MISSION

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

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

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

PURPOSES

TO ACCOMPLISH OUR MISSION, RASMUSSEN COLLEGE ESTABLISHED THESE PURPOSES:

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

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

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

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

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

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

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

## COLLEGE HOLIDAYS

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

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

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

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

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

Sincerely,

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

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

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

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

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

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

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

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

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

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

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

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

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

STUDENT ACCOUNT MANAGER
- Processes tuition payments and obtains account statements
- Answers questions about the online bookstore ordering process
- Assists with the use of personal checks
**ACCOUNTING**

**CERTIFICATE**

**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
- B095  Combined Basic and Intermediate Algebra  4

**CERTIFICATE COURSES**

<table>
<thead>
<tr>
<th>Major and Core Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A140  Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>A141  Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>A177  Payroll Accounting</td>
<td>4</td>
</tr>
<tr>
<td>A269  Income Tax</td>
<td>4</td>
</tr>
<tr>
<td>B136  Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B233  Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B271  Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>D132  Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CERTIFICATE CREDITS** 39*

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (required course)</td>
<td>4</td>
</tr>
<tr>
<td>G124  English Composition</td>
<td>4</td>
</tr>
<tr>
<td>Communication (required course)</td>
<td>4</td>
</tr>
<tr>
<td>G227  Oral Communication</td>
<td>4</td>
</tr>
<tr>
<td>Math (Select 1 course)</td>
<td>4-5**</td>
</tr>
</tbody>
</table>

**LOWER DIVISION**

<table>
<thead>
<tr>
<th>Lower Division Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A276  Financial Investigation</td>
<td>4</td>
</tr>
<tr>
<td>A280  Accounting Capstone</td>
<td>4</td>
</tr>
<tr>
<td>B232  Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B234  Business Law</td>
<td>4</td>
</tr>
<tr>
<td>B293  Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>F108  Financial Markets and Institutions</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Diploma Credits**

| General Education Credits | 12-13 |
| Major and Core Credits | 61 |

**TOTAL DIPLOMA CREDITS** 73-74*

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

**ASSOCIATE’S DEGREE**

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

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

**IN ADDITION TO ALL DIPLOMA COURSES**

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities and Fine Arts (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>Natural Sciences (required courses)</td>
<td>6</td>
</tr>
<tr>
<td>G156  Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>G156L  Human Biology Lab</td>
<td>4</td>
</tr>
<tr>
<td>Social and Behavioral Sciences (required courses)</td>
<td>8</td>
</tr>
<tr>
<td>G203  Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td>G204  Microeconomics</td>
<td>4</td>
</tr>
</tbody>
</table>

| Total Associate's Degree Credits | 34-35 |
| Major and Core Credits | 61 |

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

MAJOR AND CORE COURSES

UPPER DIVISION
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
General Education Credits 58-59
Lower Division Major and Core Credits 61
Upper Division Major and Core Credits 64
TOTAL BS DEGREE CREDITS 183-184*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

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

TOTAL CERTIFICATE CREDITS 37*

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

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

BUSINESS DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES
GENERAL EDUCATION COURSES
English Composition (Required course) 4
G124 English Composition 4
Communication (Required course) 4
G227 Oral Communication 4
Math (Select 1 course) 4-5

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
- Humanities and Fine Arts (Select 2 courses) 8
- Natural Sciences (Required courses) 6
- G156 Human Biology
- G156L Human Biology Lab
- Social and Behavioral Sciences (Required courses) 8
- G203 Macroeconomics
- G204 Microeconomics

MAJOR AND CORE COURSES

LOWER DIVISION
- Business Administration Specialization
  - A177 Payroll Accounting 4
  - B119 Customer Service 4
  - D279 Computer Focused Principles 3
- Call Center Management Specialization
  - B275 Call Center Customer Service Representative Skills 4
  - B276 Call Center Labor Force Management 4
  - B278 Call Center Operations Management 4
- Entrepreneurship Specialization
  - B146 Introduction to Entrepreneurship 4
  - B240 Entrepreneurial Product and Service Planning 4
  - B244 Entrepreneurial Finance: Capitalization for the Entrepreneur 4
- Human Resources Specialization
  - B250 Training and Development 4
  - B267 Employment Law 4
  - B268 Compensation and Benefits Management 4
- Internet Marketing Specialization
  - B228 Search Engine Marketing 4
  - B245 Online Multimedia Marketing 4
  - B273 Internet Business Models and E-Commerce 4
- Marketing and Sales Specialization
  - B140 Sales Techniques 4
  - B273 Internet Business Models and E-Commerce 4
  - B281 Public Relations and Advertising 4

Total Associate’s Degree Credits
- General Education Credits 34-35
- Major and Core Credits 58-59
- TOTAL AAS DEGREE CREDITS 92-94*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
Business Management Certificate • Diploma • AAS Degree • BS Degree

Business Management Bachelor’s Degree

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

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

In addition to all associate’s degree courses

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

Major and Core Courses

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

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

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

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

Internet Marketing Specialization
- B364 Internet Marketing, Public Relations and Social Media 4
- B423 Internet Law 4
- B434 Web Analytics 4
- B442 Advanced Search Engine Marketing Strategies 4

Total Bachelor’s Degree Credits
- General Education Credits 58-59
- Lower Division Major and Core Credits 47
- Lower Division Specialization Credits or Unrestricted Electives 11-12
- Upper Division Major and Core Credits 51
- Upper Division Specialization Credits 16-17

Total BS Degree Credits 183-186*

See page 37 for General Education Course Selections.

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

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

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

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.
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
B095  Combined Basic and Intermediate Algebra  4

GENERAL EDUCATION COURSES
English Composition (Required courses)  8
G124  English Composition
G126A  English Composition 2
Communication (Required course)  4
G227  Oral Communication
Humanities and Fine Arts (Select 3 courses)  12
Math (Select 2 courses)  8-9
Natural Sciences  14
("Required, select 2 additional courses)
G156  Human Biology*
G156L  Human Biology Lab*
Social and Behavioral Sciences  12
("Required, select 1 additional course)
G203  Macroeconomics*
G204  Microeconomics*

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
M270  Electronic Health Records and Medical Office Procedures  4
M230  Medical Law and Ethics  4

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

Total Bachelor’s Degree Credits
General Education Credits  58-59
Lower Division Major and Core Credits  61
Upper Division Major and Core Credits  63
TOTAL BS DEGREE CREDITS  182-183*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
**HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP**

**CERTIFICATE • DIPLOMA • AAS DEGREE**

**BUSINESS CERTIFICATE**

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

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

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

**CERTIFICATE COURSES**

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

**TOTAL CERTIFICATE CREDITS** 37*

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

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

**HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP DIPLOMA**

**CAREER OPPORTUNITIES:**
- Management Trainee

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

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

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- B165 Introduction to Human Resource Management 4
- B235 Introduction to Organizational Leadership 4
- B250 Training and Development 4
- B267 Employment Law 4

**Total Diploma Credits**
- General Education Credits 8-9
- Major and Core Credits 53
- **TOTAL DIPLOMA CREDITS** 61-62*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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**SCHOOL OF BUSINESS**

**MISSION STATEMENT**

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
Communication (Required course) 4
G227  Oral Communication
Humanities and Fine Arts (Select 2 courses) 8
Natural Sciences (Required courses) 6
G156  Human Biology
G156L  Human Biology Lab
Social and Behavioral Sciences (Required courses) 8
G203  Macroeconomics
G204  Microeconomics

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

Total Associate’s Degree Credits
General Education Credits 34-35
Major and Core Credits 59
TOTAL AAS DEGREE CREDITS 93-94*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

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

CERTIFICATE COURSES
LOWER DIVISION
A140  Financial Accounting I  4
A141  Financial Accounting II  4
B136  Introduction to Business  4
B232  Principles of Marketing  4
B233  Principles of Management  4
B234  Business Law  4
B271  Professional Communication  4
B293  Business Ethics  4
D132  Computer Applications and Business Systems Concepts  3
E242  Career Development  2
TOTAL CERTIFICATE CREDITS  37*

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

IN ADDITION TO ALL CERTIFICATE COURSES

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.

MARKETING DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

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

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

SCHOOL OF BUSINESS

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G227 Oral Communication</td>
<td></td>
</tr>
<tr>
<td>Humanities and Fine Arts (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>Natural Sciences (Required courses)</td>
<td>6</td>
</tr>
<tr>
<td>G156 Human Biology</td>
<td></td>
</tr>
<tr>
<td>G156L Human Biology Lab</td>
<td></td>
</tr>
<tr>
<td>Social and Behavioral Sciences (Required courses)</td>
<td>8</td>
</tr>
<tr>
<td>G203 Macroeconomics</td>
<td></td>
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<tr>
<td>G204 Microeconomics</td>
<td></td>
</tr>
</tbody>
</table>

MAJOR AND CORE COURSES

LOWER DIVISION
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</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>
</tbody>
</table>

Total Associate’s Degree Credits
- General Education Credits: 34-35
- Major and Core Credits: 59
- TOTAL AAS DEGREE CREDITS: 93-94*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

DIGITAL DESIGN AND ANIMATION

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

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

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

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

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

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

Total Diploma Credits
General Education Credits  8-9
Major and Core Credits  59
TOTAL DIPLOMA CREDITS  67-68*

WEB DESIGN

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

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

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

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

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

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

Total Diploma Credits
General Education Credits  8-9
Major and Core Credits  59
TOTAL DIPLOMA CREDITS  67-68*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

**G195 College Statistics (5 credits) is the recommended math course for this program.
In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Sophomore Seminar during the quarter in which they finish the Diploma course requirements.
*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
MULTI MEDIA TECHNOLOGIES ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
Communication (Required course) 4
G227 Oral Communication
Humanities and Fine Arts
("Required, select 1 additional course"
G147 Art Appreciation"
Natural Sciences ("Required courses"
G156 Human Biology"
G156L Human Biology Lab"
Social and Behavioral Sciences (Select 2 courses)
MAJOR AND CORE COURSES
LOWER DIVISION
Digital Design and Animation Specialization
NM280 Multimedia Portfolio Development 2
Web Design Specialization
NM280 Multimedia Portfolio Development 2
Total Associate’s Degree Credits
General Education Credits 34-35
Major and Core Credits 61
TOTAL AAS DEGREE CREDITS 95-96*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

DIGITAL DESIGN AND ANIMATION BACHELOR’S DEGREE

CAREER OPPORTUNITIES:
- Graphic Designer
- Senior Art Director
- Visual Media Producer
- Website Designer
- Multimedia Artist & Animator
- Web Operations Manager

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES
English Composition (Required course) 4
G126A English Composition 2
Humanities and Fine Arts (Select 1 course) 4
Math (Select 1 course) 4-5
Natural Sciences (Select 2 courses) 8
Social and Behavioral Sciences (Select 1 course) 4
MAJOR AND CORE COURSES
UPPER DIVISION
N301 The Business of Digital Media 4
N305 Figure Drawing 4
N310 The Study of Animation 4
N315 Flash Animation 4
N320 Polygon Modeling 4
N325 Advanced Methods of Computer Graphics 4
N335 Digital Photography 4
N345 Advanced HTML Coding with CSS 4
N350 Concept Development for Digital Media 4
N405 Advanced Applications of Digital and Experimental Art 4
N415 Digital Effects Creation 4
N425 Storyboard Development for Digital Media 4
N435 Digital Video/Audio Project 4
N440 Web Design Project 4
N441 3D Game Character Creation 4
N445 Animation Graphics Project 4
Total Bachelor’s Degree Credits
General Education Credits 58-59
Lower Division Major and Core Credits 61
Upper Division Major and Core Credits 64
TOTAL BS DEGREE CREDITS 183-184*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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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
- B095 Combined Basic and Intermediate Algebra 4

**CERTIFICATE COURSES**

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

**TOTAL CERTIFICATE CREDITS 36**

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

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

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

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

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

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

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
English Composition (Required course) 4
G124 Composition 4
G27 Oral Communication 4
Math (Select 1 course) 4-5

MAJOR AND CORE COURSES

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

Child and Family Studies Specialization
EC25 Parent Education and Support 4
EC230 Guiding Children’s Behavior 4
EC232 Child and Family Advocacy 4
G142 Introduction to Sociology 4

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

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

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

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

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

MAJOR AND CORE COURSE
Child and Family Studies Specialization
EC295 Summative Project for Early Childhood Education 2

Child Development Specialization
EC295 Summative Project for Early Childhood Education 2

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

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

Total Associate’s Degree Credits
General Education Credits 34-35
Major and Core Credits 59
TOTAL AAS DEGREE CREDITS 93-94*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

CAREER OPPORTUNITIES:
• Medical Coder
• Medical Coder/Biller

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

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

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

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

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

MEDICAL BILLING AND CODING DIPLOMA

CAREER OPPORTUNITIES:
• Medical Coder
• Medical Coder/Biller

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

IN ADDITION TO ALL CERTIFICATE COURSES
GENERAL EDUCATION COURSES
English Composition (Required course) 4
G124 English Composition 4
Communication (Required course) 4
G227 Oral Communication 4
Math (Select 1 course) 4-5

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

Total Diploma Credits
General Education Credits 16-17
Major and Core Credits 40
TOTAL DIPLOMA CREDITS 56-57*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

CAREER OPPORTUNITIES:

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

OBJECTIVE:

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

| Humanities and Fine Arts (Select 1 course)                      | 4   |
| Natural Sciences (Required courses)                            | 6   |
| G156 Human Biology                                            |     |
| G156L Human Biology Lab                                       |     |
| Social and Behavioral Sciences (Select 2 courses)             | 8   |

MAJOR AND CORE COURSES

LOWER DIVISION

| 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                                      | 34-35|
Major and Core Credits                                         | 58   |

TOTAL AAS DEGREE CREDITS                                       | 92-93*|

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

MAJOR AND CORE COURSES

UPPER DIVISION

| B375 Advanced Human Resource Management                       | 4   |
| H330 Quality Improvement in Healthcare                        | 4   |
| H340 Regulation and Compliance in Healthcare                  | 4   |
| H350 Healthcare Statistics                                    | 4   |
| H420 Advanced Healthcare Law and Ethics                        | 4   |
| H300 Information and Communication Technologies               | 4   |
| H305 Health Information Management Systems                    | 4   |
| H330A Data, Information, and File Structure                   | 4   |
| H330L Financial Management of Health Information Services     | 4   |
| H340 Project Management                                       | 4   |
| H350 Electronic Health Record Application                     | 4   |
| H360 Reimbursement Methodologies                               | 4   |
| H400 Electronic Data Security                                 | 3   |
| H410 Applied Research in Health Information Management        | 4   |
| H420 Health Information Management Professional Practice Experience | 4   |
| H430 Strategic Planning and Development                       | 4   |
| H435 Health Data Management                                   | 2   |
| H450 Health Information Management Alternative Facility       |     |
| Professional Practice Experience                              | 1   |

TOTAL DEGREE CREDIT HOURS

Lower Division Major and Core Credits                          | 58-59|
Upper Division Major and Core Credits                          | 58   |
TOTAL BS DEGREE CREDITS                                        | 182-183*|

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

This program requires specific immunizations prior to professional practice experience.

Entrance Requirements for Health Information Management Bachelor’s Program: Applicants pursuing admittance into the Health Information Management B.S. Degree Program must possess an AAS in Health Information Technology/Mangement from a CAHIIM accredited program earned within the past five years or have an AAS degree and possess a current RHIA 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.
**MEDICAL ADMINISTRATION • DIPLOMA • AAS DEGREE**

**DIPLOMA**

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

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

**FOUNDATION COURSES**

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

**GENERAL EDUCATION COURSES**

- Communication (Required course) 4
- G227 Oral Communication

**MAJOR AND CORE COURSES**

- D132 Computer Applications and Business Systems Concepts 3
- E242 Career Development 2
- G150 Structure and Function of the Human Body 4
- 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 4
Major and Core Credits 54

**TOTAL DIPLOMA CREDITS** 58*

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

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

**IN ADDITION TO ALL DIPLOMA COURSES**

**GENERAL EDUCATION COURSES**

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

**MAJOR AND CORE COURSES**

- A140 Financial Accounting I 4
- H200 US Healthcare Systems 4

**Total Associate’s Degree Credits**

General Education Credits 34-35
Major and Core Credits 62

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

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

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

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

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

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

#### GENERAL EDUCATION COURSES
- English Composition (Required course) 4
- MA124 English Composition 4
- Natural Sciences (Required course) 4
- MA150 Structure and Function of the Human Body 4

#### MAJOR AND CORE COURSES
- E242 Career Development 2
- M100 Customer Service in Healthcare 1
- M120 Medical Terminology 4
- M230 Medical Law and Ethics 4
- M232 Pathophysiology 5
- MA270 Electronic Health Records and Medical Office Procedures 4
- MA102 Introduction to Medical Assisting 3
- MA110 Clinical Skills I 4
- MA135 Pharmacology for the Allied Health Professional 4
- MA145 Clinical Skills II 4
- MA225 Laboratory Skills for Medical Assisting 4
- MA250 Radiography Skills 3
- MA265 Medical Assistant Externship 8
- MA285 Medical Assistant Capstone 2

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

**TOTAL DIPLOMA CREDITS 60***

*See page 37 for General Education Course Selections.

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

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

This program requires specific immunizations prior to professional practice experience.

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

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

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

All Medical Assisting students are required to attend the Medical Assisting Programmatic Orientation within the first quarter of the program. All Medical Assisting students are required to attend the Rasmussen 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
- Communication (Required course) 4
- G227 Oral Communication 4
- Humanities and Fine Arts (Select 1 course) 4
- Math (Required course) 5
- G195 College Statistics 4
- Natural Sciences (Required courses) 6
- G156 Human Biology 4
- G156L Human Biology Lab 8
- Social and Behavioral Sciences (“Required, Select 1 additional course) 8
- G148 General Psychology 4

#### MAJOR AND CORE COURSES
- D132 Computer Applications and Business Systems Concepts 3
- Total Associate’s Degree Credits 35
- Major and Core Credits 55
- **TOTAL AAS DEGREE CREDITS 90***

*See page 37 for General Education Course Selections.

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

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

This program requires specific immunizations prior to professional practice experience.

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

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

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

PHARMACY TECHNICIAN • CERTIFICATE • DIPLOMA • AAS DEGREE

CERTIFICATE

CAREER OPPORTUNITIES IN:
• Retail Pharmacy
• Clinical Pharmacy

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

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

GENERAL EDUCATION COURSES
Natural Sciences (Required courses) 10
MA241 Human Anatomy and Physiology I
MA242 Human Anatomy and Physiology II

MAJOR AND CORE COURSES
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
M120 Medical Terminology 4
M230 Medical Law and Ethics 4
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
PT230 Unit Dose/IV Lab 3

Total Certificate Credits 31

CERTIFICATE

GENERAL EDUCA TION COURSES
English Composition (Required course) 4
G124 English Composition
Math (Required course) 4
G195 College Statistics

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

Total Diploma Credits 39

CERTIFICATE

GENERAL EDUCA TION COURSES
Communication (Required course) 4
G227 Oral Communication

Social and Behavioral Sciences (Select 2 courses) 8

Total Associate’s Degree Credits 90*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the 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.
CRIMINAL JUSTICE AAS DEGREE
CORRECTIONS • HOMELAND SECURITY • LAW ENFORCEMENT • PSYCHOLOGY

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

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

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

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

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

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

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

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

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

Total Associate’s Degree Credits
General Education Credits 34-35
Major and Core Credits 59
TOTAL AAS DEGREE CREDITS  93-94*

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

** Additional training may be required.

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.

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

GENERAL EDUCATION COURSES
English Composition (Required courses) 8
G124 English Composition 4
G126A English Composition 2
Communication (Required course) 4
G227 Oral Communication
Humanities and Fine Arts (Select 3 courses) 12
Math (Select 2 courses) 8-9
Natural Sciences 14
("Required, select 2 additional courses"
G156 Human Biology 4
G156L Human Biology Lab 4
Social and Behavioral Sciences 12
("Required, select 1 additional course"
G142 Introduction to Sociology 4
G148 General Psychology

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

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

Choose either Track I or Track II

Track I
J480 Criminal Justice Internship 9

Track II
J453 Criminal Justice Seminar 5
J457 Criminal Justice Senior Thesis 4

UNRESTRICTED ELECTIVE CREDITS*** 12

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

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

Homeland Security Specialization ***
J332 Homeland Security Policy 4
J335 Risk Analysis 4
J405 Emergency Management 4
J420 Crimes Across Borders 4

Investigation/Law Enforcement Specialization
J305 Examination of Forensic Science 4
J320 Criminal Investigations 4
J325 Criminal Evidence 4
J430 Forensic Psychology 4

Total Bachelor's Degree Credits
General Education Credits 58-59
Lower Division Major and Core Credits 47
Upper Division Major and Core Credits 65
Unrestricted Elective Credits 12
TOTAL BS DEGREE CREDITS 182-183*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

** Additional training may be required.

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

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

RASMUSSEN COLLEGE ILLINOIS
rasmussen.edu
CARC OPPORTUNITIES:

- Firefighter
- Supervisor/Manager

OBJECTIVE:

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

FOUNDATION COURSES

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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>B080</td>
<td>Reading and Writing Strategies</td>
<td>4</td>
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<tr>
<td>B095</td>
<td>Combined Basic and Intermediate Algebra</td>
<td>4</td>
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GENERAL EDUCATION COURSES

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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>English Composition (Required course)</td>
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<td></td>
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<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
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<tr>
<td>G227</td>
<td>Oral Communication</td>
<td>4</td>
</tr>
<tr>
<td>Humanities and Fine Arts (Select 2 courses)</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Math (Select 1 course)</td>
<td>4-5</td>
<td></td>
</tr>
<tr>
<td>Natural Sciences (Required courses)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>G156</td>
<td>Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>G156L</td>
<td>Human Biology Lab</td>
<td>4</td>
</tr>
<tr>
<td>Social and Behavioral Sciences (Required courses)</td>
<td>8</td>
<td></td>
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<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
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</table>

MAJOR AND CORE COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>FS100</td>
<td>Building Construction for Fire Protection</td>
<td>4</td>
</tr>
<tr>
<td>FS102</td>
<td>Fire Behavior and Combustion</td>
<td>4</td>
</tr>
<tr>
<td>FS115</td>
<td>Fire Prevention</td>
<td>4</td>
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<tr>
<td>FS120</td>
<td>Fire Protection Systems</td>
<td>4</td>
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<tr>
<td>FS125</td>
<td>Principles of Emergency Service</td>
<td>4</td>
</tr>
<tr>
<td>FS180</td>
<td>Strategy and Tactics I</td>
<td>4</td>
</tr>
<tr>
<td>FS205</td>
<td>Strategy and Tactics II</td>
<td>4</td>
</tr>
<tr>
<td>FS250</td>
<td>Management I: Fire Department Leadership I</td>
<td>4</td>
</tr>
<tr>
<td>FS255</td>
<td>Management II: Fire Department Leadership II</td>
<td>4</td>
</tr>
<tr>
<td>FS280</td>
<td>Management III</td>
<td>4</td>
</tr>
<tr>
<td>FS285</td>
<td>Management IV</td>
<td>4</td>
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<tr>
<td>FS290</td>
<td>Fire Service Instructor I</td>
<td>4</td>
</tr>
<tr>
<td>FS295</td>
<td>Fire Service Instructor II</td>
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</tbody>
</table>

Total Associate’s Degree Credits

- General Education Credits: 34-35
- Major and Core Credits: 57

TOTAL AAS DEGREE CREDITS: 91-92*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

- Paralegal
- Legal Assistant
- Legal Secretary
- Compliance Specialist

OBJECTIVE:

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

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
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<tr>
<td>B095</td>
<td>Combined Basic and Intermediate Algebra</td>
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GENERAL EDUCATION COURSES

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B124</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>B227</td>
<td>Oral Communication</td>
<td>4</td>
</tr>
<tr>
<td>E124</td>
<td>Humanities and Fine Arts (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>Math (Select 1 course)</td>
<td>4-5</td>
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</tr>
<tr>
<td>G156</td>
<td>Natural Sciences (Required courses)</td>
<td>6</td>
</tr>
<tr>
<td>G156L</td>
<td>Human Biology Lab</td>
<td></td>
</tr>
<tr>
<td>G142</td>
<td>Social and Behavioral Sciences (Required courses)</td>
<td>8</td>
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<td>G148</td>
<td>General Psychology</td>
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MAJOR AND CORE COURSES

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<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>J131</td>
<td>Criminal Law and Procedures: Crime and the Courtroom</td>
<td>4</td>
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<tr>
<td>PL100</td>
<td>Introduction to Law and the Legal System</td>
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<tr>
<td>PL121</td>
<td>Civil Litigation and Procedure I</td>
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<tr>
<td>PL122</td>
<td>Civil Litigation and Procedure II</td>
<td>4</td>
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<tr>
<td>PL142</td>
<td>Contracts: Managing Legal Relationships</td>
<td>4</td>
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<tr>
<td>PL145</td>
<td>Paralegal Ethics</td>
<td>4</td>
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<tr>
<td>PL215</td>
<td>Real Estate Law</td>
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<tr>
<td>PL216</td>
<td>Corporate Law</td>
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<tr>
<td>PL226</td>
<td>Law Office Technology: Cyberspace and the Paralegal Profession</td>
<td>4</td>
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<tr>
<td>PL228</td>
<td>Torts: Auto Accidents and Other Legal Injuries</td>
<td>4</td>
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<tr>
<td>PL230</td>
<td>Family Law</td>
<td>4</td>
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<td>PL235</td>
<td>Legal Research</td>
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<td>PL240</td>
<td>Legal Writing</td>
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Chose either Track I or Track II

Track I

<table>
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<tr>
<td>PL290</td>
<td>Paralegal Internship</td>
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Track II

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<tbody>
<tr>
<td>PL280</td>
<td>Paralegal Capstone</td>
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Total Associate’s Degree Credits

- General Education Credits: 34-35
- Major and Core Credits: 62

TOTAL AAS DEGREE CREDITS: 96-97*

See page 37 for General Education course selections.

