MISSION

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

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

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

PURPOSES

To accomplish our mission, Rasmussen College established these purposes:

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

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

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

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

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

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

**Letter from the President**  
Page 2

**Support+**  
Page 3

**School of Business**  
Page 4

**School of Education**  
Page 14

**School of Health Sciences**  
Page 16

**School of Justice Studies**  
Page 21

**School of Technology and Design**  
Page 25

- **Technology Programs**  
  Page 25

- **Design Programs**  
  Page 36

**General Education Course Selections**  
Page 38

**Course Descriptions**  
Page 39

**Student Investment Data**  
Page 56

**Academic Information and College Policies**  
Page 64

**Faculty and Staff**  
Page 81

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## 2012-2013 Academic Calendar

- **2012 Early Summer Quarter**  
  May 7 – June 17

- **2012 Summer Quarter**  
  July 2 – September 16

- **2012 Early Fall Quarter**  
  August 6 – September 16

- **2012 Fall Quarter**  
  October 1 – December 16

- **2012 Early Winter Quarter**  
  November 5 – December 16

- **2013 Winter Quarter**  
  January 7 – March 24

- **2013 Early Spring Quarter**  
  February 11 – March 24

- **2013 Spring Quarter**  
  April 8 – June 23

- **2013 Early Summer Quarter**  
  May 13 – June 23

## College Holidays

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

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

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

Be confident in knowing that whichever program you have chosen, we will help to prepare you with the necessary resources and support services for your career after graduation.

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

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

Sincerely,

[Signature]
President
LEARN WITH SUPPORT

GRADUATE WITH CONFIDENCE

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

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

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

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

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

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

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

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

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

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

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

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

CAREER SERVICES ADVISOR
- Provides resume, cover letter, and interview skill assistance
- Helps you develop your professional portfolio
- Guides your career choices and networking opportunities
**ACCOUNTING • CERTIFICATE • DIPLOMA • AAS DEGREE • BS DEGREE**

**CERTIFICATE**

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

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

**FOUNDATION COURSES**
- **B080** Reading and Writing Strategies
- **B094** Geometry
- **B095** Combined Basic and Intermediate Algebra

**CERTIFICATE COURSES**
- **MAJOR AND CORE COURSES**
  - **A140** Financial Accounting I
  - **A141** Financial Accounting II
  - **A177** Payroll Accounting
  - **A269** Income Tax
  - **B136** Introduction to Business
  - **B233** Principles of Management
  - **B271** Professional Communication
  - **D132** Computer Applications and Business Systems Concepts
  - **D181** Excel
  - **D279** Computer Focused Principles
  - **E242** Career Development

**TOTAL CERTIFICATE CREDITS**

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course. Students must complete the Freshman Seminar as part of Certificate course requirements. Students have the opportunity to participate in an optional internship/externship project.

**DIPLoma**

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

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

**GENERAL EDUCATION COURSES**
- **English Composition (Required course)**
- **Communication (Required course)**
- **Math (Select 1 course)**

**MAJOR AND CORE COURSES**
- **LOWER DIVISION**
  - **A276** Financial Investigation
  - **A280** Accounting Capstone
  - **B232** Principles of Marketing
  - **B234** Business Law
  - **B238** Business Ethics
  - **F108** Financial Markets and Institutions

**Total Diploma Credits**
- **General Education Credits**: 12-13
- **Major and Core Credits**: 61

**TOTAL DIPLOMA CREDITS**: 73-74*

**SEE PAGE 38 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

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

**ASSOCIATE’S DEGREE**

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

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

**IN ADDITION TO ALL DIPLOMA COURSES**

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

**Total Associate’s Degree Credits**
- **General Education Credits**: 34-35
- **Major and Core Credits**: 61

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

**SEE PAGE 38 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

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

**SCHOOL OF BUSINESS MISSION STATEMENT**

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

rasmussen.edu
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
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
A390 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
A450 Accounting Capstone II 4
A330 Advanced Principles of Financial Management 4
B343 Business Law II 4
B350 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 38 FOR GENERAL EDUCATION COURSE SELECTIONS.
In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course. Students must complete the Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

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

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

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B094 Geometry 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
B242 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 38 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.
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 |
| B279 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* |

* 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 38 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.
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 4
Humans and Fine Arts (Select 1 course) 4
Math (Select 1 course) 4-5
Natural Sciences (Select 2 courses) 8
Social and Behavioral Sciences (Select 1 course) 4

MAJOR AND CORE COURSES

UPPER DIVISION

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
B219 Project Planning and Documentation 3
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 38 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.
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
B094 Geometry 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
Arts (Select 2 courses) 8-9
Mathematics 4
Natural Sciences 14
(*Required, select 2 additional courses)
G156 Human Biology* 4
G156L Human Biology Lab*
Social and Behavioral Sciences 12
(*Required, select 1 additional course)
G203 Macroeconomics* 4
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
M200 Medical Office Procedures 4
M230 Medical Law and Ethics 4

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

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

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

Students have the opportunity to participate in an optional internship/externship project.
In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
- Entry-level Business Assistant

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

FOUNDATION COURSES
- B080 Reading and Writing Strategies 4
- B094 Geometry 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 required to complete with a passing grade a seminar course. Students must complete theSophomore Seminar during the quarter in which they finish the Diploma course requirements.

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

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP 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
- English Composition 4
- Math (Select 1 course) 4-5

MAJOR AND CORE COURSES

LOWER DIVISION
- B186 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 38 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 theSophomore Seminar during the quarter in which they finish the Diploma course requirements.

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

SCHOOL OF BUSINESS
MISSION STATEMENT

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

rasmussen.edu
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 38 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
B094 Geometry 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.

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
D124 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
B291 Public Relations and Advertising 4

Total Diploma Credits
General Education Credits 8-9
Major and Core Credits 49

TOTAL DIPLOMA CREDITS 57-58*

SEE PAGE 38 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.
MARKETING ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

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

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

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

SEE PAGE 38 FOR GENERAL EDUCATION COURSE SELECTIONS.
In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

Students have the opportunity to participate in an optional internship/externship project.
EARLY CHILDHOOD EDUCATION • CERTIFICATE • DIPLOMA • AAS DEGREE
CHILD AND FAMILY STUDIES • CHILD DEVELOPMENT • ENGLISH LANGUAGE LEARNER • CHILD WITH SPECIAL NEEDS

CERTIFICATE

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

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

FOUNDATION COURSES
B080  Reading and Writing Strategies     4
B094  Geometry                          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, 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 of professional contexts. Students are prepared for the national Child Development Associate (CDA) credential.

IN ADDITION TO ALL CERTIFICATE COURSES

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

MAJOR AND CORE COURSES

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

Child and Family Studies Specialization
EC229 Parent Education and Support 4
EC232 Guiding Children’s Behavior 4
EC233 Child and Family Advocacy 4
EC212 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 38 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.

AAS DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
Humanities and Fine Arts (Select 2 courses) 8
Natural Sciences (Required courses) 6
G158 Human Biology 6
G158L Human Biology Lab 6
Social and Behavioral Sciences (Select 2 courses) 8
Students in the Child and Family Studies Specialization may not count Introduction to Sociology as a general education Social and Behavioral Sciences requirement.

MAJOR AND CORE COURSE
Child and Family Studies Specialization
EC290 Early Childhood Education Capstone 2

Child Development Specialization
EC290 Early Childhood Education Capstone 2

English Language Learner Specialization
EC290 Early Childhood Education Capstone 2

Child with Special Needs Specialization
EC290 Early Childhood Education Capstone 2

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

SEE PAGE 38 FOR GENERAL EDUCATION COURSE SELECTIONS.
In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course. Students must complete the Sophomore Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

In addition to meeting all other admission 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
- B094 Geometry 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
  - M140 Basic ICD-9-CM Coding 4
  - M140A Intermediate ICD-9-CM Coding 3
  - M141 Ambulatory Care Coding 3
  - M209 Medical Insurance and Billing 3
  - M232 Pathophysiology 5
  - M243 Health Information Law and Ethics 4
  - M251 Medical Coding Practicum 1
  - MA135 Pharmacology for the Allied Health Professional 4

Total Certificate Credits
- General Education Credits 4
- Major and Core Credits 36
- Total Certificate Credits 40*

See page 38 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.

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 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.

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

See page 38 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.
HEALTH INFORMATION TECHNICIAN
AAS DEGREE

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

OBJECTIVE:
Graduates of this degree program understand
• Medical Records Coordinator
• Medical Data Analyst
• Corporate Compliance Officer

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 4
G156L Human Biology Lab 2
Social and Behavioral Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES
LOWER DIVISION
H200 U.S. 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 38 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
BS DEGREE

CAREER OPPORTUNITIES:
• Medical Records Manager
• Clinical Data Analyst
• Privacy Officer
• Corporate Compliance 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
G126 Human Biology 4
G156 Human Biology Lab 2
Social and Behavioral Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES
UPPER DIVISION
B375 Advanced Human Resource Management 4
H330 Quality Improvement in Healthcare 4
H340 Regulation and Compliance in Healthcare 4
H350 Healthcare Statistics 4
H420 Advanced Healthcare Law and Ethics 4
H300 Information and Communication Technologies 4
H305 Health Information Management Systems 4
H320 Data, Information, and File Structures 4
H330 Financial Management of Health Information Services 4
H340 Project Management 4
H350 Health Information Practicum 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 4
H450 Health Information Management Alternative Facility Professional Practice Experience 1

TOTAL DEGREE CREDIT HOURS
General Education Credits 58-59
Lower Division Major and Core Credits 66
Upper Division Major and Core Credits 66
TOTAL BS DEGREE CREDITS 182-183*

SEE PAGE 38 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.

888-5-RASMUSSEN

This program requires specific immunizations prior to professional practice experience.

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check and attend a programmatic orientation.
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
B094 Geometry  4
B095 Combined Basic and Intermediate Algebra  4

GENERAL EDUCATION COURSES
English Composition (Required course)  4
G124 English Composition

MAJOR AND CORE COURSES
D132 Computer Applications and Business Systems Concepts  3
E242 Career Development  2
G102 Structure and Function of the Human Body  4
M120 Medical Terminology  4
M140 Basic ICD-9-CM Coding  4
M140A Intermediate ICD-9-CM Coding  3
M141 Ambulatory Care Coding  3
M200 Medical Office Procedures  4
M205 Medical Transcription I  3
M208 Medical Transcription II  3
M209 Medical Insurance and Billing  3
M232 Pathology I  2
M232 Pathology II  4
M230 Medical Law and Ethics  4
M290 Medical Administration Capstone  1
S115 Keyboarding I  3

Total Diploma Credits  56

GENERAL EDUCATION CREDITS  4
Major and Core Credits  52

TOTAL DIPLOMA CREDITS  64

See page 38 for General Education course selections.

AAS 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
Communication (Required course)  4
G227 Oral Communication  4
Humanities and Fine Arts (Select 2 courses)  8
Math (Select 1 course)  4-5
Natural Sciences (Required courses)  6
G156 Human Biology  4
G156L Human Biology Lab  1
Social and Behavioral Sciences (Select 2 courses)  8

MAJOR AND CORE COURSES
M208 Introduction to Health Information Management  4
M251 Medical Coding Practicum  1
S120 Word for Windows  3

Total Associate’s Degree Credits  34-35

See page 38 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.
## 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
- B094 Geometry 4
- B095 Combined Basic and Intermediate Algebra 4

### GENERAL EDUCATION COURSES
- English Composition (Required course) 4
- G124 English Composition 4
- Natural Sciences (Required courses) 10
- MA241 Human Anatomy and Physiology I 4
- MA242 Human Anatomy and Physiology II 4

### MAJOR AND CORE COURSES
- E242 Career Development 2
- M120 Medical Terminology 4
- M200 Medical Office Procedures 4
- M230 Medical Law and Ethics 4
- M232 Pathophysiology 5
- MA110 Clinical Skills I 4
- MA135 Pharmacology for the Allied Health Professional 4
- MA145 Clinical Skills II 4
- MA225 Laboratory Skills for Medical Assisting 4
- MA250 Radiography Skills 3
- MA265 Medical Assistant Externship 8

### Total Diploma Credits
- General Education Credits 14
- Major and Core Credits 46
- **TOTAL DIPLOMA CREDITS 60***

See Page 38 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 (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

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

Medical Assisting students must receive the first injection of the Hepatitis B immunization series prior to week 5 of the Clinical Skills 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.

## AAS DEGREE

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

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

### IN ADDITION TO ALL DIPLOMA COURSES

#### GENERAL EDUCATION COURSES
- Communication (Required course) 4
- D227 Oral Communication 4
- Humanities and Fine Arts (Select 2 courses) 8
- Math (Select 1 course) 4-5
- Social and Behavioral Sciences (Select 2 courses other than G148) 8

#### MAJOR AND CORE COURSES
- D132 Computer Applications and Business Systems Concepts 3
- D148 General Psychology 4

### Total Associate's Degree Credits
- General Education Credits 38-39
- Major and Core Credits 53
- **TOTAL AAS DEGREE CREDITS 91-92***

See Page 38 for General Education Course Selections.

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

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

This program requires specific immunizations prior to professional practice experience.

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

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
CAREER OPPORTUNITIES 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
- B094 Geometry
- B095 Combined Basic and Intermediate Algebra

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

MAJOR AND CORE COURSES
- T120 Medical Terminology
- M230 Medical Law and Ethics
- MA135 Pharmacology for the Allied Health Professional
- PT105 Introduction to Pharmacy
- PT120 Pharmacy Math and Dosages
- PT125 Pharmacy Software/Automation/
- PT230 Unit Dosage/IV Lab

TOTAL CERTIFICATE CREDITS 41*

SEE PAGE 38 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 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.

CAREER OPPORTUNITIES IN:
- Retail Pharmacy
- Clinical Pharmacy

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
- English Composition (Required course)
- Math (Required course)
- G195 College Statistics

MAJOR AND CORE COURSES
- B119 Customer Service
- B271 Professional Communication
- PT235 Pharmacy Technician Practicum I
- PT236 Pharmacy Technician Practicum II
- PT263 Pharmacy Technician Capstone
- SI15 Keyboarding I

Total Diploma Credits
- General Education Credits
- Major and Core Credits
- TOTAL DIPLOMA CREDITS 70*

SEE PAGE 38 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 seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

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

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
- Communication (Required course)
- Humanities and Fine Arts (Select 2 courses)
- Social and Behavioral Sciences (Select 2 courses)

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

SEE PAGE 38 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.

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
B094 Geometry 4
B095 Combined Basic and Intermediate Algebra 4

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

MAJOR AND CORE COURSES
D132 Computer Applications and Business Systems Concepts 3
E170 Introduction to Undergraduate Research 2
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*

SEE PAGE 58 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

** Additional training may be required.

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

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

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

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

FOUNDATION COURSES
B080  Reading and Writing Strategies 4
B094  Geometry 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*
G156L  Human Biology Lab*

Social and Behavioral Sciences 12
(*Required, select 1 additional course)
G142  Introduction to Sociology*
G148  General Psychology*

COURSE DESCRIPTIONS

MAJOR AND CORE COURSES

LOWER DIVISION
D132  Computer Applications and Business Systems Concepts 3
E170  Introduction to Undergraduate Research 2
E242  Career Development 2
J100  Introduction to Criminal Justice 4
J106  Criminology: Motives for Criminal Deviance 4
J115  Introduction to Corrections 2
J205  Drugs and Crime 2
J311  Criminal Law and Procedures: Crime and the Courtroom 4
J200  Domestic Violence 2
J213  Juvenile Justice: Delinquency, Dependency, and Diversion 2
J250  Sexual Offenders: Sex Offenders 2
J255  Ethics in Criminal Justice 2
J280  Contemporary Issues in Criminal Justice 2

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
J380  Statistics in Criminal Justice 4
J385  Research Methods in Criminal Justice 4
J410  Criminal Justice Leadership and Management 4
J415  Crime Prevention 4
J430  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
J426  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 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 38 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

** Additional training may be required.

*** Students taking the Homeland Security specialization must take as their electives J330 Introduction to Homeland Security, J230 Terrorism, and J245 Security Challenges. In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
FIRE SCIENCE AAS DEGREE

CAREER OPPORTUNITIES:
- Firefighter
- Supervisor/Manager

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

FOUNDATION COURSES
- B080 Reading and Writing Strategies 4
- B094 Geometry 4
- B099 Combined Basic and Intermediate Algebra 4

GENERAL EDUCATION COURSES
- English Composition (Required course) 4
- G124 English Composition Communication (Required course) 4
- G227 Oral Communication
- Humanities and Fine Arts (Select 2 courses) 8
- Math (Select 1 course) 4-5
- Natural Sciences (Required courses) 6
- G196 Human Biology
- G196L Human Biology Lab
- Social and Behavioral Sciences (Required courses) 8
- G142 Introduction to Sociology
- G148 General Psychology

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

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

TOTAL AAS DEGREE CREDITS 91-92*

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

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

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

FOUNDATION COURSES
- B080 Reading and Writing Strategies 4
- B094 Geometry 4
- B095 Combined Basic and Intermediate Algebra 4

GENERAL EDUCATION COURSES
- English Composition (Required course) 4
- G124 English Composition
- Communication (Required course) 4
- G227 Oral Communication
- Humanities and Fine Arts (Select 2 courses) 8
- Math (Select 1 course) 4-5
- Natural Sciences (Required courses) 6
- G196 Human Biology
- G196L Human Biology Lab
- Social and Behavioral Sciences (Required courses) 8
- G142 Introduction to Sociology
- G148 General Psychology

MAJOR AND CORE COURSES
- D132 Computer Applications and Business Systems Concepts 3
- E242 Career Development 2
- J131 Criminal Law and Procedures: Crime and the Courtroom 4
- PL100 Introduction to Law and the Legal System 4
- PL121 Civil Litigation and Procedure I 4
- PL122 Civil Litigation and Procedure II 4
- PL142 Contracts: Managing Legal Relationships 4
- PL145 Paralegal Ethics 4
- PL215 Real Estate Law 4
- PL216 Corporate Law 4
- PL228 Law Office Technology: Cyberspace and the Paralegal Profession 4
- PL228T Torts: Auto Accidents and Other Legal Injuries 4
- PL230 Family Law 4
- PL235 Legal Research 4
- PL240 Legal Writing 4

Chose either Track I or Track II

Track I
- PL290 Paralegal Internship 5

Track II
- PL280 Paralegal Capstone 5

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

TOTAL AAS DEGREE CREDITS 96-97*

SEE PAGE 38 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
**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
- **B094** Geometry 4
- **B095** Combined Basic and Intermediate Algebra 4

**General Education Courses**
- **English Composition (Required courses)** 8
- **G124** English Composition 4
- **G126A** English Composition 2 4
- **G227** Oral Communication 4
- **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* 4
- **G156L** Human Biology Lab* 4
- **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
- **N280** 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 38 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.
SOFTWARE APPLICATION DEVELOPMENT • CERTIFICATE • AAS 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
S110 Discrete Structures for Computer Science 3
S140 Mobile Application Development 3
S226 Object-Oriented Programming 3
W109 Relational Databases 3
W114 Fundamentals of Programming 3
W210 Java I 3

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

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

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

SOFTWARE APPLICATION DEVELOPMENT AAS 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
G158L 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 38 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

MAJOR AND CORE COURSES

UPPER DIVISION
MH300 Applied Discrete Mathematics 4
MH310 Probability and Statistics 4
N303 Software Systems Principles 3
N304 Operating Systems Design 4
N322 Web Application Architecture and Design 4
N341 Software Systems Engineering 4
N358 Database Systems Design 4
N360 Mobile Platform Development 4
N381 Algorithm Analysis 4
N401 Artificial Intelligence 4
N402 Network Systems Design 4
N403 Advanced Mobile Application Development 3
N436 Simulation Analysis and Design 4
N481 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 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 38 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

Applicants to this program must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. Please see the application procedures for this program under Academic Information and College Policies.
## INFORMATION SYSTEMS MANAGEMENT DIPLOMA – NETWORK ADMINISTRATION

### CAREER OPPORTUNITIES:
- Network System Administrator

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

### FOUNDATION COURSES
- **IN80** Reading and Writing Strategies 4
- **IN90** Geometry 4
- **IN95** Combined Basic and Intermediate Algebra 4

### GENERAL EDUCATION COURSES
- **G124** English Composition (Required course) 4
- **G227** Oral Communication 4
- **H150** Natural Sciences (Required courses) 6
- **H156** Human Biology 4
- **H156L** Human Biology Lab 4
- **R195** College Statistics (5 credits) is the recommended math course for this program.

### 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
- **N229** 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**

### IN ADDITION TO ALL DIPLOMA COURSES

### GENERAL EDUCATION COURSES
- **Communication (Required course)** 4
- **Humanities and Fine Arts (Select 2 courses)** 8
- **Natural Sciences (Required courses)** 6
- **Human Biology** 4
- **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**

### SEE PAGE 38 FOR GENERAL EDUCATION COURSE SELECTIONS.
In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Associate's degree requirements to graduate from an Associate's degree program.

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

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## INFORMATION SYSTEMS MANAGEMENT AAS 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.

