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.
**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter from the President</td>
<td>2</td>
</tr>
<tr>
<td>SUPPORT+</td>
<td>3</td>
</tr>
<tr>
<td>School of Business</td>
<td>4</td>
</tr>
<tr>
<td>School of Design</td>
<td>12</td>
</tr>
<tr>
<td>School of Education</td>
<td>14</td>
</tr>
<tr>
<td>School of Health Sciences</td>
<td>16</td>
</tr>
<tr>
<td>School of Justice Studies</td>
<td>24</td>
</tr>
<tr>
<td>School of Nursing</td>
<td>27</td>
</tr>
<tr>
<td>School of Technology</td>
<td>28</td>
</tr>
<tr>
<td>General Education Course Selections</td>
<td>34</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>35</td>
</tr>
<tr>
<td>Student Investment Data</td>
<td>56</td>
</tr>
<tr>
<td>Academic Information and College Policies</td>
<td>60</td>
</tr>
<tr>
<td>Faculty and Staff</td>
<td>77</td>
</tr>
</tbody>
</table>

**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 • DIPLOMA • AAS DEGREE • BS DEGREE

CERTIFICATE

CAREER OPPORTUNITIES:
• Accounting Clerk
• Bookkeeper

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

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

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

TOTAL CERTIFICATE CREDITS 39*

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

DIPLOMA

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

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

MAJOR AND CORE COURSES
LOWER DIVISION
A276 Financial Investigation 4
A280 Accounting Capstone 2
B232 Principles of Marketing 3
B234 Business Law 4
B293 Business Ethics 4
F108 Financial Markets and Institutions 4

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

TOTAL DIPLOMA CREDITS 73*

SEE PAGE 34 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

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

ASSOCIATE’S DEGREE

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

OBJECTIVE:
Graduates of this 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
LOWER DIVISION
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 of the following courses)** 8
G123 Principles of Economics 4
G142 Introduction to Sociology 2
G203 Macroeconomics 4
G204 Microeconomics 4

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

TOTAL AAS DEGREE CREDITS 93*

SEE PAGE 34 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 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 Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.
SCHOOL OF BUSINESS

BACHELOR’S DEGREE

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

OBJECTIVE:
Graduates of this program know the accounting processes and cycles of professional accounting firms, businesses, and government agencies. They can manage accounts receivable, accounts payable, and payroll, and can also prepare tax returns, prepare and analyze financial statements, and use computer applications proficiently.

They can perform advanced accounting tasks pertaining to taxes, auditing, fraud examination, and international accounting. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; integrate their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate effectively within a continually changing environment. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways.

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

Total Bachelor’s Degree Credits 181*

PUBLIC ACCOUNTING BACHELOR’S DEGREE

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

OBJECTIVE:
Graduates of this program know the accounting processes and cycles of public and professional accounting firms, businesses, and government agencies and concepts in management, marketing, business law and business ethics. They can demonstrate management skills including planning and decision making, organizing, controlling, and leading employees. They can manage accounts receivable, accounts payable, and payroll, and can also prepare tax returns, prepare and analyze financial statements, and use computer applications proficiently.

They can perform advanced accounting tasks pertaining to taxes, auditing, fraud examination, and international accounting. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; integrate their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate effectively within a continually changing environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, leadership, and integrity.

IN ADDITION TO ALL ACCOUNTING BS DEGREE COURSES

CPA COURSES

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

Total Public Accounting Degree Credits 231*

TOTAL BS DEGREE CREDITS 231*

SEE PAGE 34 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.
BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

CERTIFICATE COURSES

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

TOTAL CERTIFICATE CREDITS  37*

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

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

MAJOR AND CORE COURSES

LOWER DIVISION

B165  Introduction to Human Resource Management  4
B230  Principles of Finance  4
B280  Business Capstone  2

Total Diploma Credits
General Education Credits  12
Major and Core Credits  47

TOTAL DIPLOMA CREDITS  59*

SEE PAGE 34 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.
BUSINESS MANAGEMENT ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Customer Service Representative
• Administrative Assistant
• Call Center Representative
• Sales Representative

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 Math course; College Algebra recommended) 4
Social Sciences (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 32
Major and Core Credits 58
TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 34 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. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways.

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION
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
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 58
Upper Division Major and Core Credits 67
TOTAL BS DEGREE CREDITS 181*

SEE PAGE 34 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 Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.
HEALTHCARE MANAGEMENT BS DEGREE

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

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
G124 English Composition 4
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 2 courses, including at least 1 Math course; College Algebra recommended) 8
Social Sciences (Select 2 of the following courses)** 8
G123 Principles of Economics 4
G142 Introduction to Sociology 4
G203 Macroeconomics 4
G204 Microeconomics 4

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

MAJOR AND CORE COURSES

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

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

Total Bachelor’s Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 61
Upper Division Major and Core Credits 63

TOTAL BS DEGREE CREDITS 180 *

SEE PAGE 34 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.

** It is recommended students complete their Social 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.

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

rasmussen.edu
## HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP

### CERTIFICATE • DIPLOMA • AAS DEGREE

### BUSINESS CERTIFICATE

**CAREER OPPORTUNITIES:**
- Entry-level Business Assistant

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

### FOUNDATION COURSES

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

### CERTIFICATE COURSES

#### LOWER DIVISION

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</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>B232</td>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B234</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</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>
</tbody>
</table>

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

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

### HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP DIPLOMA

**CAREER OPPORTUNITIES:**
- Management Trainee

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

### IN ADDITION TO ALL CERTIFICATE COURSES

**GENERAL EDUCATION COURSES**

#### LOWER DIVISION

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>E124</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

### MAJOR AND CORE COURSES

#### LOWER DIVISION

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B165</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>B235</td>
<td>Introduction to Organizational Leadership</td>
<td>4</td>
</tr>
<tr>
<td>B250</td>
<td>Training and Development</td>
<td>4</td>
</tr>
<tr>
<td>B267</td>
<td>Employment Law</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Diploma Credits**

General Education Credits 8
Major and Core Credits 53

### TOTAL DIPLOMA CREDITS

61*

See page 34 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 either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

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

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

### IN ADDITION TO ALL DIPLOMA COURSES

**GENERAL EDUCATION COURSES**

#### LOWER DIVISION

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication (Select 1 course)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Humanities (Select 2 courses)</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Social Sciences (Select 2 of the following courses)**</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td></td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td></td>
</tr>
<tr>
<td>G203</td>
<td>Macroeconomics</td>
<td></td>
</tr>
<tr>
<td>G204</td>
<td>Microeconomics</td>
<td></td>
</tr>
</tbody>
</table>

**MAJOR AND CORE COURSES**

#### LOWER DIVISION

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B230</td>
<td>Principles of Finance</td>
<td>4</td>
</tr>
<tr>
<td>B280</td>
<td>Business Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Associate’s Degree Credits**

General Education Credits 32
Major and Core Credits 59

**TOTAL AAS DEGREE CREDITS**

91*

See page 34 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 either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

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

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

---

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

**888-5-RASMUSSEN**

---
BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
- Entry-level Business Assistant

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

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

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

TOTAL CERTIFICATE CREDITS 37*

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

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

MARKETING DIPLOMA

CAREER OPPORTUNITIES:
- Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES
GENERAL EDUCATION COURSES
LOWER DIVISION
B245 Online Multimedia Marketing 4
B273 Internet Business Models and E-Commerce 4
B281 Public Relations and Advertising 4

Total Diploma Credits
General Education Credits 8
Major and Core Credits 49

TOTAL DIPLOMA CREDITS 57*

SEE PAGE 34 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

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>Humanities (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>Social Sciences (Select 2 of the following courses)**</td>
<td>8</td>
</tr>
<tr>
<td>G123 Principles of Economics</td>
<td></td>
</tr>
<tr>
<td>G142 Introduction to Sociology</td>
<td></td>
</tr>
<tr>
<td>G203 Macroeconomics</td>
<td></td>
</tr>
<tr>
<td>G204 Microeconomics</td>
<td></td>
</tr>
</tbody>
</table>

MAJOR AND CORE COURSES

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>B165 Introduction to Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>B230 Principles of Finance</td>
<td>4</td>
</tr>
<tr>
<td>B280 Business Capstone</td>
<td>2</td>
</tr>
<tr>
<td>Total Associate’s Degree Credits</td>
<td></td>
</tr>
<tr>
<td>General Education Credits</td>
<td>32</td>
</tr>
<tr>
<td>Major and Core Credits</td>
<td>59</td>
</tr>
<tr>
<td><strong>TOTAL AAS DEGREE CREDITS</strong></td>
<td>91*</td>
</tr>
</tbody>
</table>

* 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 Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.

See page 34 for General Education course selections.
## 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 demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

### 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>B087</td>
<td>Practical Math</td>
<td>4</td>
</tr>
</tbody>
</table>

### GENERAL EDUCATION COURSES

**LOWER DIVISION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required Course)</td>
<td>4</td>
</tr>
</tbody>
</table>

### 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>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>B273</td>
<td>Internet Business Models and E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>N105</td>
<td>Technology’s Role in the 21st Century</td>
<td>2</td>
</tr>
<tr>
<td>NM111</td>
<td>Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>NM113</td>
<td>Introduction to Multimedia Design</td>
<td>3</td>
</tr>
<tr>
<td>NM121</td>
<td>Typography</td>
<td>3</td>
</tr>
<tr>
<td>NM122</td>
<td>Digital Publishing</td>
<td>3</td>
</tr>
<tr>
<td>NM124</td>
<td>Color Theory and Techniques</td>
<td>3</td>
</tr>
<tr>
<td>NM130</td>
<td>Audio/Video Editing</td>
<td>3</td>
</tr>
<tr>
<td>NM141</td>
<td>Digital Media Production</td>
<td>3</td>
</tr>
<tr>
<td>NM252</td>
<td>Fundamentals of Web Authoring and Design</td>
<td>3</td>
</tr>
<tr>
<td>NM262</td>
<td>Digital Media Assembly</td>
<td>3</td>
</tr>
<tr>
<td>NM272</td>
<td>Multimedia Technologies</td>
<td>3</td>
</tr>
</tbody>
</table>

**SPECIALIZATION COURSES**

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

**Total Diploma Credits**

General Education Credits: 12  
Major and Core Credits: 59  
**TOTAL DIPLOMA CREDITS: 71**

---

### WEB DESIGN

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

**OBJECTIVE:**
Graduates of this program know basic theories of visual and interactive media design. They can create web-based projects involving video and audio assets. Graduates demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

### 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>B087</td>
<td>Practical Math</td>
<td>4</td>
</tr>
</tbody>
</table>

### GENERAL EDUCATION COURSES

**LOWER DIVISION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required Course)</td>
<td>4</td>
</tr>
</tbody>
</table>

### 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>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>B273</td>
<td>Internet Business Models and E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>N105</td>
<td>Technology’s Role in the 21st Century</td>
<td>2</td>
</tr>
<tr>
<td>NM111</td>
<td>Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>NM113</td>
<td>Introduction to Multimedia Design</td>
<td>3</td>
</tr>
<tr>
<td>NM121</td>
<td>Typography</td>
<td>3</td>
</tr>
<tr>
<td>NM122</td>
<td>Digital Publishing</td>
<td>3</td>
</tr>
<tr>
<td>NM124</td>
<td>Color Theory and Techniques</td>
<td>3</td>
</tr>
<tr>
<td>NM130</td>
<td>Audio/Video Editing</td>
<td>3</td>
</tr>
<tr>
<td>NM141</td>
<td>Digital Media Production</td>
<td>3</td>
</tr>
<tr>
<td>NM252</td>
<td>Fundamentals of Web Authoring and Design</td>
<td>3</td>
</tr>
<tr>
<td>NM262</td>
<td>Digital Media Assembly</td>
<td>3</td>
</tr>
<tr>
<td>NM272</td>
<td>Multimedia Technologies</td>
<td>3</td>
</tr>
</tbody>
</table>

**SPECIALIZATION COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NM115</td>
<td>Networking and Internet Technologies</td>
<td>3</td>
</tr>
<tr>
<td>NM250</td>
<td>Dynamic Content Management</td>
<td>3</td>
</tr>
<tr>
<td>NM260</td>
<td>Server Side Scripting</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Diploma Credits**

General Education Credits: 12  
Major and Core Credits: 59  
**TOTAL DIPLOMA CREDITS: 71**

---

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

CAREER OPPORTUNITIES:
• Graphic Designer
• Art Director
• Website Designer
• Multimedia Artist and 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
LOWER DIVISION
Humanities ("Required course, select 1 additional course) 8
G147 Art Appreciation* 1
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES
LOWER DIVISION
Digital Design and Animation Specialization 2
Web Design Specialization 2
Total Associate’s Degree Credits 32
Major and Core Credits 61
TOTAL AAS DEGREE CREDITS 93* See Page 34 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.

DIGITAL DESIGN AND ANIMATION BACHELOR’S DEGREE

CAREER OPPORTUNITIES:
• Graphic Designer
• Senior Art Director
• Visual Media Producer
• Website Designer
• Multimedia Artist and 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
UPPER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES
UPPER DIVISION
N301 The Business of Digital Media 4
N305 Figure Drawing 4
N310 The Study of Animation 4
N315 Flash Animation 4
N320 Polygon Modeling 4
N325 Advanced Methods of Computer Graphics 4
N335 Digital Photography 4
N345 Advanced HTML Coding with CSS 4
N350 Concept Development for Digital Media 4
N405 Advanced Applications of Digital and Experimental Art 4
N415 Digital Effects Creation 4
N425 Storyboard Development for Digital Media 4
N435 Digital Video/Audio Project 4
N440 Web Design Project 4
N441 3D Game Character Creation 4
N445 Animation Graphics Project 4
Total Bachelor’s Degree Credits 64

TOTAL BS DEGREE CREDITS 181* See Page 34 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.


**EARLY CHILDHOOD EDUCATION**

- **CERTIFICATE**
- **DIPLOMA**
- **AAS DEGREE**

**CHILD AND FAMILY STUDIES**

**CHILD DEVELOPMENT**

**ENGLISH LANGUAGE LEARNER**

**CHILD WITH SPECIAL NEEDS**

---

**CERTIFICATE**

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

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

**FOUNDATION COURSES**

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

**CERTIFICATE COURSES**

**LOWER DIVISION**

- **EC242** 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*

---

**DIPLOMA**

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

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**

- **D132** Computer Applications and Business Systems Concepts 3
- **E170** Introduction to Undergraduate Research 2
- **EC255** Parent Education and Support 4
- **EC230** Guiding Children’s Behavior 4
- **EC225** Child and Family Advocacy 4
- **G142** Introduction to Sociology 4
- **EC210** Infant and Toddler Development 4
- **EC211** Dynamics of the Family 4
- **EC212** Emergent Literacy Through Children’s Literature 4
- **EC252** The Exceptional Child 4
- **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
- **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**
12

**Major and Core Credits**
57

**TOTAL DIPLOMA CREDITS**
69*

---

SEE PAGE 34 FOR GENERAL EDUCATION COURSE SELECTIONS.

---

**SCHOOL OF EDUCATION**

**MISSION STATEMENT**

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

---

rasmussen.edu
ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

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

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

MAJOR AND CORE COURSES

LOWER DIVISION
| Child and Family Studies Specialization | 2 |
| EC295 Summative Project for Early Childhood Education | 2 |
| Child Development Specialization | 2 |
| EC295 Summative Project for Early Childhood Education | 2 |
| English Language Learner Specialization | 2 |
| EC295 Summative Project for Early Childhood Education | 2 |
| Child with Special Needs Specialization | 2 |
| EC295 Summative Project for Early Childhood Education | 2 |

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

SEE PAGE 34 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.
CERTIFICATE

CAREER OPPORTUNITIES:
• Patient Care Technician
• Patient Care Assistant
• Personal Care Aide
• Healthcare Associate

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

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Required course) 4
G141 Introduction to Communication
Math/Natural Sciences (Required course) 4
G150 Structure and Function of the Human Body

MAJOR AND CORE COURSES
LOWER DIVISION
E242 Career Development 2
M100 Customer Service in Healthcare 1
M120 Medical Terminology 4
M230 Medical Law and Ethics 4

PATIENT CARE TECHNICIAN TRACK

OBJECTIVE:
Graduates of the Patient Care Technician Certificate program know how to perform a variety of patient care duties in a number of clinical settings. They have learned to assist physicians and other health care professionals with medical procedures. Graduates value their ability to positively impact the patient experience and provide care in multiple settings.

Total Certificate Credits
- EK100 Introduction to Electrocardiograms 4
- PB105 Phlebotomy 3
- PC150 Patient Care Skills I 3
- PC250 Patient Care Skills II 5
- PC290 Patient Care Tech Externship and Capstone 4

TOTAL CERTIFICATE CREDITS 38*

SEE PAGE 34 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.

This program is only available at the Appleton and Green Bay campuses.

Lab work for the Patient Care Technician Certificate track is only available at the Appleton campus.

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Patient Care Technician
• Patient Care Assistant
• Personal Care Aide
• Healthcare Associate

OBJECTIVE:
Graduates of the Health Sciences Associate of Science Degree know and can apply a combination of real world technical skills and general education concepts, and have learned to serve as valuable members of a health care team. Depending on career track, graduates may choose from a variety of employment options involving patient care or related health care situations. Graduates understand and value critical thinking and problem solving, written and interpersonal communication, customer service, diversity awareness skills, and medical ethics as these concepts relate to the health care industry and the community.

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
- English Composition (Required course) 4
- G124 English Composition 4
- Communication (Select 1 course other than G141) 4
- Humanities (Select 3 courses) 12
- Math/Natural Sciences (Select 2 courses other than G150) 8
- Social Sciences (Select 3 courses) 12

MAJOR AND CORE COURSES
LOWER DIVISION
- H200 US Healthcare Systems 4
- M232 Pathophysiology 5
- MA135 Pharmacology for the Allied Health Professional 4
- Total Associate’s Degree Credits 48
- Major and Core Credits 24
- Track Credits 19
- TOTAL AS DEGREE CREDITS 91*

SEE PAGE 34 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 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.

This program is only available at the Appleton and Green Bay campuses.
MEDICAL BILLING AND CODING CERTIFICATE

CAREER OPPORTUNITIES:
• Medical Coder
• Medical Coder/Biller

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

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

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

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

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

* Credit totals do not include Foundation Courses. 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.

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

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

MEDICAL BILLING AND CODING DIPLOMA

CAREER OPPORTUNITIES:
• Medical Coder
• Medical Coder/Biller

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

MAJOR AND CORE COURSES
LOWER DIVISION
M208 Introduction to Health Information Management 4
Total Diploma Credits 56

TOTAL DIPLOMA CREDITS 56

SEE PAGE 34 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.

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

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

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

### IN ADDITION TO ALL DIPLOMA COURSES

#### GENERAL EDUCATION COURSES

**LOWER DIVISION**
- Humanities (Select 2 courses) 8
- Social Sciences (Select 2 courses) 8

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- H200 US Healthcare Systems 4
- M211 Quality Analysis and Management 4
- M218 Management of Health Information Services 4
- M229 Healthcare Information Technologies 4
- M252 Health Information Practicum 2

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

*SEE PAGE 34 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

---

## HEALTH INFORMATION MANAGEMENT BACHELOR’S DEGREE

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

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

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

#### GENERAL EDUCATION COURSES

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

**MAJOR AND CORE COURSES**

**UPPER DIVISION**
- B375 Advanced Human Resource Management 4
- H330 Quality Improvement in Healthcare 4
- H340 Regulation and Compliance in Healthcare 4
- H350 Healthcare Statistics 4
- H420 Advanced Healthcare Law and Ethics 4
- H300 Information and Communication Technologies 4
- H305 Health Information Management Systems 4
- H320 Data, Information, and File Structures 4
- H330 Information Management Systems 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 Bachelor’s Degree Credits**
- Lower Division General Education Credits 32
- Upper Division General Education Credits 24
- Lower Division Major and Core Credits 58
- Upper Division Major and Core Credits 66
- **TOTAL BS DEGREE CREDITS 180***

*SEE PAGE 34 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

This program requires specific immunizations prior to professional practice experience.

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

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 (CAHIIM).
MEDICAL ADMINISTRATION • DIPLOMA • AAS DEGREE

DIPLOMA

CAREER OPPORTUNITIES:
• Medical Administrative Assistant/Secretary
• Medical Coder/Biller
• Medical Receptionist

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

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

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

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

TOTAL DIPLOMA CREDITS  58*

SEE PAGE 34 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required course)  4
G124  English Composition  4
Humanities (Select 2 courses)  8
Math/Natural Sciences (Select 1 course other than G150)  4
Social Sciences (Select 2 courses)  8

MAJOR AND CORE COURSES

LOWER DIVISION
A140  Financial Accounting I  4
H200  US Healthcare Systems  4

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

TOTAL AAS DEGREE CREDITS  90*

SEE PAGE 34 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.
DIPLOMA

CAREER OPPORTUNITIES:

• Medical Assistant
• Medical Office Administrative Assistant

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

FOUNDATION COURSES

B080 Reading and Writing Strategies 4
B087 Practical Math 4

GENERAL EDUCATION COURSES

LOWER DIVISION

English Composition (Required course) 4
G124 English Composition 4
Math/Natural Sciences (Required course) 4
G150 Structure and Function of the Human Body 4

MAJORS AND CORE COURSES

LOWER DIVISION

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

Total Diploma Credits

General Education Credits 8
Major and Core Credits 52

TOTAL DIPLOMA CREDITS 60*

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

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

This program requires specific immunizations prior to professional practice experience.

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

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, 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, Farmington, 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 student beginning their externship, the full three injection series of the Hepatitis B immunization and all other program required immunizations must be completed. Medical Assisting students must successfully complete all Medical Assisting competencies before they will be eligible for graduation.

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

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

ASSOCIATE'S DEGREE

CAREER OPPORTUNITIES:

• Medical Assistant
• Medical Office Administrative Assistant

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

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

MAJOR AND CORE COURSES

LOWER DIVISION

D132 Computer Applications and Business Systems Concepts 3

Total Associate’s Degree Credits

General Education Credits 4 36
Major and Core Credits 55

TOTAL AAS DEGREE CREDITS 91*

SEE PAGE 34 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, Farmington, 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.
CAREER OPPORTUNITIES:
• Medical Laboratory Technician

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

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

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

Total Associate’s Degree Credits
General Education Credits  32
Major and Core Credits  79

TOTAL AAS DEGREE CREDITS  111

SEE PAGE 34 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 in a seminar course. Students must complete the Junior Seminar during the quarter prior to beginning their first Practicum course as a requirement to graduate from an Associate’s degree program.

This program requires specific immunizations prior to professional practice experience.

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

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

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

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

**Career Opportunities in:**
- Retail Pharmacy
- Clinical Pharmacy

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

### Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080</td>
<td>4</td>
</tr>
<tr>
<td>B087</td>
<td>4</td>
</tr>
</tbody>
</table>

### General Education Courses

**Lower Division**
- Math/Natural Sciences: 8
- (*Required, select 1 additional course*)
- G150 Structure and Function of the Human Body*

### Major and Core Courses

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

**Total Certificate Credits**
- General Education Credits: 8
- Major and Core Credits: 36

**Total Certificate Credits**: 44*

*See page 34 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.

## Diploma

**Career Opportunities in:**
- Retail Pharmacy
- Clinical Pharmacy

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

---

**In addition to all Certificate Courses**

### General Education Courses

**Lower Division**
- English Composition (Required course): 4
- G124 English Composition: 4

### Major and Core Courses

**Lower Division**
- B119 Customer Service: 4
- B271 Professional Communication: 4
- H200 US Healthcare Systems: 4
- PT285 Pharmacy Technician Capstone: 3
- S115 Keyboarding I: 3

**Total Diploma Credits**
- General Education Credits: 16
- Major and Core Credits: 54
- **Total Diploma Credits**: 70*

*See page 34 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.

---

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

---

rasmussen.edu
ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
Humanities (Select 2 courses) 8
Math/Natural Sciences 4
(Select 1 course other than G150)
Social Sciences (Select 2 courses) 8
Total Associate’s Degree Credits
General Education Credits 36
Major and Core Credits 54
TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 34 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
- Juvenile Justice Assistant
- Probation Assistant
- Probation Support Specialist
- Law Enforcement Officer
- Homeland Security 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
B087 Practical Math 4

GENERAL EDUCATION COURSES

English Composition (Required course) 4
G124 English Composition 4
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences
(Select 2 courses, including at least one Math course) 8
Social 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 91*

General Education Credits 32
Major and Core Credits 59

TOTAL AAS DEGREE CREDITS 91*

SEE PAGE 34 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
- Peace Officer
- Probation/Parole Officer
- Homeland Security Agent
- Crime Victims Advocate
- Homeland Security Supervisor
- Juvenile Justice Specialist

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:

UPPER DIVISION

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

MAJOR AND CORE COURSES:

UPPER DIVISION

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

Choose either Track I or Track II

Track I: J480 Criminal Justice Internship 9
Track II: J453 Criminal Justice Seminar 5
J457 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
J426 Community Corrections 4
J430 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 180*

Lower Division General Education Credits 32
Upper Division General Education Credits 49
Lower Division Major and Core Credits 59
Upper Division Major and Core Credits 49
Upper Division Elective Credits 16

TOTAL BS DEGREE CREDITS 180*

SEE PAGE 34 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.
HUMAN SERVICES • CERTIFICATE • DIPLOMA • AAS DEGREE

CERTIFICATE

CAREER OPPORTUNITIES:
• Program Assistant Specialist

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

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

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

MAJOR AND CORE COURSES
LOWER DIVISION
E242 Career Development 2
HS100 Introduction to Human Services 4
HS110 Cultural Diversity in Human Services 4
HS115 Introductory Strategies to Crisis Intervention 4
HS250 Organization and Leadership in Human Services 4
HS260 Community Psychology 4
HS280 Abnormal Psychology 4
J211 Case Management: Strategies for Rehabilitation 4
J211 Counseling Clients 4
Total Certificate Credits
General Education Credits 4
Major and Core Credits 34

TOTAL CERTIFICATE CREDITS 38*

Senior Seminar: Students must complete the Freshman Seminar as part of Certificate course requirements during the quarter in which they are scheduled for the E242 Career Development course.

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

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

DIPLOMA

CAREER OPPORTUNITIES:
• Community Service Specialist
• Human Service Assistant

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

MAJOR AND CORE COURSES
LOWER DIVISION
B119 Customer Service 4
D132 Computer Applications and Business Systems Concepts 3
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J250 Drugs and Crime 4
Choose either Track I or Track II
Track I
HS294 Internship for Human Services 9
Track II
B271 Professional Communication 4
HS295 Human Services Capstone 5
Total Diploma Credits
General Education Credits 16
Major and Core Credits 58

TOTAL DIPLOMA CREDITS 74*

SEE PAGE 34 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 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.

ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

LOWER DIVISION
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Required course) 4
G142 Introduction to Sociology 4
Total Associate’s Degree Credits 32
General Education Credits 54
Major and Core Credits 58

TOTAL AAS DEGREE CREDITS 90*

SEE PAGE 34 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.

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

888-5-RASMUSSEN
CAREER OPPORTUNITIES:
- Paralegal
- Legal Assistant
- Legal Secretary
- Compliance Specialist

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

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

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

Chose either Track I or Track II
Track I
PL290 Paralegal Internship 5
Track II
PL280 Paralegal Capstone 5
Total Associate's Degree Credits
General Education Credits 32
Major and Core Credits 62
TOTAL AAS DEGREE CREDITS 94*

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

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

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

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

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

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

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

Chose either Track I or Track II
Track I
PL290 Paralegal Internship 5
Track II
PL280 Paralegal Capstone 5
Total Certificate Credits
General Education Credits 12
Major and Core Credits 49
TOTAL CERTIFICATE CREDITS 61*

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

** Students must complete one additional general education course with a course designator of GI or GIW in the equivalent.

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
PROFESSIONAL NURSING AS 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 Science Degree in Nursing and will be eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) to obtain licensure as a registered nurse.

GENERAL EDUCATION COURSES

LOWER DIVISION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required course)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>Communication (Select 1 course)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Humanities (Select 2 courses)</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Mathematics (Required course)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>G233</td>
<td>College Algebra</td>
<td></td>
</tr>
<tr>
<td>Natural Sciences (Required courses)</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>G215</td>
<td>Introduction to Human Biology</td>
<td></td>
</tr>
<tr>
<td>GN200</td>
<td>Introduction to Microbiology</td>
<td></td>
</tr>
<tr>
<td>MA241</td>
<td>Human Anatomy and Physiology I</td>
<td></td>
</tr>
<tr>
<td>MA242</td>
<td>Human Anatomy and Physiology II</td>
<td></td>
</tr>
<tr>
<td>Social Sciences (Required courses)</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td></td>
</tr>
<tr>
<td>G217</td>
<td>Human Growth and Development</td>
<td></td>
</tr>
</tbody>
</table>

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>NU117</td>
<td>Nutritional Principles in Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NU124</td>
<td>Introduction to Professional Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NU138</td>
<td>Introduction to Critical Thinking, Informatics, and Ethical Concepts in Professional Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NU203</td>
<td>Fundamentals of Professional Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NU213</td>
<td>Comprehensive Pharmacology</td>
<td>6</td>
</tr>
<tr>
<td>NU223</td>
<td>Professional Nursing I</td>
<td>6</td>
</tr>
<tr>
<td>NU237</td>
<td>Mental Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NU241</td>
<td>Professional Nursing II</td>
<td>6</td>
</tr>
<tr>
<td>NU255</td>
<td>Maternal Child Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NU260</td>
<td>Professional Nursing III</td>
<td>6</td>
</tr>
<tr>
<td>NU273</td>
<td>Role, Scope, Quality, and Leadership In Professional Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NU294</td>
<td>Professional Nursing Capstone</td>
<td>2</td>
</tr>
<tr>
<td>Total Associate’s Degree Credits</td>
<td></td>
<td>47</td>
</tr>
<tr>
<td>General Education Credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major and Core Credits</td>
<td></td>
<td>56</td>
</tr>
<tr>
<td>TOTAL AS DEGREE CREDITS</td>
<td></td>
<td>103</td>
</tr>
</tbody>
</table>

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.

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

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

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

To graduate in 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 experiences.

MOBILITY BRIDGE ENTRANCE OPTION

Students who have successfully completed a practical nursing program and hold a current practical nursing license will receive credit for NU117 Nutritional Principles in Nursing (4 credits) and NU203 Fundamentals of Professional Nursing (6 credits) in the Professional Nursing AS Degree program. Students may also transfer in up to 47 credits in successfully completed applicable general education coursework; graduates of Rasmussen College’s Practical Nursing program will receive credit for G124 English Composition, G233 College Algebra, and the Communication course the student completed in the Practical Nursing program (for a total of 12 additional general education credits). Students must successfully complete all remaining coursework in the Professional Nursing AS Degree program to earn this degree.

