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, the College is committed to preparing students to be active, productive and successful contributors to a global community.

PURPOSE
To accomplish our mission, Rasmussen College has 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 residential and online, engage in an active assessment program that evaluates student learning, effective teaching, and institutional progress. The information gathered assists the College as it formulates long and short-range plans, anticipates challenges, and strives to meet the goals of the institution.
BOARD OF DIRECTORS

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– Chairman, Rasmussen, Inc.
– Chairman, Salt Creek Ventures

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– Vice Chairman, Rasmussen, Inc.
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  Lake Michigan Area

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– President, Rasmussen College

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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.
  - 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.

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

ACADEMIC CALENDAR

- 2011 Early Summer Quarter
  - May 9 – June 19
- 2011 Summer Quarter
  - July 5 – September 18
- 2011 Early Fall Quarter
  - August 8 – September 18
- 2011 Fall Quarter
  - October 3 – December 18
- 2011 Early Winter Quarter
  - November 7 – December 18
- 2012 Winter Quarter
  - January 3 – March 18
- 2012 Early Spring Quarter
  - February 6 – March 18
- 2012 Spring Quarter
  - April 2 – June 17
- 2012 Early Summer Quarter
  - May 7 – June 17

College Holidays

- New Year’s Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Friday prior to Labor Day (Employee Appreciation Day)
- Labor Day
- Veterans Day
- Thanksgiving Day and the following Friday
- Christmas Day
Each campus has a professionally staffed Student Financial Services Office designed to help you apply for federal, state, and private assistance. The primary purpose of financial aid is to help students who otherwise would not be able to attend a post-secondary institution to meet the cost of higher education. The basic responsibility for financing your education lies with you and your family. Aid is based upon documented financial need — the difference between the cost of college and your ability to pay for it. Potential costs include books, tuition, supplies, room and board, transportation, living expenses, and child care costs.

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

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

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gift Aid</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$555 - $5,550</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000, based on availability</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Federal Loan Programs</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Subsidized Stafford Loan Program</td>
<td>Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.</td>
<td>1st Year - $3,500, 2nd Year - $4,500, 3rd Year+ - $5,500</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td>Federal Unsubsidized Stafford Loan Program</td>
<td>Principal and interest may be deferred until after student leaves college or attends less than half time.</td>
<td>Same as subsidized limits with additional $2,000 for Dependent. 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>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>For credit-worthy parents of dependent undergraduates.</td>
<td>Up to college cost of attendance.</td>
<td>PLUS application and Promissory Note processed through College and Lender</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Veterans’ Benefits</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterans' Benefits</td>
<td>Veterans and dependents of veterans, including Guard and Reserve Component.</td>
<td>Monthly benefit based on service contributions</td>
<td>Veterans Administration or Veterans Service Officer</td>
</tr>
</tbody>
</table>
SCHOLARSHIP AND GRANT PROGRAMS

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

Grade Point Achievement Scholarships
If you are like most students, you don’t have a pile of cash lying around to pay for college. So you’ll be glad to know that, based on your high school cumulative GPA, Rasmussen College offers scholarship opportunities of up to $10,000 for incoming first-year students. Following is a quick look at the available Grade Point Achievement scholarships. Ask your Program Manager for all the details and an application form.

Grade point average is based upon a 4.0 scale. Other grade point scales will be converted to a 4.0 scale to determine award. Eligibility guidelines for the Grade Point Achievement Scholarships are as follows:

- Eligible students must be current-year graduating high school seniors.
- Students must apply for and begin classes during the summer quarter, early fall quarter or fall quarter immediately following their graduation from high school.
- Award amounts are determined upon receipt of the student’s official final transcript from high school.
- All recipients will be notified of the award in writing and all funds are paid directly to the College. Award amounts for Associate Degree students are divided equally among the student’s first five quarters of attendance. Award amounts for Bachelor Degree students are divided equally among the student’s first 10 quarters of attendance. Award amounts for Certificate program students are prorated and will then be divided over three quarters. Award amounts for Diploma program students are prorated and will be divided over four quarters. For example, a Diploma Gold Circle award recipient who applied between January 30 and April 30 would receive $2,000 divided by five, or $400 a quarter for four quarters or a total of $1,600.
- Student must carry a minimum of nine credits per full quarter or seven for a mid-start term, maintain satisfactory academic progress, and not be on Academic Warning/Probation, or the award is forfeited from that point forward.
- Awards are forfeited if attendance is discontinued or interrupted for Associate Degree seeking students. Bachelor’s Degree seeking students may interrupt attendance a maximum of two instances, with each instance no more than one quarter and not more than once in any one calendar year.

<table>
<thead>
<tr>
<th>Category</th>
<th>Scholarship</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achievement Award</td>
<td>Director's Award</td>
<td>$4,000</td>
<td>Associates $8,000</td>
</tr>
<tr>
<td></td>
<td>President's Award</td>
<td>$2,000</td>
<td>Associates $4,000</td>
</tr>
<tr>
<td></td>
<td>Platinum Circle Award</td>
<td>$3,000</td>
<td>Associates $6,000</td>
</tr>
<tr>
<td></td>
<td>Gold Circle Award</td>
<td>$2,500</td>
<td>Associates $5,000</td>
</tr>
<tr>
<td></td>
<td>Silver Circle Award</td>
<td>$2,000</td>
<td>Associates $4,000</td>
</tr>
<tr>
<td></td>
<td>Achievement Award</td>
<td>$1,500</td>
<td>Associates $3,000</td>
</tr>
<tr>
<td></td>
<td>Success Award</td>
<td>$1,000</td>
<td>Associates $2,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bachelors $3,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bachelors $2,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bachelors $1,000</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Bachelors $500</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bachelors $400</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bachelors $300</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bachelors $200</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bachelors $100</td>
</tr>
</tbody>
</table>

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.

Corporate Discount
Some companies receive a tuition discount 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:

- Grade Point Achievement Scholarship
- Early Honors Program
- 10% Military Discount
- Corporate Discount

Recipients of the 110th Anniversary Scholarships are eligible to receive another scholarship (such as the High School GPA Scholarship) for a total of two scholarship fund sources.

<table>
<thead>
<tr>
<th>If your cumulative Grade Point Average upon graduation</th>
<th>You will receive the following Scholarship:</th>
<th>If you apply for admission prior to January 30, your award is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.00</td>
<td>President’s Award</td>
<td>Associates $5,000 Bachelors $10,000</td>
</tr>
<tr>
<td>3.75 – 3.99</td>
<td>Director’s Award</td>
<td>Associates $4,000 Bachelors $8,000</td>
</tr>
<tr>
<td>3.50 – 3.74</td>
<td>Platinum Circle Award</td>
<td>Associates $3,000 Bachelors $6,000</td>
</tr>
<tr>
<td>3.25 – 3.49</td>
<td>Gold Circle Award</td>
<td>Associates $2,500 Bachelors $5,000</td>
</tr>
<tr>
<td>3.00 – 3.24</td>
<td>Silver Circle Award</td>
<td>Associates $2,000 Bachelors $4,000</td>
</tr>
<tr>
<td>2.75 – 2.99</td>
<td>Achievement Award</td>
<td>Associates $1,500 Bachelors $3,000</td>
</tr>
<tr>
<td>2.00 – 2.74</td>
<td>Success Award</td>
<td>Associates $1,000 Bachelors $2,000</td>
</tr>
</tbody>
</table>

- 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.

- 10% Military Discount

- All recipients will be notified upon receipt of the student’s official final transcript from high school.

- All recipients will be notified of the award in writing and all funds are paid directly to the College. Award amounts for Associate Degree students are divided equally among the student’s first five quarters of attendance. Award amounts for Bachelor Degree students are divided equally among the student’s first 10 quarters of attendance. Award amounts for Certificate program students are prorated and will then be divided over three quarters. Award amounts for Diploma program students are prorated and will be divided over four quarters. For example, a Diploma Gold Circle award recipient who applied between January 30 and April 30 would receive $2,000 divided by five, or $400 a quarter for four quarters or a total of $1,600.

- Student must carry a minimum of nine credits per full quarter or seven for a mid-start term, maintain satisfactory academic progress, and not be on Academic Warning/Probation, or the award is forfeited from that point forward.

- Awards are forfeited if attendance is discontinued or interrupted for Associate Degree seeking students. Bachelor’s Degree seeking students may interrupt attendance a maximum of two instances, with each instance no more than one quarter and not more than once in any one calendar year.
ACCOUNTING BS Degree

BS 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 critical thinking, communication, diverse perspectives, technology and information literacy, leadership, and integrity.

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 II  4
- Communication (Required course)  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
- G136  Human Biology  4
- G156  Human Biology Lab  4
- Social and Behavioral Sciences (Required, select 1 additional course)  12
- G203  Macroeconomics  4
- G204  Microeconomics  4

Total general education credits 58-59
See page 32 for General Education Course Selections.

Unrestricted Elective Credits 20

Major and Core 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
- D181  Excel  3
- E242  Career Development  2

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

Total Degree Credit Hours
- Total general education credits 58-59
- Total lower division major/core credits 40
- Total upper division major/core credits 64
- Unrestricted elective credits 20

TOTAL BS DEGREE CREDITS 182-183 *

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 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 STEP placement exam or by successful completion of Foundation Courses.

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

School of Business Mission Statement
The Rasmussen 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.
ACCOUNTING AAS Degree
Banking • Financial Accounting • Financial Investigation

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)
- G156 Human Biology
- G156L Human Biology Lab

Social and Behavioral Sciences (Required courses)
- G203 Macroeconomics
- G204 Microeconomics

Total general education credits 34-35

See page 32 for General Education Course Selections.

Major and Core Courses
- A151 Accounting I 4
- A152 Accounting II 4
- A153 Accounting III 4
- A269 Income Tax 4
- A280 Accounting Capstone 2
- B216 Introduction to Business 4
- B271 Professional Communication 4
- D132 Computer Applications and Business Systems Concepts 3
- D181 Excel 3
- D279 Computer Focused Principles 3
- E242 Career Development 2

Banking Specialization
- B232 Principles of Marketing 4
- F111 Introduction to Banking 4
- F212 Fundamentals of Consumer Lending 4
- F213 Introduction to Mortgage Lending 4
- F215 Principles of Banking Law 4

Total AAS Degree Credits 91-92*

Financial Accounting Specialization
- A177 Payroll Accounting 4
- A272 Intermediate Accounting I 4
- A274 Intermediate Accounting II 4
- B234 Business Law 4
- B293 Business Ethics 4

Total AAS Degree Credits 91-92*

Financial Investigation Specialization
- A272 Intermediate Accounting I 4
- A274 Intermediate Accounting II 4
- A276 Financial Investigation 4
- J100 Introduction to Criminal Justice 4
- J125 Criminal Law and Procedures 4

Total AAS Degree Credits 91-92*

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

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

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

AAS Degree

Career Opportunities:
- Accounting Clerk
- Bookkeeper
- Bank Teller
- Account Management Trainee
- Audit Clerk

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 critical thinking, communication, diverse perspectives, technology and information literacy, and the ability to relate accounting concepts to the world around them.

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

**Career Opportunities:**
- Sales Worker Supervisor
- Human Resource Manager
- Marketing Manager
- E-Retail 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 critical thinking, communication, diverse perspectives, technology and information literacy, leadership, integrity, and lifelong learning.

**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
- **Humans and Fine Arts** (Select 3 courses) 12
- **Math** (Select 2 courses) 8-9
- **Natural Sciences** (*Required, select 2 additional courses) 14
  - G156 Human Biology*
  - G156L Human Biology Lab*
- **Social and Behavioral Sciences** (*Required, select 1 additional course) 12
  - G203 Macroeconomics*
  - G204 Microeconomics*

**Total general education credits** 58-59

See page 32 for General Education Course Selections.

**Unrestricted Elective Credits** 12

**Major and Core Courses**

<table>
<thead>
<tr>
<th>Lower Division</th>
<th>Upper Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>A232 Financial Accounting 4</td>
<td>B323 Advanced Principles of Marketing 4</td>
</tr>
<tr>
<td>A242 Managerial Accounting 4</td>
<td>B330 Advanced Principles of Financial Management 4</td>
</tr>
<tr>
<td>B205 Business Calculus 4</td>
<td>B333 Principles of Management II 4</td>
</tr>
<tr>
<td>B230 Principles of Finance 4</td>
<td>B370 Organizational Behavior Analysis 4</td>
</tr>
<tr>
<td>B233 Principles of Management 4</td>
<td>B415 Risk Management 4</td>
</tr>
<tr>
<td>B234 Business Law 4</td>
<td>B460 Strategic Management 4</td>
</tr>
<tr>
<td>D112 Computer Applications and Business Systems Concepts 3</td>
<td>B472 Internship 2</td>
</tr>
<tr>
<td>E242 Career Development 2</td>
<td>B491 Legal and Ethical Environment of Business 4</td>
</tr>
<tr>
<td>B499 Management Capstone 4</td>
<td>B492 Contemporary Leadership Challenges 4</td>
</tr>
</tbody>
</table>

**Electives** (Select 8 courses)
- A151 Accounting I 4
- A152 Accounting II 4
- B136 Introduction to Business 4
- B250 Training and Development 4
- B271 Professional Communication 4
- B352 International Business 4
- B371 Research and Report Writing 4
- B382 Insurance 4
- B404 Negotiation and Conflict Management 4
- B417 Information Technology Project Management 4
- B428 Money and Banking 4
- B461 Labor Relations Management 4
- B474 Small Business Management 4
- B492 Contemporary Leadership Challenges 4

**Total general education credits** 58-59

**Total major/core credits** 79

**Business elective credits** 32

**Unrestricted elective credits** 12

**TOTAL BS DEGREE CREDITS** 181-182*

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 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 STEP placement exam or by successful completion of Foundation Courses.

**School of Business Mission Statement**

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

- Business Administration • Call Center Management • Entrepreneurship • Human Resources • Internet Marketing • Marketing and Sales

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
G156 Human Biology
G156L Human Biology Lab
Social and Behavioral Sciences (Required courses) 8
G203 Macroeconomics
G204 Microeconomics

Total general education credits 34-35
See page 32 for General Education Course Selections.

Major and Core Courses
A151 Accounting I 4
B136 Introduction to Business 4
B230 Principles of Finance 4
B233 Principles of Management 4
B234 Business Law 4
B271 Professional Communication 4
B280 Business Capstone 2
D132 Computer Applications and Business Systems Concepts 3
E170 Introduction to Undergraduate Research 2
E242 Career Development 2

Business Administration Specialization
(A students will complete these additional courses)
A152 Accounting II 4
A177 Payroll Accounting 4
B119 Customer Service 4
B165 Introduction to Human Resource Management 4
B293 Business Ethics 4
D181 Excel 3
D279 Computer Focused Principles 3

TOTAL AAS DEGREE CREDITS 93-94*

Call Center Management Specialization
(A students will complete these additional courses)
B242 Multicultural Communications for Business 4
B270 Introduction to Global Business 4
B272 Call Center Strategic Leadership 4
B275 Call Center Customer Service Representative Skills 4
B276 Call Center Labor Force Management 4
B278 Call Center Operations Management 4
B293 Business Ethics 4

TOTAL AAS DEGREE CREDITS 95-96*

Entrepreneurship Specialization
(A students will complete these additional courses)
B146 Introduction to Entrepreneurship 4
B240 Entrepreneurial Product and Service Planning 4
B243 Entrepreneurial Marketing 4
B244 Entrepreneurial Finance: Capitalization for the Entrepreneur 4
B247 Entrepreneurial Internship 4
B293 Business Ethics 4

TOTAL AAS DEGREE CREDITS 91-92*

Human Resources Specialization
(A students will complete these additional courses)
B119 Customer Service 4
B165 Introduction to Human Resource Management 4
B249 Risk Management and Insurance 4
B250 Training and Development 4
B257 Employment Law 4
B260 Compensation and Benefits Management 4
B293 Business Ethics 4

TOTAL AAS DEGREE CREDITS 95-96*

Internet Marketing Specialization
(A students will complete these additional courses)
B223 Internet Consumer Behavior 4
B224 Marketing Ethics 4
B228 Search Engine Marketing 4
B229 Target/Audience Messaging 4
B245 Online Multimedia Marketing 4
B273 Internet Business Models and E-Commerce 4

TOTAL AAS DEGREE CREDITS 91-92*

Marketing and Sales Specialization
(A students will complete these additional courses)
B119 Customer Service 4
B140 Sales Techniques 4
B224 Marketing Ethics 4
B232 Principles of Marketing 4
B243 Principles of Advertising 4
B273 Internet Business Models and E-Commerce 4
R200 Principles of Retailing 4

TOTAL AAS DEGREE CREDITS 95-96*

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

- Students must complete the junior seminar the quarter in which they finish the Associate's Degree requirements to graduate from an Associate’s Degree program.

*Credit totals do not include Foundation Courses. Students must be either demonstrate mastery of the subject matters in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.

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

AAS Degree

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

Objective:
Graduates of this degree program can 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 critical thinking, communication, diverse perspectives, technology and information literacy, and lifelong learning.

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

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. They value lifelong learning, honesty, and integrity in applying their management expertise to serve the healthcare community.

Foundation Courses
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>B094</td>
<td>Geometry</td>
<td>4</td>
</tr>
<tr>
<td>B095</td>
<td>Combined Basic and Intermediate Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

General Education Courses
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G126A</td>
<td>English Composition 2</td>
<td>4</td>
</tr>
<tr>
<td>G227</td>
<td>Oral Communication</td>
<td>4</td>
</tr>
<tr>
<td>H156</td>
<td>Human Biology*</td>
<td>12</td>
</tr>
<tr>
<td>H156L</td>
<td>Human Biology Lab*</td>
<td>12</td>
</tr>
</tbody>
</table>

Total general education credits 58-59

See page 32 for General Education Course Selections.

Major and Core Courses

Lower Division
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A140</td>
<td>Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>A141</td>
<td>Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B165</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>B230</td>
<td>Principles of Finance</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>B287</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>H200</td>
<td>US Healthcare Systems</td>
<td>4</td>
</tr>
<tr>
<td>H210</td>
<td>Marketing and Communications in Healthcare</td>
<td>4</td>
</tr>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>M200</td>
<td>Medical Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>M230</td>
<td>Medical Law and Ethics</td>
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</table>

Upper Division
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B371</td>
<td>Research and Report Writing</td>
<td>4</td>
</tr>
<tr>
<td>B440</td>
<td>Managing a Diverse Workforce</td>
<td>4</td>
</tr>
<tr>
<td>B492</td>
<td>Contemporary Leadership Challenges</td>
<td>4</td>
</tr>
<tr>
<td>H300</td>
<td>Introduction to Healthcare Administration</td>
<td>4</td>
</tr>
<tr>
<td>H310</td>
<td>Foundations of Managed Care</td>
<td>4</td>
</tr>
<tr>
<td>H320</td>
<td>Financial Management of Healthcare Organizations</td>
<td>4</td>
</tr>
<tr>
<td>H330</td>
<td>Quality Improvement in Healthcare</td>
<td>4</td>
</tr>
<tr>
<td>H340</td>
<td>Regulation and Compliance in Healthcare</td>
<td>4</td>
</tr>
<tr>
<td>H350</td>
<td>Healthcare Statistics</td>
<td>4</td>
</tr>
<tr>
<td>H360</td>
<td>Healthcare Planning and Policy Management</td>
<td>4</td>
</tr>
<tr>
<td>H400</td>
<td>Healthcare Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>H410</td>
<td>Healthcare Operations Management</td>
<td>4</td>
</tr>
<tr>
<td>H420</td>
<td>Advanced Healthcare Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>H430</td>
<td>Epidemiology</td>
<td>4</td>
</tr>
<tr>
<td>H440</td>
<td>International Healthcare</td>
<td>4</td>
</tr>
<tr>
<td>H490</td>
<td>Healthcare Management Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Credit Hours
<table>
<thead>
<tr>
<th>Type</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total general education credits</td>
<td>58-59</td>
</tr>
<tr>
<td>Total lower division major/core credits</td>
<td>61</td>
</tr>
<tr>
<td>Total upper division major/core credits</td>
<td>63</td>
</tr>
</tbody>
</table>

TOTAL BS DEGREE CREDITS 182-183 *

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 before 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 STEP 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.

School of Business Mission Statement

The Rasmussen 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.
### Certificate

**Career Opportunities:**  
- Early Childhood Teacher’s Aide

**Objective:**  
Graduates of this program know child development and apply best practices to their work in the early childhood field. They 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 critical thinking, communication, and professionalism in the workplace. Students are prepared for the national Child Development Associate (CDA) credential.

**In addition to all Certificate Courses**

**Diploma Courses**
- D132 Computer Applications and Business Systems Concepts 3  
- E170 Introduction to Undergraduate Research 2  
- G124 English Composition 4  
- G161 Quantitative Literacy 4  
- G237 Oral Communication 4

**Child and Family Studies Specialization** (students will complete these additional courses)
- EC225 Parent Education and Support 4  
- EC230 Guiding Children’s Behavior 4  
- EC232 Child and Family Advocacy 4  
- GH42 Introduction to Sociology 4

**TOTAL DIPLOMA CREDITS**  71*

**Child Development Specialization** (students will complete these additional courses)
- 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

**TOTAL DIPLOMA CREDITS**  71*

**English Language Learner Specialization** (students will complete these additional courses)
- EC240 Introduction to English Language Learners 4  
- EC241 Language and Literacy Acquisition 4  
- EC242 Invoking Parents of English Language Learners 4  
- EC243 Curriculum and Instruction for English Language Learners 4

**TOTAL DIPLOMA CREDITS**  71*

**Child with Special Needs Specialization** (students will complete these additional courses)
- 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**  71*

### 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 critical thinking, communication, diverse perspectives, technology and information literacy, professionalism in the workplace, and lifelong learning. Students are prepared for the national Child Development Associate (CDA) credential.

**In addition to all Certificate and Diploma Courses**

**General Education Courses**
- Humanities and Fine Arts (Select 2 courses) 8  
- Natural Sciences (Required courses) 6  
- Natural Sciences (Select 2 courses) 6

**Social and Behavioral Sciences (Select 2 courses)**  8  
(NOTE: Students who take Principles of Economics may not take Microeconomics or Macroeconomics. Students in the Child and Family Studies specialization may not count Introduction to Sociology as a general education Social Science requirement.

**Total additional general education credits**  22

See page 32 for General Education Course Selections.

**Child and Family Studies Specialization**
- TOTAL AAS DEGREE CREDITS  93*

**Child Development Specialization**
- TOTAL AAS DEGREE CREDITS  93*

**English Language Learner Specialization**
- TOTAL AAS DEGREE CREDITS  93*

**Child with Special Needs Specialization**
- TOTAL AAS DEGREE CREDITS  93*

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 the quarter they are scheduled for the E242 Career Development course.
- Students must complete the junior seminar the quarter in which they finish the diploma course requirements.
- Students must complete the senior seminar the quarter in which they finish the Associate 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 STEP placement exam or by successful completion of Foundation Courses.
HEALTH INFORMATION MANAGEMENT BS Degree

BS Degree

Career Opportunities:
- Medical Records Manager
- Privacy Officer
- Risk Management Officer
- Clinical Data Analyst
- 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, lifelong learning, communication, diverse perspectives, technology and information literacy, ethical and professional practice, and 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 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 (*Required, select 2 additional courses) 14
- GT56 Human Biology
- GT56L Human Biology Lab*
- Social and Behavioral Sciences (Select 3 courses) 12
- NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

Total general education credits 58–59

See page 32 for General Education Course Selections.

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 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 must have prior 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.

Major and Core Courses
- Lower Division
  - D132 Computer Applications and Business Systems Concepts 3
  - E242 Career Development 2
  - H200 U.S. Healthcare Systems 4
  - M120 Medical Terminology 4
  - M140 Basic ICD-9-CM Coding 4
  - M140A Intermediate ICD-9-CM Coding 3
  - M141 Ambulatory Care Coding 3
  - M208 Introduction to Health Information Management 4
  - M209 Medical Insurance and Billing 3
  - M211 Quality Analysis and Management 4
  - M218 Management of Health Information Services 4
  - M233 Pathology I 4
  - M224 Pathology II 4
  - M229 Healthcare Information Technologies 4
  - M243 Health Information Law & Ethics 4
  - M251 Medical Coding Practicum 1
  - M252 Health Information Practicum 2
  - M1315 Pharmacology for the Allied Health Professional 4
- 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 & Ethics 4
  - H300 Information and Communication Technologies 4
  - H305 Health Information Management Systems 4
  - H520 Data, Information, and File Structures 4
  - H330 Financial Management of Health Information Services 4
  - H340 Project Management 4
  - H350 Electronic Health Record Application 4
  - H360 Reimbursement Methodologies 4
  - H400 Electronic Data Security 3
  - H410 Applied Research in Health Information Management 4
  - H420 Health Information Management Professional Practice Experience 4
  - H430 Strategic Planning and Development 4
  - H440 Health Information Management Capstone 2
  - H450 Health Information Management Alternative Facility Professional Practice Experience 1

Total Degree Credit Hours
- Total general education credits 58–59
- Total lower division major/core credits 61
- Total upper division major/core credits 66
- TOTAL BS DEGREE CREDITS 185-186

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 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 STEP 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.
HEALTH INFORMATION TECHNICIAN AAS Degree

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

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

Foundation Courses
B180 Reading and Writing Strategies 4
B094 Geometry 4
B095 Combined Basic and Intermediate Algebra 4

General Education Courses
English Composition (Required course) 4
Communication (Required course) 4
Humanities and Fine Arts (Select 2 courses) 8
Math (Select 1 course) 4-5
Natural Sciences (Required courses) 6
Social and Behavioral Sciences (Select 2 courses) 8

Total general education credits 34-35

See page 32 for General Education Course Selections.