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INFORMATION TECHNOLOGY MANAGEMENT
BS 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 Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>A126A English Composition 2</td>
<td></td>
</tr>
<tr>
<td>Humanities and Fine Arts (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>Math (Select 1 course)</td>
<td>4-5</td>
</tr>
<tr>
<td>Natural Sciences (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>Social and Behavioral Sciences (Select 1 course)</td>
<td>4</td>
</tr>
</tbody>
</table>

MAJOR AND CORE COURSES

UPPER DIVISION

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B351 Management of Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>B370 Organization Behavior Analysis</td>
<td>4</td>
</tr>
<tr>
<td>N141 Networking Security</td>
<td>3</td>
</tr>
<tr>
<td>N306 Advanced Network Security</td>
<td>4</td>
</tr>
<tr>
<td>N312 Advanced Networking</td>
<td>4</td>
</tr>
<tr>
<td>N323 Asset Management</td>
<td>3</td>
</tr>
<tr>
<td>N331 Infrastructure Hardware</td>
<td>4</td>
</tr>
<tr>
<td>N342 Scripting</td>
<td>4</td>
</tr>
<tr>
<td>N359 Support Management</td>
<td>4</td>
</tr>
<tr>
<td>N362 Technical Writing</td>
<td>2</td>
</tr>
<tr>
<td>N370 Virtualization</td>
<td>4</td>
</tr>
<tr>
<td>N404 Cloud Computing</td>
<td>4</td>
</tr>
<tr>
<td>N411 Disaster Recovery</td>
<td>4</td>
</tr>
<tr>
<td>N422 Enterprise Application Support</td>
<td>4</td>
</tr>
<tr>
<td>N432 Information Technology Management Capstone</td>
<td>2</td>
</tr>
<tr>
<td>N443 Service Management</td>
<td>4</td>
</tr>
<tr>
<td>N458 Systems Monitoring</td>
<td>4</td>
</tr>
<tr>
<td>N466 Unified Communications and Mobile Computing</td>
<td>4</td>
</tr>
</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                      66

TOTAL BS DEGREE CREDITS                                     182-183*

SEE PAGE 38 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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
B094 Geometry 4
B095 Combined Basic and Intermediate Algebra 4

GENERAL EDUCATION COURSES
English Composition (Required course) 4
G124 English Composition 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 56
TOTAL DIPLOMA CREDITS 66-67*

SEE PAGE 38 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 BS DEGREE

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.

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*

SEE PAGE 38 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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CYBER SECURITY BS DEGREE

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES
English Composition (Required course) 4
A126A 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
J320 Criminal Investigations 4
J325 Criminal Evidence 4
J326 Criminal Behavior: Profiling Violent Offenders 4
J331 Constitutional Law 4
J440 Special Offenders: Sex Offenders 4
N313 Introduction to Information Systems Security 3
N326 Legal and Security Issues 4
N332 Managing Risk for Information Systems 4
N343 Security Policies and Implementation 4
N383 Security Strategies for Web Apps and Social Networking 3
N409 Auditing Information Technology Infrastructure 4
N416 Access Controls, Authentication, and PKI 4
N420 Network Security and Cryptography 3
N423 Windows Security Strategies 4
N430 Computer Forensics 3
N437 Linux Security Strategies 4
N442 Hacker Techniques, Tools, and Applications 4
N459 ISS Capstone 3

Total Bachelor’s Degree Credits
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 38 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
CAREER OPPORTUNITIES:
• 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. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities, and how to engage in IT support practices.

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B094 Geometry 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
D283 Access 3
E242 Career Development 2
N140 Logic and Troubleshooting 4
S120 Word for Windows 3
W108 Introduction to Website Design 3

TOTAL CERTIFICATE CREDITS 38*

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
English Composition (Required course) 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
N230 Information Technology Capstone 2

Total Diploma Credits
General Education Credits 12-13
Major and Core Credits 59
TOTAL DIPLOMA CREDITS 71-72*

SEE PAGE 38 FOR GENERAL EDUCATION COURSE SELECTIONS.

**G095 College Statistics (5 credits) is the recommended math course for this program.

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

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 DIPLOMA COURSES

GENERAL EDUCATION COURSES
Humanities and Fine Arts (Select 2 courses) 8
Natural Sciences (Required courses) 6
G156 Human Biology 3
G156L Human Biology Lab 3
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 38 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.
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
B094 Geometry 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
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
N128 Operating Systems Fundamentals 4
N205 Logic and Troubleshooting 4
N209 PHP/MySQL Administration 4
N240 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 38 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 Junior Seminar during the quarter in which they finish the Diploma course requirements.

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES – DATABASE ADMINISTRATION

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
Communication (Required course) 4
G227 Oral Communication 4
Humanities and Fine Arts (Select 2 courses) 8
Natural Sciences (Required courses) 6
G155 Human Biology 4
G156 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*

SEE PAGE 38 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

### CAREER OPPORTUNITIES:
- Web Developer

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

### FOUNDATION COURSES
- B080  Reading and Writing Strategies  4
- B094  Geometry  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*

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**INFORMATION SYSTEMS MANAGEMENT**  WEB PROGRAMMING
**AAS DEGREE – WEB PROGRAMMING**

### CAREER OPPORTUNITIES:
- Web Developer

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

### IN ADDITION TO ALL DIPLOMA COURSES

#### GENERAL EDUCATION COURSES
- 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  60

**TOTAL AAS DEGREE CREDITS**  94-95*

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SEE PAGE 38 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 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.
* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.**

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**SCHOOL OF TECHNOLOGY AND DESIGN**

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**ASSOCIATE’S DEGREE**

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of degree options.

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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
B094 Geometry 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
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 87-88*

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
B094 Geometry 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
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
NM230 Dynamic Content Management 3
NM235 Server Side Scripting 3

Total Diploma Credits
General Education Credits 8-9
Major and Core Credits 59
TOTAL DIPLOMA CREDITS 87-88*

SEE PAGE 38 FOR GENERAL EDUCATION COURSE SELECTIONS.

**G05 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 Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

SEE PAGE 38 FOR GENERAL EDUCATION COURSE SELECTIONS.

**G05 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 Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
MULTIMEDIA TECHNOLOGIES AAS DEGREE

CAREER OPPORTUNITIES:
• Graphic Designer  • Website Designer
• Art Director  • 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  4
Humanities and Fine Arts  8
(*Required, select 1 additional course)
G147 Art Appreciation*
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
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 38 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 BS DEGREE

CAREER OPPORTUNITIES:
• Graphic Designer  • Website Designer
• Senior Art Director  • Multimedia Artist & Animator
• Visual Media Producer  • 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  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
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 38 FOR GENERAL EDUCATION COURSE SELECTIONS.
In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course. Students must complete the Senior Seminar during the quarter in which they finish the Bachelor's degree requirements to graduate from a Bachelor's degree program.

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

ALL BACHELOR’S DEGREE PROGRAMS

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<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>English Composition</td>
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<td>G126A English Composition 2</td>
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<tr>
<td>Communication</td>
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<td>G227 Oral Communication</td>
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<td>Humanities and Fine Arts</td>
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<td>G125 Humanities</td>
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<td>G145 Film Appreciation</td>
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<td>G147 Art Appreciation</td>
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<td>G224 Introduction to Critical Thinking</td>
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<td>G230 Introduction to Literature</td>
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<td>G238 Conversational Spanish</td>
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<td>G333 American Religious History</td>
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<td>Mathematics</td>
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<td>G161 Quantitative Literacy</td>
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<td>G180 General Education Mathematics</td>
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<td>G195 College Statistics</td>
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<td>Natural Sciences</td>
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<td>G156 Human Biology</td>
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<td>G156L Human Biology Lab</td>
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<td>Social and Behavioral Sciences</td>
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<td>G142 Introduction to Sociology</td>
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<td>G146 Human Geography</td>
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<td>G148 General Psychology</td>
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<td>G149 Technology and Society</td>
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<td>G200 Understanding Cultures</td>
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<td>G203 Macroeconomics</td>
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<td>G242 American/U.S. National Government</td>
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<td>G270 United States History: 1900 to the Present</td>
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<td>G401 Comparative Politics</td>
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See specific course requirements on program pages.

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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 develop the skills of constructing and presenting arguments, and the ability to produce and evaluate written and oral discourse, including audience awareness, purpose, thesis statements, and the use of adequate and relevant evidence.

In the area of Humanities and Fine Arts, students will demonstrate the ability to interpret complex cultural, historical, and intellectual issues, ideas, and models in social science; methods of scientific inquiry as 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 qualitative and quantitative research; and/or how social, cultural, and political factors influence social and historical change.

GENERAL EDUCATION REQUIREMENTS FOR RASMUSSEN COLLEGE CREDENTIALS

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

AAS degree candidates in most programs must successfully complete thirty-four (34) credits of general education coursework distributed across the following categories: English Composition, Communication, Humanities and Fine Arts, Math, Natural Sciences, and Social and Behavioral Sciences. AAS degree candidates in some programs must successfully complete additional credits of general education coursework distributed across the same categories as designated by program.

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

Program Length

A Rasmussen College student is considered full-time when he or she is taking 12 or more credits per term. While a student is considered part-time when the student is taking less than 12 credits per term, a part-time student typically takes an average of 5 credits per term. Program length, the College divides the total program credits by 12 for full-time students and 8 credits for part-time students.

CCEC090 College Experience Course

0 credits

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

Prerequisite: none

Credit Definition

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

Clock Hour - Equal to 50 minutes of instruction.

How to read course descriptions

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

A Accounting
B Computers
C Early Childhood Education
D Banking and Finance
E Fire Science
F General Education
H Healthcare Management
HI Health Information Management
HS Human Services
J Criminal Justice
K Medical/Health Sciences
MA Medical Assisting
MH Computer Science
N Network
NM Multimedia
PL Paralegal
PT Pharmacy Technician
S Secretarial/Office Administration
SD Technology and Design
W Web Programming

A140 Financial Accounting I

40 hours, 4 credits

This course provides an introduction to financial 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

A289 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. Focus is on income, exclusions, deductions, exemptions, credits, property, gift, estate tax and depreciation.

Prerequisite: Financial Accounting I

A370 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 I

A370 Intermediate Financial Reporting I

40 hours, 4 credits

This course covers a review of accounting theory, its conceptual framework, and how to understand and analyze financial reports, including income statements, the statement of cash flows, and the balance sheet.

Prerequisite: Financial Accounting I

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, accounting changes and errors, and prior period adjustments.

Prerequisite: Intermediate Financial Reporting I

A276 Financial Investigation

40 hours, 4 credits

This course will introduce students to the field of fraud examination and how fraud occurs and is detected within financial statements. This course will expand in areas of revenue, inventory, liabilities, assets, and inadequate disclosures related to financial statement investigations and fraud.

Prerequisite: Financial Accounting II

A280 Accounting Capstone

20 hours, 2 credits

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

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

A330 Managerial Accounting Theory and Practice

40 hours, 4 credits

This course provides a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control.

Prerequisite: Accounting II

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 Oxyler and other relevant laws and regulations as they relate to publicly traded companies.

Prerequisite: Financial Accounting II

A420 Accounting Information Systems

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 transactions, financial disclosure, and international accounting harmonization.

Prerequisite: Advanced 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. This course focuses on research, case analysis, interpersonal communication and class presentation. Students have the opportunity to participate in an optional internship/externship project.

Prerequisite: Intended for student’s last quarter

A490 Internal Financial Reporting III

40 hours, 4 credits

Intermediate Financial Reporting III builds on Intermediate Financial Reporting II and explores advanced financial topics, principles, theories, 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

A408 Cost Accounting Principles and Applications

40 hours, 4 credits

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

Prerequisite: Financial Accounting II

A419 Advanced Financial Accounting

40 hours, 4 credits

This course focuses on the importance of the operational functions in organizations today. It includes business combinations and the related financial accounting transactions necessary, segment reporting, output planning, international transaction accounting, foreign currency transactions, inventory control, scheduling, and quality control. An interweaving emphasis will be placed on quality and its impact in securing a strategic advantage for manufacturing and service entities.

Prerequisite: Intermediate Financial Reporting II

A420 Accounting Information Systems

40 hours, 4 credits

An advanced course that further develops an understanding of the elements, relationships, and issues associated with manual and computerized accounting information systems. Practical applications using specialized 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 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. This course focuses on research, case analysis, interpersonal communication and class presentation. Students have the opportunity to participate in an optional internship/externship project.

Prerequisite: Intended for student’s last quarter
RASMUSSEN COLLEGE ILLINOIS

COURSE DESCRIPTIONS

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

B094 Geometry 40 hours, 4 credits
This course is designed to cover the fundamental concepts of geometry and is intended for students who lack credit in one year of high school geometry or need a review of the subject matter.
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

B109 Customer Service 40 hours, 4 credits
This course covers the basic concepts of essential communication skills needed in business to interact/work effectively with individuals and/or groups. Special areas of emphasis include solving problems, developing a customer service strategy, coping with challenging customers, increasing customer retention and surveying customer satisfaction.
Prerequisite: none

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

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

B146 Introduction to Entrepreneurship 40 hours, 4 credits
Students will learn the basic concepts of entrepreneurship. Through real-life case studies, students will examine entrepreneurship as a means to executing 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 employee guidelines. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

B208 Entrepreneurial Product and Service Planning 40 hours, 4 credits
This course includes educational resources from Harvard Business Publishing. 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, sourced or manufactured, and delivered to the client. Students will also examine the lifecycle of products and services once they are launched. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Introduction to Entrepreneurship

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

B245 Online Multimedia Marketing 40 hours, 4 credits
This course explores emerging and innovative business and marketing 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 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, marketing research techniques, fundamental pricing concepts, marketing channel and logistics, integrated marketing communications, and marketing’s role in electronic commerce.
Prerequisite: none

B233 Principles of Management 40 hours, 4 credits
This course serves as an introduction to the management concept, integrating seven key perspectives. Topics include consumer buying behavior, business-to-business markets, organizational buying behavior, marketing research techniques, fundamental pricing concepts, marketing channel and logistics, integrated marketing communications, and marketing’s role in electronic commerce.
Prerequisite: none

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

B235 Introduction to Organizational Leadership 40 hours, 4 credits
This course provides students with an opportunity to learn the fundamental theory and practical application of organizational leadership in the context of diversity. Emphasis is placed on a foundation in theoretical concepts and their practical applications to enable students to understand the chaotic and consistently changing world of organizations and help them develop the skills to become effective leaders.
This course includes educational resources from Harvard Business Publishing.
Prerequisite: Introduction to Human Resource Management

B267 Employment Law 40 hours, 4 credits
This course covers the legal aspects of employment law and benefits to learners to recognize the spirit and purpose of the legal framework of enterprise so that learners can embrace compatible strategies and avoid cutting corners in the short-run, which can ultimately result in major disasters.
Prerequisite: Introduction to Human Resource Management

B268 Compensation and Benefits Management 40 hours, 4 credits
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
Considering the success of any call center rests in the hands of its Customer Service Representatives. It is critical that training, continual skills assessment and professional development opportunities are incorporated into the business cycle. This course will define the requirements of the position as well as discuss different assessment tools and skill building techniques. Further, this course will use dynamic Customer Relationship Management (CRM) principles specific to call routing applications.
Prerequisite: none
2012-2013 CATALOG & STUDENT HANDBOOK

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

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

B280 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

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

B293 Business Ethics
40 hours, 4 credits
This course focuses on the importance of ethical issues and the role of ethics in the business world. Students will develop a basic understanding and appreciation of the ethical factors involved in managing people within a global workforce.
Prerequisite: Principles of Management

B300 Operations Management
40 hours, 4 credits
In this course students examine the operations function of managing people, information, technology, materials, and services to produce goods and services. Specific areas covered will include designing and managing operations, purchasing and materials management, maintaining inventories, and producing goods or services that meet customers' expectations.
Quantitative modeling will be used for solving business problems.
Prerequisite: Introduction to Business

B304 Internet Marketing, Public Relations, and Social Media
40 hours, 4 credits
This course is designed to give students an indepth understanding of E-Marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives. Key areas of focus include email marketing, social media, and online PR.
Prerequisite: Internet Business Models and Principles

B370 Organizational Behavior Analysis
40 hours, 4 credits
This course is designed to explore human behavior in work settings from an inter-disciplinary perspective. The following topics will be covered:
- Organizational discipline: understand the interplay of corporate culture, asset pricing, leverage, risk and return, short- and long-term investment decisions, financial management, working capital management, capital structure and multinational finance, as well as other topics.
Prerequisite: Financial Accounting II

B373 Research and Report Writing
40 hours, 4 credits
Students will learn research and report writing for academic settings. Topics will include qualitative and quantitative research methodology, literature review, analysis, writing, and critical thinking.
Prerequisite: English Composition or Professional Communication

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

B384 Advanced Principles of Financial Management
40 hours, 4 credits
This course teaches students how to use analytics concepts, tools, and techniques to harness the power of an organization's website to create measurable business value, increase customer retention and build customer loyalty.
Prerequisites: Advanced Search Engine Marketing Strategies; Internet Business Models and E-Commerce

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

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

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

B453 Compensation Administration
40 hours, 4 credits
This course addresses tangible and intangible compensation and the use of compensation to motivate and reward employee performance. The course also covers job analysis, job description, and job evaluation on the basis of comparable factors as well as designing an equitable pay structure. In addition, students analyze the influence of politics, public policy, and social influences.
Prerequisite: Compensation Management

B460 Strategic Management
40 hours, 4 credits
This course is designed to integrate and develop management skills and knowledge. Students will evaluate the key functions of organizations and the integration of these functions, and understand the best practices used to achieve competitive advantages. Topics will include strategic formulation, implementation, and evaluation.
Prerequisite: Introduction to Business

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

B433 Human Resource Recruitment and Selection
40 hours, 4 credits
This course introduces students to the basic principles and techniques of staffing the workplace. Students will analyze theories and strategies utilized in staffing, such as recruiting, selection, and selection and performance assessment.
This course includes educational resources from Harvard Business Publishing.
Prerequisites: Principles of Management; Introduction to Human Resource Management

B434 Web Analytics
40 hours, 4 credits
This course teaches the fundamentals of how to use analytics concepts, tools, and techniques to harness the power of an organization's website to create measurable business value, increase customer retention, and build customer loyalty.
Prerequisites: Advanced Search Engine Marketing Strategies; Internet Business Models and E-Commerce

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**Course Descriptions**

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

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

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

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

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

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

**D279 Computer Focused Principles**
40 hours, 3 credits
This course is designed to teach students to accomplish common accounting functions through the use of the computer. Students will learn to maintain accounts receivable, accounts payable, and general ledger.
Prerequisite: Financial Accounting I

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

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

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

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

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

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

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

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

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

**EC121 Health, Safety, and Nutrition/CDA Application**
40 hours, 4 credits
This course presents an overview of the roles of health professionals working in the field via the policies and procedures governed by the state. Students will learn guidelines for establishing safe environments. They will also learn strategies for implementing health policies, controlling disease, establishing proper nutrition, and responding to children’s special health concerns. Students will carry out a 2-hour field observation in the field of education.
Prerequisite: Foundations of Child Development

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

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

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

**EC202 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 in promoting children’s development.
Prerequisites: Foundations of Child Development: Early Childhood Education Curriculum and Instruction: Health, Safety, and Nutrition/CDA Application

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

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

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

**EC225 Parent Education and Support**
40 hours, 4 credits
Students will investigate how resources are assessed, gathered, 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, 6 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 behaviors.
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 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 examine a range of communication styles, learning styles, and behaviors that affect English language teaching and learning. They will analyze the development of English language skills in all domains through social and cultural lenses.
Prerequisites: Foundations of Child Development: Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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

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

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

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

EC251 The Inclusive Classroom
40 hours, 4 credits
This course is designed to explore the benefits of inclusion in the early childhood setting. Students will develop an understanding of exceptional development. Students will identify the parties relevant to exceptional development and their roles as resources in support of the child and families.
Prerequisites: Foundations of Child Development: Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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

EC250 Early Childhood Education Capstone
20 hours, 2 credits
Students will integrate the knowledge and skills gained from coursework in the Early Childhood Education program. They will complete a capstone project that integrates knowledge and skills in child development, health and nutrition, curriculum and instruction, observation and assessment, and other areas relevant to the field.
Prerequisite: Early Childhood Education student in last or second-to-last quarter

FS108 Financial Markets and Institutions
40 hours, 4 credits
This course is the standard introduction to the banking profession, financial markets, and financial institutions. It touches on nearly every aspect of financial services, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.
Prerequisite: none

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

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

FS115 Fire Prevention
40 hours, 4 credits
This course provides fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention; organizational and operational aspects of fire prevention bureaus; the use and application of codes, standards, and plans; fire inspections; and fire and life safety education and fire investigation.
Prerequisites: Foundations of Child Development: Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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

FS125 Principles of Emergency Service
40 hours, 4 credits
This course provides an overview to fire protection and emergency services: career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of emergency services; local and state; 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 officer or chief officers of small fire departments. Skills & lessons will include company officer leadership, safety, pre-fire planning, fire behavior, building construction, firefighting tactics, engine & truck company operations, RIT supervision, and numerous tactical & radio exercises.
Prerequisite or Co-Requisite: Principles of Emergency Services

FS205 Strategy and Tactics II
40 hours, 4 credits
This course will prepare supervisors who are responsible for commanding multiple companies at an emergency scene. Skills & lessons will include strategic concepts in firefighting, roles and responsibilities of command officers, the incident command system, multi-company operations, disasters, high-rise operations, dealing with critical incident stress, and many tactical & radio exercises.
Prerequisite: Tactics and Strategy I

FS250 Management I: Fire Department Leadership
40 hours, 4 credits
This course is designed to provide the supervisor in charge of a single fire company or fire station with the knowledge and skills in supervising practices and personnel management. Skills & lessons will include the role and function of the fire company officer, basic management principles and theories, leadership, motivation, time 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 the 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

FS320 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

FS325 Management IV
40 hours, 4 credits
This course will provide the supervisor, who may be in charge of multiple fire companies or fire stations, with information and skills in officer supervision and administrative functions. Skills & lessons will include: planning and decision-making, finance and budgeting, risk management, public relations and dealing with the media.
Prerequisite or Co-Requisite: Management III

FS390 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-Requisite: Principles of Emergency Services

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

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 rhetoric, purpose, student voice, and appropriate grammar, punctuation, and usage skills. Through reading, writing, discussion, research, and collaboration, students will practice effective writing and apply course concepts.
Prerequisite: Passing grade in Foundation college-level placement exam 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

G126A English Composition 2
40 hours, 4 credits
This course builds on students’ understanding of the writing process through an exploration of writing strategies and research. Students will analyze readings and apply critical reading and writing skills. This course will develop argumentative writing and application of research.
Prerequisite: English Composition
G142 Introduction to Sociology
40 hours, 4 credits
This course introduces students to basic sociological concepts and concepts. Students will understand and analyze the relationship between individuals and society. The course will explore topics such as socialization, social inequality, social change, and social institutions.