SCHOOL OF NURSING MISSION STATEMENT

In accordance with the mission statement of Rasmussen College, the School of Nursing mission is to cultivate a learning environment that develops a skill set for critical thinking and educates students in the development of knowledge, skills, and attitudes needed to provide safe and competent nursing care in the communities we serve.
### INFORMATION TECHNOLOGY MANAGEMENT DIPLOMAS • AAS DEGREE • BS DEGREE

#### INFORMATION SECURITY BS DEGREE

### 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, network 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 4
- B087 Practical Math 4

### GENERAL EDUCATION COURSES
- English Composition (Required Course) 4
- G124 English Composition 4
- Math/Natural Sciences (Required Course) 4
- G233 College Algebra 4

### 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>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>3</td>
</tr>
<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
<td>2</td>
</tr>
<tr>
<td>W107</td>
<td>Programming Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

### Major and Core Credits: 44

### Track Credits: 15

### TOTAL DIPLOMA CREDITS: 67*

*SEE PAGE 34 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

### 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, network 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.

### IN ADDITION TO ALL DIPLOMA COURSES

#### GENERAL EDUCATION COURSES

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

#### Total Associate’s Degree Credits 32

#### Major and Core Credits 59

### TOTAL AAS DEGREE CREDITS 91*

*SEE PAGE 34 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed at designated points in their programs of study, 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.

**NOTE: N208 Linux Administration and N201 Cisco Network Routing and Switching are prerequisite to courses contained in the Information Security BS degree program. Students that continue into the Information Security BS degree program must complete N208 prior to taking N437 Linux Security Strategies and must complete N201 prior to taking N314 Advanced Cisco Network Security – CCNA.
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

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

MAJOR AND CORE COURSES

UPPER DIVISION
B331 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
N438 Systems Monitoring 4

Total Bachelor's Degree Credits
- Lower Level General Education Credits 32
- Upper Level General Education Credits 24
- Lower Level Major and Core Credits 59
- Upper Level Major and Core Credits 66

TOTAL BS DEGREE CREDITS 181*

SEE PAGE 34 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

MAJOR AND CORE COURSES

UPPER DIVISION
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
N385 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
- Lower Level General Education Credits 32
- Upper Level General Education Credits 24
- Lower Level Major and Core Credits 59
- Upper Level Major and Core Credits 67

TOTAL BS DEGREE CREDITS 182*

SEE PAGE 34 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.

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.

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.
DIPLOMA

CAREER OPPORTUNITIES:
• Web Developer

OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates 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

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

GENERAL EDUCATION COURSES

LOWER DIVISION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>W216</td>
<td>W215</td>
<td></td>
</tr>
</tbody>
</table>

MAJOR AND CORE COURSES

LOWER DIVISION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</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>B293</td>
<td>Business Ethics</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>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>W110</td>
<td>JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>W116</td>
<td>Introduction to Web Design Software</td>
<td>3</td>
</tr>
<tr>
<td>W118</td>
<td>Introduction to HTML</td>
<td>3</td>
</tr>
<tr>
<td>W125</td>
<td>Introduction to Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>W201</td>
<td>Advanced Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>W210</td>
<td>Java I</td>
<td>3</td>
</tr>
<tr>
<td>W215</td>
<td>PERL/CGI</td>
<td>3</td>
</tr>
<tr>
<td>W216</td>
<td>PHP/MySQL</td>
<td>3</td>
</tr>
<tr>
<td>W290</td>
<td>Web Programming Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

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

TOTAL DIPLOMA CREDITS 68*

See page 34 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 in 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 complete the Associate's Degree requirements to graduate from an Associate’s degree program.

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

LOWER DIVISION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 60

TOTAL AAS DEGREE CREDITS 92*

See page 34 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 in a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

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

rasmussen.edu
CAREER OPPORTUNITIES:
- Game Programmer
- Simulations Programmer
- Video Game Asset Manager
- Interactive Media Technical Director
- Video Game Level Designer

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

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

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course)  4
G124  English Composition  4
Communication (Select 1 course)  4
Humanities (Select 2 courses)  8
Math/Natural Sciences  9
("Required, Select 1 additional course)
G246 Advanced Algebra* (5 credits)  4
Social Sciences (Select 2 courses)  8

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

MAJOR AND CORE COURSES
LOWER DIVISION
D132  Computer Applications and Business Systems Concepts  3
E170  Introduction to Undergraduate Research  2
E242  Career Development  2
N137  Programming I  4
N165  Fundamentals of Game Development I  4
N180  Math for Game and Simulation Production I  4
N204  Human-Computer Interaction and Interface Design  4
N206  Data Structures  4
N207  Programming II  4
N212  Fundamentals of Game Development II  4
N222  Physics for Game and Simulation Production  3
N225  Interactive Storytelling  3
N231  Web Application Development  3
N237  C#  4
N286  Math for Game and Simulation Production II  4
SD140  Mobile Application Development  3
SD225  Object-Oriented Programming  3
W107  Programming Fundamentals  3

UPPER DIVISION
N309  Principles of Computer Graphics  4
N316  Principles of Shader Programming  4
N324  Portfolio, Package and Publish  4
N328  Quality Assurance in Game and Simulation Production  4
N334  Game Engines and Integrated Game Development Environments  4
N347  Mobile Game Development  4
N401  Artificial Intelligence  4
N407  Networking and Multiplayer Game Development  4
N413  Asset Development I  4
N421  Software Engineering for Game and Simulation Production  4
N426  Asset Development II  4
N434  Simulation Production Project I  4
N444  Simulation Production Project II  4
N462  Game Production Project I  4
N463  Game Production Project II  4
N471  Engineering Virtual Worlds  4

Total Bachelor's Degree Credits
Lower Division General Education Credits  33
Upper Division General Education Credits  24
Lower Division Major and Core Credits  60
Upper Division Major and Core Credits  64

TOTAL BS DEGREE CREDITS  181*

SEE PAGE 34 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.

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.
SOFTWARE APPLICATION DEVELOPMENT • CERTIFICATE • AS DEGREE
COMPUTER SCIENCE • BS DEGREE

SOFTWARE APPLICATION DEVELOPMENT
CERTIFICATE

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

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

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

LOWER DIVISION
E242 Career Development 2
N137 Programming I 4
N142 Foundations of Software Design 3
N207 Programming II 4
N210 Introduction to Computer Systems 4
SD110 Discrete Structures for Computer Science 3
SD140 Mobile Application Development 3
SD225 Object-Oriented Programming 3
W107 Programming Fundamentals 3
W109 Relational Databases 3
W210 Java I 3

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

TOTAL CERTIFICATE CREDITS 40

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

LOWER DIVISION
MH100 Precalculus 3
MH200 Calculus I 4
MH210 Calculus II 4

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

TOTAL AS DEGREE CREDITS 91

SEE PAGE 34 FOR GENERAL EDUCATION COURSE SELECTIONS.

SOFTWARE APPLICATION DEVELOPMENT
ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

LOWER DIVISION
MH100 Precalculus 3
MH200 Calculus I 4
MH210 Calculus II 4

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

TOTAL AS DEGREE CREDITS 91

SEE PAGE 34 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.

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

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

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

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

UNRESTRICTED UPPER DIVISION ELECTIVE CREDITS 4

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

TOTAL BS DEGREE CREDITS 180

SEE PAGE 34 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.

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

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

LOWER DIVISION

English Composition
G124 English Composition 4

Communication
G126A English Composition 2 4
G141 Introduction to Communication 4
G227 Oral Communication 4

Humanities
G125 Humanities 4
G145 Film Appreciation 4
G147 Art Appreciation 4
G201 Creative Writing 4
G224 Introduction to Critical Thinking 4
G230 Introduction to Literature 4
G238 Conversational Spanish 4

Math/Natural Sciences
G150 Structure and Function of the Human Body 4
G152 Scientific Literacy 4
G180 General Education Mathematics 4
G215 Introduction to Human Biology 4
G233 College Algebra 4
G239 Introduction to Astronomy 4
G245 Introduction to Geology 4
G246 Advanced Algebra 5

Social 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

UPPER DIVISION

Communication
G324 Advanced Composition 4
G332 Visual Communication in the Media 4

Humanities
G330 American Literature 4
G335 Contemporary World Literature: 1900 to the Present 4
G435 Literature of American Minorities 4
G440 Political Thought 4

Math/Natural Sciences
G328 Human Uses of the Environment 4
G346 Physical Geography 4
G350 Conservation of Resources 4
G434 Gender in Math and Science 4

Social Sciences
G333 American Religious History 4
G380 Visions of America Since 1945 4
G401 Comparative Politics 4
G425 Work and Family 4

See specific course requirements on program pages.

COMPUTER SCIENCE BS DEGREE AND SOFTWARE APPLICATION DEVELOPMENT AS DEGREE

LOWER DIVISION

English Composition
G124 English Composition 4

Communication
G126A English Composition 2 4
G141 Introduction to Communication 4
G227 Oral Communication 4

Humanities
G125 Humanities 4
G145 Film Appreciation 4
G147 Art Appreciation 4
G201 Creative Writing 4
G224 Introduction to Critical Thinking 4
G230 Introduction to Literature 4
G238 Conversational Spanish 4

Math/Natural Sciences
G150 Structure and Function of the Human Body 4
G152 Scientific Literacy 4
G180 General Education Mathematics 4
G215 Introduction to Human Biology 4
G233 College Algebra 4
G239 Introduction to Astronomy 4
G245 Introduction to Geology 4
G246 Advanced Algebra 5
G247 Introduction to Discrete Mathematics 4

Social 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

UPPER DIVISION

Communication
G324 Advanced Composition 4
G332 Visual Communication in the Media 4

Humanities
G330 American Literature 4
G335 Contemporary World Literature: 1900 to the Present 4
G435 Literature of American Minorities 4
G440 Political Thought 4

Math/Natural Sciences
G328 Human Uses of the Environment 4
G346 Physical Geography 4
G350 Conservation of Resources 4
G434 Gender in Math and Science 4

Social Sciences
G333 American Religious History 4
G380 Visions of America Since 1945 4
G401 Comparative Politics 4
G425 Work and Family 4

*Required courses
See specific course requirements on program pages.

NURSING PROGRAMS

English Composition
G124 English Composition 4

Communication
G141 Communication 4
G227 Oral Communication 4

Humanities
G125 Humanities 4
G145 Film Appreciation 4
G147 Art Appreciation 4
G201 Creative Writing 4
G224 Introduction to Critical Thinking 4
G230 Introduction to Literature 4
G238 Conversational Spanish 4

Math/Natural Sciences
G215 Introduction to Human Biology 4
G233 College Algebra 4
GN200 Introduction to Microbiology 5
MA241 Human Anatomy and Physiology I 5
MA242 Human Anatomy and Physiology II 5

Social Sciences
G148 General Psychology 4
G217 Human Growth and Development 4

See specific course requirements on program pages.

GENERAL EDUCATION PHILOSOPHY

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

General education concepts and skills are integrated across the curriculum in a number of programmatic courses to prepare students to:
1. Effectively communicate, either orally or in writing, in the workplace, in the community, and interpersonally.
2. Analyze, evaluate, and solve problems that arise in employment and in life.
3. Locate, evaluate, and effectively use information from a variety of sources, print and electronic, meeting common standards for intellectual and academic integrity.
4. Recognize and value the diverse needs and perspectives of individuals.

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

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

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

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

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

GENERAL EDUCATION REQUIREMENTS
FOR RASMUSSEN COLLEGE CREDENTIALS

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

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

AS degree candidates must successfully complete forty-five (45) credits of general education coursework distributed across the same categories.

Diploma programs include general education courses as designated by program. Certificiate programs may not include general education courses because they are career focused. Courses that are primarily developmental or remedial in nature, such as Foundation courses, may not be included in the general education total for any program.
Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in a technology-intensive learning environment, is defined as either lecture or laboratory depending primarily on whether new material is introduced. Lecture is a class setting in which the student is instructed in the theory, principles, and history of an academic or vocational subject. The student can expect a requirement of two hours of outside preparation for each hour of lecture instruction. Some lecture classes have additional time scheduled without additional charge to the student to provide for individualized coaching. Laboratory is a setting in which the student applies information and demonstrates, tests, or practices for reinforcement skills previously acquired through lecture or outside reading. An instructor is normally present in the laboratory setting, but for coaching and clarification rather than for presentation of new material. Two hours of laboratory have the credit equivalency of one hour of lecture instruction. The individual student's ability to master the necessary competencies may influence the number of class hours necessary to complete an individual course. Prerequisites may be waived in unusual circumstances, but only with the consent of the instructor and approval of the Academic Dean or Campus Director.

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

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

Clock Hour – Equal to 50 minutes of instruction.

How to Read Course Descriptions
Course description numbers that fall below 100 are generally considered to be freshman-level courses. Course description numbers that range from 100-199 are considered to be sophomore-level courses. Course description numbers that range from 200-299 are considered to be junior-level courses. Course description numbers that range from 300-399 are considered to be senior-level courses. Courses are organized by division courses that may function as senior-level student requirements for a Bachelor's degree.
A420 Accounting Information Systems 40 hours, 4 credits
An advanced course that further develops an understanding of the elements, relationships, and issues associated with manual and computerized accounting information systems. Practical application using spreadsheets, databases, and general education software. Prerequisite: Management of Information Systems

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

A432 Accounting Fraud Investigation 40 hours, 4 credits
This course is a study of the internal audit principles, practices, and control evaluations that are utilized to ensure accountability, responsibility and ethical operations within an organization. Prerequisite: Advanced Auditing Concepts and Standards

A440 Accounting Research Methods and Techniques 40 hours, 4 credits
In this course students learn accounting research tools and processes, how to conduct accounting research, and how to apply findings and results to solve business problems. Prerequisites: Advanced Auditing Concepts and Standards; Taxation of Individuals; Intermediate Financial Reporting III

A490 Accounting Capstone II 40 hours, 4 credits
This course 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 professional. Prerequisites: Financial Accounting I

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 compositions. The study of active reading strategies will provide students with the tools necessary for comprehending collegiate-level texts. This course is taught in six-week sessions. Prerequisite: Placement determined by Rasmussen College entrance placement exam score.

B087 Practical Math 40 hours, 4 credits
Mathematics is learned through communication. In this course, students will learn to communicate how problems are solved and how solving problems can be applied in real-world settings. Students will have opportunities to learn multiple problem solving strategies. This course also provides practice and skill problems. This course is taught in six-week sessions. Prerequisite: Placement determined by Rasmussen College entrance placement exam score.

B119 Customer Service 40 hours, 4 credits
This course covers the basic concepts and principles of customer service. Students will learn to develop a positive attitude and effective communication skills to consistently meet customer needs. Prerequisite: none

B136 Introduction to Business 40 hours, 4 credits
This course introduces students to business management and leadership and provides a general overview of the U.S. and international economic system. Topics include the economic system, income distribution, personal and corporate income taxes, and role of business in the economy. Prerequisite: none

B156 Introduction to Human Resource Management 40 hours, 4 credits
This course is an introduction to the management and leadership of an organization’s human resources. It explores the importance of establishing or administering the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guidelines. This course includes additional resources from Harvard Business Publishing. Prerequisite: none

B220 Project Planning and Documentation 40 hours, 4 credits
This course is an examination of the similarities, differences, and interrelationships of the quality improvement management system, including the processes, techniques, and tools used. Prerequisites: 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 the acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure. Prerequisites: Financial Accounting I

B232 Principles of Marketing 40 hours, 4 credits
This course serves as an introduction to the marketing concept, including seven key marketing practices. Topics include consumer buying behavior, business-to-business marketing 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 management skills and insights by studying management practices. In addition, students will develop an understanding of the manager/employee relationship and the legal and ethical issues that impact their organizations. This course includes educational resources from Harvard Business Publishing. Prerequisite: none

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

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

B245 Online Multimedia Marketing 40 hours, 4 credits
This course explores emerging and innovative business and marketing technologies and techniques such as weblogs and podcasting. In addition to investigating the 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 and various training techniques. It relates to Human Resource Management and Human Resource Development, how internal and external factors influence employee behavior, and the role of adult learning in training. Students will examine human resources training needs, 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
This course examines 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 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; problem solving; coaching, influencing, and motivating others; team-building; and leadership change. Prerequisite: none

B316 Applied Management Principles 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
B330 Advanced Principles of Financial Management  
40 hours, 4 credits  
This course provides an introduction to advanced concepts and methods of financial management for organizations. Topics include an analysis of corporate finance, asset pricing, leverage, risk and return, short- and long-term investment decisions, business financial planning, working capital management, capital structure, multinational finance, as well as other topics.  
Prerequisite: Financial Accounting II  
B333 Principles of Management II  
40 hours, 4 credits  
Through theory, self-analysis, and analysis of others, this course provides students with the knowledge, skills, and attitudes needed to become an effective manager. Specific topics covered include managing stress; solving problems; coaching, influencing, and motivating others; team-building; and leading change. This course includes educational resources from Harvard Business Publishing.  
Prerequisite: Principles of Management  
B343 Business Law II  
40 hours, 4 credits  
This course is a continuation of the study of fundamentals of law. This includes study of the types of business organizations, property laws, partnerships, 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 myriad factors involved in managing people within a global workforce.  
Prerequisite: none  
B360 Operations Management  
40 hours, 4 credits  
In this course students examine the operations function of managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered will include designing and managing operations; purchasing raw materials; controlling and maintaining inventories; and producing goods or services that meet customers’ expectations. Quantitative modeling will be used for solving business problems.  
Prerequisite: none  
B370 Organizational Behavior Analysis  
40 hours, 4 credits  
This course is designed to explore human behavior in work settings from an interdisciplinary perspective. The following topics will be studied and analyzed from a management perspective: organizational structure, leadership, power, conflict management, individual and group dynamics, motivation, morale, and communication.  
Prerequisite: none  
B371 Research and Report Writing  
40 hours, 4 credits  
Students will learn research and report writing for academic settings. Topics will include qualitative and quantitative research methods, literature search, 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 personal management including job analysis, manpower planning, selection of personnel, performance evaluation, training and wage and salary administration.  
Prerequisites: Principles of Management; Introduction to Human Resource Management; or Management of Health Information Services  
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 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 preventing 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 process-based approaches to organizational development through the stories of professionals involved in organizational change. Students will critically examine the design, management, and control of organizational development programs. This course includes educational resources from Harvard Business Publishing.  
Prerequisite: none  
B421 Statistics for Business  
40 hours, 4 credits  
In this course, students will develop basic statistical literacy along with the ability to analyze and evaluate real-life business problems using statistical methods. Students will learn how 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 provides fundamental principles of law applicable to business transactions, and provides overview of the current moral and ethical issues that arise in the world of business. Students will examine the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course.  
Prerequisite: none  
B440 Managing a Diverse Workforce  
40 hours, 4 credits  
This seminar course examines diversity from a personal, group, organizational, national, and global perspective. Students will explore stereotypes of individuals with 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 computing package, and examine applied statistics methods and applications in business situations.  
Prerequisite: College-Level Math course  
B460 Strategic Management  
40 hours, 4 credits  
This course is designed to integrate prior business courses through study, discussion, and creation of strategic management plans. Students will evaluate the key functions of organizations and integration of these functions to understand the best practices used to achieve competitive advantages. Topics will include strategic formulation, implementation, and evaluation.  
Prerequisite: Introduction to Business  
B491 Legal and Ethical Environment of Business  
40 hours, 4 credits  
This course presents an overview of the law, legal system, and ethics as 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  
B4935 Contemporary Leadership Challenges  
40 hours, 4 credits  
This seminar course examines current issues within the management field. This course is highly interactive in that both students and faculty are actively engaged in researching, presenting, and discussing course materials. In addition to gaining in-depth exposure to a current topic in the field, the seminar will become an active and effective members of a professional learning community.  
Prerequisite: none  
B498 Management Capstone  
40 hours, 3 credits  
In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, contemplating, and applying theoretical concepts studied throughout their degree in creating a solution for an actual management need. This course is designed to be taken during the student’s last quarter.  
Prerequisite: Business Bachelor’s student in last or second-to-last quarter  
D132 Computer Applications and Business Systems Concepts  
40 hours, 3 credits  
This course teaches students basic to advanced computer concepts and skills, including creating and modifying Word documents, designing databases, spreadsheet creation and analysis, using the Internet and E-commerce tools, and creating presentations with corporate templates and web tools.  
Prerequisite: none  
D181 Excel Applications  
40 hours, 3 credits  
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Excel. Students will be introduced to electronic spreadsheet features ranging from the data input and manipulation to charting and PivotTables. This course is designed to help prepare students for the Excel portion of the Microsoft Office Specialist certification exam.  
Prerequisite: Computer Applications and Business Systems Concepts  
D187 Professional Presentations  
40 hours, 3 credits  
This course is designed to incorporate two Microsoft Office presentation programs into a single, powerful tool that can be used to create professional presentations. Students will learn to use PowerPoint and Publisher as partners in creating multidimensional presentations.  
Prerequisite: Computer Applications and Business Systems Concepts  
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 creation and modification of databases to maintaining data integrity. This course is designed to help prepare students for the Access portion of the Microsoft Office Specialist certification exam.  
Prerequisite: Computer Applications and Business Systems Concepts  
D279 Computer Focused Principles  
40 hours, 3 credits  
This course is designed to teach students to accomplish common accounting functions through the use of the computer. Students will learn to maintain accounting records on a computer, input and process information and produce standard accounting reports. This course covers common accounting functions such as maintaining accounts receivable, accounts payable and general ledgers.  
Prerequisite: Financial Accounting I  
D283 Access  
40 hours, 3 credits  
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Access. Students will be introduced to database management features ranging from the creation and modification of databases to maintaining data integrity. This course is designed to help prepare students for the Access portion of the Microsoft Office Specialist certification exam.  
Prerequisite: Computer Applications and Business Systems Concepts  
E170 Introduction to Undergraduate Research  
20 hours, 2 credits  
This course provides a broad overview of information literacy concepts by introducing skills for locating, evaluating, and ethically using a variety of resources for a specific purpose. The course begins with the information cycle and the production of information, followed by the identification of a topic & research question, and the selection, evaluation, and use 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 if they are seeking the E242 Career Development course.
### E242 Career Development
20 hours, 2 credits
This course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a job-seeking portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview. Prerequisite: none

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

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

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

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

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

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

### EC180 Knowledge: Externship I
180 hours, 2 credits
Under externship supervision, the student will observe and implement developmentally appropriate practices while interacting with children and adults. Prerequisite: none

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

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

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

### EC210 Infant and Toddler Development
40 hours, 4 credits
This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. This course will introduce the philosophy and theory behind primary care, continuity of care, and respectful care as it relates to brain and attachment research. Explores ways of creating environments for infant/toddler group care. Prerequisite: Infant and Toddler Development.

### 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, puppetry, and literacy board use will be emphasized. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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

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

### 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 the effective ways to adapt English language instruction to teach learners in our increasingly diverse population of young children and families. They will examine a range of communication styles, learning styles, and behaviors that affect English language teaching and learning. They will analyze the development of English language skills in all domains through social and cultural lenses. 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 infants, toddlers, preschool, and school-aged English Language Learners acquire language and literacy. They will be exposed to early childhood programs that support children’s home languages, and explore how to create an environment that sustains English Language Learners. Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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

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

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

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

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

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

### 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 Child Development
40 hours, 4 credits
Students will carry out a 2-hour field observation in the field of early childhood. They will analyze environmental restrictions and explore how to support children with special needs in the early childhood setting. Students will carry out a 2-hour field observation in the field of education.
EK100 Introduction to Electrocardiograms 50 hours, 4 credits
This course provides an introduction to interpreting electrocardiograms. In this course, students will identify a basic EKG using a systematic approach. Students will also learn how to use EKG equipment and practice safety procedures for patients. Topics include patient and machine history, regulations, patient communication, and basic functions of the cardiac system.
Prerequisite: none
F308 Financial Markets and Institutions 40 hours, 4 credits
This course is the standard introduction to the banking profession, financial markets, and financial institutions. It touches on nearly every aspect of financial decision making, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.
Prerequisite: none
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 macroeconomics 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, and coherent manner. Students will produce college-level writing that reflects awareness of rhetorical strategies, writing purpose, voice, and appropriate grammar, punctuation, and usage skills. Through reading, writing, discussion, research, and collaboration, students will practice effective writing and apply 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 process of humanitarian 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
G141 Introduction to Communication 40 hours, 4 credits
The course will introduce students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socioeconomic status, and gender influence communication. Students will focus on developing an awareness of the effects of various types of communication on themselves and others. They will also develop practical skills for improving their ability to communicate in personal, social, and professional contexts. Specific topics will include perception, self-concept, verbal and nonverbal communication, effective listening and communicating in culturally diverse settings.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score
G142 Introduction to Sociology 40 hours, 4 credits
This course introduces students to basic sociology terms and concepts. Students will understand how to apply sociological concepts and theories and analyze the structure and relationships of social institutions and the process of social change. Students will explore a variety of topics of sociological interest, including socialization, social inequality, social movements, and the impact of technology and social change on society.
Prerequisite: none
G145 Film Appreciation 40 hours, 4 credits
Students will study different elements, forms, techniques and styles of film and will learn a critical approach to film and the motion picture industry. Students will critique films and filmmakers through various approaches and develop skills that demonstrate analysis, interpretation, and evaluation skills as well as fostering a deeper appreciation and understanding of film as an art form.
Prerequisite: none
G146 Human Geography 40 hours, 4 credits
This course will introduce students to the systematic study of patterns and processes that have shaped human interaction with the environment, and the alteration of Earth’s surface. Students will employ spatial concepts and landscape analysis to examine human social organization and spatial consequences.
Prerequisite: none
G147 Art Appreciation 40 hours, 4 credits
Students will examine the historical, social, and technological factors that contribute to understanding the function and meaning of art in this course. Using a global and thematic approach, students will be introduced to the basic elements of art, while learning about a full range of media used to make art, and the fundamental concepts of art criticism. Western and non-Western art is represented with a strong emphasis on a global perspective in relation to culture, communication, politics, and economics.
Prerequisite: none
G148 General Psychology 40 hours, 4 credits
This course will provide students with a general understanding of 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 perception, 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 will be followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems.
Prerequisite: none
G152 Scientific Literacy 40 hours, 4 credits
In this course, students will explore the role that science plays in the world. Students will survey different natural sciences such as: biology, health sciences, chemistry, physics, astronomy, and geology; as well as analyze specific case studies from these fields. Throughout the course students will develop their scientific reasoning skills. They will learn about the scientific method as well as how to detect common fallacies and misuses of science.
Prerequisite: none
G180 General Education Mathematics 40 hours, 4 credits
This course introduces students to topics from modern mathematics that are relevant to everyday life and not typically covered in the standard college math sequence. Students will be exposed to a variety of mathematical tools from diverse branches of mathematics. They will utilize these tools to solve interesting real-world problems. Topics may include, but are not limited to, game theory, graph theory, the mathematics of growth, applications of geometry, probability, and statistics.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score
G200 Understanding Cultures 40 hours, 4 credits
This course is a comparative study of societies and cultures around the world and the cultures within the United States, focusing on the effects of ethnicity and race on African Americans, Latino, Asian American and Native Americans living in the United States. Topics include family, wage, power, religion, values, inequality, social organization, language, social stratification, economic processes, conflicts and cultural and social change over time. Examples will be drawn from Africa, South America, North America, Asia and the Pacific Islands.
Prerequisite: none
G201 Creative Writing 40 hours, 4 credits
This course will develop the student’s talents in creative writing. Various forms of writing will be studied, such as short stories, novels, poems, plays and non-fiction. Works by students and others will be critiqued. Students will also develop editorial skills so that each writer may revise and improve his/her work. Students will compose a minimum of 6000 words over the course of the program.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score
G203 Microeconomics 40 hours, 4 credits
In this course, students will learn the fundamentals of microeconomics, which deals with the economic activity of the individual, both consumers and businesses. 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 in the domestic and international front will be covered.
Prerequisite: none
G204 Macroeconomics 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
G215 Introduction to Human Biology 50 hours, 4 credits
Students will explore fundamental concepts of human biology. They will examine cell structure and function, body systems, and biochemistry. They will also learn basic concepts of genetics and evolution. Students will explore the relationship of human populations and the ecosystem. Students will complete laboratory exercises coordinated with course content.
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
G230 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 system of reasoning 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
G237 Oral Communication 40 hours, 4 credits
This course will present students with a broad understanding of communication in a variety of contexts. Students will learn the processes and strategies of oral communication by exploring speech 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
G238 Introduction to Literature 40 hours, 4 credits
This course offers an introduction to the most common literary genres: fiction, poetry, drama, and literary non-fiction. Students will study the basic elements of each genre, learn how to compare genres, become familiar with sample texts that illustrate the particularities of each genre, and practice the skills of analyzing and writing about literary texts. Reading and analysis of texts will include a variety of literary forms and periods. Students will engage in approaches to determine literary meaning, form, and value.
Prerequisite: none (English Composition recommended)
G233 College Algebra 40 hours, 4 credits
This course provides students with the skills to achieve mastery of algebraic terminology and applications including, but not limited to, real numbers, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

Course Descriptions
888-5-RASMUSSEN 39

2013-2014 Catalog and Student Handbook
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 a review 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

G242 American U.S. National Government
40 hours, 4 credits
This course presents the development and evolution of the American national government with emphasis on the structures and processes of our representative democracy, including its ties to culture, politics and policies, political parties, and state and local governments.
Prerequisite: none

G245 Introduction to Geology
40 hours, 4 credits
Examines basic geologic principles from a physical or historical perspective. Topics include 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 will 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 period will be explored amid a variety of human cultures, values, and perspectives within the United States.
Prerequisite: none

G324 Advanced Composition
40 hours, 4 credits
This advanced writing course is intended to help students further develop and refine their writing, researching, and analytical skills through the application of these skills to various rhetorical situations. To achieve these goals, students will be expected to develop their ability to present their views in an organized, unified, and coherent manner to diverse audiences.
Prerequisite: English Composition

G325 Human Uses of the Environment
40 hours, 4 credits
This course provides an in-depth exploration of the integrated relationship between human life and the surrounding environment, beginning with a study of the fundamental concepts and principles of ecology. Topics that are interwoven throughout the course include principles of ecology as seen in the structure and function of the ecosystem; pollution of air, soil and water resources; population explosion and the relationship of people to disease and food production; and environmental controls necessary for survival.
Prerequisite: none

