarter

J480 Criminal Justice Internship 250 hours, 9 credits
This course provides students with an opportunity to apply their learning through an internship experience involving participant observation in a professional criminal justice setting. During the internship experience, students will concurrently participate in discussions, journaling, and related coursework to integrate their academic and internship experiences. Prerequisites: Contemporary Issues in Criminal Justice Capstone; Student in last or second-to-last quarter

J490 Critical Issues in Criminal Justice 40 hours, 4 credits
This course will examine trends, policies, processes, and programs in criminal justice. Careful analysis of criminal-justice legislation will be the focus of this course. Students will theorize future initiatives in policing, courts, corrections, juvenile justice, and homeland security. Prerequisites: Criminal Justice Issues in Criminal Justice Capstone

M100 Customer Service in Healthcare 10 hours, 1 credit
This course will help students to deliver outstanding customer service in a healthcare setting by providing them with an understanding of the factors that influence the perceptions of external and internal customers. Topics covered in this course include: the psychology of patients, customer service in a diverse world, listening skills and effective communication techniques.

M120 Medical Terminology 40 hours, 4 credits
This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terminology based on prefixes and suffixes, Latin and Greek origins, and anatomic roots denoting body structures. All body systems will be covered in detail, with terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation.

M121 Anatomy and Pharmacology for Coders 30 hours, 3 credits
This course provides an in-depth exploration of human anatomy and physiology as well as pharmacology to prepare students for coding. This course also provides a systematic approach to hospital inpatient and ambulatory care coding, emphasizing specific and correct coding procedures and techniques. Topics include a study of human cells and tissues; the integumentary, musculoskeletal, nervous, respiratory, gastrointestinal, circulatory, digestive, reproductive, sensory, cardiovascular, lymphatic, immune, and endocrine systems of the body; most commonly prescribed drugs; and laboratory tests. The student will learn how to abstract key information from the health record to assist in improving physician documentation and to ensure all valid and accurate coding. Students will also perform laboratory exercises coordinated with course content. Prerequisites: Structure and Function of the Human Body; Medical Terminology

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

M31 ICID-CM Coding 40 hours, 3 credits
This course provides in-depth study of the International Classification of Diseases-Clinical Modification (ICD-CM) using sample exercises and health records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-CM coding guidelines associated with coding situations and will cover diagnostic coding of all body systems. Use of coding and grouper software will be introduced as well as the use of registries and indices. Prerequisites: Anatomy and Pharmacology for Coders; Pathophysiology
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COURSE DESCRIPTIONS

M12 Basic ICD-9-CM Coding 40 hours, 4 credits
This course provides an in-depth study of the International Classification of Diseases-Procedure Coding System (ICD-PCS) using sample exercises and hospital records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-PCS coding guidelines appropriate to the coding situation and will cover procedural coding of all body systems. Use of coding and grouper software will be used as well as the use of registers and indices.
Prerequisite: ICD-9-CM Coding
M133 ICD Coding 30 hours, 3 credits
This course provides a thorough overview of the International Classification of Diseases (ICD) using sample exercises and medical records to develop skill and accuracy in coding in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems.
Prerequisite: ICD-9-CM Coding
M205 Medical Transcription I 40 hours, 3 credits
This course will build transcription skill while introducing students to additional medical formats and specialties, including cardiology, gastrointestinal, orthopedics, general pathology, and selected specialty options. The course includes transcription from tapes of healthcare professionals who are non-native speakers of English.
Prerequisite: Medical Transcription I
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 will 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 coding, third 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
M214 Medical Transcription 60 hours, 3 credits
The student will transcribe medical reports of medical specialties fromDictations, edit medical reports generated by speech recognition from various specialties, and apply knowledge of medical terminology, anatomy, and physiology to the transcription and editing process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms, as well as proper report format.
Prerequisites: Introduction to Medical Transcription; Medical Terminology; Keyboarding
M218 Management of Health Information Services 40 hours, 4 credits
The study of management, supervision, and human resource 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 hire the HIM management role in relation to other hospital departments.
Prerequisite: either Introduction to Medical Transcription, Medical Terminology, Keyboarding
M223 Pathology I 40 hours, 4 credits
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected body systems.
Prerequisite: Human Anatomy and Physiology I or Structure and Function of the Human Body
M224 Pathology II 40 hours, 4 credits
Continuation of studies of the basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology, and treatment and prevention of common diseases of selected body systems.
Prerequisite: Pathology I
M229 Healthcare Information Technologies 40 hours, 4 credits
This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines.
Prerequisites: Introduction to Health Information Management, 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, 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 nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected body systems.
Prerequisites: 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, 3 credits
This course offers a simulated practical experience utilizing medical records and coding software in an online setting under the direction of a Coding instructor.
Prerequisite: either Medical Terminology, Pathophysiology
M252 Health Information Practicum 60 hours, 2 credits
A simulated practical experience exploring a virtual hospital and clinic and using software and practical simulation assignments to experience real-world situations within HIM departments and other hospital departments. The practicum allows students to gain experience as a health information technician in a simulated healthcare work setting, and is essential to training and certification.
Prerequisites: Health Information Law and Ethics; Healthcare Information Technologies; Quality Analysis and Management
M270 Electronic Health Records and Medical Office Procedures 30 hours, 4 credits
This course is designed to provide students with an understanding of the administrative duties performed in the medical office. Concepts covered include: preparing, filing and maintaining medical records; knowledge of the various types of health insurance coverage, coding and reimbursement; confidentiality and HIPAA guidelines for releasing health information; and effective oral and written communication skills.
Prerequisite: Medical Terminology
M290 Medical Administration Capstone 10 hours, 3 credits
This capstone course is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administrative, and medical office management skills.
Prerequisite: Medical Administration student in last or second-to-last quarter
M102 Introduction to Medical Assisting 40 hours, 3 credits
This course is designed to provide students with a thorough understanding of the Medical Assisting profession and the skills necessary to be successful both in the Medical Assisting program and profession. During this course, students will complete a Programmatic Orientation and be exposed to basic Medical Assisting skills such as professionalism, vital signs and CPR/First Aid.
Prerequisite: none
M110 Clinical Skills I 60 hours, 4 credits
In this course students will begin their study of the essential and basic core of front-office and back-office 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 first aid, EHR, front-office administrative tasks, referral, billing.
Prerequisites: Introduction to Medical Assisting; Medical Terminology
M115 Clinical Skills II 60 hours, 4 credits
Students will continue their study of the essential and basic core of back-office medical assisting skills. They will master knowledge and skills including patient examination and assessment, performing venipuncture, performing medication administration, minor surgical procedures, procedures for medical emergency, first aid and CPR, and behaviors influencing health. They will also learn basic steps for finding employment and advancing in their careers.
Prerequisites: Medical Terminology; Human Anatomy and Physiology I, or Structure and Function of the Human Body
M145 Clinical Skills II 60 hours, 4 credits
Students will continue their study of the essential and basic core of back-office medical assisting skills. They will master knowledge and skills including patient examination and assessment, performing venipuncture, performing medication administration, minor surgical procedures, procedures for medical emergency, first aid and CPR, and behaviors influencing health. They will also learn basic steps for finding employment and advancing in their careers.
Prerequisites: Medical Terminology; Pathophysiology
MA 225 Medical Lab Skills for Medical Assisting
60 hours, 4 credits
In this course students will study medical laboratory procedures and techniques that are significant to medical and laboratory assistants and other healthcare professionals. They will learn about laboratory equipment and safety, and issues of patient confidentiality. They will learn to read and interpret venipuncture and patient instruction and perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing.
Prerequisite: Co-requisite: MA 221
MA 241 Human Anatomy and Physiology I
60 hours, 5 credits
In this course students will begin their study of the structure and function of the human body. They will examine topics including basic chemistry and cell biology, tissues, and the integumentary, skeletal, muscular, nervous, endocrine systems of the body, and will learn medical terminology. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: none
MA 242 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, excretory, reproductive, and nervous systems, as well as fluid and electrolyte balance. Students will complete dissection activities coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: Human Anatomy and Physiology I
MA 250 Radiography Skills
40 hours, 3 credits
A comprehensive study for limited scope of practice in radiography. Skills and processes covered will be: radiation protection, equipment operation and quality control, image production and evaluation, and patient care and education, along with radiographic processing procedures that will cover each anatomic region. The course is designed to prepare students for the examination for Limited Scope of Practice in Radiography and preparation for employment as an X-ray operator.
Prerequisite: Structure: and Function of the Human Body
MA 265 Medical Assistant Externship
240 hours, 8 credits
In conjunction with a Medical Assisting Capstone, students will complete 240 hours of a Medical Assisting training experience in a physician’s office, clinic or medical center. While on the clinical site, the extern will perform medical-assisting job duties in both the front-office administrative and the back-office clinical areas, in order to develop on-the-job learning skills. Under no circumstances will the student exter bypass the externship hours worked.
Prerequisites: Completed series of Hepatitis B immunizations; Completion of a 2-Step Meningitis 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 Seminar courses; Approval of Medical Assisting Program Coordinator.
MA 285 Medical Assisting Capstone
20 hours, 2 credits
In conjunction with the Medical Assisting Externship (MA 265), students will complete an online Medical Assisting Capstone course. In this course, students will learn job-search techniques and skills for entry-level medical assistants as well as share and learn from their externship experiences with the class. Students will also prepare to sit for a Medical Assisting credential examination during this course (either the CMA or RMA depending on campus accreditation status).
Prerequisite: none
Co-requisite: Medical Assisting Externship
MH 100 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
MH 200 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 applications. Eliminating the graphing calculator and computer applications will be used to solve problems and properly interpret results.
Prerequisite: Pre-calculus
MH 212 Calculus II
40 hours, 4 credits
In this continuation of the topics investigated in Calculus I, students will further explore the methods of integration and the applications of integrals as well as power series and methods of differentiation. This course will cover the topics of convergence and divergence, and students will understand whether improper integrals are convergent or divergent.
Prerequisite: Calculus I
MH 300 Applied Discrete Mathematics
40 hours, 4 credits
This course builds on the foundation established in Introduction to Discrete Mathematics with further exploration in logic and mathematical reasoning. Topics include combinatorics and graph theory, Boolean algebra, digital logic circuits, ordered sets, functional programming, models of computation, and computational complexity. Students will gain experience formulating mathematical proofs.
Prerequisites: Introduction to Discrete Mathematics; Calculus II
MH 310 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
MH 327 Microsoft Windows Workstations
40 hours, 4 credits
This course provides students with the knowledge and skills necessary to install and configure a Windows Workstation. The course gives the student the ability to provide technical support to a Windows Workstation. This course uses a combination of lectures, demonstrations, discussion, online assignments, and hands-on labs to reinforce the course material. Further, the course helps prepare students to take the Microsoft Windows Configuring (70-660) Certification Exam, which is needed towards Microsoft Certified Solutions Associate (MCSA) Windows 7 certification.
Prerequisite: Fundamentals of Hardware & Software II
N 133 Networking Fundamentals
40 hours, 3 credits
This course has been designed to teach the foundations of networking. The course covers Local Area Networks and Wide Area Networks and how communications are accomplished in those environments. Students will learn the different Protocols used in networking. The course will cover the designing networks both cabled and wireless. Students will learn basic troubleshooting of a network and how to maintain it. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course helps prepare students to take the CompTIA Network+ certification exam.
Prerequisite: Fundamentals of PC Hardware and Software
N 136 Operating Systems Fundamentals
60 hours, 4 credits
Students are introduced to the principles of various types of microcomputer operating systems. The course includes system commands, memory management, processor management, user interface and operating system functions especially related to database resource management. Emphasis is placed on how the user, hardware, and software interface with the operating system.
Prerequisite: none
N 137 Programming I
60 hours, 4 credits
This course is designed to teach the student C++ programming utilizing object oriented technology. Concepts, classes, and objects, and loops within the C++ realm are explored and practiced. This first course in a two course sequence ends with an analysis of functions and the ability to perform these in a project using code that has been used in different programming projects.
Prerequisite: Object-Oriented Programming
N 138 Game Preproduction
40 hours, 4 credits
This course has been designed to teach you the fundamental philosophies of game design and apply them in a hands-on manner using a step-by-step process that develops problem solving strategies. The techniques taught in this course exist to provide the practical resources needed to build a firm understanding of game development from a production standpoint. In addition, the information this course provides is a grounded source for any real life application where inspiration must combine with practical knowledge and application to create a marketable product.
Prerequisite: Game Design Theory I
N 139 Game Design Theory I
40 hours, 4 credits
This course introduces the non-technical study of games, the game development process, and the game industry. The course establishes a lexicon for discussing games and introduces tools for analyzing and understanding games and game design. The course will also present an overview of core concepts including game mechanics, game theory, the experience of playing games, and the cultural, technical, and social aspects of games.
Prerequisite: none
N 140 Logic and Troubleshooting
60 hours, 4 credits
This course provides students with a strong base of Critical Thinking and troubleshooting methodologies for assessing situations and applying the appropriate solutions to troubleshooting scenarios. The materials contained within this course will assist in building the students ability to form reasonable hypotheses for solving problems of a technical nature.
Prerequisite: none
N 141 Networking Security
40 hours, 3 credits
This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. Students will learn to create secure communications for remote access, e-mail, the Web, directory and file transfer, and wireless data. They will understand the concepts of physical security and disaster recovery. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course material. Further, this course helps prepare students to take the CompTIA Security+ exam.
Prerequisite: Introduction to Networks
N 142 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 useful computer programs using pseudo-code as well as a highlevel programming language.
Prerequisite: none
N 145 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. 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
N 146 Fundamentals of Hardware and Software I
40 hours, 3 credits
This course will introduce students to the installation, configuration, maintenance, and troubleshooting of end-user personal computer hardware (including laptop and mobile devices) 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 exams. Each student will assemble a computer using prescribed parts and materials.
Prerequisite: Logic and Troubleshooting
N247 Fundamentals of Hardware and Software II 40 hours, 3 credits
This course is a continuation of Fundamentals of Hardware and Software I, which prepared students for the CompTIA A+ 801 exam. This course will prepare students for the CompTIA A+ 220-802 exam, focusing on operating systems, security, mobile devices, and troubleshooting. Using the Windows operating system, students will learn how to set up networking, printers, tablets, file sharing, and troubleshoot problems related to the same. Operating system security and methods to prevent intrusion will be discussed. Concepts of virtualization, desktop imaging, and deployment will be introduced.
Prerequisite: Fundamentals of Hardware and Software I

N149 Helpdesk Support 50 hours, 3 credits
This course covers material used by helpdesk engineers to troubleshoot and solve user problems. Dealing with the user, identifying the problem, and fixing the problem will be discussed. Software concerning trouble tickets and tracking progress will be discussed.
Prerequisite: Professional Communication

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

N156 Mac Integration 40 hours, 3 credits
This course is part of the Mac Integration course to give students an entry-level perspective to supporting and configuring the Mac OS X operating system. Students will learn how to integrate a Mac computer into a Windows network and connect a Mac Client to services such as Active Directory and Microsoft Exchange. Also covered is basic user configuration. This course maps to the Mac Integration Basics Certification Exam.
Prerequisite: Microsoft Windows Server

N165 Fundamentals of Game Development I 50 hours, 4 credits
This course introduces the non-technical study of games, the game development process, and the game industry. The course establishes a lexicon for discussing games and introduces tools for analyzing and understanding games and game design. The course will also present an overview of core concepts including game mechanics, game theory, the experience of playing games, and cultural, technical, and social aspects of games.
Prerequisite: none

N171 Introduction to Networks 40 hours, 3 credits
This course provides the foundation to understand computer networks, including structure and function, components, and models of Local Area Networks (LAN), Wide Area Networks (WAN), and the Internet. Students will learn the fundamentals of Ethernet concepts like IP addressing, protocols, hardware, and network topology. Students for the CompTIA A+ course will prepare for CompTIA A+100-701 exam as well as install and configure network devices and apply basic troubleshooting techniques. A variety of hands-on activities and simulations will be used. This course introduces some of the concepts covered in the Cisco Certified Entry Network Technician (CCENT) certification exam. CCENT education continues in the Cisco Routing and Switching course.

