

**PROGRAMS**

**Surgical Technologist Associate’s Degree**

Add this program page, found at the end of this section, to the School of Health Sciences offerings.

**Business Management programs (pg. 6-7)**

Delete and replace with the new program pages provided at the end of this addendum section

**Business Management Diploma (pg. 6)**

Enrollments and re-enter students will no longer be accepted into this program as of February 9, 2015.

**Business Management Bachelor’s Degree (pg. 7)**

This program has been replaced by the version offered through the AcceleratED and Flex Choice Learning Options catalog/addendum.

**Healthcare Management Bachelor’s Degree (pg. 8)**

This program has been replaced by the version offered through the AcceleratED and Flex Choice Learning Options catalog/addendum.

**Human Resources and Organizational Leadership programs (pg. 9)**

Delete and replace with the new program page provided at the end of this addendum section

**Human Resources and Organizational Leadership Diploma (pg. 9)**

Enrollments and re-enter students will no longer be accepted into this program as of February 9, 2015.

**Marketing programs (pg. 10)**

Delete and replace with the new program page provided at the end of this addendum section

**Marketing Diploma (pg. 10)**

Enrollments and re-enter students will no longer be accepted into this program as of February 9, 2015.

**Early Childhood Education (pg. 12 & 13)**

Delete and replace pages 12 and 13 with the new program pages provided at the end of this addendum section.

**Early Childhood Education - Child and Family Studies Diploma (pg. 12)**

Enrollments and re-enter students will no longer be accepted into this program as of June 29, 2015.

**Early Childhood Education - Child Development Diploma (pg. 12)**

Enrollments and re-enter students will no longer be accepted into this program as of June 29, 2015.

**Early Childhood Education - English Language Learner Diploma (pg. 12)**

Enrollments and re-enter students will no longer be accepted into this program as of June 29, 2015.

**Early Childhood Education - Child With Special Needs Diploma (pg. 12)**

Enrollments and re-enter students will no longer be accepted into this program as of June 29, 2015.

**Medical Billing and Coding Certificate (pg. 14)**

Add a “+” symbol behind the following courses:

D132 Computer Applications and Business Systems Concepts +	3
E242 Career Development +	2

Add the following to the notes section below Total Degree Credits:

+ The Flex Choice self-paced competency course option for this course is only available to students enrolled in a designated Flex Choice option program, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.

**Medical Billing and Coding Diploma (pg. 14)**

Add a “+” symbol behind the following General Education requirements:

<b>Communication (Select 1 course) +</b>	<b>4</b>
<b>Math (Select 1 course) +</b>	<b>4</b>

Add the following to the notes section below Total Degree Credits:

+ The Flex Choice self-paced competency course option for this course is only available to students enrolled in a designated Flex Choice option program, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.

**Health Information Technology Associate’s Degree (pg. 15)**

Delete and replace the General Education Courses section with the following:

GENERAL EDUCATION COURSES	
<b>LOWER DIVISION</b>	
<b>Humanities and Fine Arts (Select 2 courses) +</b>	<b>8</b>
<b>Social and Behavioral Sciences (Select 2 courses) +</b>	<b>8</b>

Add the following to the notes section below Total Degree Credits:

+ Flex Choice self-paced competency course option(s) available, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.

**Health Information Management Bachelor’s Degree (pg. 15)**

Delete and replace the General Education Courses section with the following:

GENERAL EDUCATION COURSES

**UPPER DIVISION**

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

Add the following to the notes section below Total Degree Credits:

+ Flex Choice self-paced competency course option(s) available, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.

**Health Information Management Bachelor’s Degree (pg. 15)**

Delete the language in the notes section regarding Candidacy Status with CAHIIM and replace with the following:

The Health Information Management Bachelor’s Degree Program at Rasmussen College-Online is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

- Commission on Accreditation for Health Informatics and Information Management Education  
233 North Michigan Ave, 21<sup>st</sup> Floor  
Chicago, IL 60601  
312-233-1100

**Medical Assisting Diploma (pg. 17)**

Delete and replace with the new program page provided at the end of this addendum section

**Medical Assisting Associate’s Degree (pg. 17)**

Enrollments and re-enter students will no longer be accepted into this program as of July 23, 2015.

**Pharmacy Technician Certificate, Diploma, and Associate’s Degree (pg. 18-19)**

Delete and replace with the new Pharmacy Technician Certificate curriculum provided at the end of this section.

Enrollments and re-enter students will no longer be accepted into the Pharmacy Technician Diploma and

Pharmacy Technician Associate’s Degree as of June 29, 2015.

**Criminal Justice Associate’s Degree (pg. 20)**

Delete and replace the General Education Courses section with the following:

GENERAL EDUCATION COURSES

**LOWER DIVISION**

<b>English Composition (Required course)</b>	<b>4</b>
ENC 1101 English Composition	
<b>Communication (Required courses) +</b>	<b>6</b>
G194 Locating and Evaluating Information	
G227 Oral Communication	
<b>Humanities and Fine Arts (*Required, select 2 additional courses) +</b>	<b>16</b>
*PHI 1520 Ethics Around the Globe	
*PHI 2103 Introduction to Critical Thinking	
<b>Math (Select 1 course)</b>	<b>4-5</b>
<b>Natural Sciences (Required courses)</b>	<b>6</b>
G156 Human Biology	
G156L Human Biology Lab	
<b>Social and Behavioral Sciences (Required courses) +</b>	<b>8</b>
G142 General Psychology	
G148 Introduction to Sociology	

Add a “+” symbol behind the following courses:

D132 Computer Applications and Business Systems Concepts +	3
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Add the following to the notes beneath Total Degree Credits:

+ Flex Choice self-paced competency course option(s) available, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.

**Criminal Justice Bachelor’s Degree (pg. 20)**

Enrollments and re-enter students will no longer be accepted into this program as of June 29, 2015.

**Paralegal Associate’s Degree (pg.22)**

Delete and replace the “General Education Courses” curriculum with the following:

GENERAL EDUCATION COURSES

<b>English Composition (Required course)</b>	<b>4</b>
G124 English Composition	
<b>Communication (Required course) +</b>	<b>4</b>
G227 Oral Communication	
<b>Humanities (**Required, Select 2 additional courses) +</b>	<b>12</b>
G153 Ethics Around the Globe**	
<b>Math (Select 1 course) +</b>	<b>4-5</b>
<b>Natural Sciences (Required courses)</b>	<b>6</b>
G156 Human Biology	

G156L Human Biology  
**Social and Behavioral Sciences  
 (Required courses) + 8**

G142 Introduction to Sociology  
 G148 General Psychology  
 Add a "+" symbol behind D132 and E242:

D132 Computer Applications and Business Systems  
 Concepts + 3  
 E242 Career Development + 2

Add the following to the notes beneath Total Degree Credits:

+ Flex Choice self-paced competency course option(s) available, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.

**Professional Nursing Associate’s Degree (pg. 23)**

Delete and replace the “General Education Courses” curriculum with the following:

GENERAL EDUCATION COURSES  
**English Composition (Required courses) 8**  
 G124 English Composition +  
 G126A English Composition II  
**Communication (Required course) 4**  
 G227 Oral Communication  
**Humanities and Fine Arts (\*Required, Select 2 additional courses, one of which must be a Fine Arts course) + 12**  
 G125 Humanities\*  
**Mathematics (Required course) 5**  
 G246 Advanced Algebra +  
**Natural Sciences (Required courses) 15**  
 G282 Introduction to Microbiology  
 MA278 Human Anatomy and Physiology I  
 MA279 Human Anatomy and Physiology II  
**Social and Behavioral Sciences (Required courses) 12**  
 G142 Introduction to Sociology +  
 G148 General Psychology +  
 G217 Human Growth and Development

Add the following to the notes beneath Total Degree Credits:

+ Flex Choice self-paced competency course option(s) available, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.

Students must verify the licensing requirements of the state in which they wish to work as a nurse.

**Professional Nursing Associate’s Degree (pg. 23)**

Delete and replace the fourth paragraph on the right with the following:

To graduate in this program, students must complete Introduction to Microbiology and all required MA, NU, PN, NUR, and PRN coursework with a grade of C or better, achieve all required skill competencies, and satisfactorily complete all required clinical learning experiences.

**Game and Simulation Programming Bachelor’s Degree (pg. 24)**

Enrollments and re-enter students will no longer be accepted into this program as of June 29, 2015.

**Compute Science Bachelor’s Degree (pg. 26)**

This program has been replaced by the version offered through the AcceleratED and Flex Choice Learning Options catalog/addendum.

**Information Technology Management - Computer Information Technology Diploma (pg. 28)**

Enrollments and re-enter students will no longer be accepted into this program as of June 29, 2015.

**Information Technology Management - General Diploma (pg. 28)**

Enrollments and re-enter students will no longer be accepted into this program as of June 29, 2015.

**Information Technology Management - Network Administration Diploma (pg. 28)**

Enrollments and re-enter students will no longer be accepted into this program as of June 29, 2015.

**Information Technology Management - Network Security Diploma (pg. 28)**

Enrollments and re-enter students will no longer be accepted into this program as of June 29, 2015.

**Information Technology Management Associate’s Degree (pg.28)**

Delete and replace the “General Education Courses” curriculum with the following:

(diploma level)  
 GENERAL EDUCATION COURSES  
**English Composition (Required Course) 4**  
 G124 English Composition  
**Communication (Required course) + 4**  
 G171 Communicating in Your Profession  
**Math (Required Course) + 4**  
 G180 General Education Mathematics

(associate’s level)  
 GENERAL EDUCATION COURSES  
**Communication (Required course) + 4**  
 G227 Oral Communication  
**Humanities and Fine Arts (Select 2 courses) + 8**  
**Natural Sciences (Required courses) 6**  
 G156 Human Biology  
 G156L Human Biology Lab

**Social and Behavioral Sciences  
(Select 2 courses) + 8**

Add a "+" symbol behind B119, D132, and E242:

B119 Customer Service +	4
D132 Computer Applications and Business Systems Concepts +	3
E242 Career Development +	2

Add the following to the notes beneath Total Diploma  
Credits:

+ Flex Choice self-paced competency course option(s)  
available, see Flex Choice Option: Self-Paced Competency  
Course Selections chart for details.

**General Education Course Selections (pg.30)**

In the "All Bachelor's Degree Programs" and "All  
Associate's Degree Programs" columns, add the following  
course to the Mathematics category:

STA 1625 Essential Statistics and Analytics	4
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**BUSINESS MANAGEMENT  
CERTIFICATE • ASSOCIATE’S DEGREE**

**BUSINESS CERTIFICATE**

CAREER OPPORTUNITIES:

- Entry-level Business Assistant

OBJECTIVE:

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

FOUNDATION COURSES

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

GENERAL EDUCATION COURSES

<b>English Composition (Required course)</b>	<b>4</b>
G124 English Composition	
<b>Communication (Required course)</b>	<b>4</b>
G171 Communicating in Your Profession	
<b>Humanities and Fine Arts (Required course)</b>	<b>4</b>
G153 Ethics Around the Globe	

CERTIFICATE COURSES

**LOWER DIVISION**

A220 Principles of Financial Accounting for Managers	4
B136 Introduction to Business	4
B232 Principles of Marketing	4
B233 Principles of Management	4
B234 Business Law	4
D132 Computer Applications and Business Systems Concepts	3
E242 Career Development	2

**Total Certificate Credits**

General Education Credits	12
Major and Core Credits	25
<b>TOTAL CERTIFICATE CREDITS</b>	<b>37*</b>

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 E185 Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

\* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

**STUDENT INVESTMENT DISCLOSURE:** For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [rasmussen.edu/student-investment-disclosure](http://rasmussen.edu/student-investment-disclosure).