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. Students will study the anatomy and physiology of the body's systems and how they interact with each other.

Prerequisite: none

G155 Human Biology
40 hours, 4 credits
This course provides students with a comprehensive understanding of the structure and function of the human body. Students will learn about the systems of the body and how they work together to maintain homeostasis.

Prerequisite: none

G156L Human Biology Lab
40 hours, 2 credits
This lab course 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 about the systems of the body and how they work together to maintain homeostasis.

Prerequisite: Human Biology Lab

G161 Quantitative Literacy
40 hours, 4 credits
In this course, students will explore the importance of numbers and numeracy. They will also develop the ability to analyze and solve real-world problems from the fields of business, finance, and the natural sciences. Students will develop basic mathematical skills and apply them to solve problems in these fields.

Prerequisite: none

G160 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 and concepts that are relevant to modern society.

Prerequisite: none

G195 College Statistics
50 hours, 4 credits
This course will teach students how to analyze data using basic statistical methods. Students will learn how to interpret and evaluate statistical studies and make informed decisions based on data.

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/World/Cultural Geography
40 hours, 4 credits
This course will examine the historical, political, and cultural factors that contributed to the development and growth of human societies around the world and the cultures within the United States. Students will focus on the political, economic, social, and cultural aspects of human development and diversity awareness.

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, the cycle of rock and mineral transformation, and the impact of geologic processes on the development of the earth's surface and phenomena.

Prerequisite: none

G246 Advanced Algebra
50 hours, 4 credits
Students will learn about advanced algebraic techniques and strategies. They 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 polynomials, factoring, exponents, roots, and radicals.

Prerequisite: Satisfactory score on placement Exam

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

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

H330 Quality Improvement in Healthcare 40 hours, 4 credits
This course examines methods for assessing quality in healthcare and the statistical applications of measuring outcomes. There will be an emphasis on performance improvement and the relationship between healthcare quality, organizational performance, and the role of 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 are responsible for the regulation of 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 Statistic Health Care Administration Healthcare Statistics, 40 hours, 4 credits
Students will discuss and apply the common terms, formulee, 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 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 Health Information Systems 40 hours, 4 credits
The Health 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 that healthcare businesses can use to help increase the quality of healthcare services and the efficiency with which the services are delivered.

Prerequisite: Computer Applications and Business Systems Concepts: Introduction to Healthcare Administration

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

Prerequisites: Principles of Management: Introduction to Healthcare Administration

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

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 Management 40 hours, 4 credits
In this course, students will compare and contrast foreign healthcare services and systems, focusing on cultural, geographic, environmental, economic and political factors.

Prerequisite: Introduction to Healthcare Administration

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

Prerequisite: Students must be enrolled in the Healthcare Management Bachelors Degree program and in their last or second-to-last quarter

H490 Healthcare Information Systems 40 hours, 4 credits
This course is an exploration of the technologies available to manage all aspects of healthcare information systems, including hardware and software to ensure data collection, storage, analysis and reporting of information. Students will explore the development of networks, including intranet and internet applications to facilitate the electronic health record. Interpretation of the derivation and use of standards to achieve interoperability of healthcare information systems will be explored.

Prerequisite: Program Admission

H520 Data, Information, and File Structures 30 hours, 4 credits
A lab-based environment to apply knowledge of database architecture and design such as data manipulation, data model design, data mining, warehousing to meet organizational needs. Database management systems, data administration, and data definitions will be explored and students will utilize data storage and retrieval techniques such as query tools, data mining, report design, and search engines.

Prerequisite: Program Admission

H530 Financial Management of Health Information Services 40 hours, 4 credits
An exploration of health information finance principles required to manage a health information management department or project. Accounting, cost accounting, budgeting, financial reports, financial management, cost benefit analysis, capitalization, and cost containment techniques are introduced.

Prerequisite: Program Admission

H5340 Project Management 40 hours, 4 credits
An exploration of the application of general principles of project management in the administration of health information services. Students will learn to implement project process and project management techniques to ensure efficient work flow and appropriate outcomes.

Prerequisite: Program Admission

H5350 Electronic Health Record Application 70 hours, 4 credits
A lab-based course focusing on the use and application of electronic health records. Projects will be completed to simulate real-world activities that occur in the health information department and healthcare facility that will require critical thinking and problem solving.

Prerequisite: Program Admission

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, case mix management, the audit process, and the National Correct Coding Initiative. Students will explore payment systems such as PPS, DRGs, APCs, RBRVS, and RUGs.

Prerequisite: Program Admission

H440 Electronic Data Security 30 hours, 4 credits
A study of data protection methods and monitoring including physical, technical, and managerial safeguards. Risk assessment, audit and control programs, contingency planning, and data recovery is included. Internet, web-based, and e-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

H441 Applied Research in Health Information Management 40 hours, 4 credits
Students will complete a research project and will present their research to classmates and instructors using a webinar environment. Data analysis and presentation techniques will be used. Topics explored will be in adherence to Institutional Review Board processes and policies, research design and methods, knowledge-based research techniques, research protocol data management, and national guidelines regarding human participant’s research.

Prerequisite: Healthcare Statistics
Course Descriptions

HI450 Health Information Management
30 hours. 4 credits
This course addresses the fundamental concepts of managing health records both manually and electronically in today’s healthcare facilities. This course introduces students to the practice of health information management, focusing on the content and structure of patient-identifiable data and information. It covers many issues related to paper-based record systems, including clinical documentation issues, medical word processing as a tool for documentation, forms design, storage, and retrieval systems, and chart tracking. Secondary records such as indexes, registers, and registries are covered in this course, along with an exploration of data sources, data capture, healthcare information infrastructure and documentation requirements. In this course, students analyze healthcare data sets, such as the HEDIS, UHDS, OASIS including the history, purpose, and uses of each. Prerequisite: Program Admission

H410 Professional Practice Experience
30 hours. 4 credits
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 these systems, offering both answers and proactive models of prevention. Community psychology works toward the empowerment of members within a community, while appreciating diversity and understanding human behavior. Social change will be examined as well as understanding that setting or environment is as important as the individual in it.

Prerequisite: General Psychology

HS270 Social Psychology
40 hours. 4 credits
In this course students will understand the applied discipline of social psychology. In order to understand and change abnormal patterns of functioning humans in their communities, thoughts and behavior will be examined. Students will explore what is considered abnormal behavior and what is not within present and society and cultures. Numerous applications will be examined, including a variety of mental health disorders, individuals who have difficulty functioning effectively in everyday life due to the impact of family dysfunction on the individual and the influence of mental illness on criminal behavior. Variables that may affect a person’s ability to adapt and function in a community will be considered, such as one’s genetic makeup, physical condition, learning, reasoning, and socialization.

Prerequisite: General Psychology

J100 Introduction to Criminal Justice
40 hours. 4 credits
An introductory course designed to provide students with a general foundation of knowledge in the criminal justice field. Course participants will explore the different parts of the criminal justice system, their interrelationships, and the role of the justice system in society. Students will examine the historical basis for the contemporary American legal system, policing styles and the evolution of crime prevention, the structure of the judicial system and its professional participants from pre-sentencing through post-conviction, corrections strategies for criminal offenders, and special considerations for juveniles in the criminal justice system.

Prerequisite: none

J105 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 rehabilitation and reintegration 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 Criminal Justice
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 mentally ill are reviewed.

Prerequisite: Introduction to Criminal Justice

J122 Crime Scene to Courtroom: Critical Skills in Documenting
40 hours. 4 credits
Students must 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

J150 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 an introduction to 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 and solutions on family violence; survivors and the consequences of victimization; legal responses; the role of the police; when law enforcement responds; recognizing child abuse: recognizing elder abuse; associated crimes and stalking and domestic homicide.

Prerequisite: Introduction to Criminal Justice

J211 Counseling Clients
40 hours. 4 credits
Students will examine the process and effects of counseling. Assessment tools, methods of evaluation, and case plans are explored. They will consider a variety of counseling settings, including prisons, jails, group homes, inpatient and outpatient treatment centers, and halfway houses, as places of rehabilitation and counseling. Students will explore diverse 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 America. 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 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 alternate treatment.

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

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

Prerequisite: Policing in America

J226 Legal Code for Law Enforcement
40 hours. 4 credits
Students will examine how state’s criminal and traffic codes to become familiar with law and statutes. They will review penal statutes covering issues from homicide to misconduct, and will examine legislation and 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 necessary skills to recognize acts of terrorism and gain insight into terrorists’ perceptions and motivations.) The course will focus on 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 within the governmental regulatory framework. Students will come to understand and appreciate the complexities of community crisis and national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism.
Prerequisite: Introduction to Criminal Justice

J245 Security Challenges 40 hours, 4 credits
This course is an examination of the field of security and the security challenges faced in the current world situation. Both public and private security issues will be evaluated based on organization, law, and risk. Defense basics will be explored internally and externally. Specific threats to transportation, financial, and property security will be explored. Such recent developments as “club drugs,” inhalants, herbal stimulants, and designer drugs will also be discussed.
Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

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

J260 Contemporary Issues in Criminal Justice 40 hours, 4 credits
The capstone class examines the future of the criminal justice system. The current cutting edge technology in different fields within the criminal justice system is discussed along with insights from accomplished scholars of what the near future holds. Methods and philosophies that will govern the criminal justice field in the near future are introduced along with discussions of the ethical, legal, social, and political ramifications associated. 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 semester before graduation.

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 criministics, 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 eliminating the activities of those who commit criminal acts or who commit crimes. Students 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 and their application 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)

J326 Criminal Behavior: Profiling Violent Offenders 40 hours, 4 credits
This course will examine serial behavior by crime type and criminal profile. Crimes such as stalking, arson, murder, and sexual assault will be examined through techniques to enhance investigative methods. Students will analyze psychological profiles and behavior patterns.
Prerequisite: Criminology: Motives for Criminal Deviance (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: Criminology: 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 systems. The analysis of case studies will challenge students to apply criminal law and procedure to fieldwork examination of criminal-justice issues.
Prerequisite: Criminal Law and Procedures: Crime and the Courtroom (except for students enrolled in the Cyber Security Program)

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

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

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

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

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

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

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

J350 Statistics in Criminal Justice 40 hours, 4 credits
Students will learn to interpret research data on issues in criminal justice. They will explore fundamentals of statistical analysis through statistical tools typically used in criminal justice. They will apply statistical analysis using UCR and NCVS data sets.
Prerequisite: College Math Course

J355 Research Methods in Criminal Justice 40 hours, 4 credits
This course will explore the basic steps of conducting research. Students will explore the nature of research and the research techniques specific to the criminal-justice field. Students will become familiar with research terminology and the ethics involved with various research designs. To complete the course, students will design and simulate their own research project.
Prerequisite: Statistics in Criminal Justice

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

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

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

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

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

J430 Forensic Psychology 40 hours, 4 credits
This course will examine the role and function of psychology as it applies to the criminal-justice system. Various types of 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 in the criminal justice system. The experience of women, minorities, the physically and mentally challenged, the elderly, and the socioeconomically deprived are examined. How the criminal justice system will be explored. Students will analyze programs, policies, and case studies relating to special populations.
Prerequisite: Criminal Behavior: Profiling Violent Offenders

J440 Special Offenders: Sex Offenders 40 hours, 4 credits
This course will examine the causes of sexual offenses and treatment of offenders. Laws and policy pertaining to sex offenders will be analyzed. Research on sex offenders, including recidivism, treatment, and moral questions, will be examined.
Prerequisite: Introduction to Criminal Justice (except for students enrolled in the Cyber Security Program)
J445 Special Offenders: Serial Killers 40 hours, 4 credits
Students will explore issues and controversies involved in serial killer cases or mass murder investigations. They will cover topics including: identifying justice, victim’s rights, interrogation techniques, media coverage of crimes, and grief. Prerequisites: Criminology: Motives for Criminal Deviance; Criminal Behavior; Profiling Violent Offenders

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

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

J480 Criminal Justice Internship 250 hours. 5 credits
This course provides students with an opportunity to apply their learning through an internship experience while involving participant observation in a professional criminal justice setting. During the internship experience, students will concurrently participate in discussions, journaling, and related coursework to integrate their academic and internship experiences. Prerequisites: Contemporary Issues in Criminal Justice Capstone; Student in last or second-to-last quarter

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

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

M140 Basic ICD-9-CM Coding 40 hours. 4 credits
This course provides in-depth study of the International Classification of Diseases (ICD-9-CM) using sample exercises and medical records to develop skill and accuracy in coding in various healthcare settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems. Prerequisite: Medical Terminology; Pre- or Co-requisite: Pathology I or Pathophysiology

M243 Medical 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 employee. Issues such as fraud and abuse, patient privacy and confidentiality, protected health information, release of information, and professional practice law and ethics will be explored. Prerequisite: none

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

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

M290 Medical Administration Capstone 10 hours. 1 credit
This capstone course is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administrative, and medical coding skills. Prerequisite: Medical Administration student in last or second-to-last quarter

M410 Clinical Skills I 60 hours. 4 credits
In this course students will begin their study of the essential and basic core of front-office and back-office medical-assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including communication and technology, patient centered care, safety and emergency plans, patient documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. They will follow applied-learning approaches to all skill-development and performance objectives. Pre or Co-requisites: Human Anatomy and Physiology I; Medical Terminology: Attendance of Programmatic Orientation in first quarter

M413 Pharmacology for the Allied Health Professional 40 hours. 4 credits
This course is designed for a variety of allied health programs requiring an understanding of pharmacology. It attempts to present a basic rationale for understanding current drug therapy. This course presents drugs according to their therapeutic applications. Pertinent physiology and related diseases are reviewed before the pharmacology of the drug is 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

M201 Quality Analysis and Management 40 hours. 4 credits
This course covers quality improvement methodologies used in acute and long-term care, and the quality issues of health information services. This course includes data collection and compilation of healthcare statistics. Prerequisites: Introduction to Health Information Management; Computer Applications and Business Systems Concepts

M210 Management of Health Information Services 40 hours. 4 credits
The study of management, supervision, and human resource principles with application to health information service departments in various healthcare settings. Students will learn how to measure and manage productivity of HIM staff and explore the HIM management role in relation to other hospital departments. Pre- or Co-requisite: Introduction to Health Information Management

M223 Pathology I 40 hours, 4 credits
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, function, nature, causes, diagnostic procedures, pharmacology, and treatment of common diseases of selected human body systems. Prerequisite: Human Anatomy and Physiology I or Structure and Function of the Human Body

M224 Pathology II 40 hours, 4 credits
Continuation of studies of the basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, function, nature, causes, diagnostic procedures, pharmacology, and treatment and prevention of common diseases of selected human body systems. Prerequisite: Pathology I

M229 Healthcare Information Technologies 40 hours, 4 credits
This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines. Prerequisites: Introduction to Health Information Management; Computer Applications and Business Systems Concepts

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

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

M245 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 employee. Issues such as fraud and abuse, patient privacy and confidentiality, protected health information, release of information, and professional practice law and ethics will be explored. Prerequisite: none

Prerequisites: Research Methods in Criminal Justice: Statistics in Criminal Justice

Course Descriptions
Course Descriptions

MA145 Clinical Skills II 60 hours, 4 credits
Students will continue their study of the essential and basic core of back-office medical assisting skills. They will master knowledge and skills including patient examination and assessment, performing electrocardiography, performing venipuncture, performing medication administration, minor surgical procedures, procedures for medical emergencies, first aid and CPR, and behaviors influencing health. They will also learn basic study skills for finding employment and advancing in their careers. Students will follow applied-learning approaches to all skill development and performance objectives.
Prerequisite: Clinical Skills I
Pre- or Co-requisite: Human Anatomy and Physiology II

MA225 Laboratory Skills for Medical Assisting 60 hours, 4 credits
In this course students will study medical laboratory procedures and techniques that are significant to medical and laboratory assistants and other healthcare professionals. They will learn about laboratory equipment and safety, and issues of patient confidentiality. They will learn to collect specimen samples by venipuncture and patient instruction and perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing.
Prerequisite: Clinical Skills II
Pre- or Co-requisite: Pathophysiology

MA241 Human Anatomy and Physiology I 80 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, cardiovascular and respiratory systems, skeletal, muscular, nervous, sensory, and endocrine systems of the body, and learn medical terminology. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: none

MA242 Human Anatomy and Physiology II 80 hours, 5 credits
In this course, students will continue their study of human anatomy and physiology. Students will study the body systems covered in Human Anatomy and Physiology I. They will examine the circulatory, lymphatic and immune, respiratory, urinary, digestive, and reproductive systems, as well as fluid and electrolyte balance, acid-base balance, and nutrition and metabolism. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: Human Anatomy and Physiology I

MA250 Radiography Skills 40 hours, 3 credits
A comprehensive study for limited scope of practice in radiography. Skills and processes covered will be: radiation protection, equipment operation and quality control, image production and evaluation, and patient care and education, along with radiographic procedure modules that will cover each anatomic region. The course is designed to prepare students for the examination for Limited Scope of Practice in Radiography and possible employment as an X-ray operator.
Prerequisite: Human Anatomy and Physiology II

MA265 Medical Assistant Externship 240 hours, 8 credits
Students will engage in an 11-week on-the-job Medical Assisting training experience in a physician's office, clinic or medical center. The externship combines the skills and medical-assisting job duties in both the front-office administrative area and the back-office clinical area, in order to develop on-the-job learning skills. Under no circumstances will the student externally receive pay for the externship hours worked. In the lecture portion of the course, students will learn job-search techniques and skills for entry-level medical assistants. Students will also prepare to sit for the Medical Assisting credential examination during this course (either the CMA or RMA depending on accreditation status).
Prerequisites: Completed series of Hepatitis B vaccinations; Completion of a 2-Step Mantoux screening test within 6 months of starting externship; Completion of all immunizations or verifications of immunity required by site and successful completion of background check (clear background check obtained). Attendance at Rasmussen College_Externship meeting held by Program Coordinator: Attendance at externship site orientation (if required by site). Successful completion of all Medical Assisting course externship Career Development and Seminar courses: Approval of Medical Assisting Program Coordinator.