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, vectors in the plane, and how to calculate cross determinants.
Prerequisite: College-level math course

N200 Systems Analysis 40 hours, 3 credits
This course covers analysis of information systems including networks, server environments, business solutions, and databases. Students will be exposed to different projects that have complex systems and are be asked to create analysis documents and diagrams. Improving the efficiency of the systems will be a primary goal of this course.
Prerequisite: Introduction to Networks

N201 Cisco Network Routing and Switching 40 hours, 3 credits
This course prepares students to work with routers and switches in a Local Area Network. Students will learn how to configure and troubleshoot Cisco switches and routers. Concepts in the course will include routing protocols like RIPV1, RIPV2, OSPF, VLANs and VLAN routing in both IPv4 and IPv6 networks, as well as DHCP, DNS, and NAT. This course will help prepare students to take the Cisco Certified Entry Network Technician (CCENT) Exam by using a variety of hands-on labs and simulations to understand router and switch configuration by emphasizing practical, real-world principles.
Prerequisite: Introduction to Networks; Microsoft Windows Server

N204 Human-Computer Interaction and Interface Design 50 hours, 4 credits
How a person interacts with a game is one of the more crucial aspects in determining the success of the game among consumers. This course will emphasize the details and planning process that must be followed to ensure a successful interface for the game that is to be played. Various techniques of creating buttons, menus, and other types of interfaces will be explored to give the student a wide exposure to this important element in creating games.
Prerequisite: Programming I

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 among consumers. This course will emphasize the details and planning process that must be followed to ensure a successful interface for the game that is to be played. Various techniques of creating buttons, menus, and other types of interfaces will be explored to give the student a wide exposure to this important element in creating games.
Prerequisite: Programming II

N206 Data Structures 60 hours, 4 credits
This course is designed to introduce to data structures using C++. Topics to be covered include lists, stacks, and queues. In addition, additional time is spent on templates and algorithmic analysis as it relates to recursion.
Prerequisite: Programming I

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

N208 Linux Administration 50 hours, 4 credits
This course is designed to introduce the Linux operating system. The students will learn to install, configure, maintain, administer, and use programming features of the Linux operating system. Students will learn how to download and install source application from the Linux environment. Students will apply Linux in the enterprise network environment. This course uses a combination of reading, lecture, Internet-based research, and lab work to reinforce the course material. Further, this course helps prepare students to take an industry accepted Linux certification exam.
Prerequisite: Microsoft Windows Server

N209 PHP/MySQL Administration 60 hours, 4 credits
Students learn the fundamental areas of two widely used Web application database technologies, PHP and MySQL, for implementing and managing database-driven websites. Topics will include PHP scripting and advanced administration of MySQL database applications to be utilized through the Internet.
Prerequisite: SQL Server Administration

N210 Introduction to Computer Systems 40 hours, 4 credits
This course is an introduction to the study of software control over the boot procedures, and the operation of the hardware. Students will learn how to distinguish between the physical and the logical aspects of hardware, and how to configure and troubleshoot the computer system. This course will also provide an introduction to Microsoft Windows and Linux, and their use in the classroom.
Prerequisite: Operating Systems

N211 Windows Scripting 50 hours, 3 credits
This course is designed to teach students basic scripting skills that can be used to automate administrative tasks and reporting. The course will also cover programming structures like variables, decisions, loops, arguments, and functions. Students will create Microsoft Windows-based scripts using technologies such as VBScript, PowerShell, and take advantage of additional features in Windows components such as WMI and ADSI.
Prerequisite: Microsoft Windows Active Directory

N214 Fundamentals of Game Development II 60 hours, 4 credits
This course builds on the Fundamentals of Game Development I and introduces students to different game platforms currently on the market. This includes game consoles as well as mobile platforms. In addition, students will be exposed to the various approaches used for creating games for these platforms as well as for creating platformagnostic games.
Prerequisite: Fundamentals of Game Development I

N215 Mobile and Mac OS Security 40 hours, 3 credits
This course gives students an alternative perspective on securing multiple mobile operating systems. Students will learn how to apply security principles to Android, iOS, and Mac operating systems. They will learn how hackers penetrate these systems and how to properly secure each environment. Students will learn about aspects of BYOD (Bring Your Own Device) and understand what additional security measures need to be implemented to secure devices that are utilizing public networks.
Prerequisite: Networking Security

N222 Physics for Game and Simulation Production 50 hours, 4 credits
This course provides a broad overview of the fundamental principles of physics as they apply to game and simulation programming and prepares students in the use of physics engines within a game development environment. Topics include introduction to classical mechanics and dynamics, gravity, magnetism, optics, and acoustics.
Prerequisite: none

N225 Interactive Storytelling 40 hours, 3 credits
This course explores the integration of storytelling and interactivity. From the fundamentals of creating stories to the integration of game technology, students will write and build worlds where story interacts with game structure. Subjects will include linear narrative, myths and the hero’s journey, chatterbots 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

N226 Windows Active Directory 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 gives the student the background needed to provide basic technical support for Windows Servers. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the material covered. Further, the course helps prepare students to take the Microsoft Certified: Windows Server Administrator exam.
Prerequisite: Microsoft Windows Server

N228 Microsoft Windows Server 40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure Windows Servers and perform post-installation and day-to-day administrative tasks. The course gives the student the background needed to provide basic technical support for Windows Servers. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the material covered. Further, the course helps prepare students to take the Microsoft Certified: Windows Server Administrator exam.
Prerequisite: Fundamentals of PC Hardware and Software II

N230 Fundamentals of Ethical Hacking 40 hours, 3 credits
This course will show students the opposing side to network security. This course offers insight into the hacking mindset as well as learn how to directly apply ethical principles to the work they perform on a day-to-day basis. Students of this course will learn how to utilize various tools commonly used in network security as well as hacking. The end result of this course is to give the student a stronger perspective on how to utilize tools to better test and secure networks against threats.
Prerequisite: Networking Security

N231 Web Application Development 60 hours, 4 credits
This course is designed to provide students with an introduction to current web application development techniques. Topics include HTML5 and CSS3 as well as an introduction in scripting using PHP as well as Javascript. In addition, the core principles of social media application development are covered.
Prerequisite: Fundamentals of Programming

N233 Software Packaging and Deployment 50 hours, 4 credits
The goal of this course is to provide students an understanding of how to rapidly deploy applications and operating environments. Students will utilize the Microsoft application deployment through creating automated installs and application and operating systems images. Students will successfully package and deploy applications and operating systems via these methods in a virtual and stand-alone environment.
Prerequisite: Microsoft Windows Server
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 real-world examples of networking and messaging issues. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.
Prerequisite: Windows Active Directory

N235 Cisco Networking Fundamentals and Routing 40 hours, 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 hands-on experience with Cisco equipment, allowing them to gain confidence in working with live networks. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the Cisco CCENT exam.
Prerequisites: Networking Fundamentals; Microsoft Windows Server

N236 Database Security 60 hours, 4 credits

The course covers the basic principles of database security and auditing as well as implementation considerations for business databases. It covers security architecture and operating system security as well as policy development. 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

N237 C# 50 hours, 3 credits

Students will work with the C# programming language and gain an understanding of how it can be used to handle important computing tasks. Concepts such as classes, abstract interfaces, multimedia development, and web programming will be explored.
Prerequisite: Object-Oriented Programming

N259 Mobile Support Principles 40 hours, 3 credits

The Mobile Support Principles course covers the challenge of supporting mobile devices within a business. Topics covered are how to install custom software applications on various mobile operating systems as well as deploying standard operating images across multiple mobile devices. Additional time is spent on configuration of various mail clients, network configuration and general device troubleshooting.
Prerequisite: Introduction to Networks

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 security systems and the perspective of information security. They begin with the strategic planning process for security, which includes an examination of pertinent policies, procedures and staffing functions necessary to organize and administer ongoing security functions in an organization. Core topics include access security principles, security architecture and models, continuity planning and disaster recovery planning.
Prerequisite: Networking Security

N256 Console Development 60 hours, 4 credits

One aspect of creating games is determining how they will work with different consoles from various manufacturers. This course guides the student through the development of consoles that will have an impact on the game (memory, processing, storage, and debugging to name a few). This system 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 I

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.

Prerequisites: 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 2008. Students will learn how to install and maintain SQL Server 2008 and also how to use various tools helpful in creating backups, promoting reliability, and enhancing availability and performance of the database.
Prerequisites: Microsoft Windows Server

N276 Applied Game and Simulation Theory 40 hours, 4 credits

This course covers the applications for and the development of simulations from game-like “Sims” to educational and military simulations. This course combines reading and critical thinking skills with hands on development 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

N286 Math for Game and Simulation Production II 40 hours, 4 credits

This course builds on topics introduced in Math for Game and Simulation Production I. These topics include graphing and solving equations; polynomial, rational, logarithmic, and exponential functions; analytic geometry; and determining equations from a shape of a graph.
Prerequisites: 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, production, project management, and content delivery. Import will work force assets of individual drive and assessment, success within creative teams, management scalability, timeline alignment and effective leadership are explored as they pertain to the multimedia development pipeline.
Prerequisite: Introduction to Business

N302 Graphics Development with OpenGL 60 hours, 4 credits

The goal of the course is to teach fundamental principles of computer graphic algorithms in relation to video game and simulations. The focus is on solving problems using tools and rendering realistic images of scenes applied to the OpenGL system. Much of this involves solutions to problems such as how we represent 3D models, describe their position and motion in 3D, project them into 2D images, and render these 2D projections with pixels. We will also consider photometric properties, such as how we model materials, and the way the 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 course will also cover how modern operating systems using dedicated OS features is also covered.
Prerequisite: Introduction to Computer Systems

N304 Operating Systems Design 50 hours, 4 credits

In the course, students learn how operating systems work, 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 devices, virtual memory, files, synchronization, and security.
Prerequisite: Software Systems Principles

N305 Figure Drawing 60 hours, 4 credits

Figure drawing is the first step towards learning how to draw the human figure accurately. There will be emphasis on posture, proportions and form development using different figure shapes and different lighting settings. The basic structural and anatomical concepts will be covered along with an in-depth study of proportion and gesture drawing skills.
Prerequisite: Color Theory and Techniques

N306 Advanced Network Security 50 hours, 4 credits

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

N307 Principles of Network Security 40 hours, 3 credits

This course is designed to teach the concepts needed for network defense techniques. Students will examine the tools, techniques, and technologies used in the security of information systems. The course is designed to provide in-depth information on the software and hardware components of Information Security. Topics covered include: intrusion detection, virtual private networks (VPNs), network IDS (intrusion detection systems), firewalls, and many other technologies.
Prerequisite: Networking Fundamentals

N309 Principles of Computer Graphics 60 hours, 4 credits

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

N310 The Study of Animation 60 hours, 4 credits

This course is intended for students with an animation/multimedia background, who want to understand how animation works, from basic theory to execution. The students will develop a sense of observation and timing as it relates to animation, and they will study motion through watching actual animation pieces as well as taking part in exercises that demonstrate animation in action. This course also emphasizes artistic and aesthetic considerations, motion planning and design, character development, and dramatic structure.
Prerequisite: Digital Media Assembly

N311 Game and Simulation Lighting Techniques 60 hours, 4 credits

This course provides an in-depth study of current networking technologies. Topics include OSI model, communication protocols (IP, TCP, UDP, HTTP, FTP), networking services (ATM, VPN, MPLS, and hybrid networks), and Wireless and BlueTooth. Additionally, students will learn about different techniques of 3D modeling, shading, rendering, and lighting with a focus on architectural and virtual reality applications.
Prerequisite: Introduction to Networks

N313 Introduction to Information Systems Security 40 hours, 3 credits

This course provides an overview of security challenges and strategies for data protection and security 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 as facets of information security.
Prerequisite: none

N314 Advanced Cisco Network Security 60 hours, 4 credits

Cisco Certified Network Associate (CCNA) is a first-level certification program for Information Technology professionals. CCNA certification is offered as a component of the industry-level CCENT certification. The CCNA Security Certification helps maximize your investment in foundational networking knowledge and skills with confidence in the integrity of your employer’s network. CCNA Security is for Network Security Specialists, Security Administrators, and Network Security Engineers. This course will help students prepare for the CCNA Security Certification by using hands-on labs and simulations to understand network security principles by emphasizing practical, real-world principles.
Prerequisite: Cisco Network Routing and Switching
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 animation, as well as animation of 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

N316 Principles of Shader Programming 50 hours, 4 credits
This course provides and introduction to 3D programming, with an emphasis on using real-time shaders. The fundamentals of game and simulation lighting are covered along with how to do shader programming to achieve more realistic "looks" in games. 3D lighting, texturing, alpha blending, and stenciling are covered in detail in this course.
Prerequisite: Principles of Computer Graphics

N320 Polygon Modeling 60 hours, 4 credits
This course demonstrates the techniques of modeling objects in a three-dimensional environment. Students will be given 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 to work with an actual game modeling environment to create a variety of polygon objects.
Prerequisite: The Study of Animation

N322 Web Application Architecture and Design 50 hours, 4 credits
This course presents key concepts in distributed designs for network enabled software systems and 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

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 for IT

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 presentations, 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: none

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 also learn scanning, digital camera usage, the mechanics of calibration and other more advanced sets of controls in Photoshop, all within a framework designed optimization of a user's technically professional sensibility which will allow the student to develop their own professional work.
Prerequisite: Digital Photography

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 complex security issues involved in maintaining a web or intranet/ internet site and potentials for misuse. Premise: none

N327 SCCP Certification Preparation 60 hours, 4 credits
The SCCP credential ensures that candidates continuously monitor systems to safeguard against security threats. From the course, the student will be competent in access control, cryptography, malicious code and activity, monitoring and analysis, networks and communication, risk, response and recovery, and security operations and administration.
Prerequisite: Network Security and Cryptography

N328 Quality Assurance in Game and Simulation Production 50 hours, 4 credits
Quality assurance is one of the most important elements in game production. This course focuses on the management aspect of quality assurance in games. Topics include strategies for playtesting and including playtesting feedback in the iterative design loop.
Prerequisite: Fundamentals of Game Development II

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 power (power, cooling, space planning), server racks, storage array systems, fiber channel, iSCSI, SAS, and SATA. Students will be able to design a data center with both operational efficiency (Green IT), and to provide adequate failure tolerance and capacity for anticipated growth.
Prerequisite: Introduction to Networks

N332 Managing Risk for Information Systems 40 hours, 4 credits
This course addresses the broad topic of risk management and how risk, threats, and vulnerabilities impact information systems. Areas of instruction include how to assess and manage risk based on defining an acceptable level of risk for information systems. Elements of a business impact analysis are covered, as well as incident response and emergency recovery plans. The course will discuss:
Prerequisite: none

N333 Wireless, Mobile and Cloud Security 50 hours, 3 credits
Wireless, mobile and cloud computing are some of the hottest technologies on the market today. Securing these emerging platforms are often an afterthought, leaving many systems vulnerable to attacks. This course will cover techniques necessary to ensure operational integrity and customer data protection.
Prerequisite: Networking Security

N334 Game Engines and Integrated Development Environments 60 hours, 4 credits
The goal of this course is to introduce students to the use of game engines and integrated development environments for game production. Topics will include a general overview of the available game engines as well as an in-depth introduction to the use of Unity. Students will learn how to use JavaScript and C# within Unity and how to utilize external game assets within the Unity development environment.
Prerequisite: Fundamentals of Game Development II

N335 Mobile Digital Photography 60 hours, 4 credits
This course shows students how to evaluate images for communicative effectiveness and aesthetic appeal. They will also duplicate images, adjust and manipulate them with digital tools and present 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 printing.
Prerequisite: Audio/Video Editing

N341 Software Systems Engineering 50 hours, 4 credits
This course introduces students to the implementation of software systems at a high level with an emphasis on rigorous algorithm development and test suites. The course introduces 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 techniques to develop a functional system from specified requirements.
Prerequisite: Algorithm Analysis

N342 Scripting 50 hours, 4 credits
This course introduces students to basic scripting skills that can be used to automate administration tasks and reporting. Topics will include system administration, fundamental concepts 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 OS X automatons through scripting.
Prerequisite: 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

N344 IT Security for Managers 40 hours, 3 credits
This course offers the perspective of how to manage security within a business environment from the IT Manager's point of view. Students will be able to analyze the importance of security and to develop solutions to problems that arise with security implementation, including security policy, risk analysis, and training.
Prerequisite: Fundamentals of Web Authorizing and Design

N345 Advanced HTML Coding with CSS 60 hours, 4 credits
This class covers advanced elements of webpage creation using a text editor and HTML and XML standard tags. This class will focus on web terminology, advanced HTML coding to include hyperlinks, anchors, tables, forms, CSS, frames, design principles and accessibility issues. Emphasis will be placed on understanding values and creation of CSS for business environments. We will also explore the availability of tools for site management, validation and accessibility checks.
Prerequisite: Fundamentals of Web Authorizing 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 what 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 construcción and the product through professional design and implementation process. The last is study of the behaviors and associations comparable to other non-game systems. Students will explore the development of a game design and use them both to analyze existing games and to develop their own original game ideas.
Prerequisite: Artificial Intelligence

N347 Mobile Game Development 60 hours, 4 credits
The goal of this course is to use mobile application development methods for mobile game development. Students will learn how to utilize HTML5, CSS3, JavaScript and PHP to create independent mobile games.
Prerequisite: Mobile Application Development