**BUSINESS MANAGEMENT ASSOCIATE’S DEGREE**

**Associate of Applied Science Degree**

CAREER OPPORTUNITIES:

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

OBJECTIVE:

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

GENERAL EDUCATION COURSES

<b>Communication (Required course)</b>	<b>4</b>
G227 Oral Communication	
<b>Humanities and Fine Arts (Select 2 courses)</b>	<b>8</b>
<b>Natural Sciences (Required courses)</b>	<b>6</b>
G156 Human Biology	
G156L Human Biology Lab	
<b>Math (Select 1 course)</b>	<b>4-5</b>
<b>Social and Behavioral Sciences (Select one pairing)</b>	<b>8</b>
G123 Principles of Economics	
Select 1 Social Sciences Elective	
<b>OR</b>	
G203 Macroeconomics	
G204 Microeconomics	

MAJOR AND CORE COURSES

**LOWER DIVISION**

B165 Introduction to Human Resource Management	4
B230 Principles of Finance	4
B288 Introduction to Business Analysis and Intelligence	4
B279 Introduction to Functional and Project Management	4
B119 Customer Service	4
D279 Computer Focused Principles	3
B280 Business Capstone	2

**Total Associate’s Degree Credits**

General Education Credits	42-43
Major and Core Credits	50
<b>TOTAL DEGREE CREDITS</b>	<b>92-93*</b>

SEE PAGE 30 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 E320 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

\* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

**HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP  
CERTIFICATE • ASSOCIATE’S DEGREE**

**BUSINESS CERTIFICATE**

**CAREER OPPORTUNITIES:**

- Entry-level Business Assistant

**OBJECTIVE:**

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

**FOUNDATION COURSES**

B080 Reading and Writing Strategies	4
BO95 Combined Basic and Intermediate Algebra	4

**GENERAL EDUCATION COURSES**

<b>English Composition (Required course)</b>	<b>4</b>
G124 English Composition	
<b>Communication (Required course)</b>	<b>4</b>
G171 Communicating in Your Profession	
<b>Humanities and Fine Arts (Required course)</b>	<b>4</b>
G153 Ethics Around the Globe	

**CERTIFICATE COURSES**

**LOWER DIVISION**

A220 Principles of Financial Accounting for Managers	4
B136 Introduction to Business	4
B232 Principles of Marketing	4
B233 Principles of Management	4
B234 Business Law	4
D132 Computer Applications and Business Systems	
Concepts	3
E242 Career Development	2

**Total Certificate Credits**

General Education Credits	12
Major and Core Credits	25
<b>TOTAL CERTIFICATE CREDITS</b>	<b>37*</b>

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 E185 Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

\* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

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**HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP ASSOCIATE’S DEGREE**

**Associate of Applied Science Degree**

**CAREER OPPORTUNITIES:**

- Human Resource Generalist
- Training and Development Specialist
- Job Analysis/Recruiting Specialist

**OBJECTIVE:**

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

**GENERAL EDUCATION COURSES**

<b>Communication (Required course)</b>	<b>4</b>
G227 Oral Communication	
<b>Humanities and Fine Arts (Select 2 courses)</b>	<b>8</b>
<b>Math (Select 1 course)</b>	<b>4-5</b>
<b>Natural Sciences (Required courses)</b>	<b>6</b>
G156 Human Biology	
G156L Human Biology Lab	
<b>Social and Behavioral Sciences (Select one pairing)</b>	<b>8</b>
G123 Principles of Economics	
Select 1 Social Sciences Elective	
<b>OR</b>	
G203 Macroeconomics	
G204 Microeconomics	

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

B165 Introduction to Human Resource Management	4
B235 Introduction to Organizational Leadership	4
B250 Training and Development	4
B267 Employment Law	4
B230 Principles of Finance	4
B279 Introduction to Functional and Project Management	4
B280 Business Capstone	2

**Total Associate’s Degree Credits**

General Education Credits	42-43
Major and Core Credits	51
<b>TOTAL DEGREE CREDITS</b>	<b>93-94*</b>

SEE PAGE 30 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 E320 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

\* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

**MARKETING**  
**CERTIFICATE • ASSOCIATE’S DEGREE**

**BUSINESS CERTIFICATE**

CAREER OPPORTUNITIES:

- Entry-level Business Assistant

OBJECTIVE:

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

FOUNDATION COURSES

B080 Reading and Writing Strategies	4
BO95 Combined Basic and Intermediate Algebra	4

GENERAL EDUCATION COURSES

<b>English Composition (Required course)</b>	<b>4</b>
G124 English Composition	
<b>Communication (Required course)</b>	<b>4</b>
G171 Communicating in Your Profession	
<b>Humanities and Fine Arts (Required course)</b>	<b>4</b>
G153 Ethics Around the Globe	

CERTIFICATE COURSES

**LOWER DIVISION**

A220 Principles of Financial Accounting for Managers	4
B136 Introduction to Business	4
B232 Principles of Marketing	4
B233 Principles of Management	4
B234 Business Law	4
D132 Computer Applications and Business Systems Concepts	3
E242 Career Development	2

**Total Certificate Credits**

General Education Credits	12
Major and Core Credits	25
<b>TOTAL CERTIFICATE CREDITS</b>	<b>37*</b>

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 E185 Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

\* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

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**MARKETING ASSOCIATE’S DEGREE**

**Associate of Applied Science Degree**

CAREER OPPORTUNITIES:

- Marketing Coordinator
- Marketing Specialist
- Electronic Commerce Specialist

OBJECTIVE:

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

GENERAL EDUCATION COURSES

<b>Communication (Required course)</b>	<b>4</b>
G227 Oral Communication	
<b>Humanities and Fine Arts (Select 2 courses)</b>	<b>8</b>
<b>Math (Select 1 course)</b>	<b>4-5</b>
<b>Natural Sciences (Required courses)</b>	<b>6</b>
G156 Human Biology	
G156L Human Biology Lab	
<b>Social and Behavioral Sciences (Select one pairing)</b>	<b>8</b>
G123 Principles of Economics	
Select 1 Social Sciences Elective	
<b>OR</b>	
G203 Macroeconomics	
G204 Microeconomics	

MAJOR AND CORE COURSES

**LOWER DIVISION**

B165 Introduction to Human Resource Management	4
B245 Online Multimedia Marketing	4
B273 Internet Business Models and E-Commerce	4
B281 Public Relations and Advertising	4
B230 Principles of Finance	4
B288 Introduction to Business Analysis and Intelligence	4
B280 Business Capstone	2

**Total Associate’s Degree Credits**

General Education Credits	42-43
Major and Core Credits	51
<b>TOTAL DEGREE CREDITS</b>	<b>93-94*</b>

SEE PAGE 30 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 E320 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

\* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

## EARLY CHILDHOOD EDUCATION CERTIFICATE • ASSOCIATE’S DEGREE

CHILD AND FAMILY STUDIES • CHILD DEVELOPMENT • ENGLISH LANGUAGE LEARNER • CHILD WITH SPECIAL NEEDS

### CERTIFICATE

#### CAREER OPPORTUNITIES:

- Early Childhood Teacher’s Aide

#### OBJECTIVE:

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

#### FOUNDATION COURSES

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

#### CERTIFICATE COURSES

##### LOWER DIVISION

E242 Career Development	2
EC100 Foundations of Child Development	4
EC110 Early Childhood Education Curriculum and Instruction	4
EC121 Health, Safety, and Nutrition/CDA Application	4
EC200 Observation and Assessment in Early Childhood Education	4

#### Choose either Track I or Track II \*\*

##### Track I

EC180 Knowledge: Externship I	6
EC181 Application: Externship II	6
EC182 Reflection: Externship III	6

##### Track II

EC183 Teacher Reflection I: Early Childhood Education as a Profession	6
EC184 Teacher Reflection II: Morality and Ethics in Early Childhood Education	6
EC185 Teacher Reflection III: The Intentional Teacher	6

**TOTAL CERTIFICATE CREDITS 36\***

\* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E185 Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

#### \*\* Track I and Track II Notes:

**Track I (Externship):** Track I includes externship courses, which are not available to students in all states. Students enrolling in the Early Childhood Education Certificate Program and the Early Childhood Education Associates Degree must currently be working in the Early Childhood Education field and/or have an externship site approved by the College, prior to the close of business on the Friday of the first week of quarter break prior to the first term of enrollment, to be enrolled in the Externship Course Track. Please speak to a Program Manager for details.

**Track II (Reflections):** Students enrolling in the Early Childhood Education Certificate Program and the Early Childhood Education Associates Degree who are not currently working in the Early Childhood Education field or do not have an externship site, approved by the College prior to the close of business on the Friday of the first week of quarter break prior to the first term of enrollment, will be enrolled in the Reflections Course Track. Please speak to a Program Manager for details.

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

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

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

Alabama residents should refer to the “Alabama Early Childhood Education Disclaimer” language in the Accreditation, Licensing, Approvals and Ownership section.

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### ASSOCIATE’S DEGREE

#### Associate of Applied Science Degree

#### CAREER OPPORTUNITIES:

- Early Childhood Teacher
- Teacher’s Assistant
- Early Childhood Special Education Assistant
- Preschool Teacher

#### OBJECTIVE:

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

#### IN ADDITION TO ALL CERTIFICATE COURSES

##### GENERAL EDUCATION COURSES

<b>English Composition (Required course)</b>	<b>4</b>
G124 English Composition	
<b>Communication (Required courses) +</b>	<b>6</b>
G194 Locating and Evaluating Information	
G227 Oral Communication	
<b>Humanities and Fine Arts (Select 2 courses) +</b>	<b>8</b>
<b>Math (Select 1 course) +</b>	<b>4-5</b>
<b>Natural Sciences (Required courses)</b>	<b>6</b>
G156 Human Biology	
G156L Human Biology Lab	
<b>Social and Behavioral Sciences</b>	
<b>(Select 2 courses) +</b>	<b>8</b>

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

##### MAJOR AND CORE COURSES

###### LOWER DIVISION

D132 Computer Applications and Business Systems Concepts +	3
EC295 Summative Project for Early Childhood Education	2

###### Child and Family Studies Specialization

EC225 Parent Education and Support	4
EC230 Guiding Children’s Behavior	4
EC232 Child and Family Advocacy	4
G142 Introduction to Sociology	4

###### Child Development Specialization

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

###### English Language Learner Specialization

EC240 Introduction to English Language Learners	4
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EC241 Language and Literacy Acquisition	4
EC242 Involving Parents of English Language Learners	4
EC243 Curriculum and Instruction for English Language Learners	4
<b>Child with Special Needs Specialization</b>	
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
<b>Total Associate’s Degree Credits</b>	
General Education Credits	36-37
Major and Core Credits	57
<b>TOTAL DEGREE CREDITS</b>	<b>93-94*</b>

**SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS.**

+ Flex Choice self-paced competency course option(s) available, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.

\* Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E320 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

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

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

Alabama residents should refer to the “Alabama Early Childhood Education Disclaimer” language in the Accreditation, Licensing, Approvals and Ownership section.

**STUDENT INVESTMENT DISCLOSURE:** For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [rasmussen.edu/student-investment-disclosure](http://rasmussen.edu/student-investment-disclosure).

**MEDICAL ADMINISTRATIVE ASSISTANT CERTIFICATE •  
PHARMACY TECHNICIAN CERTIFICATE**

**MEDICAL ADMINISTRATIVE ASSISTANT  
CERTIFICATE**

CAREER OPPORTUNITIES:

- Medical Administrative Assistant/Secretary
- Medical Receptionist

OBJECTIVE:

Graduates of this program understand the administrative procedures of medical offices in a variety of healthcare settings. They know medical terminology, anatomy, pathology, and basic concepts of administrative procedures and health information management. Graduates can perform medical records management, scheduling, insurance verification and billing, and general medical office administrative procedures. They value the ability to impact the patient experience through effective communication, maintaining patient confidentiality, and ethical and professional behavior in the healthcare environment.