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

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

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
GAME AND SIMULATION PROGRAMMING  BS DEGREE

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
B095  Combined Basic and Intermediate Algebra  4

GENERAL EDUCATION COURSES
English Composition (Required courses)  8
G124  English Composition  
G126E  English Composition 2  
Communication (Required course)  4
G227  Oral Communication  
Humanities and Fine Arts (Select 3 courses)  12
Math (Select 2 courses)  8-9
Natural Sciences (*Required, select 2 additional courses)  14
G156  Human Biology*  
G156L  Human Biology Lab*  
Social and Behavioral Sciences (Select 3 courses)  12

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

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

Total Bachelor’s Degree Credit Hours
General Education Credits  58-59
Lower Division Major and Core Credits  64
Upper Division Major and Core Credits  60

TOTAL BS DEGREE CREDITS  182-183*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
SOFTWARE APPLICATION DEVELOPMENT • CERTIFICATE • AAS 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
Math (Required course) 5
G246 Advanced Algebra

MAJOR AND CORE COURSES

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

Total Certificate Credits
General Education Credits 5
Major and Core Credits 35
TOTAL CERTIFICATE CREDITS 40

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

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

SOFTWARE APPLICATION DEVELOPMENT
ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
English Composition (Required course) 4
G124 English Composition
Communication (Required course) 4
G227 Oral Communication
Humanities and Fine Arts ("Required course, select 1 additional course)
G224 Introduction to Critical Thinking*
Math (Required course) 4
G247 Introduction to Discrete Mathematics
Natural Sciences (Required courses) 6
G156 Human Biology
G156L Human Biology Lab
Social and Behavioral Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

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

UNRESTRICTED LOWER DIVISION ELECTIVE CREDITS 5

Total Associate’s Degree Credits
General Education Credits 39
Major and Core Credits 46
Unrestricted Lower Division Elective Credits 5
TOTAL AAS DEGREE CREDITS 90

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

CAREER OPPORTUNITIES:

- Software Engineer
- Application Integration Engineer
- Software Architect
- Software Developer
- Applications Developer
- Computer Programmer

OBJECTIVE:

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION

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

UNRESTRICTED UPPER DIVISION ELECTIVE CREDITS 9

Total Bachelor’s Degree Credits

General Education Credits 59
Lower Division Major and Core Credits 46
Upper Division Major and Core Credits 61
Unrestricted Lower Division Elective Credits 5
Unrestricted Upper Division Elective Credits 9

TOTAL BS DEGREE CREDITS 180

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
## INFORMATION SYSTEMS MANAGEMENT

### DIPLOMA – NETWORK ADMINISTRATION

#### CAREER OPPORTUNITIES:
- Network System Administrator

#### OBJECTIVE:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. They understand how efficiencies gained from appropriate application of technology can directly affect business performance. They understand network administrators are accountable for a business’s network uptime. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and maintain a high level of network integrity.

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

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

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

#### Total Diploma Credits
- General Education Credits 8-9
- Major and Core Credits 58
- **TOTAL DIPLOMA CREDITS 66-67**

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

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

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

**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.**

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## INFORMATION SYSTEMS MANAGEMENT

### ASSOCIATE’S DEGREE – NETWORK ADMINISTRATION

#### CAREER OPPORTUNITIES:
- Network System Administrator

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

#### IN ADDITION TO ALL DIPLOMA COURSES

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

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

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

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

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

---

**EARN AS YOU LEARN**

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

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

UPPER DIVISION

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B351 Management of Information Systems</td>
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<td>B370 Organizational Behavior Analysis</td>
<td>4</td>
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<tr>
<td>N306 Advanced Network Security</td>
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<tr>
<td>N307 Principles of Network Security</td>
<td>3</td>
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<tr>
<td>N312 Advanced Networking</td>
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<td>N323 Asset Management</td>
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<td>N331 Infrastructure Hardware</td>
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<td>N342 Scripting</td>
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<td>N359 Support Management</td>
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<td>N370 Virtualization</td>
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<td>N404 Cloud Computing</td>
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<td>N411 Disaster Recovery</td>
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<td>N422 Enterprise Application Support</td>
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<td>N432 Information Technology Management Capstone</td>
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<td>N443 Service Management</td>
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<td>N458 Systems Monitoring</td>
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<td>N466 Unified Communications and Mobile Computing</td>
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Total Bachelor’s Degree Credits

General Education Credits 58-59
Lower Division Major and Core Credits 58
Upper Division Major and Core Credits 66

TOTAL BS DEGREE CREDITS 182-183*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

INFORMATION SYSTEMS MANAGEMENT  ASSOCIATE’S DEGREE – NETWORK SECURITY

CAREER OPPORTUNITIES:
• Network Security Specialist

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

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

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

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

Total Diploma Credits
General Education Credits  8-9
Major and Core Credits  58
TOTAL DIPLOMA CREDITS  66-67*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

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

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

INFORMATION SYSTEMS MANAGEMENT  CYBER SECURITY  BS DEGREE

INFORMATION SYSTEMS MANAGEMENT  NETWORK SECURITY
DIPLoma • AAS DEGREE

INFORMATION SYSTEMS MANAGEMENT  ASSOCIATE’S DEGREE – NETWORK SECURITY

CAREER OPPORTUNITIES:
• Network Security Specialist

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

IN ADDITION TO ALL DIPLOMA COURSES

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

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

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

CAREER OPPORTUNITIES:
• Network Security Analyst
• Security Consultant
• Information Security Analyst
• Computer Forensic Analyst

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

UPPER DIVISION

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

Total Bachelor’s Degree Credits

| General Education Credits | 58-59 |
| Lower Division Major and Core Credits | 58 |
| Upper Division Major and Core Credits | 67 |

TOTAL BS DEGREE CREDITS 183-184*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

COMPUTER INFORMATION TECHNOLOGY

CERTIFICATE • DIPLOMA • AAS DEGREE

INFORMATION SYSTEMS MANAGEMENT CERTIFICATE
– COMPUTER INFORMATION TECHNOLOGY

CAREER OPPORTUNITIES:
• Computer Support Specialist
• Computer Application Support Specialist

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

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

CERTIFICATE COURSES
B119  Customer Service  4
B136  Introduction to Business  4
B273  Internet Business Models and E-Commerce  4
D132  Computer Applications and Business Systems Concepts  3
D181  Excel  3
D187  Professional Presentations  3
D263  Access  3
E242  Career Development  2
N140  Logic and Troubleshooting  3
S120  Word for Windows  3
W108  Introduction to Website Design  3

TOTAL CERTIFICATE CREDITS  36*

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

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

INFORMATION SYSTEMS MANAGEMENT DIPLOMA
– COMPUTER INFORMATION TECHNOLOGY

CAREER OPPORTUNITIES:
• Computer Support Specialist
• Computer Application Support Specialist

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

IN ADDITION TO ALL CERTIFICATE COURSES

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

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

Total Diploma Credits
General Education Credits  12-13
Major and Core Credits  59

TOTAL DIPLOMA CREDITS  71-72*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

INFORMATION SYSTEMS MANAGEMENT ASSOCIATE’S DEGREE
– COMPUTER INFORMATION TECHNOLOGY

CAREER OPPORTUNITIES:
• Computer Support Specialist
• Computer Application Support Specialist

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
Humanities and Fine Arts (Select 2 courses)  8
Natural Sciences (Required courses)  6
G156  Human Biology  8
G156L  Human Biology Lab  8
Social and Behavioral Sciences (Select 2 courses)  8
Total Associate’s Degree Credits
General Education Credits  34-35
Major and Core Credits  59
TOTAL AAS DEGREE CREDITS  93-94*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

EARN AS YOU LEARN

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
INFORMATION SYSTEMS MANAGEMENT
DATABASE ADMINISTRATION
DIPLOMA • AAS DEGREE

INFORMATION SYSTEMS MANAGEMENT
DIPLOMA – DATABASE ADMINISTRATION

CAREER OPPORTUNITIES:
• Database Administrator

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

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

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

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

Total Diploma Credits
General Education Credits 8-9
Major and Core Credits 58
TOTAL DIPLOMA CREDITS 66-67*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.
**G195 College Statistics (5 credits) is the recommended math course for this program.

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

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

INFORMATION SYSTEMS MANAGEMENT
ASSOCIATE’S DEGREE – DATABASE ADMINISTRATION

CAREER OPPORTUNITIES:
• Database Administrator

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
Communication (Required course) 4
G227 Oral Communication
Humanities and Fine Arts (Select 2 courses) 8
Natural Sciences (Required courses) 6
G156 Human Biology
G156L Human Biology Lab
Social and Behavioral Sciences (Select 2 courses) 8
Total Associate's Degree Credits
General Education Credits 34-35
Major and Core Credits 58
TOTAL AAS DEGREE CREDITS 92-93*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.
In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

CAREER OPPORTUNITIES:
• Web Developer

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

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

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

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

Total Diploma Credits
General Education Credits 8-9
Major and Core Credits 60
TOTAL DIPLOMA CREDITS 68-69*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

INFORMATION SYSTEMS MANAGEMENT ASSOCIATE’S DEGREE – WEB PROGRAMMING

CAREER OPPORTUNITIES:
• Web Developer

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

IN ADDITION TO ALL DIPLOMA COURSES

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

Total Associate’s Degree Credits
General Education Credits 34-35
Major and Core Credits 60
TOTAL AAS DEGREE CREDITS 94-95*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

ALL BACHELOR'S DEGREE PROGRAMS (EXCEPT COMPUTER SCIENCE)

English Composition
G124 English Composition 4
G126A English Composition 2 4

Communication
G227 Oral Communication 4

Humanities and Fine Arts
G125 Humanities 4
G145 Film Appreciation 4
G147 Art Appreciation 4
G224 Introduction to Critical Thinking 4
G230 Introduction to Literature 4
G238 Conversational Spanish 4
G333 American Religious History 4

Mathematics
G161 Quantitative Literacy 4
G180 General Education Mathematics 4
G195 College Statistics 4

Natural Sciences
G156 Human Biology 4
G156L Human Biology Lab 2
G200 Understanding Cultures 4
G204 Microeconomics 4
G242 American/U.S. National Government 4
G270 United States History: 1900 to the Present 4

Social and Behavioral Sciences
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

SOFTWARE APPLICATION DEVELOPMENT

English Composition
G124 English Composition 4

Communication
G227 Oral Communication 4

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

Mathematics
G161 Quantitative Literacy 4
G180 General Education Mathematics 4
G195 College Statistics 4

Natural Sciences
G156 Human Biology 4
G156L Human Biology Lab 2

Social and Behavioral Sciences
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

*Required courses

ALL ASSOCIATE'S DEGREE PROGRAMS (EXCEPT SOFTWARE APPLICATION DEVELOPMENT)

English Composition
G124 English Composition 4

Communication
G227 Oral Communication 4

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

Mathematics
G161 Quantitative Literacy 4
G180 General Education Mathematics 4
G195 College Statistics 4

Natural Sciences
G156 Human Biology 4
G156L Human Biology Lab 2

Social and Behavioral Sciences
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

*Required courses

GENERAL EDUCATION PHILOSOPHY

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

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

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

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

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

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

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

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

888-5-RASMUSSEN
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 internship hours required in the course. Rasmussen College follows the quarter system, and awards one credit for each 10 clock hours of lecture, 5 clock hours of laboratory, or 10 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 range from 100-199 are generally considered to be freshman-level courses. Course description numbers that range from 200-299 are considered to be more advanced courses and may function as sophomore-level or capstone courses. Course description numbers that range from 300-399 are considered upper division courses that may function as junior-level courses. Course description numbers that range from 400-499 are considered to be advanced upper division courses that may function as senior-level student requirements for a Bachelor’s degree.

E170 Introduction to Undergraduate Research/EE242 Career Development
E170 Introduction to Undergraduate Research and EE242 Career Development are courses specific to the College, facilitating lifelong career-placement services. See the Academic Information section for policies on transfer of these courses.

Course Experience Course, 0 credits
The Course Experience Course is an instructor led, objective qualification tool to help quantify the commitment of potential students through a one week simulation of the college experience at Rasmussen College. This course must be passed with a score of 80/100 in order to proceed with enrollment. This course is designed to help build a student’s confidence and knowledge through demonstrating habits necessary for success in college and clarifying expectations for student engagement. This course requires both reading and submission of assignments to closely resemble what they will experience every week in a typical Rasmussen course.

Prerequisite: none

A140 Financial Accounting I
40 hours, 4 credits
This course defines accounting objectives and their relation to business. The student will be taught the fundamental principles of bookkeeping. The trial balance, working papers, financial statements, and completing an accounting cycle are introduced. The course will emphasize valuing assets, including property, plant and equipment, inventory, and accounts receivable, and will address the classification of accounts, notes, payroll liabilities, and monthly adjustments.

Prerequisite: none

A141 Financial Accounting II
40 hours, 4 credits
This course is a further continuation of Financial Accounting I and will stress financial statement analysis for partnerships and corporations. It will also emphasize corporate accounting, corporate issuing and investing in debt and equity securities, financial and cash-flow analysis, and decision-making. The course will include manufacturing accounting methods used for budgeting and forecasting.

Prerequisite: Financial Accounting I

A177 Payroll Accounting
40 hours, 4 credits
Focus is on computing and paying of wages and salaries, social security taxes and benefits, federal and state employment insurance and taxes, and payroll accounting systems and records.

Prerequisite: Financial Accounting I

A269 Income Tax
40 hours, 4 credits
This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business.

Prerequisite: Financial Accounting I

A276 Financial Investment
40 hours, 4 credits
This course will introduce students to the field of fraud examination and how fraud occurs and is detected within financial institutions. It will expand in areas of revenue, inventory, liabilities, assets, and inadequate disclosures related to financial statement investigations and fraud.

Prerequisite: Financial Accounting I

A290 Accounting Capstone
20 hours, 4 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting Associate’s degree program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, interpersonal communication and class presentations. Students have the opportunity to participate in an optional internship/externship project.

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

A330 Managerial Accounting
Theory and Practice
40 hours, 4 credits
This course provides a survey of the theory and application of cost accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control.

Prerequisite: Financial Accounting I

A340 Advanced Auditing Concepts and Standards
40 hours, 4 credits
This course includes a study of auditing standards and procedures and an integration of professional ethics within the accounting discipline. Emphasis is placed on analytical thinking, evaluation of business risks, and internal control practices and a thorough study of Sarbanes Oxley and other relevant laws and regulations as they relate to publicly traded companies.

Prerequisite: Financial Accounting II

A360 Taxation of Individuals
40 hours, 4 credits
This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business. Focus is on income, exclusions, deductions, exemptions, credits, property, gift, estate tax and depreciation.

Prerequisite: Financial Accounting II

A375 Intermediate Financial Reporting II
40 hours, 4 credits
This course builds on Intermediate Financial Reporting I. Topics include stockholder’s equity, valuation of assets and liabilities, interpretation of financial statements, and factors affecting financial statements, corporate governance, and international accounting practices.

Prerequisite: Intermediate Financial Reporting I

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

Prerequisite: Intermediate Financial Reporting II

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

Prerequisite: Financial Accounting II

A416 Advanced Financial Accounting
40 hours, 4 credits
This course focuses on the importance of the operational functions today to include business combinations and the related financial accounting transactions necessary to segment reporting, output planning, international transaction accounting, foreign currency transactions, inventory control, scheduling, and quality control. An interweaving emphasis will be placed on quality and its impact in securing a strategic advantage for manufacturing and service entities.

Prerequisite: Intermediate Financial Reporting II

A420 Accounting Information Systems
40 hours, 4 credits
An advanced course that further develops an understanding of the elements, relationships, and impact of accounting, accounting information systems, and their integration with information technologies 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

A490 Accounting Capstone II
40 hours, 4 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting BS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. The course focuses on research, case analysis, interpersonal communication and class presentations. Students have the opportunity to participate in an optional internship/externship project.

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

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

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

B136 Introduction to Business
40 hours, 4 credits
This course is a study of the characteristics and functions of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, analysis and any other activities related to general ownership and operation.
Prerequisite: none

B140 Sales Techniques
40 hours, 4 credits
An introductory course in sales emphasizing the principles and practices of a professional salesperson. Course will focus on the information, skills, and activities necessary for success in today’s marketplace.
Prerequisite: none

B146 Introduction to Entrepreneurship
40 hours, 4 credits
Students will learn the basic concepts of entrepreneurship. Through real-life case studies, students will examine entrepreneurship as a means to executing against market opportunities. They will explore entrepreneurship for products and services across industries, sectors, markets, and regions. Students will also review the lifecycle of entrepreneurial business development.
Prerequisite: Introduction to Business

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

B216 Network Fundamentals for Business Professionals
40 hours, 3 credits
This course teaches the foundations of networks in a business context. The course covers Local Area Networks and Wide Area Networks and includes how communication is accomplished in those environments and how they relate to support business processes. Prerequisite: Computer Applications and Business Systems Concepts

B220 Project Planning and Documentation
40 hours, 4 credits
This course encompasses timelines, deadlines, team-building, communication issues and problem solving. The course is set with pre-defined scenarios to assist with the definition of project roles and phases. The students work through related issues and produce a resolution in a well written format.
Prerequisite: none

B228 Search Engine Marketing
40 hours, 4 credits
This course combines a unique mix of business, writing, and technical skills as students develop an understanding of the basics of search marketing, a search marketing program, and the steps involved in the execution and tracking of success. This course will assist students in understanding the complexities and similarities of online marketing vehicles, paid marketing, organic marketing, and how to purchase online media for the purpose of creating effective marketing mix.
Prerequisite: Internet Business Models and E-Commerce

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

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

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

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

B235 Introduction to Organizational Leadership
40 hours, 3 credits
This course provides students with an opportunity to learn the fundamental theory and practical application of effective leadership. Diversity is emphasized in the context of leadership. Emphasis is placed on leadership in theoretical concepts and their practical applications to enable students to understand and effectively changing world of organizations and help them develop their own skills to become effective leaders. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

B240 Entrepreneurial Product and Service Planning
40 hours, 4 credits
Students will explore the ways in which products and services are developed. They will review the various methods used to identify market opportunities, to engage in market sizing, and to develop an understanding of the competition. Students will develop a basic product or service plan, which will include a detailed description of how the product or service will be designed, source or manufactured, and delivered to the client. Students will also examine the lifecycle of products and services once they are launched. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Introduction to Entrepreneurship

B244 Entrepreneurial Finance: Capitalization for the Entrepreneur
40 hours, 4 credits
Students will examine the ways in which entrepreneurial ventures are financed. They will explore how to raise both start-up and operating capital. Students will participate in a simulation designed to teach them the value of financial management and the practical use of tools such as profit and loss statements, balance sheets, income and cash flow statements.
Prerequisite: Principles of Financial Marketing

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 newest communication tools, this course will also address creating and evaluating proposals, media purchasing and online public relations.
Prerequisite: Internet Business Models and E-Commerce

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

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

B268 Compensation and Benefits Management
40 hours, 4 credits
This course content addresses the trends and evolution of compensation and benefits at businesses. Different methods that are used to make effective decisions. Evaluation of costs associated with various approaches to compensation and benefits is explored. This course will help students understand how to develop an effective comprehensive compensation plan can play in contributing to organizational success. You will learn about effective compensation strategies and how various trends and issues impact market design.
Prerequisite: Introduction to Human Resource Management

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

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

B275 Call Center Customer Service Representative Skills
40 hours, 4 credits
This course teaches the foundations of 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: Call Center Customer Service Role Management

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

B278 Call Center Operations Management
40 hours, 4 credits
This course provides an introduction to the evolving nature of successful call center operations with the importance of site selection, facility design and management, and this course will progress systematically through the process of developing a call center from inception to execution.
Prerequisite: none

B280 Capitalization for the Entrepreneur
40 hours, 4 credits
This course is a study of the characteristics and functions of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, analysis and any other activities related to general ownership and operation.
Prerequisite: none