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, and user interface design are 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: Storyboard Development for Digital Media

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 covers the mechanics of previous courses, including graphics, development of assets and the asset pipeline, interface design, and artificial intelligence and artificial game development methodologies. The process of developing a game or simulation will be covered from the essential design and development documents through quality assurance and testing to the release and support 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 the lifecycle of databases 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 concepts of the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT support management. Topics include incident and problem management, service management, and help desk management. Students will design a knowledge base for tracking, and troubleshooting problems so that solutions can be implemented proactively to prevent problems and increase customer satisfaction.
Prerequisite: Customer Service

N360 Mobile Platform Development 60 hours, 4 credits
As more devices become smaller and more mobile, the need to have games to entertain users in downtime increases. This course looks at how to create games for mobile platforms using a systems approach. The Java programming language is utilized in creating these games. How to weave in audio and video is also addressed along with considering factors such as user inputs involved in playing the game.
Prerequisite: Programming II

N361 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 an understanding of the asymptotic analysis of algorithms and complexity within a software design framework.
Prerequisite: Programming II; Probability and Statistics

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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 Linux Security and the people who use them. This course presents security strategies to mitigate the risk associated with web applications and social networking.
Prerequisite: none

N370 Virtualization 50 hours, 4 credits
This course offers an in-depth study of current virtualization technologies and discusses strategies and best practices for virtualization of servers, clients and applications. Topics include vSwitch, distributed virtual switching (DVS), server-side vs. client-side desktop virtualization (SBC & VDI) and virtual appliances. Students will gain hands-on experience with deploying and managing virtual systems and applications.
Prerequisite: Introduction to Networks

N380 Project Management for IT 40 hours, 3 credits
This course covers the project management aspects of the IT department. Students will learn how to properly apply project management principles within the IT department to properly deploy network and software solutions. Students will utilize project management software for tracking purposes as well as develop their own method of project tracking. Topics such as ITIL principles on Project Management will also be infused into the content of the course.
Prerequisite: Support Management

N385 Scripting – Shell Scripting / Python / Perl 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 use cases involving Linux, Windows and Cisco IOS automated through scripting.
Prerequisite: Linux Security Strategies

N401 Artificial Intelligence 60 hours, 4 credits
Students will learn how techniques in Artificial Intelligence (AI) can be utilized to allow software applications to mimic human or intelligent behavior in a variety of contexts ranging from expert systems to computer-controlled game opponents. Students will be exposed to topics such as natural language processing and parsers, problem solving algorithms, and knowledge representations. The implications of the intelligent agent paradigm as it might be used in 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 covers an in-depth study of current cloud computing technologies and services. Topics include cloud networking, cloud bridging, virtualization of application delivery controller (ADC) and WAF optimization controller (WOC’s), data center network design considerations, and emerging technologies like Edge Virtual Bridging (EVB). Students will be required to conduct research, read case studies, and develop and propose a strategy for implementing cloud computing to address specific business needs.
Prerequisite: Virtualization

N405 Advanced Applications of Digital and Experimental Art 60 hours, 4 credits
In this course, students will combine their knowledge of art techniques with the psychological art reception to develop art projects aimed at producing specific reactions. Students will experiment with different elements of art, including shape, color, texture, and movement, and use techniques including digital photography and imaging. In addition, students will learn to analyze mainstream graphic-design projects in light of their intended effects, and to use their analyses to produce experimental art projects. The course builds upon traditional and digital visual-art skills learned in previous courses to create imaginative solutions to digital problems.
Prerequisite: Advanced Methods of Computer Graphics

N406 IT Operations Management 40 hours, 4 credits
The purpose of the IT Operations Management course is to give students a numeric perspective on the IT department. Students will learn how to develop standard operating procedures, create support metrics, and apply these to the proper operation of the IT department. This course will also cover how to properly read and analyze network utilization reports and properly staff various IT departments based on proposed call volume and support needs. Utilization of helpdesk tracking tools and implementation of a tracking system will also be covered to ensure an IT department has the proper foundation to start metrics tracking.
Prerequisites: Project Management for IT; IT Security for Managers

N407 Networking and Multi-Path Game Development 60 hours, 4 credits
Students are introduced to the foundations of management information systems. This includes current and fundamental MIST technology concepts, applications for business functions, and management practice. Students will gain exposure to analyzing, utilizing, and supervising integrated management information systems.
Prerequisite: Game Engines and Integrated Game Development Environment

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

N411 Disaster Recovery 50 hours, 4 credits
This course is designed to teach students how to perform a risk assessment and develop a disaster recovery strategy that aligns with business needs and priorities. Topics include disaster prevention, systems backup and recovery strategies, hot/ warm/cold site strategies, implementation and testing of recovery procedures.
Prerequisite: Service Management

N412 Risk Management and Business Continuity 50 hours, 4 credits
This course focuses how to properly analyze risks within an IT department. Topics covered: Disaster Recovery Planning, Business Continuity Planning, and how to create Risk Analysis documents for all applications assessing their long-term viability and backup solutions. Students will also perform business impact analysis to analyze key areas that are most vulnerable when a risk-based situation has occurred. Students will develop a disaster recovery plan and learn how to process and implement each phase of the plan they have developed.
Prerequisites: IT Operations Management; Storage Management

N413 Asset Development I 60 hours, 4 credits
This course provides a brief introduction to the development of 2D and audio assets for game and simulation development. Students learn the product development process involved in 2D and audio asset creation and develop the skill necessary to create 2D and audio assets for the games developed within this program.
Prerequisites: Fundamentals of Game Development I

N415 Digital Effects Creation 60 hours, 4 credits
This course focuses on the use and application of effects in film and video at an advanced, post-production level. Learn professional methods of controlling digital and video representation, and 3D effects. Master the digital workflow by compositing footage, digital imagery and CG. Topics include virtual cinematography, morphing, lighting, rendering, particle effects, dynamics, camera properties, motion tracking, and filters.
Prerequisite: Digital Media Production

N416 Access Controls, Authentication, and PKI 40 hours, 4 credits
This course introduces the concept of access control to information systems and applications. Access control, authentication, and public key infrastructure (PKI) will be covered.
Prerequisite: none

N420 Network Security and Cryptography 40 hours, 4 credits
This course examines threats to computer networks, network vulnerabilities, techniques for strengthening passive defenses, tools for establishing secure communication, and policies for enhancing forensic analysis of crimes and attacks on computer networks. Topics include, among others, public key cryptography, digital signatures, secret sharing, security protocols, formal methods for analyzing network security, electronic mail security, firewall intrusion detection and prevention, privacy and public key infrastructures.
Prerequisites: Computer Applications and Business Systems Concepts; Introduction to Networks

N421 Software Engineering for Game and Simulation Production 60 hours, 4 credits
This course introduces 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 hands-on experience with many 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 database), working with application specialists, application performance monitoring (end-to-end), security, support and maintenance, and disaster recovery.
Prerequisite: Risk Management and Business Continuity

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

N424 Storage Management 40 hours, 3 credits
The goal of this course is to cover various methods of data management. Students will learn about Storage Area Networks, Disk Arrays, and data backup. Students will cover topics such as data-duplication, cloud backup and managing both physical and virtual data backup environments. Topics also covered are how to maintain both onsite and offsite data backups and creating a backup rotation policy.
Prerequisites: Advanced Networking; Infrastructure Hardware; Cloud Computing

N425 Storyboard Development for Digital Media 40 hours, 4 credits
This course will introduce the student to utilizing storyboards to represent staging and camera movement. Specific attention will be paid to utilizing storyboards for shot types, angles, cuts, and scenes. Students will analyze existing storyboard samples as a guide to creating their own storyboard project. During the course the students will also examine establishing visual network defense, and technology.
Prerequisite: Digital Media Production

N426 Asset Development II 40 hours, 4 credits
This course provides a brief introduction to development of 3D assets, and covers the use of 3D modeling, rigging and animation tools. Students learn the production process involved in 3D asset creation and develop the skill necessary to create 3D assets for the games and simulations developed within this program.
Prerequisite: Asset Development I
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 over the Internet or some other network. Topics included in this course include scripting, server cluster architecture, data transfer, and how to prevent cheating in MMOG situations. Prerequisite: Practical Game Development.

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

N433 Operating Systems Design
40 hours, 3 credits
In this course, students learn how operating systems such as Windows, Linux, and the Mac OS X are a fundamental component of all computing systems. This course explores how operating systems 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 devices, virtual memory, files, synchronization, and security. Prerequisite: Enterprise Application Support.

N434 Simulation Production Project I
60 hours, 4 credits
This course is designed around a final project in Industrial Simulation. We will focus on design and research simulation techniques based on information gathering and presentation through simulations. Throughout the course we will explore concepts in modeling, simulation, and design continuums, and investigate specific applications from a variety of fields ranging from weather to ecology to traffic management and architectural interactivity. Prerequisite: Software Engineering for Game and Simulation Production.

N435 Digital Video/Audio Project
60 hours, 4 credits
This advanced course in Audio/Video production is for students to create a final product that exemplifies the aesthetic and technical aspects of digital video recording, non-linear editing, special effect generation, and production of video (and associated audio) with 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 prepare an individual project on DVD. Students may work as a team on this project. Prerequisite: Digital Media Production.

N436 Simulation Analysis and Design
50 hours, 4 credits
This course offers students an in-depth exploration of the use of probability theory and statistical methods in the development of computer simulations used to study and model real-world phenomena. Students will develop application frameworks to model events and activities within several environments including medical, industrial, military, and scientific simulation. Prerequisite: Algorithm Analysis.

N437 Linux Security Strategies
40 hours, 4 credits
This course is an introduction to the securing of Linux platforms and applications. Areas of study include identifying and examining methods to securing Linux platforms and applications and implementing those methods. Prerequisite: Linux Administration.

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.

N443 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 incidents, providing a comprehensive and practical understanding of the challenges hackers face when accessing unauthorized information. The course also addresses incident handling methods used when information security is compromised. Prerequisites: none.

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

N444 Simulation Production Project II
60 hours, 4 credits
This course is a continuation of the Simulation Production Project I course. Students will continue on their project from the prototype to the final release stage. Prerequisite: Simulation Production Project I.

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

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 advanced game software, and it’s use in development, design for testing, pipeline management and distribution, study of software architecture design between platforms, object oriented practices for game play, asset management and coding best practices. It also covers areas like cross-platform porting and multi-lingual techniques. Prerequisite: Game Audio Assets.

N451 Interactive Sound and Game Design Theory
60 hours, 4 credits
In this course, students will cover the fundamentals of audio programming for games. Topics covered include basics such as audio formats and common hardware configurations and loading sounds in ADPCM format. Students will explore play back “one shot” and looping sounds; and stream audio from an external device. They will then use these building blocks to write a low-level sound engine that will be implemented into a game engine.

N457 Linux Security Strategies
40 hours, 4 credits
This course is designed to teach students to identify, configure, and implement best practices for high-performance bottleneck-free, 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 Project
60 hours, 3 credits
This course encompasses all the accumulated knowledge obtained from the entire ISS curriculum and requires the student to respond to a RFP for information systems security consulting. Prerequisite: This course is designed to be taken at the end of the program.

N460 Application of Physics for Game and Simulation Production
60 hours, 4 credits
An important aspect in a game or simulation is to be able to render what is happening in the game environment as it will gain an understanding of how virtual worlds change the concept of “interface” to one of “location.” This course will cover a variety of types of worlds, their development, and their interaction with the user. Prerequisites: none.

N461 Computer Graphics Programming
50 hours, 4 credits
This course offers a survey of computer industry-standard graphic hardware, foundation graphic operations and implementations, two-dimensional and three-dimensional transformations utilizing matrix calculations, hidden lines and surface removal, illumination and shading models, computer graphics based on standard real physics principles. This course is designed to allow the game or simulation programmer to be able to translate the information sequences of a given program to real physics. Key components in this class will be the opportunity for students to develop tools, demos, and working games that utilize and follow real physics.

N462 Game Audio Assets
50 hours, 4 credits
This course demonstrates advanced techniques for game audio design and programming. Techniques used in game engines, such as: animation synthesis, autonomous character behaviors, building structures for interactive systems, sound operating interface, and social issues are covered in the course. Students utilize these skills to produce a game prototype as a final project.

N463 Game Production Project II
60 hours, 4 credits
This course is a continuation of the Game Production Project I course. Students will continue on their project from the prototype to the final release stage. Prerequisite: Game Production Project I.

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 technology. Topics include: telecommunications 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 computer game design and programming. Techniques used in game engines, such as: animation synthesis, autonomous character behaviors, building structures for interactive systems, sound operating 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” to one of “location.” This course will cover a variety of types of worlds, their development, and their interaction with the user. Prerequisites: none.

N480 Senior Computer Science Capstone
30 hours, 3 credits
The Senior Computer Science Capstone course provides a culminating and integrative educational experience. While participating in a team environment, students will design and implement a large-scale software project utilizing the skills and techniques they have mastered throughout their program of study. Class and small group meetings will be used for teams to demonstrate the progress of their projects as well as for the teams to meet and work. Team meetings outside of regularly scheduled class sessions will be required. Prerequisite: Must fall in last quarter of study.

N490 Digital Design and Art Theory
40 hours, 3 credits
This course covers the fundamentals of drawing through five elements of art (line, space, value, form, and texture). A series of exercises and assignments focuses on various applications involving light, shadow, perspective, figure drawing and historical studies. Prerequisite: none.
NM111 Introduction to Computer Graphics 40 hours, 3 credits
This course gives students an overview of desktop publishing and other graphic software that enables them to use the computer as a graphic design tool. Additional topics include file management, the Internet, basic keyboarding, and basic troubleshooting. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: none

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

NM115 Networking and Internet Technologies 40 hours, 3 credits
This course provides students with a practical understanding of the structure and operation of the Internet, including various communications and data transfer protocols, an overview of programming for the Internet, how to manage Internet security and e-commerce. Further, students will explore in-depth a variety of technologies and methods used on the Internet, such as network models and topologies as well as a range of security considerations. Students will be able to demonstrate proficiency in working with the Internet as a useful repository of desired information.
Prerequisite: none

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

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

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/Voice Editing 40 hours, 3 credits
Students learn the theory and processes of audio/ voice 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

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

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

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

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

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

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

NM262 Digital Media Assembly 40 hours, 3 credits
In this course, students will develop and apply scripts to control sprites, video, sound, and interactivity for informational and entertainment animations using authoring software. This 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 authoring programming languages allowing 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: Introduction to Multimedia Design

NM280 Multimedia Portfolio Development 20 hours, 3 credits
This course will provide students with the opportunity to develop a multimedia portfolio that may be used for job interviews, college applications, internships, and professional work. Students will work on designing a multimedia presentation that will be displayed in the student's portfolio. This portfolio will be reviewed and critiqued by the instructor and by peers.
Prerequisite: Multimedia Technologies

NU140 Nursing Pharmacology 30 hours, 3 credits
This course is designed to develop the student’s knowledge of the basic pharmacologic concepts and principles of medications and their use by nurse as therapeutic agents for clients of all ages. Mechanism of drug action, pharmacokinetics, and adverse reactions are discussed. Students will learn major drug classifications, selected prototypes, along with newer drug discoveries and medications management. Legal and ethical responsibilities are also addressed. Integration of problem-solving and mathematical calculations related to safe medication administration is a critical part of the course.
Prerequisites: Admission to the Nursing Program; English Composition; English Composition 2, Advanced Algebra; Anatomy & Physiology I; Introduction to Sociology; General Psychology; Human Growth and Development

NU150 Fundamentals of Nursing 180 hours, 10 credits
This course provides the foundation for the nursing program. Emphasis on Rasmussen's Mission and Philosophy, Core values, and curricular framework is included. Students are introduced to the history and professional standards of nursing practice and the nursing process. Emphasis is on core concepts in nursing such as: nutrition, oxygenation, communication, caring, critical thinking, teaching and learning, as well as legal and ethical principles. Pain, infection control, health assessment, diversity, safety, and life span considerations are also discussed.
Prerequisite: Nursing Pharmacology

NU160 Adult Nursing I 160 hours, 9 credits
In this course, students will be introduced to the physiologic response of the human body to diseases affecting various body systems. Pathophysiology mechanisms of specific diseases are covered with an emphasis on critical thinking and development of an individualized plan of care to manage the manifestations of the disease. Special emphasis is placed on cultural responses and differences if they exist. This course also includes a section introducing mental health nursing, mental health diseases and the pathophysiology mechanisms of specific diseases according to the DSM-IV. Emphasis on client-patient relationships, therapeutic communication, and current treatment as well as pharmacology interventions to manage mental health disorders is also included.
Prerequisites: Adult Nursing I