MH100 Pre-calculus 40 hours, 3 credits
This course, in students will understand the application of function theory including the properties and behavior of various function types including polynomial, exponential, rational, polar, and parametric functions. The course emphasizes the comprehension of function behavior through graph plotting, both manual and through the use of graphing calculators. Students will develop solution sets for equations and inequalities.
Prerequisite: Advanced Algebra

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

MH210 Calculus II 40 hours, 4 credits
In this continuation of the topics investigated in Calculus I, students will further explore the methods of integrations and the applications of integrals as well as power series and methods of differentiation. This course will cover the topics of convergence and divergence, and students will understand whether improper integrals are convergent or divergent.
Prerequisite: Calculus I

MH300 Applied Discrete Mathematics 40 hours, 4 credits
This course builds on the foundation established in Introduction to Discrete Mathematics with further exploration in logic and mathematical reasoning. Topics include 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

MH310 Probability and Statistics 40 hours, 4 credits
This course explores the concepts of conditional probability, random variables, expectations and distributions, sample spaces, moment-generating functions, and the central-limit theorem. Further topics include an introduction to estimation, confidence intervals, and hypothesis testing. Students will be able to generate the random variables through experimentation, and they will understand how to apply statistical concepts to computational applications.
Prerequisite: Introduction to Discrete Mathematics: Calculus II

N127 Microsoft Windows Workstations 40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure a Windows Workstation. The course gives the student the ability to provide technical support to a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course material. Further, the course helps prepare students to take the Microsoft Certified Technology Specialist Exam.
Prerequisite: Fundamentals of PC Hardware and Software

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. In the course the student will be assigned direct hands-on projects to be performed in a lab setting. Further, this course helps prepare students to take the CompTIA Network+ certification exam.
Prerequisite: Fundamentals of PC Hardware and Software

N136 Operating Systems Fundamentals 60 hours, 4 credits
Students are introduced to the principles of operation of microcomputer operating systems. Topics include system resources, memory management, processor management, user interface and operating system functions specifically related to database record management. Emphasis is placed on how the user, hardware, and software interface with the operating system.
Prerequisite: none

N137 Programming I 60 hours, 4 credits
This course is designed to teach the student C++ programming utilizing object oriented terminology. C++ expressions, decisions, and loops within the C++ realm are explored and practiced. This first course in a two course sequence ends with an analysis of functions and classes and how these elements are used in different programming projects.
Prerequisite: Fundamentals of PC Hardware and Software

N138 Game Preproduction 40 hours, 4 credits
This course has been designed to teach you the fundamental philosophies of game design and apply them in a hands-on manner using a step-by-step process that develops problem solving strategies. 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 of 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 provides a theoretical lesson for designing games and introduces tools for analyzing and understanding games and game design. The course will also present game mechanics, game theory, the experience of playing games, and the cultural, technical, and social aspects of games.
Prerequisite: Fundamentals of PC Hardware and Software

N140 Logic and Troubleshooting 40 hours, 4 credits
This course provides students with a thorough understanding of the process, tools, and techniques to identify and troubleshoot computer hardware and software issues and failures. Through the application of logic, students will be able to systematically and efficiently analyze an assortment of computer systems and identify common network attacks and how to safeguard against them. Students will learn to create secure communications for remote access, e-mail, the Web, directory and file transfer, and wireless data. They will understand the concepts of physical security and disaster recovery. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course material. Further, this course helps prepare students to take the CompTIA Security+ exam.
Prerequisite: 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 high-level programming language.
Prerequisite: none

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

N150 Technology’s Role in the 21st Century 20 hours, 2 credits  
This course provides a broad overview of major technology trends and developments in the late 20th and 21st centuries along with their cultural, economic, and societal impact. Topics include the uses of technology tools in science, industry, education, and the arts. Categories such as communication, 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 Production I 40 hours, 4 credits  
This course has been designed to teach concepts in linear algebra. The course covers linear equations and matrices, and how these can be applied in various situations. In addition, topics will include determinants, vectors in the plane, and how to calculate cross determinants.  
Prerequisite: College-level math course

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 lists, stacks, and queues. In addition, additional time is spent on templates and algorithmic analysis as it relates to recursion.  
Prerequisite: Programming I

N207 Programming II 60 hours, 4 credits  
This course is a continuation of Programming I. Topics 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 an introduction to advanced topics in C++ programming and a brief look at how C++ can start to be utilized in game programs in general.  
Prerequisite: Programming I

N208 Linux Administration 40 hours, 3 credits  
This course is designed to introduce the Linux operating system. The students will learn to install, configure, maintain, administer, and use programming features of the Linux operating system. Students will learn how to download and install source application from the Internet, run Windows emulation, and apply Linux in the enterprise network environment. This course uses a combination of reading, lecture, internet-based research, and lab work to reinforce the 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 include PHP scripting and advanced administration of MySQL database applications to be utilized through the Internet.  
Prerequisite: SQL Server Administration

N210 Introduction to Computer Systems 40 hours, 3 credits  
This course is 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 machine language, and the development of machine and assembly language programs using multiple addressing modes, branching, and subroutine calls.  
Prerequisite: Foundations of Software Design

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

N226 Windows Active Directory 40 hours, 3 credits  
This course will teach the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, set up, configure, utilize, maintain, and troubleshoot the 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: Windows Server

N228 Microsoft Windows Server 60 hours, 4 credits  
This course provides students with the knowledge and skills necessary to install and configure Windows Servers and perform post-installation and day-to-day administration tasks. The course gives the student the background needed to provide technical support for Windows Servers. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the material covered. Further, the course helps prepare students to take the Microsoft Certified Technology Specialist exam.  
Prerequisite: Fundamentals of PC Hardware and Software

N234 Microsoft Exchange Server 40 hours, 3 credits  
In this course students will learn a wide range of information about Exchange Server, from installation, configuration, administration, troubleshooting, and maintenance. It introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course uses a multitude of real-world examples of networking and messaging issues. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.  
Prerequisite: Windows Active Directory

N235 Cisco Networking Fundamentals and Routing 40 hours, 4 credits  
In this course students will learn the skills necessary to deploy a new Cisco network or manage an existing network. The course provides a wide range of information, starting with a review of the basic building blocks of networks through advanced Cisco networking topics such as access control list, WAN connectivity, and virtual LANs. The lab assignments included in this course give students adequate hands-on experience with Cisco equipment. Allowing them to gain confidence in working with live networks. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the Cisco CCENT exam.  
Prerequisites: Networking Fundamentals; Microsoft Windows Server

N238 Database Security 60 hours, 4 credits  
This course covers the basic principles of database security and auditing as well as implementation considerations for businesses. It covers security architecture and operating system security fundamentals. In addition, the design of profiles, password policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database activities.  
Prerequisite: SQL Server Administration

N239 Managing Information Security 30 hours, 3 credits  
Information security is not only an IT but a management issue. Therefore, this course introduces students to a detailed examination of the systems-wide perspective of information security. They begin with the strategic planning process for security, which includes an examination of the policies, procedures and staffing functions necessary to organize and administer ongoing security functions in an organization. Course subjects include security practices, security architecture and models, continuity planning and disaster recovery planning.  
Prerequisite: Networking Security

N268 Console Development 40 hours, 3 credits  
One aspect of creating games is determining how they will work with different consoles from various manufacturers. This course guides the student through the various parts of a console that will have an impact on the game (memory, processing, storage, and debugging to name a few). This systematic approach will allow the game programmer to determine what modifications and changes need to be made as games become part of the game libraries for different vendors.  
Prerequisite: Programming II

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

N274 SQL Server Administration 40 hours, 3 credits  
The goal of this course is to prepare individuals to work with and administer SQL Server. Students will learn how to install and maintain SQL Server and also how to use various tools helpful in creating backups, promoting security, and to enhance availability and performance of the database.  
Prerequisite: Relational Databases

N276 Applied Game and Simulation I 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 theoretical underpinnings of different types of simulations as they learn to apply software to create short simulations.  
Prerequisite: Platform Design and Human-Computer Interaction

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

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

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

N302 Graphics Development with OpenGL 60 hours, 4 credits  
The goal of this course is to teach fundamental principles in greater algorithmic knowledge in relation to video game and simulations. The focus is on graphics methods used to render realistic 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 parser. Topics include the structure and functionality of modern operating system software with an emphasis on concurrent process execution, process scheduling, and communication, and API services. The design and development of programs using dedicated OS features is also considered.  
Prerequisite: Introduction to Computer Systems
N304 Operating Systems Design 50 hours, 4 credits
In the course, students learn how operating systems such as Windows, Linux, and the Mac OS X are a fundamental component of all computing systems. This course explores how operating systems are responsible for managing the running processes as well as the sharing of computing resources such as the printers and storage over network infrastructures. The course provides an in-depth exploration of the design and implementation of modern operating systems. Topics include the evolution of operating systems, scheduling, paging, input/output devices, virtual memory, files, synchronization, and security.
Prerequisite: Software Systems Principles
N305 Figure Drawing 60 hours, 4 credits
This course offers a detailed examination of techniques and concepts surrounding the topic of network defense. Students will learn how to implement strategies for information asset security, utilizing industry tools and techniques. Both hardware and software issues within the field of Information Security will be explored. Students will examine a range of network security topics including virtual private networks, intrusion detection, cloud data security, and incident response strategies.
Prerequisites: Cisco Networking Fundamentals and Routing; Networking Security
N310 The Study of Animation 60 hours, 4 credits
This course is intended for students with an animation/multimedia background, who want to understand how animation works. From basic theory to execution. The students will develop a sense of observation and timing, the relations 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 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 are covered in detail in this course.
Prerequisite: Graphics Development with OpenGL
N312 Advanced Networking 50 hours, 4 credits
This course offers an in-depth study of current networking technologies. Topics include OSI model, communication protocols, routing protocols, WAN architecture (ATM, VPI, MPLS, and hybrid networks), Wireless and WiGis. Prerequisite: Virtualization
N313 Introduction to Information Systems Security 40 hours, 3 credits
This course provides an overview of security challenges and strategies of countermeasures in the information systems environment. Topics include definition of terms, concepts, elements, and goals incorporating industry standards and practices with a focus on availability, vulnerability, integrity, and confidentiality aspects of information systems. Prerequisite: none
N315 Flash Animation 60 hours, 4 credits
This course is an introduction to Macromedia’s Flash. The course will cover the basics of Flash: importing, creating & editing vector graphics and creating simple animations. Creating interactive elements and incorporating sound and video and testing Flash movies. Also, students explore the steps in creating Flash productions from start-to-finish, including site map and navigation building, button making and output.
Prerequisite: Multimedia Technologies
N320 Polygon Modeling 60 hours, 4 credits
This course demonstrates the techniques of modeling objects in a three-dimensional environment. Students will manipulate primitive objects such as cubes, spheres, pyramids, and cylinders to build more complex polygons. Students will utilize techniques to approximate curved surfaces with multiple polygons. Industry standard software such as 3D Studio, Max, ZBrush, and MudBox will be covered, and students will have the opportunity within an actual software modeling environment to create a variety of polygon objects.
Prerequisite: The Study of Animation
N322 Web Application Architecture and Design 50 hours, 4 credits
This course presents key concepts in distributed designs for network enabled software systems and applications. Distributed designs allow applications to span multiple machines and require deliberately planned design approaches. Students will learn to build systems that are scalable, reliable, and secure when implemented within network infrastructures. Topics include object-oriented programming to networked web services, including database applications deployed on very-large-scale websites.
Prerequisite: Java I
N323 Asset Management 30 hours, 3 credits
This course is designed to teach students best practices in inventory management. Topics include hardware and software audits, asset tracking systems, software licensing, and service contracts management.
Prerequisite: Project Planning and Documentation
N324 Portfolio, Package and Publish 40 hours, 4 credits
This course focuses on the process and tasks necessary for game and simulation-specific employment including research and resumes, contacts and connections, and the important demos and elevator pitch. Students will learn how to develop an industry-specific resume. How to best present their skills in a portfolio, and how to package themselves as a top candidate for a position. Students will create a polished resume and cover letter and learn networking skills for their area of interest in game or simulation production.
Prerequisite: Multiplayer Game Programming
N325 Advanced Methods of Computer Graphics 60 hours, 4 credits
This course is for photographers and artists, who wish to go well beyond the basics of Photoshop. In addition to covering more sophisticated methods of color correction, image manipulation and printing, students will learn scanning, digital camera usage, the mechanics of calibration and other advanced procedures 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/intranet site and potential threats to mice.
Prerequisite: none
N331 Infrastructure Hardware 50 hours, 4 credits
This course covers hardware design and planning for building large scale data center operations. Topics include data center design (power, cooling, space planning), server racks, storage array systems, fiber channel, ISCSI, SAS, and SATA. Students will learn to design a data center for both operational efficiency (Green IT) and to provide adequate fault tolerance and capacity for anticipated growth.
Prerequisite: Networking Fundamentals
N332 Managing Risk for Information Systems 40 hours, 4 credits
This course addresses the broad topic of risk management and how risk, threats, and vulnerabilities impact information systems. Areas of instruction include how to assess and manage risk based on defining an acceptable level of risk for Information systems. Elements of a business impact analysis, 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 in the fundamental differences between digital photography and traditional manual film including lighting and print.
Prerequisite: Audio/Video Editing
N341 Software Systems Engineering 50 hours, 4 credits
This course exposes students to the implementation of software systems at a high level with an emphasis on rigorous algorithm development and test suites. The course introduces the systems aspect of development and tradeoffs related to resource management, system architecture capabilities, and hardware and software efficiencies. Students are also exposed to requirements analysis and the techniques to develop a functional system from specified requirements.
Prerequisite: Algorithm Analysis
N342 Scripting 50 hours, 4 credits
This course is designed to teach students basic scripting languages 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 50 hours, 4 credits
This course includes a discussion on security policies that can be used to help protect and maintain the network such as access control, 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 checking.
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, and production. The second is the technical 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, animations, pre-visualization, and transitions are all explored. Students will use both animation and audio to effectively communicate ideas for time-based media. Documentation techniques are employed to chart progress with the risk and benefits of different types of iterative development cycles.
Prerequisite: Game Audio Assets
N355 Game Planning and Development Strategies 60 hours, 4 credits
In this course students will cover the planning of the game and simulation development process from high-level design to low-level implementation. The course touches on topics covered in previous courses, including graphics, development of assets and the asset pipeline, interface design, and artificial intelligence to better understand the different game development methodologies. The process of developing a game or simulation will be covered from the essential design and development documents through quality assurance testing, including the risk and benefits of different types of iterative development cycles.
Prerequisite: Game Audio Assets
N356 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 relationships and tables as well as how to modify the relations with commands such as insert, update, and delete. Students will also understand the importance of primary and foreign keys in creating relational database structures.
Prerequisite: Relational Databases
N370 Support Management
40 hours, 4 credits
This course is designed to introduce students to the Information Technology Infrastructure Library (ITIL) framework of best practices in IT service management. Topics include problem management, configuration and change management, and service desk management.
Prerequisite: Service Management

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

N402 Network Systems Design
50 hours, 4 credits
This course covers the design of computer networks, the network architecture, and the software used by systems that connect computer networks. Topics include data communication, transmission, internetworking, protocols, distributed systems, security, and network applications such as e-mail, various transfer protocols, and services of the Internet such as the World Wide Web. Students will develop programs that run concurrently running on multiple computer networks.
Prerequisite: Operating Systems Design

N403 Advanced Mobile Application Development
40 hours, 4 credits
Building upon the topics covered in Mobile Application Development, this course provides students with instruction in the creation of more complex applications and programming projects that will allow them to use the Dalvik virtual machine as a platform to develop Android applications. Additionally, students will understand the differences in developing applications in a wide range of vertical industries including healthcare, science, and entertainment.
Prerequisite: Mobile Application Development

N404 Cloud Computing
40 hours, 4 credits
This course offers an in-depth study of current cloud computing technologies and services. Topics include cloud networking, cloud bridging, virtualization of application delivery controllers (ADC’s), and load sharing optimizers (LDO’s), cloud network design concepts, 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 various techniques including digital photography and imaging. In addition, students will learn to analyze mainstream graphic design projects in the context of art movements.
Prerequisites: English Composition and Art

N381 Algorithm Analysis
40 hours, 4 credits
This course provides a detailed exploration of algorithm design and analysis, including greedy algorithms, divide and conquer, dynamic programming, and backtracking. Students will gain experience with searching and sorting techniques in practical applications. The course will emphasize the verification of the analysis of time space complexity within a software design framework.
Prerequisites: Programming II; Probability and Statistics

N382 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 cross referencing. Students will practice determining when and how to write a white paper, and will understand the pros and cons of wikis and other documentation portals.
Prerequisite: English Composition

N362 Security Strategies for Web Applications 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 virtualization, distributed virtual switching (DVS), server-side vs. client-side desktop virtualization (SEC & VDI) and virtual appliances. Students will gain hands-on experience with deploying and managing virtual systems and applications.
Prerequisite: Networking Fundamentals

N408 Digital Video/Audio Project
60 hours, 4 credits
This course will introduce the student to utilizing multimedia technology in the creation of a complete multimedia project. Students will be expected to work as a team on this project. They will also be expected to produce a final written report detailing their project. Each student will also be expected to produce a final multimedia product.
Prerequisite: Programming II

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 objectives. Topics include disaster prevention, systems backup and recovery strategies, hot/ warm/cold site strategies, and documentation of recovery procedures.
Prerequisite: Service Management

N415 Digital Video/Audio Project
60 hours, 4 credits
This course focuses on the use and application of effects in film and video at an advanced, post-production level. Learn professional methods of controlling digital and video representation, and 3D effects. Master the digital workflow by compositing footage, digital imagery and Cs. 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 control, authentication, and accountability for end-users and system administrators will be covered. In addition, security controls for access control include security of access controls, biometrics, and use of public key infrastructures (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 enforcing forensic analysis of crimes and attacks on computer networks. Topics include private and public key cryptography, digital signatures, secret sharing, security protocols, formal methods for analyzing network security, electronic mail security, firewalls, intrusion detection, Internet privacy and public key infrastructures.
Prerequisites: Computer Applications and Business Systems Concepts: Networking Fundamentals

N421 Network Security and Cryptography
30 hours, 2 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 enforcing forensic analysis of crimes and attacks on computer networks. Topics include private and public key cryptography, digital signatures, secret sharing, security protocols, formal methods for analyzing network security, electronic mail security, firewalls, intrusion detection, Internet privacy and public key infrastructures.
Prerequisites: Computer Applications and Business Systems Concepts: Networking Fundamentals

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
30 hours, 2 credits
This course discusses security implementations for various Windows platforms and applications. Areas of study include identifying and examining security risks, security solutions, and developing a strategy for securing Windows platforms and applications.
Prerequisite: none

N424 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 security risks, security solutions, and developing a strategy for securing Linux platforms and applications.
Prerequisite: none

N425 Simulation Analysis and Design
50 hours, 4 credits
This course offers students an in-depth exploration of the use of probability theory and statistical methods in the development of computer simulations used to study and model real-world phenomena. Students will build application frameworks to model events and activities within several environments including medical, industrial, military, and scientific simulation.
Prerequisite: Algorithm Analysis

N437 Linux Security Strategies
40 hours, 4 credits
This course is an introduction to the securing of Linux platforms and applications. Areas of study include identifying and examining security risks, security solutions, and developing a strategy for securing Linux platforms and applications.
Prerequisite: none
N440 Web Design Project 60 hours, 4 credits

The purpose of this course is the advanced application of knowledge gained by students in the process of developing websites. This course will take a user-centered approach to designing websites and will focus on the entire lifecycle of a website, from the idea of creating a website, through requirements gathering, conceptual design, physical design, testing, and implementation.

Prerequisite: Multimedia Technologies

N441 3D Game Character Creation 60 hours, 4 credits

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

Prerequisite: 3D Modeling

N442 Hacker Techniques, Tools, and Applications 40 hours, 4 credits

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

Prerequisites: none

N443 Service Management 40 hours, 4 credits

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

Prerequisite: Support Management

N445 Animation Graphics Project 60 hours, 4 credits

This course combines the accumulated knowledge of students in the design and creation in 3D environments. The 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

N450 Game Assets 60 hours, 4 credits

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

Prerequisite: Applied Game and Simulation Theory

N455 Game Audio Assets 60 hours, 4 credits

In this course, we will cover the fundamentals of audio programming for games. Topics covered include basics such as audio fundamentals and common hardware configurations and loading sounds in AS3P and formats. Students will explore play back “one shot” and looping sounds; and stream audio from an external device. They will then use these building blocks to write a low-level sound engine that will be implemented into a game engine.

Prerequisite: Game Assets

N458 Systems Monitoring 50 hours, 4 credits

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

Prerequisite: Advanced Networking

N459 ISS Capstone 40 hours, 3 credits

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

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

N460 Application of Physics for Game and Simulation Production 60 hours, 4 credits

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

Prerequisite: Programming II

N461 Computer Graphics Programming 50 hours, 4 credits

This course offers a survey of computer industry-standard graphics hardware, foundation graphics 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 formulas into operational program code.

Prerequisite: Programming II

N465 Industrial Simulation Project 60 hours, 4 credits

This course is designed around a final project in Industrial Simulation. We will focus on design and research pertinent to design exploration and presentation through simulations. Throughout the course we will explore concepts in modeling, simulation theory, and conservation of energy. Students will also investigate specific applications from a variety of fields ranging from weather to ecology to traffic management and architectural/interactivity.

Prerequisite: Game Programming

N466 Unified Communications and Mobile Computing 50 hours, 4 credits

This course teaches students about the trends in telecommunications, the convergence of voice and data communications systems, and how mobile computing is an integral part of business today. Topics include simplifying communications architecture, video conferencing, IM, securing and managing mobile devices, and collaboration tools.

Prerequisite: Advanced Networking

N470 Video Game Production Project 70 hours, 4 credits

This course demonstrates advanced techniques for computer game design and programming. Techniques used in game engines, such as: animating characters, authoring to one of" location" behaviors, building structures for interactive system, solving multiplayer interface and social issues are covered in the course. Students utilize these skills to produce a final project demonstrating comprehension of the process of professional game creation.

Prerequisite: Multiplayer Game Programming

N471 Engineering Virtual Worlds 50 hours, 4 credits

In this course, students will learn how to create multi-user virtual worlds. Virtual worlds allow network-connected users to interact in real-time within shared two-dimensional and three-dimensional environments. Students will gain an understanding of how virtual worlds change the concept of “interface” and “interaction” and user experience. 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 professional summative 3D animation project using modeling, texturing and animation synthesis, autonomous character behaviors, and capacity/infrastructure performance. Students are expected to explore various theories and techniques to complete a professional summative 3D animation project.

Prerequisite: The Study of Animation

N510 Introduction to Desktop Publishing 40 hours, 3 credits

This course introduces the fundamentals of desktop publishing and other graphic software that enables them to use the computer as a 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

N513 Introduction to Multimedia Design 40 hours, 3 credits

This course is designed to provide the student with an overview and exposure to the basic multimedia concept and design in software. Students will be introduced to introductory theory and concepts of four tracks in multimedia: Web, Interactive, Video, and 3D. Preproduction of multimedia elements is 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

N515 Networking and Internet Technologies 40 hours, 3 credits

This course provides students with a practical understanding of the structure and operation of the Internet, including various communications and data transfer protocols, an overview of programming for the Internet, how to manage Internet security and e-commerce. Further, students will explore in-depth a variety of technologies and methodologies such as network models and topologies as well as a range within physical security considerations.

Students will be able to demonstrate proficiency in working with the Internet as a useful repository of desired information.

Prerequisite: none

N516 Digital Photography 30 hours, 3 credits

This course focuses on the fundamentals of photography and introduces the student to a variety of type for display and print design. Students become familiar with the categories of type and a variety of fonts. 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

N518 Digital Publishing 40 hours, 3 credits

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

Prerequisite: Typography

N524 Color Theory and Techniques 40 hours, 3 credits

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

Prerequisite: Introduction to Computer Graphics

N530 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

N531 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. Students will explore modeling techniques and utilizing texture, lighting, and environmental effects, students model and render 3-dimensional forms to create surreal and realistic images. This course will provide training in a variety of industry-accepted Autodesk 3D design software.