Major and Core Courses
D112 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
H200 US Healthcare Systems 4
M120 Medical Terminology 4
M140 Basic ICD-9-CM Coding 4
M140A Intermediate ICD-9-CM Coding 3
M141 Ambulatory Care Coding 3
M208 Introduction to Health Information Management 4
M209 Medical Insurance and Billing 3
M211 Quality Analysis and Management 4
M218 Management of Health Information Services 4
M229 Healthcare Information Technologies 4
M233 Pathology I 4
M234 Pathology II 4
M243 Health Information Law & Ethics 4
M251 Medical Coding Practicum 1
M252 Health Information Practicum 2
MA135 Pharmacology for the Allied Health Professional 4

TOTAL AAS DEGREE CREDITS 95-96 *

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

Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.

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

** The Health Information Technician Associate Degree Program offered at the Brooklyn Park, Eagan, Bloomington, Lake Elmo/Woodbury, Mankato, and St. Cloud Campuses in Minnesota — the Rockford Campus in Illinois — and the Green Bay Campus in Wisconsin — is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The Health Information Technician Associate’s Degree offered at the Aurora campus in Illinois is in Candidacy Status for accreditation by the Commission on Health Informatics and Information Management Education (CAHIIM).

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.

This program requires specific immunizations prior to professional practice experience.
MEDICAL ADMINISTRATION • Diploma • AAS Degree

Diploma

Career Opportunities:
• Medical Administrative Assistant/Secretary
• Medical Coder/Biller
• Medical Receptionist

Objective:
Graduates of this program understand the procedures of medical offices in a variety of healthcare settings. They know medical terminology, anatomy, pathology, and basic concepts of health-information management. Graduates can perform medical coding, transcription, billing, and general medical office procedures. They value critical thinking, communication, diverse perspectives, technology and information literacy, 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

Diploma Courses
D132  Computer Applications and Business Systems Concepts  3
E242  Career Development  2
G120  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
M206  Medical Transcription II  3
M209  Medical Insurance and Billing  3
M223  Pathology I  4
M224  Pathology II  4
M230  Medical Law and Ethics  4
M290  Medical Administration Capstone  1
S115  Keyboarding I  3

TOTAL DIPLOMA CREDITS  56*

AAS Degree

Career Opportunities:
• Medical Office Manager
• Medical Coder/Biller
• Medical Administrative Assistant/Secretary
• 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 critical thinking, communication, diverse perspectives, technology and information literacy, ethical and professional behavior in the workplace, and the confidentiality of patient information.

In addition to all Diploma Courses

General Education Courses
G227  Oral Communication  4
G150  Structure and Function of the Human Body  4
M140A  Intermediate ICD-9-CM Coding  3
M141  Ambulatory Care Coding  3
M200  Medical Office Procedures  4
M205  Medical Transcription I  3
M206  Medical Transcription II  3
M209  Medical Insurance and Billing  3
M223  Pathology I  4
M224  Pathology II  4
M230  Medical Law and Ethics  4
M290  Medical Administration Capstone  1
S115  Keyboarding I  3

TOTAL AAS DEGREE CREDITS  94-95*

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 the quarter in which they finish the diploma course requirements.
- Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.

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

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

NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics.

Total additional general education credits  30-31

See page 32 for General Education Course Selections.

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

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

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

NOTES: Students who take Principles of Economics may not take Macroeconomics or Microeconomics.

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

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.
MEDICAL ASSISTING • Diploma • AAS Degree

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 critical thinking, effective communication, diverse perspectives 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

Diploma Courses
E242  Career Development  2
G124  English Composition  4
M120  Medical Terminology  4
M200  Medical Office Procedures  4
M223  Pathology I  4
M224  Pathology II  4
M230  Medical Law and Ethics  4
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
MA230  Medical Assistant Internship  6
MA241  Human Anatomy & Physiology I  5
MA242  Human Anatomy & Physiology II  5

TOTAL DIPLOMA CREDITS  58*

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

** Medical Assisting students must receive the first injection of the Hepatitis B series prior to the start of Clinical Skills I. Prior to the student beginning externship, the full three-injection series of the Hepatitis B immunization must be completed. In addition to fulfilling Rasmussen College’s general graduation requirements, Medical Assisting students must successfully complete all Medical Assisting competencies and receive CPR and first-aid certification 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 Internship 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.

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, communication, diverse perspectives, technology and information literacy, and medical ethics as they relate to the medical assisting career and the global community.

In addition to all Diploma Courses

General Education Courses
Communication (Required course)  4
G227  Oral Communication
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
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

Total additional general education credits  24-25
See page 32 for General Education Course Selections.

Major and Core Courses
D132  Computer Applications and Business Systems Concepts  3
G148  General Psychology  4
M209  Medical Insurance and Billing  3

TOTAL AAS DEGREE CREDITS  92-93*

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

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

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

This program requires specific immunizations prior to professional practice experience.
PHARMACY TECHNICIAN • Certificate • Diploma • AAS Degree

Certificate

Career Opportunities in:
• Retail Pharmacy
• Clinical Pharmacy

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

Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>B094</td>
<td>Geometry</td>
<td>4</td>
</tr>
<tr>
<td>B095</td>
<td>Combined Basic and Intermediate Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

Certificate Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>M230</td>
<td>Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>MA135</td>
<td>Pharmacology for the Allied Health Professional</td>
<td>4</td>
</tr>
<tr>
<td>MA241</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>5</td>
</tr>
<tr>
<td>MA242</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>5</td>
</tr>
<tr>
<td>PT105</td>
<td>Introduction to Pharmacy</td>
<td>4</td>
</tr>
<tr>
<td>PT120</td>
<td>Pharmacy Math and Dosages</td>
<td>4</td>
</tr>
<tr>
<td>PT125</td>
<td>Pharmacy Software/Automation/Insurance Billing</td>
<td>3</td>
</tr>
<tr>
<td>PT230</td>
<td>Unit Dose/IV Lab</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE CREDITS 41*

Diploma

Career Opportunities in:
• Retail Pharmacy
• Clinical Pharmacy

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

In addition to all Certificate Courses

Diploma Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G195</td>
<td>College Statistics</td>
<td>5</td>
</tr>
<tr>
<td>PT235</td>
<td>Pharmacy Technician Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>PT236</td>
<td>Pharmacy Technician Practicum II</td>
<td>3</td>
</tr>
<tr>
<td>PT285</td>
<td>Pharmacy Technician Capstone</td>
<td>3</td>
</tr>
<tr>
<td>S115</td>
<td>Keyboarding I</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL DIPLOMA CREDITS 70*

AAS Degree

Career Opportunities in:
• Retail Pharmacy
• Clinical Pharmacy
• Hospitals and Healthcare Facilities

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

In addition to all Certificate and Diploma Courses

General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G227</td>
<td>Oral Communication</td>
<td>4</td>
</tr>
</tbody>
</table>

Humanities and Fine Arts (Select 2 courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G227</td>
<td>Oral Communication</td>
<td>4</td>
</tr>
</tbody>
</table>

Social and Behavioral Sciences (Select 2 courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G227</td>
<td>Oral Communication</td>
<td>4</td>
</tr>
</tbody>
</table>

NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

Total additional general education credits 20

See page 32 for General Education Course Selections.

TOTAL AAS DEGREE CREDITS 90*

This program is only available at the Aurora, Rockford and Romeoville/Joliet campuses.

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 the quarter they are scheduled for the E242 Career Development course.

• Students must complete the sophomore seminar the quarter in which they finish the diploma course requirements.

• Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program.

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

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

- Client Services/Corrections
- Criminal Offenders
- Homeland Security
- Investigation/Law Enforcement

<table>
<thead>
<tr>
<th><strong>Foundation Courses</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>B080 Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>B094 Geometry</td>
<td>4</td>
</tr>
<tr>
<td>B095 Combined Basic and Intermediate Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>General Education Courses</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required courses)</td>
<td>8</td>
</tr>
<tr>
<td>G124 English Composition</td>
<td></td>
</tr>
<tr>
<td>G126A English Composition 2</td>
<td></td>
</tr>
<tr>
<td>Communication (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G227 Oral Communication</td>
<td></td>
</tr>
<tr>
<td>Humanities and Fine Arts (Select 3 courses)</td>
<td>12</td>
</tr>
<tr>
<td>Math (Select 2 courses)</td>
<td>8-9</td>
</tr>
<tr>
<td>Natural Sciences (*Required, select 2 additional courses)</td>
<td>14</td>
</tr>
<tr>
<td>G156 Human Biology*</td>
<td></td>
</tr>
<tr>
<td>G156L Human Biology Lab*</td>
<td></td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>12</td>
</tr>
<tr>
<td>(*Required, select 1 additional course)</td>
<td></td>
</tr>
<tr>
<td>G142 Introduction to Sociology*</td>
<td></td>
</tr>
<tr>
<td>G148 General Psychology*</td>
<td></td>
</tr>
</tbody>
</table>

| **Total general education credits** | 58-59 |
| **See page 32 for General Education Course Selections.** |  |

| **Unrestricted Elective Credits** | 12 |

<table>
<thead>
<tr>
<th><strong>Major and Core Courses</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower Division</td>
<td></td>
</tr>
<tr>
<td>D132 Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E170 Introduction to Undergraduate Research</td>
<td>2</td>
</tr>
<tr>
<td>E242 Career Development</td>
<td>2</td>
</tr>
<tr>
<td>J100 Introduction to Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J106 Criminology: Matves for Criminal Deviance</td>
<td>4</td>
</tr>
<tr>
<td>J115 Introduction to Corrections</td>
<td>4</td>
</tr>
<tr>
<td>J120 Policing in America</td>
<td>4</td>
</tr>
<tr>
<td>J131 Criminal Law and Procedures: Crime and the Courtroom</td>
<td>4</td>
</tr>
<tr>
<td>J200 Domestic Violence</td>
<td>4</td>
</tr>
<tr>
<td>J213 Juvenile Justice: Delinquency, Dependency, and Diversion</td>
<td>4</td>
</tr>
<tr>
<td>J250 Drugs and Crime</td>
<td>4</td>
</tr>
<tr>
<td>J255 Ethics in Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J280 Contemporary Issues in Criminal Justice Capstone</td>
<td>4</td>
</tr>
<tr>
<td>Upper Division</td>
<td></td>
</tr>
<tr>
<td>J326 Criminal Behavior: Profiling Violent Offenders</td>
<td>4</td>
</tr>
<tr>
<td>J331 Constitutional Law</td>
<td>4</td>
</tr>
<tr>
<td>J350 Cultural Diversity and Justice</td>
<td>4</td>
</tr>
<tr>
<td>J352 Victims in Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J355 Realities of Crime and Justice</td>
<td>4</td>
</tr>
<tr>
<td>J360 Statistics in Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J365 Research Methods in Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J410 Criminal Justice Leadership and Management</td>
<td>4</td>
</tr>
<tr>
<td>J415 Crime Prevention</td>
<td>4</td>
</tr>
<tr>
<td>J490 Critical Issues in Criminal Justice</td>
<td>4</td>
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</table>

<table>
<thead>
<tr>
<th><strong>Choose either Track I or Track II</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Track I</strong> (not available in Rasmussen College Online)</td>
<td></td>
</tr>
<tr>
<td>J480 Criminal Justice Internship</td>
<td>9</td>
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<tr>
<td><strong>Track II</strong></td>
<td></td>
</tr>
<tr>
<td>J453 Criminal Justice Seminar</td>
<td>5</td>
</tr>
<tr>
<td>J457 Criminal Justice Senior Thesis</td>
<td>4</td>
</tr>
</tbody>
</table>

| **Client Services/Corrections Specialization** (students will complete these additional courses) |  |
| J340 Women and Criminal Justice | 4 |
| J345 Diversion and Rehabilitation | 4 |
| J425 Community Corrections | 4 |
| J435 Special Populations in Criminal Justice | 4 |

| **Total Credits** | 16 |

| **Criminal Offenders Specialization** (students will complete these additional courses) |  |
| J330 Organized Criminal Syndicates | 4 |
| J340 Forensic Psychology | 4 |
| J440 Special Offenders: Sex Offenders | 4 |
| J445 Special Offenders: Serial Killers | 4 |

| **Total Credits** | 16 |

| **Homeland Security Specialization*** (students will complete these additional courses) |  |
| J332 Homeland Security Policy | 4 |
| J335 Risk Analysis | 4 |
| J405 Emergency Management | 4 |
| J420 Crimes Across Borders | 4 |

| **Total Credits** | 16 |

| **Investigation/Law Enforcement Specialization** (students will complete these additional courses) |  |
| J305 Examination of Forensic Science | 4 |
| J320 Criminal Investigations | 4 |
| J325 Criminal Evidence | 4 |
| J430 Forensic Psychology | 4 |

| **Total Credits** | 16 |

<table>
<thead>
<tr>
<th><strong>Total Degree Credit Hours</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total general education credits</td>
<td>58-59</td>
</tr>
<tr>
<td>Total lower division major/core credits</td>
<td>47</td>
</tr>
<tr>
<td>Total upper division major/core credits</td>
<td>49</td>
</tr>
<tr>
<td>Total unrestricted elective credits</td>
<td>12</td>
</tr>
<tr>
<td>Credits in specialization</td>
<td>16</td>
</tr>
</tbody>
</table>

| **TOTAL BS DEGREE CREDITS** | 182-183 * |

---

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP 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.

<table>
<thead>
<tr>
<th><strong>BS Degree</strong></th>
</tr>
</thead>
</table>

**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. They value critical thinking, communication, diverse perspectives, technology and information literacy, lifelong learning, honesty, and integrity in the criminal justice system.
CRIMINAL JUSTICE AAS Degree

- Corrections • Homeland Security • Law Enforcement • Psychology

AAS Degree

**Career Opportunities**:  
- Corrections 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 critical thinking, communication, diverse perspectives, technology and information literacy, and integrity in the criminal justice system.

<table>
<thead>
<tr>
<th>Foundation Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080 Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>B094 Geometry</td>
<td>4</td>
</tr>
<tr>
<td>B095 Combined Basic and Intermediate Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

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

Total general education credits: 34-35

See page 32 for General Education Course Selections.

**Major and Core Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E170</td>
<td>Introduction to Undergraduate Research</td>
<td>2</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>J100</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J106</td>
<td>Criminology: Motives for Criminal Deviance</td>
<td>4</td>
</tr>
<tr>
<td>J115</td>
<td>Introduction to Corrections</td>
<td>4</td>
</tr>
<tr>
<td>J120</td>
<td>Policing in America</td>
<td>4</td>
</tr>
<tr>
<td>J131</td>
<td>Criminal Law and Procedures: Crime and the Courtroom</td>
<td>4</td>
</tr>
<tr>
<td>J255</td>
<td>Ethics in Criminal Justice</td>
<td>4</td>
</tr>
</tbody>
</table>

**Corrections Specialization**  (students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J121</td>
<td>Case Management: Strategies for Rehabilitation</td>
<td>4</td>
</tr>
<tr>
<td>J211</td>
<td>Counseling Clients</td>
<td>4</td>
</tr>
<tr>
<td>J200</td>
<td>Domestic Violence</td>
<td>4</td>
</tr>
<tr>
<td>J212</td>
<td>Legal Principles in Corrections</td>
<td>4</td>
</tr>
<tr>
<td>J215</td>
<td>Juvenile Justice: Delinquency, Dependency, and Diversion</td>
<td>4</td>
</tr>
<tr>
<td>J250</td>
<td>Drugs and Crime</td>
<td>4</td>
</tr>
<tr>
<td>J280</td>
<td>Contemporary Issues in Criminal Justice Capstone</td>
<td>4</td>
</tr>
</tbody>
</table>

Total AAS Degree Credits: 93-94*

**Homeland Security Specialization**  (students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J130</td>
<td>Introduction to Homeland Security</td>
<td>4</td>
</tr>
<tr>
<td>J200</td>
<td>Domestic Violence</td>
<td>4</td>
</tr>
<tr>
<td>J213</td>
<td>Juvenile Justice: Delinquency, Dependency, and Diversion</td>
<td>4</td>
</tr>
<tr>
<td>J230</td>
<td>Terrorism</td>
<td>4</td>
</tr>
<tr>
<td>J245</td>
<td>Security Challenges</td>
<td>4</td>
</tr>
<tr>
<td>J250</td>
<td>Drugs and Crime</td>
<td>4</td>
</tr>
<tr>
<td>J280</td>
<td>Contemporary Issues in Criminal Justice Capstone</td>
<td>4</td>
</tr>
</tbody>
</table>

Total AAS Degree Credits: 93-94*

**Law Enforcement Specialization**  (students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J132</td>
<td>Crime Scene to Conviction: Critical Skills in Documentation</td>
<td>4</td>
</tr>
<tr>
<td>J200</td>
<td>Domestic Violence</td>
<td>4</td>
</tr>
<tr>
<td>J213</td>
<td>Juvenile Justice: Delinquency, Dependency, and Diversion</td>
<td>4</td>
</tr>
<tr>
<td>J222</td>
<td>Practical Psychology for Law Enforcement</td>
<td>4</td>
</tr>
<tr>
<td>J226</td>
<td>Legal Code for Law Enforcement</td>
<td>4</td>
</tr>
<tr>
<td>J250</td>
<td>Drugs and Crime</td>
<td>4</td>
</tr>
<tr>
<td>J280</td>
<td>Contemporary Issues in Criminal Justice Capstone</td>
<td>4</td>
</tr>
</tbody>
</table>

Total AAS Degree Credits: 93-94*

**Psychology Specialization**  (students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS260</td>
<td>Community Psychology</td>
<td>4</td>
</tr>
<tr>
<td>HS270</td>
<td>Social Psychology</td>
<td>4</td>
</tr>
<tr>
<td>HS280</td>
<td>Abnormal Psychology</td>
<td>4</td>
</tr>
<tr>
<td>J200</td>
<td>Domestic Violence</td>
<td>4</td>
</tr>
<tr>
<td>J213</td>
<td>Juvenile Justice: Delinquency, Dependency, and Diversion</td>
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</tr>
<tr>
<td>J250</td>
<td>Drugs and Crime</td>
<td>4</td>
</tr>
<tr>
<td>J280</td>
<td>Contemporary Issues in Criminal Justice Capstone</td>
<td>4</td>
</tr>
</tbody>
</table>

Total AAS Degree Credits: 93-94*

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

- Students must complete the junior seminar the quarter in which they finish the Associate’s Degree requirements to graduate from an Associate’s Degree program

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP 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.
PARALEGAL AAS Degree

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

Total general education credits 34-35

See page 32 for General Education Course Selections.

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
- PL219 Law Office Technology 4
- PL228 Torts: Auto Accidents and Other Legal Injuries 4
- PL230 Family Law 4
- PL235 Legal Research 4
- PL240 Legal Writing 4
- Track I (not available in Rasmussen College Online) 5
- PL290 Paralegal Internship 5
- Track II PL280 Paralegal Capstone 5

Total AAS Degree Credits 96-97*

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

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

Rasmussen College’s Eagan 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.

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 critical thinking, communication, diverse perspectives, technology and information literacy, and integrity. Paralegals may not provide legal services directly to the public, except as permitted by law.
DIGITAL DESIGN AND ANIMATION BS Degree

BS Degree

Career Opportunities:
- 3D Modeler
- Character Animator
- Graphic Designer
- Web Designer
- 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 and can apply this understanding to multimedia projects. Graduates can develop and guide visual designs and digital projects from concept to product using techniques from both traditional art and multimedia design, and industry-standard software tools and applications. They have skills in critical thinking, communication, and project management, and can apply these skills to serve their businesses. They can apply, analyze, and evaluate theories and techniques of digital design and animation. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, lifelong learning, collaborative project development, and honesty and integrity in applying their multimedia design and animation skills to supporting users and businesses.

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 (Required, select 2 additional courses) 12
  - G147 Art Appreciation*
- Math (Select 2 courses) 8-9
- Natural Sciences (Required, select 2 additional courses) 14
  - G156 Human Biology*
  - G156L Human Biology Lab*
- Social and Behavioral Sciences (Select 3 courses) 12

See page 32 for General Education Course Selections.

Total degree credit hours 183-184*

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 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 aSTEP placement exam or by successful completion of Foundation Courses.

Digital Design and Animation
BS Degree

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
- N111 Introduction to Computer Graphics 3
- N113 Introduction to Multimedia Design 3
- N121 Typography 3
- N122 Digital Publishing 3
- N124 Color Theory and Techniques 3
- N130 Audio/Video Editing 3
- N141 Digital Media Production 3
- N252 Fundamentals of Web Authoring and Design 3
- N262 Digital Media Assembly 3
- N272 Multimedia Technologies 3
- N280 Multimedia Portfolio Development 2

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

Elective Courses (Select one of the following elective groups)

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

Group II
- NM115 Networking and Internet Technologies 3
- NM250 Dynamic Content Management 3
- NM260 Server Side Scripting 3

Total degree credit hours 183-184*

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 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 aSTEP placement exam or by successful completion of Foundation Courses.
GAME AND SIMULATION PROGRAMMING BS Degree

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) 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 (*Required, select 2 additional courses) 14
  - G156 Human Biology *
  - G156L Human Biology Lab *
- Social and Behavioral Sciences (Select 3 courses) 12
  NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

Total general education credits 58-59

See page 32 for General Education Course Selections.

Major and Core Courses

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

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

Total Degree Credit Hours
Total general education credits 58-59
Total lower division major/core credits 64
Total upper division major/core credits 60

TOTAL BS DEGREE CREDITS 182-183*

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 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 STEP placement exam or by successful completion of Foundation Courses.

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 product. They understand games and simulations in terms of storyline, plot, visual elements, interface design, hardware requirements, and the necessary coding to complete projects. They can develop stories and characters for games and simulations, and employ programming techniques, applied math and physics, and networking skills for multi-player games. They can perform software testing, product documentation, audience analysis, and implementation efficacy research while delivering products to consumers. The program will enhance critical thinking and reasoning faculties, information literacy, and communication competence, enabling students to excel in the game and simulation production industry. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, collaborative team strategies for project completion, standard industry ethical practices, and lifelong learning.
MULTIMEDIA TECHNOLOGIES • Diploma • AAS Degree

Digital Design and Animation • Web Design

Diploma

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

Foundation Courses
- B080 Reading and Writing Strategies 4
- B094 Geometry 4
- B095 Combined Basic and Intermediate Algebra 4

Digital Design and Animation Specialization

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 critical thinking and communication.

Diploma Courses
- B136 Introduction to Business 4
- B220 Project Planning and Documentation 4
- B211 Professional Communication 4
- B273 Internet Business Models and E-Commerce 4
- E242 Career Development 2
- G124 English Composition 4
- G195 College Statistics 5
- N150 Technology’s Role in the 21st Century 2
- NM110 Drawing Design and Art Theory 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
- NM131 Introduction to 3D Arts and Animation 3
- NM141 Digital Media Production 3
- NM240 3-Dimensional Animation 3
- NM252 Fundamentals of Web Authoring and Design 3
- NM262 Digital Media Assembly 3
- NM272 Multimedia Technologies 3

TOTAL DIPLOMA CREDITS 68*

Web Design Specialization

Objective:
Graduates of this program know basic theories of visual and interactive media design and portfolio development. They can create multimedia projects involving video and audio assets. Graduates value critical thinking and communication.

Diploma Courses
- 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
- G124 English Composition 4
- G195 College Statistics 5
- N150 Technology’s Role in the 21st Century 2
- NM110 Drawing Design and Art Theory 3
- NM113 Introduction to Multimedia Design 3
- NM115 Networking and Internet Technologies 3
- NM121 Typography 3
- NM122 Digital Publishing 3
- NM124 Color Theory and Techniques 3
- NM130 Audio/Video Editing 3
- NM141 Digital Media Production 3
- NM142 Dynamic Content Management 3
- NM252 Fundamentals of Web Authoring and Design 3
- NM262 Digital Media Assembly 3
- NM272 Multimedia Technologies 3

TOTAL DIPLOMA CREDITS 68*

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

AAS Degree

Career Opportunities:
- Graphic Designer
- Graphic Artist & Interactive Media Developer
- 3D Character Modeler
- Interactive Multimedia Specialist
- Website Designer

Objective:
Graduates of this program know basic theories of visual and interactive media design, project management, and portfolio development. They understand business and can apply this understanding to multimedia projects. They can create multimedia projects involving traditional art techniques, video, and audio assets. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and lifelong learning.

In addition to all Diploma Courses

General Education Courses
- Communication (Required course) 4
- G147 Art Appreciation* 8

Natural Sciences (Required courses)
- G156 Human Biology (Required course)
- G156L Human Biology Lab

Social and Behavioral Sciences (Select 2 courses) 8

NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

Total additional general education credits 26

See page 32 for General Education Course Selections.