B285 Introduction to Human Resource Management
40 hours, 4 credits
This course will teach you how to manage human resources in your business. This course covers the basics of the human resource management field, including legal issues, employee relations, benefits, and employer-employee relationships.
Prerequisite: none
B310 Business Capstone
20 hours, 2 credits
This course is designed to allow students to integrate the knowledge and skills gained in the Business Management Associate’s degree program. Through case analysis, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core business concepts via completion of a Capstone project. Students have the opportunity to participate in an optional internship/externship project.
Prerequisite: Intended for last quarter of student’s program

B311 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.
Prerequisites: none

B312 International Business
40 hours, 4 credits
This course provides management students with an introduction to international economic, political, cultural and business environments. Students will develop a basic understanding and appreciation of the myriad factors involved in managing people within a global workforce.
Prerequisite: none

B360 Operations Management
40 hours, 4 credits
In this course students examine the operations functions of managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered will include designing and managing operations, purchasing raw materials, controlling and maintaining inventories, and producing goods or services that meet customers’ expectations. Quantitative modeling will be used for solving business problems.
Prerequisite: none

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

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

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

B373 Advanced Human Resource Management
40 hours, 4 credits
The purpose of this course is to enable the student to develop a broad exposure to new approaches, techniques, and future trends in the management of personnel. This course includes a study of the major functions in personnel management including job analysis, manpower planning, selection of personnel, performance evaluation, training and wage and salary administration.
Prerequisites: Principles of Management, Introduction to Human Resource Management or Management of Health Information Services

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

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

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

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

B423 Internet Law
40 hours, 4 credits
This course presents an examination of current moral and ethical issues that arise in the world of business, as well as an analysis of the main theories of moral obligation, right and wrong action, and good and bad values.
Prerequisite: none

B329 Advanced Principles of Marketing
40 hours, 4 credits
This course examines developing, designing, and implementing marketing programs, processes, and activities. Key areas of focus include capturing market insights, brand building strategies, market segmentation, and delivering and communicating value.
This course includes educational resources from Harvard Business Publishing.
Prerequisite: Principles of Marketing

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

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

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

B344 Strategies for Managers
40 hours, 4 credits
This course presents an overview of the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law is 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
E170 Introduction to Undergraduate Research 20 hours, 3 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. A research question, and the selection, evaluation and integration of sources into an annotated bibliography.
Prerequisite: none
E185 Freshman Seminar 0 credits
This seminar course challenges students at the end of their freshman year to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. Students must complete the freshman seminar as part of Certificate course requirements the quarter they are scheduled for the E242 Career Development course.
E242 Career Development 20 hours, 2 credits
This seminar course is designed to the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview.
Prerequisite: none
E270 Sophomore Seminar 0 credits
This seminar course challenges students at the end of their sophomore year to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. Students must complete the sophomore seminar the quarter in which they finish the Diploma course requirements.
E320 Junior Seminar 0 credits
This seminar course challenges students at the end of their program of study to reflect on concepts and skills earned 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 foundationally developmental practice as it relates to child development, individual needs, building self-esteem in children, and using interpersonal skills and communication within the home and the center. Students will study the function of the family, and the cultural, social, class, and ethnic variations in the family as a social system.
Prerequisite: none
EC110 Early Childhood Education Curriculum and Instruction 40 hours, 4 credits
This course promotes the development of young children in the academic, social, and emotional domains. It examines developmentally appropriate methods for writing and assessing behavioral objectives, lesson plans, and activity sequences. A variety of 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 covers 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 early childhood.
Prerequisite: Early Childhood Education Curriculum and Instruction
EC180 Knowledge: Externship I 180 hours, 6 credits
Under the supervision of a Professional, 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 development research. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical, and cognitive development.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application
EC221 Dynamics of the Family 40 hours, 4 credits
This course will focus on the dynamics of the family and the family’s influence on the growth and development of children in a historical and current context. Families, child rearing, and parent-child interaction 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
EC222 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 effective ways to adapt English language instruction to teach learners in our increasingly diverse population of young children and families. They will investigate 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
Course Descriptions
EC241 Language and Literacy Acquisition 40 hours, 4 credits
Students will examine how infant, toddler, preschool, and school-aged English Language Learners acquire language and literacy. They will be exposed to early childhood programs that support children’s home languages, and explore how to create an environment that sustains English Language Learners.
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

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

EC259 Early Childhood Education Capstone 20 hours, 2 credits
This course will integrate the knowledge and skills gained from coursework in the Early Childhood Education program. They will complete a capstone project that integrates knowledge and skills in child development, health and nutrition, curriculum and instruction, observation and assessment, and other areas relevant to the field.
Prerequisite: Early Childhood Education student in last or second-to-last quarter

EC295 Summative Project for Early Childhood Education 20 hours, 2 credits
This course will provide a comprehensive overview of the major principles and concepts learned throughout the Early Childhood Education program. Students will have the opportunity to apply what they have learned in a practical setting.

FS120 Fire Protection Systems 40 hours, 4 credits
This course will provide an introduction to the principles of fire protection and emergency services. Students will learn about fire protection systems, their operation, and how they are used in different situations.
Prerequisite: None

FS125 Principles of Emergency Service 40 hours, 4 credits
This course provides an overview of fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; and fire department as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives.
Prerequisite: None

FS180 Strategy and Tactics I 40 hours, 4 credits
This course provides the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents, and will prepare supervisors who are responsible for commanding one to two companies at the emergency scene. This may include supervisors such as company officers or chief officers of small fire departments. Skills & lessons will include company officer leadership, safety, pre-fire planning, fire behavior, building construction, firefighting tactics, engine & truck company operations, RIT supervision, and numerous tactical & radio exercises.
Prerequisite or Co-Prerequisite: Principles of Emergency Services

FS190 Strategy and Tactics II 40 hours, 4 credits
This course will provide supervisors who are responsible for commanding multiple companies at an emergency scene. This may include supervisors such as company officers or chief officers of small fire departments. Skills & lessons will include strategic concepts in firefighting, roles and responsibilities of command officers, the incident command system, multi-company operations, disasters, high-rise operations, dealing with critical incident stress, and many tactical & radio exercises. Prerequisite: Tactics and Strategy I

FS250 Management I: Fire Department Leadership I 40 hours, 4 credits
This course is designed to provide the supervisor in charge of a single fire company or fire station with information and skills in supervisory practices and personnel management. Skills & lessons will include the role and function of the fire company officer, basic management principles and concepts, leadership motivation, task management, discipline, and conflict resolution.
Prerequisite: Principles of Emergency Service

FS255 Management II: Fire Department Leadership II 40 hours, 4 credits
This course is designed to provide the supervisor, who is in charge of a single fire company or fire station, with information and skills in personnel management. This course provides coverage in the areas of basics of all forms of communications, report writing, face-to-face communication, group dynamics, coaching and counseling skills, and job performance appraisals.
Prerequisite: Management I: Fire Department Leadership I

FS280 Management III 40 hours, 4 credits
This course will provide the supervisor, who may be in charge of multiple fire companies or fire stations, with information and skills in officer supervision and administrative functions. Skills & lessons will include: planning and decision-making, finance and budgeting, risk management, public relations and dealing with the media.
Prerequisite: Management II: Fire Department Leadership II

FS285 Management IV 40 hours, 4 credits
This course will provide the supervisor, who may be in charge of multiple fire companies or fire stations, with information and skills in officer supervision and administrative functions. Skills & lessons will include: planning and decision-making, finance and budgeting, risk management, public relations and dealing with the media.
Prerequisite or Co-Prerequisite: Management III

FS290 Fire Service Instructor I 40 hours, 4 credits
This course is for students seeking the knowledge and ability to teach from predominantly skills oriented prepared materials. Skills & lessons will include effective communication methods, concepts of learning, human relations in the teaching-learning environment, methods of teaching, organizing the learning environment, records and reports, testing and evaluation, instructors’ roles and responsibilities, teaching techniques, and use of instructional materials.
Prerequisite or Co-Prerequisite: Principles of Emergency Services

FS295 Fire Service Instructor II 40 hours, 4 credits
This course will instruct students on how to place an emphasis on teaching formalized lessons from materials actually prepared by the instructor, including relating information from one lesson or class to the next. Skills & lessons will include writing performance objectives, developing lesson plans, preparing instructional materials, constructing evaluation devices, demonstrating selected teaching methods, completing training records and reports, and identifying reference resources.
Prerequisite: Fire Service Instructor I

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, student voice, and appropriate grammar, punctuation, and usage skills. Through reading, writing, discussion, research, and collaboration, students will practice effective writing and apply course concepts.
Prerequisite: Passing grade in Four courses or a placement determined by Rasmussen College entrance placement exam score

G125 Humanities 40 hours, 4 credits
This course investigates human creative achievement. It is designed to increase the student’s understanding and appreciation of cultural literacy and the pursuit of humanitarian goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.
Prerequisite: None

G126 English Composition 2 40 hours, 4 credits
This course builds on students’ understanding of the writing process through an exploration of various writing strategies and research. Students will analyze readings and apply critical reading and writing skills. This course will develop argumentative writing and application of research.
Prerequisite: English Composition
G142 Introduction to Sociology
40 hours, 4 credits
This course introduces students to basic sociology terms and concepts. Students will understand how to apply sociological concepts and theories and analyze the structure and relationships of social institutions and the process of social change. Students will explore a variety of topics of sociological interest, including socialization, social inequality, social movements, and the impact of technology and social change on society.
Prerequisite: none
G145 Film Appreciation
40 hours, 4 credits
Students will study different elements, forms, techniques and styles of film and will learn a critical approach to film and the motion picture industry. Students will critique films and filmmakers through various approaches and assessments that demonstrate analysis, interpretation, and evaluation skills as well as fostering a deeper appreciation and understanding of film as an art form.
Prerequisite: none
G146 Human Geography
40 hours, 4 credits
This course will introduce students to the systematic study of patterns and processes that have shaped human understanding, use, and alteration of Earth’s surface. Students will employ spatial concepts and landscape analysis to examine human social organization and its environmental consequences.
Prerequisite: none
G147 Art Appreciation
40 hours, 4 credits
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 principles in contemporary psychology. Areas of investigation may include the goals and research methodologies of psychology, the science of the brain, theories of human development and intelligence, concepts of motivation and emotions, the science of sensation and perceptions, and the current practices pertaining to psychological disorders, therapies, and treatments.
Prerequisite: none
G149 Technology and Society
40 hours, 4 credits
Students will examine the relationships, benefits, historical significance, and effects technology has on society. This course will investigate the local, national and global impact of technology on both individual and global cultures. This course introduces students to basic diversity and technology terms and concepts. Students will examine the influences that emerging technologies have on diversity awareness, the digital divide, and intercultural knowledge.
Prerequisite: none
G150 Structure and Function of the Human Body
40 hours, 4 credits
This course provides a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems.
Prerequisite: none
G152 Scientific Literacy
40 hours, 4 credits
In this course students will explore the role that science plays in the world. Students will survey different natural sciences such as: biology, health sciences, chemistry, physics, astronomy, and geology. As well as analyze specific case studies from these fields. Throughout the course students will develop their scientific reasoning skills and learn about the scientific method as well as how to detect common fallacies and misuses of science.
Prerequisite: none
G156 Human Biology
40 hours, 4 credits
This course provides students with a comprehensive understanding of the structure and function of the human body with added applications of health and disease. Students will learn basic concepts of biochemistry, cells, body systems, and genetics. Students will examine the impact of human growth and development on society, the environment, and the promotion of the advancement of biotechnology.
Co-requisite: Human Biology Lab
G156L Human Biology Lab
40 hours, 2 credits
This laboratory is intended to be a co-requisite with the Human Biology class. The laboratory course applies a practical approach to understanding the structural and functional aspects of the human body. Students will learn the basic concepts of biochemistry, cells, body systems, and genetics as they relate to human growth and development and human impact on the environment.
Co-requisite: Human Biology
G161 Quantitative Literacy
40 hours, 4 credits
In this course students will explore the importance of numbers and probability. They will also get the opportunity to analyze and solve real world problems from the fields of business, finance, and the natural sciences. Students will incorporate their prior math knowledge and develop new mathematical tools throughout the course. This will include: propositional logic, set theory, geometry, probability, statistics, linear modeling, and exponential modeling.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score
G180 General Education mathematics
40 hours, 4 credits
This course introduces students to topics from modern mathematics that are relevant to everyday life and not typically covered in the standard college math sequence. Students will be exposed to a variety of mathematical tools from diverse branches of mathematics. They will utilize these tools to solve interesting real-world problems. Topics may include, but are not limited to, game theory, graph theory, the mathematics of growth, applications of geometry, probability, and statistics.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score
G195 College Statistics
50 hours, 5 credits
In this course students will develop basic statistical literacy along with the ability to analyze and evaluate real-life problems using statistical methods. Students will learn to organize and present quantitative data by means of graphical and numerical methods. Topics include descriptive statistics, basic probability theory, discrete and continuous probability distributions, sampling distributions, estimation, hypothesis testing, analysis of variance, and simple linear regression.
Prerequisite: 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, Latinos, Asian American and Native Americans living in the United States. Topics include family, marriage, power, religion, values, inequality, social organization, language, social stratification, economic processes, conflicts and cultural and social change over time. Examples will be drawn from Africa, South America, North America, Asia and the Pacific Islands.
Prerequisite: none
G203 Microeconomics
40 hours, 4 credits
In this course, students will learn the fundamentals of microeconomics, which deals with the economy as a whole. An overview of the American economy will be explored through a study of basic supply and demand analysis and a review of fiscal and monetary policy to phases of the business cycle. Unemployment, inflation, GDP, and policy decisions which affect the American economy at home and abroad will be covered.
Prerequisite: none
G204 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 international relations, monopolies, and comparative economic systems.
Prerequisite: none
G223 Introduction to Critical Thinking
40 hours, 4 credits
A study of the rules of valid judging and reasoning, both inductive and deductive, in a traditional, language-centered context rather than a symbolic context. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements. Logical analysis is applied to concrete problems dealing with our knowledge of reality.
Prerequisite: English Composition
G227 Oral Communication
40 hours, 4 credits
This course will present students with a broad understanding of communication in a variety of contexts. Students will learn the processes and strategies of oral communication by exploring speech anxiety, audience analysis, and organizational speech patterns. Students will learn to develop and use support data, and use effective language to develop and present a narrative, informative and persuasive speech.
Prerequisite: none
G230 Introduction to Literature
40 hours, 4 credits
This course offers an introduction to the most common literary genres: fiction, poetry, drama, and literary non-fiction. Students will study the basic elements of each genre, learning how to compare genres, become familiar with sample texts that illustrate the particularities of each genre, and gain 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 defining literary meaning, form, and value.
Prerequisite: none (English Composition recommended)
G238 Conversational Spanish
40 hours, 4 credits
This course focuses on common words and phrases students need to develop a working vocabulary which will enable them to communicate with Spanish-speaking individuals in their personal and professional lives. Although oral communication is stressed, included is an overview of Spanish grammar, phonetic pronunciation and Hispanic culture.
Prerequisite: none
G239 Introduction to Astronomy 40 hours, 4 credits
Examines astronomical phenomena and concepts, including the solar system, stars and galaxies, planetary motions, atoms and radiation, and the origin and evolution of the universe.
Prerequisite: none
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 American political system, its history, and its relationship to the American citizen. The course examines the major political issues and policies 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. Includes such topics as the formation of rocks and minerals; internal and external processes modifying the earth’s surface and phenomena; and the evolutionary history of the earth, including its life forms, oceans and atmosphere.
Prerequisite: none
G246 Advanced Algebra 50 hours, 5 credits
Students will learn about topics including functions and functional notation, domains and ranges in relation to functions, graphing functions and relations, and various function operations. Students will be able to solve linear equations and inequalities as well as quadratic equations and higher-order polynomial equations. This course will review algebraic techniques as well as exponents, factorials, roots, and radicals.
Prerequisite: Satisfactory score on placement Exam
G247 Introduction to Discrete Mathematics 40 hours, 4 credits
This course provides the basis for proper mathematical reasoning in a computer science framework. Topics that students explore include propositional and predicate logic, proof strategies and inductive reasoning, sets, functions, elementary counting techniques, and number systems.
Prerequisites: Calculus I; Discrete Structures for Computer Science
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 explored, along with the role of local, state, and federal government in healthcare delivery. An introduction to a variety of provider models and service delivery systems found in both the public and private sector will be covered, including different types of healthcare facilities. The influence of reimbursement methodologies and finance on healthcare delivery will be explored.
Prerequisite: none

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

H300 Introduction to Healthcare Administration
40 hours, 4 credits
This course provides an exploration of the administrative principles and practices within healthcare organizations. Emphasis is placed on organization, structure, and operation of healthcare facilities. Management principles will be applied to case studies of healthcare industry scenarios.
Prerequisites: US Healthcare Systems; Principles of Management; Introduction to Human Resource Management and 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 theory and the conceptual 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 healthcare budgets, and the common sources of healthcare revenues and expenses.
Prerequisites: Introduction to Healthcare Administration; Financial Accounting II

H330 Quality Improvement in Healthcare
40 hours, 4 credits
This course examines methods for assuring quality in healthcare and the statistical applications of measuring outcomes. There will be an emphasis on performance improvement and the relationship between healthcare quality, organizational performance, and the role of government and accrediting bodies in 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, formulae, and computations used in healthcare statistics through effective data collection, interpretation of information, and the display of data.
Prerequisites: Introduction to Healthcare Administration or Introduction to Health Information Management; College-level Math course

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 Information System in Healthcare
40 hours, 4 credits
The Healthcare Information Systems course focuses on how healthcare institutions can use technology and information processes and solutions to assist in the diagnosis of diseases and the documentation of patient records and other data. It also addresses the strategies and techniques healthcare business professionals can use to help improve 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 healthcare organizations. Course content includes operations management strategies, organizational and tactical decision making, and the operational systems in healthcare organizations.
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.
Prerequisite: Medical Law and Ethics or Health Information Law and Ethics

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

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

H490 Healthcare Management Capstone
30 hours, 3 credits
This online course is designed to allow students to integrate the knowledge and skills gained in the Healthcare Management BS program. Through case analysis, class discussion, and a research project, students will synthesize and demonstrate their understanding of core healthcare-management concepts via completion of a Capstone project approved by the instructor. Students have the opportunity to participate in an optional internship/externship project. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Students must be enrolled in the Healthcare Management Bachelor's Degree program and in their last or second-to-last quarter

H530 Information and Communication Technologies
40 hours, 4 credits
This course is an exploration of the technologies available to manage all aspects of health information and communication, including hardware and software to ensure data collection, storage, analysis and reporting of information. Students will explore the development of networks, including internet and internet applications to facilitate the electronic health record. Interpretation of the data and use of standards to achieve interoperability of healthcare information systems will be explored.
Prerequisite: Program Admission

H535 Health Information Services
40 hours, 4 credits
A lab-based course focusing on the use and application of electronic health records. Topics will be completed to simulate real-world activities that occur in the healthcare department and healthcare facility that will require critical thinking and problem solving.
Prerequisite: Program Admission

H5360 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 Code Initiative. Students will explore payment systems such as PPS, DRGs, APCs, RBRVS, and RUGs.
Prerequisite: Program Admission

H540 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 central programs, contingency planning, and data recovery is included. Internet, web-based, and e-Health security is explored. Students will learn to enforce confidentiality and security measures to protect electronic health information and protect data integrity and validity.
Prerequisite: Program Admission

H5410 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 based 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.
Prerequisite: Healthcare Statistics
HS420 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 administrative 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

HS430 Strategic Planning and Development 40 hours, 2 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

HI435 Health Data Management 20 hours, 2 credits
This course addresses the fundamental concepts of managing health records both manually and electronically in today’s healthcare facilities. This course introduces students to the practice of health information management, focusing on the content and structure of patient-identifiable data and information. This course 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 transcription. Secondary records such as indexes, registers, and registries are covered in this course, along with an exploration of data sources, data capture, healthcare information infrastructure and documentation requirements. In this course, students analyze healthcare data sets, such as the HEDIS, UMDS, OASIS including the history, purpose, and use of each.
Prerequisite: Program Admission

HI450 Health Information Management Alternative Facility Professional Practice Experience 30 hours, 1 Credit
This course is a 30-hour practical experience that will focus on a non-hospital environment of the student’s choice. This experience is designed to assist students in exploring the diversity of the health information profession. The experience will include health information-related shadowing, observation, and/or performance of tasks and must be approved by the instructor. The instructor will work with the student to identify facilities that are available in the student’s area of interest and will establish an agreement with the facility if one does not exist.
Prerequisite: Must be completed in the student’s final quarter

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

HS260 Social Psychology 40 hours, 4 credits
In this course students will understand the applied discipline of social psychology. In order to understand the social interaction of functioning humans in their communities and with individuals, theories of socialization and self image will be explored. Students will examine how the social environment influences thought, behavior, feelings, and potential actions of people. Consequences of social interaction and motivation based on judgment, attitudes, persuasion, conformity, and aggression will be explored. Different social interactions will be analyzed including conformity, productivity, and leadership.
Prerequisite: General Psychology

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

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

J106 Criminology: Motives for Criminal Deviance 40 hours, 4 credits
This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. Included is an explanation of what crime is, what causes crime, and the various techniques for measuring the amounts and characteristics of crime and criminals.
Prerequisite: none

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

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

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

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

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

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

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

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

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

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

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

J225 Legal Code for Law Enforcement 40 hours, 4 credits
Students will use states’ criminal and traffic codes to become familiar with law and statutes. They will review penal statutes covering issues from homicide to misconduct, and will examine legislation and statutes that govern law-enforcement duties and responsibilities. Students will also examine laws and procedures that apply to specific populations like juveniles and domestic-violence victims.
Prerequisite: Policing in America
J230 Terrorism 40 hours, 4 credits Students in this course will receive an in-depth overview of terrorism, both domestic and international. This course is designed to provide students with the necessary knowledge and 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 and preparation in 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 topics include transportation, cargo, and information from terrorism will be reviewed. This course concludes with a critical look at the future of security.

Prerequisite: Introduction to Criminal Justice

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

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

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

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

J280 Contemporary Issues in Criminal Justice Capstone 40 hours, 4 credits The capstone course 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 research from accomplished scholars of what the near future holds. Methods and philosophies that will govern the criminal justice field in the 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 and in their last or second to last quarter

J305 Examination of Forensic Science 40 hours, 4 credits Students will critically examine the role of forensic science in the criminal justice process and the court of law. They will review historical events in criminalistics, and analyze problems in forensic science in order to formulate recommendations for change. They will also explore best practices and the future of forensic science.

Prerequisite: Constitutional Law

J320 Criminal Investigations 40 hours, 4 credits Students will learn to conduct full criminal investigations. They will examine various techniques, methods, and processes for identifying and interrogating crime suspects and witnesses. They will also explore techniques for conducting investigations with special populations.