G330 American Literature
40 hours, 4 credits
This course surveys authors, genres, and movements in American literature from 1865 to the present, including representative works of Realism, Naturalism, Modernism, and Post-Modernism/Post-Structuralism. Students will engage in critical readings of exemplary literary texts from a diverse group of authors that have influenced American literature since the Civil War. Students will analyze how these works of literature exemplify particular historical moments in U.S. history, as well as how they communicate pertinent social issues ranging from gender, race, ethnicity, class, religion, sexual identity, community, region, and nation. In their study of the broad range of American fiction, poetry, and drama since 1865, students will analyze literary, aesthetic, and critical developments.
Prerequisites: English Composition; Introduction to Literature

G332 Visual Communication in the Media
40 hours, 4 credits
This course examines how people understand their world through visual images. Students will learn how people visually gather, process, and interpret information presented through media sources.
Prerequisite: none

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

G334 World War I: The Trenches
1900 to the Present
40 hours, 4 credits
This course explores how authors from around the world have engaged with important themes and historical events throughout the twentieth century. In studying these texts, students will examine the interplay of fiction and history, the varieties of literary style, and the qualities that link as well as distinguish works from different cultures. Students will respond to texts critically in discussion and essays, as well as research critical evaluations of literary texts, authors, etc.
Prerequisite: English Composition

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

G350 Conservation of Resources
40 hours, 4 credits
The purpose of this course is to provide students with important principles of ecology and resource management. Emphasis will be on local and global environmental problems and possible solutions to these problems.
Prerequisite: none

G380 Visions of America Since 1945
40 hours, 4 credits
Since the end of World War II, popular culture has become an especially significant aspect of American history and an important element in mass communication. Consequently, this course will explore the ways in which popular culture has represented and mediated conflicts and tensions of the post-WWII era. This is a less, issues of gender and family relationships, as well as class and racial politics, will be discussed. The dual role of television as a reflective and manipulative force in the new suburban family and the role Hollywood films played in the popular culture will be examined.
Prerequisite: none

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

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

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

G435 Literature of American Minorities
40 hours, 4 credits
This course introduces students to a variety of texts by American minority authors from the mid-19th century to the present. The central focus of this course will be on literary responses to the social marginalization based on race/ethnicity, gender, national origin, sexuality/sexual orientation, and other factors. Students will study the effects of exclusionary and oppressive practices, both historical and present day, on writers’ perceptions and literary representations of their times, contexts, and identity. Students will also be introduced to sampling of the most common critical-theoretical approaches to the primary texts they will study in this class.
Prerequisite: English Composition

G440 Political Thought
40 hours, 4 credits
This course provides an introduction to and appreciation of some important authors and ideologies of political thought. The course will cover such topics as authority, consent, freedom, and obligation.
Prerequisite: none

H200 US Healthcare Systems
40 hours, 4 credits
This course provides an overview of the United States healthcare system. The history of the evolution of healthcare will be discussed along with the role of local, state, and federal government in healthcare delivery. An introduction to a variety of provider models and the delivery systems found in private and public healthcare facilities will be covered, including different types of healthcare facilities. The influence of reimbursement methodologies and medicine 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. Students will learn about 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.
Prerequisite: Healthcare Systems; Principles of Management; Introduction to Human Resource Management; Electronic Health Records and Medical Office Procedures

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

H340 Regulation and Compliance in Healthcare
40 hours, 4 credits
This course is an exploration of the many entities that regulate healthcare delivery, from local, state, and federal government to the accreditation agencies of healthcare organizations. Issues and methods for compliance with the many laws and regulations are examined. The course provides an overview of the impact of regulatory agencies on the operation of healthcare facilities. Corporate ethics and responsibilities and the operation of healthcare as a business is explored.
This course includes educational resources from Harvard Business Publishing.
Prerequisite: Introduction to Healthcare Administration or Introduction to Health Information Management
H350 Healthcare Statistics 40 hours, 4 credits
Students will discuss and apply the common terms, formulates, and computations used in healthcare statistics through effective data collection, interpretation of information, and the display of data.
Prerequisites: Introduction to Healthcare Administration or Introduction to Health Information Management, College-level Math course

H360 Healthcare Planning and Policy Management 40 hours, 4 credits
This course provides a study of current healthcare-policy issues affecting the U.S. healthcare system and the politics that drive policy and planning of healthcare delivery. The influence of participants outside the healthcare industry and the various levels of government involved in policymaking will be examined. Economic theory, trends, and the future of healthcare will be explored.
Prerequisite: Introduction to Healthcare Administration

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

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

H420 Advanced Healthcare Law and Ethics 40 hours, 4 credits
This course examines ethical theories and the principles of bioethics. Students will analyze these theories and principles and apply them to ethical problems in the healthcare field. This course includes educational resources from Harvard Business Publishing.
Prerequisites: 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 credits, 4 hours
In this course, students will compare and contrast foreign healthcare services and systems, focusing on cultural, geographic, environmental, economic and political factors.
Prerequisite: Introduction to Healthcare Administration

H450 Healthcare Management Capstone 30 hours, 3 credits
This online course is designed to allow students to integrate the knowledge and skills gained in the Healthcare Management BS program. Through case analysis, class discussion, and a research project, students will synthesize and demonstrate their understanding of core healthcare management concepts via completion of a Capstone project approved by the instructor. 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

H300 Information and Communication Technologies 40 hours, 4 credits
This course is an exploration of the technologies available to manage all aspects of health information and communication, including hardware and software to ensure data collection, storage, analysis and reporting of information. Students will explore the development of networks, including intranet and internet applications to facilitate the electronic health record. Interpretation of the derivation and use of standards to achieve interoperability of healthcare information systems will be explored.
Prerequisite: Program Admission

H305 Health Information Management Systems 40 hours, 4 credits
A study of the various clinical, administrative, and specialty service applications used in healthcare organizations are emphasized. This course applies information systems development concepts and interprets the systems development life cycle. Existing and emerging healthcare information systems applications will also be explored.
Prerequisite: Program Admission

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 healthcare finance principles required to manage a health information management department or project. Accounting, cost accounting, budgeting, financial reports, financial management, cost benefit analysis, capitalization, and cost containment techniques are introduced.
Prerequisite: Program Admission

H340 Project Management 40 hours, 4 credits
An exploration of the application of general principles of project management in the administration of health information services. Students will 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 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 Reimbursement Methodologies 40 hours, 4 credits
A study on managing the use of clinical data required in prospective payment systems and other reimbursement systems in healthcare. Topics will include compliance strategies and reporting, chargemaster management, casemix management, the audit process, and the National Correct Coding Initiative. Students will explore payment systems such as PPS, DRGs, APCs, RBRVS, and RUGs.
Prerequisite: Program Admission

H400 Electronic Data Security 40 hours, 3 credits
A study of data protection methods and monitoring including physical, technical, and managerial safeguards. Risk assessment, audit and control, audit trails, contingency planning, and data recovery is included. Internet, web-based, and e-Health security is explored. Students will learn to enforce confidentiality and availability measures 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 processes and policies, research design and methods, knowledge-based research techniques, research protocol data management, and national guidelines regarding human subject’s research.

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

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

H445 Healthcare Data Management 20 hours, 2 credits
This course addresses the fundamental concepts of managing health records both manually and electronically in today’s healthcare facilities. This course introduces students to the practices of healthcare information management, focusing on the content and structure of patient-identifiable data and information. This course covers management issues related to paper-based record systems, including clinical documentation issues, medical word processing as a tool for documentation, forms design, storage and retrieval systems, and chart tracking. Secondary records such as indexes, registers, and registries are covered in this course, along with an exploration of data sources, data capture, healthcare information infrastructure and documentation requirements. In this course, students analyze healthcare data sets such as the HERA, DKG, and 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. It is designed to assist students in exploring the diversity of the health information profession. The experience will include health information-related shadowing, observation, and experience of tasks and must be approved by the instructor. The instructor will work with the student to identify facilities that are available in the student’s area of interest and will establish an agreement with the facility if one does not exist.
Prerequisite: Must be completed in the student’s final quarter

H5100 Introduction to Human Services 40 hours, 4 credits
Introduction to Human Services exposes the student to the many facets of human services work. Topics to be explored include programs, policies, history, politics, and how current economics shapes programs. Human service intervention strategies utilized in daily practice are examined along with stresses faced in the workplace. Comparisons of human services systems from a variety of countries will also be examined.
Prerequisite: none

H5110 Cultural Diversity in Human Services 40 hours, 4 credits
This course will examine diversity in many communities and the cross-cultural service delivery available in those communities. Specific client populations will be explored, with an understanding of what cultural, physical, and mental diversity is and why it is important. Special attention will be paid to working with people of both mental and physical disabilities. Those disabilities include, but are not limited to, mental retardation, autism, and Asperger’s Syndrome.
Prerequisite: Introduction to Human Services

H5115 Introductory Strategies to Crisis Intervention 40 hours, 4 credits
This course sets the foundation for students to develop the morals, ethics, and attitude necessary to strategically help those in crisis situations. The values and ethics intrinsic to the human services profession will be explored, as well as developing interpersonal communication skills. Students will explore how human services professionals function as change agents and must therefore attain and develop a core of intervention knowledge, theory, and skills to effectively deal with people in crisis. The ability to create genuine and empathetic relationships with others is central to those entering the human services field. Intervention strategies are also explored.
Prerequisite: Introduction to Human Services
COURSE DESCRIPTIONS

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

HS260 Community Psychology 40 hours, 4 credits
Community Psychology focuses on the four systems which function in a community: the mental health system, the educational system, the criminal justice system, and the social service system. As human service professionals, students will analyze problems in these communities and learn decision-making including such documents as search warrants, police reports, and case documents. Students will evaluate the impact of proper report writing, communication, and documentation on the outcome of legal proceedings, and review the importance of effectively translating written work into courtroom testimony.
Prerequisite: Introduction to Criminal Justice

J120 Criminal Law and Procedures 40 hours, 4 credits
This course provides an examination of substantive and procedural criminal law. Students will be introduced to Federal and State courts systems. The concepts of evidence sufficiency, standards of proof, and due process are examined. Students will examine factors contributing to the development of the legal system and its role in criminal justice. The course will also examine the complexities of the codification of the laws, federal, state, local government, and the private sector.
Prerequisite: Introduction to Criminal Justice

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

J150 Introduction to Criminal Law 40 hours, 4 credits
This course provides an examination of substantive and procedural criminal law. Students will be introduced to Federal and State courts systems. The concepts of evidence sufficiency, standards of proof, and due process are examined. Students will examine factors contributing to the development of the legal system and its role in criminal justice.
Prerequisite: Introduction to Criminal Justice

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

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

J226 Legal Code for Law Enforcement 40 hours, 4 credits
Students will use states' criminal and traffic codes to become familiar with law and statutes. They will review penal statues covering issues from homicide to misconduct, and will examine legislation and statutes that govern law-enforcement duties and responsibilities. Students will also examine the variety of procedures that apply to specific populations like juveniles and domestic-violence victims.
Prerequisite: Policing in America

J230 Juvenile Justice: Delinquency, Dependency, and Diversion 40 hours, 4 credits
Students will examine constitutional amendments regarding correctional management in various settings. They will explore pre-trial procedures; rights, officer professionalism, best practices, and proper operational procedures in a correctional setting. They will review principles as applied to the special populations of offenders.
Prerequisite: Introduction to Corrections

J231 Criminal Law and Procedures 40 hours, 4 credits
In this course, students are introduced to the Federal and State court systems. This course examines substantive criminal, definitions of crime, and principles of criminal responsibility. The course will use case studies for application of general principles to the law. Statutory defenses, mitigating factors, and circumstances which may excuse criminal responsibility and common law principles are examined. For residential only, this course includes a fieldwork assignment.

J232 Applied Criminal Procedures 40 hours, 4 credits
This course provides an examination of procedural requirements for the judicial processing of criminal offenders. The concepts of evidence sufficiency, standards of proof, and due process are examined. Students will explore the Bill of the Rights and its applicability to the criminal justice process.
Prerequisite: Introduction to Criminal Law
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 touch on the causes and motives that drive terrorists, their methods of operation, and the impact of terrorism on the United States and abroad. Students will examine the necessary effort of planning preparedness within the governmental regulatory framework. Students will come to understand and appreciate the complexities of community and national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism.
Prerequisite: Introduction to Criminal Justice

J245 Security Challenges
40 hours, 4 credits
This course is an examination of the field of security and the security challenges faced in the current world situation. Both public and private security issues will be evaluated based on organization, law, and risk. Defense basics will be explored internally and externally. Specific threats to transportation, cargo, and information from terrorism will be reviewed. This course concludes with a critical look at the future of security.
Prerequisite: Introduction to Criminal Justice

J246 Practical Psychology for the Criminal Justice Professional
40 hours, 4 credits
Students 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, law enforcers, and the citizenry they serve. Students will apply ideas from psychology to create effective victim and witness interviewing strategies, offender behavior-modification approaches, and coping methods. 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, psychosocial, and sociological aspects of drug and alcohol abuse. Treatment and prevention of abuse will be explored. In addition, policy implications of drug use and the criminal justice system response will be analyzed. An overview of the theories of use, drug business, and drug law enforcement will be explored. Such recent developments as “club drugs,” inebriant, 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 issues arise in criminal justice, but also of how sound moral decisions are made in response to them.
Prerequisites: Policing in America; Criminal Law and Procedures: Crime in the Courtroom

J270 Critical Thinking and Evidence-Based Practice 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 emphasis 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

J320 Contemporary Issues in Criminal Justice Capstone
40 hours, 4 credits
This capstone class examines the future of the criminal justice system. The current cutting edge technology in different fields within the criminal justice system is discussed along with insights from academics, practitioners, and those in the future fields. Methods and philosophies that will govern the criminal justice field in the near future are introduced along with discussions of the ethical, legal, social, and political ramifications expected. This course includes ten hours of field experience.
Prerequisite: Introduction to Criminal Justice. Students must be enrolled in the Criminal Justice program in their last two or second quarter.
Co-requisite: Junior Seminar

J350 Examination of Forensic Science
40 hours, 4 credits
Students will critically examine the role of forensic science in the criminal justice process and the court of law. They will review historical events in criminalistics, and analyze problems in forensic science as it relates to formulation of recommendations for change. They will also explore best practices and the future of forensic science.
Prerequisite: Constitutional Law

J352 Criminal Investigations
40 hours, 4 credits
Students will learn to conduct full criminal investigations. They will examine various techniques, methods, and processes for interviewing and interrogating crime suspects and witnesses. They will also explore techniques for conducting investigations with special populations.
Prerequisite: Constitutional Law

J355 Criminal Evidence
40 hours, 4 credits
This course will familiarize students with the fundamentals of criminal evidence as it pertains to the presentation of cases in criminal trials, and the role of legal counsel. Constitutional issues involving evidence are examined. Different varieties of evidence, from hearsay to physical evidence, are examined. Trial procedures such as expert-witness testimony, police testimony, and testimonial privileges are analyzed.
Prerequisite: Criminal Law and Procedures: Crime and the Courtroom (except the last two students enrolled in the Cyber Security Program)

J365 Research Methods in Criminal Justice
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; Criminal Law and the Courtroom (except students enrolled in the Cyber Security Program)

J362 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 departments, including law enforcement, public education, medical, public health, emergency management (including FEMA), information operations, defense, diplomacy, commerce, transportation, and intelligence.
Prerequisite: Terrorism

J365 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 comprehensive management of security operations. They will learn skills to aid in planning for natural and man-made disaster recovery, and for crisis management.
Prerequisites: Introduction to Homeland Security; Security Challenges

J360 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 role 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; Law and 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.
Prerequisites: Ethics in Criminal Justice

J353 Theories 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, from criminal-justice process, and movements and legislation regarding victims’ impact on judicial proceedings are examined. A variety of crimes and types of victims is explored.
Prerequisite: none

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

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

J365 Research Methods in Criminal Justice
40 hours, 4 credits
This course will explore the basic steps of conducting research. Students will explore the nature of research and the research techniques specific to the criminal-justice field. Students will become familiar with research terminology and the ethics involved in various research designs. To complete the course, students will design and simulate their own research project.
Prerequisite: Statistics in Criminal Justice

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

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, vision, planning, and goal development will be examined.
Prerequisites: 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 reading 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 explore the role and function of corrections supervisors in the field. The practical considerations of managers and supervisors in the community will be examined. Cases studied on probation and parole will be explored.
Prerequisites: Criminal Behavior: Profiling Violent Offenders; Introduction to Corrections
COURSE DESCRIPTIONS

J130 Forensic Psychology
40 hours, 6 credits
This course will examine the role and function of psychology as it applies to the criminal-justice system. Students will examine the responsibilities and tasks of forensic psychologists when working with law enforcement, courts, and corrections. A psychological approach to personal injury and tort cases 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: Profiling Violent Offenders

J440 Special Offenders: Sex Offenders
40 hours, 4 credits
This course will examine the causes of sexual offenses and treatment of offenders. Laws and policy pertaining to sex offenders will be analyzed. Research on sex offenders, including research on forensic treatment and re-entry into the community, will be examined. Prerequisite: Introduction to Criminal Justice (except for students enrolled in the Bachelor of Medical Transcription Program)

J455 Special Offenders: Serial Killers
40 hours, 4 credits
Students will explore issues and controversies involved in serial killer cases or mass murder investigations. They will cover topics including maintaining justice, victim’s rights, interrogation techniques, media coverage of crimes, and grief. Prerequisites: Criminology: Motives for Criminal Behavior; 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 an exploration of an area of criminal 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. Prerequisite: Statistics in the Criminal Justice; Research Methods in Criminal Justice

J475 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 second-to-last quarter

J460 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 have the opportunity to participate in discussions, journaling, and related coursework to integrate their academic and internship experiences. Prerequisite: Contemporary Issues in Criminal Justice Capstone; Student should be in last or second-to-last quarter

J490 Critical Issues in Criminal Justice
40 hours, 4 credits
This course will examine trends, policies, processes, and programs in criminal justice. Careful analysis of criminal-justice systems and policy issues is the focus of this course. Students will analyze future initiatives in policing, courts, corrections, juvenile justice, and the community setting. Prerequisite: Contemporary Issues in Criminal Justice Capstone

M100 Customer Service in Healthcare
10 hours, 1 credit
This will prepare students to deliver outstanding customer service in a healthcare setting by providing them with an understanding of the factors that influence the perceptions of external and internal customers. Topics covered in this course include: the psychology of patients, customer service in a diverse world, listening skills and effective communication techniques. Prerequisite: none

M105 Introduction to Electronic Health Records
30 hours, 3 credits
In this course, students will focus on the basics of Electronic Health Record (EHR) keeping of patient health information in a medical delivery setting. An emphasis on emerging technologies in EHR, and their potential application in evidence-based practice will be studied. The scope of the course is designed to familiarize students with the clinical patient encounter, as well as electronically supporting other care-related, and outcomes reporting.

M120 Medical Terminology
40 hours, 4 credits
This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomic roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation. Prerequisite: none

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 a medical terminology course for students who are not planning to study for coding. This course also provides a systematic approach to hospital inpatient and ambulatory care coding, emphasizing specific and correct coding procedures and techniques. Topics covered include: study of human cells and tissues; the integumentary, musculoskeletal, nervous, respiratory, genitourinary, circulatory, digestive, reproductive, sensory, cardiovascular, lymphatic, immune, and endocrine systems of the body; most commonly prescribed drugs; and laboratory tests. The student will learn how to abstract key information from the health record to assist in improving physician documentation and to ensure all valid and accurate coding. Students will complete laboratory exercises coordinated with course content.

M130 Medical Writing, Style and Grammar
30 hours, 3 credits
A focused look at English grammar, punctuation and style is the focus of this course that will teach students to accurately and appropriate medical documents being transcribed or edited. Common English language problems 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.

M131 ICD-9-CM Coding
40 hours, 4 credits
This course provides an in-depth study of the International Classification of Diseases-Clinical Modification (ICD-9-CM) using sample exercises and medical records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover procedural coding of all body systems. Use of coding and grouper software will be used as well as the use of registries and indices. Prerequisite: Anatomy and Pharmacology for Coders; Pathophysiology

M132 ICD-PCS Coding
40 hours, 4 credits
This course provides an in-depth study of the International Classification of Diseases-Procedural Coding System (ICD-PCS) using sample exercises and health records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover procedural coding of all body systems. Prerequisite: Medical Terminology

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.

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

M141 Ambulatory Care Coding
40 hours, 3 credits
This course is designed to be the second course in a series of three courses focusing on ambulatory care coding, emphasizing specific and correct coding procedures and techniques. Topics covered include: study of human cells and tissues; the integumentary, musculoskeletal, nervous, respiratory, genitourinary, circulatory, digestive, reproductive, sensory, cardiovascular, lymphatic, immune, and endocrine systems of the body; most commonly prescribed drugs; and laboratory tests. The student will learn how to abstract key information from the health record to assist in improving physician documentation and to ensure all valid and accurate coding. Students will complete laboratory exercises coordinated with course content.

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

M143 ICD-9-CM Coding
40 hours, 4 credits
This course is designed to be the second course in a series of three courses focusing on ambulatory care coding, emphasizing specific and correct coding procedures and techniques. Topics covered include: study of human cells and tissues; the integumentary, musculoskeletal, nervous, respiratory, genitourinary, circulatory, digestive, reproductive, sensory, cardiovascular, lymphatic, immune, and endocrine systems of the body; most commonly prescribed drugs; and laboratory tests. The student will learn how to abstract key information from the health record to assist in improving physician documentation and to ensure all valid and accurate coding. Students will complete laboratory exercises coordinated with course content.

M201 Medical Transcription I
80 hours, 4 credits
The student will transcribe medical reports of medical specialties from CD-ROM, edit medical reports generated by speech recognition from various specialties, and apply knowledge of medical terminology, anatomy, and physiology to the transcription process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms, as well as proper report format.

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

M202 Introduction to Medical Transcription
40 hours, 4 credits
An introduction to the profession of medical transcription and medical editing. Topics covered will be the medical transcription process and the skills needed as well as technology and equipment used, work scenarios and work stations, employer expectations, salary methods, the job search, and professionalism. The student will explore the lifecycle of the patient record and how electronic health records impact the profession. Speech recognition and other technology will be presented along with resources that a medical transcriptionist will need to use on the job.

Prerequisite: Medical Terminology

M209 Medical Insurance and Billing
40 hours, 3 credits
This course introduces the student to the history of the profession of the health information technician and the management of health information. Students learn about the organization of healthcare facilities, the members of the healthcare team who contribute to and use health information, and the trends in the management of health records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information.

Prerequisite: none

M209 Medical Insurance and Billing
40 hours, 3 credits
This course introduces the student to the history of the profession of the health information technician and the management of health information. Students learn about the organization of healthcare facilities, the members of the healthcare team who contribute to and use health information, and the trends in the management of health 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

M211 Quality Assurance and Management
40 hours, 4 credits
This course covers quality improvement methodologies used in acute and long-term care, and the quality implications of information services. The course includes data collection and compilation of healthcare statistics.

Prerequisites: Introduction to Health Information Management; Computer Applications in Health Information Systems Concepts

M214 Medical Transcription
60 hours, 3 credits
The student will transcribe medical reports of medical specialties from CD-ROM, edit medical reports generated by speech recognition from various specialties, and apply knowledge of medical terminology, anatomy, and physiology to the transcription and editing process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms, as well as proper report format.

Prerequisites: Introduction to Medical Transcription; Medical Terminology; Keyboarding

M218 Management of Health Information Services
40 hours, 4 credits
The study of management, supervision, and human resource principles with application to health information service departments in various healthcare settings. Students will learn how to manage and measure productivity of HIM staff and how the HIM management role in relation to other hospital departments.

Pre or Co-requisite: Introduction to Health Information Management
COURSE DESCRIPTIONS

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.
Prerequisite: None

M230 Medical Law and Ethics
40 hours, 4 credits
A study of the United States legal system and court process with emphasis on legal and ethical issues within the healthcare environment. Fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics will be covered. The course will include a project that is specific to the student’s program of study.
Prerequisite: None

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

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

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

M252 Health Information Practicum
60 hours, 2 credits
A 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
40 hours, 4 credits
This course is designed to provide students with an understanding of the administrative duties performed in the medical office. Concepts covered include: preparing, filing and maintaining medical records; knowledge of the various types of health insurance coverage, coding and reimbursement; confidentiality and guidelines for releasing health information, and effective oral and written communication skills.
Prerequisite: Medical Terminology

M290 Medical Administration Capstone
10 hours, 4 credits
This capstone class is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administration, and medical office management skills.
Prerequisite: Medical Administration student in last or second-to-last quarter

MA102 Introduction to Medical Assisting
40 hours, 3 credits
This course is designed to provide students with a thorough understanding of the Medical Assisting profession and the skills necessary to be successful both in the Medical Assisting program and profession. During this course, students will complete a Programmatic Orientation and be exposed to basic Medical Assisting skills such as professionalism, vital signs and CPR/First Aid.
Prerequisite: None

MA110 Clinical Skills I
60 hours, 4 credits
In this course students will begin their study of the essential and basic care of front-office and back-office medical-assisting skills. They will examine the basic terminology of the medical-assisting profession, and will master knowledge and skills including communication and technology, patient centered care, safety and emergency plans, patient assessments and encounters, medical documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. They will follow applied-learning approaches to all skill-development and performance objectives.
Prerequisites: Introduction to Medical Assisting; Medical Terminology
Pre or Co-requisite: Structure and Function of the Human Body

MA135 Pharmacology for the Allied Health Professional
40 hours, 4 credits
This course is designed for a variety of allied health programs requiring an understanding of pharmacology. It attempts to present a basic rationale for understanding current drug therapy. This course presents drugs according to their theoretical classifications. It begins with the drug-related diseases are reviewed before the pharmacology of the drug is discussed. The approach by body system in this course serves to provide the necessary background information and to refresh the student’s memory of previously learned material through which the therapeutic action of the drugs can be clearly understood.
Prerequisites: Medical Terminology; Human Anatomy and Physiology I, or Structure and Function of the Human Body

MA145 Clinical Skills II
60 hours, 4 credits
Students will continue their study of the essential and basic care of back-office medical assisting skills. They will master knowledge and skills including patient care, education, and assessment, performing electrocardiography, performing venipuncture, performing medication administration, minor surgical procedures, procedures for medical emergencies, filing and filing of the medical-assisting professional, and behavior influencing health. They will also learn basic steps for finding employment and advancing in their careers. Students will also follow applied-learning approaches to all skill development and performance objectives.
Prerequisite: Laboratory Skills for Medical Assisting; Pathophysiology

MA225 Laboratory Skills for Medical Assisting
60 hours, 5 credits
This is a hands-on laboratory course designed for students who want to apply the knowledge and skills they have learned in the classroom to real-world healthcare settings. Students will work in teams to perform laboratory procedures and exercises, and they will learn to interpret data and make decisions based on their findings.
Prerequisite: Medical Assisting I or II

MA241 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, and endocrine systems of the body, and learn medical terminology. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Pre or Co-requisite: Introduction to Medical Assisting

MA242 Human Anatomy and Physiology II
60 hours, 5 credits
In this course, students will continue their study of human anatomy and physiology begun in Human Anatomy and Physiology I. They will examine the circulatory, lymphatic and immune, respiratory, urinary, digestive, and reproductive systems, as well as fluid and electrolyte balance, acid-base balance, and nutrition and metabolism.