FOUNDATION COURSES

<b>B080 Reading and Writing Strategies</b>	<b>4</b>
<b>B095 Combined Basic and Intermediate Algebra</b>	<b>4</b>

GENERAL EDUCATION COURSES

**LOWER DIVISION**

<b>Communication (Required course)</b>	<b>4</b>
COM 1002 Introduction to Communication	
<b>Math/Natural Sciences (Required course)</b>	<b>4</b>
PHA 1500 Structure and Function of the Human Body	

MAJOR AND CORE COURSES

**LOWER DIVISION**

E242 Career Development	2
HIM 1507 Medical Billing and Insurance	3
HSA 1022 Foundations of Medical Administration	4
HSA 1050 Customer Service in Healthcare	1
HSA 1146 Technology Today for Medical Administration	3
HSA 1683 Exploring Healthcare Systems	3
HSA 2851 Practice and Professionalism in Healthcare	3
HSA 2918 Healthcare Administrative Office Procedures	3
HSC 1531 Medical Terminology	4
HSC 2641 Medical Law and Ethics	4

**Total Certificate Credits**

General Education Credits	8
Major and Core Credits	30
<b>TOTAL CERTIFICATE CREDITS</b>	<b>38</b>

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 E185 Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

**PHARMACY TECHNICIAN CERTIFICATE**

CAREER OPPORTUNITIES:

- Retail Pharmacy
- Clinical Pharmacy

OBJECTIVE:

Graduates of the Pharmacy Technician Certificate program understand the theory of pharmacy practice and are able to perform pharmacy tasks including receiving, interpreting, entering, and filling prescriptions. Graduates have been trained to use software programs to manage and process medications, and understand medical terminology, medical law and ethics, patient confidentiality, and pharmacy math. They value honesty and integrity, feel compassion for patients, and are able to effectively communicate in a variety of situations.

FOUNDATION COURSES

<b>B080 Reading and Writing Strategies</b>	<b>4</b>
<b>B095 Combined Basic and Intermediate Algebra</b>	<b>4</b>

GENERAL EDUCATION COURSES

**LOWER DIVISION**

<b>Communication (Required course)</b>	<b>4</b>
COM 1002 Introduction to Communication	
<b>Math/Natural Sciences (Required course)</b>	<b>4</b>
PHA 1500 Structure and Function of the Human Body	

MAJOR AND CORE COURSES

**LOWER DIVISION**

E242 Career Development	2
HSA 1050 Customer Service in Healthcare	1
HSC 1531 Medical Terminology	4
HSC 2641 Medical Law and Ethics	4
PTN 1009 Foundations of Pharmacy Practice	4
PTN 1146 Pharmacy Calculations	4
PTN 1237 Pharmacology for Technicians	4
PTN 1454 Sterile and Non-Sterile Compounding	2
PTN 2050 Pharmacy Technician Capstone	3
PTN 2915 Pharmacy Virtual Practicum <sup>^</sup>	2

<sup>^</sup> Minnesota students must take PTN 2873 Pharmacy Retail Practicum (2 credits) instead of PTN 2915 Pharmacy Virtual Practicum.

**Total Certificate Credits**

General Education Credits	8
Major and Core Credits	30
<b>TOTAL CERTIFICATE CREDITS</b>	<b>38</b>

**The Pharmacy Technician Certificate is not available in North Dakota, or at the Moorhead campus in Minnesota.**

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 E185 Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

In addition to meeting all other admissions requirements, Florida, Illinois, Kansas, North Dakota and Wisconsin campus applicants to this program must successfully complete and pass a criminal background check. In addition to meeting all other admissions requirements, Minnesota campus applicants to this program must successfully complete and pass only a Minnesota Department of Human Services background check.

**STUDENT INVESTMENT DISCLOSURE:** For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [rasmussen.edu/student-investment-disclosure](http://rasmussen.edu/student-investment-disclosure).

## MEDICAL ASSISTING 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 effective and efficient 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 of the program will value the critical thinking, effective communication, diversity awareness skills and medical ethics as they pertain to the medical assisting career.

### DEVELOPMENTAL EDUCATION COURSES

B080 Reading and Writing Strategies	4
B087 Practical Math	4

### GENERAL EDUCATION COURSES

<b>Communication (Required course)</b>	4
COM 1002 Introduction to Communication	
<b>Natural Sciences (Required course)</b>	4
PHA 1500 Structure and Function of the Human Body	
<b>Social and Behavioral Sciences (Required course)</b>	4
PSY 1012 General Psychology	

### MAJOR AND CORE COURSES

#### LOWER DIVISION

E242 Career Development	2
HSA 2264 Administrative Medical Assistant Practices	3
HSC 1531 Medical Terminology	4
HSC 2641 Medical Law and Ethics	4
MEA 1350 Fundamentals in Clinical Techniques	6
MEA 1460 Clinical Laboratory Applications and Diagnostic Procedures I	6
MEA 1570 Clinical Laboratory Applications and Diagnostic Procedures II	6
MEA 2820 Medical Assisting Capstone	2
MEA 2895 Medical Assistant Experiential Externship <sup>1</sup>	6

#### Total Diploma Credits

General Education Credits	12
Major and Core Credits	39
<b>TOTAL DEGREE CREDITS</b>	<b>51</b>

The Medical Assisting Diploma is not offered in North Dakota, or at the Moorhead campus in Minnesota.

<sup>1</sup> Minnesota students must take MEA 2976 Medical Assistant Professional Externship (6 credits) instead of MEA 2895 Medical Assistant Experiential Externship.

The Medical Assisting Diploma program at the Aurora/Naperville, Mokena/ Tinley Park, Rockford, and Romeoville/Joliet campuses

in Illinois; the Fort Myers, Ocala, New Port Richey/West Pasco and Tampa/ Brandon campuses in Florida; the Appleton, Green Bay, and Wausau campuses in Wisconsin; and the Blaine, Bloomington, Brooklyn Park/Maple Grove, Eagan, Lake Elmo, Mankato, and St. Cloud campuses in Minnesota is accredited by the Accrediting Bureau of Health Education Schools (ABHES). Accrediting Bureau of Health Education Schools, 7777 Leesburg Pike, Suite 314, North Falls Church, VA 22043, 703-917-9503

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

This program requires specific immunizations prior to professional practice experience. Medical Assisting students must receive the first injection of the Hepatitis B immunization series by the end of week two in the Fundamentals in Clinical Techniques course. Prior to the student beginning their externship, the full three-injection series of the Hepatitis B immunization and all other program required immunizations must be completed. Medical Assisting students must successfully complete all Medical Assisting competencies before they will be eligible for graduation.

In addition to meeting all other admissions requirements, Florida, Illinois, Kansas, and Wisconsin campus applicants to this program must successfully complete and pass a criminal background check. In addition to meeting all other admissions requirements, Minnesota campus applicants to this program must successfully complete and pass only a Minnesota Department of Human Services background check.

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

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 E270 Sophomore Seminar either during the quarter in which they finish the diploma course requirements or the quarter immediately prior.

Developmental Education Courses do not count toward total program credits, and are not calculated in GPA. Students must demonstrate mastery of the subject matter in Developmental Education Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Developmental Education Courses.

The Medical Assisting Diploma and Health Sciences Associate's Degree – Medical Assisting Specialization are not intended to prepare graduates for any professional certification, including but not limited to the following: Certified Medical Assistant (CMA) certification through the Certifying Board of the American Association of Medical Assistants (AAMA); Registered Medical Assistant (RMA) certification awarded by the American Medical Technologists (AMT); Certified Clinical Medical Assistant (CCMA) certification from the National Healthcareer Association (NHA); or the National Certified Medical Assistant (NCMA) certification offered through the National Center for Competency Testing (NCCT).

## HEALTH SCIENCES ASSOCIATE’S DEGREE

**Associate of Science Degree**

**CAREER OPPORTUNITIES:**

- Healthcare Associate

GENERAL SPECIALIZATION:

- Home Health Aid

MEDICAL ADMINISTRATIVE ASSISTANT SPECIALIZATION:

- Medical Office Manager
- Medical Coder/Biller
- Medical Administrative Assistant/Secretary
- Medical Receptionist
- Office Administrator

MEDICAL ASSISTING SPECIALIZATION:

- Medical Assistant
- Medical Office Administrative Assistant

PHARMACY TECHNICIAN SPECIALIZATION:

- Retail Pharmacy
- Clinical Pharmacy

**OBJECTIVE:**

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

**GENERAL EDUCATION COURSES**

<b>English Composition (Required course)</b>	<b>4</b>
ENC 1101 English Composition	
<b>Communication (*Required, select 1 additional course)</b>	<b>8</b>
*COM 1002 Introduction to Communication	
<b>Humanities and Fine Arts (Select 3 courses)</b>	<b>12</b>
<b>Math (Select 1 course)</b>	<b>4-5</b>
<b>Natural Sciences (Required course)</b>	<b>4</b>
PHA 1500 Structure and Function of the Human Body	
<b>Math or Natural Sciences (Select 1 additional course, other than PHA 1500 and required Math elective selection)<sup>1</sup></b>	<b>4-5</b>
<b>Social and Behavioral Sciences (Select 3 courses)<sup>2</sup></b>	<b>12</b>

**MAJOR AND CORE COURSES**

LOWER DIVISION

E242 Career Development	2
HSA 2117 US Healthcare Systems	4
HSC 1531 Medical Terminology	4
HSC 2641 Medical Law and Ethics	4

**General Specialization<sup>1</sup>**

BMS 1550 Patient Care Skills I	3
BMS 2550 Patient Care Skills II	5
DEP 2004 Human Growth and Development	4
HSA 1050 Customer Service in Healthcare	1
MEA 1243 Pharmacology for the Allied Health Professional	4
MEA 2203 Pathophysiology	5
MLT 1325 Phlebotomy	3
NUR 1172 Nutritional Principles in Nursing	4

**Medical Administrative Assistant Specialization**

HIM 1507 Medical Billing and Insurance	3
HSA 1022 Foundations of Medical Administration	4
HSA 1050 Customer Service in Healthcare	1
HSA 1146 Technology Today for Medical Administration	3
HSA 1683 Exploring Healthcare Systems	3
HSA 2851 Practice and Professionalism in Healthcare	3
HSA 2918 Healthcare Administrative Office Procedures	3
MEA 1243 Pharmacology for the Allied Health Professional	4
MEA 2203 Pathophysiology	5

**Medical Assisting Specialization<sup>2</sup>**

HSA 2264 Administrative Medical Assistant Practices	3
MEA 1350 Fundamentals in Clinical Techniques	6
MEA 1460 Clinical Laboratory Applications and Diagnostic Procedures I	6
MEA 1570 Clinical Laboratory Applications and Diagnostic Procedures II	6
MEA 2820 Medical Assisting Capstone	2
MEA 2895 Medical Assistant Experiential Externship <sup>3</sup>	6

**Pharmacy Technician Specialization**

HSA 1050 Customer Service in Healthcare	1
MEA 1243 Pharmacology for the Allied Health Professional	4
MEA 2203 Pathophysiology	5
PTN 1009 Foundations of Pharmacy Practice	4
PTN 1146 Pharmacy Calculations	4
PTN 1237 Pharmacology for Technicians	4
PTN 1454 Sterile and Non-Sterile Compounding	2
PTN 2050 Pharmacy Technician Capstone	3
PTN 2915 Pharmacy Virtual Practicum <sup>4</sup>	2

General Education Credits	48-49
Major and Core Credits	14
Specialization Credits	29

**TOTAL DEGREE CREDITS 91-92**

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS

The Health Sciences Associate’s Degree – General Specialization is not available in North Dakota, or at the Appleton campus in Wisconsin. Lab work for the Health Sciences AS – General Specialization is only available at: the Land O’ Lakes/East Pasco campus in Florida; the Overland Park campus in Kansas; the Rockford and Romeoville/Joliet campuses in Illinois; the Brooklyn Park/Maple Grove, Lake Elmo/Woodbury, Mankato, Moorhead, and St. Cloud campuses in Minnesota; and at the Green Bay and Wausau campuses in Wisconsin.