Prerequisite: Introduction to Multimedia Design

N533 Digital Media Production 40 hours, 3 credits

This course is a study of the integration of components used in multimedia applications using authoring software. Students use industry-standard software as tools for producing interactive projects. Topics include basic animation techniques, special effects, transitions, and user interactivity. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Introduction to Multimedia Design

N534 Multimedia Art and Design 30 hours, 3 credits

This course will provide training in a variety of industry-accepted Adobe design software.
NM240 3-Dimensional Animation
40 hours, 3 credits
Once students have learned the basics of 3D modeling and rendering, they will explore the fundamentals of animation and the more advanced methods of modeling and texturing. Students will create photo-realistic products and environments utilizing complex technical 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 3ds Max design software.
Prerequisite: Introduction to 3D Arts and Animation

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

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

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

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

Prerequisites: Multimedia Technologies

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

NM280 Multimedia Portfolio Development
20 hours, 4 credits
This course focuses on the composition and management of a portfolio that is used to promote a career in multimedia arts. Students will be introduced to the standards for designing a multimedia portfolio and will learn how to present their work in a professional manner. Emphasis will be placed on evaluating the student’s work in the context of industry standards and expectations.
Prerequisite: Digital Media Production

PL210 Introduction to Law and the Legal System
40 hours, 4 credits
This course introduces students to the fundamentals of the legal system from a variety of perspectives. They will survey topics including essential history, the working structure of government, issues of court procedure, and specific legal concepts. In addition, they will investigate the role of the paralegal in the legal system, and the impact of legal ethics on the paralegal. Paralegal students will gain a foundation for further paralegal study, and students from other disciplines will gain an appreciation of the legal system’s impact on their disciplines. Students will prepare a resume as part of this course.
Prerequisite: none

PL211 Civil Litigation and Procedure I
40 hours, 4 credits
Students will examine the lawyers and paralegals’ roles in handling civil cases and the means by which the objectives of litigation may be achieved. Strategy and mechanics of civil procedure will be explored in depth, and students will be required to prepare complaints, motions, and answers.
Prerequisite: Introduction to Law and the Legal System

PL212 Civil Litigation and Procedure II
40 hours, 4 credits
Students will continue to develop and refine litigation skills. The course will focus on discovery, pre-trial procedure, trial procedure, post-trial procedure, and initial appellate documents.
Prerequisite: Civil Litigation and Procedure I

PL142 Contracts: Managing Legal Relationships
40 hours, 4 credits
This course will provide students with a practical approach to the law of contracts. The class discussions and assignments will include analyzing contracts, breach of contracts, and the remedies provided for a breach of contract.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate Paralegal Studies

PL145 Paralegal Ethics
40 hours, 4 credits
This course provides a strong theoretical and practical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in paralegal studies, but also how to resolve these issues with sound moral decisions and proper responses.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate Paralegal Studies

PL215 Real Estate Law
40 hours, 4 credits
This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare from the role of an sales agreements, deeds, mortgages, closing statements with perceptions and other real estate related documents. The student will have a working knowledge of title searches and an understanding of closing procedures. The student will also become familiar with mortgage foreclosures, landlord/tenant law, and zoning regulations.
Prerequisite: Introduction to Law and the Legal System

PL216 Corporate Law
40 hours, 4 credits
This course will provide students an overview of the formation, operation, and dissolution of the corporate entity. Stockholders rights and remedies as corporate owners will be examined. Corporate documents and corporate formalities will be discussed.
Prerequisite: Introduction to Law and the Legal System

PL220 Law Office Technology: Cyberspace and the Paralegal Profession
40 hours, 4 credits
This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law-oriented computer software applications. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time, and document management and computer-based legal research and document movement.
Prerequisite: Introduction to Law and the Legal System

PL229 Torts: Auto Accidents and Other Legal Injuries
40 hours, 4 credits
This course examines the fundamentals of tort law and provides a basic understanding of the principles of tort litigation. Through classroom discussions, projects, supervised library research, students will develop an overview of causes of actions in torts and their relevance to the paralegal.
Prerequisite: Introduction to Law and the Legal System

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

PL235 Legal Research
40 hours, 4 credits
This course introduces the Legal Research process for paralegals. An overview of legal source materials and how and when they are incorporated in the legal research process will be examined. Students will develop information literacy skills specific to the Paralegal field by working with primary sources, state and federal enacted law and secondary sources, like legal encyclopedias, treatises, and state specific practice books. Students will develop research 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 purposes and critically evaluate the level of authority of various legal sources.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate Paralegal Studies

PL240 Legal Writing
40 hours, 5 credits
After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written opinions. Students will use the results of their research from the Legal Research course in connection with at least three (3) significant writing projects, including memoranda of law. High level communication skills will be developed to effectively communicate in writing to different potential readers, including clients, attorneys in an office, trial court judges, and appellate panel judges. Analysis and preparation of high level legal content as well as formatting, citation rules, and other items needed for writing in this field will be developed.
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 “paperless office” methods 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 periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship.
Prerequisite: Students must be enrolled in their last or second-to-last quarter

PT105 Introduction to Pharmacy
40 hours, 4 credits
An introduction to the technician’s role in pharmacy practice. The student will gain a basic knowledge of chemistry and become knowledgeable in correct use of C.P. Emphasis will be on patient profiles, receiving and interpreting drug orders, routes of administration, dosage forms, and brand versus generic drugs. The importance of accuracy will be addressed along with methods of avoiding medication errors.
Prerequisite: none

PT120 Pharmacy Math and Dosages
40 hours, 4 credits
This course will provide the student with the necessary math skills to effectively work within a pharmacy setting. In addition to ratios and proportions, dosage calculations, and conversions, the student will develop knowledge and skills to perform business math functions related to retail pharmacy practice.
Prerequisite: Introduction to Pharmacy
PT25 Pharmacy Software/Automation/Insurance Billing
40 hours. 3 credits
Hands-on experience using pharmacy software will be gained via entering patient profiles and prescriptions. The student will learn how to process prescriptions, understand common insurance rejection codes, and gain knowledge of how to resolve rejections. Automated ordering, receiving, and maintenance of inventory will be addressed. Students will gain understanding of the various payment methods received by retail pharmacies. The student will explore various automation machines used within pharmacy settings.
Prerequisites: Pharmacy Math and Dosages

PT230 Unit Dose/IV Lab
40 hours. 3 credits
In this course, the student will apply knowledge of medication charts and pharmacy math to correctly dispense and chart delivery of patient medications within an institutional setting. Emphasis is on correctly filling orders with correct drug, dosage, and frequency. IV lab will stress aseptic techniques and the maintenance of sterile conditions. The student will learn to read an IV label, select appropriate additives and base solutions, and properly prepare the prescribed IV compound.
Prerequisites: Introduction to Pharmacy; Pharmacy Math and Dosages

PT235 Pharmacy Technician Practicum I – Outpatient/Retail
90 hours. 3 credits
This course offers supervised practical experience in outpatient settings with a minimum of 90 hours of externship experience in the unit-dose area of a pharmacy. The practicum will be under the direction of practicing pharmacists and pharmacy technicians. This practicum will allow the student to gain experience as a pharmacy technician in an actual pharmacy setting and is essential to training.
Prerequisites: Pharmacology; Pharmacy Software/Automation/Insurance Billing

PT236 Pharmacy Technician Practicum II – Unit Dosage/IV
90 hours. 3 credits
This course offers supervised practical experience in pharmacy settings with a minimum of 90 hours of internship experience in the particular area of pharmacy designated by the practitioner. The internships will be under the direction of practicing pharmacists and pharmacy technicians. The practicum course allows the student to gain experience as a pharmacy technician in actual pharmacy settings and is essential to training.
Prerequisites: Unit Dose/IV Lab

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

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

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

S1010 Discrete Structures for Computer Science
40 hours. 3 credits
This course will provide a basic understanding of discrete mathematical topics that form the basis of computer science. Topics to be covered include truth tables, logical propositions, elements of set theory, as well as basic notions of functions and mathematical induction. Students will explore the logical constructs that are the underlying model of discrete systems.
Prerequisite: Fundamentals of Programming

S0140 Mobile Application Development
40 hours. 3 credits
In this course, students will understand the development cycle of programs and applications for mobile devices. Utilizing the Java language, students will create both standalone programs as well as program suites for mobile marketplace commerce systems where applications can be downloaded. Students will explore development best practices for ease and efficiency of program development.
Prerequisite: Java I

S0225 Object-Oriented Programming
40 hours. 3 credits
This course will provide students with an understanding of the basic concepts of object-oriented programming including encapsulation, inheritance, and polymorphism. Students will explore the uses of class templates as well as their attributes, behaviors, and the methods that can be applied to them. Programs will be developed and implemented utilizing the Java programming language.
Prerequisite: Fundamentals of Programming

W015 Introduction to Website Design
40 hours. 3 credits
This course introduces students to the fundamentals of developing well-structured computer programs utilizing a high-level programming language such as C++. Focusing on Object Oriented Programming techniques, the course provides an understanding of programming constructs such as handlers, loops, conditionals, and variables. Additionally, the use of pseudo-code examples and exercises will allow students to manipulate these constructs without requiring that they have previous experience with programming code syntax. A final project is required for the successful completion of this course.
Prerequisite: none

W110 Introduction to HTML
40 hours. 3 credits
This course introduces students to the fundamentals of developing well-structured computer programs utilizing a high-level programming language such as C++. Focusing on Object Oriented Programming techniques, the course provides an understanding of programming constructs such as handlers, loops, conditionals, and variables. Additionally, the use of pseudo-code examples and exercises will allow students to manipulate these constructs without requiring that they have previous experience with program code syntax. A final project is required for the successful completion of this course.
Prerequisite: none

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

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: Introduction to Programming

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

W230 Web Programming Capstone
20 hours. 2 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

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

W170 JavaScript
40 hours. 3 credits
In this course students learn how to effectively create web pages using the JavaScript programming language. Students will gain exposure to programming, debugging, and testing web pages created with this language. This course builds upon HTML principles.
Prerequisites: Introduction to HTML; Fundamentals of Programming

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

W115 Introduction to HTML
40 hours. 3 credits
This course introduces students to the fundamentals of developing well-structured computer programs utilizing a high-level programming language such as C++. Focusing on Object Oriented Programming techniques, the course provides an understanding of programming constructs such as handlers, loops, conditionals, and variables. Additionally, the use of pseudo-code examples and exercises will allow students to manipulate these constructs without requiring that they have previous experience with 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 introduces students to the fundamentals of developing well-structured computer programs utilizing a high-level programming language such as C++. Focusing on Object Oriented Programming techniques, the course provides an understanding of programming constructs such as handlers, loops, conditionals, and variables. Additionally, the use of pseudo-code examples and exercises will allow students to manipulate these constructs without requiring that they have previous experience with program code syntax. A final project is required for the successful completion of this course.
Prerequisite: none

W117 Introduction to HTML
40 hours. 3 credits
This course introduces students to the fundamentals of developing well-structured computer programs utilizing a high-level programming language such as C++. Focusing on Object Oriented Programming techniques, the course provides an understanding of programming constructs such as handlers, loops, conditionals, and variables. Additionally, the use of pseudo-code examples and exercises will allow students to manipulate these constructs without requiring that they have previous experience with program code syntax. A final project is required for the successful completion of this course.
Prerequisite: none

W125 Introduction to Visual Basic
40 hours. 3 credits
This course introduces students to the fundamentals of developing well-structured computer programs utilizing a high-level programming language such as C++. Focusing on Object Oriented Programming techniques, the course provides an understanding of programming constructs such as handlers, loops, conditionals, and variables. Additionally, the use of pseudo-code examples and exercises will allow students to manipulate these constructs without requiring that they have previous experience with program code syntax. A final project is required for the successful completion of this course.
Prerequisite: none

W210 Advanced Visual Basic
40 hours. 3 credits
This course provides advanced computer applications utilizing Visual Basic. Students are required to create complex programs as a review and application of the fundamental programming techniques taught in W125 Introduction to Visual Basic.
Prerequisite: none

W211 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: Introduction to Programming

W300 Web Programming Capstone
20 hours. 2 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

W310 Advanced Visual Basic
40 hours. 3 credits
This course provides advanced computer applications utilizing Visual Basic. Students are required to create complex programs as a review and application of the fundamental programming techniques taught in W125 Introduction to Visual Basic.
Prerequisite: none

W311 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.
The information below details our student completion rate, our college-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

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

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<th>Placement Rate (%)</th>
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<th>Illinois Tuition and Fees $</th>
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<td>43-4161</td>
<td>40.3%</td>
<td>92.9%</td>
<td>$25,439</td>
<td>$0</td>
<td>$32,200</td>
<td>$2,500</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management Call Center Management</td>
<td>Associate’s</td>
<td>43-4161</td>
<td>40.3%</td>
<td>92.9%</td>
<td>$25,439</td>
<td>$0</td>
<td>$32,550</td>
<td>$2,500</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management Entrepreneurship</td>
<td>Associate’s</td>
<td>43-4161</td>
<td>40.3%</td>
<td>92.9%</td>
<td>$25,439</td>
<td>$0</td>
<td>$32,550</td>
<td>$2,500</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Business Management Human Resource</td>
<td>Associate’s</td>
<td>43-4161</td>
<td>40.3%</td>
<td>92.9%</td>
<td>$25,439</td>
<td>$0</td>
<td>$32,550</td>
<td>$2,500</td>
<td>$0</td>
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<tr>
<td>Business Management Internet Marketing</td>
<td>Associate’s</td>
<td>43-4161</td>
<td>40.3%</td>
<td>92.9%</td>
<td>$25,439</td>
<td>$0</td>
<td>$32,550</td>
<td>$2,500</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management Marketing and Sales</td>
<td>Associate’s</td>
<td>43-4161</td>
<td>40.3%</td>
<td>92.9%</td>
<td>$25,439</td>
<td>$0</td>
<td>$32,550</td>
<td>$2,500</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
LOANS AND FINANCIAL AID

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TUITION AND FEES

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<table>
<thead>
<tr>
<th>SCHOOL OF BUSINESS</th>
<th>Degree Level</th>
<th>SIC 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>Business Management Business Management</td>
<td>Bachelor's</td>
<td>11-2021</td>
<td>73.4%</td>
<td>91.1%</td>
<td>$38,831</td>
<td>$0</td>
<td>$0</td>
<td>$60,760</td>
<td>$4,800</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management Human Resources</td>
<td>Bachelor's</td>
<td>11-2021</td>
<td>73.4%</td>
<td>91.1%</td>
<td>$38,831</td>
<td>$0</td>
<td>$0</td>
<td>$60,760</td>
<td>$4,800</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management Information Technology</td>
<td>Bachelor's</td>
<td>11-2021</td>
<td>73.4%</td>
<td>91.1%</td>
<td>$38,831</td>
<td>$0</td>
<td>$0</td>
<td>$61,540</td>
<td>$4,900</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management Internet Marketing</td>
<td>Bachelor's</td>
<td>11-2021</td>
<td>73.4%</td>
<td>91.1%</td>
<td>$38,831</td>
<td>$0</td>
<td>$0</td>
<td>$60,760</td>
<td>$4,800</td>
<td>$0</td>
</tr>
<tr>
<td>Business Management</td>
<td>Certificate</td>
<td>43-6011</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>Diploma</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,650</td>
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<tr>
<td>Healthcare Management</td>
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<td>11-9111</td>
<td>89.7%</td>
<td>83.3%</td>
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<td>$0</td>
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<tr>
<td>Human Resources and Organizational Leadership</td>
<td>Associate's</td>
<td>13-1071, 13-1151, 13-1141</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$32,500</td>
<td>$2,500</td>
<td>$0</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>
<td>NA*</td>
<td>$21,350</td>
<td>$1,600</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)
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### SCHOOL OF EDUCATION

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>Degree Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loan</th>
<th>Private Loan</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>73.2%</td>
<td>97.2%</td>
<td>$18,916</td>
<td>$0</td>
<td>$28,830</td>
<td>$2,300</td>
</tr>
<tr>
<td>Early Childhood Education Child Development</td>
<td>Associate’s</td>
<td>25-2011, 25-9041</td>
<td>73.2%</td>
<td>97.2%</td>
<td>$18,916</td>
<td>$0</td>
<td>$28,830</td>
<td>$2,300</td>
</tr>
<tr>
<td>Early Childhood Education Child w/ Special Needs</td>
<td>Associate’s</td>
<td>25-2011, 25-9041</td>
<td>73.2%</td>
<td>97.2%</td>
<td>$18,916</td>
<td>$0</td>
<td>$28,830</td>
<td>$2,300</td>
</tr>
<tr>
<td>Early Childhood Education English Language Learner</td>
<td>Associate’s</td>
<td>25-2011, 25-9041</td>
<td>73.2%</td>
<td>97.2%</td>
<td>$18,916</td>
<td>$0</td>
<td>$28,830</td>
<td>$2,300</td>
</tr>
<tr>
<td>Early Childhood Education - Child and Family Studies</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$21,390</td>
<td>$1,700</td>
</tr>
<tr>
<td>Early Childhood Education - Child Development</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$21,390</td>
<td>$1,700</td>
</tr>
<tr>
<td>Early Childhood Education - Child with Special Needs</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$21,390</td>
<td>$1,700</td>
</tr>
<tr>
<td>Early Childhood Education - English Language Learner</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$21,390</td>
<td>$1,700</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>SCHOOL OF HEALTH SCIENCES</th>
<th>Degree Level</th>
<th>SIC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loan</th>
<th>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>$60,000</td>
<td>$5,000</td>
<td>$0</td>
</tr>
<tr>
<td>Health Information Technician</td>
<td>Associate's</td>
<td>29-2071</td>
<td>49.8%</td>
<td>86.4%</td>
<td>$24,589</td>
<td>$0</td>
<td>$32,200</td>
<td>$2,600</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Administration</td>
<td>Associate's</td>
<td>43-6013</td>
<td>22.3%</td>
<td>80.6%</td>
<td>$28,281</td>
<td>$0</td>
<td>$33,250</td>
<td>$2,800</td>
<td>$0</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>$19,600</td>
<td>$1,700</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>Associate's</td>
<td>31-9092</td>
<td>50.0%</td>
<td>88.7%</td>
<td>$23,425</td>
<td>$0</td>
<td>$28,520</td>
<td>$2,200</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>Diploma</td>
<td>31-9092</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$18,600</td>
<td>$1,400</td>
<td>$0</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>$14,000</td>
<td>$1,200</td>
<td>$0</td>
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<tr>
<td>Medical Billing and Coding</td>
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<td>0.0%</td>
<td>76.7%</td>
<td>$22,857</td>
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<td>$19,600</td>
<td>$1,600</td>
<td>$0</td>
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<tr>
<td>Pharmacy Technician</td>
<td>Associate's</td>
<td>29-2052, 31-9095</td>
<td>60.3%</td>
<td>70.3%</td>
<td>$22,331</td>
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<td>$31,500</td>
<td>$2,400</td>
<td>$0</td>
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<tr>
<td>Pharmacy Technician</td>
<td>Certificate</td>
<td>29-2052, 31-9095</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$14,350</td>
<td>$1,900</td>
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</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Diploma</td>
<td>29-2052, 31-9095</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$24,500</td>
<td>$1,900</td>
<td>$0</td>
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</tbody>
</table>
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<table>
<thead>
<tr>
<th>SCHOOL OF JUSTICE STUDIES</th>
<th>Degree Level</th>
<th>SOC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loan</th>
<th>Private Loan</th>
<th>Institutional Loan</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>49.2%</td>
<td>86.1%</td>
<td>$25,398</td>
<td>$0</td>
<td>$0</td>
<td>$32,900</td>
<td>$2,500</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice Homeland Security</td>
<td>Associate’s</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>49.2%</td>
<td>86.1%</td>
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<td>$0</td>
<td>$0</td>
<td>$32,900</td>
<td>$2,500</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice Law Enforcement</td>
<td>Associate’s</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>49.2%</td>
<td>86.1%</td>
<td>$25,398</td>
<td>$0</td>
<td>$0</td>
<td>$32,900</td>
<td>$2,500</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice Psychology</td>
<td>Associate’s</td>
<td>33-3012, 33-3051, 33-3052</td>
<td>49.2%</td>
<td>86.1%</td>
<td>$25,398</td>
<td>$0</td>
<td>$0</td>
<td>$32,900</td>
<td>$2,500</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice Client Services / Corrections</td>
<td>Bachelor’s</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>68.8%</td>
<td>88.5%</td>
<td>$42,075</td>
<td>$0</td>
<td>$0</td>
<td>$60,970</td>
<td>$4,700</td>
<td>$0</td>
</tr>
</tbody>
</table>
**Student Investment Data**