NU212 Adult Nursing III 140 hours, 8 credits
In this course, students will learn to apply the holistic nursing process in the care of diverse, multicultural patients who have complex medical conditions. The course includes the recognition of appropriate pharmacologic management of symptoms, with a focus on palliative and end of life care. Professional nursing organized as students enhance critical thinking skills and practice clinical decision making which include the principles of delegation, prioritization, and management.
Prerequisites: Adult Nursing II and Maternal Child Nursing

NU221 Maternal Child Nursing 160 hours, 9 credits
This course is designed to introduce the student to the nurse’s role in providing care to the childbearing family population. Emphasis is placed on the development of knowledge and skills related to the child bearing family, labor and delivery, and the postpartum period. Students will study a plan of care to address the childbearing family population. Students will learn to apply the nursing process in the care of diverse and multicultural women, newborns, children, and their families. Emphasis is placed on the integration of theory from nursing and related fields including: genetics, growth and development, standards of clinical practice, evidence based care, communication, family systems, pharmacologic use, and critical thinking in planning and providing care.
Prerequisite: Adult Nursing II

NU232 Nursing Rule and Scope 40 hours, 4 credits
This course is designed to assist the graduating student in the transition to the role of the registered nurse. Client care management and delegation concepts are stressed. The legal, ethical and professional responsibilities of the registered nurse are also emphasized. Students will be required to successfully complete an exit exam and demonstrate readiness to sit for the NCLEX-RN exam.
Prerequisite: Adult Nursing II

Co-requisite: Adult Nursing III

PL100 Introduction to Law and the Legal System 40 hours, 4 credits
Students will examine the American legal system from a variety of perspectives. They will survey topics including essential history, the working structure of government, issues of court procedure, and specific legal concepts. In addition, they will investigate the role of the paralegal in the legal system, and the impact of legal ethics on the paralegal. Paralegal students will gain a foundation for further paralegal study, and students from other disciplines will gain an appreciation for the legal system’s impact on their disciplines. Students will prepare a resume as part of this course.
Prerequisite: none
PL121 Civil Litigation and Procedure I
40 hours, 4 credits
Students will examine the lawyers and paralegal roles in handling civil cases and the means by which the objectives of litigation may be achieved. Strategy and mechanics of civil procedure will be explored in depth, and students will be required to prepare complaints, motions, and answers.
Prerequisite: Introduction to Law and the Legal System
PL122 Civil Litigation and Procedure II
40 hours, 4 credits
Students will continue to develop and refine litigation skills. The course will focus on discovery, pre-trial procedure, trial procedure, post-trial procedure, and initial appellate documents.
Prerequisite: Civil Litigation and Procedure I
PL142 Contracts: Managing Legal Relationships
40 hours, 4 credits
This course will provide students with a practical approach to the law of contracts. The class discussions and assignments will include analyzing contracts, breach of contracts, and the remedies provided for a breach of contract.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate
PL145 Paralegal Ethics
40 hours, 4 credits
This course provides a strong theoretical and practical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in paralegal studies, but also how to resolve these issues with sound moral decisions and proper responses.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate
PL215 Real Estate Law
40 hours, 4 credits
This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sale agreements, deeds, mortgages, closing statements with disclosures and other real estate related documents.
The student will have a working knowledge of title searches and a thorough understanding of closing procedures. The student will also become familiar with mortgage foreclosures, landlord/tenant law, and zoning regulations.
Prerequisite: Introduction to Law and the Legal System
PL216 Corporate Law
40 hours, 4 credits
This course will provide students an overview of the formation, operation, and dissolution of the corporate entity. Stockholders rights and remedies as corporate owners will be examined. Corporate documents and corporate formalities will be discussed.
Prerequisite: Introduction to Law and the Legal System
PL225 Law Office Technology: Cyberspace and the Paralegal Profession
40 hours, 4 credits
This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law-oriented computer software applications. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time, and bookkeeping. The course may include computer-based legal research and document movement.
Prerequisite: Introduction to Law and the Legal System
PL228 Torts: Auto Accidents and Other Legal Injuries
40 hours, 4 credits
This course examines the fundamentals of tort law and provides a basic understanding of the principles of tort litigation. Through classroom discussions, projects and supervised library research, students will develop an overview of causes of actions in torts and their relevancy to the paralegal.
Prerequisite: Introduction to Law and the Legal System
PL230 Family Law
40 hours, 4 credits
This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to present cases in court, family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, cohabitation, divorce, annulment, custody and support, adoption, guardianship and paternity. Students will draft pleadings and documents including antenuptial and property settlement agreements.
Prerequisite: Introduction to Law and the Legal System
PL235 Legal Research
40 hours, 4 credits
This course introduces the Legal Research process for paralegals. An overview of legal source materials and how and when they are incorporated in the legal research process will be examined. Students will become familiar with the information literacy skills specific to the Paralegal field by working with primary sources, like state and federal enacted law and secondary sources, like legal encyclopedias, treatises, and state specific practice books. Students will develop skills such as legal application, analysis, and synthesis skills by identifying and classifying the best sources that apply to legal problems. Students will evaluate the relevance of sources for specific problems and critically evaluate the level of authority of various legal sources.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate
PL240 Legal Writing
40 hours, 4 credits
After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis, and to an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written opinions. Students will use the results of their research from the Legal Research course in connection with at least three (3) significant writing projects, including memoranda of law. High level communication skills will be developed to effectively communicate in writing to different potential readers, including clients, attorneys, in an office, trial court judges, and appellate panel judges. Analysis and preparation of high level legal content as well as formatting, citation rules, and other items needed for writing in this field will be developed. Students will organize an appellate brief which requires specific, rule based, formatting and structural content. This content includes items such as tables of cases and other authorities, a table of contents, statement of the case, argument, and conclusion.
Prerequisites: Legal Research; English Composition
PL280 Paralegal Capstone
60 hours, 5 credits
This course will provide students with an opportunity to integrate learning, skills, and theoretical knowledge from the Paralegal program in the form of real-world paralegal activities simulated in the online environment. Interview videos will be reviewed and analyzed, parish legal work is completed, and “electronic office” and “paperless office” methods will be practiced.
Prerequisite: Law Office Technology: Cyberspace and the Paralegal Profession; Students must complete their last or second-to-last quarter
PL290 Paralegal Internship
130 hours, 5 credits
This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by their supervisor at the conclusion of the internship.
Prerequisite: Students must be enrolled in their last or second-to-last quarter
PT105 Introduction to Pharmacy
40 hours, 4 credits
An introduction to the technician’s role in pharmacy practice. The student will gain a basic understanding of pharmacy practice topics to include medication management, dosage calculation, and converting drug amounts. The course will provide students with a basic understanding of 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 gain 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 review and interpret insurance contracts. Students will gain understanding of the various payment methods received by retail pharmacies. The student will explore various automation machines used within pharmacy settings.
Prerequisites: Pharmacy Math and Dosages
PT230 Unit Dose/IV Lab
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 within an institutional setting. Emphasis is on correctly filling orders with correct drug, dosage, and frequency. The IV lab 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
PT235 Pharmacy Technician Practicum I – Outpatient/Retail
90 hours, 3 credits
This course offers supervised practical experience in outpatient settings with a minimum of 90 hours of internship experience in the unit-dose area of a pharmacy. The practicum will be under the direction of practicing pharmacists and pharmacy technicians. This practicum will allow the student to gain experience as a pharmacy technician in actual pharmacy settings and is essential to training.
Prerequisites: Pharmacy, Pharmacy Software/Automation/Insurance Billing
PT236 Pharmacy Technician Practicum II – Unit Dosage/IV
90 hours, 3 credits
This course offers supervised practical experience in pharmacy settings with a minimum of 90 hours of internship experience in the particular area of pharmacy designated by the practicum. The internships will be under the direction of practicing pharmacists and pharmacy technicians. The practicum course allows the student to gain experience as a pharmacy technician in actual pharmacy settings and is essential to training.
Prerequisite: Unit Dose/IV Lab
PT285 Pharmacy Technician Capstone
30 hours, 4 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.
Prerequisite: 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 five or fewer errors is the course goal.
Prerequisite: none
S120 Word for Windows
40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Word. Students will be introduced to word processing features ranging from the creation of new documents to mail merge and web pages. This course is designed to help prepare students for the Word portion of the MOS certification exam.
Prerequisite: Computer Applications and Operating Systems Concept
SD110 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 deployed. Instruction will focus on mobile development best practices for ease and efficiency of program development.
Prerequisite: Java
SD225 Object-Oriented Programming
40 hours, 3 credits
This course will provide students with an understanding of the basic concepts of object-oriented programming including encapsulation, inheritance, and polymorphism. Students will explore the uses of class templates as well as their attributes, behaviors, and the methods that can be applied to them. Programs will be developed and implemented utilizing the Java programming language.
Prerequisite: Fundamentals of Programming

W208 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 learn how to effectively create web pages using the JavaScript programming language. Students will gain exposure to programming, debugging, and testing web pages created with this language. This course builds upon HTML principles.
Prerequisites: Introduction to HTML; Fundamentals of Programming

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

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

W125 Introduction to Visual Basic
40 hours, 3 credits
The students who take this course will learn to create basic applications using Visual Basic .NET. It covers language basics and program structure. Topics include graphical interface design and development, control properties, event-driven procedures, variables, scope, expressions, operators, functions, decision-making structures, looping structures, and database access files.
Prerequisite: Fundamentals of Programming

W201 Advanced Visual Basic
40 hours, 3 credits
The students who take this course will learn to create applications using Visual Basic .NET. This course incorporates the basic concepts of programming, problem solving, and programming logic, as well as the design techniques of an object-oriented language. Topics in the course include graphic interface design and development, control properties, DBMS, SQL, and ASP.NET.
Prerequisite: Introduction to Visual Basic

W210 Java I
40 hours, 3 credits
Students will work with the Java programming language to learn about Java bytecode programs and how they are executed within a Java virtual machine. Students will study class libraries and gain an understanding of how they perform important computing tasks, how they interact with computer hardware and operating systems, and how they handle deficiencies encountered on computing platforms. Concepts such as Graphical User Interfaces, multimedia development, and web programming will be explored as well as the use of Java programming in the development of applications for mobile devices.
Prerequisite: Object-Oriented Programming

W114 Fundamentals of Programming
40 hours, 3 credits
Students will work with the Java programming language to learn about Java bytecode programs and how they are executed within a Java virtual machine. Students will study class libraries and gain an understanding of how they perform important computing tasks, how they interact with computer hardware and operating systems, and how they handle deficiencies encountered on computing platforms. Concepts such as Graphical User Interfaces, multimedia development, and web programming will be explored as well as the use of Java programming in the development of applications for mobile devices.
Prerequisite: none

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

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

W210 Java I
40 hours, 3 credits
Students will work with the Java programming language to learn about Java bytecode programs and how they are executed within a Java virtual machine. Students will study class libraries and gain an understanding of how they perform important computing tasks, how they interact with computer hardware and operating systems, and how they handle deficiencies encountered on computing platforms. Concepts such as Graphical User Interfaces, multimedia development, and web programming will be explored as well as the use of Java programming in the development of applications for mobile devices.
Prerequisite: Object-Oriented Programming

W14 Fundamentals of Programming
40 hours, 3 credits
Students will work with the Java programming language to learn about Java bytecode programs and how they are executed within a Java virtual machine. Students will study class libraries and gain an understanding of how they perform important computing tasks, how they interact with computer hardware and operating systems, and how they handle deficiencies encountered on computing platforms. Concepts such as Graphical User Interfaces, multimedia development, and web programming will be explored as well as the use of Java programming in the development of applications for mobile devices.
Prerequisite: none
The information below details our student completion rate, our College-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

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### TUITION AND FEES

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

<table>
<thead>
<tr>
<th>SCHOOL OF BUSINESS</th>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Stafford Loans³</th>
<th>Private Loans⁴</th>
<th>Institutional Loans⁵</th>
<th>Illinois Tuition and Fees⁶</th>
<th>Illinois Books and Supplies⁷</th>
<th>Room and Board⁸</th>
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<tbody>
<tr>
<td>Accounting</td>
<td>Associate's</td>
<td>43-3031</td>
<td>36%</td>
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<td>$0</td>
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<tr>
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<td>NA*</td>
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<tr>
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<td>Certificate</td>
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<tr>
<td>Business</td>
<td>Diploma</td>
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<td>36%</td>
<td>NA*</td>
<td>$20,053</td>
<td>$0</td>
<td>$0</td>
<td>$17,641</td>
<td>$2,400</td>
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<td>Business Management</td>
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<td>91%</td>
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<td>Healthcare Management</td>
<td>Bachelor's</td>
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<tr>
<td>Human Resources and Organizational Leadership</td>
<td>Associate's</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<tr>
<td>Human Resources and Organizational Leadership</td>
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<td>NA*</td>
<td>NA*</td>
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<td>NA*</td>
<td>$17,342</td>
<td>$2,250</td>
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</table>

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

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

**Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.
# Student Investment Data

## School of Education

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans3</th>
<th>Institutional Loans5</th>
<th>IL Tuition and Fees6</th>
<th>IL Books and SUP7</th>
<th>Room and Board8</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>44%</td>
<td>98%</td>
<td>$19,464</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Early Childhood Education–Child Development</td>
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<td>44%</td>
<td>98%</td>
<td>$19,464</td>
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<td>$0</td>
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<tr>
<td>Early Childhood Education–Child with Special Needs</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>44%</td>
<td>98%</td>
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<td>$27,807</td>
</tr>
<tr>
<td>Early Childhood Education–English Language Learner</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
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<td>98%</td>
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</tr>
<tr>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,631</td>
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<tr>
<td>Early Childhood Education–Child Development</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
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<td>100%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,631</td>
</tr>
<tr>
<td>Early Childhood Education–Child with Special Needs</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>100%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<tr>
<td>Early Childhood Education–English Language Learner</td>
<td>Diploma</td>
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<td>100%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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## School of Design

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans3</th>
<th>Institutional Loans5</th>
<th>IL Tuition and Fees6</th>
<th>IL Books and SUP7</th>
<th>Room and Board8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Design and Animation</td>
<td>Bachelor's</td>
<td>27-1014</td>
<td>68%</td>
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<tr>
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<td>72%</td>
<td>$24,877</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Multimedia Technologies–Web Design</td>
<td>Diploma</td>
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## School of Health Sciences

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<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans3</th>
<th>Institutional Loans5</th>
<th>IL Tuition and Fees6</th>
<th>IL Books and SUP7</th>
<th>Room and Board8</th>
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<tbody>
<tr>
<td>Health Information Management</td>
<td>Bachelor's</td>
<td>29-2071</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$54,418</td>
<td>$7,350</td>
</tr>
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<td>Health Information Technician</td>
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<td>$0</td>
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<tr>
<td>Medical Administration</td>
<td>Associate's</td>
<td>43-6013</td>
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<td>82%</td>
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<td>$0</td>
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<tr>
<td>Medical Administration</td>
<td>Diploma</td>
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<td>10%</td>
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<tr>
<td>Medical Assisting</td>
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<td>NA*</td>
<td>NA*</td>
<td>$20,930</td>
<td>$2,850</td>
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</table>
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### SCHOOL OF JUSTICE STUDIES

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loan**</th>
<th>Private Loan*</th>
<th>Institutional Loan*</th>
<th>Illinois Tuition and Fees</th>
<th>Illinois Books and Supplies</th>
<th>Room and Board*</th>
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</thead>
<tbody>
<tr>
<td>Criminal Justice</td>
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<td>NA*</td>
<td>NA*</td>
<td>$27,209</td>
<td>$3,450</td>
<td>$0</td>
</tr>
<tr>
<td>Paralegal</td>
<td>23-2011, 23-2099</td>
<td>41%</td>
<td>78%</td>
<td>$24,539</td>
<td>$0</td>
<td>$0</td>
<td>$29,003</td>
<td>$3,600</td>
<td>$0</td>
</tr>
</tbody>
</table>

### SCHOOL OF NURSING

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loan**</th>
<th>Private Loan*</th>
<th>Institutional Loan*</th>
<th>Illinois Tuition and Fees</th>
<th>Illinois Books and Supplies</th>
<th>Room and Board*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing (RN to BSN)</td>
<td>29-1141</td>
<td>79%</td>
<td>NA*</td>
<td>$18,263</td>
<td>$0</td>
<td>$0</td>
<td>$20,332</td>
<td>$2,550</td>
<td>$0</td>
</tr>
<tr>
<td>Professional Nursing</td>
<td>29-1141</td>
<td>90%</td>
<td>95%</td>
<td>$19,910</td>
<td>$0</td>
<td>$0</td>
<td>$24,660</td>
<td>$3,000</td>
<td>$0</td>
</tr>
</tbody>
</table>