The Health Sciences Associate’s Degree - Medical Assisting Specialization is not offered in North Dakota, or at the Moorhead campus in Minnesota.

The Health Sciences Associate’s Degree – Pharmacy Technician Specialization is not available in North Dakota, or at the Moorhead campus in Minnesota.

In addition to meeting all other admissions requirements: Florida, Illinois, Kansas, North Dakota, and Wisconsin campus applicants to the General Specialization and Medical Assisting Specialization of the Health Sciences Associate’s Degree program must successfully complete and pass a criminal background check; Minnesota campus applicants to the General Specialization and Medical Assisting Specialization of the Health Sciences Associate’s Degree program must successfully complete and pass only a Minnesota Department of Human Services background check; and Moorhead campus applicants to the General Specialization and Medical Assisting Specialization of the Health Sciences Associate’s Degree program must also successfully complete and pass a criminal background check in addition to completing and passing the Minnesota Department of Human Services background check. In addition to meeting all other admissions requirements, applicants in all states to the Pharmacy Technician

Specialization of the Health Sciences Associate's Degree program must successfully complete and pass a criminal background check. The Medical Administrative Assistant Specialization of the Health Sciences Associate's Degree program does not require a background check for admission.

<sup>1</sup> Students pursuing the General Specialization must select College Algebra as a Math/Natural Sciences elective course.

<sup>2</sup> Students pursuing the Medical Assisting Specialization must select General Psychology as a Social Sciences elective course.

<sup>3</sup> Minnesota students must take MEA 2976 Medical Assistant Professional Externship (6 credits) instead of MEA 2895 Medical Assistant Experiential Externship.

<sup>4</sup> Minnesota students must take PTN 2873 Pharmacy Retail Practicum (2 credits) instead of PTN 2915 Pharmacy Virtual Practicum.

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 E320 Junior Seminar the quarter in which they finish the associate's degree requirements to graduate from an associate's degree program.

**Health Sciences Associate's Degree - General Specialization requirements:**

Students enrolled in the Health Science Associate's Degree – General Specialization are required to successfully complete a Pathway Seminar course within the first term of enrollment.

- Students at the Brooklyn Park, Eagan, New Port Richey and Ocala campuses that require remedial course work are required to complete the Pathway to Clinical Care Seminar course. A grade of SX and successful completion of all remediation courses is required to continue in the program.
- Students who do not require remedial course work are required to complete the Pathway to Patient Care Seminar course. A grade of SX and a minimum TEAS score of 55% are required to continue in the program. The TEAS exam must be completed by the end of the Pathway to Patient Care Seminar course.

Successful completion of a Pathway Seminar course does not guarantee acceptance or ability to program change into another program the subsequent quarter, acceptance into another program is determined by meeting all entrance requirements for the program. Students will have one opportunity to attempt a Pathway Seminar course regardless of grade (SX/UX/WX/WXP/WXF) earned.

**STUDENT INVESTMENT DISCLOSURE:** For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [rasmussen.edu/student-investment-disclosure](http://rasmussen.edu/student-investment-disclosure).

## SURGICAL TECHNOLOGIST ASSOCIATE’S DEGREE

**Associate of Applied Science**

**CAREER OPPORTUNITIES:**

- Surgical Technologist
- Surgical Assistant

**OBJECTIVE:**

Graduates of this program know basic concepts of anatomy and physiology, pathology, microbiology, and pharmacology. They understand operating room design, surgical equipment and instrumentation, safety standards, and asepsis and sterile techniques. Graduates can prepare, clean, and restock operating rooms, use and maintain surgical equipment, perform scrub and circulator duties in a number of surgical specialties, and contribute to pre- and postoperative patient care. They value critical thinking, communication, diverse perspectives, technology and information literacy, and patient safety and care.

**GENERAL EDUCATION COURSES**

<b>Communication (Select 1 course)</b>	<b>4</b>
<b>Humanities and Fine Arts (Select 2 courses)</b>	<b>8</b>
<b>Math (Select 1 course)</b>	<b>4</b>
<b>Natural Sciences (Required courses)</b>	
BSC 2346 Human Anatomy and Physiology I	5
BSC 2347 Human Anatomy and Physiology II	5
<b>Social and Behavioral Sciences (*Required, Select 1 additional course)</b>	<b>4</b>
PSY 1012 General Psychology*	4
<b>English Composition (Required Course)</b>	
ENC 1101 English Composition	4

**MAJOR AND CORE COURSES**

CGS 1240 Computer Applications and Business Systems Concepts	3
PHA 1500 Structure and Function of the Human Body	4
E242 Career Development	2
STS 1005C Fundamentals of Surgical Technology	4
HSC 1531 Medical Terminology	4
MEA 2203 Pathophysiology	5
STS 1260 Surgical Pharmacology	2
STS 1347 Surgical Microbiology	2
STS 1186C Surgical Procedures I	4
STS 2080C Surgical Procedures II	4
STS 2180C Surgical Procedures III	4
STS 2304 Surgical Tech Practicum I	8
STS 2305 Surgical Tech Practicum II	8

**Total Associate's Degree Credits**

General Education Credits	38
Major and Core Credits	54
<b>TOTAL DEGREE CREDITS</b>	<b>92</b>

SEE PAGE 30 FOR GENERAL EDUCATION COURSE SELECTIONS.

**The Surgical Technologist Associate’s Degree is only offered in Minnesota at the Brooklyn Park/Maple Grove, Moorhead, and St. Cloud campuses; and in Illinois at the Romeoville/Joliet campus.**

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 E320 Junior Seminar during the quarter prior to beginning their first Practicum course as a requirement to graduate from an Associate’s degree program.

This program requires specific immunizations prior to professional practice experience.

The Surgical Technologist AAS Program at the Brooklyn Park/Maple Grove, Moorhead, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (caahep.org), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

- Commission on Accreditation of Allied Health Education Programs (CAAHEP)  
1361 Park Street,  
Clearwater, FL 33756  
727-210-2350  
caahep.org

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

In addition to meeting all other admissions requirements, applicants to the Surgical Technologist Associate’s Degree must successfully complete and pass a criminal background check. In addition to meeting all other admissions requirements, Minnesota campus applicants to this program must successfully complete and pass only a Minnesota Department of Human Services background check. Moorhead campus applicants to this program must also successfully complete and pass a criminal background check in addition to completing and passing the Minnesota Department of Human Services background check.

Add the following information prior to the “General Education Course Selections” page.

**FLEX CHOICE OPTION  
SELF-PACED COMPETENCY COURSE SELECTIONS**

Lower Division competency courses must be selected in place of Flex Choice option courses within certificate, diploma, or associate’s degree programs. Upper Division competency courses must be selected in place of Flex Choice option baccalaureate-level courses (generally identifiable by course numbers in the 3000s and 4000s).

<b>LOWER DIVISION</b>			
<b>Course Equivalent</b>	<b>Self-Paced Competency Course</b>	<b>Course Description</b>	<b>Transfer (TR) or Test-Out (TO) Credits</b>
CGS 1240 Computer Applications and Business Systems Concepts	Computer and Microsoft Productivity	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. Prerequisites: none	3 (TO)
E242 Career Development	Virtual Career Center	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. Prerequisites: none	2 (TO)
MNA 1161 Customer Service	Customer Loyalty & Retention	This course covers the basic concepts of essential communication skills needed in business to interact/ work effectively with individuals and/or groups. Special areas of emphasis include solving problems, developing a customer service strategy, coping with challenging customers, increasing customer retention and surveying customer satisfaction. Prerequisites: none	4 (TO)
ENC 1101 English Composition	English Composition I	The course objective is to learn the core skills of English Composition and how to apply those skills to become effective writer and engaged reader; gain proficiency with all of the steps in the writing process while creating original compositions in the narrative, the informative, and the argumentative modes; and learn how to read in an active, inquisitive manner and analyze the rhetorical situation of a text or the student's own compositions. Prerequisites: none	4 (TR)
Lower Division - Communications - General Education	Conflict Resolution	The course objective is to gain mastery in the basic concepts of conflict resolution and learn how to apply these concepts in real world situations and one’s own life; explore key theories and skills associated with conflict resolution in a variety of contexts, including organizational, intercultural, family and interpersonal. Prerequisites: none	4 (TR)
Lower Division - Humanities - General Education	Approaches to Studying Religions	The course objective is to demonstrate understanding of the basic concepts integral to the study of religion and apply the concepts in real world situations; analyze key components of religions as they apply to a range of different belief systems; and examine the role of religion in modern society. Prerequisites: none	4 (TR)
Lower Division - Humanities - General Education	Introduction to Art History	The course objective is to gain mastery of the basic art history elements of the Western world from prehistoric to modern times; explore art exhibits, analyze buildings and architecture, and examine art in everyday life. Prerequisites: none	4 (TR)

Lower Division General Education – Math/Natural Science elective or required Algebra course	College Algebra	The course objective is to build mastery around linear, non-linear, and other mathematical functions that include algebraic, graphic, and numeric properties. The student will demonstrate the application of these concepts to real life scenarios. Prerequisites: none	4-5 (TR)
Lower Division - Math/ Natural Science - General Education	Human Biology <small>(This competency course is not available to students enrolled in any School of Nursing program, or to Illinois students.)</small>	The course objective is to introduce topics from the subject of human anatomy and physiology. Pathway topics include the molecular and cellular basis of life, genetics, organ systems, and the impact of nutrition and exercise on human health. Prerequisites: none	4 (TR)
Lower Division - Math/ Natural Science - General Education	Introduction to Statistics	The course objective is to gain mastery of the basic principles of statistics. Students will learn a variety of topics including statistical principles, research methodologies, data analysis, and hypothesis testing. The student will demonstrate the application of these topics in statistics to everyday situations. Prerequisites: none	4 (TR)
Lower Division - Social Science - General Education	Introduction to Psychology	The course objective is to familiarize with the basic principles of psychology and the scientific methods. Students study a variety of topics including the brain, learning and memory, personality, social influence, child and lifespan development, and psychopathology. Students will demonstrate the application of these psychology topics to everyday situations. Prerequisites: none	4 (TR)
Lower Division - Social Science - General Education	Introduction to Sociology	The course objective is to gain mastery of the basic principles of sociology. Students will learn a variety of topics including sociological theories, cultural deviance, social interaction, diversity, stratification, as well as education, technology, and health in modern society. Students will demonstrate the application of these topics in sociology to everyday situations. Prerequisites: none	4 (TR)
Lower Division - Social Science - General Education	Macroeconomics	The course objective is to introduce the student to the study of general economic principles such as supply and demand; gross domestic product; inflation; unemployment; fiscal policy; monetary policy interest rates; the exchange rate; and being able to formulate and assess macroeconomic policy suggestions. Prerequisites: none	4 (TR)
Lower Division - Social Science - General Education	Microeconomics	The course objective is to enable the student to explore the behavior of individual consumers and firms in the marketplace; evaluate decisions, both public and private, with an economic lens; and apply conceptual principles of microeconomics in practical ways to everyday life. Prerequisites: none	4 (TR)
<b>UPPER DIVISION</b>			
<b>Course Equivalent</b>	<b>Self-Paced Competency Course</b>	<b>Course Description</b>	<b>Transfer (TR) or Test-Out (TO) Credits</b>
Upper Division - Humanities - General Education	Art in the World and the Workplace	The course explores the roles of music, poetry, prose, and visual art in our modern workplace and home lives. Topics include the benefits of art in the home, community, and workplace. These include creativity, focus, happiness, networking opportunities, curiosity, idea-generation, reduction of stress, and increase of morale. The course is an historical perspective of the role and application of art, up to and including the 21st century. Prerequisites: none	4 (TO)