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<table>
<thead>
<tr>
<th>SCHOOL OF JUSTICE STUDIES</th>
<th>Degree Level</th>
<th>SIC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (P%)</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 Criminal Offenders</td>
<td>Bachelor's</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>68.8%</td>
<td>88.5%</td>
<td>$42,075</td>
<td>$0</td>
<td>$60,970</td>
<td>$4,700</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Criminal Justice Homeland Security</td>
<td>Bachelor's</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>68.8%</td>
<td>88.5%</td>
<td>$42,075</td>
<td>$0</td>
<td>$60,970</td>
<td>$4,700</td>
<td>$0</td>
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</tr>
<tr>
<td>Criminal Justice - Investigation / Law Enforcement</td>
<td>Bachelor's</td>
<td>33-302</td>
<td>68.8%</td>
<td>88.5%</td>
<td>$42,075</td>
<td>$0</td>
<td>$60,970</td>
<td>$4,700</td>
<td>$0</td>
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</tr>
<tr>
<td>Fire Science</td>
<td>Associate's</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
</tr>
<tr>
<td>Paralegal</td>
<td>Associate's</td>
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<td>64.6%</td>
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<td>$24,902</td>
<td>$0</td>
<td>$33,950</td>
<td>$2,500</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>SCHOOL OF TECHNOLOGY AND DESIGN</th>
<th>Degree Level</th>
<th>SOC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loan</th>
<th>Private Loan</th>
<th>Institutional Loan</th>
<th>Illinois Tuition and Fees</th>
<th>Illinois Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science</td>
<td>Bachelor's</td>
<td>11-3021, 15-1133, 15-1131</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$54,860</td>
<td>$4,500</td>
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</tr>
<tr>
<td>Cyber Security</td>
<td>Bachelor's</td>
<td>15-1142</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$59,710</td>
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<td>$0</td>
</tr>
<tr>
<td>Digital Design and Animation</td>
<td>Bachelor's</td>
<td>27-1014</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$61,840</td>
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</tr>
<tr>
<td>Game and Simulation Programming</td>
<td>Bachelor's</td>
<td>15-1199</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$61,650</td>
<td>$4,900</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management Network Security</td>
<td>Associate's</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>46.5%</td>
<td>81.3%</td>
<td>$23,802</td>
<td>$0</td>
<td>$0</td>
<td>$32,550</td>
<td>$2,700</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management Computer Information Technology</td>
<td>Associate's</td>
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<td>46.5%</td>
<td>81.3%</td>
<td>$23,802</td>
<td>$0</td>
<td>$0</td>
<td>$32,900</td>
<td>$2,700</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management Database Administration</td>
<td>Associate's</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>46.5%</td>
<td>81.3%</td>
<td>$23,802</td>
<td>$0</td>
<td>$0</td>
<td>$32,550</td>
<td>$2,600</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management Database Administration</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$23,450</td>
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<td>$0</td>
</tr>
<tr>
<td>Information Systems Management Network Administration</td>
<td>Associate's</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>46.5%</td>
<td>81.3%</td>
<td>$23,802</td>
<td>$0</td>
<td>$0</td>
<td>$32,550</td>
<td>$2,700</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management Network Administration</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$23,450</td>
<td>$2,000</td>
<td>$0</td>
</tr>
<tr>
<td>Information Systems Management Web Programming</td>
<td>Associate's</td>
<td>15-1141, 15-1142, 15-1150</td>
<td>46.5%</td>
<td>81.3%</td>
<td>$23,802</td>
<td>$0</td>
<td>$0</td>
<td>$33,250</td>
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<td>$0</td>
</tr>
<tr>
<td>Information Systems Management Web Programming</td>
<td>Diploma</td>
<td>15-1150</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$24,150</td>
<td>$2,100</td>
<td>$0</td>
</tr>
</tbody>
</table>
### Student Investment Data

**LOANS AND FINANCIAL AID**

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

**TUITION AND FEES**

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

<table>
<thead>
<tr>
<th>SCHOOL OF JUSTICE STUDIES</th>
<th>Degree Level</th>
<th>SOC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loan</th>
<th>Institutional Loan</th>
<th>Illinois Tuition and Fees</th>
<th>Illinois Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice Criminal Offenders</td>
<td>Bachelor's</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>68.8%</td>
<td>88.5%</td>
<td>$42,075</td>
<td>$0</td>
<td>$60,970</td>
<td>$4,700</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice Homeland Security</td>
<td>Bachelor's</td>
<td>33-3051, 21-1092, 33-3021</td>
<td>68.8%</td>
<td>88.5%</td>
<td>$42,075</td>
<td>$0</td>
<td>$60,970</td>
<td>$4,700</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice - Investigation / Law Enforcement</td>
<td>Bachelor's</td>
<td>33-3012</td>
<td>68.8%</td>
<td>88.5%</td>
<td>$42,075</td>
<td>$0</td>
<td>$60,970</td>
<td>$4,700</td>
<td>$0</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>NA*</td>
<td>NA*</td>
<td>NA*</td>
</tr>
<tr>
<td>Paralegal</td>
<td>Associate’s</td>
<td>23-2011, 23-2099</td>
<td>64.6%</td>
<td>86.2%</td>
<td>$24,902</td>
<td>$0</td>
<td>$33,950</td>
<td>$2,500</td>
<td>$0</td>
</tr>
</tbody>
</table>

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

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

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

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

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

- **Application Form** (Apply early for best scholarship opportunities)
- **$40 application fee for entire program or $20 per course**
- **Attestation of high school graduation or equivalency**
- **Enrollment Agreement**
- **Rasmussen College entrance placement exam(s)**
- **Rasmussen College Experience Course (if applicable)**
- **All financial arrangements are complete, submitted and verified**
- **Criminal Background Check. Some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.**
- **Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements. In addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.**
- **International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:**
  - TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
  - Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that (1) you are or expect to be a full-time student pursuing a degree at Rasmussen College, (2) you meet our admissions requirements, and (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.

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

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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 if he/she is the party to the contract, or his/her parents or guardian or another person. If the parent, guardian, or other person is party to the contract on behalf of the student. 

**College Acceptance or Rejection of Application for Admission**

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

- **Completed application form and enrollment agreement**
- **Application fee received by College**
- **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 the 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**

Successful completion. All prospective students, except as noted below, of Rasmussen College must successfully complete the College Experience Course with a cumulative score of 80% or higher in order to continue the enrollment process. Students who do not successfully pass the College Experience Course with a score of 80% or higher on the first attempt will be given an additional opportunity to re-take the course three months after the start of the first attempt. The following students are exempt from the College Experience Course requirement: graduates of Rasmussen College within the last two years: Early Honors program and Individual Progress students and re-entry students who have already successfully completed the College Experience Course. Early Honors program and Individual Progress students will be required to successfully complete the College Experience Course.

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

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

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

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

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

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

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

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

At designated points in their programs of study students are required to complete with a passing grade a seminar course. Students who have completed E424 Career Development prior to summer quarter of 2011 will not be required to take the seminar course. Following is the most common method by which students will complete the various seminar courses. However, there may be some variation from this depending on course sequencing or other scheduled courses that are required for a student’s program completion.

– Students must complete the freshman seminar as part of a certificate course requirements the quarter they are scheduled for the E424 Career Development course.
– Students must complete the sophomore seminar in the quarter in which they finish the diploma course requirements.
– Students must complete the junior seminar in the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.
– Students must complete the senior seminar in the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

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

Re-Entrance Policy

Students may re-enroll in certificate or diploma programs one time. Associate’s degree programs two times, and Bachelor’s degree programs up to four times, unless the Dean, Campus Director, or Director of Student Affairs determines that mitigating circumstances exist. Any student who withdraws from classes after the first week of the initial quarter of attendance and then elects to return in a subsequent quarter is defined as a re-enter. Re-entering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. For the calculation of Satisfactory Academic Progress, re-entering students are treated as continuing students and must meet progress requirements. All re-entering students, regardless of time away from the College, must successfully complete the College Experience Course or have a record of success following the College Experience Course as part of the acceptance process for returning to the College. All re-entering students must comply with all other college acceptance criteria as outlined in the catalog before being accepted into the College as a re-enter.

Determination of whether a student is eligible to re-enroll is based on the criteria below. A student will be allowed to start the enrollment Process and re-enter if the student meets the following criteria: all other enrollment qualifications are met at the time of re-enrollment; the student is in good academic standing as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog; and the student has successfully completed all required math and English courses. A student may re-enter the College Experience Strategies previously or re-test, and has a previous clear background check.

A re-entry process will be initiated for a student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog. All requirements for the College Experience strategies will be completed before re-entering the College. These students will be allowed to re-enter the catalog before being accepted into the College as a re-enter.

ADMISSIONS REQUIREMENTS

Background Checks

For some programs, Rasmussen College requires applicants to pass a background check before admission. The College notes 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 impact their ability to complete clinical, externship or practicum activities, obtain employment upon graduation, or accumulate unnecessary student loan debt.

The programs that require a background check for admission are the following:

• Accounting (Florida, Minnesota, and Wisconsin only)
• Business Management: Child Development Specialization
• Criminal Justice
• Early Childhood Education
• Fire Science
• Health Information Management
• Health Information Technician
• Healthcare Management
• Human Services
• Law Enforcement
• Law Enforcement Academic Skills
• Law Enforcement Basic Skills
• Medical Administration
• Medical Billing and Coding
• Medical Laboratory Technician
• Paralegal
• Pharmacy Technician
• Practical Nursing
• Personal Health Nursing
• Professional Nursing: Mobility Degree
• Public Accounting
• Surgical Technologist

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

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

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

A student enrolling in any of the designated programs must complete a Background Release Form, as required by a Background Check Attestation. Campuses will be notified directly of applicants whose background check results are clear. If the background check uncovers a potential issue, 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 financial aid office before the student is allowed to enroll at a college that accepts applicants with a potential issue.

A student whose background check results are clear may continue with the program, or they may choose to change programs.

For further information on background checks, please see your campus for details.

Immunization Requirements

Minnesota law (M.S. 135A.14) requires proof of immunization against diphtheria, tetanus, measles, mumps, and rubella. Allowance for certain specified exemptions may be granted to students that meet 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 programs may be required specific immunizations upon enrollment. Please see your campus for details.

ENTRANCE REQUIREMENTS FOR SOFTWARE APPLICATION DEVELOPMENT ASSOCIATE’S AND COMPUTER SCIENCE BACHELOR’S PROGRAMS

Minimum scores of 22 on the Math portion and 22 on the Writing portion of the ACT test are required for entry into either program. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in English level English and or Mathematics courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Minnesota Board of Regents or the Council on Higher Education Accreditation (CHEA). Two letters of recommendation are also required for acceptance. Please see your campus for more details.

Paralegal Certificate Entrance Requirements

Application to the Paralegal Certificate program requires candidates to have earned an Associate’s degree which includes general education courses equivalent to those required in Rasmussen College’s Paralegal A.A.S. or a Bachelor’s degree or higher.
Early Honors coursework is available both on-campus and online to high school seniors who have reached the minimum age of 16. Enrollment in the Program is dependent on space availability.

**Rasmussen College Early Honors Program Terms and Conditions**

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

- Students must have prior approval from a parent/guardian to be admitted into the Program (requires a signed Early Honors Parent/Guardian Approval Form).
- Students must submit a signed Early Honors High School Approval Form.
- Students must be a high school senior and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00. Proof of GPA must be validated by a High School Counselor or Administrator on the Early Honors High School Approval Form.
- Students must score at least a 25 on the writing portion of the Rasmussen College entrance placement exam to be accepted to the Early Honors Program.
- The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.
- A minimum of 20 Early Honors students will be accepted per quarter, per campus.
- To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.
- Seniors may take up to 4 credits per quarter without a tuition charge. The student must meet with the DIA and Dean before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule.
- After receiving a grade of B or higher in his/her first class, the student can request a second class for the second quarter. A maximum of 24 credits per student can be taken in the Early Honors Program.
- Applicants will be accepted on a space available basis for each course selected.
- Early Honors students must meet all course prerequisites as listed in the catalog. Nursing courses designated with a “PN,” “PRN,” ”MU” or “NUR” are not available to Early Honors students.

**Tuition Rates**

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.

**Veterans’ Benefits**

Veterans and dependents of veterans, including Guard and Reserve Component.

Monthly benefit based on service contributions

Veterans Administration

Veterans Service Officer

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**Academic Information and College Policies**

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

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

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

**Veterans' Benefits**

Veterans and dependents of veterans, including Guard and Reserve Component.

Monthly benefit based on service contributions

Veterans Administration

Veterans Service Officer

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**Academic Information and College Policies**

**Primary Sources of Financial Aid and How to Apply**

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GIFT AID</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$575 - $5550</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000, based on availability</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
<tr>
<td><strong>EMPLOYMENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
<tr>
<td><strong>FEDERAL LOAN PROGRAMS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stafford Loan Program</td>
<td>Payment deferred until six months after student leaves college or attend 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>Stafford Loan Program</td>
<td>Principal and interest may be deferred until after student leaves college or attends less than half time.</td>
<td>Same as subsidized limits with additional $2,000 for Dependent. Independent: 1st &amp; 2nd Year $6,000, 3rd Year &amp; above $7,000</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td>Stafford Loan for Undergraduate Students (PLUS)</td>
<td>For credit-worthy parents of dependent undergraduates.</td>
<td>Up to college cost of attendance. PLUS application and</td>
<td>Promissory Note processed through College and Lender</td>
</tr>
</tbody>
</table>
Rasmussen College offers the following institutional scholarship and grant programs. All scholarships are non-cash scholarships. Some campuses have additional scholarships available; please contact your Student Financial Services Office for more information.

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

**10% Military Discount**
All current and retired military personnel, as well as veterans, enrolling in a Degree, Diploma, or Certificate program are eligible for a 10% tuition discount. In order to qualify for the discount, all admission requirements must be completed, and applicants must provide proof of service by submitting an actual or faxed copy of their military ID card, including expiration date. Retired military personnel must provide valid military retiree ID or DD 214 form. In addition, the College will extend the 10% discount to the spouse and dependents, age 18-21, of any service member on active duty as outlined above. These individuals must provide an actual or faxed copy of their dependent military ID card, which includes an expiration date.

**Corporate Discount**
Some companies receive a tuition discount or grant from Rasmussen College for eligible employees. Contact your campus for details.

**Restrictions**
Students are eligible for only one of the following scholarship and grant programs at a time:
- Early Honors Program
- 10% Military Discount
- Corporate Discount
- Community Business Success Grant
- AcceleratED Partner Success Grant

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

To take advantage of tuition reimbursement, check with your employer about what tuition reimbursement options may be available to you. Then, contact your program manager or the Student Financial Services Department to discuss your tuition reimbursement options.

**High School Professional Program**
Rasmussen College waives tuition for High School Teachers and Counselors who meet the required criteria. This program is only available to teachers and counselors who are employed at a high school (grades 9-12) in Minnesota, North Dakota, Florida, Illinois and Wisconsin. Current status as a high school professional will be verified by Rasmussen College prior to the initial start of any course. Attendance is required at an orientation, which must be completed prior to the start date of the professional’s first course.

Offer is limited to one course, per quarter, per high school professional. A maximum of 50 seats in online courses will be made available to high school teachers and counselors each quarter. There is no maximum on cumulative number of classes that may be taken. Tuition free courses for high school professionals are offered on a space-available basis, with priority given to other enrolled Rasmussen students who must complete the course as part of their degree program at Rasmussen College.

Participants are responsible for purchasing books or supplies needed for the course. Books may be purchased through the online bookstore. Grades will be recorded as audit grades with the student classified as an audit student.
ACADEMIC INFORMATION AND COLLEGE POLICIES

ACADEMIC POLICIES

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

Class Standing
Rasmussen College determines class standing by the number of credit hours a student has completed. The number of credit hours used for class standing is according to the following criteria:

- Freshman: 0-36 credits completed
- Sophomore: 37-72 credits completed
- Junior: 73-120 credits completed
- Senior: 121+ credits completed

These Programs May Also Be Offered Online

Bachelor’s Degrees
- Accounting
- Business Management (all specializations)
- Criminal Justice (all specializations)
- Digital Design and Animation
- Game and Simulation Programming
- Health Information Management
- Healthcare Management
- Nursing Bachelor of Science (RN to BSN)

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

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

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

Individual Progress
Students may enroll in one or more courses at a time, in one of three options:
- By Student Request, students must complete all remaining programmatic application requirements (including the entrance placement test). Eligible individual progress courses will be approved to their degree program, and count toward graduation and are eligible for purposes of Satisfactory Academic Progress (SAP).
- Developmental Education and Rasmussen College Entrance Placement Exam Re-test Policy
- Developmental education is intended to provide students with a solid foundation of basic skills and knowledge as they move on to college level coursework. Placement into Foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students. In addition, to providing educational opportunities to those who enroll. All new students who enroll in a Degree, Diploma or Certificate program are required to take the Rasmussen College Entrance Placement Exam reading, writing, and math placement tests. Applicants providing a college transcript indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete College entrance placement examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the reading and writing sections of the placement examination. Students who have not completed a college-level math course are required to complete the math portion of the placement examination. Returning students who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundation courses are prerequisites, or their equivalents, do not need to take the College entrance placement examination. Returning students who have not successfully completed the Foundation courses, their equivalents, or the courses for which Foundation courses are prerequisites must take the College entrance placement examination. Coursework in Math or English that is numbered 100 or below is considered to be developmental. College entrance placement examination scores are used to appropriately place students in English and Math courses according to skill level. See Entrance Assessment Table for placement scores.

Foundation Courses Timeframe
- Freshman students requiring a foundation course must complete one such course in their first full quarter of enrollment. Additionally, all required foundation courses must be taken in the student’s first three full quarters of enrollment. If a student withdraws from or does not pass a foundation course, the student must successfully complete that course in the subsequent full quarter of enrollment or the student will be dismissed from the college. Developmental Foundation courses in Illinois are B094, B095, and B099. A “full quarter” excludes the mid-quarter start.

Foundation Course Grading
1. All Foundation courses are satisfactory/unsatisfactory (SX/SX) courses. In each of these courses, the final exam comprises 40% of the final grade. The remaining 60% of the final grade is determined by other coursework.
2. Students that do not achieve the scores listed above on their final exam may still pass these courses. In such cases, the final exam counts as 40% of their overall grade with their weekly work comprising the remaining 60%.
3. The following grading scale is then used to determine if students have passed the courses:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 59%</td>
<td>F</td>
</tr>
<tr>
<td>60 to 63%</td>
<td>D</td>
</tr>
<tr>
<td>64 to 67%</td>
<td>C</td>
</tr>
<tr>
<td>68 to 70%</td>
<td>B-</td>
</tr>
<tr>
<td>71 to 72%</td>
<td>B</td>
</tr>
<tr>
<td>73 to 74%</td>
<td>B+</td>
</tr>
<tr>
<td>75 to 76%</td>
<td>A-</td>
</tr>
<tr>
<td>77 to 79%</td>
<td>A</td>
</tr>
<tr>
<td>80 to 85%</td>
<td>A+</td>
</tr>
<tr>
<td>86 to 89%</td>
<td>N/A</td>
</tr>
<tr>
<td>90 to 100%</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Grades of SX apply to Seminar courses. Grade of SX applies to Foundation, Seminar courses (in each of these courses, the final exam comprises 40% of the final grade. The remaining 60% of the final grade is determined by other coursework.

Health Sciences Programs Grade Scale
The following grade scale applies to all HL, MA, ML, PT and M coursework.

Letter Grade Percentage Range
- A: 100 to 93%
- B+: 92 to 87%
- B+: 86 to 83%
- B- 82 to 80%
- C+ 79 to 77%
- C 76 to 73%
- D 69 to 67%
- D+ 66 to 63%
- F Below 60%

Students who achieve a score of 17 or more (out of 35 items) on the final exam/end of quarter post-test in this class. Students in B094 Geometry who achieve a score of 17 or more (out of 35 items) on the final exam/end-of-quarter post-test in this class. Students in B094 Geometry who achieve a score of 22 or more (out of 35 items) on the post-test have achieved the necessary numeracy skills and will not be required to take B095 Combined Basic and Intermediate Algebra.

Students automatically pass B094 Geometry if they achieve a score of 17 or more (out of 35 items) on the final exam/end of quarter post-test in this class. Students in B094 Geometry who achieve a score of 22 or more (out of 35 items) on the post-test have achieved the necessary numeracy skills and will not be required to take B095 Combined Basic and Intermediate Algebra.

Students that do not achieve the scores listed above on their final exam may still pass these courses. In such cases, the final exam counts as 40% of their overall grade with their weekly work comprising the remaining 60%.

Grading Scale for Second Attempt at a Failed Course

Students who achieve a score of 17 or more (out of 35 items) on the final exam/end of quarter post-test in this class. Students in B094 Geometry who achieve a score of 22 or more (out of 35 items) on the post-test have achieved the necessary numeracy skills and will not be required to take B095 Combined Basic and Intermediate Algebra. Additionally, all required Foundation courses must be completed to within the courses for which Foundation courses are prerequisites, or their equivalents, or the courses for which Foundation courses are prerequisites must take the College entrance placement examination. Coursework in Math or English that is numbered 100 or below is considered to be developmental. College entrance placement examination scores are used to appropriately place students in English and Math courses according to skill level. See Entrance Assessment Table for placement scores.

These credits are not counted toward graduation, and each must be passed with a grade of “SX” in order for the student to proceed to the next course in the sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the Foundation courses. Students who test at remediation level, and who wish to transfer to a course that has Foundation courses as prerequisites, must first successfully complete the Foundation courses. Students enrolled in Foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program.

Students who place below the level of B080 Reading and Writing Strategies are not eligible for admission to Rasmussen College. Students who place below the level of B080 Reading and Writing Strategies are not admitted to Rasmussen College may, after three months, have the option to re-take the assessment test.

The College entrance placement examination may not be re-taken for initial placement purposes after the start of a Foundation level course. On occasion, however, a re-test may be allowed prior to the start of a quarter. Such re-tests are only granted if extenuating circumstances exist that lead the College to determine a re-test is needed to adequately determine the student’s current level. Only one such re-test may be allowed, at the discretion of the Academic Dean.

- These include official and unofficial transcripts and grade reports for completed coursework at regionally or nationally accredited institutions of higher learning, as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA).
Students who fail a required course three times and have a cumulative grade point average of 2.0 or greater may be able to switch to another program that does not include the course as a required part of the program curriculum without going through the program appeal process. Students who fail a course three times, and who cannot switch to another program as determined by the program change appeal process, will be terminated from the College. In no circumstances may students continue to be enrolled in the College until they successfully complete an equivalent to the course elsewhere by earning a grade of C or higher and transfer it back to Rasmussen College. In accordance with Title IV of the Higher Education Act of 1965, in the case of credit transfer, one F' or grade may be used to fulfill GPA calculative requirements. However, all of the credits included in the grade must be transferred, count in the student’s cumulative grade point average (GPA), and will be included in credits attempted for the calculation of the final grade and upon graduation. In the case of credit transfer, the College will accept and apply for credit only college-level courses for which the student has earned a grade of C or higher. The student is responsible for verifying the transferability of the course to ensure it meets the required academic standards and accepts the course for credit. Independent study courses may be offered in the College in which the student works independently under the supervision of an instructor. Independent study applies when a student chooses to take a course that does not have a course description or syllabus as opposed to compensating for poor teacher planning, poor attendance, or failure to take the course seriously. Independent study requires a student to be self-motivated and self-directed. The College requires that independent study meet the following criteria:

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

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

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

Graduation Requirements
Degrees, Diplomas, and Certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 33% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing programs must complete 100% of their program requirements at Rasmussen College.