Prerequisite: Constitutional Law

J325 Criminal Evidence 40 hours, 4 credits This course will familiarize students with the fundamentals of criminal evidence as it pertains to the legal presentation of evidence in criminal trials, and with the role of legal counsel. Constitutional issues involving evidence are examined. Different varieties of evidence, from hearsay to physical evidence, are examined. Trial procedures such as expert-witness testimony, police testimony, and testimonial privileges are analyzed.

Prerequisite: Criminal Law and Procedures: Crime and the Courtroom (except for students enrolled in the Cyber Security Program)

J330 Organized Criminal Syndicates 40 hours, 4 credits This course examines organized criminal activity in the 21st century, from street gangs to terrorist organizations. Students will examine the cause of organized crime, in addition to the investigation, prosecution, and sentencing of syndicates.

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

J331 Constitutional Law 40 hours, 4 credits This course challenges students to examine the complexities of the Bill of Rights and the application of those rights to the criminal justice system. The analysis of case studies will allow students to apply criminal law and procedure to real-world cases to examine the criminal justice system.

Prerequisite: Criminal Law and Procedures; Crime and the Courtroom (except for students enrolled in the Cyber Security Program)

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

Prerequisite: Terrorism

J335 Risk Analysis 40 hours, 4 credits Students will examine the importance of risk management through analysis 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 analyze and manage natural disaster recovery, and for crisis management.

Prerequisites: Introduction to Homeland Security; Security Challenges

J340 Women and Criminal Justice 40 hours, 4 credits This course examines the role of women as offenders, victims, and professionals in criminal justice. Theories and research that have different effects on women in the criminal justice system will be explored. The rise of female criminality and criminal-justice professionals will be discussed and will be identified.

Prerequisite: Domestic Violence

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

Prerequisites: Juvenile Justice: Delinquency, Dependency, and Diversion; Domestic Violence

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

Prerequisite: Criminal Justice

J352 Victims in Criminal Justice 40 hours, 4 credits This course examines the role and function of corrections supervisors in the field. The practical considerations of managing offenders in the community will be examined. Case studies on probation, parole, and other publications will be explored.

Prerequisites: Criminal Behavior: Profiling Violent Offenders; Introduction to Corrections

J400 Special Offenders: Forensic Psychology 40 hours, 4 credits This course will examine the role and function of psychology as it applies to the criminal-justice system. Students will examine the responsibilities and tasks of forensic psychologists when working with law enforcement, courts, and corrections. A psychological approach to person-to-person crimes will be explored.

Prerequisites: Criminal Behavior: Profiling Violent Offenders; General Psychology

J435 Special Populations in Criminal Justice 40 hours, 4 credits Students will examine the special populations of offenders, including women, the elderly, the mentally ill, and minority groups. Working with law enforcement, courts, and corrections will be the focus.

Prerequisite: College-level Math course

J365 Research Methods in Criminal Justice 40 hours, 4 credits Students will learn to interpret research data and 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 UDR and NOVS data sets.

Prerequisite: College-level Math course

J365 Research Methods in Criminal Justice 40 hours, 4 credits Students will learn the importance of the victim in the criminal-justice system’s process. The victim’s feelings on the criminal justice process, and movements and legislation regarding victims’ impact on judicial proceedings are examined. A variety of crimes and types of victims is explored.

Prerequisite: none

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

Prerequisite: Ethics in Criminal Justice

J360 Statistics in Criminal Justice 40 hours, 4 credits Students will learn to interpret research data and 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 UDR and NOVS data sets.

Prerequisite: College-level Math course

J400 Emergency Management 40 hours, 4 credits This course will explore the role of private and public managers in planning for response to natural or man-made emergencies. Response plans will be detailed and developed within the essential elements and participants. These scenarios are applied in actual emergency response and the public will be explored.

Prerequisites: Introduction to Homeland Security; Security Challenges

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

Prerequisite: Ethics in Criminal Justice

J415 Crime Prevention 40 hours, 4 credits Students 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

J430 Criminal Justice 40 hours, 4 credits This course will explore the global economy of crime. Various types of transnational crime, and those related to drug trafficking and global crimes, are examined. Current issues in global crime will be examined via rotating articles, books, and other publications.

Prerequisites: Introduction to Criminal Justice; Research Methods in Criminal Justice

J425 Community Corrections 40 hours, 4 credits This course will examine the role and function of corrections supervisors in the field. The practical considerations of managing offenders in the community will be examined. Case studies on probation, parole, and other publications will be explored.

Prerequisites: Criminal Behavior: Profiling Violent Offenders; Introduction to Corrections

J430 Forensic Psychology 40 hours, 4 credits This course will examine the role and function of psychology as it applies to the criminal-justice system. Students will examine the responsibilities and tasks of forensic psychologists when working with law enforcement, courts, and corrections. A psychological approach to person-to-person crimes will be explored.

Prerequisites: Criminal Behavior: Profiling Violent Offenders; General Psychology

J435 Special Populations in Criminal Justice 40 hours, 4 credits Students will examine the special populations of offenders, including women, the elderly, the mentally ill, and minority groups. Working with law enforcement, courts, and corrections will be the focus.

Prerequisite: College-level Math course

J440 Special Offenders: Sex Offenders 40 hours, 4 credits This course will examine the causes of sexual offenses with emphasis on offender behavior, identification, and the relationship of sexual offenders to society. The social, cultural, and moral implications of sexual offenders will be explored.

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

J445 Special Offenders: Serial Killers 40 hours, 4 credits Students will critically examine the causes of sex offenses with emphasis on offender behavior, identification, and the relationship of sexual offenders to society. The social, cultural, and moral implications of sexual offenders will be explored.

Prerequisite: Criminal Justice (except for students enrolled in the Cyber Security Program)
M121 Anatomy and Pharmacology for Coders 30 hours, 3 credits
This course provides an in-depth exploration of the human body, focusing on diseases and disorders. Students will learn basic concepts and terminology related to diseases and disorders.
Prerequisite: none

M120 Medical Terminology 40 hours, 4 credits
This course provides a comprehensive overview of medical terminology, including prefixes, roots, and suffixes. Students will learn to use medical terms accurately and effectively.
Prerequisite: none

M122 ICD-CM Coding 40 hours, 4 credits
This course focuses on the International Classification of Diseases-Clinical Modification (ICD-CM) using sample exercises and medical records to develop skill and accuracy in coding various healthcare settings. Students will apply ICD-CM coding guidelines appropriate to the coding situation and will cover coding of all systems.
Prerequisite: ICD-CM Coding

M123 ICD-PCS Coding 40 hours, 4 credits
This course provides a comprehensive overview of the International Classification of Procedures-Clinical Modification (ICD-PCS) using sample exercises and medical records to develop skill and accuracy in coding various healthcare settings. Students will apply ICD-PCS coding guidelines appropriate to the coding situation and will cover all body systems.
Prerequisite: ICD-CM Coding

M124 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 using patient records. The course will apply official coding guidelines and knowledge of commonly accepted payment methodologies to medical record coding. Use of coding software will be a part of the course as well as the use of registries and indices.
Prerequisite: Basic ICD-9-CM Coding

M125 Medical Transcription 40 hours, 4 credits
This is 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 the use of terminology and accurate coding. Students will complete laboratory exercises coordinated with course content.
Prerequisites: Structure and Function of the Human Body; Medical Terminology

M126 Medical Terminology I 30 hours, 3 credits
A focus on the English Grammar, punctuation, and sentence structure that will lead to accurate and appropriate medical documentation. Common English language needs in medical transcription are explored, as well as correct use of number formatting, capitalization, and abbreviations.
Prerequisite: none

M127 Medical Terminology II 30 hours, 3 credits
A continuation of Medical Terminology I, this course will provide an in-depth study of the International Classification of Diseases-Clinical Modification (ICD-CM) using sample exercises and medical records to develop skill and accuracy in assigning codes in various healthcare settings. Students will apply ICD-CM coding guidelines appropriate to the coding situation and will cover diagnostic coding of all body systems. Use of coding and grouper software will be introduced as well as the use of registries and indices.
Prerequisite: Anatomy and Pharmacology for Coders; Pathophysiology

M128 Medical Transcription II 30 hours, 3 credits
This continues the medical transcription process and the skills needed as well as the use of registries and indices.
Prerequisite: Medical Transcription

M129 Medical Insurance and Billing 30 hours, 3 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 background about EHR history, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines.
Prerequisites: Introduction to Health Information Management; Computer Applications and Business Systems Concepts
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. It discusses patient privacy and confidentiality, protected health information release of information, and professional practice law and ethics will be explored. Prerequisite: none
M251 Medical Coding Practicum 30 hours, 1 credit
This course offers a 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 in 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 Electrocardiography 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 providers; insurance 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, 1 credit
This capstone class is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates auditing, transcription, administrative, and medical office management skills. Prerequisite: Medical Administration student in last or second-to-last quarter
M102 Introduction to Medical Assisting 40 hours, 3 credits
This course is designed to provide students with a thorough understanding of the Medical Assisting profession and the skills necessary to be successful both in the Medical Assisting program and profession. During this course, students will complete a Programmatic Orientation and be exposed to basic Medical Assisting skills such as professionalism, vital signs and CPR/First Aid. Prerequisite: none
M110 Clinical Skills I 60 hours, 4 credits
In this course, students will begin their study of the essential anatomy and physiology of the back-office medical-assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including communication and technology, patient centered care, safety and emergency plans, patient assessments and encounters, medical documentation, medication administration, medical office procedures, medical terminology, vital signs, and diagnostic procedures. They will follow applied-learning approaches to all skill-development and performance objectives. Prerequisite: Introduction to Medical Assisting; Medical Terminology
M135 Pharmacology for the Allied Health Professional 40 hours, 4 credits
This course is designed for a variety of allied health programs requiring an understanding of pharmacology. It attempts to present a basic rationale for understanding current drug therapy. This course presents drugs according to their therapeutic applications. Experiment physiology and 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
M145 Clinical Skills II 60 hours, 4 credits
Students will continue their study of the essential and basic core of back-office medical assisting skills. They will master knowledge and skills including patient examination and assessment, performing electrocardiography, performing venipuncture, performing medication administration, minor surgical procedures, procedures for medical emergencies, first aid and CPR, and behaviors influencing health. They will also learn basic steps for finding employment and advancing in their careers. Students will follow applied-learning approaches to all skill development and performance objectives. Prerequisites: Clinical Skills I Pre-or Co-requisite: Pathophysiology
M225 Laboratory Skills for Medical Assisting 60 hours, 4 credits
In this course students will study medical laboratory procedures and techniques that are significant to medical and laboratory assistants and other healthcare professionals. They will learn about laboratory equipment and safety, and issues of patient confidentiality. They will learn to collect specimen samples by venipuncture and patient instruction and perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing. Prerequisite: Clinical Skills II Pre-or Co-requisite: Anatomy and Physiology I
M241 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, sensory, and endocrine systems of the body, and will learn medical terminology. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities. Prerequisite: none
M242 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 including fluid and electrolyte balance, acid-base balance, and nutrition and metabolism. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities. Prerequisites: Human Anatomy and Physiology I
M250 Radiography Skills 40 hours, 3 credits
A comprehensive study for limited scope of practice in radiography. Skills and processes covered will include: radiation protection, equipment operation, quality control, image production, and evaluation, and patient care and education, along with radiographic procedure modules that will qualify the student to sit for the American Registry of Radiologic Technologists. Students are designed to prepare students for the examination for Limited Scope of Practice in Radiography and possible employment as an X-ray operator. Prerequisite: Structure and Function of the Human Body
M265 Medical Assistant Externship 240 hours, 8 credits
In conjunction with a Medical Assisting Capstone, Externship (MA265), students will complete an online Medical Assisting training experience in a physician’s office or medical center. While on the clinical site, the extern will perform medical assisting job duties in both the front-office administrative and the back-office clinical areas, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked. Prerequisites: Completion of series of Hepatitis B immunizations; Completion of a 2-Step Mantoux screen 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); Completion of all Medical Assisting core courses except Career Development and Seminar courses; Approval of Medical Assisting Program Coordinator.
M285 Medical Assisting Capstone 20 hours, 2 credits
In conjunction with the Medical Assisting Capstone, Externship (MA265), students will complete an online Medical Assisting Capstone course. In this course, students will learn job-search techniques and skills for entry-level medical assistants as well as share and learn from their externship experiences with the class. Students will also prepare to sit for a Medical Assisting credential examination during this course (either the CMA or RMA depending on campus accreditation status). Prerequisite: none Pre-requisite: Medical Assisting Externship
M260 Pre-calculus 40 hours, 2 credits
In this course, students will understand the application of function theory 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
M260 Calculus I 40 hours, 3 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. Techniques of graphing calculators and computer applications will be used to solve problems and properly interpret results. Prerequisite: Pre-calculus

M210 Calculus II 40 hours, 3 credits
In this continuation of the topics investigated in Calculus I, students will further explore the methods of integrations and the applications of integrals as well as more series and methods of differentiation. This course will cover the topics of convergence and divergence, and the student will also understand whether improper integrals are convergent or divergent. Prerequisite: Calculus I
M300 Real Analysis and Mathematical Reasoning 40 hours, 4 credits
This course builds on the foundation established in Introduction to Discrete Mathematics with further exploration in logic and mathematical reasoning. Topics include combinatorics and graph theory, Boolean algebra, digital logic circuits, ordered sets, functional programming, models of computation, and computational complexity. Students will gain experience formulating mathematical proofs. Prerequisites: Introduction to Discrete Mathematics; Calculus II
M310 Probability and Statistics 40 hours, 3 credits
This course is designed to provide students with the concepts of conditional probability, random variables, expectations and distributions, sample spaces, moment-generating functions, and the central-limit theorem. Further topics include an introduction to estimation, confidence intervals, and hypothesis testing. Students will be able to generate random variables through experimentation, and they will understand how to apply statistical concepts to computational applications. Prerequisite: Introduction to Discrete Mathematics
N127 Microsoft Workstations 40 hours, 4 credits
This course provides students with the knowledge and skills necessary to install and configure a Windows Workstation. The course gives the student the ability to provide technical support to a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, the course ensures the student takes the Microsoft Certified Technology Specialist Exam. Prerequisite: Fundamentals of PC Hardware and Software
N133 Networking Fundamentals 40 hours, 3 credits
This course has been designed to teach the foundations of networking. The course covers Local Area Networks and Wide Area Networks and how communications are accomplished in those environments. Students will learn the different Protocols used in networking. The course will cover the designing networks both cabled and wireless. Students will learn basic troubleshooting of a network and how to maintain it. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course helps prepare students to take the CompTIA A+ Network+ certification exam. Prerequisite: Fundamentals of PC Hardware and Software
N136 Operating Systems Fundamentals 60 hours, 4 credits
Students are introduced to the principles of various types of microcomputer operating systems. Topics include system resources, management, memory, 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
This course is designed to teach the student C++ programming utilizing object oriented terminology. C++, object-oriented design, and object-oriented programming in the C++ realm are explored and practiced. This first course in a two-course sequence ends with an analysis of functions and loops and how they are used in different programming projects.
Prerequisite: Object-Oriented Programming

N138 Preproduction
40 hours, 4 credits
This course has been designed to teach you the fundamental philosophies of game design and apply them in a hands-on manner using a step-by-step process that develops problem solving strategies. The techniques taught in this course exist to provide the practical resources needed to build a firm understanding of game development from a production standpoint. In addition, the information this course provides is a grounded study for any real life application where inspiration must combine with practical knowledge and application to create a marketable product.
Prerequisite: Game Design Theory I

N139 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

N140 Logic and Troubleshooting
40 hours, 4 credits
This course provides students with a thorough understanding of the process, tools, and techniques to efficiently diagnose computer hardware and software issues and failures. Through the application of logic, students will complete puzzle-solving exercises and activities that illustrate effective analytical reasoning. Students will be exposed to multiple real-world scenarios in which they will troubleshoot technological problems, and apply lessons learned in order to identify potential failure concerns. By the end of the course, the students will be prepared to evaluate actual issues, use logic to identify the variables involved in the process, and determine the failure, and finally determine the proper course of action to correct the failure issue(s) at hand.
Prerequisite: none

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

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

N145 Fundamentals of PC Hardware and Software
60 hours, 4 credits
In this course, students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and the software used to support the hardware. Additional topics covered include the relationship between computer hardware and software, computer networks and peripherals, virus protection, disaster recovery and maintenance planning. Finally, the student will learn about and conduct the responsibilities of a professional PC technician. To reinforce the materials in this course, the instructor will assign case studies and 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.
Prerequisites: Logic and Troubleshooting

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

N180 Math for Game and Simulation I
40 hours, 4 credits
This course has been designed to teach concepts in linear algebra. The course covers linear equations and matrices, and how these can be applied in various situations. In addition, topics will include determinants, vectors in the plane, and how to calculate cross determinants.
Prerequisite: College-level math course

N205 Platform Design and Human-Computer Interaction
60 hours, 4 credits
How a person interacts with a game is one of the more crucial aspects in determining the success of the game among consumers. This course will emphasize the details and planning process that must be followed to ensure a successful interface for the game that is to be played. Various techniques of creating buttons, menus, and other types of interfaces will be explored to give the student a wide exposure to this important element in creating games.
Prerequisite: Programming II

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

N207 Programming II
60 hours, 4 credits
This course is a continuation of Programming I. Topics 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 look at how C++ main calls to be utilized in game programs is covered.
Prerequisite: Programming I

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

N209 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: Fundamentals of PC Hardware and Software

N210 Introduction to Computer Systems
40 hours, 4 credits
This course provides an introduction to the study of software control over the various hardware components of a computer’s architecture—the CPU, RAM, and system bus. Topics include development of C language programs with a pseudo-code foundation, CPU operation at the bus level, comparison of procedural languages to the machine language, and the development of machine and assembly language programs using multiple addressing modes, branching, and subroutines calls.
Prerequisite: Foundations of Software Design

N225 Interactive Storytelling
40 hours, 3 credits
This course explores the integration of storytelling and interactivity. From the foundation of creating a story to the integration of game technology, students will work to build worlds where story interacts with the game space. Subsets of the linear narrative, myths and the hero’s journey, chatterbots and MUDs, exposition and dialogue trees, spatial narratives and storylines, and a range of interactive story systems and strategies from campsfire to LARPs and text adventures.
Prerequisite: Game Preproduction

N226 Windows Active Directory
40 hours, 3 credits
This course teaches the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, set up, configure, utilize, maintain and trouble shoot 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: Fundamentals of PC Hardware and Software

N234 Microsoft Exchange Server
60 hours, 4 credits
In this course students will learn a wide range of information about Exchange Server, from installation, configuration, administration, troubleshooting and maintenance features of Exchange introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course uses hands-on labs to reinforce information and messaging issues. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course preps students to take the Microsoft Certified Technology Specialist exam.
Prerequisite: Windows Active Directory

N235 Cisco Networking Fundamentals and Routing
40 hours, 3 credits
In this course students will learn the skills necessary to deploy a new Cisco network or manage an existing network. The course provides a wide range of information, starting with a review of the basic building blocks of networks through advanced Cisco networking topics such as access control list, WAN connectivity, and virtual LANS. The lab assignments included in this course give students adequate hands-on experience with Cisco equipment, allowing them to gain confidence in using their new 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 certification exam.
Prerequisites: Networking Fundamentals; Microsoft Windows Server

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

N253 Managing Information Security
30 hours, 4 credits
Information security is not only an IT, but a management issue. Therefore, this course introduces students to a detailed examination of the current state of information security. They begin with the strategic planning process for security, which includes business impact analysis, security policies, procedures and staffing functions necessary to organize and administer ongoing security functions in an organization. Course subjects include security practices, security architecture and models, continuity planning and disaster recovery planning.
Prerequisite: Networking Security

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 code that will have an impact on the game (memory, processing, storage, and debugging to name a few). This will include the emphasis on 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 business and its stakeholders. In particular, this course will focus on business intelligence using industry-standard reporting tools as the basis for deriving this information.
Prerequisite: SQL Server Administration
N274 SQL Server Administration
40 hours, 3 credits
The goal of this course is to prepare individuals to work with and administer SQL Server. Students will learn how to install and maintain SQL Server and also how to use various tools helpful in creating backups, promoting security, and to enhance availability and performance of the database.
Prerequisite: Relational Databases

N276 Applied Game and Simulation Theory
40 hours, 4 credits
This course covers the applications for and the development of simulations from game-like “SiMs” to educational and military simulations. This course combines reading and critical thinking skills with hands on development of simulations with a 3D game engine. Students will study the theory behind the production of different types of simulations as they learn to apply software to create short simulations.
Prerequisite: Platform Design and Human-Computer Interfaces

N296 Math for Game and Simulation Production I
40 hours, 4 credits
This course builds on topics introduced in Math for Game and Simulation Production I. These topics include graphing and solving equations; polynomial, rational, logarithmic, and exponential functions; analytic geometry; and determining equations from a given shape or graph.
Prerequisite: Math for Game and Simulation Production I

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

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

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

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

N304 Operating Systems Design
50 hours, 3 credits
In the course, students learn how operating systems such as Windows, Linux, and the Mac OS X are composed of component all of computing systems. This course explores how operating systems are responsible for managing the runtime processes as well as the sharing of system resources such as the printer 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, distributing, packing, input/output devices, virtual memory, files, synchronization, and security.
Prerequisite: Software Systems Principles

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

N306 Advanced Network Security
50 hours, 4 credits
This course provides a detailed examined of techniques and concepts surrounding the topic of network defense. Students will learn how to implement strategies for information asset security, utilizing industry tools and techniques. Both hardware and software infrastructure within the field of Information Security will be explored. Students will examine a range of network security topics including virtual private networks, intrusion detection, cloud data security, and incident response strategies.
Prerequisites: Cisco Networking Fundamentals and Routing: Principles of Network Security

N307 Principles of Network Security
40 hours, 3 credits
This course 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

N311 Study of Animation
60 hours, 4 credits
This course is intended for students with an animation/multimedia background, who want to understand how animation works, from basic theory to execution. The students will develop a sense of observation and timing as it relates to animation, and they will study motion through watching actual animation pieces as well as taking part in exercises that demonstrate animation in action. This course also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development, and dramatic structure.
Prerequisite: none

N311 Game and Simulation Lighting Techniques
60 hours, 4 credits
This course provides an introduction to 3D programming, with an emphasis on using real-time 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 will be covered in detailed in this course.
Prerequisite: Graphics Development with OpenGL

N312 Advanced Networking
50 hours, 4 credits
This course offers an in-depth study of current networking technologies. Topics include OSI model, communication protocols, routing protocol (ATM, MPLS, and hybrid networks), Wireless and QoS.
Prerequisite: Virtualization