Additional Major and Core Course

Digital Design and Animation Specialization
- NM280 Multimedia Portfolio Development 2

TOTAL AAS DEGREE CREDITS 96*

Web Design Specialization
- NM280 Multimedia Portfolio Development 2

TOTAL AAS DEGREE CREDITS 96*

*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.
SCHOOL OF TECHNOLOGY AND DESIGN

INFORMATION SYSTEMS MANAGEMENT AAS Degree

- Computer Information Technology
- Computer Information Technology with Multimedia
- IP Telephony
- Network Administration
- Network Security
- Web Programming

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 6
G156L Human Biology Lab 6
Social and Behavioral Sciences (Select 2 courses) 8
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

Total general education credits 34-35
See page 32 for General Education Course Selections.

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

Computer Information Technology
Career Opportunities:
• Computer Support Specialist
• Computer Application Support Specialist

Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know how businesses utilize information systems, how technology adds value to business processes, and how to manage IT Support. Graduates value critical thinking, communication, and business and professional skills.

B273 Internet Business Models and E-Commerce 4
D181 Excel 3
D187 Professional Presentations 3
D283 Access 3
N212 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
S120 Word for Windows 3
W108 Introduction to Website Design 3

TOTAL AAS DEGREE CREDITS 93-94*

Database Administration
Career Opportunities:
• Database Administrator

Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know how to store, organize, and manage data for an organization, as well as create data backups, test their effectiveness, test the data integrity, and ensure the security of sensitive information within a database. Graduates value critical thinking, communication, and business and professional skills.

B220 Project Planning and Documentation 4
N127 Microsoft Windows Workstations 3
N133 Networking Fundamentals 3
N145 Fundamentals of PC Hardware and Software 4
N136 Operating Systems Fundamentals 3
N209 PHP/MySQL Administration 4
N210 Microsoft SQL Server Administration 3
N214 Fundamentals of Programming 3
W109 Relational Databases 3
W114 Foundations of Programming 3
W125 Introduction to Visual Basic 3

TOTAL AAS DEGREE CREDITS 92-93*

IP Telephony
Career Opportunities:
• Network Administrator with VoIP

Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know how to support and coordinate technology and communication hardware. This includes creating voice, video, and other communication systems, as well as installing and maintaining these programs. Graduates value critical thinking, communication, and business and professional skills.

B220 Project Planning and Documentation 4
N127 Microsoft Windows Workstations 3
N133 Networking Fundamentals 3
N145 Fundamentals of PC Hardware and Software 4
N136 Operating Systems Fundamentals 3
N209 PHP/MySQL Administration 4
N210 Microsoft SQL Server Administration 3
N214 Fundamentals of Programming 3
N264 IP Telephony 3
N265 Quality of Service (QoS) 3
N290 Information Technology Capstone 2

TOTAL AAS DEGREE CREDITS 92-93*

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 in 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 STEP placement exam or by successful completion of Foundation Courses.
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. Graduates understand how businesses utilize information systems, how technology adds value to business processes, and how network administrators are accountable for a business's network running uninterrupted. Graduates value critical thinking, communication, and business and professional skills.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
<td>3</td>
</tr>
<tr>
<td>N133</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>N145</td>
<td>Fundamentals of PC Hardware and Software</td>
<td>4</td>
</tr>
<tr>
<td>N150</td>
<td>Technology’s Role in the 21st Century</td>
<td>2</td>
</tr>
<tr>
<td>N208</td>
<td>Linux Administration</td>
<td>3</td>
</tr>
<tr>
<td>N226</td>
<td>Windows Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>N234</td>
<td>Microsoft Exchange Server</td>
<td>3</td>
</tr>
<tr>
<td>N235</td>
<td>Cisco Networking Fundamentals and Routing</td>
<td>3</td>
</tr>
<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL AAS DEGREE CREDITS 92-93*

Network Security
Career Opportunities:
- Network Security Specialist

Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know techniques used by industry-leading professionals to keep a network safe. Graduates value critical thinking, communication, and business and professional skills.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
<td>3</td>
</tr>
<tr>
<td>N133</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>N141</td>
<td>Networking Security</td>
<td>3</td>
</tr>
<tr>
<td>N145</td>
<td>Fundamentals of PC Hardware and Software</td>
<td>4</td>
</tr>
<tr>
<td>N150</td>
<td>Technology’s Role in the 21st Century</td>
<td>2</td>
</tr>
<tr>
<td>N226</td>
<td>Windows Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>N235</td>
<td>Cisco Networking Fundamentals and Routing</td>
<td>3</td>
</tr>
<tr>
<td>N253</td>
<td>Managing Information Security</td>
<td>3</td>
</tr>
<tr>
<td>N290</td>
<td>Information Technology Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL AAS DEGREE CREDITS 92-93*

Web Programming
Career Opportunities:
- Web Developer

Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know a variety of interactive tools and technologies to build robust web applications and user-friendly web interfaces, and they possess a comprehensive skill set in web programming, project management, and website creation. Graduates value critical thinking, communication, and business and professional skills.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SD225</td>
<td>Object-Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>W109</td>
<td>Relational Databases</td>
<td>3</td>
</tr>
<tr>
<td>W110</td>
<td>JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>W114</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>W116</td>
<td>Introduction to Web Design Software</td>
<td>3</td>
</tr>
<tr>
<td>W118</td>
<td>Introduction to HTML</td>
<td>3</td>
</tr>
<tr>
<td>W125</td>
<td>Introduction to Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>W201</td>
<td>Advanced Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>W210</td>
<td>Java I</td>
<td>3</td>
</tr>
<tr>
<td>W215</td>
<td>PERL/CGI</td>
<td>3</td>
</tr>
<tr>
<td>W216</td>
<td>PHP/MySQL</td>
<td>3</td>
</tr>
<tr>
<td>W290</td>
<td>Web Programming Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL AAS DEGREE CREDITS 94-95*
ACCOUNTING • Certificate • Diploma

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.

Foundation Courses
B080 Reading and Writing Strategies 4
B094 Geometry 4
B095 Combined Basic and Intermediate Algebra 4

Certificate Courses
A151 Accounting I 4
A152 Accounting II 4
A153 Accounting III 4
A269 Income Tax 4
B136 Introduction to Business 4
B271 Professional Communication 4
D132 Computer Applications and Business Systems Concepts 3
D181 Excel 3
D279 Computer Focused Principles 3
E242 Career Development 2

TOTAL CERTIFICATE CREDITS 35*

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

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 critical thinking, communication, and the ability to relate accounting concepts to the world around them.

In addition to all Certificate Courses

Diploma Courses
A276 Financial Investigation 4
A280 Accounting Capstone 2
B132 Principles of Marketing 4
B234 Business Law 4
B293 Business Ethics 4
G124 English Composition 4
G195 College Statistics 5
G203 Macroeconomics 4
G204 Microeconomics 4

TOTAL DIPLOMA CREDITS 70*

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 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 STEP placement exam or by successful completion of Foundation Courses.

School of Business Mission Statement

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

- Business Administration • Call Center Management • Entrepreneurship
- Human Resources • Internet Marketing • Marketing and Sales

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 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.

Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>B094</td>
<td>Geometry</td>
<td>4</td>
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<tr>
<td>B095</td>
<td>Combined Basic and Intermediate Algebra</td>
<td>4</td>
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</table>

Certificate Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A151</td>
<td>Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B230</td>
<td>Principles of Finance</td>
<td>4</td>
</tr>
<tr>
<td>B233</td>
<td>Principles of Management</td>
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<tr>
<td>B234</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
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<tr>
<td>G203</td>
<td>Macroeconomics</td>
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<tr>
<td>G204</td>
<td>Microeconomics</td>
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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 the quarter they are scheduled for the E242 Career Development course.

School of Business Mission Statement

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

Diploma

Career Opportunities:
- 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 critical thinking, communication, and lifelong learning.

In addition to all Certificate Courses

Diploma Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>B280</td>
<td>Business Capstone</td>
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<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
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<tr>
<td>G195</td>
<td>College Statistics</td>
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</tr>
</tbody>
</table>

Business Administration Specialization

(students will complete these additional courses)

<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>A177</td>
<td>Payroll Accounting</td>
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<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B165</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</td>
<td>4</td>
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<tr>
<td>D181</td>
<td>Excel</td>
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</tr>
<tr>
<td>D279</td>
<td>Computer Focused Principles</td>
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</tbody>
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TOTAL DIPLOMA CREDITS 74*

Call Center Management Specialization

(students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B242</td>
<td>Multicultural Communication for Business</td>
<td>4</td>
</tr>
<tr>
<td>B270</td>
<td>Introduction to Global Business</td>
<td>4</td>
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<tr>
<td>B272</td>
<td>Call Center Strategic Leadership</td>
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<tr>
<td>B275</td>
<td>Call Center Customer Service Representative Skills</td>
<td>4</td>
</tr>
<tr>
<td>B276</td>
<td>Call Center Labor Force Management</td>
<td>4</td>
</tr>
<tr>
<td>B278</td>
<td>Call Center Operations Management</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</td>
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</tbody>
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TOTAL DIPLOMA CREDITS 76*

Entrepreneurship Specialization

(students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B145</td>
<td>Introduction to Entrepreneurship</td>
<td>4</td>
</tr>
<tr>
<td>B240</td>
<td>Entrepreneurial Product and Service Planning</td>
<td>4</td>
</tr>
<tr>
<td>B243</td>
<td>Entrepreneurial Marketing</td>
<td>4</td>
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<tr>
<td>B244</td>
<td>Entrepreneurial Finance - Capitalization for the Entrepreneur</td>
<td>4</td>
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<tr>
<td>B247</td>
<td>Entrepreneurial Internship</td>
<td>4</td>
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<tr>
<td>B293</td>
<td>Business Ethics</td>
<td>4</td>
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</tbody>
</table>

TOTAL DIPLOMA CREDITS 72*

Human Resources Specialization

(students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B165</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>B249</td>
<td>Risk Management and Insurance</td>
<td>4</td>
</tr>
<tr>
<td>B250</td>
<td>Training and Development</td>
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</tr>
<tr>
<td>B267</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>B268</td>
<td>Compensation and Benefits Management</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</td>
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</tbody>
</table>

TOTAL DIPLOMA CREDITS 76*

Internet Marketing Specialization

(students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B223</td>
<td>Internet Consumer Behavior</td>
<td>4</td>
</tr>
<tr>
<td>B224</td>
<td>Marketing Ethics</td>
<td>4</td>
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<tr>
<td>B228</td>
<td>Search Engine Marketing</td>
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</tr>
<tr>
<td>B229</td>
<td>Target/Audience Messaging</td>
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</tr>
<tr>
<td>B245</td>
<td>Online Multimedia Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B273</td>
<td>Internet Business Models and E-Commerce</td>
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</tbody>
</table>

TOTAL DIPLOMA CREDITS 72*

Marketing and Sales Specialization

(students will complete these additional courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>B119</td>
<td>Customer Service</td>
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</tr>
<tr>
<td>B140</td>
<td>Sales Techniques</td>
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<tr>
<td>B224</td>
<td>Marketing Ethics</td>
<td>4</td>
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<tr>
<td>B232</td>
<td>Principles of Marketing</td>
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</tr>
<tr>
<td>B263</td>
<td>Principles of Advertising</td>
<td>4</td>
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<tr>
<td>B273</td>
<td>Internet Business Models and E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>R200</td>
<td>Principles of Retailing</td>
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</tr>
</tbody>
</table>

TOTAL DIPLOMA CREDITS 78*

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 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 STEP placement exam or by successful completion of Foundation Courses.
SCHOOL OF HEALTH SCIENCES

MEDICAL BILLING AND CODING • Certificate • Diploma

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 principals, 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 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

Certificate Courses
D132 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
G150 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
M209 Medical Insurance and Billing 3
M223 Pathology I 4
M224 Pathology II 4
M243 Health Information Law and Ethics 4
M251 Medical Coding Practicum 1

TOTAL CERTIFICATE CREDITS 39*

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 principals, 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 critical thinking, communication, ethical and professional behavior in the workplace and the confidentiality of patient information.

In addition to all Certificate Courses

Diploma Courses
G124 English Composition 4
G195 College Statistics 5
MA135 Pharmacology for the Allied Health Professional 4
M208 Introduction to Health Information Management 4

TOTAL DIPLOMA CREDITS 56*

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 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 STEP placement exam or by successful completion of Foundation Courses.

TOTAL DIPLOMA CREDITS 56*

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 the quarter they are scheduled for the E242 Career Development course.
CRIMINAL JUSTICE • Certificate • Diploma
• Corrections • Homeland Security • Law Enforcement • Psychology

Certificate

Career Opportunities:
• Security Professional

Objective:
Graduates of this program know the history and development of the criminal justice system and its affect 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 critical thinking, communication, and integrity in the criminal justice system.

Foundation Courses
B080 Reading and Writing Strategies 4
B094 Geometry 4
B095 Combined Basic and Intermediate Algebra 4

Certificate Courses
D132 Computer Applications and Business Systems Concepts 3
E170 Introduction to Undergraduate Research 2
E242 Career Development 2
G124 English Composition 4
J100 Introduction to Criminal Justice 4
J106 Criminology: Motives for Criminal Deviance 4
J115 Introduction to Corrections 4
J120 Policing in America 4
J131 Criminal Law and Procedures: Crime and the Courtroom 4
J200 Domestic Violence 4
J255 Ethics in Criminal Justice 4

TOTAL CERTIFICATE CREDITS 39*

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.
• Students must complete the freshman seminar as part of the E242 Career Development course.

Diploma

Career Opportunities:
• Security Professional
• Corrections Specialist

Objective:
Graduates of this program know the history and development of the criminal justice system and its affect 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 critical thinking, communication, and integrity in the criminal justice system.

Foundation Courses
B080 Reading and Writing Strategies 4
B094 Geometry 4
B095 Combined Basic and Intermediate Algebra 4

Certificate Courses
D132 Computer Applications and Business Systems Concepts 3
E170 Introduction to Undergraduate Research 2
E242 Career Development 2
G124 English Composition 4
J100 Introduction to Criminal Justice 4
J106 Criminology: Motives for Criminal Deviance 4
J115 Introduction to Corrections 4
J120 Policing in America 4
J131 Criminal Law and Procedures: Crime and the Courtroom 4
J200 Domestic Violence 4
J255 Ethics in Criminal Justice 4

TOTAL CERTIFICATE CREDITS 39*

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.
• Students must complete the freshman seminar as part of the E242 Career Development course.

Homeland Security Specialization
(students will complete these additional courses)
G148 General Psychology 4
G195 College Statistics 5
J130 Introduction to Homeland Security 4
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J230 Terrorism 4
J245 Security Challenges 4
J250 Drugs and Crime 4
J280 Contemporary Issues in Criminal Justice Capstone 4

TOTAL DIPLOMA CREDITS 72*

Law Enforcement Specialization
(students will complete these additional courses)
G148 General Psychology 4
G195 College Statistics 5
J122 Crime Scene to Conviction: Critical Skills in Documentation 4
J213 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J222 Practical Psychology for Law Enforcement 4
J226 Legal Code for Law Enforcement 4
J250 Drugs and Crime 4
J280 Contemporary Issues in Criminal Justice Capstone 4

TOTAL DIPLOMA CREDITS 72*

Psychology Specialization
(students will complete these additional courses)
G148 General Psychology 4
G195 College Statistics 5
HS260 Community Psychology 4
HS270 Social Psychology 4
HS280 Abnormal Psychology 4
J130 Juvenile Justice: Delinquency, Dependency, and Diversion 4
J250 Drugs and Crime 4
J280 Contemporary Issues in Criminal Justice Capstone 4

TOTAL DIPLOMA CREDITS 72*

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 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 STEP 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.
# INFORMATION SYSTEMS MANAGEMENT

## Certificate • Diploma

- Computer Information Technology • Computer Information Technology with Multimedia
- Database Administration • Network Administration • Network Security • Web Programming

### Computer Information Technology

- **Certificate**
  - **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 know how businesses utilize information systems, how technology adds value to business processes, and how to engage in IT support.

### Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
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<tr>
<td>B094</td>
<td>Geometry</td>
<td>4</td>
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<tr>
<td>B095</td>
<td>Combined Basic and Intermediate Algebra</td>
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### Certificate Courses

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>B273</td>
<td>Internet Business Models and E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
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<tr>
<td>D181</td>
<td>Excel</td>
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</tr>
<tr>
<td>D187</td>
<td>Professional Presentations</td>
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<tr>
<td>D383</td>
<td>Access</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
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<tr>
<td>N140</td>
<td>Logic and Troubleshooting</td>
<td>4</td>
</tr>
<tr>
<td>S120</td>
<td>Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>W108</td>
<td>Introduction to Website Design</td>
<td>3</td>
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</table>

### Diploma Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
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<tr>
<td>B271</td>
<td>Professional Communication</td>
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<tr>
<td>B273</td>
<td>Internet Business Models and E-Commerce</td>
<td>4</td>
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<tr>
<td>B293</td>
<td>Business Ethics</td>
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<tr>
<td>D132</td>
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<tr>
<td>D181</td>
<td>Excel</td>
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</tr>
<tr>
<td>D187</td>
<td>Professional Presentations</td>
<td>3</td>
</tr>
<tr>
<td>D283</td>
<td>Access</td>
<td>3</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
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<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G141</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>G195</td>
<td>College Statistics</td>
<td>5</td>
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<tr>
<td>N127</td>
<td>Microsoft Windows Workstations</td>
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<tr>
<td>N133</td>
<td>Networking Fundamentals</td>
<td>3</td>
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<tr>
<td>N140</td>
<td>Logic and Troubleshooting</td>
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<tr>
<td>N145</td>
<td>Fundamentals of PC Hardware and Software</td>
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<td>N228</td>
<td>Microsoft Windows Server</td>
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<td>N290</td>
<td>Information Technology Capstone</td>
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<tr>
<td>S120</td>
<td>Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>W108</td>
<td>Introduction to Website Design</td>
<td>3</td>
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</tbody>
</table>

### TOTAL CERTIFICATE CREDITS 36* 

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

### Computer Information Technology

- **Diploma**
  - **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 know how businesses utilize information systems, how technology adds value to business processes, and how to engage in IT support. Graduates value critical thinking, communication, and business and professional skills.

### Foundation Courses

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<tr>
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<td>B095</td>
<td>Combined Basic and Intermediate Algebra</td>
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### Diploma Courses

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<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>B119</td>
<td>Customer Service</td>
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<td>B136</td>
<td>Introduction to Business</td>
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<td>Professional Communication</td>
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<td>B273</td>
<td>Internet Business Models and E-Commerce</td>
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<td>B293</td>
<td>Business Ethics</td>
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<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
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<td>D181</td>
<td>Excel</td>
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<td>D187</td>
<td>Professional Presentations</td>
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<td>D283</td>
<td>Access</td>
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<td>E242</td>
<td>Career Development</td>
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<td>G124</td>
<td>English Composition</td>
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<td>G141</td>
<td>Introduction to Communication</td>
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<td>G195</td>
<td>College Statistics</td>
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<td>N127</td>
<td>Microsoft Windows Workstations</td>
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<td>N133</td>
<td>Networking Fundamentals</td>
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<td>N140</td>
<td>Logic and Troubleshooting</td>
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<td>N145</td>
<td>Fundamentals of PC Hardware and Software</td>
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<tr>
<td>N228</td>
<td>Microsoft Windows Server</td>
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<td>N290</td>
<td>Information Technology Capstone</td>
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<tr>
<td>S120</td>
<td>Word for Windows</td>
<td>3</td>
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<tr>
<td>W108</td>
<td>Introduction to Website Design</td>
<td>3</td>
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</tbody>
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### TOTAL DIPLOMA CREDITS 72* 

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

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**Objective:**
Graduates know how businesses utilize information systems, how technology adds value to business processes, and how to engage in IT support. Graduates value critical thinking, communication, and business and professional skills.

**Career Opportunities:**
- Computer Application Support Specialist
- Computer Support Specialist
- Computer Information Technology
- Computer Information Technology with Multimedia
- Database Administration
- Network Administration
- Network Security
- Web Programming

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**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 Foundation Courses.**

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**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 the quarter in which they finish the diploma course requirements.**

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*Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.*
Database Administration Diploma

**Career Opportunities:**
- Database Administrator

**Objective:**
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know how to store, organize, and manage data for an organization, as well as create data backups, test their effectiveness, test the data integrity, and ensure the security of sensitive information within a database.

**Foundation Courses**
- B080 Reading and Writing Strategies 4
- B094 Geometry 4
- B095 Combined Basic and Intermediate Algebra 4

**Diploma Courses**
- W114 Fundamentals of Programming 3
- W109 Relational Databases 4
- N290 Information Technology Capstone 2

**TOTAL DIPLOMA CREDITS 67**

Network Administration • Diploma

**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. Graduates understand how businesses utilize information systems, how technology adds value to business processes, and how network administrators are accountable for a business’s network running uninterrupted. Graduates value critical thinking, communication, and business and professional skills.

**Foundation Courses**
- B080 Reading and Writing Strategies 4
- B094 Geometry 4
- B095 Combined Basic and Intermediate Algebra 4

**Diploma 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
- G195 College Statistics 5
- N127 Microsoft Windows Workstations 3
- N133 Networking Fundamentals 3
- N140 Logic and Troubleshooting 4
- N145 Fundamentals of PC Hardware and Software 4
- N150 Technology’s Role in the 21st Century 2
- N208 Linux Administration 3
- N226 Windows Active Directory 3
- N228 Microsoft Windows Server 3
- N234 Microsoft Exchange Server 3
- N235 Cisco Networking Fundamentals and Routing 3
- N290 Information Technology Capstone 2

**TOTAL DIPLOMA CREDITS 67**

Network Security • Diploma

**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 used by industry-leading professionals to keep a network safe. Graduates value critical thinking, communication, and business and professional skills.

**Foundation Courses**
- B080 Reading and Writing Strategies 4
- B094 Geometry 4
- B095 Combined Basic and Intermediate Algebra 4

**Diploma 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
- G195 College Statistics 5
- 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
- N208 Linux Administration 3
- N226 Windows Active Directory 3
- N228 Microsoft Windows Server 3
- N234 Microsoft Exchange Server 3
- N235 Cisco Networking Fundamentals and Routing 3
- N253 Managing Information Security 3
- N290 Information Technology Capstone 2

**TOTAL DIPLOMA CREDITS 69**

Web Programming • Diploma

**Career Opportunities:**
- Web Developer

**Objective:**
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know a variety of interactive tools and technologies to build robust web applications and user-friendly web interfaces, and they possess a comprehensive skill set in web programming, project management, and website creation. Graduates value critical thinking, communication, and business and professional skills.

**Foundation Courses**
- B080 Reading and Writing Strategies 4
- B094 Geometry 4
- B095 Combined Basic and Intermediate Algebra 4

**Diploma 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
- G195 College Statistics 5
- N140 Logic and Troubleshooting 4
- SD225 Object Oriented Programming 3
- W109 Relational Databases 3
- W110 Javascript 3
- W114 Fundamentals of Programming 3
- W201 Advanced Visual Basic 3
- W210 Java 3
- W215 PERL/CGI 3
- W216 PHP/MySQL 3
- W290 Web Programming Capstone 2

**TOTAL DIPLOMA CREDITS 69**
All Bachelor’s Degree Programs

**English Composition**
G124  English Composition 4
G126A  English Composition 2 4

**Communication**
G227  Oral Communication 4

**Humanities**
G125  Humanities 4
G145  Film Appreciation 4
G147  Art Appreciation 4
G151  Music Appreciation 4
G155  Introduction to Philosophy 4
G224  Introduction to Critical Thinking 4
G230  Introduction to Literature 4
G333  American Religious History 4

**Mathematics**
G161  Quantitative Literacy 4
G180  General Education Mathematics 4
G195  College Statistics 5

**Natural Sciences**
G156  Human Biology 4
G156L  Human Biology Lab 2
G170  Introduction to Zoology 4
G239  Introduction to Astronomy 4
G245  Introduction to Geology 4

**Social and Behavioral Sciences**
G123  Principles of Economics 4
G142  Introduction to Sociology 4
G146  Human Geography 4
G148  General Psychology 4
G203  Macroeconomics 4
G204  Microeconomics 4
G242  American/U.S. National Government 4
G270  United States History: 1900 to the Present 4
G401  Comparative Politics 4

All Associate’s Degree Programs

**English Composition**
G124  English Composition 4

**Communication**
G227  Oral Communication 4

**Humanities**
G125  Humanities 4
G145  Film Appreciation 4
G147  Art Appreciation 4
G151  Music Appreciation 4
G155  Introduction to Philosophy 4
G224  Introduction to Critical Thinking 4
G230  Introduction to Literature 4

**Mathematics**
G161  Quantitative Literacy 4
G180  General Education Mathematics 4
G195  College Statistics 5

**Natural Sciences**
G156  Human Biology 4
G156L  Human Biology Lab 2

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

Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in a technology-intensive learning environment, is defined as either lecture or laboratory depending primarily on whether new material is introduced. Lecture is a class setting in which the student is instructed in the theory, principles, and history of an academic or vocational subject. The student 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 for reinforcement skills previously acquired through lecture or outside reading. An instructor is normally present in the laboratory setting, but for coaching and clarification rather than for presentation of new material. Two hours of laboratory have the credit equivalency of one hour of lecture. Internship (also externship or practicum) is program-related work experience with indirect instructor supervision and employer assessment, usually coupled with lecture sessions in which the workplace experience is discussed. Three hours of internship 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 8 credits per term. To calculate program length, the College divides the total program credits by 12 for full-time students and 8 credits for part-time students.