Independent Study Policy
Independent study applies when a student contracts to meet regularly with a qualified instructor to fulfill the assignments, tests, projects, and other tasks necessary to achieve the performance objectives of a given course. Independent study requires a student to be motivated and organized. Because an independent study does not provide the student with the classroom interaction normally expected in higher education, it is to be offered only when there is no alternative as a feasible educational objective. Students may take, and the College may offer, a course through independent study under the following conditions:

1. The course is not currently offered on-site or online.
2. Completion of the course is necessary for on-time graduation.
3. The need for the course in the quarter in question does not arise from the student’s decision to withdraw from the course in an earlier quarter, the student’s failure to satisfactorily complete the course in an earlier quarter, or the student’s decision to change programs.
4. The student will complete work of a similar quality and quality as required in a regularly scheduled class and will meet all standard performance objectives for the class.
5. The Academic Dean approves the plan for completing the course work.
6. The student and instructor meet once a week for a minimum of one hour of individual learning activities planned to fulfill the clock hour requirements of the course.
7. At least twice and at regular intervals during the quarter, the Dean will review the student’s progress by reviewing work completed.

Independent study must meet the following guidelines:

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

1. When and where they will meet each week.
2. Weekly objectives for work to be completed based on the weekly objectives defined in the syllabus for on-site classes.
3. Progress checks to be reviewed by the Dean.
4. Standards of academic quality for the work to be completed.
5. Deadline for work to be completed at the end of the quarter.
Academic Overload Policy

An academic or credit overload occurs when a student registers for more than 20 credits per quarter. Students wishing to schedule an overload must obtain the signature of the Student Advisor as well as the approval and signature of the Academic Dean of the campus in which they are enrolled. In order to apply for an overload, the student must have completed a minimum of 32 credits at Rasmussen College. The student must also be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average of at least 2.75 to apply for an overload. Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 24 total credits in the approved quarter. The student must apply for approval no later than week six (6) of the quarter prior to which the overload is desired. The Academic Overload Approval Form is available through a Student Advisor.

Drop/Add Class Policy

Course registration practices ensure that the College is able to provide quality instruction through obtaining a minimum class size of 12 students per course.

Full-quarter drop/add period:

Students may add courses through the first Friday of the quarter, which is the close of the drop/add period. When a student notifies the College of withdrawal from a class:

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

Mid-quarter drop/add period:

Students may add courses through the second day of the mid-quarter term and may drop a course through the first Friday of the mid-quarter term, which is the close of the drop/add period. When a student notifies the College of withdrawal from a class:

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

Students who fail to notify the College that they wish to withdraw from a class are still scheduled in the class. The credits for all courses will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Course Withdrawals

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

Online Courses

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

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

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.

<table>
<thead>
<tr>
<th>Percentage of Credits Attempted Toward Maximum Time Frame</th>
<th>Minimum Successful Completion of Cumulative Credit Hours Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 25%</td>
<td>25%</td>
</tr>
<tr>
<td>Greater than 25%, up to 50%</td>
<td>50%</td>
</tr>
<tr>
<td>Greater than 50%</td>
<td>67%</td>
</tr>
</tbody>
</table>

3. Duration of Eligibility: This is the maximum time frame for program completion and is equal to 150% of the total number of credits required for the program (e.g., maximum time frame for a 90-credit program = 90 x 150%, or 135 credits). Total credits are indicated for each program listing in the 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, I/N. In addition, Foundations courses are not included in the number of credits attempted or successfully completed when assessing satisfactory progress.

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

A student who fails to meet any one of the components of SAP at the end of the Financial Aid Warning period is not eligible for financial aid.

Financial Aid Probation: If a student fails to make Satisfactory Academic Progress requirements at the end of the Financial Aid Warning period, and who does not successfully appeal, is not eligible for further financial aid funding.

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

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

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

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

General Transfer Credit Policy
• Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.
• Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.
• Students must request that official transcripts containing coursework for review be sent directly to Rasmussen College. It is the student’s responsibility to ensure that all official transcripts have been received by Rasmussen College.
• As part of the acceptance process, official transcripts will be evaluated for transfer of credit.
• Students will receive notification regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.
• A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credit conditionally awarded through the use of an unofficial transcript will be reversed if an official transcript is not received by Rasmussen College prior to the completion of the student’s first quarter, after which the student will be required to complete the necessary credits in order to receive the degree.
• College-level courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be considered for college transfer.
• Students must complete 53% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
• Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist and Associate’s Nursing programs must complete at least 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits. Course waivers, credit by examination, or other means, with the exception of “block transfer” candidates for the Surgical Technologist and Medical Assisting Associate’s degree programs. Students in the Professional Nursing Mobility Associate’s degree program may complete up to 67% of their program via transfer credit or block transfer of credit.
• Students eligible and approved for the Surgical Technologist AAS/BS or Medical Assistant AAS/BS Transfer Block Transfer must only complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.
• Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.5 quarter credits. The calculated number is rounded down. Transfer credits based on a different unit of credit will be subject to conversion prior to being transferred.
• International transcripts must be evaluated by a NACES approved organization (National Association of Credential Evaluation Services) to ensure the student’s credit transfer is equivalent to Rasmussen College course content. The evaluation is the student’s responsibility.
• Transfer credit is evaluated based on the program in which the student is enrolled.

Transfer of Credit, Prior Learning and Waivers

Course By Course Transfer
Courses selected to fulfill transfer credits must be completed at regionally or nationally accredited institutions of higher learning and meet the following guidelines:
• 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.
• Grades point from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average, but will be counted as credits attempted and excluded from determining Satisfactory Academic Progress. All credits considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are also calculated.
• Courses which have been accepted for transfer will be listed on the student’s transcript with a Transfer (TR) designation. Transfer courses 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.
  2. Supplemental information such as a syllabus, course description, or text may be required.
  3. The information will be reviewed by the College Registrar.
  4. The student will receive written notice of the decision.

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

The following Early Childhood Education externship courses cannot be transferred into the program from another program:
• EC180 Knowledge: Externship I, EC181 Application: Externship II

Course By Course Transfer
• Course by course transfer of credits from a regionally or nationally accredited institutions of higher learning will be evaluated on course content. Most courses that are comparable in content will be accepted.
• Course must have the minimum number of credits to that of the Rasmussen College course.
• Only courses completed with a grade of C or higher will be eligible for transfer credit.
• Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average. Grade point averages and grades from courses taken at any of the Rasmussen College campuses, which pertain to the current program, will be computed in the student’s final grade point average.
• General education credits may be considered for transfer regardless of completion date.
• Credits in information technology or computer science/computer applications must have been earned within the previous three (3) years of the assessment date.
• Associate Nursing Program (prefixes of PN/NU and RN/NU) from other colleges or vocational school will not accept any core course transfers. For Associate Nursing program only, there is a five (5) year limit on Anatomy & Physiology, Microbiology, Human Biology, 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 Assisting Program are not transferable: MA 110 Clinical Skills I, MA 225 Clinical Skills II, MA 226 Laboratory Skills, and MA 225. 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 coursework 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 Law Enforcement Associate’s degree program, Law Enforcement Academic Certificate, or Law Enforcement Skills Certificate programs, transfer credits for law enforcement specific classes (J or LE prefixes) can only be accepted if the incoming course is from a regionally accredited college that is POST Board approved. Students who have credits that are not transferable are eligible to demonstrate competency by completing the course specific test out. if available.

2+2 Matriculation for Baccalaureate Candidates
For students who have completed an Associate's degree or higher 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.

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General Education Block Transfer for Baccalaureate Candidates
For students with a conferred degree, general education coursework will be transferred as a block regardless of conferred degree or degree sought through Rasmussen College.
• Confirmed Associate's degrees may be posted as a 32-credit (34-credit in Illinois) general education block.
• Confirmed Baccalaureate degrees may be posted as a 68-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) for a total of 78 credits (78 credits in Illinois). In addition, these students will need to take Medical Terminology, Medical Terminology Procedures and Medical Law and Ethics in the core.
• The remaining core content necessary for the bachelor’s degree in the major will be provided in the 300 and 400 level core courses.

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• The remaining core content necessary for the bachelor’s degree in the major will be provided in the 300 and 400 level core courses.

Pre-Baccalaureate Candidates
For students with a conferred degree, general education coursework will be transferred as a block regardless of conferred degree or degree sought through Rasmussen College.
• Confirmed Associate's degrees may be posted as a 32-credit (34-credit in Illinois) general education block.
• Confirmed Baccalaureate degrees may be posted as a 68-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) for a total of 78 credits (78 credits in Illinois). In addition, these students will need to take Medical Terminology, Medical Terminology Procedures and Medical Law and Ethics in the core.
• The remaining core content necessary for the bachelor’s degree in the major will be provided in the 300 and 400 level core courses.

Bachelor Completer Block Policy
For students who have successfully earned credits at one or more accredited institutions and do not have a conferred degree OR for students who have a conferred Associate's degree, but not in a similar field as the Bachelor’s degree they are enrolled in.
• Students may transfer up to 121 credits (67% maximum of a Rasmussen College program). The credit block must include all coursework at regionally accredited institutions of higher learning.
• Students must meet pre-requisite requirements for all courses within the credit block.
• Students may transfer up to 41 restricted lower division core courses.
• Unless a course has been transferred, a student must take all courses required in the program.
• Illinois students must meet the current general education requirements.
• This policy is not applicable to the Health Information Management BS degree.
A total block transfer of 58 core credits may be transferred into the program, 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 degree in field, they will receive a block transfer of 113 credits.

- Students who have a current CMA/RMA certification. A transcript reviewed by the Program Coordinator/Director will inform the College Registrar of the student’s eligibility to receive a block transfer of 113 credits. If the grade is granted, the grade will be posted on the student transcript as a Course Waiver (CW).

Externsions, Practicums, and Clinicals

Health Sciences Externships. Practicums, and Clinicals

Externsions, clinicals and practicums for Health Sciences programs are to be conducted in Rasmussen-approved locations. Each practicum 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/ Externsions in Health Sciences programs have attendance expectations that differ from the general Rasmussen College Attendance Policy. These attendance policies can be found in the program-specific medical manuals/handbooks or program course policies. In order to successfully complete a practicum experience, students must complete the required number of practicum hours for the course. Students who do not complete all required practicum hours during the quarter in which the course is scheduled will fail the practicum course. All student activities associated with the curricular requirements while 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 hire to work with the student. Each practicum site will be established utilizing the Program Coordinator/Director to review and approve the practicum partner’s attendance policy, and contact the Campus Accommodations Coordinator to request such services. Students who are unsure who to contact should check with their Academic Dean or Campus Director.

Attendance

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

Attendance requirements are met by (a) attending a face-to-face course session at the campus or other class location, or (b) substantive online activity, including commentary in the discussion section of the online classroom. Posting of required assignments and course quizzes and examinations are considered participating in class. Discussions posted in the student lounge area of the classroom are encouraged but do not count as attendance activities. Attendance is not equivalent to participation. Student grades are 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/or the college.

Rasmussen College uses a standard grading scale for its courses (although some programs may require to follow additional standards). Faculty are required to keep accurate attendance records which are submitted to the Business Office. Rasmussen College makes attendance records available to prospective employers and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid. First Week Attendance: Students are expected to attend all scheduled College course within seven days of the start of a term may be administratively withdrawn from the College.

Course Attendance: If a student has not been in attendance in a course within 14 days of their last date of attendance in that course, he or she may be administratively withdrawn from the course. If the student has not been in attendance in any courses within 14 days of their last 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.

Practicums/Externsions in Nursing and Health Sciences programs have attendance requirements that are more stringent than the attendance policy above. Attendance policies for programs with additional requirements can be found in program-specific medical manuals/handbooks or program course policies.

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POLICIES AND GRIEVANCES

Accommodations Policy

The mission of Rasmussen College is to provide accommodations to students with disabilities that are more stringent than the College’s Accommodations Policy. The College encourages them to do so. Students seeking academic accommodations or adjustments must contact the Accommodations Coordinator to request such services. Students who are unsure who to contact should check with their Academic Dean or Campus Director.

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Attendance requirements are met by (a) attending a face-to-face course session at the campus or other class location, or (b) substantive online activity, including commentary in the discussion section of the online classroom. Posting of required assignments and course quizzes and examinations are considered participating in class. Discussions posted in the student lounge area of the classroom are encouraged but do not count as attendance activities. Attendance is not equivalent to participation. Student grades are 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/or the college.

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II. Definitions
a) Academic Misconduct is the violation of the Academic Integrity Policy, including all forms of academic cheating including but not limited to acts listed below and any other act perpetrated to give unfair advantage to the student.
b) Cheating: Distributing or using answers or information by any means other than those expressly permitted by an instructor for any academic exercise. Examples include:
   i. Copying answers, data, or information for any academic exercise from another student in which the student is not expressly permitted to work jointly with others.
   ii. Impersonation: Assuming another student’s identity or allowing another person to complete an academic exercise on one’s own behalf.
   iii. Using or attempting to use unauthorized materials, tests, devices, notes, information or study aids in any academic exercise (i.e., assignments, discussions, tests, quizzes, papers, labs).
c) Collusion: Knowingly assisting, attempting to assist, or receiving assistance from another student or students to commit academic misconduct, or conspiring with any other person in or outside of the College to commit misconduct.
d) Destruction. Theft. Obstruction. Interference: Seeking to gain unfair academic advantage by destroying, damaging, or stealing equipment or products of any academic exercise; or obstructing or interfering with an instructor’s teaching, research, or other academic work.
e) Fabrication. Falsification. Forgery: Deliberately falsifying, altering, or inventing student records, information or citations. Forgery is the act of imitating or counterfeiting documents, signatures, or the like.
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 attempting to give credit to the author of that source.
   ii. Using charts, illustrations, images, figures, equations, etc., without citing the source.
   iii. Using an academic exercise (in whole or in part) purchased or copied from a ghostwriter or paper service.
   iv. Copyright infringement or piracy, including the use, alteration, or duplication of media, software, code, or information that is not expressly permitted or where copyright exists or is implied.
   v. Submitting work previously graded in another course without prior approval by the course instructor; or submitting the same work in two or more concurrent courses without prior approval by all course instructors.

III. 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 conviction by the student’s instructor and the student’s Dean that the student has committed Academic Misconduct, the following penalties will be applied:

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

b) Second Offense. The student will be expelled from the course, and the final grade assigned for the course will be a 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 more than two offenses. 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. Reference forms sent by prospective employers and other educational institutions often ask for judgment and comment on a student’s ethical behavior. As the form is sent at the behest of the student, the College reserves any rights it 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 to appeal to the Dean of her or her School. Appeals are reviewed by the Academic Integrity Committee, which 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 Associate Vice President of Academic Affairs. 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 all encompassing policy regarding student conduct. The College reserves the right to suspend or terminate any student whose conduct is detrimental to the educational environment. Conduct dismissal guidelines for School of Health Sciences students enrolled in the Medical Assisting, Health Information Technician/Management, Medical Laboratory Technician and Surgical Technologist programs may be found in each program handbook provided at 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 College 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 protection or other surcharges/illegal activity. Prohibited material could include explicit images, illegal file sharing programs (such as the illegal downloading and sharing of music), or other violations of the Rasmussen College Acceptable Use Policy. Violations will result in the loss of network privileges and possibly other penalties, up to and including dismissal.

Anti-Hazing Policy
If it shall be the policy of the College to strictly prohibit any action or situation which may recklessly or intentionally endanger the mental, physical health or safety of its students for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of this 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 of 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 not be able to complete the course. Students will need to have the following:

- A computer
- An internet connection
- Internet Explorer 7 or Firefox 3.5
- A high-speed internet connection
- A word processing program
- A PDF reader
- An email program
- A browser program

Circulation Policy
It shall be the policy of the Library to strictly prohibit any action or situation which may recklessly or intentionally endanger the mental, physical health or safety of its students for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of this 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 of employment. The Campus Director of the College shall be responsible for the administration of this policy.

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

Non-Discrimination Policy

Rasmussen College is strongly committed to providing equal employment opportunity for all employees and all applicants for employment. For us, this is the only acceptable way to operate. Rasmussen College employment practices conform both with the letter and spirit of federal, state, and local laws and regulations regarding non-discrimination in employment opportunities and compensation.

Anti-Harassment and Sexual Violence Policy

It is Rasmussen College’s policy and responsibility to provide our employees and students an environment that is free from harassment. Rasmussen College recognizes that harassment of employees or students on the basis of gender. Harassment undermines our College community morale and our commitment to treat each other with dignity and respect. This policy is related to and in conformity with the Equal Opportunity Policy of Rasmussen College member to the employment, and promote employees without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance. Prompt investigation of allegations will be made on a confidential basis to determine the veracity of complaints and appropriate corrective action will be taken. An Executive Vice President or President will be notified of all allegations. Rasmussen College will make a prompt, consistent, and appropriate investigation. It is a violation of policy for any member of our College community to engage in sexual harassment and it is a violation of policy for any member of our College community to take action against an individual for reporting sexual harassment.

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

Informal and Formal Complaints

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

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

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

Informal Resolution

Early efforts to control a potentially harassing situation are important: 1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop. 2. Writing a note to the person or talking to the person’s supervisor can also be effective. 3. Do to a sexual harassment/violence information center or discuss the matter with a friend. 4. Talk to others who might also be victims. 5. Any employee, faculty member, staff member, or student is encouraged to discuss incidents of possible sexual harassment with the Campus Director, Regional Vice President, or College President.

A Campus Director contacted by a person who may have been subjected to sexual harassment will give advice and guidance on both informal and formal procedures for solving the problem. During the informal inquiry process, all information will be held in confidence to as great a degree as legally possible. No specific circumstances, including the names of the people involved, will be reported to anyone else, except the President, Executive Vice President, or College President, the Human Resources Director, and the College Counselor, without the written permission of the person making the complaint. However, if in the judgment of the person making the complaint it finds that the circumstances warrant a formal investigation, it will be necessary to inform the person complained against.

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

Resolutions and Informal Complaints

Anyone in the Rasmussen community may discuss an informal complaint with the Campus Director, Regional Vice President, Executive Vice President or President. The complaint will be notified of all allegations. Rasmussen College will make record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences. While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, they will be protected to as great a degree as legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the College’s obligation to act upon the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the College and those involved in the investigation.

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

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

Definitions

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

1) Submissions to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement;

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

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

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

1. Unwanted sexual advances:

2. Offering employment benefits in exchange for sexual favors;

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

4. Verbal sexual advances or propositions;

5. Displaying sexually suggestive objects, pictures, and the like, and posters (includes by electronic means);

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

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

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as roar or as subtle as a touch. Harassment under the third part of the definition often consists of callous insensitivity to the experience of others. Normal, courteous, mutually respectful, pleasant, nonoffensive interactions without any suggestion of gender or sexual identity, and including men and women, that is acceptable to everyone involved, is not sexual harassment. There are basically two types of sexual harassment:

1. "Quid pro quo" harassment, where submission to harassment is used as the basis for employment decisions.

2. Hostile work environment, where the harassment creates an offensive and unpleasant working environment.

Hostile work environment can be created by anyone in the work environment. Whether it be supervisors, other employees, or customers. Hostile environment harassment consists of verbal or physical coercion, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

For further information please refer to the EEOC’s website at www.eeoc.gov or call the EEOC Publications Distribution Center at 800-669-3382 (VOICE) or 800-800-3302 (TTY). Sexual Orientation harassment includes harassment based on sexual orientation. Sexual orientation harassment is verbal or physical conduct that is directed at an individual because of his/her sexual orientation and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

Romantic/sexual relationships between superior and subordinate: Substantial risks are involved even in seemingly consensual romantic/sexual relationships where a power differential exists between the involved parties.

The respect and trust accorded a faculty member or other employee by a student, as well as the power inherent in the faculty member’s advice, praise, recommendations, opportunities for further study, or other forms of advancement may greatly diminish the student’s actual freedom of choice in concerning the relationship. Similarly, the authority of the supervisor to hire, fire, evaluate performance, reward, make recommendations, assign grades, and other liberties of employees may interfere with the employee’s ability to choose freely in the relationship. Further, it is inherently risky where there is a power differential exists between the involved parties which limits the student or employee’s ability to make informed choices about the relationship.

Claims of consensual romantic/sexual relationships will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the faculty member, supervisor, or who will bear the burden of accountability because of his/her power of influence and responsibility, and it is exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks and consequences involved in entering a romantic/sexual relationship where there is a superior/subordinate relationship.

Sexual Assault: Sexual activity, including sexual penetration or sexual conduct carried out under coercion, with the threat of a weapon, through the threat of bodily harm, through a position of authority, or when the victim/survivor is mentally or physically disabled or helpless constitutes criminal sexual conduct.

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

Formal Complaints by Students and Employees

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

b. The College will investigate formal complaints in the following manner:

1. The person who is first contacted, after initial discussions with the complainant, will inform the College the identifying the individuals involved. Rasmussen College will determine whether the circumstances reported in the complaint warrant a formal investigation or an informal inquiry.

2. If the circumstances warrant an investigation, Rasmussen College will inform the person complained against of the name of the person making the complaint as well as of the substance of the complaint. The College will then limit the investigation to what is necessary to resolve the complaint or make a recommendation. It is necessary for the College to speak to any other people other than those involved in the complaint who will be allowed to have knowledge of the complaint and the person complained against.