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

N315 Flash Animation
60 hours, 4 credits
This course is an introduction to Macromedia’s Flash. The course will cover the basics of Flash, importing, creating & editing vector graphics and creating simple animations, creating interactive elements and incorporating sound and video and testing Flash movies. Also, students explore the steps in creating Flash productions from start-to-finish, including site map and planning, building, button mapping and output.
Prerequisite: Multimedia Technologies

N320 Polygon Modeling
60 hours, 4 credits
This course demonstrates the techniques of modeling objects in a three-dimensional environment. Students will manipulate primitive objects such as cubes, spheres, pyramids, and cylinders to build more complex polygons, and will use techniques to create curved surfaces with multiple polygons. Industry standard software such as 3D Studio Max, 3D Studio for 3Dmax, 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. Students will explore applications to span multiple machines and require deliberately planned design approaches. Students will learn to build scalable, reliable, and secure when implemented within network infrastructures. Topics include object-oriented programming to networked web services, including database applications deployed on very-large-scale websites.
Prerequisite: Java I

N323 Asset Management
30 hours, 3 credits
This course is designed to teach students best practices in inventory management. Topics include hardware and software audits, asset tracking systems, software licensing, and service contracts management.
Prerequisite: Project Planning and Documentation

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

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

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

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

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

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

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

N340 Information Technology Project Management
40 hours, 4 credits
This course will introduce students to the processes of project planning from the early stages of brainstorming through project planning in order to create timelines, resource management, and implementation, along with the basics of writing project proposals. Students will learn to develop a project plan and schedule for the development of software. Students will plan and propose a project appropriate to their fields of study.
Prerequisite: Computer Applications and Business Systems Concepts
N341 Software Systems Engineering 50 hours, 4 credits
This course exposes students to the implementation of software systems at a high level with an emphasis on rigorous algorithm development and test suites. The course introduces the systems aspect of development and tradeoffs related to resource management, system architecture capabilities, and software efficiency techniques. Students are also exposed to requirements analysis and the techniques to develop a functional system from specified requirements.
Prerequisite: Algorithm Analysis

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

N343 Security Policies and Implementation 40 hours, 4 credits
This course includes a discussion on security policies that can be used to help protect and maintain a network, such as password policy, e-mail policy, and internet policy. The issues include organizational behavior and crisis management.
Prerequisite: none

N345 Advanced HTML Coding with CSS 60 hours, 4 credits
This class covers advanced elements of webpage creation using a text editor and HTML and XML standard tags. This class will focus on web terminology, advanced HTML coding to include hyperlinks, anchors, tables, forms, CSS, frames, design principles and accessibility issues. Emphasis will be placed on understanding values and creation of CSS for business environments. We will also explore the availability of tools for site management, validation and accessibility checks.
Prerequisite: Fundamentals of Web Authoring and Design

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

N350 Concept Development for Digital Media 40 hours, 4 credits
This course is concerned with problem-solving, research, and presentation skills for multimedia projects. Brainstorming, narrative, storyboarding, animatics, pre-visualization, and transitions are all explored. Sketches, source imagery, and audio are developed to effectively communicate ideas for time-based media. Documentation techniques are employed to chart progress with character and scene design, as well as cameras and lighting.
Prerequisite: none

N355 Game Planning and Development Strategies 40 hours, 4 credits
In this course students will cover the planning of the game and simulation development process from high-level design to low-level implementation. The course touches on topics covered in previous courses, including graphics, development of assets and the asset pipeline, interface design, and use of artificial intelligence to understand the different game development methodologies. The process of developing a game or simulation will be covered from the essential design and development documents through quality assurance testing, including the risks and benefits of different types of iterative development cycles.
Prerequisite: Game Audio Assets

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

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

N360 Mobile Platform Development 60 hours, 4 credits
As more devices become smaller and more mobile, the need to have games to entertain users 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 Augmented Reality 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.
Prerequisite: 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, wiks, and course licensing. Topics covered will be able to determine when and how to write a white paper, and will understand the pros and cons of technical writing and documentations.
Prerequisite: English Composition

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

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

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

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

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

N404 Cloud Computing 40 hours, 4 credits
This course offers an in-depth study of current cloud computing technologies and protocols. Topics include cloud networking, cloud bridging, virtualization of application delivery controllers (ADC’s) and WAN optimization controllers (WOC’s), data center network design considerations, and emerging technologies like Edge Virtual Bridging (EVB). Students will be required to conduct research, read case studies, and develop and propose a strategy for implementing cloud computing to address specific business needs.
Prerequisite: Virtualization

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

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

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

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

N415 Digital Effects Creation 40 hours, 4 credits
This course focuses on the use and application of effects in film and video at an advanced, post-production level. Students will study the use of 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: Polygon Modeling

N416 Access Controls, Authentication, and PKI 40 hours, 4 credits
This course introduces the concept of access control to information systems and applications. Access, authentication, and accounting for end users and system administrators will be covered. In addition, security controls for access control including tokens, biometrics, and use of public key encryption systems (PKI) will be covered.
Prerequisite: none

N420 Database Management Systems 40 hours, 3 credits
This course introduces students to the basic concepts of database management systems, file organization, and design of file systems. The students will be required to perform a risk assessment and develop a disaster recovery plan. The 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

N421 Behavioral Security 40 hours, 3 credits
This course covers essentials of database management and administration in a business environment and provides hands-on experience that includes transaction management, storage management, data administration, security and database tuning issues. The course also covers distributed and client/server environments.
Prerequisites: MIS Techniques; Management of Information Systems

N425 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. Students will study the use of 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: Polygon Modeling

N416 Access Controls, Authentication, and PKI 40 hours, 4 credits
This course introduces the concept of access control to information systems and applications. Access, authentication, and accounting for end users and system administrators will be covered. In addition, security controls for access control including tokens, biometrics, and use of public key encryption systems (PKI) will be covered.
Prerequisite: none
N420 Network Security and Cryptography
40 hours, 3 credits
This course examines threats to computer networks, network vulnerabilities, techniques for strengthening passive defenses, tools for establishing an active network defense, and policies for enhancing forensic analysis of crimes and attacks on computer networks. Topics include private and public key cryptography, digital signatures, firewalls, secret sharing, security protocols, formal methods for analyzing network security, electronic mail security, firewalls, intrusion detection, Internet privacy and public-key infrastructures.
Prerequisites: Computer Applications and Business Systems Concepts; Networking Fundamentals

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

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.
Prerequisites: Advanced Networking; Disaster Recovery

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

N425 Storyboard Development for Digital Media
40 hours, 4 credits
This course will introduce the student to utilizing storyboards as a virtually rehearsal of a video project 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

N430 Computer Forensics
40 hours, 3 credits
This course examines computer literacy and criminal investigation legal issues regarding seizure and chain of custody, basic legal requirements, and developing 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 MMORPGs. The course also includes incident handling and when information security is compromised.
Prerequisites: Practical Game Development

N432 Information Technology Management Capstone
20 hours, 2 credits
This course summarizes key learning throughout the student’s program. Students apply what they’ve learned through case studies and problem sets.
Prerequisite: Advanced Networking; must be completed in the student’s final quarter

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

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 modeling techniques 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 these methods.
Prerequisite: none

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

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

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

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

N445 Animation Graphics Project
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 test, pipeline management and distribution of software architecture between platforms, object oriented practices for game play, asset management and coding best practices. It also covers areas like cross-platform porting and multi-lingual techniques.
Prerequisite: Applied Game and Simulation Theory

N450 Game Assets
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: The Study of Animation

N451 Game Audio Assets
60 hours, 4 credits
This course focuses on the development of audio elements and programming used in the development of a video game. It covers areas 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

N456 Systems Monitoring
50 hours, 4 credits
This course will teach students to identify performance bottlenecks, benchmark performance and implement monitoring techniques to proactively identify and react to changes in the environment. Topics include network infrastructure monitoring, security monitoring, performance tuning, and metrics and reporting.
Prerequisite: Advanced Networking

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

N460 Application of Physics for Game and Simulation Production
50 hours, 4 credits
An important aspect in a game or simulation is to be able to utilize 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 game engines utilizing and follow physics principles.
Prerequisite: Programming I

N461 Computer Graphics Programming
50 hours, 4 credits
This course provides a survey of computer industry-standard graphic hardware, foundation graphic operations and implementations, two-dimensional and three-dimensional transformations utilizing matrix calculations, hidden lines and surface removal, illumination and shading models, curves and surface textures, object modeling, and three-dimensional animation. Students will learn how to convert complex mathematical formulae into operational program code.
Prerequisite: Programming I

N465 Industrial Simulation Project
60 hours, 4 credits
This course is designed around a final project in Industrial Simulation. We will focus on design and research issues pertinent to design exploration and presentation through simulations. Throughout the course we will explore concepts in modeling, simulation, and design methods 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

N470 Video Game Production Project
70 hours, 4 credits
This course demonstrates advanced techniques for computer game design and programming. Techniques used in game engines, such as: animation synthesis, autonomous character behaviors, building structures for interactive systems, solving multiplayer interface and social issues are covered in the course. Students utilize these skills to produce a final project, demonstrating comprehension of the process of professional game creation.
Prerequisite: Multiplayer Game Programming

N471 Engineering Virtual Worlds
50 hours, 4 credits
In this course, students will learn how to create multiple virtual environments. Virtual worlds allow network-connected users to interact in real time within shared two-dimensional and three-dimensional environments. Students will gain an understanding of how virtual worlds change the concept of “interface” to one of “location.” The course will explore several types of worlds, the technologies and methodologies for building worlds, and ways in which communities are hosted in local and remote configurations.
Prerequisite: Programming II

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

RASMUSSEN COLLEGE ILLINOIS

COURSES DESCRIPTIONS
NM110 Drawing Design and Art Theory
40 hours, 3 credits
This course introduces the fundamentals of drawing through five elements of art (line, space, value, form and texture). A series of exercises and assignments focuses on various applications involving form, lighting, perspective, figure drawing and historical studies. Prerequisite: Color Theory and Techniques

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

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

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

NM121 Typography
40 hours, 3 credits
This course focuses on the fundamentals of typography and introduces the students to the aspects of type for display and text design. Students will 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: Typographic

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

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

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

NM140 3-Dimensional Animation
40 hours, 3 credits
Once students have learned the basics of 3D modeling and rendering, they will explore the fundamentals of animation and the more advanced methods of modeling and texturing. Students will create photo-realistic products and environments utilizing complex technical techniques and through creative design. Emphasis will be placed on detailed modeling and texture mapping complementing elementary 3D animation and story development. This course will provide training in a variety of industry-accepted Autodesk 3D design software. Prerequisite: Introduction to Multimedia Design

NM200 Fundamentals of Web Authoring and Design
40 hours, 3 credits
This course introduces students to the standards for designing relational databases. The course focuses on record structure, modification, and retrieval as well as report generation and database design. In addition, Structured Query Language is utilized to obtain dynamic information for multimedia authoring. Prerequisite: Fundamentals of Web Authoring and Design

NM250 Dynamic Content Management
40 hours, 3 credits
This course introduces students to the tools for designing web sites. Emphasis will be on creating 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 warranties and other real estate related documents. The student will produce a working knowledge of title searches and a thorough understanding of closing procedures. The student will also become familiar with mortgage foreclosures, landlord/tenant law, and zoning regulations. Prerequisite: Introduction to Law and the Legal System

PL216 Corporate Law
40 hours, 4 credits
This course introduces 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 Law Practice
40 hours, 4 credits
This course introduces students to the technology of computer applications to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law-oriented computer software applications. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time, and document management and computer-based legal research and document movement. Prerequisite: Introduction to Law and the Legal System

PL230 Family Law
40 hours, 4 credits
This course will provide students an overview of the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law-oriented computer software applications. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time, and document management and computer-based legal research and document movement. 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 field by working with primary source materials, 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 completed 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 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 20 significant case 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 research as well as formatting, citation rules, and other items needed for writing in this field will be developed. Students will organize an appellate brief which requires specific, rule based, formatting and structural content. This content includes items such as tables of cases and other authorities, a table of contents, statement of the case, argument, and conclusion.
Prerequisites: Legal Research; English Composition
PL280 Paralegal Capstone 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 “paper-based office” case files will be practiced. Pre-requisite or Co-requisite: Law Office Technology; Cyberspace and the Paralegal Profession; Students must be in their last or second-to-last quarter
PL290 Paralegal Internship 130 hours, 5 credits
This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must be officially supervised and have direct 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 medications ordered, along with methods of avoiding medication errors.
Prerequisite: none
PT120 Pharmacy Math and Dosages 40 hours, 4 credits
This course will provide the student with the necessary math skills to effectively work within a pharmacy setting. In addition to ratios and proportions, dosage calculations, and conversions, the student will develop knowledge and skills to perform business math functions related to retail pharmacy practice.
Prerequisite: Introduction to Pharmacy
PT125 Pharmacy Software/ Automation/Insurance Billing 40 hours, 3 credits
Hands-on experience using pharmacy software will be gained via entering patient profiles and prescriptions. The student will learn how to process prescriptions, understand common insurance rejection codes, and gain knowledge of how to solve rejections. Automated ordering, receiving, and maintenance of inventory will be addressed. Students will gain understanding of the various payment methods received by retail pharmacies. The student will explore various automation machines used within pharmacy settings.
Prerequisite: Pharmacy Math and Dosages
PT230 Unit Dose/IV Lab 40 hours, 3 credits
In this course, the student will apply knowledge of medication charts and pharmacy math to correctly dispense and chart delivery of patient medications within an institutional setting. Emphasis is on correctly filling orders within the proper drug, dosage, and frequency. The IV lab will stress aseptic techniques and the maintenance of sterile conditions. The student will learn to read an IV label, select appropriate additives and base solutions, and properly prepare the prescribed IV compound.
Prerequisites: Introduction to Pharmacy; Pharmacy Math and Dosages
PT260 Pharmacy Technician Practicum I – Outpatient/Retail 90 hours, 3 credits
This course offers supervised practical experience in outpatient settings with a minimum of 90 hours of outpatient internship experience in the unit-dose area of a pharmacy. The practicum will be under the direction of practicing pharmacists and pharmacy technicians. The practicum allows the student to gain experience as a pharmacy technician in an actual pharmacy setting and is essential to training. Prerequisites: Pharmacy Math and Dosages
PT285 Pharmacy Technician Capstone 30 hours, 3 credits
This course is an overview of all pharmacy technician programs and concepts, with an emphasis on the review and preparation of materials which comprise the Pharmacy Technician Certification Board examination. Prerequisite: Pharmacy Technician student in last or second to last quarter
S115 Keyboarding I 40 hours, 3 credits
This course introduces students to the keyboard and its 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 30 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 2007 MOS certification exam. Prerequisites: 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 the use of recursive functions and mathematical induction. Students will explore the logical constructs that are the underlying model of discrete systems.
Prerequisites: 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
SD225 Object-Oriented Programming 40 hours, 3 credits
This course will provide students with an understanding of the basic concepts of object-oriented programming including encapsulation, inheritance, and polymorphism. Students will explore the use 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.
Prerequisites: Fundamentals of Programming
W108 Introduction to Website Design 40 hours, 3 credits
Intended for beginning-to-intermediate-level web authors, this course provides an overview of the World Wide Web and an introduction to HTML, JavaScript, and webpage design principles. The course also introduces students to web-authoring tools to create and enhance page creation. Prerequisites: Computer Applications and Business Systems Concepts
W109 Relational Databases 40 hours, 3 credits
This course covers relational databases and their efficient design. The course will include the definition of tables and indexes, logical and physical design, the E-R model, and transaction management. The use of Structured Query Language (SQL) will be emphasized.
Prerequisites: 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. The course builds fundamental programming principles. Prerequisites: Introduction to HTML; Fundamentals of Programming
W114 Fundamentals of Programming 40 hours, 3 credits
This course introduces students to the fundamentals of developing well-structured computer programs utilizing a high-level programming language such as C++. Focusing on Object Oriented Programming techniques, the course provides an understanding of object-oriented construction concepts such as kappers, loops, conditionals, and variables. Additionally, the use of pseudo-code examples and exercises will allow students to manipulate these constructs without requiring that they have previous experience with program code syntax. A final project is required for the successful completion of this course.
Prerequisite: none
W116 Introduction to Web Design Software 40 hours, 3 credits
This course will introduce beginners to the tools and knowledge needed in creating interesting, usable, and well-designed websites.
Prerequisite: none
W118 Introduction to HTML 40 hours, 3 credits
This course will introduce students to the basics of HTML. Students will learn the latest in HTML, conforming to XML and XHTML coding standards. The course is a step-by-step approach for learning how to create, format, and enhance a webpage using HTML.
Prerequisite: none
W125 Introduction to Visual Basic 40 hours, 3 credits
The students who take this course will learn to create applications using Visual Basic.NET. This course incorporates the basic concepts of programming, problem solving, and programming logic, as well as the design techniques of an object-oriented language. Topics in the course include graphic interface design and development, control properties, textboxes, labels, buttons, and various objects available in Windows applications. The course is intended to be completed as a part of the basic curriculum in the Computer Applications course.
Prerequisites: Fundamentals of Programming
W201 Advanced Visual Basic 40 hours, 3 credits
The students who take this course will learn to create applications using Visual Basic .NET. This course incorporates the basic concepts of programming, problem solving, and programming logic, as well as the design techniques of an object-oriented language. Topics in the course include graphic interface design and development, control properties, textboxes, labels, buttons, and various objects available in Windows applications. The course is intended to be completed as a part of the basic curriculum in the Computer Applications course.
Prerequisites: Fundamentals of Programming
W210 Java I 40 hours, 3 credits
Students will work with the Java programming language to learn about Java bytecode programs and how they are executed within a Java virtual machine. Students will study class libraries and gain an understanding of how they perform important computing tasks, how they interact with computer hardware and operating systems, and how they handle deficiencies encountered on computing platforms. Concepts such as Graphical User Interfaces, multimedia development, and object-oriented programming will be explored as well as the use of Java programming in the development of applications for mobile devices.
Prerequisites: Object-Oriented Programming
W215 PERL/CGI 40 hours, 3 credits
This course will cover the PERL scripting language, the development of PERL code for web applications, and client/server socket programming using PERL.
Prerequisite: JavaScript
W216 PHP/MySQL 40 hours, 3 credits
This course covers the use of PHP scripting language and the MySQL database to create dynamic webpages. Topics include PHP scripting fundamentals; creating, accessing, and manipulating data with the MySQL database within a PHP program; creating HTML forms; and writing secure PHP programs.
Prerequisite: Java I
W290 Web Programming Capstone 20 hours, 3 credits
This course summarizes key learning throughout the student’s program. Students apply what they have learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.
Prerequisites: Java I; PERL/CGI. This course is intended to be completed in the student’s last quarter
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.

**STUDENT INVESTMENT DISCLOSURE INFORMATION**

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**SCHOOL OF BUSINESS**

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Placement Rate (%)</th>
<th>Illinois Tuition and Fees</th>
<th>Illinois Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Bachelor's</td>
<td>13-2011, 13-2031</td>
<td>89%</td>
<td>$38,167</td>
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<tr>
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<tr>
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<td>43-4161</td>
<td>30%</td>
<td>88%</td>
<td>$26,850</td>
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</tr>
<tr>
<td>Business Management – Call Center Management</td>
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</tr>
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</tr>
<tr>
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<td>30%</td>
<td>88%</td>
<td>$26,850</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management – Internet Marketing</td>
<td>Associate's</td>
<td>43-4161</td>
<td>30%</td>
<td>88%</td>
<td>$26,850</td>
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<tr>
<td>Business Management – Marketing and Sales</td>
<td>Associate's</td>
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<td>30%</td>
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<td>$26,850</td>
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</tr>
<tr>
<td>Business Management – Business Administration</td>
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<td>11-2021</td>
<td>89%</td>
<td>95%</td>
<td>$38,167</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management – Human Resources</td>
<td>Bachelor's</td>
<td>11-2021</td>
<td>88%</td>
<td>91%</td>
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</tr>
<tr>
<td>Business Management – Information Technology</td>
<td>Bachelor's</td>
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<td>88%</td>
<td>91%</td>
<td>$36,902</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management – Internet Marketing</td>
<td>Bachelor's</td>
<td>11-2021</td>
<td>88%</td>
<td>91%</td>
<td>$36,902</td>
<td>$0</td>
</tr>
<tr>
<td>Business</td>
<td>Certificate</td>
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<td>100%</td>
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<tr>
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<td>NA*</td>
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<tr>
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<tr>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
</tr>
<tr>
<td>Human Resources and Organizational Leadership</td>
<td>Diploma</td>
<td>13-1071, 13-1151, 13-1141</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
</tr>
</tbody>
</table>

1 The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)
2 Internal placement rate methodology can be found at rasmussen.edu/SID
3 Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans)
4 Median loan debt for completers from private educational loans
5 Median amount that completers owe to Rasmussen College upon graduation
6 Total cost of room and board is not applicable at Rasmussen College
7 Total cost of books and supplies when completing the program in normal time
8 Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans)
9 Placement rate, potential financial aid awards, and estimated degree costs are unavailable for new programs. **Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.