**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 considered entry level courses. Course description numbers that range from 200-299 are considered to be more advanced courses and may function as second-year courses or capstone courses. Course description numbers that range from 300-399 are considered upper division courses that may function as third-year courses. Course description numbers that range from 400-499 are considered advanced upper division courses that may function as fourth-year requirements for a Bachelor’s Degree.

A - Accounting
B - Business
D - Computers
EC - Early Childhood Education
F - Banking and Finance
G - General Education
H - Health Management
HI - Health Information Management
J - Criminal Justice
M - Medical/Health Sciences
MA - Medical Assisting
N - Network
NM - Multimedia
PL - Paralegal
PF - Pharmacy Technician
R - Retail/Sales
S - Secretarial/Office Administration
SD - Technology and Design
V - Web Programming

E170  Introduction to Undergraduate Research / E242 Career Development
E170  Introduction to Undergraduate Research and E242 Career Development are courses specific to the College, facilitating lifelong career-placement services. The numbers assigned to these courses reflect their institution-specific nature. See the Academic Information section for policies on transfer of these courses.
A140 Financial Accounting I 40 hours, 4 credits
This course defines accounting objectives and their relation to business. The student will be taught the fundamental principles of bookkeeping. The trial balance, working papers, financial statements, and completing an accounting cycle are introduced. The course will emphasize valuing assets, including property, plant and equipment, inventory, and accounts receivable, and will address the classification of accounts, notes, payroll liabilities, and monthly adjustments.
Prerequisite: none

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

A151 Accounting I 40 hours, 4 credits
This course is an introduction to Accounting I with additional concern with financial statement analysis for partnerships and corporations. The course will emphasize valuing assets including: property plant equipment, inventory, and accounts receivable and will address the classification of accounts, payroll liabilities, and monthly adjustments.
Prerequisite: Accounting I

A153 Accounting III 40 hours, 4 credits
This course is a further continuation of Accounting II and will 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: 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

A220 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 success in the job market will be discussed. The course focuses on research, case analysis, and inter-personal communication and class presentations.
Prerequisite: Offered last or second-to-last quarter for Associate’s Degree students.

A322 Managerial Accounting 40 hours, 4 credits
This course presents financial accounting principles and practices and how they relate to modern business processes. Students learn from a combination of theory, practice, and real-world application. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Accounting I, Accounting II

A324 Managerial Accounting 40 hours, 4 credits
This course provides management accounting skills for internal reporting and decision-making purposes. Accounting information is presented through a business approach. Major topics include cost behavior, cost analysis, profit planning and control measures. Accounting for decentralized operations, capital budgeting decisions, and ethical challenges in managerial accounting are also covered.
Prerequisite: Accounting II

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

A272 Intermediate Accounting I 40 hours, 4 credits
This course covers a review of accounting procedures, and then expands to special treatment of financial statements, cash and temporary assets, receivables, inventories (general and estimating procedures), current liabilities, income tax procedures in accounting, and the acquisition, use, and retirement of long-term plant assets.
Prerequisite: Accounting III

A274 Intermediate Accounting II 40 hours, 4 credits
A continuation of Intermediate Accounting I, this course finishes coverage of valuation of assets and liabilities, and continues in stockholder’s equity. Areas included are analysis and interpretation of financial statements. Miscellaneous topics included are accounting changes, error corrections, and prior period adjustments.
Prerequisite: Intermediate Accounting I

A276 Financial Investment 40 hours, 4 credits
This course will introduce students to the field of fraud examination and how fraud occurs and is detected within financial statements. This course will expand in areas of revenue, inventory, liabilities, assets, and inadequate disclosures related to financial and management audits.
Prerequisite: Financial Accounting II

A320 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 success in the job market will be discussed. The course focuses on research, case analysis, and inter-personal communication and class presentations.
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 behavior, production costing methods, data processing, economic analysis, budgeting, and management and financial control.
Prerequisite: Financial Accounting II

A340 Advanced Auditing Concepts and Standards 40 hours, 4 credits
This course includes a study of auditing standards and procedures and an integrated profession of ethical issues within the accounting discipline. Emphasis is placed on theoretical thinking, evaluation of business risks, and internal control practices and a thorough study of Sarbanes-Oxley and other relevant laws and regulations as they relate to publically traded companies.
Prerequisite: Financial Accounting II

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

A370 Intermediate Financial Reporting I 40 hours, 4 credits
This course covers a review of accounting theory, its conceptual framework, and how to apply the conceptual framework to prepare and analyze financial reports, including income statements, the statement of cash flows, and the balance sheet.
Prerequisite: Financial Accounting II

A375 Intermediate Financial Reporting II 40 hours, 4 credits
This course builds on Intermediate Financial Reporting I. Topics include stockholder’s equity, valuation of assets and liabilities, interpretation of financial statements, accounting changes and errors, and prior period adjustments.
Prerequisite: Intermediate Financial Reporting I

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

A405 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 behavior, production costing methods, data processing, economic analysis, budgeting, and management and financial control. Topics include how to identify, measure, and accumulate direct and indirect costs, how to apply burden, introduction to job costing systems, budgeting, cost-volume-profit relationships, and relevant costing.
Prerequisite: Financial Accounting II

A410 Advanced Federal Tax Theory 40 hours, 4 credits
This course provides an advanced instruction in the tax laws as implemented by the Internal Revenue Service, addressing individuals, corporations, and partnerships.
Prerequisite: Taxation of Individuals

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

A420 Accounting Information Systems 40 hours, 4 credits
An advanced course that further develops an understanding of inputs, processes, and outputs associated with and manual and computerized accounting information systems.
Prerequisite: Management of Information Systems

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

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

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

B098 Foundations of English II 40 hours, 4 credits
This course emphasizes mastery of grammar and punctuation usage, paragraph structure, and strategy.
Prerequisite: Placement determined by placement test score.

B119 Customer Service 40 hours, 4 credits
This course covers the basics of essential communication skills needed in business to interact/ work effectively with individuals and/or groups. Special and general 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 administrating the rules, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guidelines.
Prerequisite: none

B205 Business Calculus 40 hours, 4 credits
This course is for business students and focuses on developing a thorough understanding of calculus and its cross-discipline applications. Students will develop a framework for utilizing calculus as a tool for helping to solve business problems.
Prerequisite: none

B215 Business Statistics 40 hours, 4 credits
This course teaches students the fundamentals of statistics and how to use statistics in each business discipline, including marketing, management, accounting, and finance.
Prerequisite: none

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

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

B223 Internet Consumer Behavior 40 hours, 4 credits
This course is designed in three basic sections which provide students a full understanding of the way consumers shop and how products are best marketed. Section one explores the consumer motivations for buying consumers shop and how products are best marketed. Section two explores the consumer buying behavior, business-to-business markets and organizational buying behavior, market research techniques, fundamental pricing concepts, marketing channels and logistics, integrated marketing communications, and marketing role in the electronic commerce.
Prerequisite: none

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

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

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

B242 Multicultural Communications for Business 40 hours, 4 credits
This course provides an introduction to the challenges of diverse workplace present in today’s global economy. Specific areas of study will be coping with diverse communication styles, allowing for divergent approaches to task completion, mitigating different attitudes toward conflict, and resolution methods and protocols for ensuring multicultural collaboration.
Prerequisite: none

B243 Entrepreneurial Marketing 40 hours, 4 credits
Students will examine all aspects of entrepreneurial marketing. Using marketing case studies, students will explore several entrepreneurial marketing tactics and will create a marketing strategy for their chosen product or service. From this strategy, students will create a complete market plan. They will also present their ideas to the class.
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

B247 Entrepreneurial Internship 120 hours, 4 credits
Students will complete an unpaid internship with a local entrepreneur or business owner. The College facilitates the process of matching students with entrepreneurs. The internship will integrate prior coursework into a comprehensive understanding of entrepreneurship, providing students with hands-on learning opportunities and work experience. During the internship, the student will meet with the entrepreneur and write a series of short, reflective papers based on their experience.
Prerequisite: Entrepreneurship student in last or second-to-last quarter

B249 Risk Management and Insurance 40 hours, 4 credits
This course covers the general principles of risk management and insurance and its role in business. Topics include the relationship of risk transfer, risk avoidance, and risk retention to risk management and loss control methods as used for decision making in human resources and finance. Emphasis is placed on the risk management process which includes the identification of risks, evaluation of risks, and selection of an appropriate management response, implementation, and review.
Prerequisite: Introduction to Human Resource Management

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

B263 Principles of Advertising 40 hours, 4 credits
This course is a study of theory, principles and functions of advertising, its role and its social and economic structure. Newspapers, magazines, radio and television are reviewed as advertising media.
Prerequisite: Principles of Marketing

B267 Employment Law 40 hours, 4 credits
Students will develop an understanding of selected legal issues involved in human resource management. Legal issues to be addressed include: labor relations, employee rights, sexual harassment, diversity, and compensation and benefits law. The primary orientation of the course will be to enable learners to recognize the spirit and purpose of the legal framework of enterprise so that learners can embrace comparable 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 addresses the trends and evolution of compensation and benefits at both the strategic and operational dimensions. Evaluation of costs associated with various approaches to compensation and benefits is explored. This course will help students understand the role that an integrated total compensation program can play in contributing to organizational success. You will learn about effective compensation strategies and how various emerging issues impact program design.
Prerequisite: Introduction to Human Resource Management

B270 Introduction to Global Business 40 hours, 4 credits
This course will explore the importance of developing varied techniques for managing all aspects of a global business venture. Through real-life case studies, students will investigate the interconnectedness in global business specific to languages, attitudes, religious beliefs, traditions, work ethic, political and legal systems, governmental regulation, fiscal and monetary policies, infrastructure, and market potentials.
Prerequisite: none

B271 Professional Communication 40 hours, 4 credits
This course teaches communication theory and skills for developing professional documents and oral presentations for diverse 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 Reading and Writing Strategies or placement determined by STEP assessment score.

B272 Call Center Strategic Leadership 40 hours, 4 credits
This course will focus on strategic leadership specific to assembling and preparing a strong team, defining quality assurance methodologies, determining appropriate performance metrics, executing motivation and retention strategies and understanding legal and personnel issues in correlation with strategic leadership as seen through project, financial and risk management.
Prerequisite: none

B273 Principles of Advertising 40 hours, 4 credits
This course is a study of theory, principles and functions of advertising, its role and its social and economic structure. Newspapers, magazines, radio and television are reviewed as advertising media.
Prerequisite: Principles of Marketing

B267 Employment Law 40 hours, 4 credits
Students will develop an understanding of selected legal issues involved in human resource management. Legal issues to be addressed include: labor relations, employee rights, sexual harassment, diversity, and compensation and benefits law. The primary orientation of the course will be to enable learners to recognize the spirit and purpose of the legal framework of enterprise so that learners can embrace comparable 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 addresses the trends and evolution of compensation and benefits at both the strategic and operational dimensions. Evaluation of costs associated with various approaches to compensation and benefits is explored. This course will help students understand the role that an integrated total compensation program can play in contributing to organizational success. You will learn about effective compensation strategies and how various emerging issues impact program design.
Prerequisite: Introduction to Human Resource Management

B270 Introduction to Global Business 40 hours, 4 credits
This course will explore the importance of developing varied techniques for managing all aspects of a global business venture. Through real-life case studies, students will investigate the interconnectedness in global business specific to languages, attitudes, religious beliefs, traditions, work ethic, political and legal systems, governmental regulation, fiscal and monetary policies, infrastructure, and market potentials.
Prerequisite: none

B271 Professional Communication 40 hours, 4 credits
This course teaches communication theory and skills for developing professional documents and oral presentations for diverse 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 Reading and Writing Strategies or placement determined by STEP assessment score.

B272 Call Center Strategic Leadership 40 hours, 4 credits
This course will focus on strategic leadership specific to assembling and preparing a strong team, defining quality assurance methodologies, determining appropriate performance metrics, executing motivation and retention strategies and understanding legal and personnel issues in correlation with strategic leadership as seen through project, financial and risk management.
Prerequisite: none
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 focus on the requisite skills for exemplar reps as well as discuss different assessment tools and skill building techniques. Further, this course will also examine Customer Relationship Management (CRM) principles specific to call routing applications.
Prerequisite: none

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

B278 Call Center Operations Management
40 hours, 4 credits
This course provides an introduction to technologies and tools available for call centers and their applications. Starting with the importance of site selection, facility design and management, this course will progress systematically 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/entrepreneurship project.
Prerequisite: Students must be enrolled in the Business Associate’s Degree program and in their last or second-to-last quarter.
Co-requisite: Sophomore Seminar

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

B323 Advanced Principles of Marketing
40 hours, 4 credits
This course examines developing, designing, and implementing marketing programs, processes, and activities. Key areas of focus include capturing market insights, brand building strategies, market segmentation, and delivering and communicating value. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

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

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

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

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

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

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

B365 Human Resource Management
40 hours, 4 credits
The purpose of this course is to enable the student to develop a broad exposure to new approaches, techniques, and future trends in the management of personnel. This course includes a study of the major functions in personal management including job analysis, human capital planning, selection of personnel, performance evaluation, training and wage and salary administration.
Prerequisite: Principles of Management

B370 Organizational Behavior Analysis
40 hours, 4 credits
This course is designed to explore human behavior in work settings from an interdisciplinary perspective. The following topics will be studied and analyzed from a management perspective: organizational structure, leadership, power, conflict management, individual and group dynamics, motivation, morale, and communication.
Prerequisite: Introduction to Business

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

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

B382 Insurance
40 hours, 4 credits
This course examines the characteristics of those areas of risk and uncertainty where the mechanisms of insurance are effective alternatives. Insurable risks of both business and individuals are covered. The concepts, contracts, and institutions involved in insurance are covered, as well as governmental regulations that impact the industry.
Prerequisite: Introduction to Business

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

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

B417 Information Technology Project Management
40 hours, 4 credits
This course will introduce students to the processes of project planning from the early stages of brainstorming through project planning including creating timetables, resource management, implementation, along with the basics of writing project proposals. Students will learn to select appropriate planning techniques and software. Students will plan and propose a project appropriate to their fields of study.
Prerequisite: Computer Applications and Business Systems Concepts

B428 Money and Banking
40 hours, 4 credits
This course is an examination of the structure and operations of our monetary system. In this course topics covered include the fundamentals of money and financial markets, commercial banking and its regulation.
Prerequisite: Principles of Economics or equivalent

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

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

B441 Personnel and Labor Relations
40 hours, 4 credits
This course examines the context of labor relations, the collective bargaining process, labor contracts, and labor relations.
Prerequisite: Principles of Management

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

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

B461 Labor Relations Management
40 hours, 4 credits
This course deals with the relationship of labor unions and management, the fundamentals of collective bargaining and labor legislation. The structure and growth of unions, as well as the relationships and problems that exist among private and public sector organizations, the labor force, and government are surveyed.
This course includes educational resources from Harvard Business Publishing.
Prerequisite: Principles of Management
Course Descriptions

B472 Internship
60 hours, 2 credits
Students will complete an unpaid internship in a business management discipline with either their current employer or a Rasmussen corporate partner. The College facilitates the process of matching students with the appropriate employer and internship opportunity. The internship will integrate prior coursework into a comprehensive understanding of the business management disciplines and provide students with hands-on learning opportunities and professional experience. During the internship, the student will shadow an employer mentor, complete a project, and write a series of short, reflective papers based on their experience.
Prerequisite: Business management students in last or second-to-last quarter.

B474 Small Business Management I
40 hours, 4 credits
This course is a study of the factors involved in starting and managing a small- to medium-sized business. Emphasis is on the conduct of a pre-business feasibility study, and start-up of the business, successful management and options for succession or termination. Students will prepare a business plan.
Prerequisite: Principles of Management.

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.
Prerequisite: 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.

B499 Management Capstone
40 hours, 4 credits
In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, contemplating, and applying theoretical concepts studied throughout their degree in creating a solution for an actual management need. This course is designed to be taken during the student’s last quarter. Students have the opportunity to participate in an optional internship/externship project.
Prerequisite: Business Bachelors student in last or second-to-last quarter.

D132 Computer Applications and Business Systems Concepts
40 hours, 3 credits
This course teaches students basic to advanced computer concepts and skills, including creating and modifying Word documents, designing databases, spreadsheet creation and analysis, using the Internet and E-commerce tools, and creating presentations with 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 and manipulation to charting and PivotTables. This course is designed to help prepare students for the Excel portion of the Microsoft Office Specialist certification exam.
Prerequisite: Computer Applications and Business Systems Concepts.

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

D279 Computer Focused Principles
40 hours, 3 credits
This course is designed to teach students to accomplish common accounting functions through the use of the computer. Students will learn to maintain accounting records on a computer, input and process information and produce standard accounting reports. This course covers common accounting functions such as maintaining accounts receivable, accounts payable and general ledgers.
Prerequisite: Financial Accounting I.

D283 Access
40 hours, 4 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Access. Students will be introduced to database management features ranging from the creation and modification of databases to maintaining data integrity. This course is designed to help prepare students for the Access portion of the Microsoft Office Specialist certification exam.
Prerequisite: Computer Applications and Business Systems Concepts.

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

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

E101 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 the 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.

EC120 Health, Safety, and Nutrition
40 hours, 4 credits
This course examines the role of early childhood professionals working in the field via the policies and procedures governed by the state. Students will learn guidelines for establishing safe environments. They will also learn strategies for implementing health policies, controlling disease, establishing proper nutrition, and responding to children’s special health concerns. Students will carry out a 2-hour field observation in the field of education.
Prerequisite: Foundations of Child Development.

EC180 Knowledge: Extremity 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: Extremity 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: Extremity I.

EC182 Reflection: Extremity 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: Extremity II.
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

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

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

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

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

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

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

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

EC253 Curriculum and Instruction for Children with Special Needs  40 hours, 4 credits  Students will explore how to adapt developmentally appropriate curriculum and teaching 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

EC290 Early Childhood Education Capstone  20 hours, 2 credits  Students will integrate the knowledge and skills gained from coursework in the Early Childhood Education program. They will complete a capstone project that integrates knowledge and skills in child development, health and nutrition, curriculum and instruction, observation and assessment, and other areas relevant to the field. Prerequisite: Early Childhood Education student in last or second-to-last quarter.

Co-requisite: Freshman Seminar

F111 Introduction to Banking  40 hours, 4 credits  This course is the standard introduction to the banking profession. It focuses on nearly every aspect of banking, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry. Prerequisite: none

F121 Fundamentals of Consumer Lending  40 hours, 4 credits  This course provides the basic knowledge about consumer credit. It will cover terminology, basic categories of consumer credit, determining credit worthiness, and the application process. It includes the origin of regulations protecting consumer credit transactions, and reviews specific regulations that apply to consumer credit. Prerequisite: Introduction to Banking

F122 Introduction to Mortgage Lending  40 hours, 4 credits  This course examines mortgage lending, not only from the aspect of lending to individuals for the purchase of a residence, but also that of providing loans for apartment buildings and loans for real estate developers and builders. It covers construction and permanent financing for residential property; real estate law; documentation; mortgage loan servicing; the secondary mortgage market; the role of government in mortgage lending; and residential real estate as an investment. Prerequisite: Introduction to Banking

F125 Principles of Banking Law  40 hours, 4 credits  This course will guide students through the legal and regulatory issues. Every part of the banking process, from taking deposits and making loans to operating safe-deposit boxes and offering trust services, is governed by laws for the purpose of protecting consumers or maintaining the safety and soundness of the bank. Prerequisite: Introduction to Banking

G123 Principles of Economics  40 hours, 4 credits  Introduction to national income theories, price theories and behavior of the firm under varying economic conditions. Includes the economic roles of business, government and households; economic fluctuations and growth; money and banking; and international economics. Prerequisite: none

G124 English Composition  40 hours, 4 credits  This course is intended to help students develop their ability to write and express ideas in an organized, unified, coherent manner that reflects an appropriate awareness of purpose and audience. Through writing, reading, and discussion, students will learn to synthesize their thoughts as they communicate more effectively. Course concepts are applied to essays, research projects, and specialized writing. Regular writing and revision will improve students' grammar, punctuation, and usage skills. Prerequisite: Pasing grade in Reading and Writing Strategies or placement determined by STEP assessment 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 humanist goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy. Prerequisite: none

G126A English Composition  2 40 hours, 4 credits  This course builds on students’ understanding of the writing process through an exploration of various writing strategies and research. Students will analyze readings and apply critical reading and writing skills. This course will develop argumentative writing and application of research. Prerequisite: English Composition

G141 Introduction to Communication  40 hours, 4 credits  This course introduces students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socioeconomic status, and gender influence communication. Students will focus on developing an awareness of the effects of various types of communication on themselves and others. They will also develop practical skills for improving their ability to communicate with people from diverse backgrounds and from different cultures. Specific topics will include perception, self-concept, verbal and non-verbal communication, effective listening and communicating in culturally diverse settings. Prerequisite: Passing grade in Foundations coursework or placement determined by placement test score.

G142 Introduction to Sociology  40 hours, 4 credits  This course introduces students to basic sociology terms and concepts. Students will understand how to apply sociological concepts and theories and analyze the structure and relationships of social institutions and the process of social change. Students will explore a variety of topics of sociological interest, including socialization, social inequality, social movements, and the impact of technology and social change on society. Prerequisite: none

G143 Introduction to Philosophy  40 hours, 4 credits  This course provides students with an introductory understanding of the fundamental questions of philosophy, and an opportunity to develop their own attitudes and beliefs as they seek greater knowledge. Some of the topics students will explore include what it means to be human, the nature of reality, what is truth, morality, free will, and the nature of the self. Significant figures that have played a vital role in developing various fields of philosophy will also be introduced. Prerequisite: none

G144 Film Appreciation  40 hours, 4 credits  Students will study different elements, forms, techniques and styles of film and will learn a critical approach to film and the motion picture industry. Students will critique films and filmmakers through various approaches and assessments that demonstrate analysis, interpretation, and evaluation skills as well as fostering a deeper appreciation and understanding of film as an art form. Prerequisite: none

G146 Human Geography  40 hours, 4 credits  This course will introduce students to the systematic study of patterns and processes that have shaped human understanding, use, and alteration of Earth’s surface. Students will engage with spatial concepts and landscape analysis to examine human social organization and its environmental consequences. Prerequisite: none

G147 Art Appreciation  40 hours, 4 credits  Students will examine the historical, social, and technological factors that contribute to understanding the function and meaning of art in this course. Using a global and thematic approach, students will be introduced to the basic elements of art, while learning about a full range of media used to make art, and the fundamental concepts of art criticism. Western and non-Western art is represented, with a strong emphasis on a global perspective in relation to culture, communication, politics, and economics. Prerequisite: none

G148 General Psychology  40 hours, 4 credits  This course will provide students with a general understanding of basic methodologies, concepts, theories, and practices in contemporary psychology. Areas of investigation may include the goals and research methodologies of psychology, the science of the brain, theories of human development and intelligence, concepts of motivation and emotions, the science of sensation and perceptions, and the current practices pertaining to psychological disorders, therapies, and treatments. Prerequisite: none

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

G151 Music Appreciation  40 hours, 4 credits  Students will study the development of representative musical styles and techniques in this course. Students will learn about the formal structure of music and the significant figures that have shaped the various periods in musical history. Prerequisite: none

G155 Introduction to Philosophy  40 hours, 4 credits  This course provides students with an introductory understanding of the fundamental questions of philosophy, and an opportunity to develop their own attitudes and beliefs as they seek greater knowledge. Some of the topics students will explore include what it means to be human, the nature of reality, what is truth, morality, free will, and the nature of the self. Significant figures that have played a vital role in developing various fields of philosophy will also be introduced. Prerequisite: none
Course Descriptions

G156 Human Biology
40 hours, 4 credits
This course provides students with a comprehensive understanding of the structure and function of the human body with added applications of health and disease. Students will learn basic concepts of biochemistry, cells, body systems, and genetics. Students will examine the impact of human growth and development on society, the environment, and the promotion of the advancement of biotechnology.
Co-require: Human Biology Lab

G156L Human Biology Lab
40 hours, 2 credits
This lab course is intended to be a co-require with the Human Biology class. The laboratory course applies a practical approach to understanding the structural and functional aspects of the human body. Students will learn the basic concepts of biochemistry, cells, body systems, and genetics as they relate to human growth and development and human impact on the environment.
Co-require: Human Biology

G161 Quantitative Literacy
40 hours, 4 credits
In this course students will explore the importance of numbers and numeracy. They will also get the opportunity to analyze and solve real-world problems from the fields of business, finance, and the natural sciences. Students will incorporate their prior math knowledge and develop new mathematical tools throughout the course. This will include: propositional logic, set theory, geometry, probability, statistics, linear modeling, and exponential modeling.
Prerequisite: Passing grade in Foundation coursework or placement determined by placement test score.

G170 Introduction to Zoology
40 hours, 4 credits
In this course students will explore introductory topics in the biology of animals. Students will learn about the structure, function, and physiology of animals, and their role on the Earth. Students will also have an opportunity to study animal genetics, growth, and behavioral and reproductive patterns in this course.
Prerequisite: none

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

G195 College Statistics
50 hours, 5 credits
In this course students will develop basic statistical literacy along with the ability to analyze and evaluate real-life problems using statistical methods. Students will learn to organize and present quantitative data by means of graphical and numerical methods. Topics include descriptive statistics, basic probability theory, discrete and continuous probability distributions, sampling distributions, estimation, hypothesis testing, analysis of variance, and simple linear regression.
Prerequisite: Passing grade in Foundations coursework or placement determined by placement test score.