MA245 Medical Assisting Internship
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 student 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 receive pay for the externship hours worked.
Prerequisites: Completed series of Hepatitis B immunizations; Completion of a 2-Step Mantoux screening test within 6 months of starting externship; Completion of all immunizations or verifications of immunity required by program and site; Successful completion of background check (clear background check obtained); Attendance at Rasmussen College Externship meeting held by Program Coordinator; Attendance at externship site orientation (if required by site); Successful completion of all Medical Assisting core courses except Career Development and Seminar courses; Approval of Medical Assisting Program Coordinator

MA265 Medical Assisting Capstone
20 hours, 2 credits
In conjunction with the Medical Assisting Internship (MA265), students will complete an online Medical Assisting Capstone course. In this course, students will learn job-search techniques and skills for entry-level medical assistants as well as share and learn from their externship experiences with the class. Students will also prepare to sit for a Medical Assisting credential examination during this course (either the CMA or RMA depending on campus accreditation status).
Prerequisite: None
Co-requisite: Medical Assisting Internship

MA301 Introduction to Microbiology
70 hours, 5 credits
This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism; requirements for and control of growth; genetics, mutagenesis, and biotechnology; a survey of bacteria, viruses, fungi, protozoa, and helminthes; interactions with and impact of microbes on humans, including mechanisms of pathogenicity.
Prerequisite: None

MH100 Pre-calculus
40 hours, 4 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

MH200 Calculus I
40 hours, 4 credits
This course takes students into a deeper exploration of functions within the framework of the Fundamental Theorem of Calculus. Topics include limits, derivatives, and methods of integration will be discussed. Students will cover numeric, graphical, and symbolic approaches to problem-solving for real-world scenarios. Technology including graphing calculators and computer applications will be used to solve problems and properly interpret results.
Prerequisite: Pre-calculus

MH210 Calculus II
40 hours, 4 credits
In this continuation of the topics investigated in Calculus I, students will further explore the methods of 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 that improper integrals are convergent or divergent.
Prerequisite: Calculus I

MH300 Applied Discrete Mathematics
40 hours, 4 credits
This course builds on the foundation established in Introduction to Discrete Mathematics with further exploration in logic and mathematical reasoning. Topics include combinatorics and graph theory, Boolean algebra, digital logic circuits, ordered sets, functional programming, models of computation, and computational complexity. Students will gain experience formulating mathematical proofs.
Prerequisite: Introduction to Discrete Mathematics; Calculus II

MH310 Probability and Statistics
40 hours, 4 credits
This course explores the concepts of conditional probability, random variables, expectations and distributions, sample spaces, moment-generating functions, and the central limit theorem. Further topics include an introduction to estimation, confidence intervals, and hypothesis testing. Students will also be able to generate random variables through experimentation, and they will understand how to apply statistical concepts to computational applications.
Prerequisite: Introduction to Discrete Mathematics
ML100 Introduction to Clinical Laboratory Science 40 hours, 3 credits
An introduction to laboratory medicine and the profession of clinical laboratory science. This course will emphasize professionalism, laboratory safety, and routine laboratory procedures including quality control and lab math.
Prerequisite: Program Admission
ML150 Clinical Chemistry I 40 hours, 3 credits
An introduction to analytical techniques, instrumentation, and basic principles of clinical chemistry methods. Presents the theory and application of biochemical analytes, including clinical significance and normal reference ranges.
Prerequisite: Introduction to Clinical Laboratory Science; Human Anatomy and Physiology I; and College Algebra
ML151 Hematology I 40 hours, 3 credits
Introduction to the theory and practical application of routine and special hematology procedures. Presents red-blood-cell function, hematopoiesis, and associated principles of stained blood smears. Coagulation blood cell morphology and the evaluation of stained blood smears.
Prerequisites: Introduction to Clinical Laboratory Science; Human Anatomy and Physiology I
ML152 Urinalysis 40 hours, 3 credits
An introduction to urinalysis and body-fluid analysis. Includes anatomy and physiology of the kidney, and physical, chemical, and microscopic analysis of urine, cerebral spinal fluid, and other body fluids.
Prerequisites: Introduction to Clinical Laboratory Science; Human Anatomy and Physiology I
ML201 Clinical Microbiology I 40 hours, 3 credits
This course will include basic concepts of microbiology. Emphasis will be placed on cell structure and function of human, pathogenic microorganisms. Disease, resistance and immune system function will be included. Methods of microbe control will be introduced. A student laboratory will be utilized for experiences in fundamental microbiology techniques.
Prerequisites: Introduction to Clinical Laboratory Science; Human Anatomy and Physiology I
ML202 Clinical Microbiology II 40 hours, 4 credits
Expanding upon concepts learned in Clinical Microbiology I, this course further examines the principles and techniques of various tests performed in Clinical Chemistry. Integral to this course is continued explanation of the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including quality control and normal values.
Prerequisite: Clinical Chemistry I
ML203 Immunology 40 hours, 4 credits
Basic immunology and serology concepts will be presented with an emphasis on selected infectious diseases and autoimmune disorders. The theory of immunologic and serologic procedures will also be presented.
Prerequisite: Human Anatomy and Physiology I
ML205 Immunohematology 40 hours, 3 credits
An introduction to the fundamentals of the immune system and the principles of genetics as they apply to blood group inheritance and blood banking procedures. Includes donor selection, blood collection, blood component processing and administration of blood components. Utilizes a student laboratory for experiences in routine blood banking procedures.
Prerequisites: Hematology I; Immunology
ML206 Clinical Microbiology II 60 hours, 4 credits
Expanding on concepts learned in Clinical Microbiology I, this course provides further instruction in basic microbiology with emphasis placed on viruses, fungi and parasites. Epidemiology and laboratory techniques will be introduced. A student laboratory will be utilized for experiences in fundamental microbiology techniques.
Prerequisite: Clinical Microbiology I
ML291 Clinical Practicum I 360 hours, 12 credits
Students will perform in supervised clinical rotations of the clinical chemistry, microbiology, urinalysis, hematology, blood bank, phlebotomy, and specimen-collection departments of the clinical affiliate.
Prerequisite: Approval by campus coordinator; completion of all coursework required by clinical affiliate
ML292 Clinical Practicum II 360 hours, 12 credits
Students will continue in supervised clinical rotations of the clinical chemistry, microbiology, urinalysis, hematology, blood bank, phlebotomy, and specimen-collection departments of the clinical affiliate.
Prerequisite: Clinical Practicum I
N127 Microsoft Windows Workstations 40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure a Windows workstation. The course gives the student the ability to provide hands-on support to a Windows workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, the course helps prepare students to take the Microsoft Windows Configuring (70-660) Certification Exam, which counts towards Microsoft Certified Solutions Associate (MCSA) Windows 7 certification.
Prerequisite: Fundamentals of Hardware & Software II
N133 Networking Fundamentals 40 hours, 3 credits
This course has been designed to teach the foundations of networking. The course covers Local Area Networks and Wide-Area Networks and how communications are accomplished in these 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. This course helps prepare students to take the CompTIA Network+ certification exam.
Prerequisite: Fundamentals of PC Hardware and Software
N360 Operating Systems Fundamentals 60 hours, 4 credits
Students are introduced to the principles of various types of microcomputer operating systems. Topics include system resources, memory management, processor management, user interface and operating system functions especially related to database resource management. Emphasis is placed on how the user, hardware, and software interface with the operating system.
Prerequisite: none
N371 Programming I 60 hours, 4 credits
This course is designed to teach the student C++ programming utilizing object oriented terminology. C++ expressions, decisions, and loops within the C++ realm are explored and practiced. This first course in a two course sequence ends with an analysis of functions and classes and how these elements are used in different programming projects.
Prerequisite: Object-Oriented Programming
N380 Game Preproduction 40 hours, 4 credits
This course has been designed to teach you the fundamental philosophies of game design and development with a hands-on approach. A step-by-step process that develops problem solving strategies. The techniques taught in this course exist to provide the practical resources needed to build a firm understanding of game development from a production standpoint. In addition, the information this course provides is a grounded study for any real life application where inspiration must combine with practical knowledge and application to create a marketable product.
Prerequisite: Game Design Theory I
N390 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
N410 Logic and Troubleshooting 40 hours, 4 credits
This course prepares students a strong base of Critical Thinking and troubleshooting methodologies for assessing situations and applying logical reasoning to various 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
N411 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 materials. Further, this course helps prepare students to take the CompTIA Security+ exam.
Prerequisite: Introduction to Networks
N412 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 traditional techniques are applied in solving a variety of problems. Topics will include variables, procedural abstraction utilizing handlers, conditionals, loops, and data types. The course will also provide students with an understanding of software engineering by having them write small but useful computer programs using pseudo-code as well as a high-level programming language.
Prerequisite: none
N415 Fundamentals of PC Hardware and Software 60 hours, 4 credits
In this course, students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and the software used to support the hardware. Additional topics covered include the relationship between computer hardware and software, computer networks and peripherals, virus protection, disaster recovery and maintenance planning. Finally, the student will learn about and conduct the responsibilities of a professional PC technician. To reinforce the materials in this course, the instructor will assign direct hands-on projects to be performed in a physical or remote lab setting. This course helps prepare students to take both parts of the A+ certification exam. Each student will assemble a computer using prescribed parts and materials.
Prerequisite: Logic and Troubleshooting
N416 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 laptops 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
N417 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+ 220-801 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, common client 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
N419 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
COURSE DESCRIPTIONS

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

N156 Mac Integration
40 hours, 3 credits
The purpose of the Mac Integration course is 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 client 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 exploration of the cultural, technical, and social aspects of games.
Prerequisite: none

N171 Introduction to Networks
40 hours, 3 credits
This course introduces the foundation to understanding 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 topologies. Students will also learn basic configuration of 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.
Prerequisite: Fundamentals of Hardware and Software I

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 Algebra

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 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, 4 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.
Prerequisites: Introduction to Networks; Microsoft Windows Server

N204 Human-Computer Interaction and Interface Design
50 hours, 4 credits
This course prepares students with the knowledge of creating buttons, menus, and other types of interfaces to 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
This course will cover 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 so the student a wide exposure to this important element in creating games.
Prerequisites: Programming I

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

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

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

N224 PHP/MySQL Administration
60 hours, 4 credits
Students learn the fundamental areas of two widely used Web application database tools, PHP and MySQL for implementing and managing database-driven websites. Topics will include PHP scripting and advanced administration of MySQL database applications to be utilized 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 computer components of a computer’s architecture – the CPU, RAM, and system bus. Topics include development of C language programs with a pseudo-code foundation, CPU operation at the bus level, comparison of procedural languages to machine language, and the development of machine and assembly language programs using multiple addressing modes, branching, and subroutine calls.
Prerequisites: Foundations of Software Design

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. Topics will include an introduction to programming structures like variables, decisions, loops, arguments, and functions. Students will create Microsoft Windows-based scripts using techniques such as PowerShell and incorporate them into another application and take advantage of additional features in Windows components such as WMI and ADSI.
Prerequisite: Windows Active Directory

N212 Fundamentals of Game Development II
60 hours, 4 credits
This course builds on the Fundamentals of Game Development I and introduces students to the 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 platform agnostic games.
Prerequisite: Fundamentals of Game Development I

N221 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 introductions 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 explore the relationship between story and game space. Subjects will include linear narrative, myths and the hero’s journey, chattersons and MUDs, exposition and dialogue trees, spatial narratives and storylines, and a range of interactive storytelling methodologies from campfires to LARP and text adventures.
Prerequisite: Game Preproduction

N226 Windows Active Directory
40 hours, 3 credits
This course will teach the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, set up, configure, utilize, maintain and troubleshoot Windows Active Directory. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.
Prerequisite: Microsoft Windows Server

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 technical support for Windows Servers. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the material covered. Further, the course helps prepare students to take the Microsoft Certified Technology Specialist exam.
Prerequisite: Fundamentals of PC Hardware and Software I

N230 Fundamentals of Ethical Hacking
40 hours, 3 credits
This course will show students the opposing side to network security. Students will gain insight into the hacker mindset and learn how they would 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 to scripting using PHP as well as JavaScript and/or other languages. In addition, the core principles of social media application development are covered.
Prerequisite: Fundamentals of Programming

N233 Software Packaging and Deployment
50 hours, 3 credits
The goal of this course is to provide students an understanding of how to rapidly deploy applications and operating environments. Students will explore various methods of application deployment through creating installed maps and application and operating systems images. Students will successfully package and deploy applications and testing 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 a mixture of realistic and 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 was prepared 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 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, VLAN connectivity, and virtual LANs. The lab assignments included in this course give students adequate hands-on experience with Cisco equipment, allowing them to gain confidence in working with live networks. This course uses a combination of reading, lecture, 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
This course covers the basics of database security and auditing as well as implementation considerations for business databases. It covers security architecture and operating system security fundamentals. In addition, the design of profiles, password policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database activities.
Prerequisite: SQL Server Administration

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 data structures, other 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 challenges 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

N266 Console Development 60 hours, 4 credits
One aspect of creating games is determining how they will work with different consoles from various manufacturers. This course guides the student through the various parts of a console that will have an impact on the game (memory, processing, storage, and debugging to name a few). This systems approach will allow the programmer to determine what modifications and changes need to be made as games become part of the game libraries for different vendors.
Prerequisite: Programming II

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

N274 SQL Server Administration 40 hours, 3 credits
This course is designed to prepare individuals to work with and administer SQL Server. Students will learn how to install and maintain SQL Server 2008 and also how to use various tools helpful in creating backups, promoting security, and to enhance 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 simulation from game-like „Sim” to educational and military simulations. This course combines reading and critical thinking skills with hands on development of simulations with a 3D game engine. Students will study the theory behind the production of different types of simulations as they learn to apply software to create reality based simulations.
Prerequisite: Platform Design and Human-Computer Interaction

N276 Math for Game and Simulation Production I 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 and analytic geometry and determining equations from the shape of a graph.
Prerequisite: Math for Game and Simulation Production I

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

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

N302 Graphics Development with OpenGL 60 hours, 4 credits
This course is the core course to teach fundamental principles of computer graphic algorithms in relation to video games and simulations. The focus is on graphics methods used to render realistic images as games 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 problems, such as how we represent light, model the way objects reflect light, and the path that light takes as it refracts through the scene.
Prerequisite: Programming II

N303 Software Systems Principles 40 hours, 3 credits
This course provides a historical perspective of programming languages and their development. Students will study techniques of language translation and feeling lexical analyzed. Focus is on grammatical, syntax, and parsers. Topics include the structure and functionality of modern operating systems and how an emphasis on concurrent process execution, process scheduling, communication, and API services. The design and development of programs using modern operating system features is emphasized.
Prerequisite: Introduction to Computer Systems

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

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

N306 Advanced Network Security 50 hours, 4 credits
This course provides a detailed examination of technologies and techniques 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, firewalls, the hardware and software components, virtual 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 brings to light the concepts needed for network defense techniques. Students will examine the tools, techniques, and technologies used in the securing of information assets. This course is designed to provide in-depth information on the software and hardware components of Information Security. Topics covered include: Intrusion detection, virtual private networks (VPN), and incident response strategies and planning, wireless network security. 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 games and simulations. The focus is on graphics methods used to render realistic images as 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 problems, such as how we represent light, model the way objects reflect light, and the path that light takes as it refracts through the scene.
Prerequisite: Programming II

N310 The Study of Animation 60 hours, 4 credits
This course is intended for students with an animation/multimedia background, who want to understand how animation works, from basic theory to execution. The students will develop a sense of observation and timing as it relates to animation, and they will study motion through watching actual animation pieces as well as taking part in exercises that demonstrate animation in action. This course also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development, and dramatic structure.
Prerequisite: 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, routing, network addressing, and IP addressing including IPv4 and IPv6. Students will learn fundamental and practical security aspects of integrating the network into a business environment. This course will cover how to configure, maintain, and troubleshoot network devices using appropriate network tools and understand the features and purpose of network technologies. The course includes basic solution recommendations, analyzing network traffic, and becoming familiar with common protocols and media types.
Prerequisite: Introduction to Networks

N312 Advanced Networking 50 hours, 4 credits
This course provides an in-depth study of current networking technologies. Topics include OSI model, communication protocols, routing, network addressing, and IP addressing including IPv4 and IPv6. Students will learn fundamental and practical security aspects of integrating the network into a business environment. This course will cover how to configure, maintain, and troubleshoot network devices using appropriate network tools and understand the features and purpose of network technologies. The course includes basic solution recommendations, analyzing network traffic, and becoming familiar with common protocols and media types.
Prerequisite: Introduction to Networks

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

N314 Advanced Cisco Network Associate 60 hours, 4 credits
Cisco Certified Network Associate (CCNA) is a first-level certification program for Information Technology professionals. (CCNA exams are offered after completion of the entry-level CCENT certification.) The CCNA Security Certification helps maximize your investment in foundational network security knowledge and increases confidence in the integrity of your employer’s network. CCNA Security is for Network Security Specialists, Security Administrators, and Network Security Support 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 simple animations, creating interactive elements and incorporating sound and video and testing Flash movies. Also, students explore the steps in creating Flash productions from start-to-finish, including site map and navigation building, button making and output.
Prerequisite: Multimedia Technologies

N316 Principles of Shader Programming
50 hours, 4 credits
This course provides an 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 the shader programming to achieve more realistic "looks" in games. 3D lighting, texturing, alpha blending, and stenciling are covered in detail in this course.
Prerequisite: 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 manipulate primitive objects such as cubes, spheres, pyramids, and cylinders to build more complex polygons, and students will utilize techniques to approximate curved surfaces with multiple polygons. Industry standard software such as 3D Studio Max, Zbrush, and MudBox will be discussed, and students will have the opportunity within an actual software modeling environment to create a variety of polygon objects.
Prerequisite: The Study of Animation

N322 Web Application Architecture and Design
50 hours, 4 credits
This course 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 I

N333 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

N334 Portfolio, Package and Publish
40 hours, 4 credits
This course focuses on the process and tasks necessary for game and simulation-specific employment including research and resumes, contacts and connections, and the important demos and elevator pitch. Students will learn how to develop an industry-specific resume, how to best present their skills in a portfolio, and how to package themselves as a top candidate for a position. Students will create a polished resume and cover letter and learn networking skills for their area of interest in game or simulation production.
Prerequisite: none

N335 Flash Animation
60 hours, 4 credits
This course is an introduction to Macromedia's Flash. The course will cover the basics of Flash: importing, creating & editing vector graphics and creating simple animations, creating interactive elements and incorporating sound and video and testing Flash movies. Also, students explore the steps in creating Flash productions from start-to-finish, including site map and navigation building, button making and output.
Prerequisite: Multimedia Technologies

N325 Advanced Methods of Computer Graphics
60 hours, 4 credits
This course is for photographers and artists, who wish to go well beyond the basics of Photoshop. In addition to covering more sophisticated methods of color correction, image manipulation and printing, students will learn scanning, digital camera usage, the mechanics of calibration and manipulation of advanced tonal curves in Photoshop, all within a framework of artistically 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 security issues involved in maintaining a web or intranet/ internet site and potentials for misuse.
Prerequisite: N335 Web Application Architecture and Design

N327 SSCP Certification Preparation
60 hours, 4 credits
The SSCP 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 methods. 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 design (power, cooling, space planning), server racks, storage array systems, fiber channel, ISCSI, SAS, and SATA. Students will be able to design a data center for both operational efficiency (Green IT), and to provide adequate fault tolerance and capacity for anticipated growth.
Prerequisite: Introduction to Networking

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, business continuity plan, and disaster recovery plan will be discussed.
Prerequisite: none

N333 Wireless, Mobile and Cloud Security
50 hours, 4 credits
Wireless, mobile and cloud computing are some of the hottest technologies on the market today. Securing these emerging platforms are often left as an afterthought, leaving many systems vulnerable to attacks. This course will cover techniques necessary to ensure operational integrity and protect user data.
Prerequisite: Networking Security

N334 Game Engines and Integrated Game Development Environments
60 hours, 4 credits
The goal of this course is to introduce students to the use of game engines and integrated game 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 Digital Photography
60 hours, 4 credits
This course shows students how to evaluate images for communicative effectiveness and aesthetic appeal. They will also digitize images, adjust and manipulate them in the computer, and output them for on-screen and printed use. Through the course, students will gain a firm foundation on the fundamental differences between digital photography and traditional manual film including lighting and print.
Prerequisite: Audio/Video Editing

N336 System and Network Security Engineering
50 hours, 4 credits
This course exposes students to the implementation of software systems at a high level with an emphasis on rigorous algorithm development and test suites. The course introduces the systems aspects of development and tradeoffs related to resource management, system effectiveness, hardware and software efficiencies. Students are also exposed to requirements analysis and the techniques to develop a functional system from specified requirements.
Prerequisite: Algorithm Analysis

N342 Scripting
50 hours, 4 credits
This course is designed to teach students basic scripting skills that can be used to automate administration tasks and reporting. Topics will include an introduction to programming structures like variables, decisions, loops, arguments, and functions. Students will work with examples of Shell, VB, Perl and TCL scripts and examine cases involving Linux, Windows and Cisco IOS automation through scripting.
Prerequisites: Cisco Networking Fundamentals and Routing; Linux Administration; Windows Active Directory

N343 Security Policies and Implementation
40 hours, 4 credits
This course includes a discussion on security policies that can be used to help protect and maintain a network, such as password policy, e-mail policy, and internet policy. The issues include organizational behavior and crisis management.
Prerequisite: N334 IT Security for Managers

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 gain the overarching idea of securing not only the network but also implementation of physical security and change management. Topics covered include security solution requisition, deployment strategies, bug reporting and penetration testing.
Prerequisite: Network Security
N359 Support Management
40 hours, 4 credits
This course is designed to introduce students to the Information Technology Infrastructure Library (ITIL) framework of best practices in IT service management. Topics include incident and problem management, configuration and change management, and help desk management. Students will design a knowledge base for tracking, and trends 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 systematic approach. The Java programming language is utilized in creating these games. How to weave in audio and video is also addressed along with considering factors such as user inputs involved in playing the game.
Prerequisite: Programming II

N361 Algorithm Analysis
40 hours, 4 credits
This course provides a detailed exploration of algorithm design and analysis, including greedy algorithms, divide and conquer, dynamic programming, and backtracking. Students will gain experience with searching and sorting techniques in practical applications. The course will emphasize the verification and analysis of time space complexity within a software design framework.
Prerequisites: Programming II; Probability and Statistics

N362 Technical Writing
20 hours, 2 credits
This course is designed to teach students best practices in authoring technical documentation. Topics include targeting your audience, organization, glossaries, appropriate use of graphics, tables, lists, wikis, and cross-referencing. Students will learn how 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 examines how the internet and web-based applications have transformed the way businesses, organizations, and people communicate. With this information came new risks, threats, and vulnerabilities for web-based applications and the people who use them. This course presents security strategies to mitigate the risk associated with web applications and social networking.
Prerequisite: none

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

N380 Project Management for IT
40 hours, 4 credits
This course covers the project management aspects of the IT department. Students will learn how to properly apply project management practices 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 automation 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 games. Students will be exposed to topics such as natural language processing and parsing, problem solving algorithms, and knowledge representations. The implications of the intelligent agent paradigm as it relates to common sense and creativity will also be explored.
Prerequisite: Programming II

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

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

N404 Cloud Computing
40 hours, 4 credits
This course offers an in-depth study of current cloud computing technologies and services. Topics include cloud networking, cloud bridging, virtualization of application delivery controllers (ADC’s) and web application delivery controllers (WAD’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
This course, students will combine their knowledge of art techniques with the psychology of art reception to develop art projects aimed at producing specific reactions. Students will experiment with different elements of art, including shape, form, light, color, and movement, and use techniques including digital photography and imaging. In addition, students will learn to analyze mainstream graphic-design projects in terms of their intended effects, and to use their analyses to produce experimental art projects. The course builds upon traditional and digital visual-art skills learned in previous courses to create imaginative solutions to digital problems.
Prerequisite: Advanced Methods of Computer Graphics

N410 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 reporting.
Prerequisites: Project Management for IT; IT Security for Managers

N417 Networking and Multiplexer
Game Development
60 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: Game Engines and Integrated Game Development Environment

N410 IT Operations Management
60 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, and documentation and testing of recovery procedures.
Prerequisite: Service Management

N412 Risk Management and Business Continuity Planning
50 hours, 4 credits
This course covers how to properly analyze risks within an IT department. Topics covered are Disaster Recovery Planning, Business Continuity Planning, and how to create Risk Analysis documents for all applications assessing long-term data loss 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 production process involved in 2D and audio asset creation and develop the skills necessary to create 2D and audio assets for the games developed within this program.
Prerequisite: Fundamentals of Game Development I

N415 Digital Effects Creation
50 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 composing 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, authentication, and accounting for end-users and system administrators will be covered. In addition, security protocols, access controls including tokens, biometrics, and use of public key infrastructures (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 an active network defense, and policies for enhancing forensic analysis of crimes and attacks on computer networks. Topics include private and public key cryptography, digital signatures, secure sharing, security protocols, formal methods for analyzing network security, electronic mail security, firewalls, intrusion detection, Internet privacy and public key infrastructures.
Prerequisites: Computer Applications and Business Systems Concepts; Introduction to Networks

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

**N422 Enterprise Application Support**

40 hours, 4 credits

This course introduces students to the challenges of supporting complex enterprise applications like E-commerce and ERP systems. Topics include application architecture concepts (front-end, middleware, backend, and client/server), working with application specialists, 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 involve 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/OSS; Cloud Computing

**N425 Storyboard Development for Digital Media**

40 hours, 4 credits

This course will introduce the student to utilizing storyboards to visually represent staging and camera movement. Specific attention will be paid to utilizing storyboards for shot types, angles, cuts, and transitions. Students will analyze existing storyboard samples as a guide to creating their own storyboard project. During the course the students will also examine cinematic visual techniques and terminology.

Prerequisite: Digital Media Production

**N426 Asset Development II**

60 hours, 4 credits

This course provides a brief introduction to the development of 3D assets, including 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 critical investigation legal issues regarding seizure and chain of custody, and technical issues in acquiring computer evidence. Popular file systems are examined. Reporting issues in the legal system are discussed.

Prerequisite: Computer Applications and Business Systems Concepts

**N431 Multiplayer Game Programming**

60 hours, 4 credits

The trend in games is to have many people simultaneously playing a game utilizing the Internet or some other network. Topics included in this course include scripting, server cluster architecture, data transfer, and how to prevent cheating in MMORPG situations.

Prerequisite: Practical Game Development

**N432 Information Technology Management**

40 hours, 4 credits

This course summarizes key learning throughout the student’s program. Students apply what they’ve learned by completing a network operations plan. The plan will include details of hardware, software, infrastructure design, security, disaster recovery and support/service management.

Prerequisite: Advanced Networking; must be completed in the student’s final quarter

**N433 Operating Systems Design**

40 hours, 3 credits

In the course, students learn how operating systems such as Windows, Linux, and the Mac OS X are a fundamental component of all computing systems. This course explores how operating systems are responsible for managing the running processes as well as the sharing of system resources such as the printers and storage over network infrastructures. The course provides an in-depth exploration of the design and implementation of modern operating systems. Topics include the evolution of operating systems, scheduling, paging, input/output 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 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: 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 project that exemplifies the aesthetic and technical aspects of digital video recording, non-linear editing, special effects generation, and post-production (and associated audio) using After Effects, Premiere, Sound Forge and Director. Also considered will be the preparation of digital video for use in interactive media such as CD, DVD and Web casts. Students will produce a final project on DVD. Students may work as a team on this project.

Prerequisites: 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 build 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 of 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 provides 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 gathering, conceptual design, physical design, testing, and implementation.

Prerequisite: Advanced HTML coding with CSS

**N441 3D Game Character Creation**

60 hours, 4 credits

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

Prerequisite: Polygon Modeling

**N442 Hacker Techniques, Tools, and Applications**

40 hours, 4 credits

This course is an introduction to hacking tools and incident handling. Areas of instruction include various tools and vulnerabilities of operating systems, software, and networks used by hackers to access unauthorized information. This course also addresses incident handling methods when information security is compromised.

Prerequisite: none

**N443 Service Management**

40 hours, 4 credits

This course offers a more in-depth examination of the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT service management. Topics include incident and service level agreements (SLAs), availability and capacity management. Students will write SLAs covering incident response times, availability, and capacity/infrastructure performance.

Prerequisite: Support Management

**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 in 3D environments. The culmination of this knowledge will be a final 3D animation project using modeling, texturing and animation techniques. Students are expected to explore various theories and techniques to complete a professional summative 3D animation project.

Prerequisite: 3D Game Character Creation

**N450 Game Assets**

60 hours, 4 credits

This course focuses on the development of visual elements and programming used in the development of a video game. It covers areas such as performance tuning, debugging, designing for text, pipeline management and distribution, study of software architecture design between platforms, object oriented practices for game play, asset management and testing practices. It also covers areas like cross-platform prototyping and multi-lingual techniques.

Prerequisite: Applied Game and Simulation Theory

**N455 Game Audio Assets**

60 hours, 4 credits

In this course, we 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.

Prerequisite: Game Assets

**N458 Systems Monitoring and Analytics**

50 hours, 4 credits

This course is designed to teach students to identify performance bottlenecks, benchmark performance and implement monitoring techniques to proactively identify and react to changes in the environment. Topics include network infrastructure monitoring, security monitoring, performance tuning, and metrics and reporting.

Prerequisites: Advanced Networking and Advanced Monitoring

**N459 ISS Capstone**

40 hours, 3 credits

This course encompasses all the accumulated knowledge obtained from the entire ISS curriculum and requires the student to respond to a RFP for information systems security consulting.

Prerequisite: This course is designed to be taken at the end of the program

**N460 Application of Physics for Game and Simulation Production**

60 hours, 4 credits

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

Prerequisite: Programming II

**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 mathematics, hidden lines and surface removal, illumination and shading models, curves and surface texturing, object modeling, and three-dimensional animation. Students will learn how to convert complex mathematical formulae into operational program code.

Prerequisite: Programming II

**N462 Game Production Project I**

60 hours, 4 credits

This course demonstrates advanced techniques for computer game design and programming. Techniques used in game engines, such as collision detection, autonomous character behaviors, building structures for interactive system, solving multiplayer interface and social issues are covered in this course. Students utilize these skills to produce a game prototype as a final project.