Upper Division - Humanities - General Education	Understanding Ourselves Through Physics: From Newton to your Cell Phone	This course tracks how we have understood ourselves and our world – including time, space, gravity, and our gadgets – as understanding of physics has evolved. Topics will include Newton’s “discovery” of gravity, Einstein and relativity, energy particles and waves, the atom and how we use it, Schrödinger’s cat, and modern technologies. Prerequisites: none	4 (TO)
Upper Division - Math - General Education	The Mathematics of Games	This course serves as an introduction to the mathematics of games. Math topics may include, but are not limited to, probability, combinatorics, and introductory game theory. Techniques and methods are developed through the examination and analysis of classic games and problems. This course also includes the study of applications of probability and game theory in both business and industry. Discussions include the use of utility theory to establish payoffs in real-world settings. Prerequisites: none	4 (TO)
Upper Division - Social Sciences - General Education	Sociology in a Digital World	This course examines how society’s structure adapts as densely populated cities grow and more crowds congregate and create data in cyberspace. Topics to be explored through a sociological lens include wikis, big data, the digital divide, online networking, the evolution of language, and deviance. Prerequisites: none	4 (TO)
Upper Division - Social Sciences - General Education	The Psychology of Social Media	This course examines psychology impacts when humans engage with peers through online networks for social and professional use. Benefits to be explored include networking, distance team building, access to global perspectives, and social media’s impact on Benedict Anderson’s “Imagined Communities”. Also explored will be the psychology of harmful online behaviors such as cyberbullying and trolling. Prerequisites: none	4 (TO)

COMPETENCY COURSE TRANSFER POLICY

- Credit for successfully completed competency courses at Rasmussen College will appear as a credit by examination (TO) grade on a transcript. Competency course credits awarded through credit by examination (TO) may not be transferable to another institution.
  - Credit for successfully completed competency courses that have been approved by the American Council on Education (ACE) will appear as a transfer of credit (TR) on a transcript.
  - The decision to accept transfer credits is always at the discretion of the receiving institution.
  - Credits earned through competency courses count toward the transfer maximum.
  - Credits earned through competency courses will count toward earned credits.
- \*The American Council on Education's College Credit Recommendation Service (ACE Credit®) has evaluated and recommended college credit for each of the Sophia Pathways for College Credit online courses which are offered through Rasmussen College in programs with a Flex Choice option.

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**COURSE DESCRIPTIONS**

Add the following:

**A220 Principles of Financial Accounting for Managers**  
**40 hours, 4 credits**

This course introduces financial accounting concepts as they relate to decision making by business managers. A comprehensive study of the financial statements is the main focus as well as statement analysis, earnings quality, ethical presentation, and internal controls of business functions. Students will also have the opportunity to prepare a master budget with individual budget components for a manufacturer.

Prerequisite: none

**B288 Introduction to Business Analysis and Intelligence**  
**40 hours, 4 credits**

This course will differentiate Business Intelligence and Business Analytics and how each function is important to the management of business operations. Students will analyze methods of data retrieval, discuss the importance of data mining and ethical business analysis, and explain business data findings and trends when making sound business decisions.

Prerequisite: none

**B279 Introduction to Functional and Project Management**  
**40 hours, 4 credits**

This course examines various management roles and how they interrelate within organizations by analyzing the daily tasks and responsibilities within each management role. The course compares how divisional managers lead teams, investigates cross functional team relations and discusses the importance of developing project management skills within various management disciplines.

Prerequisite: none

**B362 Business Project Management**  
**40 hours, 4 credits**

This course provides students with the essential elements and foundational standards used to manage projects, programs and portfolios in any organization. Students will develop project scope and scheduling skills as well as assess program bidding and proposal processes. They will evaluate the impact of scope definition, and explore how to manage teams, expectations and project stakeholders.

Prerequisite: none

**B312 Business Research and Analysis**  
**40 hours, 4 credits**

Students will develop research strategy and problem solving skills used for business analysis. They will examine the use of qualitative and quantitative research methodology and develop professional writing skills for presenting research findings. They will experience using various research methods such as surveys, business

research proposals, and dashboards. This course includes educational resources from Harvard Business Publishing.

Prerequisite: none

**B406 Business Law and Ethical Behavior**  
**30 hours, 3 credits**

This course reviews fundamental principles of law applicable to business transactions, and provides an overview of ethical concerns that arise in the world of business. Students will apply the basic principles of contract law, partnerships, and agency relationships to business activities. Public and private law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course.

Prerequisite: none

**BMS 1550 Patient Care Skills I**  
**40 hours, 3 credits**

***BMS 1550 Lecture (20 hours, 2 credits)***

***BMS 1550L Lab (20 hours, 1 credit)***

This course introduces the student to the role of the patient care technician in healthcare. The student is introduced to the patient care process, therapeutic communication, and universal precautions. Students will develop the skills to provide comfort, safety, and security for patients. Topics include patient care health promotion techniques, patient rights, and legal issues related to the management of medical information and documentation.

Prerequisites: None

**BMS 2550 Patient Care Skills II**  
**70 hours, 5 credits**

***BMS 2550 Lecture (30 hours, 2 credits)***

***BMS 2550L Lab (40 hours, 3 credits)***

In this course students will apply patient care technician techniques and develop skills for data collection and interpretation as they relate to mobility and patient care needs. Students will also apply therapeutic communication techniques and learn how to protect patient rights while communicating with various healthcare teams and patient advocates.

Prerequisites: Patient Care Skills I

**BSC 2346 Human Anatomy and Physiology I**  
**60 hours, 5 credits**

***BSC 2346 Lecture (40 hours, 4 credits)***

***BSC 2346L Lab (20 hours, 1 credit)***

In this course students will begin their study of the structure and function of the human body. They will examine topics including basic chemistry and cell biology, tissues, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body, and will learn medical terminology. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.

Pre or Co-requisite: Structure and Function of the Human Body

**BSC 2347 Human Anatomy and Physiology II****60 hours, 5 credits*****BSC 2347 Lecture (40 hours, 4 credits)******BSC 2347L Lab (20 hours, 1 credit)***

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

**DEP 2004 Human Growth and Development****40 hours, 4 credits**

This course consists of the study of the development of the individual throughout the life cycle, including child, adolescent and adult patterns of behavior with attention to physical, intellectual, cognitive, personality, and social development.

Prerequisites: None

**G310 Advanced Statistics and Analytics****40 hours, 4 credits**

In this course students will be introduced to statistical methods used for predictive analytics. They will continue to build on their previous statistics knowledge while strengthening their abilities to analyze and solve real-life problems using statistical methods. Topics may include, but are not limited to, estimation, hypothesis testing, correlation and regression, chi-square tests, and analysis of variance.

Prerequisite: College-level statistics or mathematics

**HIM 1507 Medical Billing and Insurance****40 hours, 3 credits**

In this course, students will develop knowledge of different components of medical insurance and billing. They will learn skills associated with claim form preparation, processing and submission in addition to an introduction to medical coding. Topics include medical insurance and billing tasks healthcare systems, programs, and commercial insurance plans within healthcare environments.

Prerequisites: None

**HSA 1022 Foundations of Medical Administration****40 hours, 4 credits**

This course will explore the scope and dynamics of a career in medical administration and the skills necessary to be successful both in the Medical Administrative Assistant program and profession. This course will emphasize

professionalism, communication, and medical terminology. The importance of maintaining patient privacy and handling patient situations ethically and professionally will be developed.

Prerequisite: Pre/Co-req: Medical Terminology

**HSA 1050 Customer Service in Healthcare****10 hours, 1 credit**

This will prepare students to deliver outstanding customer service in a healthcare setting by providing them with an understanding of the factors that influence the perceptions of external and internal customers. Topics covered in this course include; the psychology of patients, customer service in a diverse world, listening skills and effective communication techniques.

Prerequisites: None

**HSA 1146 Technology Today for Medical Administration**  
**40 hours, 3 credits**

In this course, students will learn how to utilize computer software to register patients, record accurate patient information, and enter insurance information into the Electronic Health Record (EHR). Topics will include managing code diagnoses and procedures for reimbursement using the tools in the EHR. Students will also learn the essential skills needed to work with the patient schedule by scheduling appointments, cancelling appointments, and tracking patients. This course will also cover patient privacy and data security.

Prerequisite: Medical Terminology; Foundations of Medical Administration

**HSA 1683 Exploring Healthcare Systems****30 hours, 3 credits**

This course provides an overview of healthcare systems and the changing landscape of healthcare access. Topics include analyzing professional specialties, insurance trends and changing roles within medical administration. Students will also apply skills towards working with diverse populations.

Prerequisite: Foundations of Medical Administration

**HSA 2117 U.S. 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.

Prerequisites: None

**HSA 2264 Administrative Medical Assistant Practices****30 Hours, 3 Credits**

The Administrative Medical Assistant course is designed to educate students on legal & ethical responsibilities, the importance of critical thinking, intrapersonal and communication skills, office policies, maintenance of office equipment, organization, confidentiality, insurance information, government issued policies and acts, documentation as well as functionality and maintenance of paper and electronic medical records. The students will demonstrate competency of basic computer systems, applications, coding, documentation, legal and ethical responsibilities, customer service skills as well as communication skills throughout the course in various structures such as exams, case scenarios or hands on demonstrations.

Prerequisite: None

**HSA 2851 Practice and Professionalism in Healthcare  
30 hours, 3 credits**

In this course, students will practice and develop skills in professionalism specific to the healthcare field. Students will understand and identify the importance of patient support services and will analyze ways provide comprehensive service to patients. Students will be able to identify methods for practicing effective customer service in medical environments including applying knowledge in confidentiality and health information privacy. Topics include examining possible opportunities for career advancement and growth within the field.

Prerequisite: Foundations of Medical Administration;  
Last/2nd last quarter

**HSA 2918 Healthcare Administrative Office Procedures  
30 hours, 3 credits**

This course will provide an overview of the administrative tasks that occur in the front office of a medical facility. Topics covered include telephone skills, applications of the electronic health record (EHR), creating and maintaining medical records, and basic business and bookkeeping skills.

Prerequisite: None

**HSC 1531 Medical Terminology  
40 hours, 4 credits**

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

Prerequisite: none

**HSC 2641 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

**MEA 1243 Pharmacology for the Allied Health  
Professional**

40 hours, 4 credits

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

**MEA 2203 Pathophysiology  
50 Hours, 5 credits**

Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems.

Prerequisite: Human Anatomy and Physiology I or  
Structure and Function of the Human Body

**MEA 1350 Fundamentals in Clinical Techniques  
100 Hours, 6 Credits**

**MEA 1350 Lecture (20 hours, 2 credits)**

**MEA 1350L Lab (80 hours, 4 credits)**

In this course, students will begin to develop and apply skills in injections, phlebotomy, and basic vital signs. They will begin to understand reasoning and sequencing of immunizations, basic lab functions, and applied lab skills as well as learn basic CPR. In addition, students will recognize proper techniques in providing efficient patient care within a clinical setting and applied knowledge of basic laboratory coding.

Prerequisite: None

**MEA 1460 Clinical Laboratory Applications & Diagnostic  
Procedures I**

100 hours, 6 credits

**MEA 1460 Lecture (20 hours, 2 credits)**

**MEA 1460L Lab (80 hours, 4 credits)**

In this course, students will begin to develop and apply learned patient care assessment, procedures, diagnosis, and treatments within clinical departments to include Internal Medicine, Geriatrics, Pediatrics, Urology, Cardiology, Endocrinology, Special Needs and Disability patient care. In addition, students will recognize proper assessment and utilize basic skills in working with patients

dealing with a terminal illness in addition to identifying the psychological states of death or dying. In this course, students will also learn basic procedural coding, where applicable.