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

G234 Microeconomics
40 hours, 4 credits
Students will be introduced to the field of microeconomics in this course, including theories of production, determination of prices, and distribution of income in regulated and unregulated industries. Other topics may include international relations, monopolies, and comparative economic systems.
Prerequisite: none

G242 Introduction to Critical Thinking
40 hours, 4 credits
A study of the rules of valid judging and reasoning, both inductive and deductive, in a traditional, language-centered context rather than a symbolic context. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements. Logical analysis is applied to concrete problems dealing with our knowledge of reality.
Prerequisite: English Composition

G252 Ethics
40 hours, 4 credits
This course is designed as a study of ethical practices and principles and its relationship to personal and social morality. Emphasis is placed on the application of ethical theories to problems faced in society and business.
Prerequisite: none

G254 Oral Communication
40 hours, 4 credits
This course will present students with a broad understanding of communication in a variety of contexts. Students will learn the processes and strategies of oral communication by exploring speech anxiety, audience analysis, and organizational speech patterns. Students will research, use supporting materials, and use effective language to develop and present a narrative, informative, and persuasive speech.
Prerequisite: none

G260 Introduction to Literature
40 hours, 4 credits
This course will introduce students to the most common literary genres: fiction, poetry, drama, and literary non-fiction. Students will study the basic elements of each genre, learn how to compare genres, become familiar with sample texts that illustrate the particulars of each genre, and practice the skills of analyzing and writing about literary texts. Reading and analysis of texts will include a variety of literary forms and periods. Students will engage in approaches to determine literary meaning, form, and value.
Prerequisite: none [English Comp. recommended]

G273 College Algebra
40 hours, 4 credits
This course provides students with the skills to achieve mastery of algebraic terminology and applications including, but not limited to, real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems.
Prerequisite: Passing grade in Foundations of Math or placement determined by STEEP assessment score.

G295 Introduction to Astronomy
40 hours, 4 credits
Examines astronomical phenomena and concepts, including the solar system, stars and galaxies, planetary motion, atoms and radiation, and the origin and evolution of the universe.
Prerequisite: none

G242 American/U.S. National Government
40 hours, 4 credits
This course presents the development and evolution of the American national government based on theory and the foundational concepts of managed care.
Prerequisite: none

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

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

G244 Advanced Composition
40 hours, 4 credits
This advanced writing course is intended to help students further develop and refine their writing, researching, and analytical skills, through the application of these skills to rhetorical situations. To achieve these goals, students will be expected to develop their ability to present their views in an organized, unified, and coherent manner to diverse audiences.
Prerequisite: English Composition

G252 Visual Communication in the Media
40 hours, 4 credits
This course examines how people understand their world through visual images. Students will examine how people usually gather, process, and interpret information presented through media sources.
Prerequisite: none

G323 American Religious History
40 hours, 4 credits
A survey of the contribution of religion to American culture including the differences between rural and urban society, the development of religious freedom and the rise of a “secular religion.” Examines the emergence of new forms of belief and practice and the variety of religious responses confronting American society today.
Prerequisite: none

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

H200 US Healthcare Systems
40 hours, 4 credits
This course provides an overview of the United States healthcare system. The history of the evolution of healthcare will be explored, along with the role of local, state, and federal government in healthcare delivery. An introduction to a variety of provider models and service delivery systems found in both private and public healthcare facilities will be covered, including different types of healthcare facilities. The influence of reimbursement methodologies and finance on healthcare delivery will be explored.
Prerequisite: none

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

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

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

H320 Financial Management of Healthcare Organizations
40 hours, 4 credits
This course focuses on healthcare finances, 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; Health Information Management

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

H340 Regulation and Compliance in Healthcare
40 hours, 4 credits
This course is an exploration of the many entities that regulate healthcare delivery, from local, state, and federal government to the accreditation agencies of healthcare organizations. Issues and methods for compliance with the many laws and regulations are examined. The course provides an overview of the impact of regulatory agencies on the operation of healthcare facilities. Corporate ethics and responsibilities and the operation of healthcare as a business is explored.
This course includes educational resources from Harvard Business Publishing.

Prerequisite: Introduction to Healthcare Administration or Introduction to Health Information Management

H350 Healthcare Statistics
40 hours, 4 credits
Students will discuss and apply the common terms, formulate, 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
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: Healthcare Information Technologies; Health Information Practicum

H410 Applied Research in Health Information Management
40 hours, 4 credits
Students will complete a research project specific to HIM and will present their research to classmates and instructors using a webinar environment. Data analysis and presentation techniques will be used. Topics explored will be in adherence to Institutional Review Board processes and policies, research design and methodology, knowledge-based research techniques, research protocol data management, and national guidelines regarding human subject’s research.

Prerequisites: Healthcare Statistics; Introduction to Healthcare Administration

H420 Health Information Management Professional Practice Experience
120 hours, 4 credits
A 126-hour practical experience that focuses on the management of an HIM Department. This field experience will take place in a hospital or medical center setting supervised by an HIM Director or Supervisor. The student must find and secure the site by networking early in their program. The experience will include operational and managerial experience and an administrative project that will benefit the clinical site.

Prerequisite: This course must be completed in the final quarter.

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

Prerequisites: Management of Health Information Services, U.S. Healthcare Systems

H440 Health Information Management Capstone
20 Hours, 2 Credits
A capstone experience in the final quarter of the program. Students discuss practicum experiences and present administrative projects. It will include employment readiness and career preparation and study and preparation for the RHIA exam.

Prerequisites: This course must be completed in the final quarter.

H450 Health Information Management Alternative Facility Professional Practice Experience 30 hours, 1 Credit
A 30-hour practical experience that will focus on a non-hospital environment of the students choice. The student must find and secure the site by networking early in their program. The experience will include health information-related technical, observation, and/or performance of tasks and must be approved by the instructor.

Prerequisite: Must be completed in the final quarter.
**J130 Introduction to Homeland Security**
40 hours, 4 credits
This course provides an introduction to homeland security, including terrorism and cyberterrorism. Students will learn about the roles of federal, state, local government, and the private sector.

**Prerequisite:** Introduction to Criminal Justice

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**J213 Juvenile Justice: Delinquency, Dependency, and Diversion**
40 hours, 4 credits
This course covers 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 the criminal correctional officer will be explored, as well as juvenile training schools, probation and aftercare treatment.

**Prerequisite:** Introduction to Criminal Justice or Introduction to Human Services

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**J217 Violence Against Women**
40 hours, 4 credits
This course provides an in-depth overview of violence against women, including stalking and domestic violence.

**Prerequisite:** Introduction to Criminal Justice

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**J250 Criminal Justice:**
40 hours, 4 credits
This course covers the principles of police work, including patrol, investigation, and community relations.

**Prerequisite:** Introduction to Criminal Justice

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**J326 Criminal Behavior: Profiling Violent Offenders**
40 hours, 4 credits
This course will examine serial behavior by crime type and criminal profile. Students will learn about the factors that lead to these behaviors and how they can be used to prevent crime.

**Prerequisite:** Introduction to Criminal Justice

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**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 learn about the organization and function of criminal groups, as well as the legal and social implications of their activities.

**Prerequisite:** Introduction to Criminal Justice

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**J331 Constitutional Law**
40 hours, 4 credits
This course covers the role of courts in shaping the legal system, including the interpretation and application of constitutional principles.

**Prerequisite:** Introduction to Criminal Justice

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**J335 Risk Analysis**
40 hours, 4 credits
This course examines the role of risk management in the criminal justice system, including the assessment and mitigation of risks.

**Prerequisite:** Terrorism

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**J340 Women and Criminal Justice**
40 hours, 4 credits
This course examines the role of women in the criminal justice system, including the history of women's involvement and the current state of gender equality.

**Prerequisite:** Introduction to Criminal Justice

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**J360 Introduction to Forensic Science**
40 hours, 4 credits
This course introduces forensic science, including the collection and analysis of evidence.

**Prerequisite:** Introduction to Criminal Justice

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**J400 Women and Criminal Justice**
40 hours, 4 credits
This course examines the role of women in the criminal justice system, including the history of women's involvement and the current state of gender equality.

**Prerequisite:** Introduction to Criminal Justice
J330 Cultural Diversity and Justice
40 hours, 4 credits
This course will examine the true picture and statistics of crime and its risks at every point in the criminal justice process, from point of contact with the police to incarceration and the death penalty. The course includes a comprehensive examination of unbiased racial and ethnic theories, and research and practice of behavior and victimization affecting the criminal justice system.
Prerequisite: Ethics in Criminal Justice

J332 Victims in Criminal Justice
40 hours, 4 credits
This course explores the importance of the victim in the criminal-justice system’s process. The victim’s role in the criminal-justice process, and movements and legislation regarding victims’ impact on judicial proceedings are examined. A variety of crimes and types of victims is explored.
Prerequisite: none

J335 Realities of Crime and Justice
40 hours, 4 credits
In this course, students will analyze and critique media portrayals of crimes and criminals. Public perception 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

J340 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 analyses using UCR and NCVS data sets.
Prerequisite: College Math Course

J345 Research Methods in Criminal Justice
40 hours, 4 credits
This course will explore the basic steps of conducting research. Students will explore the nature of research and the research techniques specific to the criminal-justice field. Students will become familiar with research terminology and the ethics involved in various research designs. To complete the course, students will design and simulate their own research project.
Prerequisite: Statistics in Criminal Justice

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

J410 Criminal Justice Leadership and Management
40 hours, 4 credits
This course will familiarize students with common management theory and practice in criminal-justice organizations. The application of management techniques to all areas of criminal justice will be explored, along with leadership and administration techniques and issues particular to criminal justice. Organizational philosophy, 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.
Prerequisite: Introduction to Corrections, Policing in America, Research Methods in Criminal Justice

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

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

J430 Forensic Psychology
40 hours, 4 credits
This course will examine the role and function of psychology as it applies to the criminal-justice system. Students will examine the responsibilities and tasks 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 in all parts of the criminal justice system will be explored. Students will analyze programs, policies, and case studies relating to special populations.
Prerequisites: 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 re-entry into the community, will be examined.
Prerequisite: Introduction to Criminal Justice

J445 Special Offenders: Serial Killers
40 hours, 4 credits
Students will explore cases and controversies involved in serial killer cases or mass murder investigations. They will cover topics including maintaining justice, victim’s rights, interrogation techniques, media coverage of crimes, and applied.
Prerequisites: Criminology: Motivations 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 criminology 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. Student will conduct a thorough review of their topic and present their work in the form of a final project.
Prerequisites: Research Methods in Criminal Justice; Statistics in Criminal Justice

J457 Criminal Justice Senior Thesis
40 hours, 4 credits
Students will apply their knowledge of criminal justice issues and social research methodology to complete a research project on an approved thesis proposal. Students will design and carry out a research study, collect and analyze resulting data, and integrate their research findings into a formal thesis. Pre-requisite: Statistics in Criminal Justice, Research Methods in Criminal Justice.
Prerequisite: Criminal Justice Seminar

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

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

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

M130 Medical Writing, Style and Grammar
30 hours, 3 credits
A focused look at English grammar, punctuation and sentence structure that will lend to accurate and professional medical writing. Students will be introduced to the profession of medical transcription and the ethics involved in various research designs. To complete the course, students will design and simulate their own research project.

M200 Medical Office Procedures
40 hours, 4 credits
This course provides in-depth study of the International Classification of Diseases (ICD-9-CM) using sample abstracting of source documents. They will also examine plan options, payer member IDs, insurance terminology, and common 3rd party payers, insurance terms, and condition codes. Students will apply knowledge of the various types of health insurance coverage, coding and reimbursement; confidentiality and guidelines for releasing health information; and effective written and oral communication skills.
Prerequisite: Medical Terminology

M202 Introduction to Medical Transcription
40 hours, 4 credits
An introduction to the profession of medical transcription and medical editing. Topics covered will be the medical transcription process and the skills needed as technology and equipment used, work scenarios and work stations, employer expectations, salary methodologies, the job search, and professional associations. The course will be presented along with resources that a medical transcriptionist will need to use on the job.
Prerequisite: Medical Terminology

M206 Medical Terminology II
40 hours, 3 credits
A continuation of Medical Terminology I, this course will build transcription skills by introducing students to additional medical formats and specialties, including cardiology, gastroenteral, orthopedics, general pathology, and selected specialty options. The course includes transcription from tapes of healthcare professionals who are non-native speakers of English.
Prerequisite: Medical Terminology I

M207 Medical Transcription III
40 hours, 3 credits
A continuation of Medical Transcription II, this course will build transcription skill while introducing students to additional medical formats and specialties, including cardiology, gastroenteral, orthopedics, general pathology, and selected specialty options. The course includes transcription from tapes of healthcare professionals who are non-native speakers of English.
Prerequisite: Medical Terminology II

M208 Introduction to Health Information Management
40 hours, 4 credits
This course introduces the student to the history of the profession of the health information technician and the management of health information. Students will learn about the organization of healthcare facilities, the members of the healthcare team who contribute to and use health information, and trends in the management of healthcare records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information.
Prerequisite: none

M209 Medical Insurance and Billing
40 hours, 3 credits
This course will provide an introduction to common 3rd party payers, insurance terminology, and medical billing. They include, but are not limited to, the HIPAA Act, claims submission, and electronic claim submission, and will review introductory medical coding. They will also examine plan options, payer requirements, state and federal regulations, and abstracting of source documents.
Prerequisite: Medical Terminology
M211 Quality Analysis and Management
40 hours, 4 credits
This course covers quality improvement methodologies used in acute and ambulatory care and the quality issues within health information services. This course includes data collection and compilation of healthcare statistics.
Prerequisite: Introduction to Health Information Management

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

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

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

M243 Health Information Law and Ethics
40 hours 4 Credits
A study of the impact of the United States legal system and various healthcare regulations and ethics on the health information management environment. Fraud and abuse, patient privacy and confidentiality, protected health information, release of information, and professional practice law and ethics will be explored.
Prerequisite: Introduction to Health Information Management

M251 Medical Coding Practicum
30 hours, 7 credit
This course offers supervised practical experience in an online setting, with a minimum of 30 hours of practical experience in medical coding under the direction of a college HIT/Coding instructor. The practicum offers the student experience as a medical coder using actual or simulated medical documentations and encoder software, and practice and guidance for preparing for a credentialing exam.
Prerequisite: Ambulatory Care Coding

M252 Health Information Practicum
60 hours, 2 credits
A simulated practical experience exploring a virtual hospital and clinic 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

M280 Medical Transcription Capstone*
50 hours, 3 credits
A supervised experience in medical transcription work settings, simulated lab, and student assignments and presentations that demonstrate competency and understanding of the medical transcription field. Student-planned field trips will be required. Students will transcribe actual medical dictation and be evaluated by the instructor on transcription accuracy, productivity, and professional/ethical conduct. The Capstone is intended to integrate course learning through practical experience in a workplace or simulated setting.
Prerequisite: Medical Transcription II

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

MA110 Clinical Skills I
60 hours, 4 credits
In this course students will begin their study of the essential and basic care of front-office and back-office medical-assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including communication and interpersonal skills, patient confidentiality, and emergency management. Emphasis is placed on how the user, processor management, user interface and operating systems concepts are applied.
Prerequisites: Medical Terminology; Human Anatomy and Physiology I, or Structure and Function of the Human Body

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

MA230 Medical Assistant Internship
180 hours, 6 credits
Students will engage in a 11-week on-the-job Medical Assistant working experience at a physician’s office/clinic or medical center. The extern will perform medical-assisting job duties in both the front-office administrative area and the back-office clinical area, in order to develop on-the-job learning skills. Under no circumstances will the student extern 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: All Hepatitis B injections are completed; successful completion of background check, Attendance at Rasmussen Externship Meeting held by Program Coordinator, Attendance at externship site orientation (if required by site); Successful completion of all Medical Assisting core courses except Career Preparation; Approval of Medical Assisting Program Coordinator, Completion of a 2-Step Mantoux screening test within 6 months of starting externship.

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, tissues, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body, and will learn medical terminology is emphasized. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, dissection activities, and study of anatomical models.
Prerequisite: Introduction to Human Biology (except for students enrolled in the Medical Assisting program)

MA242 Human Anatomy and Physiology II
80 hours, 5 credits
In this course, students will continue their study of human anatomy and physiology in depth within the human Anatomy and Physiology I. They will examine the circulatory, lymphatic, immune, respiratory, urinary, digestive, and reproductive systems, as well as fluid and electrolyte balance, acid-base balance 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: radiographic protection, equipment operation and quality control, image production and evaluation, and patient care and education, along with radiographic procedure modules that will cover each anatomical 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: Anatomy and Physiology I

N127 Microsoft Windows Workstations
40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure a Windows Workstation. The course gives the student the ability to provide technical support to a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, the course 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 these environments. Students will learn the different Protocols used in networking. The course will cover the designing networks both cabled and wireless. Students will learn basic troubleshooting of a network and how to maintain it. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course helps prepare students to take the CompTIA A+ certification exam.
Prerequisite: Fundamentals of PC Hardware and Software

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

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 will prepare the student to analyze functions and classes and how these elements are used in different programming projects.
Prerequisite: Object-Oriented Programming
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 for any real-life application where inspiration must combine with practical knowledge and application to create a marketable product. Prerequisite: Game Design Theory I

N139 Game Design Theory I
40 hours, 4 credits
This course introduces the non-technical study of games, the game development process, and the game industry. The course establishes a lexicon for discussing games and introduces tools for analyzing and understanding games and game design. The course will also present an overview of the components of a game, game theory, the experience of playing games, and the cultural, technical, and social aspects of games. Prerequisite: none

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

N141 Networking Security
40 hours, 3 credits
This course introduces students to general security concepts including authentication mechanisms, cryptography basics, and common network attacks and how to safeguard against them. Students will learn to create secure communications for remote access, e-mail, the Web, directory and file transfer, and wireless data. They will understand the concepts of protecting security and master 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

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

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

N164 Voice Over IP Fundamentals
40 hours, 3 credits
The goal of this course is to introduce students to Voice over IP (VoIP) communications and the different features and benefits inherent in deploying communicating in real time. Students will learn the differences inherent between Public Switched Telephone Networks (PSTN) and VoIP systems. They will discover the signaling that is done with VoIP and learn about the configuration issues when switching over a system to VoIP. Prerequisite: Networking Fundamentals

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

N205 Platform Design and Human-Computer Interaction
40 hours, 4 credits
How a person interacts with a game is one of the more crucial factors 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 include covered lists, stacks, and queues. In addition, additional time is spent on design and algorithmic analysis as it relates to recursion.

Prerequisite: Programming I

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

Prerequisite: Programming I

N208 Linux Administration
40 hours, 4 credits
This course is designed to introduce the Linux operating system. The students will learn to install, configure, maintain, administer, and 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 laboratory work. Further, this course helps reinforce the course material. Further, this course helps prepare students to take an industry accepted Linux certification program.

Prerequisite: Fundamentals of PC Hardware and Software

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

N225 Interactive Storytelling
40 hours, 3 credits
This course explores the integration of storytelling and interactivity. From the fundamentals of creating stories to the implementation of game technology, students will write and build worlds where story interacts with game structure. Subjects will include linear narrative, myths and the hero’s journey, chateaurts and MUDs, expositon and deception, and a range of interactive storytelling methodologies from campfires to LARPs and text adventures.

Prerequisite: Game Preproduction

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

Prerequisite: Microsoft Windows Server

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

Prerequisite: Fundamentals of PC Hardware and Software

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, 3 credits
In this course, students will learn the skills necessary to deploy a new Cisco network or manage an existing network. The course provides a wide range of information, starting with a review of the basic building blocks of networks through advanced Cisco networking topics such as access control list, VLAN connectivity, and virtual LANs. The lab assignments include hands-on exercises to reinforce knowledge gained in the course. Further, this course helps prepare students to take the Cisco CCENT Exam.

Prerequisite: Networking Fundamentals and Microsoft Windows Server

N236 Database Security
60 hours, 4 credits
This course covers the basic principles of database security and auditing as well as implementation considerations for business databases. It covers security architecture and operating system security 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 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 importance of 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

N251 Introduction to Computer Forensics
40 hours, 3 credits
This course provides students with a comprehensive understanding of computer forensics and investigation tools and techniques. They learn what computer forensics and investigation is as a profession and gain an understanding of the overall investigative process. All major personal computer operating system architectures and disk structures are discussed. The student learns how to set up an investigator’s office and laboratory, what computer forensic hardware and software tools are available, the importance of digital evidence controls and how to process crime and accident-related data. Finally, they learn the details of data acquisition, computer forensic analysis, e-mail investigations, image file recovery, investigative report writing, and expert witness requirements. The course provides a range of laboratory and hands-on assignments that teach you about theory as well as the practical application of computer forensics investigation.

Prerequisite: Microsoft Windows Server

N253 Managing Information Security
30 hours, 3 credits
Information security is not only an IT, but a management issue. Therefore, this course introduces students to a detailed examination of the systems-wide perspective of information security. They begin with the strategic planning process for security, which includes an examination of the policies, procedures and staffing 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

N264 IP Telephony
40 hours, 3 credits
This course will serve as the foundation for learning Cisco Call Manager Express and Cisco Unity Express in different network configurations and environments. In this first of two course sequence students will learn how to install and initially configure these two products in typical network environments. Students will also learn about the various phone options and features currently available to organizations implementing IP Telephony.

Prerequisite: Voice Over IP Fundamentals
N271 Oracle Database Administration 40 hours, 3 credits
The goal of this course is to prepare individuals to work with and administer Oracle databases. Students will learn the various tools available to set up the database, query, configure performance monitoring, and enhance security for the Oracle database. The course will emphasize the skills needed for day-to-day maintenance of the database.
Prerequisite: Database Design and SQL.

N272 SQL Server Development 40 hours, 3 credits
This course seeks to prepare the students for programming in the SQL Server environment. Students will learn how to manipulate and work with database objects through T-SQL to create and alter tables as well as simple queries. Students will also learn to modify queries, work with constraints, and deal with normalization issues as they learn to program in this environment.
Prerequisite: SQL Server Administration.

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

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

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

N280 Graphics Development with DirectX 60 hours, 4 credits
During this course the fundamentals of DirectX are examined and backed up by a solid foundation in software engineering practices. The student will gain a professional game developer understanding of how DirectX (the most current version) works. The student will also be able to deliver a programming knowledge of DirectX and will have a practical, Software Engineering approach to creating software.
Prerequisites: Math for Game and Simulation Production II, Data Structures.

N281 Game Design Theory II 40 hours, 4 credits
During this course we will explore the more advanced aspects of gaming and the history and cultural impact of interactive simulations and video games. As an advanced theory course discussions will cover researching the cultural, business, and technical perspectives involved with game and simulation production. Insights into design, production, marketing, and sociocultural impacts of interactive entertainment and communication will also be considered.
Prerequisite: Game Design Theory I.

N285 Game and Simulation Marketing 40 hours, 4 credits
This course teaches the combination of art, science, commerce and culture and its effects on shaping the production, marketing, distribution, and consumption of contemporary media. It combines perspectives on media industries and systems with an awareness of the creative process, the audience, and trends shaping content. The focus of this course is on the rapidly growing segment of entertainment media known as computer gaming.
Prerequisite: none.

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 graph theory, linear algebra, and other mathematical techniques students will learn to modify queries, work with constraints, and deal with normalization issues as they learn to program in this environment.
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 real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, teamwork, and communication issues.
Prerequisite: This course is intended to be completed in the student’s last quarter.
Co-requisite: Freshman Seminar

N301 The Business of Digital Media 30 hours, 4 credits
This course is designed to prepare students for multiple levels of project completion across the breadth 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 pipeline.
Prerequisite: Introduction to Business

N302 Graphics Development with OpenGL 60 hours, 4 credits
The goal of the course is to teach fundamental principles of computer graphic algorithms in relation to video games. The focus is on using the OpenGL graphics methods used to render realistic images of scenes applied to the OpenGL system. Much of this involves solutions to problems such as how we represent objects in 3D, 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 the model of the way objects cast light, and the path that light takes as it refracts through the scene.
Prerequisite: Programming II.

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

N310 The Study of Animation 60 hours, 4 credits
This course is intended for students with an animation/multimedia background, who want to understand how animation works, from basic theory to execution. The students will develop a sense of observation and timing as it relates to animation, and they will study motion through watching actual animation pieces as well as taking part in exercises that demonstrate animation in action. The course also emphasizes artistic and aesthetic creativity, pre-visualization, and transitions are all explored in detail in this course.
Prerequisite: Graphics Development with OpenGL.

N315 Flash Animation 60 hours, 4 credits
This course provides an introduction to 3D programming, with an emphasis on using real-time shaders with DirectX 9.0. The fundamentals of DirectX 9 is covered along with how to do the shader programming to achieve more realistic “looks” in games. 3D lighting, texture, alpha blending, and stencil are covered in detail in this course.
Prerequisite: Graphics Development with OpenGL.