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

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

**Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.
### Student Investment Data

<table>
<thead>
<tr>
<th>SCHOOL OF TECHNOLOGY</th>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Illinois Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science (Bachelor's)</td>
<td>Bachelor's</td>
<td>15-1133</td>
<td>NA*</td>
<td>NA*</td>
<td>$49,634</td>
<td>$6,600</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Game and Simulation Programming (Bachelor's)</td>
<td>Bachelor's</td>
<td>15-1131</td>
<td>64%</td>
<td>67%</td>
<td>$28,165</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Information Security (Bachelor's)</td>
<td>Bachelor's</td>
<td>15-1122</td>
<td>NA*</td>
<td>NA*</td>
<td>$55,016</td>
<td>$8,250</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management - Network Security (Associate's)</td>
<td>Associate's</td>
<td>15-1150</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management - Computer Information Technology (Associate's)</td>
<td>Associate's</td>
<td>15-1150</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management - Computer Information Technology (Diploma)</td>
<td>Diploma</td>
<td>15-1150</td>
<td>29%</td>
<td>NA*</td>
<td>$20,183</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management - General (Associate's)</td>
<td>Associate's</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>$27,807</td>
<td>$3,450</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management - General (Diploma)</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,033</td>
<td>$3,450</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management - Network Administration (Associate's)</td>
<td>Associate's</td>
<td>15-1150</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management - Network Administration (Diploma)</td>
<td>Diploma</td>
<td>15-1150</td>
<td>29%</td>
<td>NA*</td>
<td>$20,183</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management - Network Security (Diploma)</td>
<td>Diploma</td>
<td>15-1150</td>
<td>29%</td>
<td>NA*</td>
<td>$20,183</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management (Bachelor's)</td>
<td>Bachelor's</td>
<td>15-1142</td>
<td>NA*</td>
<td>NA*</td>
<td>$54,717</td>
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<td>$0</td>
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<tr>
<td>Software Application Development (Associate's)</td>
<td>Associate's</td>
<td>15-1132</td>
<td>NA*</td>
<td>NA*</td>
<td>$25,415</td>
<td>$3,450</td>
<td>$0</td>
<td>$0</td>
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</tr>
<tr>
<td>Software Application Development (Certificate)</td>
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<td>15-1131</td>
<td>NA*</td>
<td>NA*</td>
<td>$11,960</td>
<td>$1,800</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Web Programming (Diploma)</td>
<td>Diploma</td>
<td>15-1134</td>
<td>29%</td>
<td>NA*</td>
<td>$20,183</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Web Programming (Associate's)</td>
<td>Associate's</td>
<td>15-1134</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
UNLESS OTHERWISE NOTED, THE POLICIES IN THIS CATALOG REPLACE ALL PREVIOUSLY ISSUED VERSIONS.

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

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

College Acceptance or Rejection of Application for Admission
The College will notify each applicant in writing of acceptance or rejection based on fulfillment of the following requirements:
- Completed application form and enrollment agreement
- An attestation of high school graduation or equivalency. If any information provided on the attestation is found to be false, the student will be subject to immediate dismissal from the College, all credits will be invalidated and any financial aid will have to be repaid.
- Completed College entrance placement examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College. Alternatively, applicants providing a college transcript* indicating a grade of C or higher in college-level English and/ or Mathematics are not required to complete Entrance Placement Examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the Reading and Writing sections of the placement examination. Students who have not completed a college-level Math course are required to complete the Math portion of the placement examination. To ensure their basic numeracy skills, students who test at a remedial Math level will be scheduled for B099 Foundations of Math, regardless of their anticipated Math/Natural Sciences general education course schedule.
- Successful completion of Rasmussen College Experience Course. All prospective students, except as noted below, of Rasmussen College must successfully complete the College Experience Course with a cumulative score of 80% or higher in order to continue the enrollment process. Students who do not successfully pass the College Experience Course with a score of 80% or higher on the first attempt will be allowed one additional opportunity to re-take the course three months after the start of the first attempt. The following students are exempt from the College Experience Course requirement: graduates of Rasmussen College within the last two years, students accepted into an AcceleratedED program; Early Honors program and Individual Progress students and re-entry students who have already successfully completed the College Experience Course.

Early Honors program and Individual Progress students will be required to successfully complete the Online College Readiness Course.
- All financial arrangements are complete, submitted and verified
- For selected programs, applicants must also pass a criminal background check. See additional information.
- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
- International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards. Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that (1) you are or expect to be a full-time student pursuing a degree at Rasmussen College; (2) you meet our admissions requirements; (3) you proved to us that you have enough financial resources to study and live in the U.S. without working illegally or suffering from poverty.
  - In addition to all other admissions requirements, students must be at least 16 years old to enroll at Rasmussen College. The College reserves the right to reject any applicant on the good faith belief that the applicant is seeking to enroll for any reason other than to obtain an educational degree or credential, or if the College determines that admission of the applicant would create a potential danger or disruption to the College or its existing students, staff and faculty.

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

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

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

In the spirit of this learning-focused approach to assessment, academic assessment at Rasmussen College follows a pattern of incoming, ongoing, and outcome assessment. The College has an academic assessment plan that it uses to evaluate and improve the quality of learning and teaching. The academic assessments used measure incoming student skills through a placement test to determine 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 most common method by which students will complete the various seminar courses, but there may be some variation from this depending on course sequence or other scheduled courses that are required for a student’s program completion.

- Students must complete the freshman seminar as part of their course requirements in the first quarter that 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 is to challenge students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Seminars assessments included in the seminar course focus on general education skills that provide the basis for lifelong learning. Among the required assessments compiled in the seminar courses are the components of the Graduate Achievement Portfolio (GAP), which may include communication, critical thinking, information literacy, and diversity awareness, depending on the course. Other external assessments may also be included in the seminar courses.

Re-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-enter. Re-entering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. For completion of Satisfactory Academic Progress, re-entering students are treated as continuing students and must meet progress 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 complete with all other college acceptance criteria as outlined in the current catalog before being accepted into the College as a re-enter. Determination of whether a student is eligible to re-enroll is based on the criteria below. A student will be allowed to start the enrollment process and re-enter if the student meets the following criteria:

- All enrollment criteria are met.
- All required Foundation Writing courses or placed into Reading and Writing Strategies previously or through re-test, and has a previous clear background check.

A re-entry request will either be approved or denied based on a review of the student's academic standing at the time of re-enrollment and any prior withdrawal from the College. The re-entry request or/and re-entry request and/or has an outstanding balance with the College or has not met the foundations course requirements at the time of the request. As part of the re-entry process the student will be required to participate in Project Rally following the Re-Entry Process Guidelines. The re-entry request will either be approved or denied based on a review of the student’s academic standing at the time of withdrawal, financial status and completion of online learning tools within Project Rally. A complete description and the requirements of re-entry application process are available through the Campus Registrar.

Background Checks

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

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

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

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

- Health Sciences
- Medical Assisting
- Medical Laboratory Technician
- Practical Nursing
- Surgical Technologist

In Minnesota, the following programs require background check in addition to the general background check for admission:

- Law Enforcement
- Law Enforcement Academic Development Skills
- Law Enforcement Skills

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

- Practical Nursing
- Professional Nursing

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

General Criminal and FDLE Background Check Process:

A student enrolling in any of the general criminal or FDLE background check designated programs must complete a Background Release Form, as well as a Background Check Attestation. Campuses will be notified directly of applicants whose background check results are clear. If the background check reveals any issues the College is not also notified. In such an event, 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, the student is also not eligible for financial aid while attending school for that program, and any financial aid funds disbursed must be returned to the lender. This also applies to a student whose appeals are denied. If a student is determined ineligible for admission, the following must be completed:

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

A student enrolling in a program that requires a background check will not have his/her aid submitted. If determined to be eligible either through a clear or possible letter or successfully going through the appeals process. This process may delay a student’s funding until the background check process is complete.

The College will send either a possible issue letter or a pre-adverse action letter to all applicants whose background check reveals a potential problem. A possible issue letter informs applicants that a potential problem revealed in their background check may prevent the student from completing any practicum activities, field trip experiences, and/or finding employment in-field after graduation. Applicants who receive a possible issue letter may acknowledge the issue and make an informed decision to continue with the program, or they may choose to change programs.

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

If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions within five business days of receiving the pre-adverse action letter and the College will review the appeal and issue a final decision. A student whose appeal has been denied has the right to request to file one request or reconsideration. The student must provide supplemental or additional information to support such a request for reconsideration.

Minnesota Department of Human Services Background Check Process:

A student enrolling in any of the MDHS designated programs must complete a Background Release Form, as well as a Background Check Attestation. If a student is not eligible for a program, he/she is also not eligible for financial aid while attending school for that program, and any financial aid funds disbursed must be returned to the lender. A student enrolling in a program that requires a MDHS background check will not have his/her aid submitted until the student is determined to be eligible either through a clear or possible letter or set aside letter. This process may delay a student’s funding until the background check process is complete.

A student who receives a MDHS yellow letter must complete a Background Release Form, as well as a Background Check Attestation. If the MDHS finalizes its decision by the end of the student’s first quarter, the student will be withdrawn from the College and not allowed to continue into a second quarter. If the MDHS finalizes its decision with a blue the clearance letter after the fall blow, the student will be eligible for re-entry/ enrollment for the next subsequent start date.

ADMISSIONS REQUIREMENTS

ACADEMIC INFORMATION AND COLLEGE POLICIES

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A student who receives a MDHS disqualification is determined to be ineligible for admission and must complete the following:

- All Title IV, state and grant aid grants, Scholarships and VA must be returned.
- The student must return all course materials.
- If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course materials. A student who receives a MDHS disqualification may choose not to apply for a Commissioner’s Reconsideration with the MDHS. If the Commissioner sets aside the disqualification, Rasmussen College will allow the student to apply for re-entry/re-enrollment for the next subsequent start date.

Immunization Requirements

Minnesota law (M.S. 135A.14) requires proof that all students born after 1957 are vaccinated against diptheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions. Non-exempt students must submit the required vaccination information within 45 days after their first enrollment, or they cannot remain enrolled. Please see the campus for a list of possible exemptions.

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

Applying For Admission into the School of Nursing

Applicants pursuing admittance into a Practical Nursing or Professional Nursing Program must complete the following steps in order to be deemed eligible for admission:

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

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

- TEAS Score for admissions eligibility for Associate Degree Nursing (ADN) program: 60% or higher composite score
- 3. Complete Application Requirements: Applicants successful in completing the College entrance placement exam requirements and the School of Nursing Entrance Exam must complete the following prior to being deemed eligible for consideration for admission:
  - Rasmussen College Application
  - Health Physical and proof of vaccinations
  - The student will be required to have current Basic Life Saving & Cardio Pulmonary Resuscitation Certification with Defibrillator (BLS – CPR with Defibrillator). The certificate must have been issued by either the American Heart Association Healthcare Professionals or American Red Cross Professional Rescuers.
  - Criminal Background Screening
  - Any additional program specific requirements as specified at the time of enrollment.

Applicants with prior college credits will receive a transcript evaluation during the admissions process. Applicants will receive a letter from the College in the mail confirming acceptance once all admissions requirements have been met, including attendance at programmatic orientation. Accepted applicants must attend the Rasmussen College General Orientation and the School of Nursing Orientation. Failure to attend both orientation sessions will result in dismissal from the program. Former nursing students in good standing with the School of Nursing who have not been enrolled for more than 12 months must successfully repeat the School of Nursing Entrance Exam or ATI Exam to be deemed eligible for reenrollment into the nursing program through a consultation with the Dean of Nursing.

Entrance Requirements for Software Application Development Certificate and Associate’s, Computer Science Bachelor’s, and Game and Simulation Programming Bachelor’s Programs

Minimum scores of 22 on the Math portion and 25 on the Writing portion of the STEP test are required for entry into these programs. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or college-level algebra 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). Please speak with a Program Manager for details.

Paralegal Certificate Entrance Requirements

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

Entrance Requirements for Health Information Management Bachelor’s Program

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

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.
- Students must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).
- Students must submit a signed Early Honors High School Approval Form.
- Students must be high school seniors and have a 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 to the Early Honors Program.
- The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.
- A minimum of 20 Early Honors students will be accepted per quarter, per campus.
- To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.
- Students may take up to 4 credits per quarter without a tuition charge. The student must meet with the Director of Admissions and Dean before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule. After receiving a grade of B or higher in their 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.

- 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 course at the discretion of the student’s high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.
- Students may apply to a full program of study by completing an Application for Admission.
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.

### PRIMARY SOURCES OF FINANCIAL AID AND HOW TO APPLY

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GIFT AID</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$600 - $5,645</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>Federal Supplement 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></td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender and Entrance Counseling</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 and Entrance Counseling</td>
</tr>
<tr>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>For credit-worthy parents of dependent undergraduates. Up to college cost of attendance.</td>
<td>PLUS application and Promissory Note processed through College and Lender</td>
<td></td>
</tr>
</tbody>
</table>

### VETERANS’ BENEFITS

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterans’ Benefits</td>
<td>Veterans and dependents, 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>

### SCHOLARSHIP AND GRANT PROGRAMS

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

**Achieve Scholarship**
New prospective students enrolling at Rasmussen College for the October 7, 2013 academic start and taking 12 or more credits per quarter may be eligible for the Achieve Scholarship. The Achieve Scholarship awards recipients up to $8,000 (U.S.) in quarterly increments (of $500 per quarter) while attending Rasmussen College. Students in the Nursing Programs (Practical Nursing and Professional Nursing) and AcceleratedED programs are not eligible for the scholarship. For a complete list of terms and conditions, visit rasmussen.edu/achieve or talk to a Program Manager.

**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.

**Military Discount**
All current and retired military personnel, as well as veterans, enrolling in a Degree, Diploma, or Certificate program may be eligible for a tuition discount. In addition, the College will extend the discount to the spouse and dependents, age 18-21, of any service member on active duty as outlined above.

**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
- Military Discount
- Corporate Discount
- AcceleratedED Partner Success Grant
- Achieve Scholarship

**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.

**High School Professional Program**
Rasmussen College waives tuition for High School Teachers and Counselors who meet the required criteria.

This program is only available to teachers and counselors who are employed at a high school (grades 9-12) in Minnesota, North Dakota, Florida, Illinois, Kansas and Wisconsin.

Current status as a high school professional will be verified by Rasmussen College prior to the initial start of any course. Attendance is required at an orientation, which must be completed prior to the start date of the professional’s first course. Offer is limited to one course, per quarter, per high school professional. A maximum of 50 seats in online courses will be made available to high school teachers and counselors each quarter. There is no maximum on cumulative number of classes that may be taken. Tuition free courses for high school professionals are offered on a space-available basis, with priority given to 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.
ACADEMIC INFORMATION AND COLLEGE POLICIES

ACADEMIC POLICIES

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

Class Standing
Rasmussen College determines class standing by the number of credit hours a student has completed. The College assigns class standings according to the following criteria:
- Freshman: 0–36 credits completed
- Sophomore: 37–72 credits completed
- Junior: 73-129 credits completed
- Senior: 130 or more credits completed

These Programs May Also Be Offered Online

Bachelor’s Degrees
- Accounting
- Business Management
- Criminal Justice
- Digital Design and Animation
- Game and Simulation Programming
- Healthcare Management
- Human Services
- Information Technology Management (all specializations)
- Medical Administration
- Multimedia Technologies (all specializations)
- Paralegal
- Pharmacy Technician
- Web Programming

Diplomas
- Accounting
- Business
- Criminal Justice
- Early Childhood Education (all specializations)
- Human Services
- Information Technology Management (all specializations)
- Medical Administration
- Medical Billing and Coding
- Multimedia Technologies (all specializations)
- Pharmacy Technician
- Web Programming

Certificates
- Accounting
- Business
- Early Childhood Education (all specializations)
- Human Services
- Law Enforcement Academic
- Medical Billing and Coding
- Paralegal
- Pharmacy Technician

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

Developmental Education and Rasmussen College Entrance Placement Exam Attendance Policy
The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college-level classes. Placement in Foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students, and to providing educational opportunities to those who enroll. All new students who enroll in a Degree, Diploma, or Certificate program are required to take the Rasmussen College Entrance Placement Exam reading, writing, and math placement tests. Applicants providing a college transcript indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete College entrance placement examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the reading and writing sections of the placement examination. Students who have not completed a college-level math course are required to complete the math portion of the placement examination. Returning students who did not take the STEM or COMPASS test but who have successfully completed the General 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. Coursework in Math or English that is numbered below 100 is considered to be developmental. College entrance placement examination scores are used to appropriately place students in English and Math courses according to skill level. See Entrance Assessment Table for placement scores. These credits are not counted toward graduation, and each must be passed with a grade of “SX” 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 B090 Reading and Writing Strategies are not eligible for admission to Rasmussen College. Student who place below the level of B090 Reading and Writing Strategies and are not admitted to Rasmussen College may, after three months, have the option to re-take the assessment test. The College entrance placement examination may not be re-taken for initial placement purposes after the first attempt. An initial Foundation level placement obtained, 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 who are enrolled in developmental education must complete one such course in their first full quarter of enrollment. Additionally, all required developmental education courses must be taken in the student’s first two quarters of enrollment. If a student withdraws from or does not pass a developmental education course, the student must successfully complete that course prior to the subsequent full quarter of enrollment or the student will be dismissed from the College. Developmental education courses in Illinois are B080 and B095. A “full quarter” excludes the mid-quarter start.