Prerequisite: Fundamentals in Clinical Techniques, Medical Terminology, and Structure and Function of the Human Body

**MEA 1570 Clinical Laboratory Applications & Diagnostic Procedures II**

**100 hours, 6 credits**

**MEA 1570 Lecture (20 hours, 2 credits)**

**MEA 1570L Lab (80 hours, 4 credits)**

In this course, students will begin to develop and apply learned applied skills and procedure technique within Pulmonary, Audiology, and Ophthalmology. Students will also learn patient care assessment, procedures, and applicable tests within Women's Health, the importance of good nutrition in conjunction with an understanding of common eating disorders. In addition, students will learn to work with common injuries and treatment of Orthopedics. Students will gain overall knowledge within various clinical department settings.

Prerequisite: Fundamentals in Clinical Techniques, Medical Terminology, and Structure and Function of the Human Body

Pre- or Corequisite: Clinical Laboratory Applications & Diagnostic Procedures I

**MEA 2895 Medical Assistant Experiential Externship**

**200 hours, 6 credits**

In conjunction with a Medical Assisting Capstone, students will complete 200 hours of a Medical Assisting training experience in a physician's office/clinic or medical center. While on the clinical site, the extern will perform medical assisting job duties in both the front-office administrative and the back-office clinical areas, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked.

Prerequisite: Successful completion of all Medical Assisting core courses except Career Development and Seminar courses

Co-requisite: Medical Assisting Capstone

**MEA 2976 Medical Assisting Professional Externship**

**260 hours, 6 credits**

In conjunction with the Medical Assisting Capstone course, students will train in a physician's office/clinic or medical center. They will complete 240 hours of Medical Assistant training where they will perform a wide variety of clinical, administrative and technical duties. They will develop their skills to better prepare them for their future employment in the Medical Assisting field. Under no circumstances will the student receive any form of compensation for the hours they work.

Prerequisite: Successful completion of all Medical Assisting core courses except Career Development and Seminar courses

Co-requisite: Medical Assisting Capstone

**MLT 1325 Phlebotomy**

**40 hours, 3 credits**

**MLT 1325 Lecture (20 hours, 2 credits)**

**MLT 1325L Lab (20 hours, 1 credit)**

In this course, students will learn the skills to perform a variety of blood collection methods using proper techniques and universal precautions. This course will emphasize proper patient identification and applying the principles of safety and infection control. The student laboratory setting will provide an opportunity to perform basic phlebotomy procedures.

Prerequisites: None

**NUR 1172 Nutritional Principles in Nursing**

**40 hours, 4 credits**

This course introduces the student to the chemical processes that occur on a cellular level related to nutrient intake and digestion. Emphasis is placed on the concept of Metabolism and the body's ability to meet basic health and wellness needs as it pertains to a diverse set of clients across the life span. Students will be introduced to basic physiological concepts and are encouraged to explore Clinical and Nursing Judgment, Education and Health Promotion, and Motivational Wellness. Special emphasis is placed on Growth and Development, Cellular Regulation, and clinical nutrition in order to prepare the student to critically apply these principles throughout the nursing program in the form of knowledge, skills, and attitudes.

Prerequisite: Admission to a Nursing Program

**PT240 Unit Dose and Medication Preparation**

**40 hours, 3 credits**

In this course, the student will apply knowledge of medication charts and pharmacy math to correctly dispense and chart delivery of patient medications. Emphasis is on correctly filling orders with correct drug, dosage, and frequency. The course will stress aseptic techniques and the maintenance of sterile conditions. The student will learn to read an IV label, select appropriate additives and base solutions, and properly prepare the prescribed IV compound.

Prerequisites: Introduction to Pharmacy; Pharmacy Math and Dosages

**PTN 1009 Foundations of Pharmacy Practice**

**40 hours, 4 credits**

This course serves as an introduction to the history and origins of the practice of pharmacy and the role of a Pharmacy technician. This course will also provide an overview of pharmacy laws and safety guidelines, compounding equipment, billing procedures, mathematical equations, types of medication, and routes

of administration. Application of pharmacy terminology and abbreviations will be covered.

Pre- or Co-requisite: Medical Terminology

**PTN 1146 Pharmacy Calculations****40 hours, 4 credits**

This course provides the calculations necessary to be a successful member of the pharmacy team. Students will learn how to calculate dosages that meet the safety laws and regulations of the practice of pharmacy. Students will also be prepared to calculate measurements, conversions, rations, and dilutions.

Prerequisite: Foundations of Pharmacy Practice

**PTN 1237 Pharmacology for Technicians****40 hours, 4 credits**

This course will provide students with the knowledge of common drugs, classifications, and their impact on various body systems. Topics covered include routes of administration, medication preparations and supplies, basic math calculations, and therapeutic uses for common prescription and non-prescription pharmaceutical agents. Students will study the processes involved with reviewing patient medication orders and will learn about the various equipment used to administer pharmaceutical agents.

Prerequisite: Medical Terminology; Pre- or co-requisite: Structure and Function of the Human Body

**PTN 1454 Sterile and Non-Sterile Compounding****30 hours, 2 credits**

The student will learn to prepare sterile and non-sterile compounds. In this course the students will apply pharmacy math skills to calculate the dose necessary to compound sterile and non-sterile products. Emphasis will be placed on proper aseptic technique, compounding non-sterile products, identifying compounding supplies, handling of chemotherapy and biological agents, compounding of total parenteral nutrition (TPNs), and interpreting and labeling of compounded medication orders.

Prerequisite: Pharmacy Calculations; Pre- or co-requisite: Pharmacology for Technicians

**PTN 2050 Pharmacy Technician Capstone****30 hours, 3 credits**

This course is an overview of all pharmacy technician program courses and concepts, with an emphasis on the reviewing and preparation of materials which comprise the Pharmacy Technician Certification Board examination.

Prerequisite: Last/2nd last quarter

**PTN 2873 Pharmacy Retail Practicum****60 hours, 2 credits**

Students will apply the knowledge gained from the program in a workplace setting. They will be able to provide high quality customer service by utilizing learned communication skills and will gain experience working as a team member within the field of pharmacy. They will

apply technical skills learned in the classroom, including but not limited to inventory management, automation, billing procedures, medication preparation, and dosage calculations. They will learn to operate the necessary equipment and software for processing medications and will be able to observe all safety procedures applied in the pharmacy setting.

Prerequisite: Last term

**PTN 2915 Pharmacy Virtual Practicum****60 hours, 2 credits**

Students will apply the knowledge gained from the program in a workplace setting. They will be able to provide high quality customer service by utilizing learned communication skills and will gain experience working as a team member within the field of pharmacy. They will apply technical skills learned in the classroom, including but not limited to inventory management, automation, billing procedures, medication preparation, and dosage calculations. They will learn to operate the necessary equipment and software for processing medications and will be able to observe all safety procedures applied in the pharmacy setting.

Prerequisite: Last term

**STA 1625 Essential Statistics and Analytics****40 hours, 4 credits**

In this course students will be introduced to descriptive analytics. They 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, and sampling distributions.

Prerequisite: Satisfactory score on placement exam or passing grade in B087 Practical Math

**STS 1005C Fundamentals of Surgical Technology****70 hours, 4 credits**

This course will orient the student to surgical technology and prepare them for scrub and circulator duties as well as Surgical Procedures I, and Surgical Practicum I and II. Topics include standards of conduct, special populations, safety standards, equipment, biomedical science, asepsis and sterile technique, anesthesia, surgical supplies and instrumentation.

Prerequisites: Medical Terminology; Introduction to Human Biology Pre or Co-requisite: Human Anatomy and Physiology I

**STS 1186C Surgical Procedures I****70 hours, 4 credits**

This course will expand on the duties and responsibilities as the role of scrub or STSR and circulator in the field of surgical technology. Areas explored and applied in this course include wound healing, surgical case management, instrumentation, diagnostic procedures, and an

introduction to general surgery and the scrub role. This course is a preparatory class for Surgical Procedures II.  
Prerequisite: Fundamentals of Surgical Technology

**STS 1260 Surgical Pharmacology**

**20 hours, 2 credits**

Students in this course will demonstrate an understanding of pharmacology and anesthesia concepts and their applications related to the field of surgical technology. They will study anesthesia methods, agents, and techniques of administration. They will also be able to define terminology related to pharmacology, identify medications used on surgical patients, and describe safe practices of medication handling in the surgical environment.

Prerequisites: Medical Terminology; Introduction to Human Biology Pre or Co-requisite: Fundamentals of Surgical Technology

**STS 1347 Surgical Microbiology**

**20 hours, 2 credits**

This course has been designed to educate the student in the treatment of the disease-causing organisms that may present with a surgical patient or develop post-surgery as an acquired infection. This course specifically addresses the needs of the surgical technologist in maintaining aseptic techniques and caring for surgical patients before, during, and after surgery.

Prerequisites: Medical Terminology; Human Anatomy and Physiology I

**STS 2080C Surgical Procedures II**

**70 hours, 4 credits**

This course further expands upon the duties and responsibilities as the role of scrub in the field of surgical technology. Surgical areas explored and applied in this course include obstetrics/ gynecology, ophthalmic, otorhinolaryngologic, maxillofacial, plastic and reconstructive. This course is a preparatory class for Surgical Procedures III and Surgical Practicum I and II.

Prerequisite: Surgical Procedures I

**STS 2180C Surgical Procedures III**

**70 hours, 4 credits**

This course will expand on the duties and responsibilities as the role of scrub in the field of surgical technology.

Surgical areas explored and applied in this course include, genitourinary, orthopedic, cardiothoracic, peripheral vascular, and neurosurgery. This course is a preparatory class for Surgical Practicum I and II.

Prerequisite: Surgical Procedures II

**STS 2304 Surgical Tech Practicum I**

**250 hours, 8 credits**

This course is designed to provide the student with a clinical experience that includes a solid introduction to the operating room, and to scrub and circulating routines. This

course functions to expand and apply knowledge gained in the Surgical Procedures courses. One of the assumptions of this curriculum is that the student who has passed the Clinical Readiness portion of the program will be ready to apply knowledge by scrubbing and circulating in a supervised setting beginning Week 1 of this course.  
Prerequisite: Successful completion of all ST core courses except Surgical Tech Practicum II, Career Development and Seminar courses

**STS 2305 Surgical Tech Practicum II**

**250 hours, 8 credits**

This course is designed to provide the student with a clinical experience that includes a solid introduction to the operating room, and to scrub and circulating routines. This course functions to expand and apply knowledge gained in the Surgical Procedures courses and the Surgical Tech Practicum I clinical experience.

One of the assumptions of this curriculum is that the student who has passed Surgical Practicum I will continue to apply knowledge by scrubbing and circulating in a supervised setting beginning Week 1 of this course.