N320 Polygon Modeling 60 hours, 4 credits
This course demonstrates the techniques of modeling objects in a three-dimensional environment. Students will manipulate primitive objects such as cubes, spheres, pyramids, and cylinders to build more complex polygons, and students will utilize techniques to approximate curved surfaces with multiple polygons. Industry standard software such as 3D Studio Max, 3d霸王, and MudBox will be discussed, and students will have the opportunity to within an actual software modeling environment to create a variety of polygon objects.
Prerequisite: The Study of Animation

N321 3D Content Creation 60 hours, 4 credits
During this course, students will learn about the primary industry software tools used in the creation of 3D objects and textures. Students will work with industry standard 3D applications in order to create and manipulate two-dimensional texture mapping and three-dimensional models for video game production. Through the use of this software and programming experience a student will be able to bridge the gap between the programming and designer/developers.
Prerequisite: Game Preproduction.

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 more advanced sets of controls in Photoshop, all within a framework of artistically professional sensibility which will allow the student to develop their own professional work.
Prerequisite: Introduction to Computer Graphics.

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

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

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

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

N350 Concept Development for Digital Media 40 hours, 4 credits
This course is 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 more advanced sets of controls in Photoshop, all within a framework of artistically professional sensibility which will allow the student to develop their own professional work.
Prerequisite: none.

N351 3D Content Creation 60 hours, 4 credits
During this course, students will learn about the primary industry software tools used in the creation of 3D objects and textures. Students will work with industry standard 3D applications in order to create and manipulate two-dimensional texture mapping and three-dimensional models for video game production. Through the use of this software and programming experience a student will be able to bridge the gap between the programming and designer/developers.
Prerequisite: Game Preproduction.
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 focuses on topics covered in previous courses, including graphics, development of assets and the asset generation pipeline, 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 considerations through quality assurance testing, including the risks and benefits of different types of iterative development cycles.
Prerequisite: Game Audio Assets

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

N365 The Physics of Gaming
40 hours, 4 credits
This course has been designed to teach the foundations of physics. In order to accurately depict events in a “game environment”, the game/simulation programmer must understand the underlying physics principles that determine resultant actions in the physical world and have those principles conveyed in the “game world.” Among the topics that will be covered in this course include Newton’s Laws of Motion, kinematics, and the conservation of momentum in physical systems. Where appropriate some hands-on activities will be done to help illustrate important principles for the students.
Prerequisite: Math for Game and Simulation Production I

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

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

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

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

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

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

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

N440 Web Design Project
60 hours, 4 credits
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 development 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. Student will engage in the study of character positioning and rigging for games, advanced animation, creative character animation as well as character modeling and rendering to create expressive characters.
Prerequisite: Polygon Modeling

N445 Animation Graphics Project
60 hours, 4 credits
This course combines the accumulated knowledge of the student 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 tuning, 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-platform considerations.
Prerequisite: Applied Game and Simulation Theory

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

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 reflect real physics.
Prerequisite: Programming II

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

N470 Video Game Production Project
70 hours, 4 credits
This course is designed around a final project in Industrial Simulation. We will focus on design and research issues pertinent to design exploration and presentation through simulations. Throughout the course we will explore concepts in modeling, simulation, and design common to many domains, and investigate specific applications from a variety of fields ranging from weather to ecology to traffic management and architectural interactivity.
Prerequisites: Graphic Design with DirectX; Graphics Development with OpenGL; Application of Physics in Game and Simulation Production

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” beceuse of “location.” The course will explore several types of worlds, the technologies and methodologies for building worlds, and ways in which communities are hosted in local and remote environments.
Prerequisite: Programming II

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

NM111 Introduction to Computer Graphics
40 hours, 3 credits
This course gives students an overview of desktop publishing and other graphic software that enables them to use the computer as a graphic design tool. Additional topics include management and introduction to the basic multimedia concepts Web, Interactive, Video, 3D. Preregistration of multimedia elements are stressed throughout the class with an emphasis on trouble shooting and problem solving. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: none

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

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

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

NM122 Digital Publishing
40 hours, 3 credits
This course utilizes techniques associated with designing computer graphics and page markup 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
NM 125: 3-Dimensional Animation
40 hours, 3 credits
This course introduces students to the fundamentals of 3- dimensional computer modeling and how it applies to multimedia production and interactive graphics. Emphasis will be placed on the creation of realistic images,如何 provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Multimedia Design

NM 240: Multimedia Technologies
40 hours, 3 credits
This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Multimedia Design

NM 272: Multimedia Technologies
40 hours, 3 credits
This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Digital Media Production

NM 340: 3-Dimensional Animation
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 & Design

NM 522: Fundamentals of Web Authoring & Design
40 hours, 3 credits
This course introduces the students’ basic authoring skills by focusing on the demands, details, and subtleties of creating web pages. HTML and supplemental client side scripting are the 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 will use interactive and multimedia elements to enhance their site designs.
Prerequisite: Introduction to Multimedia Design

NM 522: Fundamentals of Web Authoring & Design
40 hours, 3 credits
This course introduces students to the fundamentals of data analysis and scientific computing. Students will learn 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 required to use software designed to perform the tasks 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

PL 228: Tort Law
40 hours, 4 credits
This course covers the law of torts and provides a basic understanding of the principles of tort law. Through classroom discussions, projects and supervised library research, students will develop an overview of common torts and their relevance to the legal profession.

PL 235: Legal Research
40 hours, 4 credits
This course introduces the students to the fundamental principles of legal research and legal writing. This course provides training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Law and the Legal System

PL 240: Legal Writing
40 hours, 4 credits
After exploring the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and to an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written opinions and will complete three significant writing projects.
Prerequisites: Introduction to Legal Research, English Composition

PL 252: Paralegal Ethics
40 hours, 4 credits
This course provides a practical understanding of the principles of tort law. Through classroom discussions, projects and supervised library research, students will develop an overview of common torts and their relevance to the legal profession.

PL 219: Law Office Technology
40 hours, 4 credits
This course introduces students to the fundamentals of data analysis and scientific computing. Students will learn 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 required to use software designed to perform the tasks 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

PL 228: Tort Law
40 hours, 4 credits
This course covers the law of torts and provides a basic understanding of the principles of tort law. Through classroom discussions, projects and supervised library research, students will develop an overview of common torts and their relevance to the legal profession.

PL 235: Legal Research
40 hours, 4 credits
This course introduces the students to the fundamental principles of legal research and legal writing. This course provides training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Law and the Legal System

PL 240: Legal Writing
40 hours, 4 credits
After exploring the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and to an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written opinions. Students will use the results of their research in connection with at least three (3) significant writing projects, including memoranda of law.

Prerequisites: Legal Research and Writing I

PL 215: Real Estate Law
40 hours, 4 credits
This course introduces the students to the fundamental principles of legal research and legal writing. This course provides training in a variety of industry-accepted Adobe design software.
Prerequisite: Digital Media Production

PL 100: Introduction to Law and the Legal System
40 hours, 4 credits
This course introduces the students to the fundamental principles of legal research and legal writing. This course provides training in a variety of industry-accepted Adobe design software.
Prerequisite: Digital Media Production

PL 119: Introduction to Law
40 hours, 4 credits
Students will learn the legal research and writing process for paralegals. They will receive an overview of legal sources and materials and how and when to incorporate these materials into the legal research process. They will learn the practices of case management in law offices and the legal system. In addition, students will create proper reports and documents required in the legal process.
Prerequisite: Introduction to Law and the Legal System

PL 121: Civil Litigation
40 hours, 4 credits
Students will learn the legal research and writing process for paralegals. They will receive an overview of legal sources and materials and how and when to incorporate these materials into the legal research process. They will learn the practices of case management in law offices and the legal system. In addition, students will create proper reports and documents required in the legal process.
Prerequisite: Introduction to Law and the Legal System

PL 216: Corporate Law
40 hours, 4 credits
This course provides 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

PL 212: Civil Litigation and Procedure
II
40 hours, 4 credits
Students will continue to develop and refine litigation skills. This class will focus on discovery, pre-trial procedure, trial procedure, post-trial procedure, and initial appellate documents.
Prerequisites: Civil Litigation and Procedure I

PL 142: 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 contract, and the remedies provided for breach of contract.
Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate

PL 145: Paralegal Ethics
40 hours, 4 credits
This course provides a practical understanding of the principles of tort law. Through classroom discussions, projects and supervised library research, students will develop an overview of common torts and their relevance to the legal profession.

PL 211: Legal Research and Writing I
40 hours, 4 credits
After exploring the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and to an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written opinions and will complete three significant writing projects.
Prerequisites: Introduction to Legal Research, English Composition

PL 212: Legal Research and Writing II
40 hours, 4 credits
Students will continue to develop their writing and researching skills. Students will use the results of their research in connection with at least three (3) significant writing projects, including memoranda of law.

Prerequisites: Legal Research and Writing I

PL 215: Real Estate Law
40 hours, 4 credits
This course introduces the students to the fundamental principles of legal research and legal writing. This course provides training in a variety of industry-accepted Adobe design software.
Prerequisite: Digital Media Production

PL 100: Introduction to Law and the Legal System
40 hours, 4 credits
This course introduces the students to the fundamental principles of legal research and legal writing. This course provides training in a variety of industry-accepted Adobe design software.
Prerequisite: Digital Media Production

PL 119: Introduction to Law
40 hours, 4 credits
Students will learn the legal research and writing process for paralegals. They will receive an overview of legal sources and materials and how and when to incorporate these materials into the legal research process. They will learn the practices of case management in law offices and the legal system. In addition, students will create proper reports and documents required in the legal process.
Prerequisite: none

PL 110: Introduction to Legal Research
40 hours, 4 credits
Students will learn the legal research and writing process for paralegals. They will receive an overview of legal sources and materials and how and when to incorporate these materials into the legal research process. They will learn the practices of case management in law offices and the legal system. In addition, students will create proper reports and documents required in the legal process.
Prerequisite: Introduction to Law and the Legal System

PL 121: Civil Litigation and Procedure I
40 hours, 4 credits
Students will learn 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 trial 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

PL 125: Civil Litigation
40 hours, 4 credits
Students will learn 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 trial 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
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 assessed, and paralegal files completed, and “electronic office” and “paperless office” methods will be practiced. Pre-requisite or co-requisite: Law Office Technology; Students must be in their last or second-to-last quarter.

PL290 Paralegal Internship 130 hours, 3 credits
This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship.

Prerequisite: Final-quarter status and consent of program coordinator.

PT105 Introduction to Pharmacy 40 hours, 4 credits
An introduction to the technician’s role in pharmacy practice. The student will gain a basic knowledge of pharmacy practice, professional law, and ethics. The course will include an overview of pharmacy care, medication errors, and toxicology. A basic knowledge of herbal medication will be developed.

Prerequisites: Introduction to Pharmacy, Pharmacy Math and Dosages

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 (or co-requisite): Introduction to Pharmacy

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

Prerequisite: Pharmacy Math and Dosages

PT230 Unit Dose/I.V. Lab 40 hours, 4 credits
In this course, the student will apply knowledge of medication charts and pharmacy math to correctly dispense and chart delivery of patient medications within an institutional setting. Emphasis is on correctly filling orders with correct drug, dosage, and frequency. The IV lab will stress aseptic techniques and the maintenance of sterile conditions. The student will learn to read an IV label, select appropriate additives and base solutions, and properly prepare the prescribed IV compound.

Prerequisites: Introduction to Pharmacy, Pharmacy Math and Dosages

SO225 Object-Oriented Programming 40 hours, 3 credits
This course will provide students with an understanding of the basic concepts of object-oriented programming including encapsulation, inheritance, and polymorphism. Students will explore the use of class templates as well as their attributes, behaviors, and the methods that can be applied to them. Programs will be developed and implemented utilizing the Java programming language.

Prerequisite: Fundamentals of Programming

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 PC Hardware and Software

W120 Java 40 hours, 3 credits
Students will work with the Java programming language to learn about Java byte code and programs and how they are compiled 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 exceptions.

Prerequisite: Introduction to Website Design

W201 Advanced Visual Basic 40 hours, 3 credits
This course provides an introduction to the computer and programming language of Visual Basic. Students will learn the basic concepts of Visual Basic, such as variables, conditions, loops, and functions. This course covers the use of Visual Basic for applications and client-server socket programming with PERL.

Prerequisite: JavaScript

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

Prerequisite: Java I

W222 Visual Basic Advanced 40 hours, 3 credits
This course will introduce students to the basics of Visual Basic. Students will learn the basic concepts of Visual Basic, such as variables, conditions, loops, and functions. This course covers the use of Visual Basic for applications and client-server socket programming with PERL.

Prerequisite: Advanced Visual Basic

W290 Web Programming Capstone 20 hours, 2 credits
This course surveys 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

Co-requisite: Freshman Seminar
Rasmussen College Experience Course successful
- Completed Entrance Placement Examinations (taken with standard admission).
- An attestation of high school graduation or GED, or completion of application form and enrollment paperwork.
- Acceptance or rejection based on fulfillment of the academic entry requirements.
- Freshman 0-36 credits completed
- Sophomore 37-72 credits completed
- Junior 73-129 credits completed

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 guardian if the student is under the age of 12 or if the guardian or other person is party to the contract on behalf of the student.

Class Standing
Rasmussen College determines class standing by the number of credit hours a student has completed.

College Acceptance or Rejection of Application for Admission
The College will notify each applicant in writing of acceptance or rejection based on the following requirements:
- Completed application form and enrollment paperwork
- Application fee received by College

A pre-adverse action letter informs the student that there may be a potential problem with the student's academic record. A pre-adverse action letter may acknowledge the issue and make an informed decision to continue with the program, or they may choose to change programs.

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) uses the following measurement for the Institution’s mission. The CAP is organized around the Mission Statement and the six purposes that support the mission. For each purpose, supporting objectives have been developed, and assessment tools are used to collect data and assess each objective. In this way, the College systematically assesses the purposes and, ultimately, the mission of the institution.

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

The College has an academic assessment plan that it uses to evaluate and improve the quality of learning and teaching. The academic assessments used measure incoming student skills through a placement test to determine students' reading, writing, and mathematics skills; ongoing skills in a transformative 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 a pass/fail seminar course. Students who have completed E422 Career Development prior to summer quarter of 2011 will not be required to take the seminar course. Following is the most common method by which students will complete the various seminar courses, but there may be some variation from this depending on course sequencing or other person is party to the contract on behalf of the student.

- Students must complete the freshman seminar as part of certificate course requirements the quarter they are scheduled for the E422 Career Development course.
- Students must complete the sophomore seminar 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 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 course seminar is to challenge students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments included in the seminar course focus on general education skills that provide the basis for lifelong learning. Among the required assessments in the seminar course is a Graduate Achievement Portfolio (GAP), which may include communication, critical thinking, information literacy, and diversity awareness components. Other external assessment tests may also be included in the seminar course.

Entrance Assessment
The STEP (Student Testing for Educational Placement) exam is used for entrance assessment.

Based on the outcomes in the areas of English and math students are placed in the following courses:

Subject | Score | Course Placement
--- | --- | ---
Writing | 0-16 items correct | Writing
Writing | 17-24 items correct | Writing
Writing | 25-35 items correct | Writing
Math | 0-16 items correct | Math
Math | 17-21 items correct | Math
Math | 22-35 items correct | Math

- Writing 0-15 items correct: Writing. Students are ineligible for admission.
- Writing 16-24 items correct: Writing 17-24 items correct: Writing. Students are eligible for admission.
- Math 0-16 items correct: Math 0-16 items correct: Math. Students are ineligible for admission.
- Math 17-21 items correct: Math 17-21 items correct: Math. Students are eligible for admission.

The following students are exempt from the background check:
- Students enrolled in a program that requires a background check will not have their aid submitted
- Students enrolled in a program that requires a background check will not have their aid submitted

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

A pre-adverse action letter informs the student that the College is about to take adverse action by either not allowing the applicant to enroll in a certain program, or removing a student from a certain program, based on the background check. After receiving a pre-adverse action letter the student may contact the background check firm directly to dispute the information contained in the background check.

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

A student enrolling in a program that requires a background check will not have their aid submitted

The various seminar courses, but there may be some variation from this depending on course sequencing or other person is party to the contract on behalf of the student.
Upon successful completion of their courses, individual coursework and meet all additional requirements.

Applicants pursuing admittance into the Health Information Technician (all specializations)

Paralegal

Pharmacy Technician

Diplomas

Accounting

Business (all specializations)

Criminal Justice (all specializations)

Early Childhood Education (all specializations)

Health Information Technician

Human Services

Information Systems Management (all specializations)

Law Enforcement Academic

Medical Billing and Coding

Multimedia Technologies (all specializations)

Paralegal

Pharmacy Technician

Certificate

Accounting

Business (all specializations)

Criminal Justice (all specializations)

Early Childhood Education (all specializations)

Human Services

Information Systems Management (all specializations)

Law Enforcement Academic

Medical Billing and Coding

Multimedia Technologies (all specializations)

Paralegal

Pharmacy Technician

Enrollment requirements for Software Application Development Associate’s and Computer Science Bachelor’s Programs

Minimum scores of 22 on the Math portion and 25 on the Writing portion of the STEP test are required for entry into each program. Also required are two letters of reference and a 750-word essay. Please speak with a program manager for details.

Paralegal Certificate Program Requirements

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

Entrance Requirements for Health Information Management Bachelor’s Program

Applicants pursuing admittance into the Health Information Management B.S degree must possess an AAS in Health Information Technology/Management from a CAHIM accredited program or have an AAS degree and possess a current RHIT credential.

Individual Progress

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

Immunization Requirements

Minnesota law (RSU 135A.14) requires proof that all students born after 1936 are vaccinated against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions. Non-exempt students must submit the requested vaccination information within 45 days after their first enrollment, or they cannot remain enrolled. Please see the campus for a list of possible exceptions.

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

Developmental Education and Academic Credit

The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement in foundation level courses reflects the commitment Rasmussen College has to ensuring the success of all students and to providing educational opportunities to those who enroll. All new students who enroll in a degree diploma, or certificate program are required to take the STEP test, reading, writing, and math placement tests. Returning students who did not take the STEP or COMPASS test but who have successfully completed the Foundation courses at Rasmussen College for which Foundation courses are prerequisites, or their equivalents, do not need to take the STEP test. Returning students who have not successfully completed the Foundation courses, their equivalents, or the courses for which Foundation courses are prerequisites must take the STEP test. Coursenwork in Math or English that is numbered below 100 is considered to be developmental. STEP 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 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 remediation courses. Students who test at remediation level, and who wish to transfer courses that have Foundation courses as prerequisites, must first successfully complete the Foundation courses. Students enrolled in Foundation courses are required to earn a passing grade in the course.

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 Rasmussen College. Students who place below the level of B080 Reading and Writing Strategies and are not admitted to Rasmussen College may, after three months, have the option to re-take the assessment test. The STEP entrance exam may not be retaken 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 offered if extenuating circumstances exist that lead the College to determine a re-test is needed to accurately determine the student’s ability level. Only one such re-test may be allowed, at the discretion of the Academic Dean.

Foundation Courses Timeframe

To help ensure student success, students requiring a foundation course must complete one such course in their first full quarter of enrollment. Additionally, all required foundation courses must be taken in the student’s first 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 B080, B094, and B055. A “full quarter” excludes the mid-quarter start.

Accommodations Policy

Rasmussen College recognizes its obligations under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty by prohibiting discrimination on the basis of a disability and requiring reasonable accommodations to the qualified disabled students and faculty members in all programs, activities, and employment.

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

Equipment

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

Educational Records Definition

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

Grading System Percentage Scale

A 100 TO 95%
A- 92 TO 90%
B+ 89 TO 87%
B 86 TO 83%
B- 82 TO 80%
C+ 79 TO 77%
C 76 TO 73%
C- 72 TO 70%
D+ 69 TO 67%
D 66 TO 63%
D- 62 TO 60%
F Below 60%

Point Scale

Grading Scale

A 94-100%
B+ 88-93%
B 85-89%
C 78-84%
F Below 78%

Students must maintain a 78% average on all quizzes and exams, assignments, etc., before any extra credit will be awarded if earned or available. Provided all work has been submitted in a timely fashion.

Clinical learning performance is graded as satisfactory or unsatisfactory. Satisfactory performance in the clinical area is required to earn a passing grade in the course. Failure to pass the clinical component will result in failure of the Nursing course.

It should be noted that space may not be available for the student needing to repeat a course. Priority will not be given to those needing to repeat a course due to failure. Students who fail a course twice will be terminated from the Nursing program.

All grades are to be recorded in the student’s permanent record. Grade of W is assigned to the final exam/end of quarter post-test in this class.

3. Students automatically pass B094 Geometry if they achieve a score of 33 or more on the final exam/end of quarter post-test in this class.

4. Students that do not achieve the scores listed above on their final exams may still pass these courses. In such cases, the final exam counts as 40% of their overall grade, with their weekly work comprising the remaining 60%. The following grading scale is then used to determine if students have passed the courses:

   Grade Points Percentage Range
   A+ 4.00 Excellent 94-100%
   A  4.00 Good   90-93%
   A- 3.75 Very Good 89-90%
   B+ 3.50 Good     87-89%
   B  3.00 Average 83-86%
   B- 2.75 Fair     80-82%
   C+ 2.50 Below Average 79-79%
   C  2.00 Average 77-78%
   C- 1.75 Below Average 76-77%
   D+ 1.50 Average 73-76%
   D  1.00 Below Average 72-72%
   D- 0.75 Average 70-71%

   F  Below 60%
Circumstances that may warrant a change of grade designation by the instructor on the incomplete grade not completed by the deadline will be considered as follows:

1. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.
2. The student will complete work of a similar quantity and organized. Because an independent study does not apply to incomplete grades with the student classified as an audit grade.
3. The Dean must be informed of all incompletes prior to the start of the next quarter as long as the request has been received prior to Friday of the first week of a quarter break.
4. A student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog who is changing to a lower credential within the same program, changing to a different program, or the student's decision to change programs.
5. The Dean may authorize grade changes in order to accommodate for grade changes. No grade changes may be made after the end of the second week of the subsequent quarter. Graduates who have not received a grade for the course will be considered as follows:
6. It is important to note that the student. 
7. The student may take, and the College may offer, a course as a required part of the program curriculum.
8. Circumstances where a grade change may be authorized include:
   a. Circumstances where a grade change may be authorized include:
      i. Emergency situations that prevent a student from submitting a petition to receive an incomplete grade. Examples of such emergencies are hospitalization, car accident, death of a close family member, or mandatory military service.
      ii. Situations involving miscommunications, misplaced assignments, or technical difficulties beyond the control of the instructor.
      iii. Accommodation for special circumstances such as short-term disability or family leave.
9. Grade changes must be consistent with course policies as outlined on the syllabus. In particular, stated policies regarding the acceptance of late work and how points are apportioned must be followed.
10. Students must contact their instructors within one week of the start of a subsequent term regarding grade changes. Instructors have one week from the time they are contacted by students to consider any requests for grade changes. No grade changes may be made after the end of the second week of the subsequent quarter. Graduates who have not received a grade for the course will be considered as follows:
11. The student may complete the course through independent study under the following conditions:
   a. The course is not currently offered on-site or online.
   b. If the original instructor is no longer available to submit the required course materials.
   c. The Dean may determine if a grade change is appropriate.
   d. The student will be permitted to make up "extra credit" work.
   e. Instructors will have one week for grading, recalculation of grades and assignment of incompletes if a grade is required.
   f. Incomplete forms will be maintained by the respective campus for approval and resolution. Students must request an incomplete prior to the last day of the term.
   g. The final grade awarded for the course is included in the calculation of the cumulative grade point average.
   h. The final grade awarded for the course is included in the calculation of the cumulative grade point average.
   i. The final grade awarded for the course is included in the calculation of the cumulative grade point average.
   j. The final grade awarded for the course is included in the calculation of the cumulative grade point average.
   k. The final grade awarded for the course is included in the calculation of the cumulative grade point average.
   l. The final grade awarded for the course is included in the calculation of the cumulative grade point average.
   m. The final grade awarded for the course is included in the calculation of the cumulative grade point average.
   n. The final grade awarded for the course is included in the calculation of the cumulative grade point average.
   o. The final grade awarded for the course is included in the calculation of the cumulative grade point average.
   p. The final grade awarded for the course is included in the calculation of the cumulative grade point average.
   q. The final grade awarded for the course is included in the calculation of the cumulative grade point average.
   r. The final grade awarded for the course is included in the calculation of the cumulative grade point average.
   s. The final grade awarded for the course is included in the calculation of the cumulative grade point average.
   t. The final grade awarded for the course is included in the calculation of the cumulative grade point average.
   u. The final grade awarded for the course is included in the calculation of the cumulative grade point average.
   v. The final grade awarded for the course is included in the calculation of the cumulative grade point average.
   w. The final grade awarded for the course is included in the calculation of the cumulative grade point average.
   x. The final grade awarded for the course is included in the calculation of the cumulative grade point average.
   y. The final grade awarded for the course is included in the calculation of the cumulative grade point average.
   z. The final grade awarded for the course is included in the calculation of the cumulative grade point average.

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 certified 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.

Independent Study Policy

Independent study applies when a student contacts 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 apply to incomplete grades with the student classified as an audit grade.

Independent study applies when a student contacts 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 apply to incomplete grades with the student classified as an audit grade.

Independent study requires a student to be motivated and organized. Because an independent study does not apply to incomplete grades with the student classified as an audit grade.
• Students who enter Rasmussen College are required to take the STEP placement exam. If a student tests at a level of remediation in English or Math, the College will accept transfer of courses with prerequisites that require completion of the Foundation courses or passing the STEP exam. Once the student successfully completes the necessary Foundation courses or passes the STEP exam, the College will then transfer the transfer credit pertaining to the specific course.