Prerequisite: Networking and Multiplayer Game Development

**N463 Game Production Project II**

60 hours, 4 credits

This course continues the Game Production Project I course, building upon previous projects and continues on 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 production through simulations. Throughout the course we will explore concepts in modeling, simulation, and design common to many domains, and investigate specific applications from a variety of fields ranging from weather to ecology to traffic management and architectural interactivity.
Prerequisite: Multiplayer Game Programming

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

N470 Video Game Production Project
70 hours, 4 credits
This course demonstrates advanced techniques for computer game design and programming. Techniques used in game engines, such as: animation synthesis, autonomous character behaviors, building structures for interactive system, solving multiplayer interface and social issues are covered. The course is designed 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 the ways that worlds change the concept of “interface” to one of “location.” This course will explore several types of worlds, the technologies and methodologies for building worlds, and ways in which communities are hosted in local and remote configurations.
Prerequisite: Programming II

N480 Senior Computer Science Capstone
30 hours, 2 credits
The Senior Computer Science Capstone 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 fail in last quarter of study

NM110 Drawing Design and Art Theory
40 hours, 3 credits
This course introduces the fundamentals of drawing through five elements of art (line, space, value, form and texture). A series of exercises and assignments focuses on various applications involving form, lighting, perspective, figure drawing and historical studies.
Prerequisite: 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 networking 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 techniques and methodologies for network models and topologies as well as a range of security considerations. Students will be able to demonstrate proficiency in working with the Internet as a useful repository of desired information.
Prerequisite: none

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

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

NM124 Color Theory and Techniques
40 hours, 3 credits
This course introduces an advanced fundamental principles of color, and contrast and 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 Visual Editing
40 hours, 3 credits
Students learn the theory and processes of audio and visual 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 an introduction of digital media and provides an overview of the tools used in the production of digital media. Students will explore the process of shooting digital media with the latest digital cameras and editing equipment. Students will also explore the basics of post-production. Emphasis is placed on the production and editing of digital media projects, with an emphasis on the creative process. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Multimedia Design

NM230 Multimedia Portfolio Development
20 hours, 2 credits
In this course students select a primary and secondary track to create an industry-quality portfolio consisting of enhanced and updated projects from previous classes as well as newly created projects. Students will create a final portfolio/demo reel using a consistent theme related to their identity package. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Digital Media Assembly

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

NU112 Nutrition in Practice in Nursing
20 hours, 2 credits
This course introduces the student to the chemical processes that occur on a cellular level related to nutrient intake and digestion. Emphasis is placed on the concept of Metabolism and the body’s ability to meet basic health and wellness needs as it pertains to a diverse set of clients across the life span. Students will be introduced to basic physiological concepts and are encouraged to explore Clinical and Nursing Judgment, Education and Health Promotion, and Motivational Wellness. Special emphasis is placed on Growth and Development, Cellular Regulation, and clinical nutrition in order to prepare the student to critically apply these principles throughout the nursing program in the form of knowledge, skills, and attitudes.
Prerequisite: Admission to a Nursing Program
NU242 Comprehensive Pharmacology II 110 hours, 4 credits
This course is comprised of a theory, lab, and clinical component where students are building on the fundamental concepts and nursing abilities developed in Professional Nursing I. Emphasis is placed on concepts such as intracranial regulation, sensory perception, glucose regulation, metabolism, and anatomy. This course will continue to build on previous concepts with a special emphasis on mobility, elimination, cardiovascular/coagulation integrity, perfusion, fluid electrolites, and acid-base balance, gas exchange, and thermoregulation. The theoretical basis for Clinical Judgment, as it relates to Communication, Interdisciplinary Collaboration, and Evidence-Based Practice in the Clinical Setting, is required for successful completion of this course. The student must demonstrate increasing proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan.
Prerequisite: Professional Nursing II

NU241 Professional Nursing I 110 hours, 4 credits
This course is comprised of a theory, lab, and clinical component where students are building on the fundamental concepts and nursing abilities developed in Professional Nursing I. Emphasis is placed on concepts such as intracranial regulation, sensory perception, glucose regulation, metabolism, and anatomy. This course will continue to build on previous concepts with a special emphasis on mobility, elimination, cardiovascular/coagulation integrity, perfusion, fluid electrolites, and acid-base balance, gas exchange, and thermoregulation. The theoretical basis for Clinical Judgment, as it relates to Communication, Interdisciplinary Collaboration, and Evidence-Based Practice in the Clinical Setting, is required for successful completion of this course. The student must demonstrate increasing proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan. The purpose of the last-to-last quarter is to provide a comprehensive review of the professional nursing role. This course will continue to build on previous concepts with a special emphasis on cardiovascular integrity, perfusion, fluid electrolites, and acid-base balance, gas exchange, and thermoregulation. The theoretical basis for Clinical Judgment, as it relates to Communication, Interdisciplinary Collaboration, and Evidence-Based Practice in the Clinical Setting, is required for successful completion of this course. The student must demonstrate increasing proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan.
Prerequisite: Professional Nursing III

NU260 Professional Nursing III 117.5 hours, 6 credits
This course is comprised of a theory, lab, and clinical component where students are completing the last quarter of the Professional Nursing Program. Emphasis is placed on concepts such as Cellular Regulation, End-of-Life Integrity, Complementary and Alternative Therapies, and Crisis/Disaster Nursing. The course will continue to build on previous concepts with a special emphasis on cardiovascular integrity, perfusion, fluid electrolites, and acid-base balance, gas exchange, and thermoregulation. The theoretical basis for Clinical Judgment, as it relates to Patient-Centered Care, Evidence-Based Practice, and Nursing Informatics in the Clinical Setting is required for successful completion of this course. The student must demonstrate increasing proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan. The purpose of the last-to-last quarter is to provide a comprehensive review of the professional nursing role. This course will continue to build on previous concepts with a special emphasis on cardiovascular integrity, perfusion, fluid electrolites, and acid-base balance, gas exchange, and thermoregulation. The theoretical basis for Clinical Judgment, as it relates to Communication, Interdisciplinary Collaboration, and Evidence-Based Practice in the Clinical Setting, is required for successful completion of this course. The student must demonstrate increasing proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan.
Prerequisite: Professional Nursing III

NU273 Role, Scope, Quality, and Leadership in Professional Nursing 80 hours, 4 credits
This course is comprised of a theory and clinical component where students are able to demonstrate the knowledge, skills, and attitudes gained throughout the Professional Nursing Program. Emphasis is placed on Clinical Judgment, Professionalism, Quality Improvement, and Leadership. In order to successfully complete this course, the student must exhibit appropriate characteristics in the clinical setting related to Communication, Interdisciplinary Collaboration, Advocacy, Patient-Centered Care, Evidence-Based Practice, Education, Health Promotion, and Motivational Wellness. The student must also demonstrate proficiency in all knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan at the level of a beginning graduate Professional Registered Nurse to complete this course.
Prerequisite: Professional Nursing III

NU260 Professional Nursing III 117.5 hours, 6 credits
This course is comprised of a theory, lab, and clinical component where students are completing the last quarter of the Professional Nursing Program. Emphasis is placed on concepts such as Cellular Regulation, End-of-Life Integrity, Complementary and Alternative Therapies, and Crisis/Disaster Nursing. The course will continue to build on previous concepts with a special emphasis on cardiovascular integrity, perfusion, fluid electrolites, and acid-base balance, gas exchange, and thermoregulation. The theoretical basis for Clinical Judgment, as it relates to Patient-Centered Care, Evidence-Based Practice, and Nursing Informatics in the Clinical Setting is required for successful completion of this course. The student must demonstrate increasing proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan. The purpose of the last-to-last quarter is to provide a comprehensive review of the professional nursing role. This course will continue to build on previous concepts with a special emphasis on cardiovascular integrity, perfusion, fluid electrolites, and acid-base balance, gas exchange, and thermoregulation. The theoretical basis for Clinical Judgment, as it relates to Communication, Interdisciplinary Collaboration, and Evidence-Based Practice in the Clinical Setting, is required for successful completion of this course. The student must demonstrate increasing proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan.
Prerequisite: Professional Nursing III

NU213 Comprehensive Pharmacology 80 hours, 4 credits
This course is comprised of a theory and lab component where students acquire knowledge, skills, and attitudes to safely and effectively provide pharmaceutical care to patients. Emphasis is placed on pharmacotherapeutics, pharmacokinetics, pharmacodynamics, the current “rights of medication administration”, dosage calculations, patient education, and professional wellness. The course will continue to build on critical thinking concepts and clinical judgment to ensure safe, quality care in the administration of prescribed, over-the-counter, and complementary and alternative medication at the beginning Professional Registered Nurse level. The student must demonstrate proficiency in a variety of clinical skills, related to medication administration within the lab setting, in order to successfully complete this course.
Prerequisites: Pre or Co-requisites: Anatomy and Physiology II, Introduction to Microbiology, College Algebra

NU223 Professional Nursing I 107.5 hours, 6 credits
This course is comprised of a theory, lab, and clinical component where students are building on the fundamental concepts and clinical judgment requirements of the last quarter of the Professional Nursing Program. Emphasis is placed on Surgical Integrity, Pain Management, Gas Exchange, Immunity, and Infection control. The theoretical base for Fluid/Electrolyte and Acid-Base Balance, Cardiovascular/Coagulation Integrity, Perfusion, and Thermoregulation will be introduced within this course. Previously introduced concepts such as inflammation, tissue integrity, elimination, mobility, health promotion, and education will be further explored. The student must demonstrate increasing proficiency in all knowledge, skills, and attitudes related to patient safety and quality care for a diverse set of clients across the lifespan in order to successfully complete this course.
Prerequisite: Fundamentals of Professional Nursing Pre or Co-requisites: Comprehensive Pharmacology, Nutritional Principles in Nursing

NU273 Mental Health Nursing 55 hours, 4 credits
This course is comprised of a theory and clinical component where students acquire knowledge, skills, and attitudes to safely and effectively care for clients with mental health and behavioral disorders across the lifespan in a variety of clinical environments. Emphasis is placed on Functional Ability, inclusive of concepts such as Cognition, Addiction, Mood, Anxiety, Stress, Sleep, Coziness, Anxiety, Psychosis, and Violence. Special emphasis will be placed on Communication, Motivational Interviewing, Cognitive Behavioral, and Advocacy as it pertains to this nursing specialty. The student must demonstrate proficiency in a variety of clinical skills and attitudes, inclusive of therapeutic communication, appropriate affective interactions, pharmacotherapeutic education, and patient-centered, holistic care in order to successfully complete this course.
Prerequisite: Fundamentals of Professional Nursing

NU240 Mental Health Nursing 100 hours, 6 credits
This course covers the principles of mental health nursing noting the application of psychiatric and social issues in a variety of settings. This course has both lecture and clinical content. Course covers therapeutic communication, pathophysiology, pharmacology, current treatments using evidence-based practice and the nursing process as the framework.
Prerequisites: Adult Medical Surgical Nursing II; Clinical Nursing Skills II

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

NU138 Introduction to Critical Thinking, Informatics, and Ethical Concepts in Professional Nursing 40 hours, 4 credits
This course introduces students to critical thinking as a professional nurse by providing the theoretical basis for problem-solving embedded in Clinical Judgment. Building upon these critical thinking skills, ethical concepts are crucially examined and applied when care is provided within the healthcare infrastructure. Special emphasis is placed on Nursing Ethics and Law, Clinical Judgment, Evidence-Based Practice, Nursing Informatics, and Quality Improvement. Students are challenged to explore evidence-based solutions to key issues and trends that are relevant to the Professional Nurse’s role based on current trends and issues in healthcare.
Prerequisite: Admission to the Professional Nursing Program or entry into the Mobility Bridge entry option

NU203 Fundamentals of Professional Nursing 107.5 hours, 6 credits
This course is comprised of a theory, lab, and clinical component where professional nursing students are introduced to the fundamental concepts and nursing abilities required to meet basic health and wellness needs. The theoretical basis for patient-centered care, functional ability, and basic physiologic concepts are presented. Emphasis is placed on skills related to mobility, elimination, gas exchange, inflammation, infection, tissue integrity, glucose regulation, thermoregulation, and pain. This course will continue to build upon the knowledge, skills, and attitudes needed to provide safe, quality care for a diverse set of clients across the lifespan with a special emphasis on attitudes required to master communication, interdisciplinary collaboration, evidence-based practice, clinical judgment, professionalism, and nursing informatics. The student must demonstrate proficiency in all knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan. The course will continue to build upon the knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan. The purpose of the last-to-last quarter is to provide a comprehensive review of the professional nursing role. This course will continue to build on previous concepts with a special emphasis on cardiovascular integrity, perfusion, fluid electrolites, and acid-base balance, gas exchange, and thermoregulation. The theoretical basis for Clinical Judgment, as it relates to Communication, Interdisciplinary Collaboration, and Evidence-Based Practice in the Clinical Setting, is required for successful completion of this course. The student must demonstrate increasing proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan at the level of a beginning graduate Professional Registered Nurse to complete this course.
Prerequisite: Professional Nursing III

NU280 Leadership in Nursing 120 hours, 6 credits
This course provides students with the key components of nursing leadership and is designed to assist the graduating student in transitioning to the role of a registered nurse. Emphasis is placed on working as a member of the healthcare team, client care management concepts, delegation of duties and professional responsibilities in leadership. Students will delve into the knowledge, skills, and attitudes needed to successfully complete the NCLEX-RN and safety transition to a beginning Graduate Professional Registered Nurse role.
Prerequisite: Student must be in final or next-to-last quarter

NU240 Nursing Capstone 20 hours, 2 credits
This course reflects on the student’s journey through the Professional Nursing Program, prepares the student for licensure, and mentors the student on transition to practice. The Concept-Based Framework, along with the fundamental QSEN Core Competencies with special emphasis on Professionalism, Individual Functional Ability, and Leadership. Students will delve into the knowledge, skills, and attitudes needed to successfully complete the NCLEX-RN and safety transition to a beginning Graduate Professional Registered Nurse role.
Prerequisite: Nursing III; Role, Scope, Quality, and Leadership in Professional Nursing

NU110 Introduction to Professional Nursing 40 hours, 4 credits
This course provides a foundation for the nursing program. It introduces the student to the history and practices of nursing, including the standards of nursing practice. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of basic human needs related to oxygenation, nutrition, elimination, comfort and safety, security and mobility. Critical thinking as embodied in the nursing process is emphasized and the concept of the nurse as the provider of care, manager of care and member of the nursing profession is incorporated into the course content.
Prerequisite: Admission to the Nursing Program
COURSE DESCRIPTIONS

NUR17 Comprehensive Pharmacology 60 hours, 5 credits
This course introduces the student to the basic pharmacologic concepts and principles related to the safe administration of therapeutic agents by nurses to clients of all ages. It is designed to facilitate the student’s understanding of the mechanisms of drug actions and provide a safe approach to drug administration.
Students learn major drug classifications and selected prototypes along with principles and techniques of safe, effective administration of drugs & other therapeutic agents, drug interactions, legal responsibilities and nursing considerations for specific drugs affecting all body systems. By the end of the course, students must apply computation skills to demonstrate administration of drugs without error in order to successfully pass the course and progress in the nursing program.
Prerequisite: Admission to the Nursing Program

NUR123 Adult Medical/Surgical Nursing I 100 hours, 6 credits
This course utilizes the nursing process to examine areas of medical-surgical nursing in adult populations. Students review conditions at the cellular level, the integumentary, gastrointestinal and musculoskeletal systems. Additionally, students learn about concepts of pain, loss and grieving and peri-operative nursing care. Students will apply the nursing process utilizing critical thinking skills when planning the care of clients. Students will formulate nursing diagnoses, demonstrate knowledge of nursing implications and regimens and demonstrate the ability to communicate and collaborate accurately and effectively with members of the healthcare team.
Prerequisite: Introduction to Professional Nursing

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

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

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

NUR260 Nursing Care of the Elderly 100 hours, 5 credits
This course provides students with the health related challenges associated with aging and caring for the geriatric client, utilizing physical, psychological and social aspects of caring for this growing population in our society are studied. Communication, medication and safety concerns are included in the course content.
Prerequisite: Critical Thinking in Nursing

PB105 Phlebotomy 40 hours, 3 credits
In this course, students will learn the skills to perform a variety of blood collection methods using proper techniques and universal precautions. This course will emphasize proper patient identification and applying the principles of safety and infection control. The student laboratory setting will provide an opportunity to perform basic phlebotomy techniques.
Prerequisites: none

PC150 Patient Care Skills I 40 hours, 3 credits
This course introduces the student to the role of the patient care technician in healthcare. The student is introduced to the patient care process, therapeutic communication, and universal precautions. Students will develop the skills to provide comfort, safety, and security for patients. Topics include patient care health promotion techniques, patient rights, and legal issues related to the management of medical information and documentation.
Prerequisite: none

PC250 Patient Care Skills II 70 hours, 5 credits
In this course students will apply patient care technician techniques and develop skills for data collection and interpretation as they relate to mobility and patient care needs. Students will also apply therapeutic communication techniques and learn how to protect patient rights while communicating with various healthcare teams and patient advocates.
Prerequisite: Patient Care Skills I

PC290 Patient Care Technician Externship and Capstone 100 hours, 4 credits
This course is designed to provide the student with an experienced user experience as a patient care technician in a healthcare setting. Students will apply proper health promotion and prevention skills and patient and provider safety techniques. Also included in this course are opportunities to apply EKG and phlebotomy skills and techniques. During the practical experience students will participate in a program capstone that is designed to assist students during their externship and prepare students for a certification exam.
Prerequisite: Patient Care Skills II

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 of 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 paralegals’ roles in handling civil cases and the means by which the objectives of litigation may be achieved. Strategies, 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 and 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 enrollment 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 enrollment in Certificate

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

PL226 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 necessary to paralegal tasks in the areas of legal, time, and docket management and computer-based legal research and document movement.
Prerequisite: Introduction to Law and the Legal System

PL228 Torts: Auto Accidents and Other 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. Students will develop an understanding of the law relating to marriage, cohabitation, divorce, annulment, custody and support, adoption, guardianship and paternity. Students will draft pleadings and documents including antenuptial and property settlement agreements.
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 develop information literacy skills specific to the paralegal profession such as primary and secondary 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 enrollment 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

rasmussen.edu

54
PL280 Paralegal Capstone 50 hours, 5 credits
This course will provide students with an opportunity to integrate learning, skills, and theoretical knowledge from the Paralegal program in the form of real-world paralegal activities simulated in the online environment. Interview videos will be reviewed and analyzed, paralegal files completed, and "electronic office" and "paperless office" methods will be practiced. Prerequisite or Co-requisite: Law Office Technology: Cybersecurity and the Paralegal Profession; Students must be in their last or second-to-last quarter.

PL290 Paralegal Internship 150 hours, 3 credits
This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her 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 knowledge of chemistry and become knowledgeable in correct use of CPR. Emphasis will be on patient profiles, receiving and interpreting drug orders, routes of administration, dosage forms, and brand versus generic drugs. The importance of accuracy will be addressed along with methods of avoiding medication errors. Prerequisite: none.

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

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

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

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

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

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

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

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

SD125 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: Java I.

SD109 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.

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.

W116 Introduction to Web Design Software 40 hours, 3 credits
This course will introduce beginners to the tools and skills 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, loop structures, and database access files. Prerequisite: Fundamentals of Programming.

W201 Advanced Visual Basic 40 hours, 3 credits
This course involves building more complex applications and techniques. The course includes the design and development of advanced Visual Basic programs. Topics include user interface design, database connectivity, advanced OOP concepts, and web development. Prerequisite: Introduction to Visual Basic.
The information below details our student completion rate, our College-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

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

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

<table>
<thead>
<tr>
<th>SCHOOL OF BUSINESS</th>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Placement Rate (%)</th>
<th>Federal Student Loans3</th>
<th>Private Loans4</th>
<th>Institutional Loans5</th>
<th>Wisconsin Tuition and Fees6</th>
<th>Wisconsin Books and Supplies7</th>
<th>Room and Board8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Associate’s</td>
<td>43-3031</td>
<td>36%</td>
<td>89%</td>
<td>$24,683</td>
<td>$0</td>
<td>$0</td>
<td>$27,807</td>
<td>$3,750</td>
<td>$0</td>
</tr>
<tr>
<td>Accounting</td>
<td>Bachelor’s</td>
<td>13-2011</td>
<td>73%</td>
<td>95%</td>
<td>$32,527</td>
<td>$0</td>
<td>$0</td>
<td>$54,119</td>
<td>$7,050</td>
<td>$0</td>
</tr>
<tr>
<td>Accounting</td>
<td>Certificate</td>
<td>43-3021</td>
<td>38%</td>
<td>100%</td>
<td>$12,912</td>
<td>$0</td>
<td>$0</td>
<td>$11,661</td>
<td>$1,650</td>
<td>$0</td>
</tr>
<tr>
<td>Accounting</td>
<td>Diploma</td>
<td>43-3021</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$21,827</td>
<td>$3,000</td>
<td>$0</td>
</tr>
<tr>
<td>Business</td>
<td>Certificate</td>
<td>43-6014</td>
<td>44%</td>
<td>100%</td>
<td>$12,591</td>
<td>$0</td>
<td>$0</td>
<td>$11,063</td>
<td>$1,500</td>
<td>$0</td>
</tr>
<tr>
<td>Business</td>
<td>Diploma</td>
<td>43-6011</td>
<td>36%</td>
<td>NA*</td>
<td>$20,053</td>
<td>$0</td>
<td>$0</td>
<td>$17,641</td>
<td>$2,400</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management</td>
<td>Associate’s</td>
<td>43-6011</td>
<td>31%</td>
<td>88%</td>
<td>$25,934</td>
<td>$0</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management</td>
<td>Bachelor’s</td>
<td>11-1021</td>
<td>72%</td>
<td>91%</td>
<td>$34,740</td>
<td>$0</td>
<td>$0</td>
<td>$54,119</td>
<td>$7,050</td>
<td>$0</td>
</tr>
<tr>
<td>Healthcare Management</td>
<td>Bachelor’s</td>
<td>11-9111</td>
<td>82%</td>
<td>89%</td>
<td>$35,240</td>
<td>$0</td>
<td>$0</td>
<td>$53,820</td>
<td>$6,900</td>
<td>$0</td>
</tr>
<tr>
<td>Human Resources and Organizational Leadership</td>
<td>Associate’s</td>
<td>13-1071</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$27,209</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Human Resources and Organizational Leadership</td>
<td>Diploma</td>
<td>13-1071</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$18,239</td>
<td>$2,400</td>
<td>$0</td>
</tr>
<tr>
<td>Marketing</td>
<td>Associate’s</td>
<td>41-3011</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$27,209</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Marketing</td>
<td>Diploma</td>
<td>41-3011</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$17,043</td>
<td>$2,250</td>
<td>$0</td>
</tr>
<tr>
<td>Public Accounting</td>
<td>Bachelor’s</td>
<td>13-2011</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$69,069</td>
<td>$9,000</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.
<table>
<thead>
<tr>
<th>SCHOOL OF EDUCATION</th>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Wisconsin Tuition and Fees</th>
<th>Wisconsin Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Education–Child and Family Studies</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>44%</td>
<td>98%</td>
<td>$19,464</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,450</td>
</tr>
<tr>
<td>Early Childhood Education–Child Development</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>
<td>$27,209</td>
<td>$3,450</td>
</tr>
<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>
<td>$19,464</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,450</td>
</tr>
<tr>
<td>Early Childhood Education–English Language Learner</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>
<td>$27,209</td>
<td>$3,450</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Certificate</td>
<td>25-9041, 25-2011</td>
<td>57%</td>
<td>80%</td>
<td>$10,107</td>
<td>$0</td>
<td>$0</td>
<td>$20,631</td>
<td>$2,700</td>
</tr>
<tr>
<td>Early Childhood Education–Child and Family Studies</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>
<td>$20,631</td>
<td>$2,700</td>
</tr>
<tr>
<td>Early Childhood Education–Child Development</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>
<td>$20,631</td>
<td>$2,700</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>
<td>$20,631</td>
<td>$2,700</td>
</tr>
<tr>
<td>Early Childhood Education–English Language Learner</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>
<td>$20,631</td>
<td>$2,700</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCHOOL OF DESIGN</th>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Wisconsin Tuition and Fees</th>
<th>Wisconsin Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Design and Animation</td>
<td>Bachelor's</td>
<td>27-1014</td>
<td>68%</td>
<td>100%</td>
<td>$42,893</td>
<td>$0</td>
<td>$0</td>
<td>$54,119</td>
<td>$7,500</td>
</tr>
<tr>
<td>Multimedia Technologies–Digital Design and Animation</td>
<td>Associate's</td>
<td>27-1014, 27-1024</td>
<td>23%</td>
<td>72%</td>
<td>$24,877</td>
<td>$0</td>
<td>$0</td>
<td>$27,807</td>
<td>$4,200</td>
</tr>
<tr>
<td>Multimedia Technologies–Digital Design and Animation</td>
<td>Diploma</td>
<td>27-1014, 27-1024</td>
<td>30%</td>
<td>NA*</td>
<td>$19,339</td>
<td>$0</td>
<td>$0</td>
<td>$21,229</td>
<td>$3,300</td>
</tr>
<tr>
<td>Multimedia Technologies–Web Design</td>
<td>Associate's</td>
<td>27-1024, 27-1014</td>
<td>23%</td>
<td>72%</td>
<td>$24,877</td>
<td>$0</td>
<td>$0</td>
<td>$27,807</td>
<td>$4,200</td>
</tr>
<tr>
<td>Multimedia Technologies–Web Design</td>
<td>Diploma</td>
<td>27-1024, 27-1014</td>
<td>30%</td>
<td>NA*</td>
<td>$19,339</td>
<td>$0</td>
<td>$0</td>
<td>$21,229</td>
<td>$3,300</td>
</tr>
</tbody>
</table>
The information below details our student completion rate, our College-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

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

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 HEALTH SCIENCES</th>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)1</th>
<th>Placement Rate (%)2</th>
<th>Federal Student Loans4</th>
<th>Private Loans4</th>
<th>Institutional Loans5</th>
<th>Wisconsin Tuition and Fees6</th>
<th>Wisconsin Books and Supplies7</th>
<th>Room and Board8</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>$53,820</td>
<td>$7,350</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Health Information Technician</td>
<td>Associate's</td>
<td>29-2071</td>
<td>42%</td>
<td>81%</td>
<td>$23,919</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,750</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Health Sciences</td>
<td>Associate's</td>
<td>31-9099</td>
<td>NA*</td>
<td>0%</td>
<td>NA*</td>
<td>NA*</td>
<td>$27,209</td>
<td>$3,900</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Medical Administration</td>
<td>Associate's</td>
<td>43-6013</td>
<td>23%</td>
<td>82%</td>
<td>$25,871</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,900</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Medical Administration</td>
<td>Diploma</td>
<td>43-6013</td>
<td>10%</td>
<td>NA*</td>
<td>$16,882</td>
<td>$0</td>
<td>$17,342</td>
<td>$2,550</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>Associate's</td>
<td>31-9092</td>
<td>49%</td>
<td>83%</td>
<td>$21,045</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,900</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>Diploma</td>
<td>31-9092</td>
<td>44%</td>
<td>67%</td>
<td>$14,417</td>
<td>$0</td>
<td>$17,940</td>
<td>$2,400</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>Certificate</td>
<td>29-2071</td>
<td>39%</td>
<td>NA*</td>
<td>$13,052</td>
<td>$0</td>
<td>$16,744</td>
<td>$2,100</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>Diploma</td>
<td>29-2071</td>
<td>45%</td>
<td>75%</td>
<td>$15,629</td>
<td>$0</td>
<td>$16,442</td>
<td>$2,400</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Medical Laboratory Technician</td>
<td>Associate's</td>
<td>29-2012</td>
<td>95%</td>
<td>91%</td>
<td>$24,032</td>
<td>$0</td>
<td>$33,189</td>
<td>$3,900</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Patient Care Technician</td>
<td>Certificate</td>
<td>39-9021</td>
<td>NA*</td>
<td>0%</td>
<td>NA*</td>
<td>NA*</td>
<td>$11,362</td>
<td>$1,650</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Associate's</td>
<td>29-2052, 31-9095</td>
<td>45%</td>
<td>75%</td>
<td>$21,550</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,600</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Diploma</td>
<td>29-2052, 31-9095</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,930</td>
<td>$2,850</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Certificate</td>
<td>29-2052, 31-9095</td>
<td>31%</td>
<td>90%</td>
<td>$12,595</td>
<td>$0</td>
<td>$13,156</td>
<td>$1,800</td>
<td>$0</td>
<td></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.
## 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/State Loans</th>
<th>Private Loan(s)</th>
<th>Institutional Loan(s)</th>
<th>Wisconsin Tuition and Fee(s)</th>
<th>Wisconsin Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice</td>
<td>33-3051</td>
<td>31%</td>
<td>74%</td>
<td>$25,751</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>33-3051</td>
<td>66%</td>
<td>77%</td>
<td>$32,956</td>
<td>$0</td>
<td>$0</td>
<td>$53,820</td>
<td>$6,750</td>
<td>$0</td>
</tr>
<tr>
<td>Human Services</td>
<td>21-1093, 21-1094, 21-1099</td>
<td>40%</td>
<td>85%</td>
<td>$25,402</td>
<td>$0</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,450</td>
<td>$0</td>
</tr>
<tr>
<td>Human Services</td>
<td>Certificate</td>
<td>28%</td>
<td>NA*</td>
<td>$15,730</td>
<td>$0</td>
<td>$0</td>
<td>$11,362</td>
<td>$1,500</td>
<td>$0</td>
</tr>
<tr>
<td>Human Services</td>
<td>Diploma</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$22,126</td>
</tr>
<tr>
<td>Paralegal</td>
<td>Associate’s</td>
<td>41%</td>
<td>78%</td>
<td>$24,539</td>
<td>$0</td>
<td>$0</td>
<td>$28,166</td>
<td>$3,750</td>
<td>$0</td>
</tr>
<tr>
<td>Paralegal</td>
<td>Certificate</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$18,239</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/State Loans</th>
<th>Private Loan(s)</th>
<th>Institutional Loan(s)</th>
<th>Wisconsin Tuition and Fee(s)</th>
<th>Wisconsin Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Nursing</td>
<td>29-1141</td>
<td>90%</td>
<td>0%</td>
<td>$19,910</td>
<td>$0</td>
<td>$0</td>
<td>$40,685</td>
<td>$3,450</td>
<td>$0</td>
</tr>
</tbody>
</table>

## SCHOOL OF TECHNOLOGY

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal/State Loans</th>
<th>Private Loan(s)</th>
<th>Institutional Loan(s)</th>
<th>Wisconsin Tuition and Fee(s)</th>
<th>Wisconsin Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science</td>
<td>15-1133</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$53,820</td>
<td>$7,200</td>
</tr>
<tr>
<td>Game and Simulation Programming</td>
<td>15-1131</td>
<td>64%</td>
<td>67%</td>
<td>$28,165</td>
<td>$0</td>
<td>$0</td>
<td>$54,119</td>
<td>$7,350</td>
<td>$0</td>
</tr>
<tr>
<td>Information Security</td>
<td>15-1122</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$54,418</td>
<td>$7,650</td>
</tr>
<tr>
<td>Information Technology Management–Computer Information Technology</td>
<td>15-1150</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$4,350</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management–Computer Information Technology</td>
<td>Diploma</td>
<td>29%</td>
<td>NA*</td>
<td>$20,183</td>
<td>$0</td>
<td>$0</td>
<td>$20,033</td>
<td>$3,450</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management–Network Administration</td>
<td>Associate’s</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$0</td>
<td>$26,910</td>
<td>$4,350</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management–Network Administration</td>
<td>Diploma</td>
<td>29%</td>
<td>NA*</td>
<td>$20,183</td>
<td>$0</td>
<td>$0</td>
<td>$20,033</td>
<td>$3,450</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management–Network Security</td>
<td>15-1150</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,900</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management–Network Security</td>
<td>Diploma</td>
<td>29%</td>
<td>NA*</td>
<td>$20,183</td>
<td>$0</td>
<td>$0</td>
<td>$20,033</td>
<td>$3,450</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management</td>
<td>Associate’s</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$27,209</td>
</tr>
<tr>
<td>Information Technology Management</td>
<td>Diploma</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,033</td>
<td>$3,450</td>
</tr>
<tr>
<td>Software Application Development</td>
<td>Associate’s</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$27,209</td>
<td>$3,750</td>
</tr>
<tr>
<td>Software Application Development</td>
<td>Certificate</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$11,960</td>
<td>$1,800</td>
</tr>
<tr>
<td>Web Programming</td>
<td>Diploma</td>
<td>29%</td>
<td>NA*</td>
<td>$20,183</td>
<td>$0</td>
<td>$0</td>
<td>$20,332</td>
<td>$3,150</td>
<td>$0</td>
</tr>
<tr>
<td>Web Programming</td>
<td>Associate’s</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$0</td>
<td>$27,508</td>
<td>$4,200</td>
<td>$0</td>
</tr>
</tbody>
</table>
ADMISSIONS AND ENROLLMENT PROCEDURES

Congratulations on taking the first steps toward earning your degree and achieving your professional goals. If you haven’t already done so, schedule a time to discuss your educational and career objectives with a member of our admissions team. Contact information is at the end of this document and on our website at rasmussen.edu. Our staff is knowledgeable in helping you select the right major to prepare you for your desired career. Whether you are looking at a campus-based, online, or a blended learning model, our staff will assist you in planning your course schedule and connect you with our student financial services team to get you started on your journey toward earning a college degree.

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

- Application Form (apply early for best scholarship opportunities)
- Attestation of high school graduation or equivalency
- Enrollment Agreement
- Rasmussen College entrance placement exam(s)
- Rasmussen College Experience Course (if applicable)
- All financial arrangements are complete, submitted, and verified
- Criminal Background Check, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.
- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
- International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard atestation. 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 intend 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.

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

Rasmussen College Admissions

Nondiscrimination Policy

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

Student Definition

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

College Acceptance or Rejection of Application for Admission

The College will notify each applicant in writing of acceptance or rejection based on 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 Math course are required to complete the Math portion of the placement examination.
- 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 retake 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 AccelerED 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 College Experience Course.