Prerequisite: Surgical Tech Practicum I

**Course Descriptions**

**B230 Principles of Finance (pg. 32)**

Change the prerequisite to "none"

**EC110 Early Childhood Education Curriculum and Instruction**

Change prerequisite statement to:

Pre- or Co-requisite: Foundations of Child Development

**EC121 Health, Safety, and Nutrition/CDA Application**

Change prerequisite statement to:

Prerequisite: Early Childhood Education Curriculum and Instruction

**EC200 Observation and Assessment in Early Childhood Education**

Change prerequisite statement to:

Prerequisite: Early Childhood Education Curriculum and Instruction

**EC210 Infant and Toddler Development**

Change prerequisite statement to:

Prerequisite: Foundations of Child Development

**EC211 Dynamics of the Family**

Change prerequisite statement to:

Prerequisite: Foundations of Child Development

**EC212 Emerging Literacy Through Children's Literature**

Change prerequisite statement to:

Prerequisite: Foundations of Child Development

**EC225 Parent Education and Support**

Change prerequisite statement to:

Prerequisite: Foundations of Child Development

**EC230 Guiding Children's Behavior**

Change prerequisite statement to:

Prerequisite: Foundations of Child Development

**EC231 Family Resource Management**

Change prerequisite statement to:

Prerequisite: Foundations of Child Development

**EC232 Child and Family Advocacy**

Change prerequisite statement to:

Prerequisite: Foundations of Child Development

**EC240 Introduction to English Language Learners**

Change prerequisite statement to:

Prerequisite: Foundations of Child Development

**EC241 Language and Literacy Acquisition**

Change prerequisite statement to:

Prerequisite: Foundations of Child Development

**EC242 Involving Parents of English Language Learners**

Change prerequisite statement to:

Prerequisite: Foundations of Child Development

**EC243 Curriculum and Instruction for English Language Learners**

Change prerequisite statement to:

Prerequisite: Early Childhood Education Curriculum and Instruction

**EC250 Advocating for Children with Special Needs**

Change prerequisite statement to:

Prerequisite: Foundations of Child Development

**EC251 The Inclusive Classroom**

Change prerequisite statement to:

Prerequisite: Foundations of Child Development

**EC252 The Exceptional Child**

Change prerequisite statement to:

Prerequisite: Foundations of Child Development

**EC253 Curriculum and Instruction for Children with Special Needs**

Change prerequisite statement to:

Prerequisite: Early Childhood Education Curriculum and Instruction

**EC295 Summative Assessment in Early Childhood Education**

Change prerequisite statement to:

Prerequisite: students in their last or second-to-last quarter

**Course Descriptions (pg.42)**

Delete the respective existing course description heading and replace with the following:

**MA278 Human Anatomy and Physiology I**

**60 hours, 5 credits**

**MA278 Lecture (40 hours, 4 credits)**

**MA278L Lab (20 hours, 1 credit)**

**Course Descriptions (pg. 49)**

Delete the prerequisite for N480 Senior Computer Science Capstone and replace with the following:

Prerequisite: Students must be in their last or second-to-last quarter before graduation

**Course Descriptions:**

Delete the course description for EC121 and replace with the following:

**EEC 1735 Health, Safety, and Nutrition/CDA Application  
40 hours, 4 credits**

This course examines the role of early childhood professionals working in the field via the policies and procedures governed by the state. Students will learn guidelines for establishing safe environments. They will also learn strategies for implementing health policies, controlling disease, establishing proper nutrition, and responding to children's special health concerns. Students will explore the Child Development Associate Degree (CDA) standards and application requirements and, if eligible, may apply for the CDA Credential at the completion of this course.

Prerequisite: Early Childhood Education Curriculum and Instruction



**ACADEMIC INFORMATION AND COLLEGE POLICIES****College Acceptance or Rejection of Application for Admission (pg. 52)**

Delete and replace the fifth bullet with the following:

- Successful completion of Rasmussen College Experience Course. All prospective students, except as noted below, of Rasmussen College must successfully complete the College Experience Course with a cumulative score of 80% or higher in order to continue the enrollment process. Applicants who do not successfully pass the College Experience Course with a score of 80% or higher on the first attempt will be allowed one additional opportunity to re-take the course within one calendar year from the start of the applicant's first attempt. A third and final attempt may be granted based on two conditions: 1) one year has passed since the original first attempt; 2) written request is submitted by the applicant. The following applicants are exempt from the College Experience Course requirement: graduates of Rasmussen College within the last two years, students who successfully completed the Child Development Associate preparation program (CDA) within six months of enrolling into a program; applicants accepted into Surgical Technologist, Medical Laboratory Technician, Law Enforcement Skills, Law Enforcement Academic and Law Enforcement AAS, Nursing, Flex Choice or AcceleratED programs, Early Honors program and Individual Progress and Audit students as well as reentering students who have already successfully completed the College Experience Course.

**Re-Enter Policy (pg. 53)**

Delete and replace the entire policy with the following:

**Re-Enter Policy**

Students may re-enroll in certificate or diploma programs one time, Associate's degree programs two times, and Bachelor's degree programs up to four times, unless the Dean or Campus Director, determines that mitigating circumstances exist. A re-enter is defined as any student who withdraws from all courses after the course drop period in any term and returns in a subsequent quarter. A student will not be considered for re-entry in the same quarter in which he or she withdrew. Re-entering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. For the calculation of Satisfactory Academic Progress, re-entering students are treated as continuing students and must meet progress requirements. All reentering 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 outlined in the current catalog before being accepted into the College as a re-enter.

Determination of whether a student is eligible to re-enroll is based on the criteria below. A student will be allowed to start the enrollment process and re-enter if the student meets the following criteria: all other enrollment qualifications are met at the time of reentry; the student is in good academic standing as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of the most recent withdrawal; the student has no outstanding balance owed to the College; and the student has successfully completed any required Developmental Education writing courses or placed into Reading and Writing Strategies previously or through re-test, and has a previous clear background check.

A re-entry process will be initiated for a student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of previous withdrawal from the College or re-entry request and/or re-entry request and/or has an outstanding balance with the College or has not met the Developmental Education course requirements at the time of the request. As part of the re-entry process the student will be required to participate in Project Rally following the Re-entry Process Guidelines. The re-entry request will either be approved or denied based on a review of the student's current academic standing at the time of withdrawal, financial status and completion of online learning tools within Project Rally.

A complete description and the requirements of the re-entry application process are available through the Program Managers.

Students in Health Sciences programs who wish to re-enter into select School of Health Sciences programs must complete a programmatic assessment in order to determine an appropriate level of re-entry. These students will be allowed to re-enter at the appropriate level in a current program if a space in the program is available.

Students who wish to re-enter into a Nursing program must complete a programmatic assessment in order to determine an appropriate level of re-entry. Nursing students will have their previously completed Nursing core courses as designated by course prefix (NU, NUR, PN, PRN, HUN) assessed against the current program to determine which will be applied to the program into which they are enrolling, all previously completed general education courses will be applied as required in the program. Rasmussen College will allow the student to re-enter at the appropriate level in a current program if a space in the program is available and all other re-entry requirements are met.

**Background Checks (pg. 53)**

Add the following after the second set of bullets, immediately before the section regarding the Minnesota Bureau of Criminal Apprehension background check:

At the Moorhead, Minnesota Campus, the following programs require a general background check in addition to the Minnesota Department of Human Services background check for admission:

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

**Admission Requirements (pg. 54)**

Insert the following section immediately after the “Immunization Requirements” section:

**Early Childhood Education Associate’s Degree Flex Choice Completer Option**

Current employees of Knowledge Universe or Bright Horizons Family Solutions are eligible for acceptance into the Early Childhood Education Associate’s Degree Flex Choice Completer Option. Acceptance requires proof of current employment (via pay stub) at either Knowledge Universe or Bright Horizons Family Solutions, and also evidence of one of the following: (1) current Child Development Associate Credential (CDA Credential) granted by the Council for Professional Recognition; (2) current Florida Child Care Professional Credential (FCCPC); or (3) a transcript proving 12 successfully completed college-level credits (indicating a grade of C or higher) completed at a regionally or nationally accredited institution of higher learning recognized by the U.S. Department of Education and either the Council on Higher Education Accreditation (CHEA) or the American Council on Education. Prior transcripts will be evaluated on a course by course basis to determine transfer of credit eligibility. Students enrolled in the Early Childhood Education Associate’s Degree Flex Choice Completer Option will be enrolled through the National Online campus and scheduled in Track II (reflections).

**School of Nursing and the School of Health Science Entrance Exam (pg. 54)**

Delete and replace the entire section with the following:

**School of Nursing and the School of Health Science Entrance Exam**

Applicants who have successfully completed College entrance placement requirements for the College will be given access by admissions to the online registration process for the School of Health Sciences and School of Nursing Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a School

of Health Science or School of Nursing program of study for which they qualify. Applicants not meeting the exam score requirement determined by Rasmussen College at its sole discretion upon first attempt may register for one additional attempt, but are encouraged to enroll in the Health Sciences Associate of Science Degree (HSAS). Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing or to the Medical Laboratory Technician (MLT) or Surgical Technologist (ST) program. Alternatively they may enroll in the HSAS, as the coursework allows for one qualified attempt in week nine of the first quarter of the program; this attempt may qualify as an allowed third attempt in a calendar year for the School of Nursing or School of Health Sciences MLT or ST programmatic qualification. Applicants who have previously taken the entrance exam within the past twelve months for admission to another institution may, at their own expense, have the results transferred to Rasmussen College. Transferred scores will be verified by the Dean of Nursing and/or Academic Dean and will count as one of the two attempts allowed in a 12 month period. Any entrance exam results dated more than 12 months prior to application to Rasmussen College will not be considered.

Current students in other programs wishing to transfer into a course of study requiring the admissions standards outlined above will be required to take or retake the Entrance Exam according to test/re-test limitations and must meet the following composite score threshold(s).

- TEAS Score for admissions eligibility for Associate Degree Nursing (ADN) program and Mobility Bridge Entrance Option: 65% or higher composite score
- TEAS Score for admissions eligibility for Practical Nursing Diploma program: 55% or higher composite score
- TEAS Score for admissions eligibility for MLT or ST programs: 48.5% or higher composite score

**Applying for Admission to the School of Health Sciences Associate’s Phlebotomy Specialization Degree or Certificate (pg. 54)**

Delete and replace the entire section and its heading with the following:

**Applying for Admission to the School of Health Sciences Associate’s Degree and Certificates**

In addition to the College entrance requirements, applicants pursuing admittance into the Health Sciences Associate’s Degree Phlebotomy Specialization or Phlebotomy Certificate must complete the following prior to being deemed eligible for admission:

- The student will be required to have current Basic Life Saving & Cardio Pulmonary Resuscitation Certification with Defibrillator (BLS - CPR with Defibrillator). The certificate must have been issued by either the American Heart

Association Healthcare Professionals or  
American Red Cross Professional Rescuers.

For students enrolled in Minnesota or placed in Minnesota practicum sites, the following applies to School of Health Sciences Associate's Degree and Certificates:

- Minnesota campus applicants to this program must successfully complete and pass a Minnesota Department of Human Services background check.

All other School of Health Sciences Associate's Degree specializations and Certificates with a Practicum component at a hospital or clinical site may require the following:

- Prior to the student beginning their externship, the full three injection series of the Hepatitis B immunization and all other program required immunizations must be completed.

**Applying for Admission to the School of Health Sciences Associate's General Specialization Degree (pg. 54)**

Delete this entire section.

**Applying for Admission to the Medical Assisting Diploma (pg. 54)**

Add the following heading and section immediately after the section entitled "Applying for Admission to the School of Health Sciences Associate's Degree and Certificates":

**Applying for Admission to the Medical Assisting Diploma**

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

**Entrance Requirements for Associate's Degrees with the Flex Choice Option (pg. 55)**

Add the following section immediately before "Rasmussen College Early Honors Program":

Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively, applicants providing a college transcript\* indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete Entrance Placement Examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this

proficiency. Students who have not completed a college-level English course are required to complete the Reading and Writing sections of the placement examination.

Students who have not completed a college-level Math course are required to complete the Math portion of the placement examination.

Applicants must complete the online orientation course prior to starting in a program with a Flex Choice option. Students enrolled in the Flex Choice Option take a minimum of two faculty-led courses per term and gain access to a library of self-paced courses that are available to them at no additional charge. Faculty-led courses are delivered in an 11-week or 5.5-week format. Students may choose to take self-paced competency courses as they apply to their program requirements. The self-paced courses are optional, and students can complete this degree without completing any self-paced courses. If self-paced courses are selected, they must be taken alongside other faculty-led courses and be completed within 60 days of accessing the course.