• The following Early Childhood Education extension courses cannot be transferred into the program from another program: EC100 Knowledge: Early Child Care, EC181 Application: Externship I, EC182 Reflection: Externship I, EC183 Reflection: Externship II, EC184 Reflection: Externship III.

Course By Course Transfer
• Course by course transfer credits from regionsally or nationally accredited institutions of higher learning will be evaluated for transfer of credit based on the guidelines below. In general, credits may only be considered for transfer if the following criteria is met:
   a) Business Management AAS – Transfer 49 lower level core credits in a block transfer and 32 lower level General Education credits.
   b) Accounting AAS – Transfer 44 lower level core credits in a block transfer and 32 lower level General Education credits.

For students with a conferred degree, general education credits will need to be completed, unless transferred in from a college transcript.

Upper division coursework, both core and general education, is transferable and follows the standard course by course transfer policy.

-The student submits to his/her AHMA membership card, showing it as current.

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

1) Health Sciences Programs (Medical Assisting AAS, Health Information Technician AAS, Medical Administration AAS, Pharmacy Technician AAS) – Transfer 45 lower level core credits in a block transfer and 32 lower level General Education credits for a total of 77 credits. In addition, these students will need to take Medical Terminology, Financial Accounting II, Introduction to Business and Introduction to Human Resource Management in the core.

2) Business Programs
   a) Business Management AAS – Transfer 49 lower level core credits in a block transfer and 32 lower level General Education credits for a total of 81 credits. In addition, these students will need to take Medical Terminology, Medical Office Procedures and Medical Law and Ethics in the core.
   b) Accounting AAS – Transfer 44 lower level core credits in a block transfer and 32 lower level General Education credits for a total of 77 credits. In addition, these students will need to take Information Systems and Management, Medical Terminology, Medical Office Procedures and Medical Law and Ethics in the core.

The remaining core credit block (32 lower-level, 24 upper-level).
Course Waivers

Course Waivers

School of Technology and Design Waivers

Course waivers will be considered for students who have selected professional certifications from the Computing Technology Industry Association (CompTIA); Microsoft Certified Technology Specialist (MCSD); Cisco Certified Entry Networking Technician (CCENT); or OW JavaScript certification.

Course waivers will be considered for specific courses within the School of Technology and Design related to the certification.

Certifications must have been earned within the last three years.

The student’s credential will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Health Sciences Waivers

Course waivers will be considered for students who have earned the Certified Coding Specialist (CCS) or CCS-P) from AHIMA. In addition, an X-ray operator license may also be considered.

Certifications must be current.

Course waivers will be considered for specific courses related to the certification.

The student’s credential will be reviewed, and if the criteria are met, will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

College Equivalency Credit

Credits earned through college-equivalency programs will be posted on student transcripts as Test-Out credits (TO) and will not be assigned letter grades or applied to cumulative grade-point average. Rasmussen College recognizes the following college equivalencies:

Advanced Placement (AP) examinations administered by The College Board. A score of 3 or higher required. Applicable to General Education areas only.

College-Level Examination Program (CLEP) examinations administered by The College Board. A score of 50 or higher required. Applicable to General Education areas only.

College-Level Examination Program (CLEP) basic skills assessment test. Students may be offered a position towards the end of their rotation. It must be understood by both parties that should compensation occur for time associated with the practicum requirement, the student may be dismissed from the program and forfeit any accumulated hours.

School of Business Mission Statement

The Rasmussen 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.

School of Education Mission Statement

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

Early Childhood Education Program Conceptual Framework

The Early Childhood Education Program at Rasmussen College prepares skilled teachers with a strong theoretical foundation and an understanding of the relationship between teaching, learning, and professional practice. We ensure students receive rich opportunities for practical application in experiential environments. We are committed to teaching and using positive interpersonal communication skills in a diverse environment.

Graduation Requirements

Degrees, diplomas, and certificates are awarded solely on the merit of completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means. Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject requirements. Students must have a cumulative grade point average of 2.0 to receive a degree, diploma, or certificate with a passing grade in each area. Completion and submission of the Graduate Achievement Portfolio (GAP) is a graduation requirement for all programs regardless of length.

Certificates or transcripts of credits may be given to those students who complete at least the immediate area to complete practicum activities. The cost of any such travel is the responsibility of the student. Practicums/Internships in Health Sciences programs have attendance expectations that differ from the general Rasmussen College Attendance Policy. These attendance policies can be found in the program-specific manuals/handbooks.

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

All student activities associated with the curriculum, especially while the student is completing his or her clinical rotations, will be educational in nature. The student will not receive any monetary remuneration during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution.

Oftentimes, students will be offered a position towards the end of their rotation. It must be understood by both parties that should compensation occur for time associated with the practicum requirement, the student may be dismissed from the program and forfeit any accumulated hours.
Transcripts
Transcripts for graduates and students who have completed their course of study are provided without charge; however a fee of $5.00 is charged for all other transcripts.

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

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

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

Rasmussen College uses a standard grading scale for its courses (although some programs may be required to follow additional standards), and attendance is not used as a method of evaluation for course grades. Faculty are required to keep accurate attendance records which are submitted to the Business Office. Rasmussen College makes attendance records available to supporting agencies and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

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 withdrawn from the course. 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 Class Policy. Practicum/Internships in Health Science programs have attendance expectations that differ from the above attendance policy.

All new and re-entering students who have applied for admission after April 17, 2011: Tuition Rates are as follows:

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

b) Cheating: Distributing or receiving answers or information by any means other than those expressed and allowed by an instructor for any academic exercise. Examples include:

i. Copying answers, data, or information for any academic project 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, texts, devices, notes, information or assignments, discussions, tests, quizzes, papers, labs.

c) Collaboration: Knowingly assisting, attempting to assist, or receiving assistance from another student or student 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 materials or another student's academic work.

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

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

i. Using information (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/essay mill.

iv. Copyright infringement or piracy, including the use, alteration, duplication of media, software, code, or information when expressly prohibited or where copyright exists or is implied.

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

i. Violations

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

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

b) Second Offense: The student will be expelled from the course, and the final grade assigned for the course will be an F/FA. The student may not take the course, but the F/FA will remain on the transcript even if the student retakes 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 reenroll.

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 student waives any rights he or she may have under the Family Educational Rights and Privacy Act to keep Academic Misconduct 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 shall be applied for all concurrent violations.

V. Appeal: A student who disagrees with a ruling of Academic Misconduct has one week to appeal the ruling to his or her Dean. All 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 Assistant Vice President of Academic Affairs thereafter. Response will be given within 30 days.

Conduct/Dismissal
Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an encompassing policy regarding student conduct. The College reserves the right to refuse to 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 Assistant, Health Information Technician/Management, Medical Laboratory Technician and Surgical Technologist programs can be found in each programmatic 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 networks to access the internet are prohibited from viewing inappropriate material or visiting sites which have been identified as facilitating the violation of copyright/intellectual property protections or other suspicious/illegal activity. Prohibited material could include pornographic material, 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
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 the College. This policy applies to any student or other person who may be associated with any student organization. Violation of this policy may result in disciplinary action including but not limited to suspension and/or termination from school or employment. The Campus Director of the College shall be responsible for the administration of this policy.

Dress Code
The College encourages students to dress as if they were going to work and to start acquiring a wardrobe suitable for employment after graduation.

All new and re-entering students who have applied for admission after April 17, 2011:

- School of Business - School of Health Sciences - School of Justice Studies - School of Technology and Design - School of Health Sciences Programs - Medical Assisting School of Education: Early Childhood Education

- There is a required course materials fee of $100 per course.

- Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course materials fee of $100 for every course over four courses.

- Students who maintain four courses per quarter throughout the entire program will not be subject to tuition increases.

- 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 $225 per credit hour, plus the cost of books and other fees.

- 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. 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. After the close of the drop/add period, the class will be dropped without being recorded on the student's transcript and tuition will be charged.

- Tuition Rates are as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-quarter drop/add period</td>
<td>$30 per credit for Foundations courses and all 100-200 level courses</td>
</tr>
<tr>
<td></td>
<td>$310 per credit for all 300-400 level courses</td>
</tr>
</tbody>
</table>

Rasmussen College Academic Integrity Policy
I. Introduction
As an institution of higher learning, Rasmussen College is committed to preparing students to be active, productive and successful contributors to a global community. In pursuit of this commitment, students, faculty and staff of Rasmussen College are expected to uphold the highest business and personal ethics. Students of Rasmussen College commit to holding themselves and their peers to the foremost level of academic integrity, and accept responsibility for behaviors and actions fall short of the College’s expectations.
2. Following the first week of the quarter and on or before the sixth Friday of the quarter, students will receive a W/WD on their transcript. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

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

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

Course Withdrawals
The credits for all courses in which the last date of class activity and assignments is discontinued. 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 necessary by Rasmussen College and relevant to any of its lawfully 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.

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, forums, email, message boards, and interactive websites. 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.

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 these requirements, you may need to attend a campus to complete some assignments.

Some courses require the use of software that is not Mac compatible. If you use a Mac, you may need to attend a campus, use a PC, or run the software in Windows emulation mode in order to complete some required course activities and assignments.

Student Senate
The Student Senate assists the College in providing a successful, positive, and engaging atmosphere by organizing campus events. The Student Senate meets on a regular basis. Students are encouraged to participate in the open forum discussions or may petition to be one of the board representatives.

The representatives include: President, Vice President, Treasurer, and Secretary.

Student Senate is open to all students, however student groups vary from campus to campus. Therefore, students should check their Campus Director for information regarding student groups.

Exit Interviews
Students contemplating the termination of their education at Rasmussen College should contact the Dean or Campus Director, or then the DOA, Treasurer, and Secretary. Academic and financial aid files are not complete until both exit interviews have been completed.

All students graduating or withdrawing (that have financial aid) are required to attend an advisory exit interview. During this interview, students receive information regarding their loan(s) including address and telephone numbers of lenders, deferment requests, a list of qualifications, a sample repayment guide, loan consolidation information, and review of loan terms.

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

Rasmussen College reserves the right to withhold the release of academic information, and other records, pending satisfaction of any debt owed to the College.

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 admission acceptance in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. A student in any term who withdraws from the College must give written notice to the College. Failure to withdraw or withdrawal on the last day of recorded attendance.

- 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. Any books and supplies provided by the College are not returned unused and in a condition such that they can be resold to the supplier. The student will be assessed a fee of $100 per course for these books and supplies. All prepaid tuition is refundable.

- If a student has been accepted by the College and given 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 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 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 charge will not be negotiated prior to completion.

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:

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

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

- If cancellation occurs after classes begin or after shipment of correspondence materials, a pro rated 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 will not be refunded. A refund may be made only at the discretion of the private school.

- A full refund is due students whose contracted educational services are denied by the school as a result of economic 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.

Re-Enter Policy
Students may re-enroll in certificate or diploma programs at any time. Associate’s Degree programs two times, and Bachelor’s Degree programs up to four times, unless the Dean, Campus Director, or Director of Campus Operations determines that mitigating circumstances exist. Any student who withdraws from the College within 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 must be 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 successfully completing the College Experience Course as part of the acceptance process for returning to the College. All re-entering students must comply with all other college acceptance criteria as applied to any academic work done 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:

If a student meets the following criteria, the student will be allowed to commence the enrollment process and re-enter as long as all other enrollment qualifications are met at the time of re-enrollment:

- A student in good academic standing as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of the most recent withdrawal; as student has no outstanding balance owed to the College and the student has successfully completed any required Foundations Writing courses or placed onto FEI previously or then retest, 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 at the time of the most recent withdrawal; as student has no outstanding balance owed to the College and the student has successfully completed any required Foundations Writing courses or placed onto FEI previously or then retest, and has a previous clear background check.

- Federal regulations dictate the specific order in which funds must be repaid to the Title IV programs by both the school and the student, if applicable. Rasmussen College follows this mandate by refunding monies in the following sequence: Unsubsidized Stafford Loans, Direct Subsidized Stafford Loans, PLUS Loans, Pell Grant, FSEGD, and then other Title IV programs. Rasmussen College uses the software and printed worksheets provided by the U.S. Department of Education to document the Return of Title IV Funds Calculation along with the Post-Withdrawal Disbursement Tracking Sheet.

Military Leave and Refund
Rasmussen College supports its students who are also members of the armed forces. Military service members who are given official orders to deploy for state or federal needs, as well as their spouses, who cannot complete the academic course due to the deployment may withdraw without penalty from any or all classes in which they are enrolled, even if the established deadline for withdrawal has passed. These students are entitled to a full refund of tuition and related fees for the term, subject to applicable laws governing federal or state financial aid programs and allocation or refund as required under those programs. The student will receive a grade of "W". Any tuition refund will be calculated according to federal guidelines for military service. Programs may withdraw a student in accordance with the student’s Excess Funds Form (completed upon enrollment).

Students in good standing who withdraw under this policy may be reenrolled and re-enroll under the catalog that is current at the time of re-enrollment, without penalty or readetermination of admission eligibility, within one year following their release from active military service. The student’s enrollment will be prorated in accordance with the student’s Excess Funds Form (completed upon enrollment).

Students must meet those additional requirements at the time of re-enrollment.

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

Medical withdrawal 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 Accommodations Officer for students who are suspended or are dismissed due to policy violations, or who pose a direct threat to themselves or others.

Students are treated as a drop/withdrawal for financial aid purposes and may end up owing a tuition balance. Students should use 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 for the Campus Accommodations Officer, have it signed by the appropriate person(s) and return the completed form to the Campus Accommodations Officer.

Where a Student Wants to Return After a Medical Leave of Absence:
To return from Medical Leave, the student must contact the Campus Accommodations Officer prior to the first day of classes to complete a re-admission application. Additionally, the Campus Accommodations Officer 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. Students must be cleared by all of the following once the re-admission application is received: Dean, Student Financial Services Office and Campus Director.

Non Federal Refund Distribution Policy
Refunds for state aid programs are calculated on a proportional basis. To calculate the minimum refund due to the Minnesota State Grant Program, the SELF Loan Program, and other State Aid Programs (with the exception of the State Work Study Program), the following formula is used:

Amount of funds (financial aid and cash) applied to institutional charges (including post-withdrawal disbursement) divided by the Title IV aid applied to institutional charges less:

Amount of institutional charges that the school can retain per our state mandated refund policy less:

Amount of Institutional Share of the Title IV Refund Remaining refund due to the State Aid Programs

These ratios are then multiplied against the remaining refund due to the State Aid Programs to determine the proportional minimum refund due to both the State Grant and SELF Programs. If the student received funds from other State Aid Programs, those refunds would be calculated in the same manner.

Note that for purposes of calculating institutional charges in the State Aid Program 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 aid and/or Minnesota SELF Loan.
- Any remaining refund monies will then be applied to any other sources.

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 discontinuation of training.

Library Fine Policy
Rasmussen College Library System reserves the right to collect late fees for Rasmussen Library materials that are kept past the due date without renewal. The current late fee for all circulating library materials, including books, videos, audiotapes, and CD-ROMs there is a 5 day grace period; after the grace period the charge is $0.25 a day for 10 days; the maximum late fine is $2.50. For reference books and reserve materials there is a 10 hour grace period after the due date of 24 hour check-out period; after the grace period the charge is $2.00 for each hour for 5 hours; the maximum late fine is $10.00.

After the materials are kept out past the maximum due date, the fine is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item.
RASMUSSEN COLLEGE ILLINOIS www.rasmussen.edu

ACADEMIC INFORMATION AND COLLEGE POLICIES

The library will charge the cost of replacing the item plus a $5.00 processing fee. In the event that nonreplaceable items are lost or damaged, the library will charge up to $150.00.

Rasmussen College cannot override fines incurred at other libraries, including fines for Interlibrary Loan items lost or returned late.

For unpaid fines on materials checked out on Rasmussen College cards before the college receives notice that the fines should be held accountable for their payment so that the College does have not to cover fines. The College may ensure that students pay their fines at Rasmussen College Library or other libraries by withholding the student’s grade report, transcript, diploma, degree or certificate.

There are many instances when campus libraries may check out materials for patrons from other libraries with an institutional card. The College believes that this is an extension of its services and that it benefits the busy patron who is unclear how to navigate a variety of different library databases. When fines are incurred in these instances and the librarian is unable to get the other library to dismiss the fines, either Rasmussen College will pay the fine or the patron will be notified of the amount of the fine owed and may be held accountable by the College.

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. The 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/alcohol/drug abuse.

Non-Discrimination Policy
Rasmussen is strongly committed to providing equal employment opportunity for all employees and all applicants for employment. For us, this is the only acceptable way to operate our College.

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

Anti – Harassment and Sexual Violence Policy
It is Rasmussen College’s policy and responsibility to identify and to make our employees and students an environment that is free from harassment. Rasmussen College expressly prohibits harassment of employees or students on the basis of gender. Harassment undermines our College’s community morale and our commitment to treat each other with dignity and respect. This policy is related to and is in conformity with the Equal Opportunity Policy of Rasmussen College to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. As Executive Vice President or President will be notified of all allegations. This will ensure a prompt, consistent, and appropriate investigation.

It is a violation of policy for any member of our College community to engage in sexual harassment and it is a violation of policy for any member of the College community to take action against an individual for reporting sexual harassment.

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

Informal and Formal Complaints
Members of this College community who believe they have been sexually harassed or have been the victim of sexual assault may properly turn for assistance to the Campus Director, Regional Vice President, Executive Vice President 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 anyone member of the College community who serves as an advisor or advocate for any part in any such complaint. Any such complaint against any member of the College community merely because he/she has been the object of such a complaint.

Informal Resolution
Early efforts to control potentially harassing situation are very important.

1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop.

2. Writing a letter to the person or talking to the person’s supervisor can also be effective.

3. Go for a sexual harassment/violence information center or discuss with a friend.

4. Talk to others who might also be victims of harassment.

5. Any employee, faculty member, staff member, or student is encouraged to discuss incidents of possible sexual harassment with the Campus Director, Regional Vice President, or College President.

A 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 process, all information will be kept confidential to a great degree as legally possible.

No specific circumstances, including the names of the people involved, will be reported to anyone else except the Executive Vice President or President and the Human Resources Director and Corporate Counsel, without the written permission of the person making the complaint.

However, if in the course of the inquiry Rasmussen College 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 College community may discuss an informal complaint with the Campus Director, Regional Vice President, Executive Vice President or President.

1. If the person who discusses an informal complaint with an advisor is willing to be identified to others but not the person against whom the informal complaint was made, the College will make record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences.

While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, they will be given as much protection as is reasonably 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 rights 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.

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

3. 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 where 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 complainant.

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement, 2) submission to or rejection of such conduct by an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment, 3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working or academic environment.

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

1. Unwanted sexual advances;

2. Offering employment benefits in exchange for sexual favors;

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

4. Verbal or physical advances or propositions;

5. Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means);

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

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 rape or as subtle as a touch. Harassment under the third part of the definition often consists of callsous insensitivity to the experience of others.

Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, that is acceptable to and welcomed by both parties, are not considered to be harassment, including sexual harassment.

There are basically two types of sexual harassment:

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

2. Hostile work environment,

3. Sexual orientation harassment:

Sexual harassment includes

Sexual orientation harassment:

Every sexual orientation must be included

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 assault.

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

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

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

1. The person who is first contacted, after initial discussions with the complainant, will inform the College if the complainant specifies involvement of a particular individual. Rasmussen College will decide whether the circumstances reported in the complaint warrant a formal investigation or an informal inquiry.

C A T A L O G & S T U D E N T H A N D B O O K 2 0 1 1 – 2 0 1 2
2. If the circumstances warrant an investigation, Rasmussen will inform the person complained against of the name of the person making the complaint as well as all 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. If it is necessary for the College to speak to any person other than those involved in the complaint, they will do so only after informing the complaining person and the person complained against.

3. The College’s first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.

4. The College will be in communication with the complainant until the complaint is resolved. The complainant will be informed of procedures being followed throughout the investigation although not of the specific conversations held with the person complained against.

5. The College will resolve complaints expeditiously. To the extent possible, the College will devote 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.

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

8. Further information can be obtained from either of the following sources:

   - Illinois Department of Human Rights
     110 West Monroe Street, Suite 700
     Chicago, IL 60603
     (312) 824-5000
     (217) 775-2777 (Voice/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 of federal agencies or the courts.

9. Drug Abuse Policy

   Rasmussen College is committed to providing a safe, drug-free environment for its staff and students and to protecting its business from unnecessary financial loss due to drug or other intoxicant use among its employees. This policy is based in substantial part on Rasmussen’s concern regarding the safety, health and welfare of its employees and their families, its students and to any employee who violates this policy.

   Consistent with this commitment, Rasmussen College strictly prohibits:
   1. The presence of employees or students on campus or in corporative offices while under the influence of intoxicants, drugs or any other controlled substances.
   2. The use, manufacturing, furnishing, possession, transmission, or trafficking of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time on Rasmussen College campuses or in Rasmussen College corporate offices.

   Rasmussen College has the right to:
   1. Disciplinarily eliminate, including dismissal, for felony convictions involving 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.

10. Drug-Free School and Workplace

   In accordance with the Drug-Free School and Communities Act Amendments of 1989, and Part 96, 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/hec.

   Students and Employees are prohibited from
   1. Using unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to the College including grounds, parking areas, anywhere within the building(s), or while participating in College-related activities. Students and Employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of employment.

   As a condition of employment, employees must abide by the terms of this policy or the College will take one or more of the following actions within 30 days with respect to any employee who violates this policy by:
   1. Reporting the violation to law enforcement officials.
   2. Taking appropriate disciplinary action against such employee, up to and including expulsion or termination of employment.

   Students and Employees are prohibited from
   1. Using unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to the College including grounds, parking areas, anywhere within the building(s), or while participating in College-related activities. Students and Employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of employment.

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   2. Taking appropriate disciplinary action against such employee, up to and including expulsion or termination of employment.
ACADEMIC INFORMATION AND COLLEGE POLICIES

Grievance Policy

It is the policy of Rasmussen College that students should have an opportunity to present school related complaints through grievance procedures. The College will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

An appropriate grievance is defined as a student’s expressed feeling of dissatisfaction regarding any interpretation or application of school-related policies or the College’s personnel. Students should notify the College in a timely fashion of any grievance considered appropriate for handling under this policy. As used in this policy the terms “timely fashion,” “reasonable time,” and “promptly” will mean ten days.

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

Grievance Procedure

In the event an applicant, student, graduate, former student, other party with whom dealings with the College feels his/her rights have been violated, the following procedures should be followed:

1. The individual must first try to resolve the issue with the other member involved.

2. If the matter is not resolved to the person’s satisfaction he/she has the option to follow the appropriate steps:
   a. Requests for further action on educational issues should be made to the Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   b. Students who feel they have an appropriate non-academic grievance should see the Campus Director for their campus. The Campus Director will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   c. If the grievance is still not resolved, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional 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
- The Higher Learning Commission (www.nwcb.org), a commission of the North Central Association of Colleges and Schools
- Business Office

Appeal Procedure

Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. Individuals who feel they have been unjustly treated can request the Campus Director to hear their appeal.

For appeals involving academic issues such as final grades, students should appeal first to their instructor within one week of the start of a subsequent term. 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 second 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.

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.

The Student and Rasmussen College agree otherwise, the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party’s actual damages. The arbitrator also shall have no authority to award attorney’s fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly circumstance Students there may be. The

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 30 calendar days of the issue in question. Response will be given within 30 days.

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Academic Information and College Policies

PROTECTIVE ACTION: The institution will record all requests for information from a standard court order or subpoena.

6. The right to disclose—without the written consent or knowledge of the student or parent—information in education records to “appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.” Imminent danger of student or others must be present.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20206-4605.

Directory Information

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

Directory information includes: Student’s name, date of birth, address(es); course of study; extracurricular activities; degrees and/or awards received; last school attended; dean’s list or equivalent; attendance status (full-time, part-time) and dates of attendance (the period of time a student attends or attended Rasmussen College not to include specific daily records of attendance).

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

Licensing

Rasmussen College is licensed as a private career school by 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 a private career school with the State of Wisconsin Educational Approval Board – State of Wisconsin Educational Approval Board 30 West Millfin Street Madison, WI 53708-8969 (608) 266-1996
- Approved For: Veterans’ Benefits by the Illinois State Approving Agency

The Medical Assistanting Program at the Brook Park, Laken, Bloomington, Green Bay, Mankato, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahp.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

- Commission on Accreditation of Allied Health Education Programs 1361 Park Street Clearwater, FL 33756 (727) 210-2350 The Surgical Technologist AAS program at the Brook Park and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahp.org), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STA).

- Commission on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street Clearwater, FL (727) 210-2350 www.caahep.org The Medical Laboratory Technician Program at the Bismarck, Lake Elmo/Woodbury, Mankato, Moorhead, and St. Cloud Campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAALCS).

- National Accrediting Agency for Clinical Laboratory Sciences 5600 N River Road Rosemont, IL 60018-3119 Phone: (773) 714-8880 Fax: (773) 714-8886 Programs or campuses not listed above are not programmatically accredited.
Rasmussen College Standards of Satisfactory Academic Progress (SAP)

Introduction: Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe. A lack of satisfactory progress will likely jeopardize a student’s ability to complete their chosen program.

In order to be eligible for financial aid at Rasmussen College, a student must establish and maintain Satisfactory Academic Progress. When an individual becomes a student at Rasmussen College, the student accepts the responsibility to meet the standards of Satisfactory Academic Progress. Students are evaluated for SAP on a quarterly basis, and Rasmussen College expects students to progress through programs based on the standards listed in this catalog.