Foundation Course Grading
1. All Foundation courses are satisfactory/unsatisfactory (SX/UX) courses.
2. Students pass B080 Reading & Writing Strategies if they achieve a final grade percentage of 73% or higher.
3. Students pass B095 Combined Basic & Intermediate Algebra if they achieve a final grade percentage of 73% or higher.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Letter</th>
<th>SX/UX</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>A-T</td>
<td>Yes</td>
</tr>
<tr>
<td>A-</td>
<td>A-T</td>
<td>Yes</td>
</tr>
<tr>
<td>A</td>
<td>NA</td>
<td>No</td>
</tr>
<tr>
<td>A-</td>
<td>NA</td>
<td>No</td>
</tr>
<tr>
<td>B+</td>
<td>YES</td>
<td>Yes</td>
</tr>
<tr>
<td>B</td>
<td>YES</td>
<td>Yes</td>
</tr>
<tr>
<td>B-</td>
<td>YES</td>
<td>Yes</td>
</tr>
<tr>
<td>C+</td>
<td>YES</td>
<td>Yes</td>
</tr>
<tr>
<td>C</td>
<td>YES</td>
<td>Yes</td>
</tr>
<tr>
<td>C-</td>
<td>YES</td>
<td>Yes</td>
</tr>
<tr>
<td>D+</td>
<td>YES</td>
<td>Yes</td>
</tr>
<tr>
<td>D</td>
<td>YES</td>
<td>Yes</td>
</tr>
<tr>
<td>F</td>
<td>YES</td>
<td>Yes</td>
</tr>
<tr>
<td>F</td>
<td>NA</td>
<td>No</td>
</tr>
</tbody>
</table>

Common Grading System Percentage Scale
Letter Grade | Percentage Range
-----------|-------------------
A           | 90 to 92%
A-          | 89 to 87%
B+          | 86 to 83%
B            | 82 to 80%
B-           | 79 to 77%
C+           | 76 to 73%
C             | 72 to 70%
C-           | 69 to 67%
D+           | 66 to 63%
D             | 62 to 60%
F             | Below 60%

Point Scale
Alphabetical Grading System
Grade of SX applies to Foundation and College Experience courses. Grade of UX applies to Foundation and College Experience courses. Grades of SX/UX apply to Seminar courses. Grade of WX applies to Foundation, Military Leave, and Medical Leave. Weekly and Semester grades are A, B, C, D, F. Additional grades are A+ and F+. Grade of W is assigned for exams, assignments, quizzes, and other coursework requirements. Laboratory and clinical learning performance is graded as satisfactory (S) or unsatisfactory (U). Satisfactory performance (score of 70% or higher) in the laboratory and clinical area is required to earn a passing grade in the Nursing course. Failure to earn a satisfactory grade in the laboratory and/or clinical component will result in failure of the Nursing course.

Repeating Courses Policy
Students who are meeting Satisfactory Academic Progress may re-take courses up to three times, but only at regular tuition rates. Students repeating a course a second time must pay the credits for that course in a financial aid award calculation only if the original grade earned is an “F/FA.” If a student elects to repeat a course for which a grade above “F/FA” was earned, the credits are included in the financial aid award calculation only if the program requires a higher grade to be considered “passing” than what the student has previously earned. In this case if the student fails the previously passed course all future eligibility to receive financial aid for that course is discontinued. The credits for all repeated courses, along with the credits from prior attempts, will be included in credits attempted for the purposes of determining Satisfactory Academic Progress. The highest grade earned from a repeated course will be used in the calculation of the student’s cumulative GPA.
3. The student’s Dean must be informed of the incomplete completed by instructor. Incompletes will be granted readily and instructors will take the following into consideration when granting an incomplete:
   a. The work to be completed must be regular and instructors will take the following into consideration when granting an incomplete:
   b. The student can reasonably be expected to complete the work by the deadline.
   c. The student's grade will be significantly 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.

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

5. Allowing the student extra time compensates for events or conditions not within the student’s control (e.g., illness, emergencies, etc.).

6. Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to make up "extra work" if not completed on time.

7. 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 years of the last day of the term. An incomplete grade completed by the deadline will be changed to the calculated alternate grade designated by the instructor on the incomplete form and will be included in the cumulative grade point average. The final grade awarded for the course is included in the calculation of the cumulative grade point average.

Policy for Change of Grade

On occasion it is appropriate to change a final grade submitted by an instructor at the end of a quarter. Except for situations outlined below, only the instructor who issued the original grade may authorize its change. Instructors may change grades at their discretion, with the following guidelines:

Circumstances that may warrant a change of grade include:
- Emergency situations that prevent a student from submitting a petition to receive an incomplete grade. Examples of such emergencies are hospitalization, car accident, death of a close family member, or mandatory military service.
- Misclassification 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 Temporary Term or Family leave. Grade changes must be consistent with course policies as outlined on the syllabus. In particular, stated policies regarding the acceptance of late work and how points are apportioned must be followed.
- Students must contact their instructors within one week of the start of a subsequent term regarding grade changes. Instructors will have one week from the time they are contacted by students to correct any errors for grade changes. No grade changes may be made after the end of the second week of the subsequent quarter, other than those disputes which must be resolved between instructors and students should be directed to the appropriate Dean.
- Circumstances where a grade change may be authorized later by someone other than the original instructor include:
  - Administrative errors regarding grades will be corrected by the academic staff as soon as they are identified.
  - If the original instructor is no longer available to submit a grade change (for example, an adjunct instructor no longer employed at the Colleges), the Academic Dean may determine if a grade change is appropriate.
  - The Dean may authorize grade changes in order to settle academic appeals.

School of Nursing Incomplete Grade Policy and Policy for Change of Grade

The Incomplete Grade Policy and Policy for Change of Grade, above, apply to students in the School of Nursing, with the following exceptions:

Students taking the Nursing Role and Scope or Leadership in Nursing course who do not earn a score of 90% or higher on the ATI Comprehensive Predictor Exam on either their first, second, or third attempt, will receive an in-progress grade for the course and be scheduled for remediation through the campus and ATI services during the subsequent quarter. Upon completion of remediation, the student will retake the ATI Comprehensive Predictor Exam. Students who achieve a score of 90% or higher will receive a grade change. Students who score below 90% on the ATI Comprehensive Predictor Exam will fail the course and be scheduled to repeat Nursing Role and Scope or Leadership in Nursing as available in the following academic semesters.

This policy applies to the following courses:
- NUR 2280 Nursing Role & Scope (FL)
- NU223 Nursing Role & Scope (IL)
- NU280 Leadership in Nursing (WI)
- NU295 Leadership in Nursing (MN)

Program Changes

A student in good academic standing at the end of the current quarter will have the option of changing programs at the start of the next quarter as long as the request has been received prior to Friday of the first week of a quarter break. A student who is not meeting Satisfactory Academic Progress (SAP) as defined in the Standards of Satisfactory Academic Progress in this catalog who is changing to a lower credential within the same program, or a student who is selecting a different specialization within the same program, or a student who is requesting to change catalogs within the same program at the time of the request will be allowed to make changes regardless of the number of prior program changes. No appeal process is required. The request for the program change must be received prior to Friday of the first week of a quarter break.

A student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the end of the current quarter and does not meet any of the criteria above must file an appeal with the campus Program Change Appeal Committee. As part of the appeal process, the student will be required to submit a letter following the appeal process guidelines. The appeal will either be approved or denied based on a review of academic standing and progress to date with Rasmussen College and the information provided in the appeal letter.

A complete description and requirements of the program change appeal process is available through the Campus Registrar. A request for cabinet is required for enrollment in certain programs as determined in the background check section of the catalog. Students who do not successfully pass a background check will be terminated from the College. All program change appeals must be received no later than 30 days prior to the first week of a quarter break. 

If a student chooses to change his/her academic program, the student defaults to the current catalog curriculum requirements. On occasion, a student may choose to change his/her original catalog, assuming the desired program is still offered. A student who chooses to change programs must provide written authorization in the form of a completed change of status form and a new enrollment agreement.

Independent Study Policy

Independent study is 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 expected that there is no alternative and as infrequently as possible.

Students may take, and the College may offer, a course through independent study under the following conditions:

1. The course is not currently offered on-line or site.
2. Completion of the course is necessary for on-time graduation.
3. The need for the course in the quarter in question does not arise from the student’s decision to withdraw from the course in an earlier quarter, the student’s failure to satisfactorily complete the course in an earlier quarter, or the student’s decision to change programs.
4. The student will complete work of a similar quantity and quality as required in a regularly scheduled class and will meet the standard policies, procedures, and, where appropriate, the clock hour requirements of the course.
5. At least twice and at regular intervals during the quarter, the Dean will evaluate the student’s progress by reviewing work completed.

In addition to the above requirements, the student must meet the following guidelines:

Prior to the beginning of the independent study, the student and instructor must meet to define the following:
1. Where work will be performed each week.
2. Weekly objectives for work to be completed based upon the weekly objectives defined by the syllabus for an on-site class.
3. Progress checks to be reviewed by the Dean.
4. Standards of academic quality for the completion of the work.
5. Deadline for all work to be completed at the end of the quarter.

Prerequisites

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

Equipment

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

Graduation Requirements

Degrees, Diplomas, and Certificates are awarded solely on the merit and completion of regulations as listed, and on proper completion of the clock hours in attendance. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, and CNA programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed as course waivers, credit by examination, or other means.

Course hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.0 to receive a Degree, Diploma, or Certificate with a passing grade in each area.
Completion and submission of the components of the Graduate Academic Performance Report, as completed in the appropriate seminar courses designated for each program, is a graduation requirement. Students in Information Technology Management, Information Security, and Game and Simulation Programs must for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will pay for students to sit for the mandatory certification, as well as up to two additional recommended certifications. Payments will be made only upon certification. Students are responsible for paying for any additional attempts. Certificates or transcripts of credits may be given to those students taking individual subjects.

**Academic Overload Policy**

An academic or credit overload occurs when a student registers for more than 20 credits per quarter. Students wishing to schedule an overload must obtain the signature of the Student Advisor as well as the approval and signature of the Academic Dean of the campus in which they are enrolled. In order to apply for an overload, the student must have completed a minimum of 32 credits at Rasmussen College. The student must also be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average at least 2.75 to apply for an overload. Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 12 total credits in the approved quarter. For students who are newly transferring to the College, a minimum of 24 credits must be transferred to the College and the most recent GPA on a transcript must be 2.75 or higher. The student must apply for approval no later than two weeks prior to the start date of the session in which the overload is desired. Any future overload requests for transfer students must follow the Academic Overload Policy for the full term. The Academic Overload Approval Form is available through a Student Advisor.

**Drop/Add Class Policy**

Course registration practices ensure that the College is able to provide quality instruction through obtaining a minimum class size of 12 students per course. Full-quarter drop/add period:

- Students may add courses through the first Friday of the quarter, which is the close of the drop/add period.
- When a student notifies the College of withdrawal from a class:
  1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student’s transcript and tuition will not be charged.
  2. Following the first week of the quarter and on or before the sixth Friday of the quarter, students will receive a W/D on their transcript. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
  3. Following the sixth week of the quarter, students will receive an F/FA for any classes dropped. The student’s grade point average will be affected as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period. Students who fail to notify the College that they wish to withdraw from a class are still scheduled in the class, the credits for all courses will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

**Course Withdrawals**

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

**RASMUSSEN COLLEGE STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program as a prescribed timeframe and with the required standards of Academic Achievement by awarding honors to the student. The Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average at least 2.75 to apply for an overload. Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 12 total credits in the approved quarter. For students who are newly transferring to the College, a minimum of 24 credits must be transferred to the College and the most recent GPA on a transcript must be 2.75 or higher. The student must apply for approval no later than two weeks prior to the start date of the session in which the overload is desired. Any future overload requests for transfer students must follow the Academic Overload Policy for the full term. The Academic Overload Approval Form is available through a Student Advisor.

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  1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student’s transcript and tuition will not be charged.
  2. Following the first week of the quarter and on or before the sixth Friday of the quarter, students will receive a W/D on their transcript. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
  3. Following the sixth week of the quarter, students will receive an F/FA for any classes dropped. The student’s grade point average will be affected as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period. Students who fail to notify the College that they wish to withdraw from a class are still scheduled in the class, the credits for all courses will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

**Course Withdrawals**

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

**Online Courses**

Students will be required to take online courses in order to complete a degree. All new students will complete an orientation program prior to beginning classes. Online course activities and assignments at Rasmussen College are conducted via chat, email, message boards, and interactive websites. Tuition and fees for online courses are assessed at the same rate as for residential courses unless otherwise indicated. Online instructors receive training and support while operating in the online environment. No additional software and hardware based requirements for online courses is provided to students upon enrollment. Textbooks and other resources required for online courses are available from a Rasmussen College bookstore.

**Academic Honors**

Term Honors and Dean’s List Recognition

Each term, Rasmussen College recognizes outstanding academic achievement by awarding certificates of achievement. Enrolled, degree-seeking students who earn a term grade point average of 3.25-3.49 will receive an Honor Roll certificate. Enrolled, degree-seeking students who earn a term grade point average of 3.75-4.00 will receive a Dean’s List certificate.

**Graduation Honors**

Rasmussen College recognizes outstanding academic achievement by awarding graduates to students who meet minimum qualifications. Students who earn an Associate’s or Bachelor’s degree, complete all graduation requirements, and earn a cumulative grade point average of 3.50 or higher will graduate with honors and will receive gold cords for the graduation ceremony as a symbol of this achievement. Additionally, the following honors will be noted on the diplomas of Bachelor’s degree students:

- Cum Laude: Bachelor’s students who earn a cumulative grade point average of 3.50-3.669
- Magna Cum Laude: Bachelor’s students who earn a cumulative grade point average of 3.67-3.749
- Summa Cum Laude: Bachelor’s students who earn a cumulative grade point average of 3.75-4.00

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

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

### Appeals:

A student may appeal his/her assigned status of Not Eligible for Financial Aid to the Academic Review Committee, which will determine whether mitigating circumstances exist, and, if so, will forward the appeal to the Vice President of Compliance and Financial Services. All appeals must be made in writing and must address the nature of the circumstances that the student believes warrant exception to the policy stated above. All appeals will be reviewed and ruled on within 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 meet Satisfactory Academic Progress, but submits a successful appeal and has his/her eligibility for aid reinstated, he/she will be placed on Financial Aid Probation. A student is eligible for financial aid during the Financial Aid Probation period. At the end of the Financial Aid Probation period, the student must meet minimum SAP requirements to be eligible for further financial aid funding. A student who fails to meet either the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Probation period is not eligible for financial aid.

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

Students who withdraw from the College and later re-enter are treated as continuing students and must meet progress requirements. Re-entry does not negate previous academic status or any of the standards set by the standards of Eligibility. A student who withdraws and later re- enters 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 transferred in, the course will be added to the student's GPA calculations as described elsewhere in this section. A student terminated due to SAP may not re-enter the College unless he/she has completed coursework elsewhere that is acceptable for transfer into the College and will bring the student back into good standing.
TRANSFER OF CREDIT, PRIOR LEARNING AND WAIVERS

Transfer of Previously Earned College Credit and Prior Learning Assessments

General Transfer Credit Policy
Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below:

• Students who wish to transfer credits to Rasmussen College must first apply 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 reconsidered if the 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, and Surgical Technology programs must complete at least 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means, with the exception of “block transfer” candidates for the Surgical Technology and Medical Assisting Associate's degree programs.

• Students in the Professional Nurse’s Associate’s degree program must complete at least 45% of the program requirements at Rasmussen College, and no more than 55% may be completed via transfer credits, course waivers, credit by examination, or other means.

• Students eligible and approved for the Surgical Technology AAS Computer Block Transfer must only complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.

• Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.5 quarter credits. The calculated number is rounded down. Transfer credits based on a different unit of credit than quarters will be subject to conversion prior to being transferred.

• International transcripts must be evaluated by a NACES approved organization (National Association of Credential Evaluation Services) to ensure the student’s coursework is equivalent to Rasmussen course content. The evaluation is the student’s responsibility.