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 and the complete 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 make its recommendations within 60 days from the time the formal investigation is initiated.

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

c. After an investigation of the complaint the College will:

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

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 or controlled by the College the following additional policy applies:

1. The victim is aware that criminal charges can be made with local law enforcement officials.

2. The prompt and complete campus, campus administration, or Rasmussen management at the request of the victim, in notifying the appropriate law enforcement officials of a sexual assault complaint.

3. A sexual assault victim’s participation in and the presence of the victim’s attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint.

4. Notice to a sexual assault victim of the outcome of any campus or college facility disciplinary proceeding concerning a sexual assault complaint and in connection with laws relating to data practices:

5. The complete and prompt assistance of campus administration, or Rasmussen management at the request of the victim, in notifying the appropriate law enforcement officials of a sexual assault complaint.

6. The assistance of campus administration or Rasmussen management in preserving, for a relevant to a campus disciplinary proceeding; and

7. Notice to a sexual assault victim of the status of any criminal case involving a sexual assault complaint.

8. Further information can be obtained from either of the following sources:
   Illinois Department of Human Rights
   James R. Thompson Center
   100 West Randolph Street. Suite 10-100
   Chicago, IL 60601
   (312) 541-6900
   (217) 785-5125 (TTY)
   www.state.il.us/dhr
   Illinois Attorney General
   www.illinoisattorneygeneral.gov/victims/
   index.html
   800-228-3368 (Voice/TTY)

Nothing in this policy shall prevent the complainant or the respondent from pursuing formal legal remedies or resolution through state or federal agencies or the courts.

Drug Abuse Policy
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 abuse from its employees. This policy is based in substantial part on Rasmussen’s concern regarding the safety, health and welfare of its employees, 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 Community Act Amendments of 1989, 34 CFR Part 88, this institution is hereby declared a drug- and alcohol-free college and workplace. For more information visit The U.S. Department of Education’s Higher Education Center for Alcohol and Other Drug Prevention website at www.ed.gov/hce.

Students and Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to the College including grading, 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, including expulsion or termination of employment.

As a condition of employment, employees must abide by the terms of this policy or the College will make a good faith effort to modify the policy to the extent that FERPA authorizes disclosure

1. The right to inspect and review the student’s education records within 45 days of the day the institution receives a request for access.

Students should submit to the registrar, business office, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading.

If the institution decides not to amend the record or not to fully amend the record, the student will be notified of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception is that the institution permits disclosure without consent is disclosure to school officials with legitimate educational interests.

4. The right to inspect and review personally identifiable information from the student’s education records. A student may request to inspect and review the student’s education records within 45 days of the day the institution receives a request for access.

5. The right to consent to disclosure of the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception is that the institution permits disclosure without consent is disclosure to school officials with legitimate educational interests. The student may request to inspect and review personally identifiable information from the student’s education records within 45 days of the day the institution receives a request for access.

6. The right to consent to disclosure of the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception is that the institution permits disclosure without consent is disclosure to school officials with legitimate educational interests. The student may request to inspect and review personally identifiable information from the student’s education records within 45 days of the day the institution receives a request for access.

7. The right to consent to disclosure of the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception is that the institution permits disclosure without consent is disclosure to school officials with legitimate educational interests. The student may request to inspect and review personally identifiable information from the student’s education records within 45 days of the day the institution receives a request for access.
Academic Information and College Policies

Grievance Procedure
1. The individual must first try to resolve the issue with the other member involved.
2. If the matter is not resolved to the person’s satisfaction he/she has the option to follow the appropriate steps:
   a. Requests for further action on educational issues should be made to the Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   b. Students who feel they have an appropriate non-academic grievance should see the Campus Director for their campus. The Campus Director will investigate the grievance, attempt to resolve it, and issue a decision to the student.
3. If the grievance is still not resolved, students should contact the Campus Director for their campus. The Campus Director will conduct an 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 62701-1419 (217) 557-7350
- Kansas Board of Regents, 1000 SW Jackson Street, Suite 520 Topeka, KS 66612-3558 (785) 296-3421
- The Higher Learning Commission (www.ncahc.org), a commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1411 (800) 621-7440 or (312) 283-0458

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 unjustly been treated can request the Campus Director to hear their appeal.

For resolving academic issues such as final grades, students should appeal first to their instructor within one week of the start of a subsequent term. If the issue remains unresolved after an appeal to the instructor, who will have one week from the time they are contacted by students to consider any such appeals, students should appeal to the Dean for their campus. If the issue remains unresolved after a thorough investigation of the matter by the Dean, who will have one week from the time they are contacted by students to consider any such appeals, students may submit a written statement of appeal to the Assistant Vice President of Academic Affairs thereafter.

Response will be given within 30 days.

If individuals wish to appeal a decision or request a hearing for any other perceived violation of rights, written statements of appeal must be submitted to the Vice President of Student Affairs within 15 calendar days of the issue in question. Response will be given within 30 days.

Arbitration
Any controversy or claim arising out of, or relating to a current or former student’s recruitment by, enrollment in, or education at Rasmussen College (“Controversy or Claim”), shall be resolved first in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. If, following completion of the Grievance Policy procedures, any current or former student (the “Student”) or Rasmussen College remains dissatisfied, then the Controversy or Claim, in accordance with the Enrollment Agreement, shall be resolved by binding arbitration administered in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Arbitration shall be the sole remedy for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place at the offices of Illinois before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party’s actual damages. The arbitrator also shall have no authority to award attorney’s fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly circumstanced Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator’s fees and administrative costs of arbitration charged by the American Arbitration Association but otherwise the Student and Rasmussen College shall bear their own costs and expenses of the arbitration, including attorney’s fees. Except as may be required by law, no party to the arbitration nor an arbitrator may disclose the existence, content, or results of any arbitration hereinafter prior to the written consent of both the Student and Rasmussen College.

Disclosure Policy
Accessibility of financial information regarding the College may be requested from the Chief Financial Officer.

Rasmussen College is currently authorized or licensed* to operate in: Alabama, Arkansas, Delaware, Florida, Illinois, Iowa, Kansas, Minnesota, North Dakota, Wisconsin, and Wyoming. Rasmussen College will continue to monitor developments in state laws in each state in which it enrolls students and, if authorized or licensure is or becomes necessary, will work to obtain such additional approvals.

*Many states do not require specific authorization or licensure for their residents to enroll in online programs.

State Contact Information for Student Complaints

Alabama
Alabama Commission on Higher Education
P.O. Box 302000
Montgomery, AL 36100-2000
www.accc.state.al.us/complaintform.aspx

Alaska
Alaska Commission on Postsecondary Education
PO Box 103505
Juneau, AK 99811-0505
customer.service@alaska.gov

Alaska Office of Attorney General Consumer Protection Unit
1001 Fourth Avenue, Suite 200
Anchorage, AK 99501
attorney.general@alaska.gov

http://www.law.state.ak.us/pdf/consumer/FORM_PDF.pdf

Arizona
Arizona State Board for Private Postsecondary Education
1701 North Central Avenue, Room 200
Phoenix, AZ 85004
http://appsite.state.az.us/student_info/compliance.asp

Arkansas
Arkansas Higher Education Coordinating Board
Arkansas Department of Higher Education
114 East Capitol Ave.
Little Rock, AR 72201

http://www.adhe.edu/StateCollectionDocuments/AcademicAffairsDivision/ACAC%20Rules%20and%20Regulations/APPLI%20SUB/ArkansasStateBoardofProfessionalExamination.pdf

http://www.sbepe.arkansas.gov/Commissioner/default.html

California
California Bureau of Private Postsecondary Education
9043 Wilshire Blvd.
Los Angeles, CA 90025-0977

http://www.bpe.ca.gov/forms pubs/complaint.pdf

Colorado
Colorado Department of Higher Education
1540 Broadway, Suite 1600
Denver, Colorado 80202

http://www.cde.state.co.us/HigherEd/Complaints/default.html

Connecticut
Connecticut State Department of Higher Education
640 Washington Boulevard
Hartford, CT 06105-2256
info@cdehe.org

Connecticut Department of Consumer Protection
400 Washington Boulevard, Suite 520
Hartford CT 06106
trade.practices@cctv.org


Colorado Department of Higher Education
325 W. 23rd Avenue, Suite 1414
Denver, CO 80205

college.complaints@colorado.edu

https://www.colorado.gov/Pages/colleges

Dealers
Dealers Higher Education Office
Carvel State Office Building, 5th Floor
820 N. Federal Street
Wilmington, DE 19801-8509
dheos@doe.k12.de.us

Delaware Attorney General Consumer Protection
Wilmington
901 Federal Street, 5th Floor
Wilmington, DE 19801
consumer.protection@state.de.us

District of Columbia
District Columbia Office of the State Superintendent of Education, Education Licensure Commission
810 First Street, NE, 9th Floor
Washington, DC 20002


Florida
Florida Commission on Independent Education
325 W. Gaines Street, Suite 1414
Tallahassee, FL 32399-0400

Commissioner@fdoe.gov

http://www.fldoe.gov/cie/complaint.asp

Georgia
Georgia Nonpublic Postsecondary Education Commission
122 E Broad Street, Suite 220
Tucker, GA 30084-5334

http://rules.sos.state.ga.us/docs/392/516.pdf


Hawaii
Hawaii State Board of Education
P.O. Box 240
Honolulu, HI 96804

uspcc@daca.hawaii.gov


Idaho
Idaho State Board of Education
Attn: Student Coordinator for Private Colleges and Proprietary Schools
630 West State Street
P.O. Box 83720
Boise, ID 83720-0307

http://www.idaho.gov/IdahoStateBoardOfEducation/115792
CONSORTIUM AGREEMENT

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 a student is rejected, all tuition, fees and other charges will be refunded. A full refund is due students whose contracted withdrawal date is prior to the last day of recorded attendance.
• If a student is cancelled or terminated, for whatever reason, the following apply:
  • Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course materials fee.
  • 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 $350 per credit, plus the cost of books and other fees.
  • Students not enrolled in an eligible program who elect to take courses without earning college credit are charged $275 per credit hour, plus the cost of books and other fees. This non-credit option is not available for courses beginning with a “CC”, “NM”, “PT”, “ST”, “ML” and “W”. Students who elect to complete courses on a non-credit basis are not guaranteed full technology access; however, every effort will be made to provide technology resources. Transcripts denote a “Z” upon completion of the course. Students may choose to convert the “Z” to a letter grade and earn credit for an additional cost of $75 per credit hour.
  • The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the cases where the notice is hand delivered, it shall occur on the date the notice is delivered to the student.
  • Notwithstanding anything to the contrary, if a student requests written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which he/she has been charged (“Period of Instruction”), all tuition and fees paid, except the application fee, will be refunded. If any books and supplies provided by the College are not returned unused and in a condition such that they can be returned to the supplier, the student will be assessed a fee of $100 per course for books and supplies. All prepaid tuition is refundable.
  • If a student has been accepted by the College and gives written notice of cancellation or termination after the start of the Period of Instruction for which they have been charged, but before completion of 60% of the Period of Instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the Period of Instruction shall not exceed the pro rata portion of the total charges for tuition, fees, and all other charges that the length of the completed portion of the Period of Instruction bears to its total length. After the completion of 60% of the Period of Instruction, no refund will be made.
  • Student refunds are made within 45 days of the date of determination of withdrawal if the student does not officially withdraw.
  • The refund policy is not linked to compliance with the College’s regulations or rules of conduct.
  • Any promissory note instrument received as payment of tuition or other charges will not be negotiated prior to completion of 50% of the course.

CANCELLATION, TERMINATION, REFUND POLICY (Alabama Resident Students Only)

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

a. If cancellation occurs within seventy-two (72) hours of enrollment date, all money paid by the prospective student shall be refunded.
   If cancellation occurs after seventy-two (72) hours of enrollment date, but before classes begin or correspondence materials are delivered, a refund shall be made of all unearned prepaid tuition, fees and charges for books and supplies not issued to the student.
   If cancellation occurs after classes begin or after shipment of correspondence materials, a pro-rated refund will be made of all unearned prepaid tuition, fees and charges for books and supplies received.

b. If cancellation occurs after seventy-two (72) hours of enrollment date, but before classes begin or correspondence materials are delivered, a refund shall be made of all unearned prepaid tuition, fees and charges for books and supplies not issued to the student. Once books and supplies are issued and received by students, these become the property of students and refunds may be made only at the discretion of the private school.

c. If cancellation occurs after classes begin or after shipment of correspondence materials, a pro-rated refund will be made of all unearned prepaid tuition, fees and charges for books and supplies received.

d. A full refund is due students whose contracted educational services are terminated by the school as a result of academic or academic fraud as defined in the Code of Alabama §16-46-1(7) and (8) (1975).

Alabama Residents: School of Education

Alabama Students: Contact the Teacher Education and Certificate Division of the Alabama State Department of Education at (334) 242-0035 or www.alsde.edu to verify that these programs qualify for teacher certification, endorsement, and/or salary benefits.
Return of Title IV Funds Policy

If a student withdraws or is expelled, they need to visit with the Campus Director or Dean to complete the Rasmussen College Notice of Change in Student Status form, which will begin the withdrawal process. Students must follow these procedures to convey their withdrawal verbally or in writing to the Campus Director or Dean.

Rasmussen College uses the state-mandated refund policy to determine the amount of institutional charges it can retain. The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Stafford 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 days are excluded. If functions are released to a school and the student does not maintain a credit balance on the student’s account, the student may be required to repay some of the federal grants if they withdraw.

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

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

A post-withdrawal disbursement occurs when a student who withdraws earns more aid than had been disbursed prior to the withdrawal.

Post-withdrawal disbursements are made first from available grant funds before available loan funds and must be done within 45 days of the school’s determination that the student withdrew.

In addition, loan post-withdrawal disbursements must be done within 180 days of the school’s determination that the student withdrew. Rasmussen College credits the student’s account for any outstanding current period charges. If there is any remaining post-withdrawal disbursement to be made to the student, an offer is made to the student in writing (letter sent to student) within 30 days of the school’s determination that the student withdrew.

The letter explains the type and amount of funds available and explains to the student how to accept or decline all or part of the monies. A 14-day response time is given to the student for their decision.

If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled.

Federal regulations dictate the specific order in which funds must be repaid to the Title IV programs by both the school and the student, in which funds must be repaid to the Title IV programs by both the school and the student, in which funds must be repaid to the Title IV programs by both the school and the student, in which funds must be repaid to the Title IV programs by both the school and the student.

Extended Quarter Break Stop Out Policy

Rasmussen College reserves the right to have a student remain continuously enrolled in their program through graduation. Rasmussen College recognizes that on occasion a student may experience an extraordinary personal situation for which the student may need an extended break between quarters. A student with an extenuating circumstance may apply for the Extended Quarter Break Stop Out. Students who are enrolled and meeting the standards of Satisfactory Academic Progress at the end of one term may apply for an extended break for the following term. The student must successfully complete the term immediately prior to the Stop Out term. The student must commit to returning on the mid-quarter start (week 6) of the subsequent quarter or the student will be withdrawn from Rasmussen College.

The student must meet with his or her Student Advisor in order to obtain a Stop Out Request Form. The Student Advisor will provide the student with the necessary information to make an informed decision. Stop Out Request Forms must be signed prior to the first day of class for which the Stop Out is being requested. Students will remain continuously enrolled and will not be eligible to receive Title IV aid at any other institution except for this break. Students who are approved to take a Stop Out are eligible to receive aid only on the mid-start courses of the term the student returns. A Stop Out is not permitted in consecutive terms.

Medical Leave of Absence and Medical Withdrawal Policy

Medical Leave: Each leave will be for one quarter and can be extended through the following quarter. No leave may extend for more than two consecutive quarters, although there is no limit to the total number of quarters that a student may accumulate.

Medical leave is intended for students who need to take time away from Rasmussen College for health reasons.

Medical Withdrawals may be one of the following:

1. Medical Withdrawal: Intended for students who do not plan to return to Rasmussen College.
2. Involuntary Medical Withdrawal: Initiated by campus Administration for students who are suspended or are dismissed due to conduct policy violations, or who pose a direct threat to themselves or others.

Students are treated as a drop/withdrawal for Financial Aid purposes and may or may not be given a tuition refund. Students should see the Student Financial Services Office to determine the impact of a Medical Leave or Withdrawal.

Applying for a Leave or Withdrawal:

To apply for a Medical Leave or Medical Withdrawal, the student must obtain the application form from the Campus Accommodations Coordinator. It has been signed by the appropriate person (s) and returned the completed form to the Campus Accommodations Coordinator.

When a Student Wants to Return After a Medical Leave of Absence

To return from Medical Leave, the student must contact the Campus Accommodations Coordinator prior to the first day of classes to complete a re-admission application. Additionally, the Campus Accommodations Coordinator must receive a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the professional therapist/physician believes the student is able to return to Rasmussen College.

Policy Regarding Grades in the Event of a Medical Leave of Absence

For Medical Leave

1. If the student takes Medical Leave or a Medical Withdrawal on or before the close of the drop/add period the course(s) will be dropped without being recorded on the student’s transcript and tuition will not be charged.
2. A grade of “WX” will be recorded for each course for which a student was registered if the student takes Medical Leave or Medical Withdrawal from the College at any time following the first week of the quarter.

Note: Official transcripts will not be released by Rasmussen College until all outstanding financial obligations have been met.

The usual rules for transferring credit to Rasmussen College for courses taken elsewhere while on leave will apply to any academic work done by the student while on Medical Leave or while on Medical Withdrawal from the College.

Alcohol, drugs, and/or criminal activity may result in permanent dismissal from Rasmussen College.

Involuntary Medical Withdrawal Appeal Process

A student who is placed on an Involuntary Medical Withdrawal may appeal the decision to the College President within three (3) business days (excluding weekends and federal and state holidays) of the decision. The appeal should be made in writing and should set forth the basis for the appeal. A student who (or their designee) may extend time limits set forth above as necessary. While the appeal is pending, the original decision of Campus Administration will stand.

When a Student Wants to Return After an Involuntary Medical Withdrawal

Re-enrollment will require a completed re-admission application, a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the professional therapist/physician believes the student is able to return to Rasmussen College. Students must be cleared by all of the following once the re-admission application is received: Dean, Student Financial Services Office and Campus Accommodations Coordinator.

Non Federal Refund Distribution Policy

For Florida Campuses

If the disbursement is made of the Florida State Assistance Grant (FSG) while the student is enrolled, no refund will be due. If the disbursement is made while the student is no longer in attendance, a full refund to the North Dakota State Grant program is due.

For Minnesota Campuses

For Minnesota Campuses

Refunds for state aid programs are calculated on a prorated basis. To determine the minimum refund due to the Minnesota State Grant Program, the SELF Loan Program, and other Minnesota State Aid Programs 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 disbursements 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

Remainder refund due to the State Aid Programs

Ratios are then determined for each of the State Financial Aid Programs as part of the total Non-Title IV financial aid disbursed to the student (for the period during which the student withdrew).

These ratios are then multiplied against the remaining refund due to the State Aid Programs to determine the proportional minimum refund due to both State Title IV and SELF Programs.

If the student received funds from other State Aid Programs, those refunds would be calculated in a similar manner.

Note that for purposes of calculating institutional charges in the State Refund Calculation, the definition for Title IV programs is used.

• Any remaining refund monies will then be applied to reduce the student’s Minnesota State Grant award or/and Minnesota SELF Loan.

• Any remaining refund monies will then be applied to any other sources.

For North Dakota Campuses

If the disbursement is made of the North Dakota State Grant while the student is enrolled full-time, no refund is due. If the disbursement is made while the student is no longer in attendance, a full refund to the North Dakota State Grant program is due.

For Illinois and Wisconsin Campuses

Please note that neither Illinois nor Wisconsin state grant programs, so the Non-Federal Refund Distribution Policy does not apply to students attending campuses in either Illinois or Wisconsin.

Veterans Refund

In the event a veteran discontinues training for any reason, the College will retain a $10 registration fee. Any supplies or textbooks issued to and paid for by the veteran become the property of the veteran. The remaining amount of prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance of training.

CAMPUS SECURITY AND CRIME STATISTICS

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

Rasmussen College provides prospective and enrolled students and employees with its current Crime Awareness and Campus Security Act statistics. This policy contains information pertaining to the reporting procedure of criminal activities, security and access to campus facilities, campus law enforcement and criminal offenses reported to the campus or local police. As part of our campus crime prevention plan, Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.
The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Rockford, and Romeoville campuses in Illinois, the Fort Myers, Ocala and New Port Richey/West Pasco campuses in Florida, and the Appleton and Wausau campuses in Wisconsin are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

- Accrediting Bureau of Health Education Schools
  7777 Leesburg Pike, Suite 314
  North Falls Church, VA 22043
  (703) 917-9303

The Surgical Technologist AAS program at the Brooklyn Park/Maple Grove, Moorhead, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
  3381 Park Street
  Clearwater, FL
  (727) 210-2350
  www.caahep.org

The Medical Laboratory Technician program at the Green Bay, Lake Elmo/Woodbury, Mankato, Moorhead and St. Cloud Campuses are accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N River Road, Rosemont, IL, 60018. (713) 741-6880.

- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
  5600 N River Road
  Rosemont, IL 60018-5119
  Phone: (773) 741-8880
  Fax: (773) 741-8886

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

- Accrediting Bureau of Health Education Schools
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The Surgical Technologist AAS program at the Brooklyn Park/Maple Grove, Moorhead, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

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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.

- Illinois Board of Higher Education
  431 East Adams. 2nd Floor
  Springfield, Illinois 62701-1404
  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 Ave., 3rd Floor
  Madison, WI 53703
  (608) 286-1996
  Approved For:
  - Veterans’ Benefits by the Illinois State Approving Agency

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 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-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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