Methodology: Mid-quarter and final grade reports are compiled and prepared by Rasmussen College academic/ services staff and available to all students. Cumulative grade point averages and successful course completion of credits attempted are monitored quarterly and students not meeting the standards are notified. This time an academic plan will be created describing the steps a student needs to take to meet SAP standards.

If a student fails to make satisfactory progress, the student will be placed on Financial Aid Warning for the class out of pocket in this instance. These credits earned above a failing grade, are responsible for paying the grade from the course when repeated and the student’s new program will be calculated in the student's CGPA and CCR.

Students who fail a class are allowed to repeat the class one time. The credits are counted in the financial aid award. Students who wish to repeat a course, and have earned above a failing grade, are responsible for paying the class out of pocket in this instance. These credits attempted and earned for CCR calculation. Minimum standards are listed in the chart below. A CGPA equal to or greater than 2.00 is required for graduation. In addition, at the end of the second quarter (students), must have a CGPA equal to or greater than 2.00 to be making satisfactory academic progress.

2. Pace/Cumulative Completion Rate (CCR): This is the pace at which a student progresses through a program. CCR is calculated by cumulative credits earned divided by cumulative credits attempted within the timeframe for which the student is in program. A CGPA equal to or greater than 2.00 is required for graduation. In addition, at the end of the second quarter (students), must have a CGPA equal to or greater than 2.00 to be making satisfactory academic progress.

3. Duration of Eligibility: This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program. Total credits are indicated for each program listing in the catalog. Credits accepted for transfer into the College and credits earned by examination are considered as part of the credits attempted and earned for CCR calculation. Minimum standards are listed in the chart below.

A student who fails to meet the minimum Satisfactory Academic Progress requirements at the end of either the warning or probation period and does not satisfactorily appeal will not be eligible for further Title IV funding. A student who fails to meet the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Probation period will not be eligible for financial aid.

A student who fails to meet the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Probation period will not be eligible for financial aid.

Eligibility for Title IV Financial Aid: A student who fails to meet the minimum Satisfactory Academic Progress requirements at the end of either the warning or probation period and does not satisfactorily appeal will not be eligible for further Title IV financial aid. Students are not allowed to be on Financial Aid Warning for more than one quarter at their own expense.

Students who withdraw from the institution and later re-enter the College in the same program are treated as continuing students and must meet progress requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Progress calculations for re-entering students who change 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, they may be included in SAP calculations as described elsewhere in this section. A student may not re-enter the College unless they have completed coursework elsewhere that would be acceptable for transfer into the College and would bring the student back into good standing.
### Central Office

- **Kristi A. Waite**  
  President, Rasmussen College  
  B.A., Concordia University  
  Twin Cities

- **Dwayne Bertotto**  
  Regional Admissions Vice President  
  B.S., University of Wisconsin-Superior  
  Twin Cities

- **Patrick Branham**  
  Chief Financial Officer  
  M.B.A., University of Chicago  
  CPA, B.S., Illinois State University  
  Orlando

- **Tawnie L. Cortez**  
  Vice President of Student Affairs  
  B.A., Montana State University  
  Twin Cities

- **Donato J. DeVito**  
  Regional Vice President  
  M.B.A., University of Scranton  
  B.S., Excelsior College  
  Orlando

- **Greta Ferkel**  
  Vice President, Academic Services  
  M.M.Ed., University of North Texas  
  B.M.E., University of Hartford  
  Orlando

- **George Fogel**  
  Vice President of Compliance and Financial Services  
  M.B.A., University of Chicago  
  B.A., DePaul University  
  Chicago

- **Douglas Gardner**  
  Campus President  
  B.A., Buena Vista College  
  Twin Cities

- **Susan M. Hammerstrom**  
  Vice President of Admissions  
  B.A., St. Cloud State University  
  Twin Cities

- **Bob King, Jr.**  
  Vice President of Marketing  
  M.B.A., Northwestern University  
  B.A., DePaul University  
  Twin Cities

- **Gregory E. King**  
  Vice President of Business Development  
  B.A., DePaul University  
  Twin Cities

- **Carie Ann Potenza**  
  Vice President of Academic Affairs  
  M.A., Rutgers University  
  B.A., University of Albany  
  Twin Cities

- **Eric Rasmussen**  
  Regional Vice President  
  M.Ed., B.S., University of Minnesota  
  Twin Cities

- **Tom Slagle**  
  Chief Executive Officer  
  B.S., University of Toledo  
  Twin Cities

- **Larry A. Waite**  
  Vice President of Real Estate  
  M.A., University of St. Thomas  
  B.S., Metropolitan State University  
  Twin Cities

- **Claire Walker**  
  Campus President  
  B.A., Ithaca College  
  Orlando

- **Greg Witte**  
  Regional Vice President  
  B.M.E., Central Missouri State University  
  Orlando

### Campus Administration

- **Susan Cheney**  
  Campus Director  
  B.S., University of Illinois at Urbana-Champaign  
  Aurora

- **Angie Wood**  
  Director of Campus Operations  
  M.B.A., B.A., Benedictine University  
  Aurora

- **Wesley Escando**  
  Director of Admissions  
  M.A., San Jose State University  
  B.A., Western Illinois University  
  Aurora

- **Staci Hegarty**  
  Campus Director  
  B.A., Gannon University  
  Mokena/Tinley Park

- **Chad Wick**  
  Director of Campus Operations  
  M.B.A., B.S., Southern Illinois University-Carbondale  
  Mokena/Tinley Park

- **Chris Springer**  
  Director of Admissions  
  B.A., McKinnon University  
  Mokena/Tinley Park

- **Craig Steege**  
  Campus Director  
  B.A., American Intercontinental University  
  Rockford

- **Terry Holder**  
  Director of Campus Operations  
  B.S., Cardinal Stritch University  
  Rockford

- **Jonathan Roth**  
  Director of Admissions  
  B.A., Florida State University  
  Rockford

- **Trisha J. Wills**  
  Director of Admissions  
  M.B.A., Colorado Technology University  
  B.S., University of Illinois-Urbana Champaign  
  Rockford

- **Amy King**  
  Campus Director  
  B.S., Northern Illinois University  
  Romeoville/Joliet

- **Armin Hamidi**  
  Director of Campus Operations  
  B.S., University of Iowa  
  Romeoville/Joliet

- **Lynne Croteau**  
  Campus Director  
  M.B.A., M.H.R.M., Keller Graduate School of Management  
  DeVry University  
  B.S., Westfield State College  
  Online

- **Chris Phillips**  
  Campus Director  
  B.A., University of Wisconsin-Madison  
  Online

- **Nicole Gauger**  
  Director of Campus Operations  
  B.A., University of Iowa  
  Online

- **Amanda Isbister**  
  Director of Campus Operations  
  B.A., University of Central Florida  
  Online

- **Darrin Krost**  
  Director of Campus Operations  
  B.A., University of Central Florida  
  Online

- **Valerie McCullough**  
  Director of Campus Operations  
  M.B.A., B.S., University of Phoenix  
  Online

- **Jeff Bunch**  
  Director of Admissions  
  B.A., College of Charleston  
  Online

- **Steve Gallman**  
  Director of Admissions  
  B.A., Otterbein College  
  Online

- **Liz Hinz**  
  Director of Admissions  
  M.B.A., Capella University  
  B.A., Marquette University  
  Online

### Academic Administration

- **Matthew Segard**  
  Assistant Vice President of Academic Affairs  
  Ph.D., University of Minnesota  
  M.A., Ohio University  
  B.A., B.A., Bowling Green State University  
  Twin Cities

- **Marta Leonida**  
  Academic Dean  
  M.H.R.M., M.B.A., Keller Graduate School of Management  
  DeVry University  
  M.S., M.S.E., Gh. Asachi Technical University, Iasi, Romania  
  Aurora

- **Pamela Grady**  
  Academic Dean  
  M.S., B.S., Northern Illinois University  
  Mokena/Tinley Park

- **Caroline Gulbrandsen**  
  Academic Dean  
  M.Ed., Florida Atlantic University  
  B.A., University of South Florida  
  Rockford

- **Timothy Lautman**  
  Academic Dean  
  M.A., Colorado State University  
  B.A., Missouri State University  
  Aurora

- **Ann Morgan**  
  Regional Academic Dean  
  M.A., University of Minnesota-Twin Cities  
  B.A., University of Wisconsin-Eau Claire  
  Online

- **Carrie Daminichs**  
  Dean of Academics  
  M.S., Leedy College  
  B.S., Northeastern University  
  Online

- **Shawn Ulwelling**  
  Dean of Admissions  
  M.S., B.S., University of Minnesota-Twin Cities  
  Online

- **Tony Guzman**  
  Dean of Faculty  
  M.I.S.M., Keller Graduate School of Management  
  DeVry University  
  B.S., Stevens Institute of Technology  
  Online

- **Ronnet Ray**  
  Director of Admissions  
  M.Ed., Walden University  
  B.S., Southern Illinois University  
  Online

- **Sharon Richardson**  
  Director of Admissions  
  M.S., Troy State University  
  B.S., University of Kentucky  
  Online

- **Kevin Roberts**  
  Director of Admissions  
  B.S., University of South Dakota  
  Online

- **Paul Smith**  
  Senior Director of Admissions  
  M.S., Troy State University  
  B.S., Barat College  
  A.S., Truman College  
  Online

- **Mary Spracht**  
  Director of Admissions  
  J.D., William Mitchell College of Law  
  B.S., St. Cloud State University  
  Online
SCHOOL OF BUSINESS

Kathy Heldman  
Director, School of Business  
J.D., M.S., Syracuse University  
B.A., University of Minnesota  
Twin Cities

Drew Dresden  
M.B.A., Keller Graduate School of Management  
of DeVry University  
M.B.A., University of Illinois Online  
B.S., Illinois State University  
Aurora

Duane A. Johnson  
M.B.A., Roosevelt University  
M.S., Illinois Institute of Technology  
B.S., Western Illinois University  
A.A., Southeastern Community College  
Aurora

Carla Offhaus, CST  
D.C., National College of Chiropractic  
M.B.A., American InterContinental University  
Certificate, Waubonsee Community College  
Aurora

Heather Bradshaw  
J.D., Thomas M. Cooley Law School  
B.A., Northern Illinois University  
Rockford

Elsa Fredericks  
Ph.D., University of Illinois - Chicago  
M.B.A., B.S., New York University  
Rockford

John Harris  
M.B.A., Lake Forest Graduate School of Management  
M.A, B.A., DePaul University  
Rockford

Adam Samuelson  
M.B.A., Northern Illinois University  
Rockford

Venus Fisher  
M.B.A., B.S., Roosevelt University  
Romneoville/Joliet

Melany Wynn  
M.B.A., Augustsburg College  
B.S., Northwestern College  
Rockford

Jared Eutsler  
M.S., Arizona State University  
B.A., Grand Canyon University  
Online

Jennifer Moorhead  
M.B.A., B.S., University of Central Florida  
Online

SCHOOL OF EDUCATION

Cecelia Westby  
Director, Early Childhood Education  
A.D., University of Minnesota  
M.S., Concordia University  
B.S., University of Minnesota  
Twin Cities

Kristen Mall  
M.A., National-Louis University  
B.A., Northern Illinois University  
Aurora

Mary Pikul  
M.Ed., Erikson Institute-Chicago  
B.A., University of Illinois-Chicago  
Aurora

Kimberly Blanton  
Early Childhood Education Program Coordinator  
M.S., Pacific Oaks College  
B.A., National Lewis University  
Rockford

Julie Lawrence  
M.Ed., National Lewis University  
B.S., Indiana University  
Romneoville/Joliet

SCHOOL OF HEALTH SCIENCES

Lorrie Laurin, MT (ASCP)  
Director, School of Health Sciences  
B.A., Carthage College  
Twin Cities

Lynn Skafte, CMA (AAMA)  
National Medical Assisting Program Coordinator  
B.A., The College of St. Scholastica  
A.A.S., Duluth Business University  
Twin Cities

Tammy Renner, MT (ASCP)  
Medical Laboratory Technician Program Director  
M.S., University of North Dakota  
B.S., Minot State University  
Twin Cities

Kathleen Fanning  
A.S.S., College of DuPage  
Aurora

Ayshah Jafary  
Medical Assisting Program Coordinator  
B.S., University of Wisconsin – Madison  
B.S., Westwood College  
Aurora

Linda Kennedy  
Health Information Technician Program Coordinator  
M.B.A., Benedictine University  
B.S., University of Illinois - Chicago  
Aurora

James Kehia  
M.S., B.S., Northern Illinois University  
Aurora

Steve Backstrom  
M.B.A., B.S., Rockford College  
Rockford

Brad Bennett  
M.S., B.S., Western Illinois University  
Rockford

Johan Davis, MD  
M.D., University of Illinois College of Medicine  
B.S., College of St. Francis  
Rockford

Peter Gabryshak  
D.C., Chiropractic Palmer College  
Rockford

Rebecca Miller  
A.S., Rock Valley College  
Rockford

Sarah Rodarte, CMT  
A.A.S., McHenry County College  
Rockford

Melissa Rub  
Medical Assisting Program Coordinator  
Diploma, Rockford Business College  
Rockford

Amanda Rushford  
D.C., Chiropractic National University of Health Sciences  
B.H.A., University of St. Francis  
A.S., Parkland College  
Rockford

Christian Wright, DC  
D.C., B.S., National University of Health Sciences  
Rockford

Kyna Austin  
Health Information Technician Program Coordinator  
M.A., Lewis University  
B.S., Illinois State University  
Romneoville/Joliet

Nadia La Vieri  
Medical Assisting Program Coordinator  
B.S., Elmhurst College  
A.A.S., Moraine Valley Community College  
A.S., Triton College  
Romneoville/Joliet

Judy Johnson  
M.S., University of Minnesota  
M.H.S.A., The George Washington University  
B.S., University of Illinois  
Online

Tina Reynolds, RHIA, CHPS  
B.A., Metropolitan State University  
A.A.S., Moraine Valley Community College  
Romneoville/Joliet

Heather Zink  
B.S., Ohio Northern University  
Online
SCHOOL OF TECHNOLOGY & DESIGN

Hap Aziz  
Director, School of Technology and Design  
M.S., Nova Southeastern University  
B.A., Rollins College  
Twin Cities  

Justin Denton  
M.C.M., Keller Graduate School of Management of DeVry University  
B.S., DeVry Institute of Technology  
Aurora  

Alex Dolezal  
M.A., Governors State University  
B.A., Loyola University  
Aurora  

Jean Graham  
M.L.A., University of Chicago  
B.A., Loyola University  
Aurora  

Charon Carter  
B.F.A., Illinois Institute of Art  
A.A., Marquette College  
Rockford  

Keith Feggestad  
B.S., Northern Illinois University  
A.S., Rock Valley College  
Rockford  

P.J. Way  
M.S., B.S., University of Phoenix  
A.S., Rock Valley College  
Rockford  

Jack Hogan  
M.S., B.S., University of Phoenix  
B.A., Illinois Wesleyan University  
Romeoville/Joliet  

Charlene Weatherford  
M.Ed., Nova Southeastern University  
B.A., Newberry College  
Online  

GENERAL EDUCATION & DEVELOPMENTAL EDUCATION

Sarah Carson  
M.F.A., National University, La Mesa, California  
B.A., Spring Arbor University, Michigan  
Aurora  

Carrie Casper  
M.F.A., Northern Illinois University  
Aurora  

Vicki Garringer  
M.S., B.S., Northern Illinois University  
Aurora  

Monica Hennessey  
M.S., State University of New York  
B.S., College of St. Scholastica  
Aurora  

Marlys Moon  
B.A., North Central College  
Aurora  

Bonnie Reiss  
M.S., B.A., Long Island University  
Aurora  

Susan Trantall  
M.S., B.A., Northern Illinois University  
Aurora  

Joseph Wolz, MOAS  
M.A., B.A., Southern Illinois University  
Aurora  

Lori Beach-Yates  
B.S., Illinois State University  
A.S., Rock Valley College  
Rockford  

Kevin Cooley  
B.A., Marquette University  
Rockford  

Devin Heffernan  
B.S., University of Illinois  
Rockford  

Steve Honeywell  
M.A., B.A., Northern Illinois University  
Rockford  

Ernest McConnell  
B.S., Rockford College  
Rockford  

Jon Mladic  
B.A., Illinois Wesleyan University  
Rockford  

Helen Ramchandani  
B.S., DePaul University  
Rockford  

Sue Stevens  
M.S., University of Illinois  
B.A., Marquette University  
Rockford  

Nicholas Valenti  
M.A., Northern Illinois University  
B.A., Valparaiso University  
Rockford  

James Woehrle  
M.A., B.A., Northern Illinois University  
B.A., George Washington University  
Rockford  

Andrew Johnson  
M.F.A., New School University-New York  
B.A., Lake Forest  
Romeoville/Joliet  

Keitaro Matsuoka  
M.S., B.S., University of Illinois  
M.B.A., University of Wisconsin  
Romeoville/Joliet  

Tracie Steed  
D.C., Parker College of Chiropractic  
Romeoville/Joliet  

Sherry Kamrowski  
B.S., Winona State University  
Online  

Joni Kohn  
M.A., City University of Seattle  
B.A., Western Washington University  
Online  

Sabine Meyer  
Ph.D., University of Minnesota  
M.A., B.A., University of Kasel Germany  
Online  

Elle O’Keeffe  
M.B.A., Keller Graduate School of Management  
M.A., B.A., University of Central Florida  
Online  

Rebecca Sims  
M.A., University of California-Santa Barbara  
B.A., DePaul University-Greencastle  
Online  

Marilyn Tramontin  
B.S., University of Minnesota  
Online  

LIBRARY AND LEARNING CENTER

Emily O’Connor  
Director of Library and Learning Resources  
M.S., Florida State University  
B.A., West Virginia Wesleyan College  
Twin Cities  

Benjamin Feinberg  
Academic Support Librarian  
M.L.S., City College of New York  
B.S., University of Oregon  
Mokena/Tinley Park  

Cynthia Reynolds  
Reference Librarian  
M.L.S., University of Illinois-Urbana-Champaign  
B.S., Illinois State University  
Rockford  

Jon Mladic  
Learning Center Coordinator  
B.A., Illinois Wesleyan University  
Rockford  

John Fedoryn  
Reference Librarian  
M.L.S., Dominican University  
B.A., University of Illinois-Champaign-Urbana  
Romeoville/Joliet  

Kisha Taylor  
Learning Center Coordinator  
M.Ed., B.S., American InterContinental University  
Romeoville/Joliet  

Jennifer Staker  
Learning Center Manager  
B.A., University of Central Florida  
Online  

Beth Marie Gooding  
Librarian  
M.S., M.L.S., Indiana University  
B.A., University of Iowa  
Online  

Emily O’Connor  
Director of Library and Learning Resources  
M.S., Florida State University  
B.A., West Virginia Wesleyan College  
Twin Cities  

Benjamin Feinberg  
Academic Support Librarian  
M.L.S., City College of New York  
B.S., University of Oregon  
Mokena/Tinley Park  

Cynthia Reynolds  
Reference Librarian  
M.L.S., University of Illinois-Urbana-Champaign  
B.S., Illinois State University  
Rockford  

Jon Mladic  
Learning Center Coordinator  
B.A., Illinois Wesleyan University  
Rockford  

John Fedoryn  
Reference Librarian  
M.L.S., Dominican University  
B.A., University of Illinois-Champaign-Urbana  
Romeoville/Joliet  

Kisha Taylor  
Learning Center Coordinator  
M.Ed., B.S., American InterContinental University  
Romeoville/Joliet  

Jennifer Staker  
Learning Center Manager  
B.A., University of Central Florida  
Online  

Beth Marie Gooding  
Librarian  
M.S., M.L.S., Indiana University  
B.A., University of Iowa  
Online  

Emily O’Connor  
Director of Library and Learning Resources  
M.S., Florida State University  
B.A., West Virginia Wesleyan College  
Twin Cities  

Benjamin Feinberg  
Academic Support Librarian  
M.L.S., City College of New York  
B.S., University of Oregon  
Mokena/Tinley Park  

Cynthia Reynolds  
Reference Librarian  
M.L.S., University of Illinois-Urbana-Champaign  
B.S., Illinois State University  
Rockford  

Jon Mladic  
Learning Center Coordinator  
B.A., Illinois Wesleyan University  
Rockford  

John Fedoryn  
Reference Librarian  
M.L.S., Dominican University  
B.A., University of Illinois-Champaign-Urbana  
Romeoville/Joliet  

Kisha Taylor  
Learning Center Coordinator  
M.Ed., B.S., American InterContinental University  
Romeoville/Joliet  

Jennifer Staker  
Learning Center Manager  
B.A., University of Central Florida  
Online  

Beth Marie Gooding  
Librarian  
M.S., M.L.S., Indiana University  
B.A., University of Iowa  
Online  

Emily O’Connor  
Director of Library and Learning Resources  
M.S., Florida State University  
B.A., West Virginia Wesleyan College  
Twin Cities  

Benjamin Feinberg  
Academic Support Librarian  
M.L.S., City College of New York  
B.S., University of Oregon  
Mokena/Tinley Park  

Cynthia Reynolds  
Reference Librarian  
M.L.S., University of Illinois-Urbana-Champaign  
B.S., Illinois State University  
Rockford  

Jon Mladic  
Learning Center Coordinator  
B.A., Illinois Wesleyan University  
Rockford  

John Fedoryn  
Reference Librarian  
M.L.S., Dominican University  
B.A., University of Illinois-Champaign-Urbana  
Romeoville/Joliet  

Kisha Taylor  
Learning Center Coordinator  
M.Ed., B.S., American InterContinental University  
Romeoville/Joliet  

Jennifer Staker  
Learning Center Manager  
B.A., University of Central Florida  
Online  

Beth Marie Gooding  
Librarian  
M.S., M.L.S., Indiana University  
B.A., University of Iowa  
Online  

Emily O’Connor  
Director of Library and Learning Resources  
M.S., Florida State University  
B.A., West Virginia Wesleyan College  
Twin Cities  

Benjamin Feinberg  
Academic Support Librarian  
M.L.S., City College of New York  
B.S., University of Oregon  
Mokena/Tinley Park  

Cynthia Reynolds  
Reference Librarian  
M.L.S., University of Illinois-Urbana-Champaign  
B.S., Illinois State University  
Rockford  

Jon Mladic  
Learning Center Coordinator  
B.A., Illinois Wesleyan University  
Rockford  

John Fedoryn  
Reference Librarian  
M.L.S., Dominican University  
B.A., University of Illinois-Champaign-Urbana  
Romeoville/Joliet  

Kisha Taylor  
Learning Center Coordinator  
M.Ed., B.S., American InterContinental University  
Romeoville/Joliet  

Jennifer Staker  
Learning Center Manager  
B.A., University of Central Florida  
Online  

Beth Marie Gooding  
Librarian  
M.S., M.L.S., Indiana University  
B.A., University of Iowa  
Online
MINNESOTA

BLAINE
3629 95th Avenue NE
Blaine, MN 55014
763-795-4720

BLOOMINGTON
4400 West 78th Street
Bloomington, MN 55435
952-545-2000

BROOKLYN PARK
8301 93rd Avenue North
Brooklyn Park, MN 55445
763-493-4500

EAGAN
3500 Federal Drive
Eagan, MN 55122
651-687-9000

LAKE ELMO/WOODBURY
8665 Eagle Point Circle
Lake Elmo, MN 55042
651-259-6600

MANKATO
130 Saint Andrews Drive
Mankato, MN 56001
507-625-6556

MOORHEAD
1250 29th Avenue South
Moorhead, MN 56560
218-304-6200

ST. CLOUD
226 Park Avenue South
St. Cloud, MN 56301
320-251-5600

ILLINOIS

AURORA/NAPERVILLE
2363 Sequoia Drive
Aurora, IL 60506
630-888-3500

MOKENA/TINLEY PARK
8650 West Spring Lake Road
Mokena, IL 60448
815-534-3300

ROCKFORD
6000 East State Street
Rockford, IL 61108
815-316-4800

ROMEOVILLE/JOLIET
1400 West Normantown Road
Romeoville, IL 60446
815-306-2600

NORTH DAKOTA

BISMARCK
1701 East Century Avenue
Bismarck, ND 58503
701-530-9800

FARGO
4012 19th Avenue SW
Fargo, ND 58103
701-277-3899

FLORIDA

FORT MYERS
9160 Forum Corporate Pkwy.
Fort Myers, FL 33905
239-477-2100

LAND O’LAKES
8661 Citizens Drive
New Port Richey, FL 34654
727-942-0069

NEW PORT RICHEY
8661 Citizens Drive
New Port Richey, FL 34654
727-942-0069

OCALA
4755 SW 46th Court
Ocala, FL 34474
352-629-1941

TAMPA/BRANDON
4042 Park Oaks Boulevard
Tampa, FL 33610
813-246-7600

WAUSAU
1101 Westwood Drive
Wausau, WI 54401
715-841-8000

ONLINE
888-5-RASMUSSEN
rasmussen.edu

WISCONSIN

APPLETON
3500 East Destination Drive
Appleton, WI 54915
920-750-5900

GREEN BAY
904 South Taylor Street
Green Bay, WI 54303
920-593-8400

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