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

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
- Law Enforcement Skills
- Medical Billing and Coding
- Paralegal
- Pharmacy Technician

The College will send either a possible issue letter or a pre-adverse action letter to the student whose background check reveals a potential problem. A possible issue letter informs applicants that a potential problem revealed in their background check may prevent them from enrolling in a practicum activity, study abroad, or a study program. Upon receiving a possible issue letter, applicants must contact the College to understand the issue and make an informed decision to continue with the program, or they may choose to change programs.

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

If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The College will review the appeal and issue a final decision. If the student has been denied the right to request a file request for reconsideration of their appeal, but may provide supplemental or additional information for support of their application.

Minnesota Department of Human Services Background Check Process

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

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

A student who receives a MDHS disqualification is determined ineligible for admission and must complete the following:
- All Title IV, state and grant aid (Grants, Scholarships and VA) must be returned.
- The student must return all course materials.

If the student is transferring general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course materials.

A student who receives a MDHS disqualification may choose to apply for a Commissioner’s Reconsideration with the MDHS. If the Commissioner sets aside the disqualification, the 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, 141) requires proof that all students born after December 31, 1987 are immunized against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions. Non-exempt students must provide the required documentation of immunization information 45 days before their first enrollment, or they cannot remain enrolled. Please see the campus for a list of possible exceptions.

Subject Score
Writing 0-16 Items correct
Writing 17-24 Items correct
Writing 25-35 Items correct
Math 0-16 Items correct
Math 17-35 Items correct

Course Placement
Not eligible for admission

In Rasmussen Assessment, the College measures incoming student skills through a placement exam. The College Comprehensive Placement Plan (CAP) is the primary measurement for the Institution’s mission. The CAP is organized around the Mission Statement and the six purpose areas it defines. 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 programs are organized using an approach to measure incoming student skills through a placement test to determine students’ reading, writing, and numeracy skills; ongoing skills in a format that is consistent with the 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 sequencing or other scheduled courses that are required for a student’s program completion:
- Students must complete the freshman seminar as part of their certificate course requirements the quarter they are scheduled for the E242 Career Development course.
- Students must complete the sophomore seminar in the quarter in which they finish the diploma course requirements.
- Students must complete the junior seminar in the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.
- Students must complete the senior seminar in the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

The purpose of the non-credit, pass/fail/graduation requirement seminar course is to challenge students at the end of the program to reflect on the concepts and skills learned in courses across the curriculum. Summative assessments included in the seminar course focus on general education skills that provide the basis for lifelong learning, thinking, and problem solving. The assessments completed 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.

Admissions Requirements

Background Checks
For enrollment, 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 complete any unexcused student loan debt.

For the calculation of Satisfactory Academic Progress, re-entering students are treated as continuing students and must meet progress requirements. All reenrolling students, regardless of time away from the College, must complete re-enrollment in either the College Experience Course or have a record of successfully completing the College Experience Course as part of the request. As part of the re-enrollment process, all re-entering students must comply with all other college acceptance criteria as outlined in the current catalog before being accepted into the College as a re-enter. Determination of whether a student is eligible to re-enroll is based on the criteria below. A student will be allowed to start the enrollment process and re-enter if the student meets the following criteria: all other enrollment qualifications completed by the time of reentry; the student is in good academic standing as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of the most recent withdrawal, the student has no outstanding balance owed to the College; and the student has successfully completed any required Foundations Writing course(s) prior to Reading and Writing Strategies previously or through retest, and has a previous clear background check.

A re-enrollment process will be initiated for a student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of previous withdrawal from the College or re-enrollment request. A student whose re-enrollment request and re-entrance request is found to have 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-enrollment process, the student will be required to participate in Project Rally following the Re-entry Process Guidelines. The re-enrollment request will either be approved or denied based on a review of the student’s current academic standing at the time of withdrawal, academic progress and completion of online learning tools within Project Rally. A complete and description and the requirements of the re-enrollment process can be available through the Campus Registrar.

Students in Health Sciences programs who wish to re-enroll into the School of Health Sciences programs must complete a programmatic assessment in order to determine an appropriate level of re-enrollment. These students will be allowed to re-enter at the appropriate level in a current program if a space in the program is available. Students who wish to re-enter into a Nursing program must complete a programmatic assessment in order to determine an appropriate level of re-enrollment. Nursing students will have their previously completed Nursing core courses as designated by course prefix (NUR, PN, PM, PRN, HPL) assessed against the current program to determine which will be applied to the program. Students who are eligible to complete general education courses will be assessed as required in the program. Rasmussen College will allow the student to re-enter at the appropriate level in a current program if a space in the program is available and all other re-entrance requirements are met.
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 previously completed a course at Rasmussen College or another college may also provide a college transcript indicating a grade of C or higher in college-level English and Mathematics. Applicants must not be assumed or implied that successful completion of an English Composition or Math course has been successfully completed. Applicants should understand that admission to the program is based on several factors, including the College entrance placement examination scores being the most significant. Therefore it must not be assumed or implied that successful completion of an English Composition or Math course will guarantee admission into the program.

Applicants who have achieved the minimum scores or who have completed a course at Rasmussen College must also provide a minimum score from the Accuplacer, the SAT, or ACT.

Applicants with lower than admissible scores may choose to take an entrance placement examination in English Composition or Math course has been successfully completed. Applicants should understand that admission to the program is based on several factors, including the College entrance placement examination scores being the most significant. Therefore it must not be assumed or implied that successful completion of an English Composition or Math course will guarantee admission into the program.

Applicants will need to complete the following:

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

Once the applicant file is complete, the Program Manager will schedule a face-to-face interview between the applicant and Program Coordinator. Following this interview, applicants can continue with the necessary steps to proceed, which include:

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

Upon completing the application process, the completed files will be reviewed by the acceptance committee. Students accepted into the program will receive a letter from the College in the mail. Students will also attend placement examination as well as general orientation or risk being dismissed as an applicant.

**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 SAT test required for entry into these programs.** Alternatively, the applicant must provide a certificate indicating a grade of C or higher in college-level English and/or college-level algebra courses at the University of Wisconsin System or the minimum cumulative high school grade point average of 2.5.
- **Seniors may take up to 4 credits per quarter without a tuition charge. The student must meet the requirement of 12 credits per quarter to be accepted to the program.**
- **The Honors Program Application deadline is 4 weeks prior to the start of the intended quarter of enrollment. A maximum of 20 Honors students can 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 2.0.**
- **Students must cover the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The College will provide specific information on each course, including textbook prices and technology requirements.**
- **Students will receive college credit towards a degree, diploma, or certificate at Rasmussen College for all successfully completed courses. Students who elect to pursue their education at another academic institution will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.**
- **Students will receive high school dual enrollment credit course towards a high school diploma or certificate at the discretion of the student’s high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.**

**Rasmussen College Early Honors Program High school seniors who have reached the minimum age of 18 or have completed the 11th grade are eligible to apply for early admission through Rasmussen College’s Early Honors Program. The Early Honors Program is a great way for high school students to experience college while still being supported by high school staff and mentors, try a course that may not be offered at the high school, or explore a possible future career by taking an introductory course.** Early Honors coursework is available on both on-campus and online courses.

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

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

Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have previously completed a course at Rasmussen College or another college may also provide a college transcript indicating a grade of C or higher in college-level English and Mathematics. Applicants must not be assumed or implied that successful completion of a course will guarantee admission into the program.

Applicants who have achieved the minimum scores or who have previously completed a course at Rasmussen College must also provide a minimum score from the Accuplacer, the SAT, or ACT.

Applicants with lower than admissible scores may choose to take an entrance placement examination in English Composition or Math course has been successfully completed. Applicants should understand that admission to the program is based on several factors, including the College entrance placement examination scores being the most significant. Therefore it must not be assumed or implied that successful completion of an English Composition or Math course will guarantee admission into the program.

Applicants with the following scores may be required to take an entrance placement examination in English Composition or Math course has been successfully completed. Applicants should understand that admission to the program is based on several factors, including the College entrance placement examination scores being the most significant. Therefore it must not be assumed or implied that successful completion of an English Composition or Math course will guarantee admission into the program.

Applicants who have achieved the minimum scores or who have previously completed a course at Rasmussen College must also provide a minimum score from the Accuplacer, the SAT, or ACT.

Applicants with lower than admissible scores may choose to take an entrance placement examination in English Composition or Math course has been successfully completed. Applicants should understand that admission to the program is based on several factors, including the College entrance placement examination scores being the most significant. Therefore it must not be assumed or implied that successful completion of an English Composition or Math course will guarantee admission into the program.
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.

### 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 enrolled 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 (at $500 per quarter) while attending Rasmussen College. Students in the Nursing Programs (Practical Nursing and Professional Nursing) and AccelerED 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:
    - Achieve Scholarship
    - Early Honors Program
    - Military Discount
    - Corporate Discount
    - AccelerED Partner Success Grant

- **Employer Tuition Reimbursement**
  - Many employers today offer tuition reimbursement to their employees earning a degree. Whether it’s full reimbursement or partial, we want to make sure you are saving as much as possible before you attend. Tuition reimbursement can be an effective way 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 awards 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 high schools (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.

- **SCHOLARSHIP AND GRANT PROGRAMS**

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gift Aid</strong></td>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$600 - $5,645</td>
</tr>
<tr>
<td></td>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Grant based on financial need awarded by the institution.</td>
<td>$100 - $4,000, based on availability</td>
</tr>
<tr>
<td><strong>Employment</strong></td>
<td>Federal Work Study</td>
<td>Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.</td>
<td>Varies</td>
</tr>
<tr>
<td><strong>Federal Loan Programs</strong></td>
<td>Federal Subsidized Stafford Loan Program</td>
<td>Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.</td>
<td>1st Year - $3,500 2nd Year - $4,500 3rd Year+ - $5,500</td>
</tr>
<tr>
<td></td>
<td>Federal Unsubsidized Stafford Loan Program</td>
<td>Principal and interest may be deferred until after student leaves college or attends less than half time.</td>
<td>Same as subsidized limits with additional $2,000 for Dependent. Independent: 1st &amp; 2nd Year $6,000 3rd Year &amp; above $7,000.</td>
</tr>
<tr>
<td></td>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>For credit-worthy parents of dependent undergraduates.</td>
<td>Up to college cost of attendance.</td>
</tr>
<tr>
<td><strong>Veterans’ Benefits</strong></td>
<td>Veterans’ Benefits</td>
<td>Veterans and dependents of veterans, including Guard and Reserve Component.</td>
<td>Monthly benefit based on service contributions</td>
</tr>
</tbody>
</table>

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.
Developmental Education and Rasmussen College Entrance Placement Exam Re-test Policy

The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into Foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students, and to providing educational opportunities to those who enroll. All new students who enroll in a Degree, Diploma, or Certificate program are required to take the Rasmussen College Entrance Placement Exam reading, writing, and math placement tests. Applicants providing a college transcript indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete College entrance placement examinations in the corresponding subject area and will not require remediation in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the reading and writing sections of the placement examination. Students who have not completed a college-level math course are required to complete the math portion of the placement examination. Returning students who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundation courses are prerequisites, or their equivalents, do not need to take the College entrance placement examination. Returning students who have not successfully completed the Foundation courses, their equivalents, or the courses for which Foundation courses are prerequisites must take the College entrance placement examination. 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 B080 Reading and Writing Strategies and are not admitted to Rasmussen College may, after three months, have the option to re-take the assessment test. The college entrance placement examination may not be re-taken for initial placement purposes after the start of a Foundation level course. On occasion, however, a re-test may be allowed prior to the start of a quarter. Such re-tests are only granted if extenuating circumstances exist that lead the College to determine a re-test is needed to accurately determine the student’s ability level. Only one such re-test may be allowed, at the discretion of the Academic Dean.

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

Foundation Courses Timeframe

To help ensure student success, students requiring a Foundation course must complete one such course in their first full quarter of enrollment. Additionally, all required Foundation courses must be taken in the student’s first full quarters of enrollment. If a student withdraws from or does not pass a Foundation course, the student must successfully complete that course in the subsequent full quarter of enrollment or the student will be dismissed from the College. Foundation courses are B080 and B087. A “full course” excludes the mid-quarter start.

Foundation Course Grading

1. All Foundation courses are satisfactory/ unsatisfactory (SX/UX) courses.
2. Students pass B080 Reading and Writing Strategies if they achieve a final grade percentage of 73% or higher.
3. Students pass B087 Practical Math if they achieve a final grade percentage of 73% or higher.

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

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

Practical Math

| SX    | 73% or higher |
| UX    | Below 73% |

Seminar Course Grading

1. The E185, E270, E320, and E410 seminar courses are satisfactory/unsatisfactory (SX/UX) courses.
2. Students are to complete and submit the components of their Graduate Achievement Portfolio (GAP), a general education skills assessment, as designed in the appropriate seminar courses designated for each program.
3. If a student does not successfully submit an assigned GAP general education assessment piece in the appropriate seminar course, then he or she will be unable to earn enough points to pass that seminar course.

E185, E270, E320, and E410 Seminar Courses SX 73% or more UX Below 73%

Common Grading System Percentage Scale

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 to 93%</td>
</tr>
<tr>
<td>A-</td>
<td>92 to 90%</td>
</tr>
<tr>
<td>B+</td>
<td>89 to 87%</td>
</tr>
<tr>
<td>B</td>
<td>86 to 83%</td>
</tr>
<tr>
<td>B-</td>
<td>82 to 80%</td>
</tr>
<tr>
<td>C+</td>
<td>79 to 77%</td>
</tr>
<tr>
<td>C</td>
<td>76 to 73%</td>
</tr>
<tr>
<td>C-</td>
<td>72 to 70%</td>
</tr>
<tr>
<td>D+</td>
<td>69 to 67%</td>
</tr>
<tr>
<td>D</td>
<td>66 to 63%</td>
</tr>
<tr>
<td>D-</td>
<td>62 to 60%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>

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 Withdrawals.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
</tr>
<tr>
<td>B+</td>
<td>3.50</td>
</tr>
<tr>
<td>B</td>
<td>3.25</td>
</tr>
<tr>
<td>B-</td>
<td>3.00</td>
</tr>
<tr>
<td>C+</td>
<td>2.75</td>
</tr>
<tr>
<td>C</td>
<td>2.50</td>
</tr>
<tr>
<td>C-</td>
<td>2.25</td>
</tr>
<tr>
<td>D+</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>1.75</td>
</tr>
<tr>
<td>D-</td>
<td>1.50</td>
</tr>
<tr>
<td>D-</td>
<td>1.00</td>
</tr>
<tr>
<td>F/F/F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Failure

Course Waiver

See “Incomplete Policy” Pending Transfer In Credits based on unofficial transcripts Unsatisfactory Satisfactory SAT/ACT Foundation, Seminar courses, or College Experience course Test-Out Transfer In Credit based on official transcripts Unsatisfactory or failure to meet speed requirement Unsatisfactory Foundation, Seminar courses, or College Experience withdrawal Foundations Withdrawal, Military Leave, or Medical Leave Withdrawal Failure to complete audit course requirement Successful completion of audit course

Health Sciences Programs Grade Scale

The following grade scale applies to all BMS, CBT, CEC, ECT, EI, HII, HMS, HSA, HSC, MA, MEA, ML, MLT, NUR, NURS, OTS, PST, PR, PT, PCT, PTN, and ST programs in School of Health Sciences programs.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 to 93%</td>
</tr>
<tr>
<td>A-</td>
<td>92 to 90%</td>
</tr>
<tr>
<td>B</td>
<td>89 to 87%</td>
</tr>
<tr>
<td>B+</td>
<td>86 to 83%</td>
</tr>
<tr>
<td>B-</td>
<td>82 to 80%</td>
</tr>
<tr>
<td>C</td>
<td>79 to 77%</td>
</tr>
<tr>
<td>C+</td>
<td>76 to 73%</td>
</tr>
<tr>
<td>C-</td>
<td>72 to 70%</td>
</tr>
<tr>
<td>D</td>
<td>69 to 67%</td>
</tr>
<tr>
<td>D+</td>
<td>66 to 63%</td>
</tr>
<tr>
<td>D-</td>
<td>62 to 60%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>

Nursing Programs Grade Scale

Students are required to earn at least a “C” in their Nursing courses. This applies to all GN, MB, MI, NUR, HUN, HN, and PN program coursework. Students with a C- or lower in the program will not meet their program requirements.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100% to 94%</td>
</tr>
<tr>
<td>B</td>
<td>93% to 85%</td>
</tr>
<tr>
<td>C</td>
<td>84% to 78%</td>
</tr>
<tr>
<td>F</td>
<td>Below 78%</td>
</tr>
</tbody>
</table>

Students are required to achieve an overall total exam score average or above the threshold of 78% for all exams taken within the Nursing course, in order to pass. Once this 78% exam threshold criterion has been met, the final grade for the Nursing course will incorporate points earned for exams, assignments, quizzes, and other coursework requirements. Laboratory and clinical learning performance is graded as satisfactory (S) or unsatisfactory (U). Satisfactory performance (score of 78% or higher), in the laboratory and clinical area is required to pass a grading course 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 for a second time may count the credits for that course in a financial aid award calculation only if the original grade earned was an “F/F/A.”
If a student elects to repeat a course for which a grade above “F/FW” was earned, the grades 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 program and course all future eligibility to receive financial aid for that course is discontinued. The credits for all repeated courses, along with the credits for the original grade, 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 grade point average (GPA). The student’s GPA will be recalculated to reflect the highest letter grade. If more than one attempt results in the same letter grade, the most recent one will be used in the calculation of GPA.

Students who fail a required course three times and have a cumulative grade point average of 2.0 or greater may be able to switch to another program that does not require the repeated course. Foundation courses may only be repeated one time. Students who fail a Foundation course a second time will be terminated from the College. All attempts of repeated courses, including the grades, remain on academic records and transcripts even though they may not be included in the GPA calculation. Students should be aware that graduate schools and other institutions to which they might wish to transfer may not accept repeat courses and may include all grades in calculating GPA for admission.

Nursing Repeating Courses Policy

The School of Nursing allows students to fail one Nursing course within the core Nursing curriculum (NUG, NUR, PN, PNR, HUN coursework). However, a second failure, whether in the same Nursing course or any other Nursing course, will result in removal from the Nursing program.

Late Assignment Submission Policy

Students may submit assigned work up to seven (7) days after the required deadline. A late penalty is assessed for work up to twenty-four hours late; an additional 10% penalty is assessed for each additional day the work is late. In some cases (such as late discussion postings) students may be asked to complete an alternate assignment for equivalent point value, minus any applicable penalty. Online discussions conclude at the end of the current week/module. Instructors may not accept late work. Instructors may waive the late penalty or timeframe in the case of extenuating circumstances, such as serious illness affecting the faculty. In some cases, certain activities, such as labs and exams, must be completed at the designated time and therefore cannot be made up. The instructor should apprise students of events which may be missed. In no circumstances may students submit work after the last day of the academic term unless an incomplete grade has been requested and granted beforehand.

Incomplete Grade Policy

An ‘I/N’ indicates an incomplete grade, and is a temporary grade for a course which a student is unable to complete due to extenuating circumstances. A student may request an incomplete from the instructor prior to the last day of the term. An incomplete may be granted to a student at the discretion of the instructor under the following conditions:

1. An incomplete form is completed by the instructor who identifies:
   a. The work to be completed,
   b. Qualifications for acceptable work,
   c. The deadline for completing the work,
   d. The grade to be entered should the student not complete the work by the deadline (the calculated grade).
   e. Instructors will have one week for grading the completed work and processing of all documents required.
   f. Incomplete records will be maintained in the student’s file.
   g. The student’s Dean must be informed of all incomplete grades granted by instructor. Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:
      a. The work to be completed must be regularly assigned work, identified as such in syllabus.
      b. The student can reasonably be expected to complete the work by the deadline.
      c. The student’s grade will be substantially improved.
      d. The student has demonstrated a commitment to completing work in a timely fashion.
      e. Granting the incomplete is truly in the best interest of the student.
      f. By completing the work, one of the following will apply:
         1. The student will learn substantive information by completing the work.
         2. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.
      g. Allowing the student extra time compensates for events or conditions not within the student’s control (i.e., illness, emergencies, etc.).
      h. Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to make up “extra credit” work.
      i. Credits for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment. Incomplete grades must be completed within two weeks of the last day of the term. An incomplete grade not completed by the deadline will be changed to the calculated grade. Incompletes must be completed in the cumulative grade point average. The final grade earned 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, or have a grade changed by an instructor, at the end of a quarter. Except for situations outlined below, only the instructor who issued the original grade may authorize the change. Instructors may change grades at their discretion, with the following guidelines:

Circumstances that a grade change may be requested or by an instructor other than the original instructor include:
   a. Administrative errors regarding grades will be corrected by administrative staff as soon as they are identified.
   b. If the instructor no longer is available to submit a grade change (for example, an adjunct instructor no longer employed at the College), the Academic Dean may designate a grade change for the student.
   c. 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 complete 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 incomplete grade for the course. The students will 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, may retake the course and be scheduled to repeat Nursing Role and Scope or Leadership in Nursing (as applicable) in the following academic quarter. This policy applies to the following courses:
   - NUR 2280 Nursing Role & Scope (FL)
   - NUR 2323 Nursing Role & Scope (IL)
   - NUR 2360 Leadership in Nursing (WI)

Program Changes

A student in good academic standing at the end of the current quarter will be allowed to change programs at the start of the next quarter as long as the request has been received prior to the Friday of the first week of a quarter break. A student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog who is changing to a lower credential within the same program, or a student who is selecting a different specialization within the same program, is required to request and receive approval to change programs within the same program at the time of the request will be allowed to make the change regardless of the number of prior program changes. No appeals 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 background check is required for enrollment in certain programs as determined in the background check section of the catalog. Students who do not successfully pass a background check will be terminated from the College. Program change appeals must be received no later than Friday of the first week of break prior to the start of the quarter in which the request is made in order to change programs. If a student chooses to change his/her academic program, the student defaults to the current catalog curriculum requirements. On occasion, a student may remain in his/her original catalog, assuming the desired program is still offered.

A student who chooses to change programs must provide written authorization in the form of a completed change of status form and a new enrollment agreement.

Independent Study Policy

Independent study applies when a student contracts to meet regularly with a qualified instructor to fulfill course requirements and completes the necessary tasks to achieve the performance objectives of a given course. Independent study requires a student to be independent of and graded by the faculty. Because an independent study does not provide the student with the classroom interaction normally expected in higher education, the student in an independent study has 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 campus or online.
2. Completion of the course is necessary for on-time graduation.
3. The need for the course in the quarter in question does not arise from the student’s decision to withdraw from the course in an earlier quarter, the student’s failure to satisfactorily complete the course in an earlier quarter, or the student’s decision to change programs.
4. The student will complete work of similar quantity and quality as required in a regularly scheduled class and meet the standard performance objectives for the class.
5. The Academic Dean approves the plan for completing the course work.

The student and instructor meet once a week for a minimum of one hour with sufficient learning activities planned to fulfill the clock hour requirements of the course.

At least twice and at regular intervals during the quarter, the Dean will evaluate the student’s progress and determine whether the independent study has been completed.

Independent studies must meet the following guidelines:

Prior to the beginning of the independent study, the student and instructor must meet to define the following:
1. When and where they will meet each week.
2. Weekly objectives for work to be completed based upon the same weekly objectives defined by the syllabus for an on-site class.
3. Progress checks to be reviewed by the Dean.
4. Standards of academic quality for their course.
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, software packages, electronic databases, and a help desk as needed at a Rasmussen College campus.

Graduation Requirements

Degree Diplomas and Certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 33% of the credits for their chosen degree at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.

ACADEMIC INFORMATION AND COLLEGE POLICIES

2013-2014 CATALOG AND STUDENT HANDBOOK

888-5-RASMUSSEN

65
Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.0 to receive a Degree, Diploma, or Certificate with a passing grade in each area. Completion and submission of the components of the Graduate Achievement Portfolio (GAP), as assigned in the appropriate seminar courses designated for each program, is a graduation requirement.

Students in Information Technology Management, Information Security, and Game and Simulation Programs must also design and/or attain 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 exams at the recommended seminars designated for their program.

Payments will be made only once per 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 that ensure that the College is able to provide quality instruction through maintaining 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 third Friday of the term, the student 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 third week of the five or six week term, students will receive an F/A for any classes dropped. The student’s grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

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

3. Following the sixth week of the quarter, students will receive an F/A for any classes dropped. The student’s grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

**Course Withdrawals**

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

**Online Courses**

Students may be required to take online courses in order to complete a degree. 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 stated. Online courses provide access to the necessary teaching and support while operating in the online environment. A list of computer hardware and software requirements for online courses is provided to students upon enrollment. Textbooks and other resources required for online courses are available at the Rasmussen College bookstore.

**Academic 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 3.75-4.00 will receive a Dean’s List 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 honors to graduates 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 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

**Satisfactory Academic Progress, or SAP,** is defined as the successful completion of an academic program within a prescribed timeframe.

Cumulative grade point averages and successful completion of credits attempted are monitored quarterly, and students not meeting the standards are notified. Students who do not meet the standard will be expected to participate in a Project Rally, which includes online learning tools and consult with a member of the College team. The student is expected to complete the online learning tool in Project Rally by the first Friday of the quarter. Failure to complete this tool may result in an administrative withdrawal from the College.

**SAP Components:**

- GPA, Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.0.
- Pace/Cumulative Completion Rate (CCR): This is the pace at which a student progresses through a program. CCR is calculated by dividing cumulative credits earned by cumulative credits attempted within a program (e.g., 6 credits earned - 12 credits attempted = 50%). Minimum standards are listed in the chart below.
- Duration of Eligibility:

  - This is the maximum time frame for program completion and is as long as 150% of the number of total credits requirements for the program (e.g., maximum time frame for a 90-credit program = 90 X 150%, or 135 credits).

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

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

**Financial Aid Warning:** If a student’s CGPA falls below 2.0, or if Pace/CCR standards or Duration of Eligibility requirements are not met, the student will be placed on Financial Aid Warning for the subsequent quarter. A student is eligible for financial aid during the Financial Aid Warning period. A student who fails to meet any one of the components of SAP at the end of the Financial Aid Warning period is not eligible for financial aid.

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

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

**Financial Aid Probation:** If a student fails to make Satisfactory Academic Progress, but submits a successful appeal and has his/her eligibility for aid reinstated, he/she will be placed on Financial Aid Probation. A student is eligible for financial aid during the Financial Aid Probation period. At the end of the Financial Aid Probation period, the student must meet the SAP requirements of the CGPA, pace, and cumulative credits attempted 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 Complete Review Committee process.

Students who withdraw from the College and later re-enter are treated as continuing students and must meet progress requirements. Re-entry does not negate previous academic status or satisfactory progress requirements.

Satisfactory Academic Progress calculations for a re-entering student who changes programs and/or begins a new program only take into account the credits required for the program component to which the student’s new program component will be counted in the cumulative credits attempted.

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.
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 be sent to Rasmussen College 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 conditioned or awarded upon the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College prior to the completion of the student’s first quarter after which the student will be required to complete the necessary credits in order to receive the degree.

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

- 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 Technologist programs must complete at least 75% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means, with the exception of “block transfer” candidates for the Surgical Technologist and Medical Assisting Associate’s degree programs.
- Students in the Associate’s degree programs will have completed 75% of their program requirements at Rasmussen College, and no more than 25% may be completed via transfer credits, course waivers, credit by examination, or other means.
- Students eligible and approved for the Surgical Technologist 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 1/3 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.

- General education credits are evaluated by a NACES approved organization (National Association of Credential Evaluation Services) to ensure the student’s credit transfer is equivalent to Rasmussen College’s General Education. The evaluation is the student’s responsibility.
- Transfer credit is evaluated based on the program in which the student is enrolled.

Credit and Prior Learning Assessments

Transcript conditionally awarded through the use of an examination, or placement, or waiver credits, are also credits attempted.

- Courses which have been accepted for transfer will be listed on the student’s transcript with a Transfer (TR) designation. Transfer credits which have been conditionally accepted pending 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.
- Courses for which a student has received credit by examination will be listed on the student’s transcript with a Test Out (TO) designation.
- Courses for which a student has received credit transfer will be listed on the student’s transcript with a Course Waiver (CW) designation.
- When courses are not accepted for transfer, a student may file an appeal through the following process:
  1. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.
  2. The information will be reviewed by the College Registrar.
  3. The student will receive written notification of the decision.

- For students who enter Rasmussen College and are required to take the Rasmussen College entrance placement exam the following will apply: If a student tests at a level of remediation in English, Math, or the College will not accept transfer courses with prerequisites that require completion of the Foundations courses or any entrance exam placement exam. Once the student successfully completes the necessary Foundations courses or passes the entrance exam, the College will then post the transfer credit pertaining to the course.

- The following Early Childhood Education entrance examination courses cannot be transferred into a program from another program: EC180 Knowledge: Extremity I, EC181 Application: Extremity II, EC182 Reflection: Extremity III.

Course By Course Transfer

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

- Associate Nursing Program will not accept any transfer of course transfer courses taken prior to PRN in Florida; prefixes PN/NUR/NUR in Illinois, Minnesota and Wisconsin.
- Health Sciences core courses as designated by core courses for a five (5) year transfer limit.
- The following courses in the Medical Assisting Program are not transferable; MA102 Introduction to Medical Assisting, MA110 Clinical Skills I, MA145 Clinical Skills II, MA225 Laboratory Skills, MA265 Medical Assisting Externship, and MA265 Medical Assisting Capstone.
- Transfer of credit for Medical Laboratory Technician and Surgical Technologist core courses (ML and ST prefixes) has a one (1) year limit. Students who have completed similar coursework which exceeds the one (1) year limit can test-out of the course with a 73% or greater score on a course assessment. All transfers or test-outs into the Medical Laboratory Technician and Surgical Technologist programs are based on program space availability.
- Seminar Courses cannot be transferred in from another institution of higher learning.
- For students in MN who enroll in the Law Enforcement Associate’s, the Law Enforcement Academic Certificate, or Law Enforcement Skills Certificate programs, transfer credits for law enforcement specific classes (J or L prefixes) can only be accepted if the incoming course is from a regionally accredited college that is POST Board approved. Students who have credits that are not transferable may still be able to demonstrate competency by completing the course specific test out, 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), will receive immediate junior-level standing.
- Rasmussen College AAS/AS graduates will receive actual credits earned up to 50 credits (97 in Illinois).
- A block of up to 91 quarter credits for graduates from outside institutions will be awarded.
- If a student has more AAS/AS credits than the enrolling program requires, then the student may request to receive upper-level block credit. The School Director will provide a list of courses for reduction when needed. This applies only 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 unrestrictive electives.
- Students must complete the required number of total credits in the program to earn a Rasmussen College Bachelor of Science degree.
- For the Bachelor in Computer Science, the two year degree must be in an equivalent computer science field and have a programming course comparable to Programming II and a math course comparable to Calculus II in order to qualify. If those conditions are not met, the 2-2 policy cannot be applied.
- For the Bachelor in Health Information Management, qualifying Associate degrees have to be from a CAHIIM accredited program and earned within the past five years. The degree was obtained over five years ago, the student needs to have work experience in the health information industry within the past five years and be approved by the Program Coordinator. The student may also enroll if he/she has an RHIT credential and an earned Associate degree in any field, if so, the student needs to submit his/her AHIMA membership card, showing it as current.
- For Bachelor of Science Healthcare Management completion students, specific courses will be transfer based on the guidelines below:

  1. Health Sciences Programs (including Medical Assisting AAS/AS, Health Information Technician AAS/AS, Medical Administrative Assistant AAS/AS, Pharmacy Technician AAS/AS) – Transfer 45 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 77 credits (79 in Illinois). In addition, these students will need to take 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 Health Management AAS/AS completion students 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.