**LOANS AND FINANCIAL AID**

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

**TUITION AND FEES**

The tuition shown is the full tuition cost and does not reflect scholarships, grants, loans, or any credit transfers—all of which can lower your tuition cost. Contact a program manager to discuss your unique situation and tuition costs for your degree.
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**Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.**

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### Student Investment Disclosure Information

**Loans and Financial Aid**

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

**Tuition and Fees**

### School of Design

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans $</th>
<th>Private Loans $</th>
<th>Institutional Loans $</th>
<th>Illinois Tuition and Fees $</th>
<th>Illinois 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>92%</td>
<td>100%</td>
<td>$31,033</td>
<td>NA*</td>
<td>NA*</td>
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</tr>
<tr>
<td>Multimedia Technologies–Digital Design and Animation</td>
<td>Associate's</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>26%</td>
<td>72%</td>
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<td>$0</td>
<td>$28,704</td>
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<tr>
<td>Multimedia Technologies–Digital Design and Animation</td>
<td>Diploma</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>NA*</td>
<td>NA*</td>
<td>$27,165</td>
<td>$0</td>
<td>$0</td>
<td>$28,704</td>
<td>$4,200</td>
<td>$0</td>
</tr>
<tr>
<td>Multimedia Technologies–Web Design</td>
<td>Associate's</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>26%</td>
<td>72%</td>
<td>$27,165</td>
<td>$0</td>
<td>$0</td>
<td>$28,704</td>
<td>$4,200</td>
<td>$0</td>
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<tr>
<td>Multimedia Technologies–Web Design</td>
<td>Diploma</td>
<td>15-1199, 27-1014, 27-1024</td>
<td>NA*</td>
<td>NA*</td>
<td>$27,165</td>
<td>$0</td>
<td>$0</td>
<td>$28,704</td>
<td>$4,200</td>
<td>$0</td>
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</table>

### School of Education

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans $</th>
<th>Private Loans $</th>
<th>Institutional Loans $</th>
<th>Illinois Tuition and Fees $</th>
<th>Illinois 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>66%</td>
<td>98%</td>
<td>$18,861</td>
<td>$0</td>
<td>$0</td>
<td>$27,807</td>
<td>$3,300</td>
<td>$0</td>
</tr>
<tr>
<td>Early Childhood Education–Child Development</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>66%</td>
<td>98%</td>
<td>$18,861</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Early Childhood Education–Child with Special Needs</td>
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<td>98%</td>
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<td>$3,300</td>
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<tr>
<td>Early Childhood Education–English Language Learner</td>
<td>Associate's</td>
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<td>66%</td>
<td>98%</td>
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<td>$0</td>
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<tr>
<td>Early Childhood Education</td>
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<td>25-2011, 25-9041</td>
<td>45%**</td>
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<td>Diploma</td>
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<td>NA*</td>
<td>NA*</td>
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<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>$2,550</td>
<td>$0</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>$2,550</td>
<td>$0</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>$2,550</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 Total cost of books and supplies when completing the program in normal time

7 Total cost of books and supplies when completing the program in normal time

*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 HEALTH SCIENCES

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Placement Rate (%)</th>
<th>Federal Student Loans $</th>
<th>Private Loans $</th>
<th>Institutional Loans $</th>
<th>Illinois Tuition and Fees $</th>
<th>Illinois Books and Supplies $</th>
<th>Room and Board $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Information Management</td>
<td>Bachelor's</td>
<td>29-2071</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$54,418</td>
<td>$7,350</td>
</tr>
<tr>
<td>Health Information Technician</td>
<td>Associate's</td>
<td>29-2071</td>
<td>46%</td>
<td>81%</td>
<td>$26,133</td>
<td>$0</td>
<td>$0</td>
<td>$27,508</td>
<td>$3,750</td>
</tr>
<tr>
<td>Medical Administration</td>
<td>Associate's</td>
<td>43-6013</td>
<td>37%</td>
<td>82%</td>
<td>$25,325</td>
<td>$0</td>
<td>$0</td>
<td>$28,405</td>
<td>$4,050</td>
</tr>
<tr>
<td>Medical Administration</td>
<td>Diploma</td>
<td>43-6013</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$16,744</td>
<td>$2,550</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>Associate's</td>
<td>31-9092</td>
<td>57%</td>
<td>83%</td>
<td>$23,211</td>
<td>$0</td>
<td>$0</td>
<td>$27,508</td>
<td>$3,600</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>Diploma</td>
<td>31-9092</td>
<td>59%</td>
<td>67%</td>
<td>$15,304</td>
<td>$0</td>
<td>$0</td>
<td>$17,940</td>
<td>$2,400</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>Certificate</td>
<td>29-2071</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$11,960</td>
<td>$1,800</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>Diploma</td>
<td>29-2071</td>
<td>0.0%</td>
<td>75%</td>
<td>NA*</td>
<td>$0</td>
<td>$0</td>
<td>$16,744</td>
<td>$2,400</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Associate's</td>
<td>29-2052, 31-9095</td>
<td>96%</td>
<td>7%</td>
<td>$22,034</td>
<td>$0</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,600</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Certificate</td>
<td>29-2052, 31-9095</td>
<td>55%</td>
<td>90%</td>
<td>$11,294</td>
<td>$0</td>
<td>$0</td>
<td>$12,259</td>
<td>$1,650</td>
</tr>
</tbody>
</table>

## SCHOOL OF JUSTICE STUDIES

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Placement Rate (%)</th>
<th>Federal Student Loans $</th>
<th>Private Loans $</th>
<th>Institutional Loans $</th>
<th>Illinois Tuition and Fees $</th>
<th>Illinois Books and Supplies $</th>
<th>Room and Board $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice–Corrections</td>
<td>Associate's</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
<td>$24,653</td>
<td>$0</td>
<td>$0</td>
<td>$28,106</td>
<td>$3,600</td>
</tr>
<tr>
<td>Criminal Justice–Homeland Security</td>
<td>Associate's</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
<td>$24,653</td>
<td>$0</td>
<td>$0</td>
<td>$28,106</td>
<td>$3,600</td>
</tr>
<tr>
<td>Criminal Justice–Law Enforcement</td>
<td>Associate's</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
<td>$24,653</td>
<td>$0</td>
<td>$0</td>
<td>$28,106</td>
<td>$3,600</td>
</tr>
<tr>
<td>Criminal Justice–Psychology</td>
<td>Associate's</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>46%</td>
<td>74%</td>
<td>$24,653</td>
<td>$0</td>
<td>$0</td>
<td>$28,106</td>
<td>$3,600</td>
</tr>
<tr>
<td>Criminal Justice–Client Services / Corrections</td>
<td>Bachelor's</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
<td>$0</td>
<td>$54,717</td>
<td>$6,900</td>
</tr>
<tr>
<td>Criminal Justice–Criminal Offenders</td>
<td>Bachelor's</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
<td>$0</td>
<td>$54,717</td>
<td>$6,900</td>
</tr>
<tr>
<td>Criminal Justice–Homeland Security</td>
<td>Bachelor's</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
<td>$0</td>
<td>$54,717</td>
<td>$6,900</td>
</tr>
<tr>
<td>Criminal Justice–Investigation / Law Enforcement</td>
<td>Bachelor's</td>
<td>33-3012</td>
<td>91%</td>
<td>77%</td>
<td>$42,167</td>
<td>$0</td>
<td>$0</td>
<td>$54,717</td>
<td>$6,900</td>
</tr>
<tr>
<td>Fire Science</td>
<td>Associate's</td>
<td>33-1021, 33-2011</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$27,209</td>
<td>$3,450</td>
<td>$0</td>
</tr>
<tr>
<td>Paralegal</td>
<td>Associate's</td>
<td>23-2011, 23-2099</td>
<td>64%</td>
<td>78%</td>
<td>$23,727</td>
<td>$0</td>
<td>$0</td>
<td>$29,003</td>
<td>$3,600</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>Placement Rate (%)</th>
<th>Federal Student Loans $</th>
<th>Private Loans $</th>
<th>Institutional Loans $</th>
<th>Illinois Tuition and Fees $</th>
<th>Illinois Books and Supplies $</th>
<th>Room and Board $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Nursing</td>
<td>Associate's</td>
<td>29-1141</td>
<td>86%</td>
<td>95%</td>
<td>$21,848</td>
<td>$0</td>
<td>$0</td>
<td>$42,660</td>
<td>$3,000</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 discuss your unique situation and tuition costs for your degree.

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

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

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### STUDENT INVESTMENT DATA

**Student Investment Disclosure Information**

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

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

### School of Technology

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)1</th>
<th>Rasmussen Placement Rate (%)2</th>
<th>Federal Student Loans3</th>
<th>Private Loans4</th>
<th>Institutional Loans5</th>
<th>Illinois Tuition and Fees6</th>
<th>Illinois Books and Supplies7</th>
<th>Room and Board8</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Computer Science</strong></td>
<td>Bachelor’s</td>
<td>11-3021, 15-1133, 15-1131</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$49,634</td>
<td>$6,750</td>
</tr>
<tr>
<td><strong>Cyber Security</strong></td>
<td>Bachelor’s</td>
<td>15-1142</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$55,016</td>
<td>$7,500</td>
</tr>
<tr>
<td><strong>Game and Simulation Programming</strong></td>
<td>Bachelor’s</td>
<td>15-1199</td>
<td>NA*</td>
<td>67%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$54,717</td>
<td>$7,200</td>
</tr>
<tr>
<td><strong>Information Systems Management – Network Security</strong></td>
<td>Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
<td>83%</td>
<td>$26,186</td>
<td>$0</td>
<td>$0</td>
<td>$27,807</td>
<td>$3,900</td>
</tr>
<tr>
<td><strong>Information Systems Management – Computer Information Technology</strong></td>
<td>Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
<td>83%</td>
<td>$26,186</td>
<td>$0</td>
<td>$0</td>
<td>$28,106</td>
<td>$3,900</td>
</tr>
<tr>
<td><strong>Information Systems Management – Database Administration</strong></td>
<td>Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
<td>83%</td>
<td>$26,186</td>
<td>$0</td>
<td>$0</td>
<td>$27,807</td>
<td>$3,750</td>
</tr>
<tr>
<td><strong>Information Systems Management – Database Administration</strong></td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,033</td>
<td>$2,850</td>
</tr>
<tr>
<td><strong>Information Systems Management – Network Administration</strong></td>
<td>Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
<td>83%</td>
<td>$26,186</td>
<td>$0</td>
<td>$0</td>
<td>$27,807</td>
<td>$3,900</td>
</tr>
<tr>
<td><strong>Information Systems Management – Network Administration</strong></td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,033</td>
<td>$3,000</td>
</tr>
<tr>
<td><strong>Information Systems Management – Web Programming</strong></td>
<td>Associate’s</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>38%</td>
<td>83%</td>
<td>$26,186</td>
<td>$0</td>
<td>$0</td>
<td>$28,405</td>
<td>$4,050</td>
</tr>
<tr>
<td><strong>Information Systems Management – Web Programming</strong></td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,631</td>
<td>$3,150</td>
</tr>
<tr>
<td><strong>Information Systems Management – Computer Information Technology</strong></td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$21,528</td>
<td>$3,150</td>
</tr>
<tr>
<td><strong>Information Systems Management – Computer Information Technology</strong></td>
<td>Certificate</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$10,764</td>
<td>$1,650</td>
</tr>
<tr>
<td><strong>Information Systems Management – Network Security</strong></td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,033</td>
<td>$3,000</td>
</tr>
<tr>
<td><strong>Information Technology Management</strong></td>
<td>Bachelor’s</td>
<td>15-1152, 15-1142, 15-1179</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$54,418</td>
<td>$7,500</td>
</tr>
<tr>
<td><strong>Software Application Development</strong></td>
<td>Associate’s</td>
<td>15-1021, 15-1132</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$25,415</td>
<td>$3,450</td>
</tr>
<tr>
<td><strong>Software Application Development</strong></td>
<td>Certificate</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$11,960</td>
<td>$1,800</td>
</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

*Non-Florida residents enrolling in the HIT program will be charged $395 per credit, bringing the total Tuition and Fees for the HIT program to $35,550.

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

**Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.
ADMISSIONS AND ENROLLMENT PROCEDURES

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

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

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

• Application Form (apply early for best scholarship opportunities)
• Attestation of high school graduation or equivalency
• Enrollment Agreement
• Rasmussen College entrance placement exam(s)
• Rasmussen College Experience Course (if applicable)
• All financial arrangements are complete, submitted, and verified
• Criminal Background Check, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.

• Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.

• International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.

• Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College can issue an I-20. Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that you are or expect to be a full-time student pursuing a degree at Rasmussen College. (1) You meet our admissions requirements; (2) you are 16 years old or older; (3) 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. If any official or 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

Non-discrimination 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 or the party to the contract, or his/her parents or guardian or another person, if the parent, guardian, or other person is party to the contract on behalf of the student.

College Acceptance or Rejection of Application for Admission

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

• Completed application form and enrollment agreement
• An attestation of high school graduation or equivalency. If any information provided on the attestation is found to be false, the student will be subject to immediate dismissal from the College, all credits will be invalidated and any financial aid will have to be repaid.
• For students completing the application process October 1, 2012 and thereafter, completed College entrance placement examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College. Alternatively, applicants providing a college transcript indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete Entrance Placement Examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the Reading and Writing sections of the placement examination. Students who have not completed a college-level Math course are required to complete the Math portion of the placement examination. To ensure their basic numeracy skills, students who test at a remedial Math level will be scheduled for B099 Foundations of Math, regardless of their anticipated Math/Natural Sciences general education course schedule.
• For students completing the application process on or before September 30, 2012, completed College entrance placement examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College.
• Rasmussen College Experience Course completion. All prospective students, except as noted below, of Rasmussen College must successfully complete the College Experience Course with a cumulative score of 80% or higher in order to continue the enrollment process.

Students who do not successfully pass the College Experience Course with a score of 80% or higher on the first attempt will be allowed one additional opportunity to re-take the course three months after the first attempt. The following students are exempt from the College Experience Course requirement: graduates of Rasmussen College within the last two years; Early Honors program and Individual Progress students and re-entry students who have already successfully completed the College Experience Course. Early Honors program and Individual Progress students will be required to successfully complete the Edvantage Experience Course.

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

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

• In addition to all other admissions requirements, students must be at least 16 years old to enroll at Rasmussen College. The College reserves the right to reject any applicant on the good faith belief that the applicant is seeking to enroll for any reason other than to obtain an educational degree or credential, or if the College determines that admission of the applicant would create a potential danger or disruption to the College or its existing students, staff and faculty. In the event of rejection, any monies paid will be refunded in full. The date of acceptance by the College shall be presumed to be the date of delivery of the 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.

A C A D E M I C I N F O R M A T I O N A N D C O L L E G E P O L I C I E S
**ADMISSIONS REQUIREMENTS**

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

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

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

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

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

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

- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills

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

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

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

**General Criminal and FDLE Background Check Process**
A student enrolling in any of the general criminal or FDLE background check designated programs must complete a Background Release Form, as well as a Background Check Attestation. Campuses will be notified directly of applicants whose background check results are clear. If the background check reveals a potential problem, Rasmussen College will review the applicant’s background to determine whether the applicant is eligible to start the program. If a student is not eligible for a program, he/she is also not eligible for financial aid while attending school for that program, and any financial aid funds disbursed must be returned to the lender.

The following programs are eligible for a re-entry process:

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

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

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

A pre-action adverse action 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-action adverse action letter the student may contact the background check firm directly to dispute the information contained in the background check. Within 7 days of receiving the pre-action 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 Director of Admissions will review the appeal and issue a final decision. A student whose appeal has been denied has the right to request a file review by the Director of Admissions for reconsideration of their appeal. The Director of Admissions will provide supplemental or additional information to support a request for reconsideration.

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

A student enrolling in a program that requires a MDHS background check will not have his/her aid submitted until the student is determined to be eligible either through a MDHS blue clearance letter or set aside letter. This process may delay a student’s funding until the background check process is complete.

A student who receives a MDHS blue clearance letter set aside letter for one or more programs the MDHS finalizes its decision. If the MDHS has not finalized its decision by the end of the summer term, the student may withdraw from the College and not allowed to continue into a second quarter. If the MDHS finalizes its decision within a blue clearance letter set aside letter, the student will be eligible for re-entry and the student may apply to whose appeals are denied. If a student is determined ineligible for admission, the following must be completed:

**RASMUSSEN COLLEGE ILLINOIS**
A student who receives a MDHS disqualification is determined ineligible for admission and must complete the following:

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

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

Immunization Requirements
Minnesota law (M.S. 135A.14) requires proof that all students born after 1956 are vaccinated against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions. Non-exempt students must submit the required vaccination information within 45 days after their first enrollment, or they cannot remain enrolled. Please see the campus for a list of possible exceptions.

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

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

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

2. Once applicants have met the Entrance Placement requirements above, the School of Nursing Entrance Exam may be scheduled.

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

4. Complete Application Requirements: Applicants pursuing admittance into the College entrance placement exam requirements and the School of Nursing Entrance Exam must complete the following program in order to be deemed eligible for an interview with the Dean of Nursing:
   - Rasmussen College Application
   - Submit Official College Transcripts
   - Health Physical and proof of vaccinations
   - BLS-CPR with Defibrillator
   - Criminal Background Screening
   - Any additional program specific requirements as specified at the time of enrollment.

5. Interview with the Dean of Nursing: Once all requirements for application have been submitted, the applicant will be scheduled for an interview with the Dean of Nursing. Students accepted into their program will receive a letter from the College in the mail. Accepted applicants must attend the Rasmussen College General Orientation and the School of Nursing Orientation. Failure to attend will result in removal from the program. Former nursing students in good standing with the School of Nursing who have not been enrolled for more than 12 months must successfully repeat the School of Nursing Entrance Exam or ATI Exam to be deemed eligible for reenrollment into the nursing program.

Entrance Requirements for Social Science
Applicants pursuing admittance into the Paralegal Technology/Management from a CAHIIM Information Management Bachelor’s Program requires candidates to have earned an Associate’s degree which includes general-education courses equivalent to those required in Rasmussen College’s Paralegal AAS, or a Bachelor’s degree or higher.

Entrance Requirements for Health Information
Applicants pursuing admittance into the Health Information Management Bachelor’s 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.

Rasmussen College Early Honors Program
High school seniors who have reached the minimum age of 16 have the opportunity to earn college credit through Rasmussen College’s Early Honors Program. The Early Honors Program is a great way for high school students to experience college while still supported by high school staff and mentors, try a course that may not be offered at the high school, or explore a possible future career by taking an introductory course. Early Honors coursework is available both on-campus and online to high school seniors who meet the minimum age of 16. Enrollment in the Program is dependent on space availability.

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

- Students must complete an Early Honors Program Application, which includes a high school attestation indicating expected graduation date.
- Students must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).
- Students must submit a signed Early Honors High School Approval Form.
- Students must be high school seniors and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00. Proof of GPA must be validated by a High School Counselor or Administrator on the Early Honors High School Approval Form.
- Students must score at least a 25 on the Writing portion of the Rasmussen College entrance placement exam to be accepted to the Early Honors Program.
- The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.
- A maximum of 20 Early Honors students will be accepted per quarter, per campus.
- To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.
- Seniors may take up to 4 credits per quarter without a tuition charge. The student must meet with the Director of Admissions and Dean before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule. After receiving a grade of B or higher in his/her first class, the student can request a second class for the second quarter. A maximum of 24 credits per student high school seniors may be taken in the Early Honors Program.
- Applicants will be accepted on a space available basis for each course selected.
- Early Honors students must meet all course prerequisites as listed in the catalog. Nursing courses designated with a “PN”, “PRN”, “NU” or “NUR” are not available to Early Honors students.
- Students must cover the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The College will provide specific information on each course, including textbook prices and technology requirements.
- Students will receive college credit for a degree, diploma, or certificate at Rasmussen College for all successfully completed courses. Students who elect to pursue their education at another academic institution will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.
- Students will receive high school dual enrollment credit for successfully completed Early Honors course at the discretion of the student’s high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.
- Students may apply to a full program of study by completing an Application for Admission.
## PRIMARY SOURCES OF FINANCIAL AID AND HOW TO APPLY

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.

**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.

**Early Honors Program**

Rasmussen College is proud to offer select high school seniors the opportunity to begin their professional career training early. The Early Honors Program is designed to reward those who have a strong academic background and a desire to succeed.

**10% Military Discount**

All current and retired military personnel, as well as veterans, enrolling in a Degree, Diploma, or Certificate program are eligible for a 10% tuition discount. In order to qualify for the discount, all admission requirements must be completed, and applicants must provide proof of service by submitting an actual or faxed copy of their military ID card, including expiration date.

### GIFT AID

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$575 - $5,550</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000, based on availability</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
</tbody>
</table>

### EMPLOYMENT

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Work Study</td>
<td>Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
</tbody>
</table>

### FEDERAL LOAN 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>Federal Subsidized Stafford Loan Program</td>
<td>Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.</td>
<td>1st Year - $3,500 2nd Year - $4,500 3rd Year - $5,500</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td>Federal Unsubsidized Stafford Loan Program</td>
<td>Principal and interest may be deferred until after student leaves college or attends less than half time.</td>
<td>Same as subsidized limits with additional $2,000 for Dependent: 1st &amp; 2nd Year $6,000 3rd Year &amp; above $7,000</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender</td>
</tr>
</tbody>
</table>

### VETERANS’ BENEFITS

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterans’ Benefits</td>
<td>Veterans and dependents of veterans, including Guard and Reserve Component.</td>
<td>Up to college cost of attendance.</td>
<td>Veterans Administration or Veterans Service Officer</td>
</tr>
</tbody>
</table>

**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’re maximizing your tuition reimbursement plan. Some employers pay tuition based on need and skill level. To discuss your tuition reimbursement options, contact your employer or the Student Financial Services Department to discuss your tuition reimbursement options.

**High School Professional Program**

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

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

Participants are responsible for purchasing books or supplies needed for the course. Books may be purchased through the online bookstore. Grades will be recorded as audit grades with the student classified as an audit student.
Individual progress students remain enrolled at Rasmussen College as long as they continue to select coursework and meet all additional requirements. Upon successful completion of their courses, individual progress students will receive a letter grade and be awarded credits. To enroll in a program at Rasmussen College, students must complete all remaining programmatic and application requirements (including the entrance placement test). Eligible individual progress courses will be applied to their degree program, and count as credits attended and earned for purposes of Satisfactory Academic Progress (SAP).

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

The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level courses. Placement into Foundation 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 test. Applicants providing a college transcript indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete College entrance placement examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the reading and writing sections of the placement examination. Students who have not completed a college-level math course are required to complete the math portion of the placement examination. Returning students who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundation courses are prerequisites, or their equivalents, do not need to take the College entrance placement examination. Returning students who have not successfully completed the Developmental Education coursework, 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 education coursework.

Students who pass the Foundation Math Placement exam and have an ACT Math subscore of 19 or higher or SAT Math subscore of 510 or higher are placed into College level math courses. Students who test below remediation level and who wish to continue their academic career are required to complete one such course in their first full quarter of enrollment. Additionally, all required developmental education courses must be taken in the student’s first two full quarters of enrollment. If a student withdraws from or does not pass a developmental education course, the student must successfully complete that course in the subsequent full quarter of enrollment or the student will be dismissed from the College. Developmental education courses in Illinois are B080 and B095. A “full quarter” excludes the mid-quarter start.

Foundation Course Grading

1. All Foundation courses are satisfactory/unsatisfactory (SX/UX) courses.
2. Students pass B095 Reading & Writing Strategies if they achieve a final grade percentage of 73% or higher.
3. Students pass B095 Combined Basic & Intermediate Algebra if they achieve a final grade percentage of 73% or higher. The following grading scale is then used to determine if students have passed the courses:

Reading and Writing Strategies

SX 73% or higher
UX Below 73%

Geometry or Combined Basic and Intermediate Algebra

SX 73% or higher
UX Below 73%

Common Grading System Percentage Scale

- A 90 TO 100%
- A- 92 TO 90%
- B+ 89 TO 87%
- B 86 TO 83%
- B- 82 TO 80%
- C+ 79 TO 77%
- C 76 TO 73%
- C- 72 TO 70%
- D+ 69 TO 67%
- D 66 TO 63%
- D- 62 TO 60%
- F Below 60%

Grade Points

A 4.00  Excellent
A- 3.75
B+ 3.50
B 3.00 Very Good
B- 2.75
C+ 2.50
C 2.00
C- 1.75
D+ 1.50
D 1.00 Below Average
D- 0.75

Failure

F/A 0.00

Course Waiver

CW NA

See “Incomplete Policy”

CP NA

Pending Transfer Credits

PT NA

Satisfactory

SX/SA NA

SATISFACTORY ACADEMIC PROGRESS

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 calculation only if the original grade earned is a “F/A”. A third attempt at a failed course will not be eligible for any financial aid. If a student elects to repeat a course and if a grade above an “F/A” was earned, the credits are not included in the financial aid award calculation, thereby making the student responsible for payment out-of-pocket at regular tuition rates.