• Transfer credit is evaluated based on the program in which the student is enrolled.

• Credits earned at Rasmussen College will be transferred directly from one Rasmussen College campus to another. Only the classes that are applicable to the current program will be posted or calculated.

• Grade points from institutions other than Rasmussen College will be converted to a grade point average in the Rasmussen College grade point average, but will be counted as credits attempted and earned for determining Satisfaction of the Graduation. All credits considered to be earned toward program completion, including test-out, transfer, and course work completed at another college, are also counted.

• Courses which have been accepted for transfer will be listed on the student’s transcript with a Transfer (T) designation. Transfer credits which have been conditionally accepted pending the receipt of an official transcript will be listed with a Pending Transfer (PT) designation. Any pending transfer credits still remaining at the end of the student’s program will be removed and the student will be required to complete the program requirements in order to graduate.

• For students in the Law Enforcement Enforcement Academy, Criminal Justice, or Law Enforcement Skills Certificate programs, transfer credits for law enforcement specific classes (U or LE prefixes) can only be accepted if they are taken in a regionally or nationally 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, if available.

2-2 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 total of up to 91 quarter credits for graduates from outside institutions will be awarded.

• If a student has more AAS/AS credits than the enrolling program requires, then the student may have fewer upper-division courses to take. This credit from another college will provide a list of course credits for reduction when needed. This applies to the Business Management B.S. 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 unrequired electives.

• Students must complete the required number of credits in the program received from a Rasmussen College Bachelor of Science degree.

• For the Bachelor in Computer Science, the two year degree must be in an equivalent computer science field and have a programming course comparable to Programming II and a math course comparable to Calculus II in order to qualify. If those conditions are not met, the 2-2 policy cannot be applied.

• For the Bachelor in Health Information Management, qualifying Associate degrees have to be from a CAHIM accredited program and earned within the past five years. If the degree was obtained over five years ago, the student must provide work experience in the health information industry within the last five years and be approved by the Program Coordinator. The student may also enroll in the CAHIMS Institute and earn an Associate degree in any field. If so, the student must submit his/her AHIMA membership card, showing it as current.

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

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

In addition, these students will need to take Financial Accounting I, Financial Accounting II, Introduction to Business and Introduction to Human Resource Management in the core.

2) Business Programs:

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

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

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

General Education Block Transfer for Baccalaureate Candidates

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

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

• Conferred 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 20 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 transferred.

Medical Assisting Associate’s Degree Completer Block Transfer Policy

A block transfer of 51 core credits may be allowed into the Medical Assistant AAS program if one of the following criteria is met:

1. Graduated from a CAHEP or ABHES accredited MA diploma or certificate program within the past 3 years and holds a current CMA (AAAMA) / RMA (AMT) certification; or

2. Graduated over 3 years ago from a CAHEP or ABHES accredited MA diploma or certificate program, but has worked as a MA within the last 9 years and holds a current CMA (AAAMA) / RMA (AMT) certification.

Students may seek a course-by-course transfer credits or course waiver for MA250/ REA 2091 (Rasmussen College) courses they have a limited scope x-ray operators certificate. Students will need to complete 32 general education credits and E424 (Career Development) unless transferred in.

When applying this policy, the transfer maximum is 67%.
Rasmussen College Medical Assisting Diploma graduates who have previously earned a healthcare Certificate or Diploma and enroll into the Health Sciences AS program a total block transfer of 19 major core credits may be posted.

For students who have completed a Diploma or Associate’s degree in Medical Assisting and enroll in the Health Sciences AS program Phlebotomy Track a total block transfer of 25 major core credits may be posted.

For students who have completed a diploma or Associate’s degree in Medical Assisting and enroll into the Health Sciences AS program EKG Technician Track a total block transfer of 26 major core credits may be posted.

Previously completed coursework will be considered for transfer on a course-by-course basis. Students must complete 33% of their program at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, and other transfer credits. A five-year transfer limit for SOHS core courses, including the block transfer applies to this program.

RN to Bachelor of Science Nursing (RN to BSN) Program Students who have met the acceptance for admissions requirements and hold a current unencumbered Registered Nurse license and have successfully completed a Baccalaureate degree’s core curriculum in nursing will receive a block transfer, equivalent to 113 credits for their general education, nursing core and licensure.

Students who have met the acceptance for admissions requirements and hold a current RN license without an Associate’s Degree will receive 66 credits for their nursing core and licensure. The 47 credits of lower division General Education will need to be completed, unless transferred in from a previous college transcript.

- Upper division core classes are not transferable.
- Upper division General Education coursework is transferable and follows the standard Course by Course Transfer Policy.
- The total percentage of credits that may be transferred into the program is 75%.

Credit by Examination

Enrolled students may request credit by examination for courses if an exam has been developed.

- An examination score of 73% or higher is required to earn credit by examination.
- The examination grade will be posted as Test-out (TO) on the student transcript.
- Credits earned count in the transfer maximum.
- Credit by examination will not count as credits for financial-aid eligibility.
- A credit by examination may be taken only once for each course.

- If a student has already attempted the course, as indicated by a posted W/D or F/FA grade, no test-out attempt will be allowed.
- The following are not available for credit by examination.
  - Program specific Medical Assisting, Medical Laboratory Technician, Surgical Technology, and Nursing courses.
  - 200-level Pharmacy Technician courses.
  - Healthcare Information Technology, Healthcare Software/Automation/Insurance Billing, Career Development, practicum, or designated capstone courses are not available for credit by examination.

Course Waivers

Medical Coding Practicum Waiver

- Students with a minimum cumulative GPA of 3.0 in their program major courses may request a waiver for the Medical Coding Practicum course. Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the practicum.

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

Foundation of Child Development; Early Childhood Curriculum, Instruction, and Health, Safety and Nutrition/CDA Application Waivers

- Students who have a current and valid CDA Credential, awarded by the Council for Professional Recognition, and are enrolled in the Early Childhood Education Associate’s degree, Early Childhood Education Diploma, or Early Childhood Education Certificate may request a waiver from Foundations of Child Development; Early Childhood Education Curriculum and Instruction, and Health, Safety and Nutrition/CDA Application.
- The student’s credential will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Technology Waivers

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

School of Design Waivers

- Course waivers will be considered for students who have select professional certifications from Adobe (Certified Associate or Certified Expert) and Autodesk.
- Course waivers will be considered for specific courses within the School of Design related to the certification.
- Certifications must have been earned within the last three years.
- The student’s credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student’s transcript as a Course Waiver (CW).

School of Health Sciences Waivers

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

Fire Science Waivers

The following coursework is available only at the Romeoville Fire Science Academy location, and will not be offered through Rasmussen College:

- Fire Officer I Certificate
  - FS290 Fire Service Instructor I
  - FS250 Strategy & Tactics I
  - FS315 Fire Prevention
  - FS260 Management I: Fire Department Leadership I

- FS250 Management II: Fire Department Leadership I
- FS255 Management III: Fire Department Leadership I
- FS259 Instructor II
- FS250 Strategy & Tactics II
- FS250 Management III
- FS259 Instructor III
- FS250 Strategy & Tactics III
- FS250 Management IV

These courses are offered through the Romeoville Fire Academy in partnership with Rasmussen College. These courses will be charged at a rate of $325 per course by the Romeoville Fire Academy and are not eligible for Financial Aid through Rasmussen College. The student’s credential for each certification will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student’s transcript as a Course Waiver (CW).

For students who fail to submit the evidence of the successfully completed Fire Officer I & Fire Officer II certifications will be dropped from the program.

- Alternatively, a student may present original Fire Officer I and/or Fire Officer II certification from an Illinois Office of the State Fire Marshall authorized agency and may be granted a Course Waiver for the corresponding Rasmussen College course.

Students eligible and approved for the Fire Science AAS Degree must complete at least 33% of their program at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, and other means.

College Equivalency Credit

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

- Advanced Placement (AP) exams administered by The College Board. A score of 3 or higher required.
- College-Level Examination Program (CLEP) examinations administered by The College Board. A score of 50 or higher is required for computer-based testing since 2/15/2003. For paper-based exams taken prior to 2/15/2003, the CLEP ACE recommended score will be used.
- DSST, DANTES, Excelsior College Exams, Passing scores are determined by individual test requirements.
- College credit for military service may be awarded upon review of a military transcript. Rasmussen College follows the American Council of Education (ACE) recommendations on transferring credit. These credits are usually listed on Sailor/Marine American Council on Education Registry Transcript (SMART), Defense Activity for Non-Traditional Education Support (DANTES) transcript, College Level Examination Program (CLEP) score, Coast Guard Institute (CGI) transcript, Army American Council on Education Registry Transcript System (AARTS) transcript and/or Community College of the Air Force (CCAF) transcript.
- Prior Learning Assessment (PLA) credits may be earned by going through the PLA process as established through The Council for Adult Experiential Learning (CAEL).
- Other types of college-equivalency courses and/or examinations may be evaluated for transfer credit by Academic Advising.

Transfer to Other Colleges

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

Military Credit

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

EXTERNSHIPS, PRACTICUMS, AND CLINICALS

Health Sciences Externships, Practicums, and Clinicals

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

Practicums/Externships in Health Sciences programs have attendance expectations that differ from the general Rasmussen College Attendance Policy. These attendance policies can be found in the program-specific manuals/handbooks.

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

Students who do not complete all required practicum hours during the quarter in which the course is scheduled will fail the practicum course.

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

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

POLICIES AND GRIEVANCES

Accommodations Policy

The mission of Rasmussen College in disability services is to create an accessible college community where students with disabilities have an equal opportunity to participate fully in all aspects of the educational experience. Rasmussen College recognizes its obligation under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty by prohibiting discrimination on the basis of disability and requiring reasonable accommodations to qualified disabled students in all programs and activities.

Students with disabilities do not have to self-disclose or register with the Campus Accommodations Coordinator, although the College encourages them to do so. Students seeking accommodation services or adjustments may 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.
Violations

Attendance

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

Attendance requirements are met by attending a face-to-face course session at the campus or another class location, or (b) substantive online activity, including commentary in the discussion sections of the online class, posts required assignments and course quizzes and exams in a timely manner. Discussion posts in the student lounge area of the classroom are encouraged but do not count as attendance activities. Attendance is not equivalent to participation. Student grades will be impacted by the frequency and quality of participation in class, whether face-to-face or online, consistent with the requirements of the particular course and as outlined in the course syllabus.

Rasmussen College uses a standard grading scale for its courses (although all programs may be required to follow additional standards). Faculty are required to keep accurate attendance records which are submitted to the Registrar. This system makes attendance records available to supporting agencies and prospective employers.

Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid. First Week Attendance: Students are expected to meet attendance requirements in their courses on or before the seventh (7th) day of the calendar week in which they have not met the attendance requirement in at least one scheduled College course within seven days of the start, posts required assignments and course quizzes and exams in a timely manner. Discussion posts in the student lounge area of the classroom are encouraged but do not count as attendance activities. Attendance is not equivalent to participation. Student grades will be impacted by the frequency and quality of participation in class, whether face-to-face or online, consistent with the requirements of the particular course and as outlined in the course syllabus.

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A RASMUSSEN COLLEGE ILLINOIS

ACADEMIC INFORMATION AND COLLEGE POLICIES

In support of this mission, we:

• Extend our resources and personnel to provide all students and employees of the College;

• Empower students to access information independently in the changing world of technology;

• Support faculty by providing professional development and instructional partnerships;

• Engage in responsive collection development and resource sharing; and

• Collaborate with faculty to select resources from 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 may be granted by the Campus Librarian on a case-by-case basis if need is demonstrated.

Borrowing Materials: General

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

• Rasmussen College students and faculty in good financial standing with the College
• Rasmussen College faculty and staff in good standing with the library
• Community, consortia, and interlibrary loan patrons in good standing with the library

A patron in good standing with the library is defined as a person who has no overdue items and owes no fees toward damaged or lost items. A library user is responsible for any items checked out in his or her name. Rasmussen College retains the right to deny borrowing privileges to any person in violation of this or any other library policy.

Loan Periods

Circulating materials are loaned for 21 calendar days and may be renewed up to two times if there are no outstanding holds 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 library. Non-circulating materials are not loaned but may be used in the library.

Fees and Restriction of Borrower Privileges

Users will receive a reminder 2 days in advance of an item’s due date.

Following the grace period (5 days for circulating items; 10 days for special materials), items considered overdue and borrower privileges will be restricted until items are returned or fees are paid for lost materials. After 30 days past the end of the grace period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. The library will charge $55.00 plus the cost of replacing the item plus a $5.00 processing fee.

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

Rasmussen College cannot override fines incurred at other libraries, including interlibrary loan materials lost or returned late.

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

Non-Discrimination Policy

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

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

Anti–Harassment and Sexual Violence Policy

It is Rasmussen College’s policy and responsibility to provide a work environment that is free from harassment. Rasmussen College expressly prohibits harassment of employees or students on the basis of gender. Harassment undermines our college community and our commitment to treat each other with dignity and respect. This policy is based on and aligned with the Equal Opportunity Policy of Rasmussen College to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. An Executive Vice President or President, when appropriate, will investigate all complaints. If the complaint involves a student with a school official, he/she has the option of making an informal or formal complaint according to the procedures outlined below.

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

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

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 Community Director, Regional Vice President, Executive Vice President or President. In determining his or her responsibility, the College will consider the wishes of the complaining person, the wishes of the person involved, and the wishes of the complaining person regarding action by the College (cannot be guaranteed in every instance, they will be protected to as great a degree as is legally possible). The expressed wishes of the complaining person will be considered in the context of the College’s obligation to act upon the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the College and those involved in the investigation.

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

Rasmussen College also reserves the right to receive complaints from other individuals about incidents that occurred at Rasmussen College. The College will make a confidential record of the circumstances (signed by the complainant) and suggest and undertake appropriate discussions with the persons involved.

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

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

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

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

5. Sexual harassment may include such conduct as:

   a. Unwanted sexual advances;
   b. Offering employment benefits in exchange for sexual favors;
   c. Making or threatening reprisals after a sexual harassment incident;
   d. Verbal sexual advances or propositions;
   e. Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means);
   f. Sexually offensive comments, graphic verbal commentary about an individual’s clothing, body, dress, sexually explicit jokes and innuendos, and other sexually-oriented statements;
   g. Physical conduct, such as: touching, assault, or impeding or blocking movements.

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

If the person discusses an informal complaint with an advisor is willing to be identified to others but not the person against whom the informal complaint is made, the College will make record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences. While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, they will be protected to as great a degree as is legally possible. The expressed wishes of the complaining person will be considered in the context of the College’s obligation to act upon the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the College and those involved in the investigation.

Sexual harassment may include such conduct as:

1. “Quid pro quo” harassment, where submission to harassment is used as the basis for employment decisions.
2. Hostile work environment; where harassment is used as the basis for employment decisions.
3. Sexual orientation harassment; where the employee is asked to bear the burden of accommodation, either as the person experiences sexual orientation and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.
4. Romantic/ssexual relationships between superior and subordinate.

There are 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 harassment is used as the basis for employment decisions.

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

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Romantic/sexual relationships between superior and subordinate: Substantial risks are involved even in seemingly consensual romantic/sexual relationships, where a power differential exists between the involved parties.

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

Claims of consensual romantic/sexual relationships will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the faculty member, supervisor, or student’s burden to prove the consensual nature of the relationship 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 entering a romantic/sexual relationship where there is a superior/subordinate relationship.
Sexual assault: Sexual activity, including sexual penetration or sexual contact, committed under coercion, with the threat of a weapon, through the threat of bodily harm, through a position of authority, or when the victim/ survivor is mentally or physically disabled or helpless constitutes criminal sexual conduct.

Having a previous relationship of any nature, including prior sexual contact with the victim/survivor is not an accepted defense for sexual assault. The victim/survivor does not need to prove that she/he resisted and another witness is not needed to prove the case. If the age of the persons involved, the victim/survivor’s fears 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 complaint. The complaint must be addressed to the Campus Director, or other manager who will immediately report such complaint to an Executive Vice President or President and Human Resource Director or Corporate Counsel.

The Human Resource Director and/or Corporate Counsel, with the assistance of the Campus Director, or other manager will then 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 complaining is first contacted, after initial discussions with the complainant, will inform the College specifying the individuals involved. Rasmussen will 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 complainant that the complaint is being investigated. Rasmussen will also inform the complainant against the name of the person making the complaint as well as of the substance of the complaint. The College will then limit the investigation to what is necessary to resolve the complaint or make a recommendation. It is necessary for the College to speak to any people other than those involved in the complaint, they will do so only after informing the complaining person and the person complained against.

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

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

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

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

c. After an investigation of the complaint the College will:

1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that harassment has occurred and report its findings to and make its recommendations 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, finding that there is insufficient evidence to support the complaint.