- Confirmed Associate degrees may be posted as a 32-credit (34-credit in Illinois) general education block.
- Confirmed Baccalaureate degrees may be posted as a 56-credit block (58-credit block in Illinois) comprised of 32 lower-level and 24 upper-level credits (32 in Illinois and 24 upper-level credits in Illinois).
- All required general education courses must be met by accreditation requirements.
- For those students without an earned degree, successfully completed general education credits will be applied.

Medical Assisting Associate’s Degree Complete Block Transfer Policy

A block transfer of 54 core credits may be allowed into the Medical Assistant AAS/AS 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 (AAMA)/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 an MA within for the past 3 years and holds a current CMA (AAMA)/RMA/AMT certification.

Students will need to complete 32 general education credits and E242 (Career Development), unless transferred in.

When applying this policy, the transfer maximum is 67%.

Rasmussen College Medical Assisting Diploma graduates will receive actual credits earned in their program up to a maximum of 80% of the credit value of the current diploma program.
Block Transfer for Health Sciences Associate’s Degree
For students who have completed 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 Bachelors’s degree or Associate’s degree in Medical Assisting and enroll into the Health Sciences AS program Phlebotomy Track a total block transfer of 25 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 or other means. A five year transfer limit for SOE core courses, including the block transfer applies to this program.

RN to Bachelor of Science Nursing (RN to BSN) Policy
Students who have met the acceptance for admissions requirements and hold a current unencumbered Registered Nurse license and have successfully completed a degree’s required 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 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 and transferred in from a previous college transcript.

Mobility Bridge Entrance Option
Students who have successfully completed a practical nursing program and hold a current unencumbered practical nursing license will receive credit for NUR117/NUR1172 Practical nursing license will receive credit for

NU117/NUR1172 Practical nursing license will receive credit for

• 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%.

School of Design Waivers
Course waivers are extended 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 in the last three years.
• The student’s credential will be reviewed, and if the criteria are met, waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

College Equivalency Credit
Credits earned through college-equivalency programs will be posted on student transcripts as Test-Out credits (TO) and will not be assigned letter grades or applied to cumulative grade-point average. Rasmussen College recognizes the following college equivalencies:
• Advanced Placement (AP) examinations administered by the College Board.
• A score of 3 or higher.
• 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.

• DSS, DANTES, Excelsior College Exams. Passing scores are determined by the individual test requirements.
• College credit for military service may be awarded upon review of a military transcript. Rasmussen College follows the American Council of Education (ACE) recommendations on transferring credit. These credits are usually listed on Sailor/ Marine Council on Education Registry Transcript (SMART), Defense Agency for Non-Traditional Education Support (DANTES) transcript, College Level Examination Program (CLEP) or CLEP ACE Examinations.
• Prior Learning Assessment (PLA) credits may be awarded by going through the PLA process as established through The Council for Adult Education Learning (CAL)
• Other types of college-equivalency courses and/or examinations may be evaluated for eligibility by the Campus Registrar.

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

Transcripts
Transcripts for graduates and students who have completed their course of study are provided without charge; however a fee of $25.00 is charged for all other transcripts.

The institution reserves the right to withhold official academic transcripts from students under certain circumstances such as having an outstanding financial obligation to the College.

Externsions, Practicums, and Clinicals

Health Sciences Externships, Practicums, and Clinicals
Externships, clinicals and practicums for Health Sciences programs are to be conducted in Rasmussen-approved locations. Each practicum site will be established utilizing an agreement to determine the responsibilities of the participating 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. Practicum sites that have been approved for students by Rasmussen College programs have attendance expectations that differ from the general Rasmussen College Attendance Policy. These attendance policies can be found in the specific program student 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 the student's role in the teaching of their classmates or in their 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 forfet any accumulated hours.

POLICIES AND PRIVILEGES

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 academic accommodations or adjustments must contact the Campus Accommodations Coordinator to request such services. Students who are unsure who to contact should check with their Academic Dean or Campus Director.

Attendance
A basic requirement for employment in any organization is regular, on-time attendance. Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Workplace etiquette also requires a call be made if a student is going to be late or absent. 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 (a) attending a face-to-face course session at the campus or other class location, or (b) substantive online activity, including commentary in the discussion section of the online classroom, posting of required assignments and course quizzes and exams in a timely manner. Discussion posts in the student lounge 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 student's academic objectives.

Rasmussen College uses a standard grading scale for its courses (although some programs may be required to follow additional standards). Faculty are required to keep accurate attendance records which are submitted to the Registrar’s Office. Rasmussen College makes attendance records available to supporting agencies and prospective employers. Students may request a transcript to check their regular attendance and be in satisfactory academic standing to remain eligible for financial aid.
First Week Attendance: Students are expected to meet attendance requirements for all courses on or before the seventh (7th) day of the start of a term. Students who have not met the attendance requirement in at least one scheduled College course within seven days of the start of a term may be administratively withdrawn from the College.

Course Attendance: If a student has not been in attendance in a course within 14 days of their last date of attendance in that course, he or she may be administratively withdrawn from the course. If the student has not been in attendance in any courses within 14 days of their last date of attendance, he or she may be administratively withdrawn from the College. Upon withdrawal a student’s financial aid eligibility will be adjusted according to the Institution’s refund policy as described in the College catalog and will be assigned grades according to the Rasmussen College Drop/Add Class Policy.

Academic Misconduct:

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

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

b) Cheating: Distributing or receiving answers or information by any means other than those expressly permitted by an instructor for any academic exercise. Examples include:
   i. Copying answers, data, or information for any academic exercise from another student in which the student is not expressly permitted to work jointly with others.

   ii. Using or attempting to use unauthorized materials, texts, devices, notes, information or study aids in any academic exercise (i.e., assignments, discussions, tests, quizzes, papers, labs).

   c) Collusion: Knowingly assisting, attempting to assist, or receiving assistance from another student or students to commit academic misconduct, or engaging in behavior with any other person in or outside of the College to commit misconduct.

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

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

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

      i. Using information (aphorism or quotes), in whole or in part, from an academic source without attempting to give credit to the author of that source.

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

      iii. Using an academic exercise (in whole or in part) purchased or copied from a ghostwriter or paper/easy mill.

      iv. Copyright infringement or piracy, including, but not limited to, downloading, duplication, distribution of media, software, code, or information when expressly prohibited or where copyright exists or is implied.

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

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

   a) First Offense: The student will receive no credit on the assignment in question and will not be allowed to redo the work.

   b) Second Offense: The student will be expelled from the course, and the final grade assigned for the course will be an “F/FNA.” The student may re-take the course, but the F/FNA will remain on the transcript even if the student re-takes the course and earns a passing grade.

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

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

IV. Consequences: Academic Misconduct is an instance of Academic Misconduct that occurs at the same time as another instance (i.e., two or more assignments submitted at the same time in the same or different courses), or instances of misconduct that occur prior to the student receiving notice of the immediate prior offense. Concurrent offenses will be treated as a single offense, and the appropriate penalty will be applied for all concurrent violations.

V. Appeal: A student who disagrees with a ruling of Academic Misconduct has one week to appeal the ruling to his/her Dean. All appeals are reviewed by the Academic Integrity Committee, which has exclusive discretion from the time an appeal is received to thoroughly investigate and rule on the appeal. If the issue remains unresolved, the student may submit a written statement of appeal to the Assistant Vice President of Institutional Research and Assessment thereafter. Response will be given within 30 days.

Conduct/Dismissal
Students are expected to conduct themselves with the same behaviors of behavior in or out of the workplace and in the community at large. Consequently, the following is an all-encompassing policy regarding student conduct. The College reserves the right to suspend or expel any student whose conduct is detrimental to the educational environment.

Student Senate: The Student Senate assists the College in providing a successful, positive, and rewarding college experience for students. The Student Senate meets on a regular basis. Students are encouraged to participate in the open forum discussions or may petition to be on the board representation. The representatives include: President, Vice President, Treasurer, and Secretary.

Student Senate is open to all students, however students are required to be matriculated at Rasmussen College. Therefore, students should see their Campus Director for information regarding student groups.

Exit Interviews
Students contemplating the termination of their education at Rasmussen College should contact the Dean or Campus Director or the Director of Student Affairs, and then the Student Financial Services Office. Academic and financial aid details are not complete until both exit interviews have been completed. All students graduating or withdrawing (that have financial aid) are required to attend a mandatory exit interview. During this interview, students receive information regarding their loans including address and telephone numbers of lenders, deferment requests, a list of qualifications, a sample repayment guide, loan forgiveness information, and review of loan terms.

The Student Financial Services Office is available for your assistance for the duration of your student loan.

Rasmussen College reserves the right to withhold the release of academic information, and other records, pending settlement of any amount due the College.

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

In support of this mission, we:

   • Extend our resources and personalized services to all students and employees of the College;

   • Empower students to access information independently in the changing world of technology;

   • Support faculty by providing professional development and institutional partnerships;

   • Engage in responsible collection development and resource sharing; and

   • Collaborate with faculty to select resources in a variety of formats.

This circulation policy supports the library mission in making the materials 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 Libraries' life-long learning, develops information literacy skills, and fosters educational achievement. The library is dedicated to supporting the diverse educational and information needs of our online and residential communities.

In support of this mission, we:

   • Extend our resources and personalized services to all students and employees of the College;

   • Empower students to access information independently in the changing world of technology;

   • Support faculty by providing professional development and institutional partnerships;

   • Engage in responsible collection development and resource sharing; and

   • Collaborate with faculty to select resources in a variety of formats.

This circulation policy supports the library mission in making the materials 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 Libraries' life-long learning, develops information literacy skills, and fosters educational achievement. The library is dedicated to supporting the diverse educational and information needs of our online and residential communities.

In support of this mission, we:

   • Extend our resources and personalized services to all students and employees of the College;

   • Empower students to access information independently in the changing world of technology;

   • Support faculty by providing professional development and institutional partnerships;

   • Engage in responsible collection development and resource sharing; and

   • Collaborate with faculty to select resources in a variety of formats.

This circulation policy supports the library mission in making the materials 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 Libraries' life-long learning, develops information literacy skills, and fosters educational achievement. The library is dedicated to supporting the diverse educational and information needs of our online and residential communities.
Library materials must be returned to the library on or before the due date. Returned materials are accepted at any campus library and may be delivered in person or mailed to the campus. Non-circulating materials are not loaned but may be consulted 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), any 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 item will be considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. The library will charge $55.00, or the cost of replacing the item plus 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 campus libraries, including fines for Interlibrary Loan items lost or returned late.

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

Non-Discrimination Policy

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

Anti–Harassment and Sexual Violence Policy

Rasmussen College’s policy and responsibility to provide our employees and students an environment that is free from harassment.

Rasmussen College expressly prohibits harassment of employees or students on the basis of gender. Harassment undermines our College's community morale and our commitment to treat each other with dignity and respect. This policy is related to and is in conformity with the Equal Opportunity Policy of Rasmussen College, which prohibits harassment and discrimination in employment, compensation, and benefits.

A. HARASSMENT

Any form of harassment, either sexual or non-sexual, committed by anyone in the College community is prohibited in the College.
The College will investigate formal complaints in the following manner:

1. The person who is first contacted, after initial discussions with the complainant, will inform the College specifying the 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 person complained against of the name of the person making the complaint as well as the substance of the complaint. The College will not limit the investigation to what is necessary to resolve the complaint or make a recommendation. If it is necessary for the College to speak to any person other than the complainant and the person complained against, that harm as far as practicable to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.

3. 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, including, but not of the specific conversations held with the person complained against.

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

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

6. After an investigation of the complaint the College will:
   a. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that a violation of this policy did, in fact, occur.
   b. Report its findings and the resolution to an Executive Vice President or President;
   c. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President;
   d. Report to an Executive Vice President or President its 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 local 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 discipline proceeding concerning a sexual assault complaint;
4. Notice to a sexual assault victim of the outcome of any campus or college facility discipline 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 incident;
6. The assistance of campus administration or Rasmussen management at the direction of law enforcement authorities, for a sexual assault victim or victim, materials relevant to a campus disciplinary proceeding;
7. The assistance of campus and/or other Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim’s request, in shielding the victim from unwanted contact with the alleged assailant or from receiving transfer of the victim to alternative classes; and
8. Further information can be obtained from either of the following sources:
   - The Minnesota Department of Human Rights, 1900 University Street SE, Suite 700
   - The Office of the Legislative Auditor, 550 Jackson Street, St. Paul, MN 55101
   - The Minnesota State University, 777 12th Street South, St. Paul, MN 55102
   - The University of Minnesota, Office of the Vice President for Administration, 1500 University Avenue SE, Minneapolis, MN 55455
   - The University of Minnesota, Office of the Vice President for Administration, 1100 University Avenue SE, Minneapolis, MN 55455
   - The University of Minnesota, Office of the Vice President for Administration, 1100 University Avenue SE, Minneapolis, MN 55455

The College will not attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.

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, including, but not of the specific conversations held with the person complained against.

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

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

After an investigation of the complaint the College will:

1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that a violation of this policy did, in fact, occur.
2. Report its findings and the resolution to an Executive Vice President or President;
3. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President;
4. Report to an Executive Vice President or President its 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 local 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 discipline proceeding concerning a sexual assault complaint;
4. Notice to a sexual assault victim of the outcome of any campus or college facility discipline 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 incident;
6. The assistance of campus administration or Rasmussen management at the direction of law enforcement authorities, for a sexual assault victim or victim, materials relevant to a campus disciplinary proceeding;
7. The assistance of campus and/or other Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim’s request, in shielding the victim from unwanted contact with the alleged assailant or from receiving transfer of the victim to alternative classes; and
8. Further information can be obtained from either of the following sources:
   - The Minnesota Department of Human Rights, 1900 University Street SE, Suite 700
   - The Office of the Legislative Auditor, 550 Jackson Street, St. Paul, MN 55101
   - The Minnesota State University, 777 12th Street South, St. Paul, MN 55102
   - The University of Minnesota, Office of the Vice President for Administration, 1500 University Avenue SE, Minneapolis, MN 55455
   - The University of Minnesota, Office of the Vice President for Administration, 1100 University Avenue SE, Minneapolis, MN 55455
   - The University of Minnesota, Office of the Vice President for Administration, 1100 University Avenue SE, Minneapolis, MN 55455

The College will not attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.

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, including, but not of the specific conversations held with the person complained against.

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

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

After an investigation of the complaint the College will:

1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that a violation of this policy did, in fact, occur.
2. Report its findings and the resolution to an Executive Vice President or President;
3. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President;
4. Report to an Executive Vice President or President its 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 local 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 discipline proceeding concerning a sexual assault complaint;
4. Notice to a sexual assault victim of the outcome of any campus or college facility discipline 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 incident;
4. The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student’s education records to the Attorney General of the United States or to his/her designee in response to a court order in connection with the investigation or prosecution of a crime committed in the school. Pursuant to section 4432(g)(5)(B) of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student’s file. Further, if the institution has provided the written consent or knowledge in good faith in compliance with an express or implied order under the amendment it is not liable to any person for the disclosure of this information.

5. The right to disclose – without the written consent or knowledge of the student or parent – information from a student’s education records in order to comply with a “lawfully issued subpoena or court order” in three contexts.

a. Grand Jury Subpoenas – The institution may disclose education records to the grand jury designated in any other subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, if the fact of existence of the agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution’s response. Notification requirements nor record retention requirements apply.

b. Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, the institution may disclose to anyone the existence or contents of the subpoena or the institution’s response. Notification requirements nor record retention requirements apply.

c. All Other Subpoenas – The institution may disclose information pursuant to any other court order or lawful subpoena issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent of student may seek protective action. The institution will record all requests for information from the court or court clerk.

6. The right to disclose – without the written consent or knowledge of the student or parent – information in education records to “applicable parties in appropriate action 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 file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

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 educational records is afforded to school officials who have a legitimate educational interest in the records, such as the purpose of recordings grades, attendance, advising, and determining financial aid eligibility.

Directory Information

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

Directory Information includes: Student’s name, date of birth, addresses; course of study; enrollment status (full-time or part-time); dates of attendance; and the period (time of a period students attends or attended Rasmussen College not to include specific daily records of attendance).

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

Grievance Policy

It is the policy of Rasmussen College that students have an opportunity to present school-related complaints through grievance procedures. The College will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

An appropriate grievance is defined as a student’s expressed feeling of dissatisfaction regarding any representation or application of school-related policies or the College’s personnel. Students should notify the College in a timely fashion of any grievance considered appropriate for handling under this policy. As used in this policy the terms “timely fashion,” “reasonable time,” and “promptly” will mean ten days.

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

Grievance Procedure

In the event an applicant, student, graduate, former student, or other party who has dealings with the College feels his/her rights have been violated, the following procedures should be followed:

1. The individual must first try to resolve the issue with the member involved.

2. If the matter is not resolved to the personal satisfaction of the student, she/he has the option to follow the appropriate steps:
   a. Requests for further action on educational issues should be made to the Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   b. Students who feel they have an appropriate non-academic grievance should see the Campus Director for their campus. The Campus Director will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   c. If the grievance is still not resolved, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigations if necessary, attempt to resolve the grievance, and issue a decision to the student.

Students or other interested parties may also contact:

• Minnesota Office of Higher Education 1450 Energy Park Drive, Suite 350 St. Paul, MN 55108 651-642-5033
• State of Wisconsin Educational Approval Board 201 West Washington Avenue, 3rd Floor Madison, WI 53703 608-266-1996
• Kansas Board of Regents 1000 SW Jackson Street, Suite 520 Topeka, KS 66612 785-296-3421
• The Higher Learning Commission (ncahl.org), a commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604 312-236-4466 or 312-236-0456

Appeal Procedure

Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. Individuals who feel they have been unjustly treated can request that the Grievance Director hear their appeal.

For appeals involving academic issues such as final grades, students shall appeal first to their instructor within one week of the start of the subsequent term. If the issue remains unresolved after an appeal to the instructor, who will have one week from the time they are contacted by students to consider any such appeals, students should appeal to the Dean for their campus. If the issue remains unresolved after a further 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 written statements of appeal must be submitted to the Vice President of Student Affairs within 15 calendar days of the issue in question. Response will be given within 30 days.

Arbitration

Any controversy or claim arising out of, or relating to a current or former student’s recruitment by, enrollment in, or education at Rasmussen College (“Controversy or Claim”), shall be resolved first in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. If, following a full and complete compliance of the Grievance Policy procedures, any current or former student (the “Student”) or Rasmussen College remains dissatisfied, then the Controversy or Claim, in accordance with the Enrollment Agreement, shall be submitted to arbitration administered in accordance with the Commercial Arbitration Rules of the American Arbitration Association to effect. Arbitration shall be the sole remedy for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction therewith.

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party’s actual damages. The arbitrator shall have no authority to award attorney’s fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether how many other similarly circumstanced Students there may be. The Student and Rasmussen College shall bear their own costs and expenses of the arbitration, including attorney’s fees.

Except as may be required by law, no party to the arbitration, nor the arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both the Student and Rasmussen College.

Disclosure Policy

Availability of financial information regarding the College may be requested from the Chief Financial Officer.

Rasmussen College is currently authorized by the Colorado Department of Education to operate in Colorado, Arkansas, Delaware, Florida, Illinois, Iowa, Kansas, Minnesota, North Dakota, Wisconsin, and Wyoming. Rasmussen College will continue to monitor developments in state laws in each state in which it enrolls students and, if authorization or licensure is or becomes necessary, will work to obtain such additional approvals.

*Many states do not require specific authorization or licensure for their residents to enroll in online programs.

STATE CONTACT INFORMATION FOR STUDENT COMPLAINTS*

ALABAMA
Alabama Department of Postsecondary Education
P.O. Box 502000
Montgomery, AL 36130

alience.al.gov/federal-reg.pdf

Alabama Department of Postsecondary Education
P.O. Box 502000
Montgomery, AL 36130

accs.c.complaintform.aspx

ALASKA
Alaska Department of Postsecondary Education
P.O. Box 110505
Juneau, AK 99811

ac-phils.edu/alaska.gov/EDUCATOR-SCHOOL/Postsecondary_Institutions/Consumer_Protection.aspx

ARIZONA
Arizona State Board for Private Postsecondary Education
1400 West Washington Street, Room 260 Phoenix, AZ 85007

azpps.e.gov/student_info/compliance.asp

ARKANSAS
Arkansas Higher Education Cooperation Board
Arkansas Department of Higher Education
114 East Capitol Ave.
Little Rock, AR 72201

ADHE_Info@dhed.gov

arkansas.gov/HigherEducation/StateBoard/Compliance.html

ARIZONA
Arizona State Board for Private Postsecondary Education
501 Woodlane, Suite 3123
Little Rock, AR 72201

sbcpe.arkansas.gov

arkansas.gov/students/Pages/ComplaintProcess.aspx

CALIFORNIA
Advisory Committee: California Bureau of Private Postsecondary Education
P.O. Box 980616, West Sacramento, CA 95696

bppe.daca.ca.gov

bppe.daca.ca.gov/forms_submission.pdf

Exempt Institutions: Attorney General’s Office
California Department of Justice
1500 State Office Building, Room 900
P.O. Box 949455
Sacramento, CA 94244

ag.ca.gov/contact/Complaint_Form.pdf

COLORADO
Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, CO 80202

highered.colorado.gov/Academics/Complaints/default.html

highered.colorado.gov/DPS/Students/complaint.html
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 100-200 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>
<td></td>
<td></td>
</tr>
</tbody>
</table>

School of Education: Early Childhood Education $310 per credit $299 per credit

School of Health Sciences: Medical Assisting $310 per credit $299 per credit

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

- Full time students are defined as taking 12 or more credits per quarter. Students taking less than 12 credits are part time students. 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 the additional course materials fee of $150 for every course over four 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” “NJ” “NUR” “P” “PT” “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 “ZP” upon completion of the course. Students may choose to convert the “ZP” to a letter grade and earn credit for an additional cost of $75 per credit hour.

For information on our graduation rates, median graduate debt levels, and other student investment disclosure information, visit rasmussen.edu/SID.

RASMUSSEN COLLEGE WISCONSIN

ACADEMIC INFORMATION AND COLLEGE POLICIES

74
If a student has been accepted by the College and given all the written notice of the determination at the start of the Period of Instruction for which they have been charged, but before completion of 60% of the Period of Instruction, the amount charged will be prorated, fees, and all other charges for the completed portion of the Period of Instruction shall not exceed the pro rata portion of the total charges for tuition, fees, and all other charges that the length of the completed portion of the Period of Instruction bears to its total length. After the completion of the Period of Instruction, no refund will be made.

Student refunds are made within 45 days of the date of determination of withdrawal if the student does not officially withdraw.

The refund policy is not linked to compliance with the College’s regulations or rules of conduct.

Any promissory note instrument received as payment of tuition or other charge will not be negotiated prior to completion of 50% of the course.

Return of Title IV Funds Policy

If a student withdraws or is expelled, they need to visit with the Campus Director or Dean to complete the Rasmussen College Notice of Change in Student Status form, which will begin the withdrawal process. Students are allowed to convey their withdrawal verbally or in writing to the Campus Director or Dean.

Rasmussen College uses the state-mandated refund policy to determine the amount of institutional charges it can retain. The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school if the student withdraws. The federal formula requires a Return of Title IV Aid calculation if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Direct Federal Student Loan, or Federal PLUS Loan and withdrew on or before completing 60% of the quarter.

The percentage of Title IV aid to be returned is determined by dividing the number of calendar days remaining in the quarter by the number of total calendar days in the quarter. Schedules breaks or less of five or more consecutive days are excluded. If funds are released to a student because of a credit balance on the student’s account, the student may be required to repay some of the federal aid within 30 days of the day the payment was made.

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

A student withdrawing from school may be eligible for post-withdrawal disbursements according to federal regulations. A post-withdrawal disbursement occurs when a student who withdraws earns more earned than had been disbursed prior to the withdrawal.

Post-withdrawal disbursements are made first from available grant funds before available loan funds and must be done within 45 days of the school’s determination that the student withdrew. In addition, loan post-withdrawal disbursements must be done within 180 days of the school’s determination that the student withdrew. Rasmussen College credits the student’s account for any outstanding current period charges. If there is any remaining post-withdrawal disbursement to be returned to the student, an offer is made to the withdrawn student in writing (letter sent to student) within 30 days of the school’s determination that the student withdrew. The letter explains the type and amount of fund available and explains to the student the option to accept or decline all or part of the monies. A 14-day response time is given to the student for their decision.

If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled.

Federal regulations dictate the specific order in which funds must be repaid to the Title IV programs by both the school and the student, if applicable. Rasmussen College follows this mandate by first repaying refunding monies in the following sequence:

Unsubsidized Stafford Loans, Subsidized Stafford Loans, and PLUS Loans, Pell Grant, FSEOG, and then other Title IV programs. Rasmussen College uses the software and printed worksheets provided by the Department of Education to determine the Return of Title IV Funds Calculation along with the Post-Withdrawal Disbursement Tracking Sheet.

Extended Quarter Break Post-Scale Out Policy

Rasmussen College encourages students to remain continuously enrolled in their program through to graduation. Rasmussen College recognizes that on occasion a student may experience an extraordinary personal situation for which the student may need an extended break between quarters. A student with an extenuating circumstance may apply for an Extended Quarter Break Post-Scale Out. Students who are enrolled and meeting the standards of Satisfactory Academic Progress at the end of a term may apply for an extended break for the following term. The student must successfully complete the term immediately prior to the Post-Scale Out term. The student must commit to returning on the mid-quarter start (week 6) of the subsequent quarter or the student will be withdrawn from Rasmussen College. The student may request this break in person or by emailing the Student Advisor in order to obtain a Stop Out Request Form. The Student Advisor will provide the student with the necessary information to make an informed decision. Stop Out Request Forms must be signed prior to the first day of quarter for which the Stop Out is being requested. Students will remain committed to the class enrolled and will not be allowed to receive financial aid at any other institution during this break. Students who are approved to take a Satisfactory Academic Progress break are not eligible to receive aid for the mid-course start of the term the student returns. A Stop Out is not permitted in consecutive terms.

Military Leave and Refund

Rasmussen College supports its students who are active members of the armed forces. Military service members who are given official orders to deploy or to be deployed with or without penalty from any or all classes in which they are enrolled, even if the established deadline for adding drop/withdrawal has passed, are entitled to a full refund of tuition and mandatory fees for the term, subject to applicable laws governing federal or state financial aid programs and allocation of financial aid as required under those programs. The student will receive a grade of "WX." Any tuition refund will be calculated according to federal guidelines, and any remaining balance will be returned in accordance with the student’s Excess Funds Form (completed upon enrollment). Students in good standing who withdraw under this policy may be readmitted and re-enroll under the catalog that is current at the time of re-enrollment, without penalty or re-determination of admission eligibility, within one year following their release from active military service. Programs with specialized admissions requirements are excluded from this policy; students must meet those additional requirements at the time of re-enrollment.

Medical Leave of Absence and Medical Withdrawal Policy

Medical Leave: Each leave will be for one quarter and may be extended for a maximum of no more than two consecutive quarters. Medical leave is extended for students who need to take time away from Rasmussen College for health reasons.

Medical withdrawals may be one of the following:

1. Medical Withdrawal: intended for students who do not plan to return to Rasmussen College.

2. Involuntary Medical Withdrawal: initiated by campus Administration for students who are suspected to be disabled due to conduct policy violations, or who pose a direct threat to themselves or others.

Students are treated as a drop/withdrawal for financial aid purposes and may end up owing a tuition balance. Students should see the Student Financial Services Office to determine the impact of a Medical Leave or Withdrawal.

Applying for a Leave or Withdrawal:

To apply for a Medical Leave or Medical Withdrawal the student must obtain the application form from the Campus Accommodations Coordinator, have it signed by the appropriate person(s) and return the completed form to the Campus Accommodations Coordinator. When a Student Wants to Return After a Medical Leave of Absence

To return from Medical Leave, the student must contact the Campus Accommodations Coordinator prior to the first day of classes to complete a re-admission application. Additionally, the Campus Accommodations Coordinator must receive a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the professional therapist/physician believes the student is able to return to Rasmussen College.

Policy Regarding Grades in the Event of a Medical Leave of Absence or Medical Withdrawal

1. If the student takes Medical Leave or a Medical Withdrawal on or before the close of the drop/ add period the course(s) will be dropped without being recorded on the student’s transcript and tuition will not be charged.

2. A grade of “WX” will be recorded for each course for which a student was registered if the student takes Medical Leave or Medical Withdrawal from the College at any time following the first week of the quarter.

NOTE: Official transcripts will not be released by Rasmussen College until all outstanding financial obligations have been met.

Refunding and Re-Enrollment

Non Federal Refund Distribution Policy

For Florida Campuses

If the disbursement is made of the Florida State Assistance Grant (FSA) for which the student is enrolled, no refund will be due. If the disbursement is made while the student is no longer in attendance, a full refund to the FSA program is due. A student must be attempting a minimum of six credits per quarter to be eligible to receive Bright Futures scholarship funding. If a student receiving Bright Futures scholarship funds withdraws from coursework, the drop/ad period, the student will be required to repay the institution for the amount of the scholarship for those course(s) withdrawn from.

For Minnesota Campuses

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

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

Amount of Institutional Share of the Title IV Refund = Remaining refund due to the State Aid Programs

Ratios are then determined for each of the State Financial Aid Programs as follows:

Non Federal Title IV financial aid disbursed to the student (for the period during which the student withdrew).