Students who have all repeated courses along with the credits from prior attempts will be included in credits attempted for purposes of determining Satisfactory Academic Progress. The highest grade earned from a repeated course will be used in the calculation of the student’s cumulative GPA.
3. The Dean must be informed of all incompletes granted to students. Instructors and students should take the following into consideration when granting an incomplete:
   a. The work to be completed must be regularly assigned work, identified in the course syllabus.
   b. The student can reasonably be expected to complete the work by the deadline.
   c. The student’s grade will be recorded as a final grade, not an incomplete.
   d. The student has demonstrated a commitment to completing work in a timely fashion.
   e. The granting of the incomplete is truly in the best interest of the student.

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

5. In the event that the student fails to complete the work in a timely fashion or fails to make up the work, the student must submit an alternate assignment for equivalent value, or any applicable penalty.

Late Assignment Submission Policy

Students may submit assigned work after the stated deadline. A 10% grade penalty is assessed for work up to twenty-four hours late. An additional 10% is assessed for each additional day the work is late. In some cases (such as late discussion postings) students may be asked to complete an alternate assignment for equivalent point value or any applicable penalty.

Instructors may decide in the case of legitimate extenuating circumstances to waive the late penalty if, not only, the penalty must be enforced as described. In some cases in the residential classroom, certain activities, such as labs and exams, must be completed at the designated time and therefore cannot be made up. The instructor should apprise students beforehand of any such activities.

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

Incomplete Grade Policy

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

1. An incomplete form is completed which identifies:
   a. The work to be completed,
   b. Qualifications for acceptable work,
   c. The deadline for completing the work (within two weeks of the last day of class),
   d. The grade to be entered should the student not complete the work by the deadline.

2. Incomplete forms will be maintained by the respective program for five years. If more than one incomplete is granted, students must request an incomplete prior to the last day of the term.

3. The Dean must be informed of all incompletes granted to students. Instructors and instructors will take the following into consideration when granting an incomplete:
   a. The work to be completed must be regularly assigned work, identified in the course syllabus.
   b. The student can reasonably be expected to complete the work by the deadline.
   c. The student’s grade will be recorded as a final grade, not an incomplete.
   d. The student has demonstrated a commitment to completing work in a timely fashion.
   e. Granting the incomplete is truly in the best interest of the student.

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

5. In the event that the student fails to complete the work in a timely fashion or fails to make up the work, the student must submit an alternate assignment for equivalent value, or any applicable penalty.

Academic Information and College Policies

The student’s GPA will be recalculated to reflect the highest letter grade. In the event that a student does not attempt results in the same letter grade, only the most recent one will be used in the calculation of GPA. Students who fail a required course three times and have a cumulative grade point average of 2.0 or greater may be able to switch to a different program that does not include the course as a required part of the program curriculum without going through the program change appeal process, will be terminated from the College. These students cannot return to the College until they successfully complete an equivalent to the course elsewhere by earning a grade of C or higher and transfer it back in to Rasmussen College, in accordance with meeting the transfer of credit requirements. In the case of transfer credit, on a “F/FA” grade will remain for purposes of GPA calculation. However, all of the course credits, both failed and transferred, count in the student’s Cumulative Completion Rate (CCR).

Foundation courses may only be repeated one time. Students who fail a Foundation course a second time will be terminated from the College. All attempts of repeated courses, including those with grades, repeat on the student’s 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 the student wishes to transfer may not accept repeats and may include all grades in calculating GPA for admission.

Instructors may decide in the case of legitimate extenuating circumstances to waive the late penalty if, not only, the penalty must be enforced as described. In some cases in the residential classroom, certain activities, such as labs and exams, must be completed at the designated time and therefore cannot be made up. The instructor should apprise students beforehand of any such activities.

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   a. The work to be completed,
   b. Qualifications for acceptable work,
   c. The deadline for completing the work (within two weeks of the last day of class),
   d. The grade to be entered should the student not complete the work by the deadline.

2. Incomplete forms will be maintained by the respective program for five years. If more than one incomplete is granted, students must request an incomplete prior to the last day of the term.

3. The Dean must be informed of all incompletes granted to students. Instructors and instructors will take the following into consideration when granting an incomplete:
   a. The work to be completed must be regularly assigned work, identified in the course syllabus.
   b. The student can reasonably be expected to complete the work by the deadline.
   c. The student’s grade will be recorded as a final grade, not an incomplete.
   d. The student has demonstrated a commitment to completing work in a timely fashion.
   e. Granting the incomplete is truly in the best interest of the student.

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

5. In the event that the student fails to complete the work in a timely fashion or fails to make up the work, the student must submit an alternate assignment for equivalent value, or any applicable penalty.

Academic Information and College Policies

The student’s GPA will be recalculated to reflect the highest letter grade. In the event that a student does not attempt results in the same letter grade, only the most recent one will be used in the calculation of GPA. Students who fail a required course three times and have a cumulative grade point average of 2.0 or greater may be able to switch to a different program that does not include the course as a required part of the program curriculum without going through the program change appeal process, will be terminated from the College. These students cannot return to the College until they successfully complete an equivalent to the course elsewhere by earning a grade of C or higher and transfer it back in to Rasmussen College, in accordance with meeting the transfer of credit requirements. In the case of transfer credit, on a “F/FA” grade will remain for purposes of GPA calculation. However, all of the course credits, both failed and transferred, count in the student’s Cumulative Completion Rate (CCR).

Foundation courses may only be repeated one time. Students who fail a Foundation course a second time will be terminated from the College. All attempts of repeated courses, including those with grades, repeat on the student’s 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 the student wishes to transfer may not accept repeats and may include all grades in calculating GPA for admission.

Instructors may decide in the case of legitimate extenuating circumstances to waive the late penalty if, not only, the penalty must be enforced as described. In some cases in the residential classroom, certain activities, such as labs and exams, must be completed at the designated time and therefore cannot be made up. The instructor should apprise students beforehand of any such activities.

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

Incomplete Grade Policy

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

1. An incomplete form is completed which identifies:
   a. The work to be completed,
   b. Qualifications for acceptable work,
   c. The deadline for completing the work (within two weeks of the last day of class),
   d. The grade to be entered should the student not complete the work by the deadline.

2. Incomplete forms will be maintained by the respective program for five years. If more than one incomplete is granted, students must request an incomplete prior to the last day of the term.
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 an additional 24 total credits in the approved quarter. The student must apply for approval no later than six weeks prior to which the overload is desired. The Academic Overload Approval Form is available through a Student Advisor.

### Academic Overload Policy for Five and Six Week Courses

An academic or credit overload occurs when a student registers for more than 10 credits per six week session. Students wishing to schedule an overload must obtain the signature of the Student Advisor as well as the approval and signature of the Academic Dean of the campus in which they are enrolled. In order to apply for an overload, the student must have completed a minimum of 32 credits at Rasmussen College. The student must also be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average at least 2.75 to apply for an overload. Students with a cumulative grade point average of 2.75 or above will be eligible to take an additional 24 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 six 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 withdrawal procedures ensure that the College is able to provide quality instruction through obtaining a minimum class size of 12 students per course.

- **Full-quarter drop/add period:** Students must withdraw from a course by the Friday of the quarter, which is the close of the drop/add period.
- **First week of the quarter:** Students must notify the College of withdrawal from a class:
  - 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.
  - Following the first week of the quarter and on or before the first Friday of the quarter, students will receive a W/D on their transcript. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
  - Following the sixth week of the quarter, students will receive an FFA 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.
- **Drop/add period for five and six week courses:**
  - 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.
  - Following the first week of the five or six week term and on or before the third Friday of the term, students will receive a W/D on their transcript. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
  - Following the third week of the five or six week term, students will receive an FFA 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.

### Financial Aid Warning

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

### Online Courses

Students may be required to take online courses in order to complete a degree. Online course activities and assignments at Rasmussen College are conducted via chat, email, message boards, and interaction with instructors.

Tuition and fees for online courses are assessed at the same rate as for residential courses unless otherwise indicated. Online instructors receive training and support while operating in the online environment. A list of computer hardware and software requirements for online courses is provided to students upon enrollment. Textbooks and other resources required for online courses are available at the Rasmussen College bookstore.

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### Rasmussen College Standards of Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe.

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

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

1. **GPA:** Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (GPA) of 2.00.
2. **Pace/Cumulative Completion Rate (CCR):** This is the pace at which a student progresses through a program. CCR is calculated by dividing cumulative credits earned by cumulative credits attempted within a program (e.g., 6 credits earned + 12 credits attempted = 50%). Minimum standards are listed in the chart below.
3. **Duration of Eligibility:** This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program (e.g., maximum time frame for a 90-credit program = 90 X 1.50, 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, and I/N. In addition, Foundations courses are not included in the number of credits attempted or successfully completed when assessing satisfactory progress.
TRANSFER OF CREDIT, PRIOR LEARNING AND WAIVERS

Transfer of Previously Earned College Credit and Prior Learning Assessments

General Transfer Credit Policy

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

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

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

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

A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credit conditionally awarded based on 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.

Course-by-course or block transfer by regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accrediting (CHEA) will be considered for college transfer.

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

Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist and Associate’s Nursing programs must complete at least 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means, with the exception of “block transfer” candidates for the Surgical Technologist and Medical Assisting programs. Students in the Professional Nursing Mobility Associate’s degree program may complete up to 67% of their program via transfer credit or to another institution.

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

Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.5 quarter credits. The calculated number is rounded down.

Transfer credits based on a transfer unit of credit than quarters will be subject to conversion prior to being transferred.

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

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

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

• Grade points from institutions other than Rasmussen College (not located in the Rasmussen College grade point average, but will be counted as credits attempted and earned for determining Satisfactory Academic Progress. All credits are to be earned toward program completion, including test-out, transfer, and course waivers, if applicable.

• 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 notice of the decision.

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

• The following Early Childhood Education externtship courses cannot be transferred into the curriculum from programs in the Professional Nursing Mobility Associate's degree program may complete up to 67% of their program via transfer credit or to another institution.

  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 notice of the decision.

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

• The following Early Childhood Education externtship courses cannot be transferred into the curriculum from programs in the Professional Nursing Mobility Associate's degree program may complete up to 67% of their program via transfer credit or to another institution.

  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 notice of the decision.

• Associate Nursing Program (prefixes of PN in MN in Florida in Indiana) will not accept any core course transfers. For Associate Nursing program only, there is a five (5) year limit on anatomy & physiology, Microbiology, and Nutrition courses. All grades must be C or higher.

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

• The following courses in the Medical Assistant program are not transferable: MA 110 Clinical Skills I, MA145 Clinical Skills II, MA225 Laboratory Skills, and MA325 Medical Assisting Externship.

• 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 course work that exceeds the one (1) year limit can test-out of the course with a 73% or greater score on a course assessment. All transfers or test-outs into the Medical Laboratory Technician and Surgical Technologist programs are based on program space availability.

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

• For students in MN who enroll in the course pre-requisites, Health Insurance Administrative Asociate’s, Law Enforcement Associate’s, 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 Board approved. Students who have credits that are not transferable are eligible to demonstrate competency by completing the course specific test out, if available.

2-2 Matriculation for Baccalaureate Candidates

For students who have completed an Associate’s degree, who enroll in a Rasmussen College Bachelor’s degree in a similar program area (i.e., business degrees are required for business, accounting for accounting, criminal justice/ law enforcement for criminal justice), they will receive immediate junior-level standing.

• Rasmussen College AAS/AS graduates will accept up to 67 credits earned or to 95 credits (97 in Illinois).

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

• If a student has more AAS/AS credits than the entrance program requires, state specific classes (J or L prefixes) may have fewer upper-division courses to take. The School Director will provide a list of courses for selection when needed. This is only to the Business Management BS degree.

• If the student has taken all of the required upper division courses and is still short credits, the remaining credits will be fulfilled by taking unrestricted electives.

• Students must complete the required number of total credits in the program to earn a Rasmussen College Bachelor of Science degree.

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

• For the Bachelor in Health Information Management, qualifying Associate degrees have to have a CAHIM accredited program and earned within the past five years. If the degree was obtained over five years ago, the student needs to have work experience in health information industry within the last five years and be approved by the Program Coordinator. The student may also enroll if he/she has an 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 program students credits will be transferred based on the guidelines below:

1) Health Sciences Programs (including Medical Assisting AAS/AS, Health Information Technology AAS/AS, Medical Administration AAS/AAS, 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:

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 Medical Terminology, Electronic Health Records 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 Medical Terminology, Electronic Health Records and Medical Law and Ethics in the core.

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

Bachelor Completor Block Policy

For students who have successfully earned credits at one or more accredited institutions and do not have a conferred degree or degree sought through Rasmussen College.

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

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

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

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

Bachelor Completor Block Policy

For students who have successfully earned credits at one or more accredited institutions and do not have a conferred degree or degree sought through Rasmussen College.

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

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

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

• For those students without an earned degree, successfully completed general education credits will be applied.
Medical Assisting Associate Degree
Complete Block Transfer Policy
A total block transfer of 58 core credits may be allowed into the Medical Assisting AAS program if one of the following criteria is met:
1. Graduated over three years ago from a CAAHEP or ABHES accredited MA diploma or Certificate program within the past 3 years and holds a current CMA/RMA certification, or
2. Graduated over three years ago from a CAAHEP or ABHES accredited MA diploma or certificate program, but has worked as an MA within the past 3 years and holds a current CMA/RMA certification.
Students may seek a course-by-course transfer of credits or course waiver for MA250 (Radiography Skills) only if they have a limited scope x-ray operator’s certificate. Students will need to complete or may seek a course-by-course transfer of credits for 32 general education credits and E242. For Medical Assisting students entering the College utilizing the block transfer process, only 67% of the total program credits may be transferred into the program.
RN to Bachelor of Science Nursing (RN to BSN) Policy
For students who have an unencumbered Registered Nurse license and have successfully completed an Associate’s degree in field, they will receive a block transfer of 40 credits.
• Students will receive a block of 32 lower division General Education classes plus a block of 8 lower division core classes.
• Students who have the RN license alone will receive a block transfer of 40 lower division core credits. The 32 credits of lower division General Education will need to be completed, unless transferred in from a college transcript.
• Upper division core classes are not transferable.
• Upper division General Education coursework is transferable and follows the standard Course by Transfer Policy.
• The total percentage of credits that may be transferred into the program is 76%.
Credit by Examination
• Enrolled students may request credit by examination for courses if an exam has been developed.
• An examination score of 73% or higher is required to earn credit by examination.
• The examination grade will be posted as Test-out (TO) on the student transcript.
• Credits earned count in the transfer maximum.
• Credit by examination will not count as credits for financial-aid eligibility.
• A credit by examination fee may be taken only once for each course.
• If a student has already attempted the course, as indicated by a posted W/WD or F/ FA grade, no test-out attempt will be allowed.
• The following courses are not approved for credit by examination: Program specific Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing courses, and 200- level Pharmacy Technician courses. In addition, Healthcare Information Technologies, Pharmacy Software/Automation/Insurance Billing, Career Development, practicum, or designated capstone courses are not available for credit by examination.
Course Waivers
Medical Coding Practicum Waiver
• Students with a minimum cumulative GPA of 3.0 in their program major courses may request a waiver for the Medical Coding practicum coursework.
Students must complete and submit the required paperwork to their Program Director prior to the start of the quarter of the practicum.
• Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student’s employer. The Program Coordinator/Director will inform the Campus Registrar of the result of the evaluation.
• If the waiver is granted, the grade will be posted on the student transcript as a Course Waiver (CW).
• Foundations of Child Development; Early Childhood Curriculum and Instruction; and Health and Nutrition/CDA Application Waivers
• Students who have earned a Florida Child Care Professional Credential (FCPCP), formerly known as the Florida DDA or who have earned a CDA, awarded by the National Council within the past three years, awarded by The Florida Department of Children and Families, and are enrolled in the Early Childhood Education Associate’s degree, Early Childhood Education Diploma, Early Childhood Education Certificate, Business Management, Child Development Specialization Associate’s degree may request a waiver from Foundations of Child Development, Early Childhood Education Curriculum and Instruction, and Health, Safety and Nutrition/CDA Application.
• The student’s credential will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).
• School of Technology Waivers
• Course waivers will be considered for students who have select professional certifications from the Computing Technology Industry Association (CompTIA), Microsoft Certified Technology Specialist (MCTS), Cisco Certified Entry Networking Technician (CCENT), or CIW JavaScript certification.
• Course waivers will be considered for specific courses within the School of Technology related to the certification.
• Certifications must have been earned within the last three years.
• The student’s credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student’s transcript as a Course Waiver (CW).
• School of Health Sciences Waivers
• Course waivers will be considered for students who have earned the Certified Coding Specialist (CCS) or CCS-P from AHIMA. In addition, an X-ray operator license may also be considered.
• Certifications must be current.
• Course waivers will be considered for specific courses related to the certification.
• If the criteria are met, waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).
• If the student is a current CMA/RMA certified provider, or has completed the corresponding Rasmussen coursework within the last three years.
• Course waivers will be considered for students who have earned a current CMA/RMA certification, or who have completed the required course work, waiver by examination or other means.
• College Equivalency Credit
Credits earned through college-equivalency programs will be posted on student transcripts as Test-Out credits (TO) and will not be assigned letter grades or applied to cumulative grade-point average. Rasmussen College recognizes the following college equivalencies:
• Advanced Placement (AP) examinations administered by The College Board. A score of 3 or higher required.
• College-Level Examination Program (CLEP) examinations administered by the College Board. A score of 50 of 5 or higher is required.
• DSTD, DANTES, Excelsior College Exams. Passing scores are determined by the individual test requirements.
• Course 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/Armed American Council on Education Registry Transfer Program (SAEARTP) transcript and Army American Council on Education Registry Transcript System (ARTS) transcript and/or Community College of the Air Force (CCAF) transcript.
• Prior Learning Assessment (PLA) credits may be earned by going through the PLA program established through The Council for Adult External Learning (CAEL).
• Other types of college-equivalency courses and/or examinations may be evaluated for eligibility by the Campus Registrar.
Transfer Between Colleges
Graduates or students who would like to transfer credits earned at Rasmussen College to another school should understand that the Rasmussen College credits cannot be transferred to other institutions at the discretion of the receiving institution. Please see the Registrar with questions about transfer to other colleges.
Transcripts
Transcripts for graduates and students who have completed their course of study are provided without charge; however, a fee of $5.00 is charged for all other transcripts. The institution reserves the right to withhold official academic transcripts from students under circumstances such as having an outstanding financial obligation to the College.
EXTERNSHIPS, PRACTICUMS, AND CLINICALS
Health Sciences Externships, Practicums, and Clinics
Exterships, clinicals and practicums or Health Sciences programs are to be conducted in Rasmussen-approved locations. Each practicum site will be established utilizing an agreement to determine the responsibilities of the practicum partner, Rasmussen College, and the participating student. Students may need to travel out of the immediate area to complete practicum activities.
The cost of any such travel is the responsibility of the student. Practicums in Health Sciences programs have attendance expectations that differ from the general Rasmussen College Attendance Policy. These attendance policies can be found on the program’s main handbook.
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 the required practicum hours during the quarter in which the course is scheduled will fail the practicum course.
All student activities associated with the attendance policy for practicums must be completed or the student is completing his or her clinical rotations, will be educational in nature. The student will not receive any monetary remuneration during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution.
Often, students will be offered a position towards the end of their rotation. It must be understood by both parties that should compensation occur for time associated with the practicum requirement, the student may be dismissed from the program and forfeit any accumulated hours.
Policies and Grievances
Accommodations Policy
The mission of Rasmussen College in disability services is to create an accessible college environment for students with disabilities. In addition, students who 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.
Accreditation
A basic requirement for employment in any organization is regular, on-time attendance. Rasmussen College students are expected to be on time and account for all hours required in their classes. Workplace etiquette also requires a call be made if an absence is necessary. Rasmussen College students are expected to call the College/College if they indicate if they will be absent or tardy. It is the student’s responsibility to contact the instructor to get missed instruction, coursework, 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 the posting of daily discussion section of the online classroom, posting of required assignments and course quizzes and exams in a timely manner. Discussion posts in the student learning area of an online classroom are expected but do not count as attendance activities. Attendance is not equivalent to participation. Student grades will be impacted by the frequency and quality of participation in class, whether face-to-face or online, consistent with the requirements of the particular course and as outlined in the course syllabus.
Rasmussen College uses a standard grading scale for all coursework (although some programs may be required to follow additional standards). Faculty are required to keep accurate attendance records which will be verified by the Business Office. Rasmussen College makes attendance records available to supporting agencies and prospective employers.
Students must maintain regular attendance and be in satisfactory academic progress to remain eligible for financial aid. First Week Attendance: Students are expected to meet attendance requirements in their courses on or before the seventh day of the term. Students who have not met the attendance requirement in at least one scheduled College course within seven days of the start of 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 day of attendance in that course, he or she may be administratively withdrawn from the course. If the student has not been in attendance in any courses within 14 days of their last day of attendance, 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.

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 successful contributors to a global community. In pursuit of this commitment, students, faculty and staff of Rasmussen College are expected to uphold the very highest business and personal ethics. Students of Rasmussen College commit to holding themselves and their peers to the foremost level of academic integrity, and accept responsibility should behaviors and actions fail 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.

b) Fabrication, Falsification, Forgery: Deliberately faking, altering, hiding, or inventing student records, information or communications. Forgery is the act of imitating or counterfeiting documents, signatures, and the like to deceive a student or another person.

f) Plagiarism is the act of representing an individual’s or organization’s words, thoughts, or ideas as one’s own. Examples include:
   i. Using information (a paraphrase or quotation, in whole or in part) from a source without giving 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) from a text.
   iv. Using information from a ghostwriter or paper/essay mill.
   v. Copyright infringement or piracy, including the use, alteration, or duplication of digital content.

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. Violations
A student who violates the Academic Integrity Policy faces severe penalty from the College. Violations may occur in one or more courses in one or more quarters and accumulate for all quarters in which the student is enrolled. Upon conclusion by the student’s instructor and the student’s Dean of the student’s alleged 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/FA." The student may re-take the course, but the "F/FA" 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 multiple violations of the policy. A student dismissed 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. Referencing assistance by prospective employers and other educational institutions often ask for judgment and comment on a student’s ethical behavior. As the form is sent at the behest 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. Concurrent Offenses
A concurrent offense 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 from the time that they receive the appeal 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 Academic Affairs thereafter. Response will be given within 30 days.

Conduct/Dismissal: Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an inclusive, but not all-inclusive list of examples illustrating the level of student conduct. The College reserves the right to suspend or terminate any students whose conduct is detrimental to the educational environment.

Conduct/dismissal guidelines for School of Health Sciences students enrolled in the Medical Assisting, Health Information Technology, Management, Medical Laboratory Technician and Surgical Technologist programs can be found in each programmatic handbook provided in the programmatic orientation. This includes, but is not limited to, conduct:

• By students, faculty, or staff that is detrimental within the classroom environment.