Victims’ Rights Under Sexual Assault Policy

If the assault is alleged to have been committed by a member of our college community on property owned by the College the following additional policy applies:

1. The victim is aware that criminal charges can be made with local law enforcement officials;

2. The prompt assistance of campus administration, or Rasmussen management at the request of the victim, in notifying the appropriate law enforcement officials of a sexual assault incident;

3. A sexual assault victim’s participation in and the presence of the victim’s attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint;

4. Notice to a sexual assault victim of the outcome of any campus or college facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;

5. The complete and prompt assistance of campus administration, or Rasmussen management at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault complaint;

6. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding;

7. The assistance of campus or other Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim’s request, in securing the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes; and

8. Further information can be obtained from either the following location or Illinois Department of Human Rights James R. Thompson Center 100 West Randolph Street, Suite 10-100 Chicago, IL 60601 312-814-6200 217-785-5125 (TTY) state.Louis/other Illinois Attorney General illinoisattorneygeneral.gov/victims/index.html 800-228-3368 (Voice/TTY)

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

Drug-Free School and Workplace

In accordance with the Drug-Free Schools and Communities Act (34 CFR Part 85), Rasmussen College campuses are hereby declared a drug-free school and workplace. For more information visit The U.S. Department of Education’s Higher Education Center for Alcohol and Other Drug Prevention website at ed.org.

Students are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to the College, including but not limited to sidewalks, parking lots, grounds, parking areas, or anywhere within the building(s); or while participating in College-related activities including but not limited to clinical, externship, or practicum experiences.

Students who violate this policy will be subject to disciplinary action up to and including expulsion or termination of enrollment.

As a condition of enrollment, students must abide by the terms of this policy or the College’s policy and make one or more of the following actions within 30 days with respect to any student who violates this policy by:

1. Reporting the violation to law enforcement officials.

2. Taking appropriate disciplinary action against such student, up to and including expulsion or termination of enrollment.

3. Requiring such student to participate in a substance abuse rehabilitation program.

We recommend that any person observing any of the above-described conduct at Rasmussen College immediately notify the Academic Dean or Campus Director.

Drug Abuse Policy

If the College is committed to providing a safe, drug-free environment for its students and employees, based on our concern for the safety, health and welfare of our students and their families, as well as our employees and the community. The organization also wishes to protect its business from unnecessary financial losses caused by drugs or alcohol use among its students and employees.

Consistent with this commitment, Rasmussen College strictly prohibits:

1. The presence of students or employees on campus or off campus at activities sponsored by the College or any other entity that has influence of intoxicants, drugs or any other controlled substances.

2. The use, manufacturing, furnishing, possession, transfer, or distribution of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time on Rasmussen College campuses or off campus at activities sponsored and controlled by the College.

Rasmussen College has the right to:

1. Discipline students, including dismissal, for felony convictions regarding illegal use, possession or trafficking of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time on Rasmussen College campuses or off campus at activities sponsored and controlled by the College.

2. Take disciplinary action against students who violate this policy. Students may also be suspended pending outcome of an investigation regarding the compliance with this policy.

Weapons Policy

Rasmussen College prohibits the possession of weapons of any kind inside campus buildings. Prohibited items include but are not limited to firearms, BB/pellet guns, slingshots, paint guns, arrows, swords and knives other than cooking utensils and utility pocket knives with a blade length of 3 inches or less. Prohibited items include weapons that are loaded or unloaded, functioning or non-functioning, and anything that could be perceived as a weapon, including toys and weapons used for decorative, display and/or simulation purposes. This policy applies to all staff, students, and visitors to the College with the exception of licensed peace officers and law enforcement/security agents as allowed by law or statute. The College reserves the right to approve the nature and use of weapons for training purposes as part of a School of Justice Studies program is permitted. This policy includes both campus buildings and off-site events sponsored and controlled by the College including graduation ceremonies, internships, and clinical sites. This policy does not include Rasmussen College lots and parking areas where weapons are allowed to be stored in private vehicles unless prohibited by a separate parking facility owner or operator. Rasmussen policy defers to agreements with school districts regarding School of Justice Studies training facilities.

Family Educational Rights and Privacy Act (FERPA)

Amended 10/01 to include the USA Patriot Act

The Family Educational Rights and Privacy Act (FERPA) affords certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar, business office, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the record(s) may be inspected.

2. The right to request the removal of any information in a student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy or civil rights.

3. The right to file a complaint with the Federal Privacy Act Office regarding any failure by the College to comply with this Act.

4. The right to review and inspect records on a student by student basis. The student may request that any statements included in the student's educational records that are not accurate, misleading, or otherwise in violation of the student’s privacy or civil rights be rewritten or removed.
2. The right to request the amendment of the student’s educational record to correct information in the student’s record which the student believes is inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. The student should write to the Campus Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

3. If the institution does not act to meet the request as recorded by the student, the institution will notify the student of the decision to meet the request and the student’s 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.

4. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent allowed by applicable law, which are not otherwise permitted without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (or a student serving on an official committee, such as a disciplinary or grievance committee, or an entity or individual performing an official task). A school official has a legitimate educational interest if the individual is performing a task that is directly related to the student’s education or the student has been explicitly requested to be disclosed.

5. The right to disclose – without the written consent 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 a request made in good faith by a person authorized to receive such information in the course of performing a governmental function, if the institution has provided this information in good faith to a person authorized to receive such information in the course of performing a governmental function.

6. The right to disclose – without the written consent 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.” Imminent danger of student or others must be present.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Students have the right to request the institution’s compliance with the requirements 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.

8. 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 released without written consent to school officials with legitimate educational interests as the purpose of such records, grades, attendance, and other parties who have dealings with the student. The student may request the institution to put a notation that it is not an accurate and complete record or that the student disputes its accuracy or completeness in writing to the Campus Director, who will then put such notation in the record.

   A school official has a legitimate educational interest if the individual is performing a task that is directly related to the student’s education or the student has been explicitly requested to be disclosed.

9. The right to request further action on educational issues of the student’s choosing that are handled at the Dean’s level. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.

10. 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.

11. If the grievance is still not resolved, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.

12. Students or other interested parties may also contact:

   - Illinois Board of Higher Education
   - 431 East Adams, Second Floor
   - Springfield, IL 62701
   - 217-577-7350
   - Kansas Board of Regents
   - 201 SW Jackson Street, Suite 500
   - Topeka, KS 66612
   - 785-296-3421
   - The Higher Learning Commission (ncahlc.org), a commission of the North Central Association of Colleges and Schools
   - 230 South LaSalle Street, Suite 7-500
   - Chicago, IL 60604
   - 800-282-7782 or 312-263-0456

13. Appeal Procedure

   Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College. Any such person may request the College to hear an appeal or grievance. Appeals involving academic issues such as final grades, students should appeal first to their instructor within one week of the start of a subsequent term. If the issue remains unresolved after an appeal to the instructor, who will have one week from the time they are contacted to respond, the student should appeal to the Dean for their campus. If the issue remains unresolved after a thorough investigation of the matter by the Dean, who will have one week from the time they are contacted by students to consider any such appeals, students may submit a written statement of appeal to the Assistant Vice President of Academic Institutional Research and Assessment thereafter. Response will be given within 30 days. If individuals wish to appeal a decision or request a hearing for any other perceived violation of rights, written statements of appeal must be submitted to the Vice President of Student Affairs within 15 calendar days of the issue in question. Response will be given within 30 days.

14. Arbitration

   Any controversy or claim arising out of, or relating to a current or former student’s recruitment by, enrollment in, or education at Rasmussen College (“Controversy or Claim”), shall be resolved first in accordance with the procedures in the Grievance Policy published in the then current campus catalog. If, following completion of the Grievance Policy procedures, any current or former student (“Student”) or Rasmussen College remains unsatisfied, then the Other party 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, modified as stated therein. Any 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.
TUITION

Full time pricing will be effective for all students as of October 2013:

<table>
<thead>
<tr>
<th>All Programs:</th>
<th>Part Time</th>
<th>Full Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Business</td>
<td>$350 per credit for Foundations courses and all 100-200 level courses</td>
<td>$299 per credit for Foundation courses and all 300-400 level courses</td>
</tr>
<tr>
<td>School of Health Sciences</td>
<td>$310 per credit for all 300-400 level courses</td>
<td>$299 per credit for all 300-400 level courses</td>
</tr>
<tr>
<td>School of Technology</td>
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<td>School of Design</td>
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<tr>
<td>School of Justice Studies</td>
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</tbody>
</table>

| School of Education: Early Childhood Education | $310 per credit | $299 per credit |
| School of Health Sciences: Medical Assisting | $310 per credit | $299 per credit |
| School of Nursing: Professional Nursing | $395 per credit | $395 per credit |

- Full time students are defined as taking 12 or more credits per quarter. Students taking less than 12 credits are part time students. For tuition purposes only, students taking 8 or more credits during the Mid Quarter term are considered full time.
- There is a required course materials fee of $150 per course. Course numbers ending with “L” or “LL” will not be charged a course materials fee.
- FAST TRACK: Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course materials fee of $150 for every course over fourteen courses.
- Tuition rate is locked in for continuously enrolled students. A change in the number of credits taken during enrollment in any quarter may lead to different prices if a student moves from part-time to full-time or vice versa.
- Individual Progress students will be charged at the School of Business rate, plus the cost of books and other fees.
- Students not enrolled in an eligible program who elect to take courses without earning college credit are charged $275 per credit hour, plus the cost of books and other fees. This non-credit option is NOT available for courses beginning with a “CC,” “N,” “NM,” “FT,” “ST,” “ML,” and “W.” Students who elect to complete courses on a non-credit basis are not guaranteed full technology access; however, every effort will be made to provide technology resources. Transcripts denote a “D” upon completion of the course. Students may choose to convert the “D” to a letter grade and earn credit for an additional cost of $75 per credit hour.
- For information on our graduation rates, median graduate debt levels, and other student investment disclosure information, visit rasmussen.edu/SD.
A post-withdrawal disbursement occurs when a student withdraws and more aid than had been disbursed prior to the withdrawal. Post-withdrawal disbursements are made first from any excess grant funds before refunding loan funds. The student must repay the amounts contributed to the school that the student withdrew. The student's share is calculated according to the school's return policy, as follows:

1. **Medical Leave of Absence and Medical Withdrawal Policy**

   **Medical Leave:** Each leave will be for one quarter and can be extended through the following quarter. No leave may extend for more than two consecutive quarters, although there is no limit to the total number of quarters that a student may accumulate.

   **Medical Withdrawal:** students who need to take time away from Rasmussen College for health reasons.

   **Medical Withdrawals may be one of the following:**
   - Medical Withdrawal: intended for students who do not plan to return to Rasmussen College.
   - Involuntary Medical Withdrawal: initiated by the college based on the decision of the campus administration.
   - Medical Withdrawal is not to be confused with conduct policy violations, or who pose a direct threat to themselves or others. Students are treated as drop/withdrawal for financial aid purposes and are treated as if withdrawing a tuition balance. Students should see the Financial Student Services Office to determine the impact of a Medical Leave of Absence or Withdrawal.

   **Applying for a Leave or Withdrawal:**

   - To return from Medical Leave, the student must contact the campus Accommodations Coordinator prior to the first day of the granting term. The student must meet with their advisor in order to obtain a stop-out form. The student advisor will provide the student with the necessary information to make an informed decision. The stop-out form request must be signed prior to the first day of class for which the stop-out is being requested.

   - Students will remain continuously enrolled and will not be eligible to receive financial aid at any other institution during this break. Students who are approved to take a stop-out will be able to receive aid for the mid-course of the term the student returns. The school will maintain the student's enrollment status.

   **Military Leave and Refund**

   Rasmussen College recognizes military service and the importance of service to our country. Military service members who wish to deploy for service or federal needs, as well as their spouses, who cannot complete the academic requirements due to military deployment may withdraw without financial liability from any courses in which they are enrolled, and will be granted a leave of absence. Students who have been approved for post-withdrawal disbursement eligibility will receive a grade of "W." If the student takes Military Leave or Medical Withdrawal on or before the close of the drop/add period, the student will not be charged for the period during which the student withdrew.

   **Grading:**

   - If the student takes Military Leave or Medical Withdrawal on or before the close of the drop/add period, the student will be granted a leave of absence.

   - A grade of "W" will be recorded for each course for which a student was enrolled if the student is determined to be eligible for post-withdrawal disbursement.

   **Grade Requirements:**

   - A grade of "W" will be recorded for each course for which a student was enrolled if the student is determined to be eligible for post-withdrawal disbursement.
ACADEMIC INFORMATION AND COLLEGE POLICIES

Note that for purposes of calculating institutional charges in the State Refund Calculation, the definition for Title IV programs is used.

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

For North Dakota Campuses
If the disbursement is made of the North Dakota State Grant while the student is enrolled full-time, no refund is due. If the disbursement is made while the student is no longer in attendance, a full refund to the North Dakota State Grant program is due.

For Illinois and Wisconsin Campuses
Please note that Illinois, Kansas, and Wisconsin do not have state grant programs, so the Non-Federal Refund Distribution Policy does not apply to students attending campuses in Illinois, Kansas, or Wisconsin.

Veterans Refund
In the event a veteran discontinues training for any reason, any supplies or textbooks issued to and paid for by the veteran become the property of the veteran. The remaining amount of the prepaid tuition will be refunded on a prorated basis computed for 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.

ACREDITATION, LICENSING & APPROVALS

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

- National Accrediting Agency for Clinical Laboratory Sciences 5600 North River Road, Rosemont, IL 60018 Phone: 773-714-8880 Fax: 773-714-8886

Refund Policy or courses or programs not listed above are not programatically accredited.

Licensing
Rasmussen College is licensed as a private career school with the Illinois Board of Higher Education. Licensure is not an endorsement of the 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.

- Illinois Board of Higher Education 431 East Adams, 2nd Floor Springfield, Illinois 62701 Phone: 217-782-2551
- Illinois Department of Financial and Professional Regulation Division of Professional Regulation 100 East Randolph, 9th Floor Chicago, IL 60601

Rasmussen College is licensed as a private career school with the State of Wisconsin Educational Approval Board.

- State of Wisconsin Educational Approval Board 201 West Washington Avenue, 3rd Floor Madison, WI 53703 608-266-1996

Approved For:
- Veterans’ Benefits by the Illinois State Approving Agency. Veterans’ benefits for all National Online students are certified through Bloomington, Minnesota.
- Illinois Board of Nursing

Statement of Ownership
Rasmussen College, Inc. is a private corporation under the laws of the State of Delaware. Rasmussen, Inc. is the parent company of Rasmussen College, Inc., with campuses located in the states of Florida, Illinois, Kansas, Minnesota, North Dakota, and Wisconsin.

Corporate Officers:
- Robert E. King, Executive Chairman
- J. Michael Locke, Vice Chairman, Secretary
- Thomas M. Slagle, President

Limitations
This catalog was prepared using information current at the time of publishing, however all information contained herein is subject to change without notice at the discretion of the College. This includes but is not limited to the following: admission and graduation requirements, academic calendar, course descriptions and content, courses offered, online courses and programs, and statement of tuition and fees. For current calendars, students should refer to a copy of the Schedule of classes for the term in which they enroll. The courses listed in this catalog are intended as a general indication of Rasmussen College’s curricula. Courses and programs are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary. Students who maintain continuous enrollment will be able to complete their program at Rasmussen College even if the program is discontinued. Rasmussen College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty and to add or to delete certain courses, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and book prices. Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impair one’s eligibility to sit for these exams or to secure employment in one’s chosen field.

Pharmacy Technician students convicted of non-drug-related felonies may not be eligible to sit for the Pharmacy Technician Certification (PTCB) exam.

Pharmacy Technician students convicted of drug- or pharmacy-related felonies ARE NOT eligible to sit for the PTCB exam.

Students seeking licensing as professional peace officers in Minnesota must complete the required Law Enforcement coursework at Rasmussen College or transfer in the equivalent. In addition, these students must complete an officially recognized first aid course in First Responder, Emergency Medical Technician, or Emergency Response, and to complete practical “skills” coursework meeting PDEST objectives, to be eligible to sit for the Peace Officer Standards and Training (POST) licensing exam. Students must provide Rasmussen College with a copy of their required first aid certification (such as a copy of their first responder card) for inclusion in the student’s file at Rasmussen College. Some skills training providers may require additional academic coursework.

Skills training cannot be completed online.

Rasmussen College reserves the right to deny admission to applicants whose total credentials reflect an inability to assume the obligations of performance and behavior deemed essential by Rasmussen College and relevant to any of its lawful missions, process, and functions as an educational institution and business. The administration of Rasmussen College reserves the right to address any issue in this catalog or its operations regarding its meaning.
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