These ratios are then multiplied against the remaining refund due to be returned to the student from other State Aid Programs, those refunds would be calculated in the same manner.

Note that for purposes of calculating institutional charges in the State Refund Calculation, the definition for Title IV programs is used.

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

When a Student Wants to Return After an Involuntary Medical Withdrawal

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

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

Federal Distribution of Funds Policy

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

1. All refund monies shall first be applied to reduce the student’s Federal Direct Unsubsidized Stafford, Federal Direct Subsidized Stafford, and Federal Direct PLUS loans received on behalf of the student.

2. Any remaining refund monies will then be applied to reduce the student’s Federal Pell Grant award.

3. Any remaining refund monies will then be applied to reduce the student’s Federal Perkins Loan.

4. Other Federal SFA Programs authorized by Title IV Higher Education Act.

Non Federal Refund Distribution Policy

For Florida Campuses

If the disbursement is made of the Florida State Assistance Grant (FSA) for which the student is enrolled, no refund will be due. If the disbursement is made while the student is no longer in attendance, a full refund to the FSA program is due. A student must be attempting a minimum of six credits per quarter to be eligible to receive Bright Futures scholarship funding. If a student receiving Bright Futures scholarship funds withdraws from coursework, the drop/ad period, the student will be required to repay the institution for the amount of the scholarship for those course(s) withdrawn from.

For Minnesota Campuses

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

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

Amount of Institutional Share of the Title IV Refund = Remaining refund due to the State Aid Programs

Ratios are then determined for each of the State Financial Aid Programs as follows:

Non Federal Title IV financial aid disbursed to the student (for the period during which the student withdrew).

These ratios are then multiplied against the remaining refund due to be returned to the student from other State Aid Programs, those refunds would be calculated in the same manner.

Note that for purposes of calculating institutional charges in the State Refund Calculation, the definition for Title IV programs is used.

Any remaining refund monies will then be applied to reduce the student’s Minnesota State Grant award or/Minnesota SELF Loan.
ACADEMIC INFORMATION AND COLLEGE POLICIES

• 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, Kansas, and Wisconsin Campuses
Please note that Illinois, Kansas and Wisconsin do not have state grant programs, so the Non-Federal Refund Distribution Policy does not apply to students attending campuses in Illinois, Kansas or Wisconsin.

Veterans Refund
In the event a veteran discontinues training for any reason, any supplies or textbooks issued to and paid for by the veteran become the property of the veteran. The remaining amount of the prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance of training.

CAMPUS SECURITY CRIME STATISTICS

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

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

ACREDITATION, LICENSING, APPROVALS AND OWNERSHIP

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 River Road, Poseyville, IL, 60018. 713-774-8880.

• National Accrediting Agency for Clinical Laboratory Sciences
5600 North River Road
Rosemont, IL 60018
Phone: 773-714-8880
Fax: 773-714-8888

Programs or campuses not listed above are not programmatically accredited.

Rasmussen College is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

• Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108
651-642-0533

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

• Iowa College Student Aid Commission
603 East 12th Street, 5th Floor
Des Moines, IA 50319
877-272-4456

Rasmussen College is licensed as a private career school with the State of Wisconsin Educational Approval Board.

• Wisconsin Department of Regulation & Licensing
P.O. Box 9395
Madison, WI 53708
608-266-2112

State of Wisconsin Educational Approval Board
201 West Washington Avenue, 3rd Floor
Madison, WI 53703
608-266-1996

The State of Wisconsin Educational Approval Board has approved all of Rasmussen College’s programs except the Law Enforcement AAS degree and certificates.

The Arkansas Higher Education Coordinating Board has certified Rasmussen College to offer the following degree programs by distance technology to Arkansas residents: Accounting B.S., Business Management B.S., Marketing B.S., Finance B.S., Healthcare Management B.S., Human Resources and Organizational Leadership B.S., Health Information Management B.S., Criminal Justice B.S., Nursing B.S. (RN to BSN), Cyber Security B.S., Information Technology Management B.S., Accounting A.A.S., Business Management A.A.S., Early Childhood Education A.A.S., Health Information Technician A.A.S., Medical Administrative A.A.S., Criminal Justice A.A.S., Human Services A.A.S., Paralegal A.A.S., and Information Systems Management A.A.S. Arkansas Higher Education Coordinating Board standards and certification requirements constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code 6-61-301.

Accreditation
• Veterans’ benefits by the Wisconsin State Approving Agency

Veterans’ benefits for all National Online students are certified through Bloomingdale, Minnesota.

• Wisconsin Board of Nursing

Statement of Ownership
Rasmussen College, Inc. is a private corporation under the laws of the State of Delaware. Rasmussen College, 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 secure employment in one’s chosen career field.

Pharmacy Technician students convicted of non-drug-related felonies may not be eligible to sit for the Pharmacy Technician Certification Board (PTCB) exam. Pharmacy Technician students convicted of drug- or pharmacy-related felonies ARE NOT eligible to sit for the PTCB exam.

Students seeking licensing as professional peace officers in Minnesota must complete the required Law Enforcement coursework at Rasmussen College or transfer in the equivalent.

In addition, these students must complete an officially recognized first aid course in First Responder, Emergency Medical Technician, or Emergency Response, and to complete practical/“skills” coursework that meets PECO POST objectives, to be eligible to sit for the Peace Officer Standards and Training (POST) licensing exam. Students must provide Rasmussen College with a copy of their required first aid certification (such as a copy of their first responder card) for inclusion in the student’s file at Rasmussen College. Some skills training programs may require additional academic coursework.

Skills training cannot be completed online.

Rasmussen College reserves the right to deny admission to applicants whose 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.
BOARD OF DIRECTORS

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

J. Michael Locke
– Vice Chairman, Rasmussen College

Herman Bulls
– International Director, Jones Lang LaSalle

John A. Canning, Jr.
– Co-Founder and Chairman, Madison Dearborn Partners, LLC

James E. Cowie
– Managing Director, Frontenac Company

Gerald A. Gagliardi
– Managing Partner, Net Wolves Corporation

Stanford J. Goldblatt, Esq.
– Of Counsel, Winston & Strawn LLP

Bernard Goldstein
– Founder, Broadview International, LLC

Robert E. King
– Chairman, Rasmussen, Inc.

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

Thomas M. Slagle
– CEO, Rasmussen College

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

Kristi A. Waite
– President, Rasmussen College

CENTRAL OFFICE

Kristi A. Waite
President
B.A., Concordia University

Trenda Boyum-Broen
Chief Academic Officer
Ed.D., University of Minnesota
M.S., Winona State University
B.A., Concordia College

Dwayne Bertotto
Regional Admissions Vice President
B.S., University of Wisconsin – Superior

Brent Dobsch, CPA
Chief Financial Officer
M.I.S., M.B.A., Katz Graduate School of Business
B.S., University of Delaware

Tawnie L. Cortez
Vice President of Student Affairs
B.A., Montana State University

Donato J. DeVito
Senior Vice President, Admissions Services
M.B.A., University of Scranton
B.A., DePauw University

Douglas Gardner
Campus President
B.A., Buena Vista College

Susan M. Hammerstrom
Vice President, Admissions & Training
B.S., St. Cloud State University

Amy King
Campus President
M.B.A., Benedictine University
B.S., Northern Illinois University

Tom Slagle
Chief Executive Officer
B.S., University of Toledo

Julia Sollien
Director of Academic Operations
M.A., B.A., University of Iowa

Claire Walker
Vice President of Nursing Operations
B.A., Ithaca College

Greg Witte
Regional Vice President
B.M.E., Central Missouri State University

CAMPUS ADMINISTRATION

Julie Kons
Twin Cities
B.S., University of Wisconsin – Oshkosh
Appleton

Renae Schlies
B.A., University of Wisconsin – Oshkosh

Bill Panella
M.B.A., Clarkson University
B.A., Central Michigan University

Juliana Kloczek
M.B.A., West Virginia Wesleyan College
B.A., John Carroll University

Tony Possley
Chicago
B.A., University of Wisconsin – Oshkosh – La Crosse
Green Bay

Sue Williams
B.S., University of Wisconsin – Eau Claire
Wausau

Kari Kussow
Sue Williams
B.A., University of Wisconsin – Stevens Point
Wausau

Chris Phillips
Orlando
National Director of Online Admissions
B.A., University of Wisconsin – Madison
Online

Jessica Jacobs
B.S., University of South Dakota

Kevin Roberts
B.S., University of South Dakota

888-5-RASMUSSEN
### ACADEMIC ADMINISTRATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Degree/Institution/Company</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matthew Segaard</td>
<td>Assistant Vice President of Institutional Research and Assessment</td>
<td>Twin Cities</td>
</tr>
<tr>
<td></td>
<td>Ph.D., University of Minnesota</td>
<td></td>
</tr>
<tr>
<td></td>
<td>M.A., Ohio University</td>
<td></td>
</tr>
<tr>
<td></td>
<td>M.A., B.A, Bowling Green State University</td>
<td>Twin Cities</td>
</tr>
<tr>
<td>Matthew Petz</td>
<td>Assistant Vice President of Academic Affairs</td>
<td>Twin Cities</td>
</tr>
<tr>
<td></td>
<td>M.A., St. Mary’s University of Minnesota</td>
<td>Twin Cities</td>
</tr>
<tr>
<td></td>
<td>B.S., St. Cloud State University</td>
<td></td>
</tr>
<tr>
<td>Kathi Kacheroski</td>
<td>Dean of Curriculum and Instruction</td>
<td>Twin Cities</td>
</tr>
<tr>
<td></td>
<td>M.A., University of St. Thomas</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B.A., University of Illinois – Urbana-Champaign</td>
<td></td>
</tr>
<tr>
<td>Carrie Daninhirsch</td>
<td>Regional Dean</td>
<td>Orlando</td>
</tr>
<tr>
<td></td>
<td>M.S. Lesley College</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B.S., Northeastern University</td>
<td></td>
</tr>
<tr>
<td>Joy Henrich</td>
<td>Regional Dean</td>
<td>Chicago</td>
</tr>
<tr>
<td></td>
<td>M.S., B.S., Cardinal Stritch University</td>
<td></td>
</tr>
<tr>
<td>Karen Meyer</td>
<td>Regional Dean</td>
<td>Twin Cities</td>
</tr>
<tr>
<td></td>
<td>M.S., B.S., Kansas State University</td>
<td></td>
</tr>
<tr>
<td></td>
<td>M.S., Fort Hays State</td>
<td></td>
</tr>
<tr>
<td>Dan Fischer</td>
<td>Academic Dean</td>
<td>Appleton</td>
</tr>
<tr>
<td></td>
<td>M.A., Webster University</td>
<td>Twin Cities</td>
</tr>
<tr>
<td></td>
<td>B.S., University of Phoenix</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A.A.S, Community College of the Air Force</td>
<td></td>
</tr>
<tr>
<td>Jennifer Endries</td>
<td>Academic Dean</td>
<td>Green Bay</td>
</tr>
<tr>
<td></td>
<td>M.S., Silver Lake College</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B.A., University of Wisconsin – Stevens Point</td>
<td></td>
</tr>
<tr>
<td>Ann Morgan</td>
<td>Director of Online Academic Management</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>M.A., University of Minnesota – Twin Cities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B.A., University of Wisconsin – Eau Claire</td>
<td></td>
</tr>
<tr>
<td>David Lungren</td>
<td>Director of Campus Academic Management</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>M.S., Full Sail University</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B.A., University of Chicago</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B.A., Columbia College</td>
<td></td>
</tr>
<tr>
<td>Michelle Carlin</td>
<td>Online Dean</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>M.A., University of Hartford</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B.A., Wells College</td>
<td></td>
</tr>
<tr>
<td>Lynne Croteau</td>
<td>Online Dean</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>M.B.A., M.H.R.M., Keller Graduate School of Management of DeVry University</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>B.S., Westfield State College</td>
<td></td>
</tr>
<tr>
<td>Sabrina Eliy</td>
<td>Faculty Manager</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>M.A., Bethel University</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B.S., University of Wisconsin – River Falls</td>
<td></td>
</tr>
<tr>
<td>Jennifer Moorhead</td>
<td>Faculty Manager</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>M.B.A., B.S., University of Central Florida</td>
<td></td>
</tr>
<tr>
<td>Elle O’Keefe</td>
<td>Faculty Manager</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>M.B.A., Keller Graduate School of Management of DeVry University</td>
<td></td>
</tr>
<tr>
<td></td>
<td>M.A., B.A, University of Central Florida</td>
<td></td>
</tr>
<tr>
<td>Nicole Shoppell</td>
<td>Faculty Manager</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>M.Ed., B.S., University of Minnesota – Twin Cities</td>
<td></td>
</tr>
<tr>
<td>Shawn Ulwelling</td>
<td>Online Dean</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>M.S., B.S., University of Minnesota – Twin Cities</td>
<td></td>
</tr>
<tr>
<td>Deidre Walker</td>
<td>Faculty Manager</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>M.A., Trinity International University</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B.A., Loyola University</td>
<td></td>
</tr>
<tr>
<td>Heather Zink</td>
<td>Hybrid Classroom Manager</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>B.S., Ohio Northern University</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clinical Lab Science Certificate – Wright State University</td>
<td></td>
</tr>
</tbody>
</table>

### SCHOOL OF BUSINESS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Institution/Company</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lynn Groesbeck</td>
<td>M.B.A., B.A.S., Colorado Technical University</td>
<td>Appleton</td>
</tr>
<tr>
<td>Richard Hopfensperger</td>
<td>M.B.A., University of Wisconsin – Oshkosh</td>
<td>Green Bay</td>
</tr>
<tr>
<td></td>
<td>B.B.A., St. Norbert College</td>
<td></td>
</tr>
<tr>
<td>Gary Rosner</td>
<td>M.B.A., University of Wisconsin – Oshkosh</td>
<td>Green Bay</td>
</tr>
<tr>
<td></td>
<td>B.A., University of Wisconsin – Green Bay</td>
<td></td>
</tr>
<tr>
<td>Tina Grzinski</td>
<td>M.B.A., University of Phoenix</td>
<td>Twin Cities</td>
</tr>
<tr>
<td></td>
<td>B.A., Michigan State University</td>
<td></td>
</tr>
<tr>
<td>Terri Leminard</td>
<td>M.B.A., Upper Iowa University</td>
<td>Wausau</td>
</tr>
<tr>
<td></td>
<td>M.S.M., Cardinal Stritch University</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B.A., University of Wisconsin – Stevens Point</td>
<td></td>
</tr>
<tr>
<td>Lisa Reed</td>
<td>M.B.A., Marquette University</td>
<td>Wausau</td>
</tr>
<tr>
<td></td>
<td>B.A., University of Iowa</td>
<td></td>
</tr>
<tr>
<td>Terry Ugozetz</td>
<td>M.B.A., Upper Iowa University</td>
<td>Wausau</td>
</tr>
<tr>
<td></td>
<td>B.S., Upper Iowa University</td>
<td></td>
</tr>
<tr>
<td>Laticia Roundtree</td>
<td>M.B.A., Webster University</td>
<td>Wausau</td>
</tr>
<tr>
<td></td>
<td>B.S., Florida State University</td>
<td></td>
</tr>
</tbody>
</table>

### SCHOOL OF DESIGN

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Institution/Company</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Ayotte</td>
<td>Dean, School of Design</td>
<td>Twin Cities</td>
</tr>
<tr>
<td></td>
<td>M.S., St. Joseph's University</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B.F.A., University of Missouri – Columbia</td>
<td></td>
</tr>
<tr>
<td>Ryan Rosenthal</td>
<td>B.S., A.A.S., ITT Technical Institute – Green Bay</td>
<td>Green Bay</td>
</tr>
<tr>
<td></td>
<td>B.F.A., Rocky Mountain College of Art and Design</td>
<td></td>
</tr>
<tr>
<td>Ed Sargeant</td>
<td>M.A., Camberwell College of Arts – London</td>
<td>Wausau</td>
</tr>
<tr>
<td></td>
<td>B.A., Bournemouth University – England</td>
<td></td>
</tr>
</tbody>
</table>

### SCHOOL OF EDUCATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Institution/Company</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cecelia Westby</td>
<td>Dean, Early Childhood Education</td>
<td>Twin Cities</td>
</tr>
<tr>
<td></td>
<td>Ed.D., University of Minnesota</td>
<td></td>
</tr>
<tr>
<td></td>
<td>M.S., Concordia University</td>
<td></td>
</tr>
<tr>
<td>Joyce Monfort</td>
<td>Early Childhood Education Program Coordinator</td>
<td>Twin Cities</td>
</tr>
<tr>
<td></td>
<td>M.Ed., Marian College</td>
<td></td>
</tr>
<tr>
<td>Joni Kuhn</td>
<td>M.A., City University of Seattle</td>
<td>Green Bay</td>
</tr>
<tr>
<td></td>
<td>B.A., Western Washington University</td>
<td></td>
</tr>
</tbody>
</table>

### SCHOOL OF HEALTH SCIENCES

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Institution/Company</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christian Wright</td>
<td>DC, Dean, School of Health Sciences</td>
<td>Twin Cities</td>
</tr>
<tr>
<td></td>
<td>D.C., B.S., National University of Health Sciences</td>
<td></td>
</tr>
<tr>
<td></td>
<td>M.A.C.C., Argosy University</td>
<td></td>
</tr>
<tr>
<td>Tammy Renner</td>
<td>MT, Medical Laboratory Technician Program Director</td>
<td>Twin Cities</td>
</tr>
<tr>
<td></td>
<td>M.S., University of North Dakota</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B.S., Minot State University</td>
<td></td>
</tr>
<tr>
<td>Julie Rasmussen</td>
<td>CMA, Medical Assisting Program Coordinator</td>
<td>Appleton</td>
</tr>
<tr>
<td></td>
<td>A.A.S., Eastern New Mexico University – Roswell</td>
<td></td>
</tr>
<tr>
<td>Kelly Verhasselt</td>
<td>MSN, RN, Medical Assisting Program Coordinator</td>
<td>Appleton</td>
</tr>
<tr>
<td></td>
<td>B.S., University of Wisconsin – Milwaukee</td>
<td></td>
</tr>
<tr>
<td>Denise Reitmeier</td>
<td>Health Information Technician Program Coordinator</td>
<td>Green Bay</td>
</tr>
<tr>
<td></td>
<td>B.S., University of Wisconsin – Parkside</td>
<td></td>
</tr>
<tr>
<td>Sara Etmans</td>
<td>Medical Assisting Program Coordinator</td>
<td>Green Bay</td>
</tr>
<tr>
<td>Rebecca Smith</td>
<td>MT, Medical Laboratory Technician Program Coordinator</td>
<td>Green Bay</td>
</tr>
<tr>
<td></td>
<td>M.B.A., Cardinal Stritch University</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B.S., University of Wisconsin – Stevens Point</td>
<td></td>
</tr>
<tr>
<td>Mark Heintzskil</td>
<td>Online, D.C., Logan College of Chiropractic</td>
<td>Wausau</td>
</tr>
<tr>
<td></td>
<td>B.S., University of Wisconsin</td>
<td></td>
</tr>
<tr>
<td>Kevin Mullinax</td>
<td>CMT, Medical Assisting Program Coordinator</td>
<td>Wausau</td>
</tr>
<tr>
<td></td>
<td>B.S., Northern Michigan University</td>
<td></td>
</tr>
<tr>
<td>Sharon Buettner</td>
<td>CMA (AAAMA), Medical Assisting Program Coordinator</td>
<td>Green Bay</td>
</tr>
<tr>
<td></td>
<td>B.A., Marian College</td>
<td></td>
</tr>
<tr>
<td>K. Marie Hoefler</td>
<td>Online, M.S. University of Cincinnati</td>
<td>Wausau</td>
</tr>
<tr>
<td></td>
<td>B.S., University of Wisconsin – Madison</td>
<td></td>
</tr>
<tr>
<td>Hannelore Hushbeck</td>
<td>Online, M.S.S., University of Phoenix</td>
<td>Wausau</td>
</tr>
<tr>
<td></td>
<td>B.S., California State Polytechnic University</td>
<td></td>
</tr>
<tr>
<td>Laura Krzmarich</td>
<td>CMT, Michigan Technological University</td>
<td>Wausau</td>
</tr>
<tr>
<td>Heidi Wincentsen</td>
<td>Online, B.S.N, University of Wisconsin – Oshkosh</td>
<td>Wausau</td>
</tr>
<tr>
<td></td>
<td>A.A.S, Northcentral Technical College</td>
<td></td>
</tr>
<tr>
<td>Charline Bumgardner</td>
<td>BA, RHIT, Medical Assisting Program Coordinator</td>
<td>Wausau</td>
</tr>
<tr>
<td></td>
<td>B.A., Warner University</td>
<td></td>
</tr>
<tr>
<td>Judy Johnson</td>
<td>Online, M.S., University of Minnesota</td>
<td>Wausau</td>
</tr>
<tr>
<td></td>
<td>M.H.S.A., The George Washington University</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B.S., University of Illinois</td>
<td></td>
</tr>
</tbody>
</table>
SCHOOL OF JUSTICE STUDIES
Matthew Petz
Dean, School of Justice Studies
M.A., St. Mary's University of Minnesota
B.S., St. Cloud State University
Twin Cities
Shauna Froelich
J.D., Marquette University
B.A., Xavier University
Green Bay
David Landretti
M.P.A., B.P.A., Upper Iowa University
A.A.S., Madison Area Technical College
Wausau
Kirk Olson
J.D., University of Minnesota Law School
B.A., University of Minnesota
Online

SCHOOL OF NURSING
Joan Rich, DNP, RN, PHN, LSN, PCN
Vice President, School of Nursing
D.N.P., Johns Hopkins University School of Nursing
M.L.S., University of Minnesota
B.A., College of St. Scholastica
P.N., Concordia College
Twin Cities
Allyson Torstveit, MSN, RN, TNCC
Interim National Dean of PN Program
M.S.N., B.S.N., Minnesota State University – Moorhead
Fargo/Moorhead
Gail Dolan, EdD, RN
National Dean of ADN Program
Ed.D., Nova Southeastern University
M.A., New York University
B.S.N., Adelphi University
A.A.S., Marymount University
Fort Myers
William J. Hartman, MSN, RN
Dean of Nursing
M.S.N., Vanderbilt University
B.S.N., Misericordia University
Green Bay
Patrice Hutzler, MSN, RN
M.S.N., B.S.N., Belkin College of Nursing
Green Bay
Kari Mahlik, MSN, RN
M.S.N., University of Phoenix
B.S.N., Marian University
Green Bay
Riki Szymanski, MSN, RN
M.S.N., B.S.N., Belkin College of Nursing
Green Bay
Julie Williams
M.S.N., B.S.N., University of Phoenix
A.D.N., Bay De Noc Community College
Green Bay
Kimberly Williams, MSN, RN, WHNP-BC
M.S., University of Wisconsin – Madison
B.S.N., University of Wisconsin – Green Bay
A.D.N., Northeast Wisconsin Technical College
Green Bay
Diana Gruman, MSN, RN
Dean of Nursing
M.S.N., University of Phoenix
B.S.N., Viterbo University
A.D.N., Northcentral Technical College
Wausau
Sarah Goetsch, MSN, BSN, RN
M.S.N., B.S.N., University of Phoenix
Wausau
Tammie Rogers, MSN, BSN, RN
M.S.N., University of Phoenix
B.S.N., Marian College
Wausau
Lori Teymer, MSN, BSN, RN
M.S.N., B.S.N., University of Wisconsin – Madison
A.D.N., Nicolet Area Technical College
Wausau
Amy Matthias, MA, RN
Faculty Manager
M.A., Bethel University
B.S.N., Winona State University
Online
Heather Mouzof, MA, RN, ANP-BC
M.A., B.A.N., The College of St. Catherine
Online
Rebecca Rudel, PhD, RN
Ph.D., University of North Dakota – Grand Forks
M.S.N., University of North Dakota – Grand Forks
B.S.N., Minot State University
Online

SCHOOL OF TECHNOLOGY
Ryan Rosenthal
B.S., A.A.S., ITT Technical Institute – Green Bay
Twin Cities
Suzanne Aubrey
M.S., Bellevue University
B.S., University of Wisconsin – Oshkosh
A.A.S., Fox Valley Technical College
Wausau
Ronnie Cervantes
M.A., DeVry University
B.S., University of Wisconsin – Parkside
Online

GENERAL EDUCATION AND DEVELOPMENTAL EDUCATION
Brooks Doherty
Dean, General Studies
M.A., University College – London
B.A., University of Minnesota
Twin Cities
Audra Castonia
M.S., University of Wisconsin – Oshkosh
B.S., University of Wisconsin – Stevens Point
Green Bay
Rebecca Moore
M.A., University of Wisconsin – Oshkosh
B.A., Michigan State University
Green Bay
Laurl Welhouse, M.S.E.P., LSC
M.S., University of Wisconsin – Milwaukee
B.S., University of Wisconsin – Green Bay
Twin Cities
Andrew Grzazdeliwicki
Ph.D., University of Washington – Seattle
M.S., University of Wisconsin – Oshkosh
B.S., University of Wisconsin – Stevens Point
Wausau
Thomas Lisack
Ed.D., University of Phoenix
M.A., Notre Dame
B.A., University of Minnesota – Winona
Wausau
Mark Miodorf
M.S., University of Wisconsin – Milwaukee
B.S., University of Wisconsin – LaCrosse
Wausau
Robert Anderson
B.S., University of North Dakota
B.S., Mayville State University
Online
Sherry Kamrowski
B.S., Winona State University
Online
Sabine Meyer
Ph.D., University of Minnesota
M.A., B.A., University of Kassel Germany
Online
Rebecca Sims
M.A., University of California – Santa Barbara
B.A., DePaul University – Greencastle
Online
Charlene Weatherford
M.Ed., Nova Southeastern University
B.A., Newberry College
Online

LIBRARY AND LEARNING CENTER
Emily O’Connor
Dean of Library and Learning Services
M.S., Florida State University
B.A., West Virginia Wesleyan College
Twin Cities
Beth Marie Gooding
Associate Dean of Library
M.S., M.L.S., Indiana University
B.A., University of Iowa
Twin Cities
Jon Mladic
Associate Dean of Learning Center
M.A., DePaul University
B.A., Illinois Wesleyan University
Chicago
Jennifer Stoker
Regional Learning Center Manager
M.A., Lewis University
B.A., University of Central Florida
Orlando
Robert Mathis
Regional Learning Center Manager
M.A., University of St. Thomas
B.A., Hamline University
Twin Cities
Karen Eckberg
Learning Center Coordinator
M.S., University of Washington – Seattle
Twincities
Kristin Wahl
Reference Librarian
M.L.I.S., B.A., University of Wisconsin – Madison
Green Bay
Jeneen LaSee-Willemssen
Reference Librarian
M.A., B.A., University of Wisconsin – Green Bay
Wausau
Corinne Solosrud
Reference Librarian
M.S., University of Wisconsin – Madison
B.A., St. Olaf College
Wausau
Charlene Weatherford
Learning Center Coordinator
M.Ed., Nova Southeastern University
B.A., Newberry College
Online

FACULTY AND STAFF
888-5-RASMUSSEN
At Rasmussen College,
we pride ourselves on supporting
our students’ academic and career
goals through our industry-experienced,
inspiring, and dedicated faculty
and in-demand variety
of degree options.

rasmussen.edu
## ILLINOIS
- **Aurora/Naperville**
  - 2363 Sequoia Drive
  - Aurora, IL 60506
  - 630-888-3500
- **Mokena/Tinley Park**
  - 8650 West Spring Lake Road
  - Mokena, IL 60448
  - 815-534-3300
- **Rockford**
  - 6000 East State Street
  - Rockford, IL 61108
  - 815-316-4800
- **Romeoville/Joliet**
  - 1400 West Normantown Road
  - Romeoville, IL 60446
  - 815-306-2600

## FLORIDA
- **Fort Myers**
  - 9160 Forum Corporate Parkway
  - Fort Myers, FL 33905
  - 239-477-2100
- **Land O’Lakes/East Pasco**
  - 18600 Fernview Street
  - Land O’Lakes, FL 34638
  - 813-435-3601
- **New Port Richey/West Pasco**
  - 8661 Citizens Drive
  - New Port Richey, FL 34654
  - 727-942-0069
- **Ocala**
  - 4755 South West 46th Court
  - Ocala, FL 34474
  - 352-629-1941
- **Tampa/Brandon**
  - 4042 Park Oaks Boulevard
  - Tampa, FL 33610
  - 813-246-7600

## KANSAS
- **Kansas City/Overland Park**
  - 11600 College Boulevard
  - Overland Park, KS 66210
  - 913-491-7870
- **Topeka**
  - 620 South West Governor View
  - Topeka, KS 66606
  - 785-228-7320

## MINNESOTA
- **Blaine**
  - 3629 95th Avenue North East
  - Blaine, MN 55014
  - 763-795-4720
- **Bloomington**
  - 4400 West 78th Street
  - Bloomington, MN 55435
  - 952-545-2000
- **Brooklyn Park/Maple Grove**
  - 8301 93rd Avenue North
  - Brooklyn Park, MN 55445
  - 763-493-4500
- **Brooklyn Park Technology and Design Center**
  - 8245 93rd Avenue North
  - Brooklyn Park, MN 55445
  - 763-493-4500
- **Eagan**
  - 3500 Federal Drive
  - Eagan, MN 55122
  - 651-687-9000
- **Lake Elmo/Woodbury**
  - 8565 Eagle Point Circle
  - Lake Elmo, MN 55042
  - 651-259-6600
- **Mankato**
  - 130 Saint Andrews Drive
  - Mankato, MN 56001
  - 507-625-6556
- **Moorhead**
  - 1250 29th Avenue South
  - Moorhead, MN 56560
  - 218-304-6200
- **St. Cloud**
  - 225 Park Avenue South
  - St. Cloud, MN 56301
  - 320-251-5600

## NORTH DAKOTA
- **Bismarck**
  - 1701 East Century Avenue
  - Bismarck, ND 58503
  - 701-530-9600
- **Fargo**
  - 4012 19th Avenue South West
  - Fargo, ND 58103
  - 701-277-3889

## WISCONSIN
- **Appleton**
  - 3500 East Destination Drive
  - Appleton, WI 54915
  - 920-750-5900
- **Green Bay**
  - 940 South Taylor Street
  - Green Bay, WI 54303
  - 920-593-8400
- **Wausau**
  - 1101 Westwood Drive
  - Wausau, WI 54401
  - 715-841-8000

## NATIONAL ONLINE
- **888-5-RASMUSSEN**

---

Connect With Us

[linkedin]
[facebook]
[twitter]

---

Copyright ©2013, Rasmussen College. All Rights Reserved

OCTOBER 2013