• That interferes with the well-being of the fellow students and/or faculty and staff members.

• That causes damage to the appearance or structure of the College facility and/or its equipment.

• By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.

• By students who otherwise display conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.

Students, employees and guests using Rasmussen networks to access the internet are prohibited from viewing inappropriate material or visiting sites which have been identified as facilitating the violation of copyright/intellectual property protections or other suspicious/illegal activity. Prohibited material includes pornographic images, illegal file sharing programs (such as the illegal downloading and sharing of music), or violations of the Rasmussen College Acceptable Use Policy. Violations will result in the loss of network use privileges and possibly other penalties, up to and including dismissal.

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

The Campus Director of the College shall be responsible for the administration of this policy.

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

Some Health Sciences programs have uniform requirements. Please see your Program Manager or Program Coordinator for details.

Minimum Technical Requirements
In order to be successful in online courses, you must use a computer system that meets or exceeds the minimum technical requirements specified in the course. If you do not meet those requirements, you may need to attend another course that meets those requirements in person.

Some courses require the use of software that is not Mac compatible. If you use a Mac, you may need to attend a campus class, use a PC, run the software in Window mode, or use the College-provided software. Please consult your Academic Advisor in advance of the start of a term to ensure you are ready for class.

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

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

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

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

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 files are not complete until both exit interviews have been completed.

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
Libraries & Introduction
Rasmussen College Library System, in accordance with the mission of the College, promotes life-long learning, develops information literacy skills and fosters educational information, and review of loan terms.

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Academic Information and Policies

Academic Information and Policies

2013 Catalog and Student Handbook

Academic Information

Academic Information and Policies

A. Formal complaints.

A. Formal complaints must include a written statement, signed by the complainant specifying the incident(s) of sexual harassment. The statement may be prepared by the complainant or by the complainant's advisor as a record of the complaint. The complaint must be addressed to the Campus Director or, except in cases where the complainant is not able to report such complaint to an Executive Vice President or President and Human Resource Director or Corporate Counsel.
1. The victim is aware that criminal charges can be committed by a member of our college If the assault is alleged to have been
2. If the circumstances warrant an investigation, Rasmussen will inform the person complained against of the nature of the complaint. If the investigation is not
3. The College’s first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.
4. The College will be in communication with the complainant until the complaint is resolved. The complainant will be informed of procedures being followed throughout the investigation although not of the specific conversations held with the person complained against.
5. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and any recommendations within 60 days from the time the formal investigation is initiated.
6. If a formal complaint has been preceded by an informal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.
7. After an investigation of the complaint the College will:
   1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that harassment has occurred and report its findings and the resolution to an Executive Vice President or President;
   2. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President;
   3. Report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.

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 committed by a member of the local law enforcement officials;
2. The 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;
3. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding;
4. 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, including transfer of the victim to alternative classes; and
5. Further information can be obtained from either of the following sources:
   a. The Illinois Department of Human Rights
   b. The Illinois Attorney General

Rasmussen College is committed to providing a safe, drug-free environment for its students and employees and to protecting its business from unnecessary financial loss due to drug or other intoxicant use among its employees. This policy is based in substantial part on Rasmussen’s concern regarding the safety, health and welfare of its employees and their families, its students and the community. Consistent with this commitment, Rasmussen College strictly prohibits:
1. The presence of employees or students on campus or in corporate offices while under the influence of intoxicants, drugs or any other controlled substances.
2. The use, manufacturing, furnishing, possession, transfer, or trafficking of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time on Rasmussen College campuses or in Rasmussen College corporate offices. Rasmussen College has the right to:
   1. Discipline employees, including dismissal, for felony convictions regarding illegal use, possession or trafficking of drugs.
   2. Take disciplinary action against employees who violate this policy. Employees may also be suspended pending outcome of an investigation regarding compliance with this policy.

Drug-Free School and Workplace

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, 34 CFR Part 86, this institution is hereby declared a drug- and alcohol-free college and workplace. For more information visit The U.S. Department of Education’s Higher Education Center for Alcohol and Other Drug Prevention website at ed.gov/hec.

Students and Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or any other drug on property belonging to the College including grounds, parking areas, anywhere within the building(s), or while participating in College-related activities. Students and Employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of employment. As a condition of employment, employees must adhere to the terms of this policy or the College will take one or more of the following actions within 30 days with respect to any employee who violates this policy by:
   1. Reassignment to law enforcement officials.
   2. Taking appropriate disciplinary action against such employee, up to and including expulsion or termination of employment.
   3. Requiring such employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency. In compliance with the law, this institution will make a good faith effort to maintain a drug- and alcohol-free college and work place through implementation of the preceding policy and will establish and maintain a drug- and alcohol-free awareness program. Fact sheets associated with unlawful use, possession or distribution of illicit drugs and alcohol may be obtained from the Campus Director or the Human Resources Department. Rasmussen College considers these fact sheets an integral part of the Drug-Free College and Workplace Policy. The Federal Government has taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws affect several areas of our lives. For instance, the Department of Housing and Urban Development, which provides public housing funds, has the authority to eject residents found to be involved in drug related crimes on or near the public housing premises. Businesses with federal contracts are subject to a number of those contracts if they do not promote a drug-free environment. In a particular situation, situations involving with drugs may lose their eligibility for financial aid. Further, they may be denied other material benefits, disability, retirement, health, welfare, and Social Security. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.

There are danger signals that could indicate when someone is in trouble with drugs or alcohol:
   • inability to get along with family or friends
   • uncharacteristic temper flare-ups
   • increased “secret” type behavior
   • abrupt changes in mood or attitude
   • resistance to discipline at home or school
   • getting into a “slump” at work or school
   • increased borrowing of money
   • a complete set of new friends
We recommend that any person observing any of the above changes in any student or employee of Rasmussen College immediately notify their Campus Director or the Human Resources Department.
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 federal civil rights complaint investigation or with the investigation or prosecution of terrorism crimes specified in sections 2332g (15 U.S.C) and 2333 of title 18, U.S. Code, or with the institution is not required to record the disclosure of such information in the student’s file. Further, if the institution has provided this information in good faith in compliance with this section or if the order issued under the amendment 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 entity or persons designated in a Federal Grand Jury Subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena, subpena, or court order issued, unless the court shall bear the cost of the action, subject to the authority of the order or subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, the issuing court or 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 issuing court or 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.

c. All Other Subpoenas — The institution may disclose information pursuant to any other court order or subpoena if the institution determines from an emergency, if the knowledge of the information is necessary to protect the health and safety of the student or other individuals or the legitimate educational interest and others as may be required by law, no party to the subpoena or the institution’s representatives for registering a grievance.

Grievance Procedure

In the event an applicant, student, graduate, former student, or any other party who has dealings with the College feels his/her rights have been violated, the following procedures should be followed:

1. The individual must first try to resolve the issue with the other member involved.

2. If the matter is not resolved to the person’s satisfaction he/she has the option to follow the appropriate steps.

a. Requests for further action on education 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 contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.

3. 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 students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:


Educational Records Definition

A student’s education records are defined as files, materials, or documents that contain information directly related to the student and are maintained by the Institution. Access to a student’s education records is afforded to the student or his/her legal representative when it serves a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising, and determining financial eligibility.

Directory Information

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

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 students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:


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Directory Information

Directory Information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The school releases that 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, Social Security number, sex, marital status, race, and other unique identifiers, the course of study, extracurricular activities; degrees and/or awards received; last school attended; dean’s list or equivalent; attendance status (full-time, part-time) and dates of attendance (including the date a student 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 and state the portion of the record that is to be restricted. Once a student 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 should 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 interpretation or application of school related policies or the College’s personnel. Students will be notified in a timely fashion of the grievance considered appropriate for handling under this policy. As used in this policy the terms “timely fashion,” “reasonable time,” and “promptly” 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 any other party who has dealings with the College feels his/her rights have been violated, the following procedures should be followed:

1. The individual must first try to resolve the issue with the other member involved.

2. If the matter is not resolved to the person’s satisfaction he/she has the option to follow the appropriate steps.

a. Requests for further action on education 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 contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.

c. If the grievance is still not resolved, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.

Students or other interested parties may also contact:

- Illinois Board of Higher Education
- 431 East Adams, Second Floor
- Springfield, IL 62701
- 217-557-7350

- Kansas Board of Regents
- 1000 SW Jackson Street, Suite 520
- Topeka, KS 66612
- 785-296-3421

- The Higher Learning Commission (nclhc.org), a commission of the North Central Association of Colleges and Schools, 310 South LaSalle Street, Suite 7-500
- Chicago, IL 60604
- 800-621-7440 or 312-263-0456

Appeal Procedure

Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. Individuals who feel they have been unjustly treated can request the Campus Director to hear the appeal.

For appeals involving academic issues such as final grades, students should appeal first to their instructor within one week of the start of a subsequent term. If the issue remains unresolved after an appeal to the instructor, the student will contact his/her college to hear the appeal. For appeals involving alleged policies as final grades, students should appeal first to their instructor within one week of the start of a subsequent term. If the issue remains unresolved after an appeal to the instructor, the student will contact his/her college to hear the appeal.

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**TUITION**

Full time pricing will be effective for new students as of February 2013:

<table>
<thead>
<tr>
<th>All Programs:</th>
<th>Part Time</th>
<th>Full Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Business</td>
<td>$350 per credit for Foundations courses and all 100-200 level courses</td>
<td>$299 per credit for Foundation courses and all 100-200 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>
</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

- Full time students are defined as taking 12 or more credits per quarter. Students taking less than 12 credits are part time students.
- Currently enrolled students will maintain their current tuition rate and will be eligible for the full time rates October 2013.
- There is a required course materials fee of $150 per course. Course numbers ending with “L” or “LC” will be charged a course materials fee.
- Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course materials fee of $150 for every course over four courses.
- Continuously enrolled students in certificate, diploma and associate programs will not be subject to a tuition increase for two years from the time they begin their program of study. Continuously enrolled students in bachelor programs will not be subject to tuition increase for four years from the time they begin their program of study.
- Individual Progress students will be charged 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” “PT” “ST” “MC” 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 all necessary resources. Transcript 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.

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**ACADEMIC INFORMATION AND COLLEGE POLICIES**

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**CONSORTIUM AGREEMENT**

Rasmussen College has signed consortium agreements among all Rasmussen College campuses.

Course requirements for programs may be completed at any of the campus locations, as the schools have common ownership and common courses, and students will have the flexibility to take courses from all locations as they choose. Students who attend a class at a location other than their home campus (primary attendance location) will have their total tuition and fees charged by their home campus. All financial aid will be awarded and disbursed from the home campus. The home campus monitors satisfactory progress.

A copy of the consortium agreement is kept on file at each campus. Students have the right to review and acknowledge the agreement prior to taking courses at other campuses.

**REFUNDS**

The State of Illinois Cancellation, Termination, Refund Policy

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

- Each student will be notified of acceptance/rejection in writing. In the event that a student is rejected, all tuition, fees and other charges will be refunded. A student in any term who withdraws from the College must give written notice to the College. Date of withdrawal is the last day of recorded attendance.
- The College will acknowledge in writing any notice of cancellation or termination of contract. This notice will be given to the student no later than two days after the receipt of request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the cases where the notice is hand carried, it shall occur on the date the notice is delivered to the College.
- Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which he/she has been charged (“Period of Instruction”), all tuition and fees paid will be refunded. If any books and supplies provided by the College are not returned unused and in a condition such that they can be returned to the supplier, the student will be assessed a fee of $150 per course for these books and supplies.
- If a student has been accepted by the College and given written notice of cancellation or termination after the start of the Period of Instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the Period of Instruction shall not exceed the pro rata portion of the total charges for tuition, fees, and all other charges that would have been charged if the student had not withdrawn and in a condition such that they can be returned to the supplier. The student will be assessed a fee of $150 per course for these books and supplies.
- If a student has been accepted by the College and given written notice of cancellation or termination after the start of the Period of Instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the Period of Instruction shall not exceed the pro rata portion of the total charges for tuition, fees, and all other charges that would have been charged if the student had not withdrawn and in a condition such that they can be returned to the supplier. The student will be assessed a fee of $150 per course for these books and supplies.
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- Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which he/she has been charged (“Period of Instruction”), all tuition and fees paid will be refunded. If any books and supplies provided by the College are not returned unused and in a condition such that they can be returned to the supplier, the student will be assessed a fee of $150 per course for these books and supplies.
Return of Title IV Funds Policy

If a student wishes to withdraw from their course work, 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. When a student withdraws, they 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 calculate the student’s institutional charges. The federal formula will be used to determine the amount of Title IV aid to be returned to the recipient. The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government if a student withdraws from the school. The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdrew 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. Scheduled breaks of five or more consecutive calendar 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 or all of the aid that is in excess of the credit balance.

The federal formula calculates the amount of Federal Title IV aid that must be returned to the federal government if a student withdraws from the school. The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdrew 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. Scheduled breaks of five or more consecutive calendar 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 or all of the aid that is in excess of the credit balance.

The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdrew on or before completing 60% of the quarter.

When a Student Wants to Return After a Medical Leave of Absence

When a student returns to the College, the student must contact the Campus Accommodations Coordinator to request a re-admission to the College. The Campus Accommodations Coordinator will review the student’s medical records and determine if the professional therapist/physician believes the student is able to return to the 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 and the student’s transcript and tuition will not be charged.

2. If a student withdraws after the drop/add period, the course(s) will be counted as a failing grade.

Official Transcripts

Official transcripts are not mailed to the student. Transcripts are available for pick-up at the College or for a fee via the National Student Clearinghouse (NSC) electronic transcript service. Transcripts are not released to any third-party without written consent from the student.

Financial Aid

Financial Aid purposes and may end up owing the Florida State Assistance Grant (FSAG) in full if the disbursement is made while the student is no longer in attendance, a full refund to the FSAG Program is due. Students must be attending at minimum 6 credits per quarter to be eligible to receive Bright Futures scholarship funding. If a student receiving Bright Futures scholarship funds withdraws from courses after the drop/add period, the student must be repaid the funding 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 Program, the SELF Loan Program, and other Minnesota State programs (with the exception of the State Work Study Program), the following formula is used:

Amount of funds (financial aid and cash) applied to institutional charges (including post-withdrawal disbursement of Title IV aid applied to institutional charges) less:

Amount of institutional charges that the school can retain per our state mandated refund policy less:

Amount of Institutional Share of the Title IV Refund

= Remaining refund due to the State Aid Programs

Rasmusen College provides prospective and enrolled students and employees with its current Crime Awareness and Campus Security Act policies. This policy contains information pertaining to the reporting of criminal activities, security and access to campus facilities, campus law enforcement and criminal offenses reported to the campus police. As part of the college’s crime prevention plan, Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.
ACREDITATION, LICENSENG & APPROVALS

Accreditation
Rasmussen College is accredited by the Higher Learning Commission and a member of the North Central Association, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604. 800-621-7440 or 312-263-0456

The Health Information Technician Associate Degree Program offered at the Brooklyn Park/Maple Grove, Bloomington, Eagan, Lake Elmo/Woodbury, Mankato, and St. Cloud Campuses in Minnesota

– the Aurora/Naperville and Rockford Campuses in Illinois
– the Green Bay Campuses in Wisconsin
– and the Rasmussen College Online Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

• Commission on Accreditation for Health Informatics and Information Management Education

223 North Michigan Avenue, 21st Floor
Chicago, IL 60601
312-233-1100

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

• Commission on Accreditation of Allied Health Education Programs (CAAHHP)

1361 Park Street
Clearwater, FL 33756
727-210-2350
caahep.org

The Medical Laboratory Technician program at the Green Bay, Lake Elmo/Woodbury, Mankato, Moorhead, and St. Cloud campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 North River Road, Rosemont, IL 60018. 713-714-8860.

• National Accrediting Agency for Clinical Laboratory Sciences

5600 North River Road
Rosemont, IL 60018
Phone: 713-714-8860
Fax: 773-714-8866

Programs or campuses not listed above are not programmatically accredited.

Licensing
Rasmussen College is licensed as a private career school with the Illinois Board of Higher Education. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. The education programs may not meet the needs of every student or employer.

The Illinois Board of Higher Education
431 East Adams, 2nd Floor
Springfield, Illinois 62701
Phone: 217-782-2551

Rasmussen College is licensed as a private career school with the State of Wisconsin Educational Approval Board.

• State of Wisconsin Educational Approval Board

201 West Washington Avenue, 3rd Floor
Madison, WI 53703
608-266-1996

Approved For:

• Veterans’ Benefits by the Illinois State Approving Agency

Statement of Ownership
Rasmussen University, Inc., is a private corporation under the laws of the State of Delaware.

Rasmussen, Inc. is the parent company of Rasmussen College, Inc., with campuses located in the States of Florida, Illinois, Kansas, Minnesota, North Dakota, and Wisconsin.

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Limitations
This catalog was prepared using information current at the time of publishing, however all information contained herein is subject to change without notice at the discretion of the College. This includes but is not limited to the following: admission and graduation requirements, academic calendar, course descriptions and content, courses offered, online courses and programs, and statement of tuition and fees. For current calendars, students should refer to a copy of the schedule of classes for the term in which they enroll. The courses listed in this catalog are intended as a general indication of Rasmussen College’s curricula. Courses and programs are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary. Students who maintain continuous enrollment will be able to complete their program at Rasmussen College even if the program is discontinued. Rasmussen College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty and to add or to delete certain courses, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and book prices.

Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impair one’s eligibility to sit for these exams or to secure employment in one’s chosen career field.

Pharmacy Technician students convicted of non-drug-related felonies may not be eligible to sit for the Pharmacy Technician Certification Board (PTCB) exam.

Pharmacy Technician students convicted of drug- or pharmacy-related felonies ARE NOT eligible to sit for the PTCB exam.

Students seeking licensing as professional peace officers in Minnesota must complete the required Law Enforcement coursework at Rasmussen College or transfer in the equivalent. In addition, these students must complete an officially recognized first aid course in First Responder, Emergency Medical Technician, or Emergency Response, and to complete practical “skills” coursework meeting POST objectives, to be eligible to sit for the Peace Officer Standards and Training (POST) licensing exam. Students must provide Rasmussen College with a copy of their required first aid certification (such as a copy of their first responder card) for inclusion in the student’s file at Rasmussen College. Some skills training providers may require additional academic coursework. Skills training cannot be completed online.

Rasmussen College reserves the right to deny admission to applicants whose total credentials reflect an inability to assume the obligations of performance and behavior deemed essential by Rasmussen College and relevant to any of its lawful missions, process, and functions as an educational institution and business.

The administration of Rasmussen College reserves the right to address any issue in this catalog or its operations regarding its meaning.
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rasmussen.edu
## CAMPUS LOCATIONS

### MINNESOTA

<table>
<thead>
<tr>
<th>Campus</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blaine</td>
<td>3629 95th Avenue NE Blaine, MN 55014</td>
<td>763-795-4720</td>
</tr>
<tr>
<td>Bloomington</td>
<td>4400 West 78th Street Blaine, MN 55445</td>
<td>952-545-2000</td>
</tr>
<tr>
<td>Brooklyn Park/Maple Grove</td>
<td>8301 93rd Avenue North Brooklyn Park, MN 55445</td>
<td>763-493-4500</td>
</tr>
<tr>
<td>Eagan</td>
<td>3500 Federal Drive Eagan, MN 55122</td>
<td>651-687-9000</td>
</tr>
<tr>
<td>Lake Elmo/Woodbury</td>
<td>8565 Eagle Point Circle Lake Elmo, MN 55042</td>
<td>651-259-6600</td>
</tr>
<tr>
<td>Mankato</td>
<td>130 Saint Andrews Drive Mankato, MN 56001</td>
<td>507-625-6556</td>
</tr>
<tr>
<td>Moorhead</td>
<td>1250 29th Avenue South Moorhead, MN 56560</td>
<td>218-304-6200</td>
</tr>
<tr>
<td>St. Cloud</td>
<td>226 Park Avenue South St. Cloud, MN 56301</td>
<td>320-251-5600</td>
</tr>
</tbody>
</table>

### ILLINOIS

<table>
<thead>
<tr>
<th>Campus</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aurora/Naperville</td>
<td>2363 Sequoia Drive Aurora, IL 60506</td>
<td>630-888-3500</td>
</tr>
<tr>
<td>Mokena/Tinley Park</td>
<td>8650 West Spring Lake Road Mokena, IL 60448</td>
<td>815-534-3300</td>
</tr>
<tr>
<td>Rockford</td>
<td>6000 East State Street Rockford, IL 61108</td>
<td>815-316-4800</td>
</tr>
<tr>
<td>Romeoville/Joliet</td>
<td>1400 West Normantown Road Romeoville, IL 60446</td>
<td>815-306-2600</td>
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### NORTH DAKOTA

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<tr>
<th>Campus</th>
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<tbody>
<tr>
<td>Bismarck</td>
<td>1701 East Century Avenue Bismarck, ND 58503</td>
<td>701-530-9600</td>
</tr>
<tr>
<td>Fargo</td>
<td>4012 19th Avenue SW Fargo, ND 58103</td>
<td>701-277-3889</td>
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### FLORIDA

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<tbody>
<tr>
<td>Fort Myers</td>
<td>9160 Forum Corporate Parkway Fort Myers, FL 33905</td>
<td>239-477-2100</td>
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<tr>
<td>Land O’ Lakes/East Pasco</td>
<td>18600 Fernview Street Land O’ Lakes, FL 34638</td>
<td>813-435-3601</td>
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<tr>
<td>New Port Richey/West Pasco</td>
<td>8661 Citizens Drive New Port Richey, FL 34654</td>
<td>727-942-0069</td>
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<tr>
<td>Ocala</td>
<td>4755 SW 46th Court Ocala, FL 34474</td>
<td>352-629-1941</td>
</tr>
<tr>
<td>Ocala School of Nursing</td>
<td>2100 SW 22nd Place Ocala, FL 34471</td>
<td>352-629-1941</td>
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### KANSAS

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<tbody>
<tr>
<td>Overland Park</td>
<td>11600 College Boulevard Overland Park, KS 66210</td>
<td>913-491-7870</td>
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<tr>
<td>Topeka</td>
<td>620 SW Governor View Topeka, KS 66606</td>
<td>888-5-RASMUSSEN</td>
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### WISCONSIN

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<tbody>
<tr>
<td>Appleton</td>
<td>3500 East Destination Drive Appleton, WI 54915</td>
<td>920-750-5900</td>
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<tr>
<td>Green Bay</td>
<td>904 South Taylor Street Green Bay, WI 54303</td>
<td>920-593-8400</td>
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<tr>
<td>Wausau</td>
<td>1101 Westwood Drive Wausau, WI 54401</td>
<td>715-841-8000</td>
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### ONLINE

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<td>888-5-RASMUSSEN</td>
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