\* Official and unofficial transcripts and grade reports for courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be accepted. Students who require Developmental Education coursework may be eligible for a program with a Flex Choice option. Interested students must have completed a minimum of seven credits of college-level (non-developmental) coursework at Rasmussen College and have a cumulative grade point average of at least 3.0 for the program with a Flex Choice option. Active Rasmussen College students are eligible to enroll in a program with a Flex Choice option upon achieving a 3.0 cumulative GPA for the program of enrollment. For students who want to transfer into a program with a Flex Choice option from another Rasmussen College program or reenter into a program with a Flex Choice option the following apply:

- Interested students must have completed all required developmental education coursework as determined by entrance placement examinations, if appropriate
- Interested students must have completed a minimum of seven credits of college-level (non-developmental) coursework at Rasmussen College and have a cumulative grade point average of at least 3.0 for the program with a Flex Choice option.
- Interested students must have all transcripts for previously completed coursework evaluated for transfer into the program desired and to

determine eligibility to transfer into the program.

- All programmatic entrance requirements must be met

### **Scholarship and Grant Programs (pg. 56)**

Delete and replace the entire Scholarship and Grant Programs section with the following:

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

#### **Early Honors Program**

Rasmussen College is proud to offer select high school juniors and seniors who have reached the minimum age of 16, 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.

#### **Discounts**

Students who meet qualifications for military, corporate or articulation discounts are eligible to receive a 10% reduction in per term tuition cost.

#### **Military Discount**

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

#### **Corporate Discount**

Some companies receive a tuition discount or grant from Rasmussen College for eligible employees. For the School of Education corporate partners, some employers require proof of employment, such as a pay stub, to initiate and maintain the tuition discount. Contact your campus for details.

#### **Articulation Discount**

Some students from institutions of higher learning with whom Rasmussen College has a signed articulation agreement receive a tuition discount. Contact your campus for details.

#### **Restrictions**

Students are eligible for only one of the following scholarship and grant programs at a time:

- Early Honors Program
- Military Discount
- Corporate Discount
- Articulation Agreements

Rasmussen College and its agents assume no responsibility for damages, losses, or injury resulting from acceptance or use of the scholarship award. Taxes and fees, if any, are the sole responsibility of the recipient.

#### **Employer Tuition Reimbursement**

Many employers today offer tuition reimbursement to their employees earning a degree. Whether it's full reimbursement or partial, we want to make using your tuition reimbursement plan as seamless as possible so you can reduce the cost of your education, as well as potentially reduce the amount of loans required to fund your degree. To take advantage of tuition reimbursement, check with your employer about what tuition reimbursement options may be available to you. Then contact your Program Manager to discuss your tuition reimbursement options.

#### **High School Professional Program**

Rasmussen College waives tuition for High School Teachers and Counselors who meet the required criteria. This program is only available to teachers and counselors who are employed at a high school (grades 9-12) in Minnesota, North Dakota, Florida, Illinois, Kansas, and Wisconsin. Current status as a high school professional will be verified by Rasmussen College prior to the initial start of any course. Attendance is required at an orientation, which must be completed prior to the start date of the professional's first course. Offer is limited to one course, per quarter, per high school professional. A maximum of 50 seats in online courses will be made available to high school teachers and counselors each quarter. There is no maximum on cumulative number of classes that may be taken. 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.

High School Professional Program participants are responsible for the course resources fee for each course taken. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. High School Professional Program participants electing to complete courses online will need to secure access to required hardware and software. The College will provide specific technology requirements information for each course. Grades will be recorded as audit grades with the student classified as an audit student.

Rasmussen College Academic Policies apply to participants in the High School Professional Program.

#### **Seminar Course Grading (pg. 57)**

Delete and replace number two with the following:

2. Students are to complete and submit the components of their Graduate Achievement Portfolio (GAP), a general education skills assessment, as assigned in the appropriate seminar or capstone courses designated for each program.

**Nursing Programs Grade Scale (pg.58)**

Delete and replace the paragraph immediately after the A-F scale with the following:

Nursing core courses may contain a co-requisite lab component, co-requisite clinical learning component, or both in addition to the lecture component of a course. Satisfactory performance in the lecture component (score of 78% or higher) and a satisfactory assessment in the laboratory and/or clinical experience are required to earn a passing grade in the course. Failure to earn a satisfactory assessment in the laboratory and/or clinical component will result in failure of all components of the course. If a satisfactory assessment is achieved in the lab and/or clinical learning experience, courses with multiple components will receive a coordinated grade for each component equivalent to the earned grade in the lecture component.

**Repeating Courses Policy (pg. 58)**

Delete and replace the entire policy with the following:

**Repeating Courses Policy**

Students who are meeting Satisfactory Academic Progress may re-take courses up to three times, but only at regular tuition rates. Students repeating a course for a second or third time may count the credits for that course in a financial aid award calculation only if they earned a failing grade in all previous attempts of that course. Courses should be repeated in the next quarter in which it is offered. No course can be repeated within the same quarter in which it was most recently attempted.

If a student elects to repeat a course for which a grade above "F/FA" was earned, the credits are included in the financial aid award calculation only if the program requires a higher grade to be considered "passing" than what the student has previously earned. In this case if the student fails the previously passed course all future eligibility to receive financial aid for that course is discontinued. The credits for all repeated courses, along with the credits from prior attempts, will be included in credits attempted for the purposes of determining Satisfactory Academic Progress. The highest grade earned from a repeated course will be used in the calculation of the student's cumulative GPA. The student's GPA will be recalculated to reflect the highest letter grade. If more than one attempt results in the same letter grade, only the most recent one will be used in the calculation of GPA.

Students who fail a required course three times and have a cumulative grade point average of 2.0 or greater may be able to switch to another program that does not include

the course as a required part of the program curriculum without going through the program appeal process. Students who fail a course three times, and who cannot switch to another program as determined by the program change appeal process, will be terminated from the College. Those students cannot return to the College until they successfully complete an equivalent to the course elsewhere by earning a grade of C or higher or a grade of Pass and transferring it back in to Rasmussen College, in accordance with the transfer of credit requirements. In the case of credit transfer, an "F/FA" grade will be replaced by a "TR" and the student's GPA will be recalculated to reflect the transfer of credit. However, all of the course credits both failed and transferred, count in the student's Cumulative Completion Rate (CCR).

Developmental Education Courses may only be repeated one time. Students who fail a Developmental Education Courses a second time will be terminated from the College. All attempts of repeated courses, including the grades, remain on academic records and transcripts even though they may not be included in the GPA calculation. Students should be aware that graduate schools and other institutions to which they might wish to transfer may not accept repeats and may include all grades in calculating GPA for admission.

**School of Health Sciences Repeating Courses Policy (pg. 58)**

Add the following as a separate paragraph at the end this section:

Students enrolled in the Pathway to Clinical Care Seminar course or the Pathway to Patient Care Seminar course will have one opportunity to attempt the course regardless of grade (SX/UX/WD) earned.

**School of Nursing Incomplete Grade Policy and Policy for Change of Grade (pg.59)**

Delete and replace the entire section with the following:

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

**Professional Nursing (ADN) Program:**

In order for an Associate Degree Nursing program student to complete and receive a final passing grade in the programmatic coursework that delivers two proctored NCLEX Comprehensive Predictor Exams, the student must earn a 95% or higher probability on one of the two proctored 2013 Comprehensive Predictor Exams. All students are required to take the two exams. If the student is not successful in reaching the 95% predictor score, the student will receive an Extended Incomplete grade for the course, not to extend beyond the quarter following the initial two attempts of the proctored 2013 Comprehensive Predictor Exams. There are a maximum

number of five attempts allowed during the quarter of extended incomplete status in order to achieve a successful benchmark of 95% on the 2013 Comprehensive Predictor Exam. Students who achieve a predictor score of 95% or higher within five attempts by week 11 of the quarter of extended incomplete status will receive a grade change based upon the completion of all other assignments and exams within the course. If the student is not successful in meeting the benchmark of 95% during the quarter of extended incomplete status, the student will fail the course and be scheduled to repeat the failed course.

**Practical Nursing (PN) Program:**

In order for a Practical Nursing program student to complete and receive a final passing grade in the programmatic coursework that delivers two proctored NCLEX Comprehensive Predictor Exams, the student must earn a 92% or higher probability on one of the two proctored 2013 Comprehensive Predictor Exams. All students are required to take the two exams. If the student is not successful in reaching the 92% predictor score, the student will receive an Extended Incomplete grade for the course, not to extend beyond the quarter following the initial two attempts of the proctored 2013 Comprehensive Predictor Exams. There are a maximum number of five attempts allowed during the quarter of extended incomplete status in order to achieve a successful benchmark of 92% on the 2013 Comprehensive Predictor Exam. Students who achieve a predictor score of 92% or higher within five attempts by week 11 of the quarter of extended incomplete status will receive a grade change based upon the completion of all other assignments and exams within the course. If the student is not successful in meeting the benchmark of 92% during the quarter of extended incomplete status, the student will fail the course and be scheduled to repeat the failed course.

**Graduation Requirements (pg. 59)**

Delete and replace the second paragraph with the following:

Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.00 or higher to receive a Degree, Diploma, or Certificate with a passing grade in each area. Completion and submission of the components of the Graduate Achievement Portfolio (GAP), as assigned in the appropriate seminar or capstone courses designated for each program, is a graduation requirement. Students may be able to meet this requirement if they are enrolled in a program in which an electronic portfolio, which is designed to collect transferable general education skills artifacts, is included in the program capstone course. Required seminar or capstone courses are identified on the catalog pages for each program.

**Drop/Add Class Policy (pg. 59)**

Delete and replace the entire section with the following:

**Class Add Policy**

Students may add courses through the fifth business day for an 11-week course, and the second business day of Term 1 for a 5.5-week course, which is the close of the add period. When a student is taking 5.5-week courses in both Term 1 and Term 2 of a quarter, any courses added for the quarter must be added by the second business day of Term 1. Courses may be added through the second business day of Term 2 only when Term 2 is the student's first Term of attendance.

**Class Drop Policy**

Students may drop courses through the fifth business day for an 11-week course, and the fifth business day of Term 1 for a 5.5 week courses, which is the close of the drop period. When a student is taking 5.5 week courses in both Term 1 and Term 2 of a quarter, any courses dropped for the quarter must be dropped by fifth business day of Term 1. Courses may be dropped through the fifth business day of Term 2 only when Term 2 is the student's first Term of attendance.

Within the two-day Term 2 add period a student may be able to drop a course in Term 2 when a course can be added Term 2 that is the same credit value. The student will need work with their Advisor to determine if this is an option.

When a student notifies the College of withdrawal from a class on or before the close of the drop period, the class will be dropped without being recorded on the student's transcript and tuition will not be charged.

Business days are defined as Monday through Friday, excluding any College holidays.

**Course Withdrawals (pg. 60)**

Delete and replace the entire policy with the following:

**Course Withdrawal Policy**

Once the course drop period has passed the course withdrawal policy is applied. From the sixth through 30th business days for an 11-week course, and the third through 15th business days for a 5.5 week course, a student will receive a withdrawal grade on their transcript for any classes from which they have been withdrawn. 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 course drop period.

Following the 30th business day for an 11-week course and the 15th business day for a 5.5 week course, the student will receive a failing grade on their transcript for

any classes from which they have been withdrawn. 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 course drop period.

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

#### **Graduation Honors (pg. 60)**

Delete and replace the entire Graduation Honors section with the following:

#### **Graduation Honors**

Rasmussen College recognizes outstanding academic achievement by awarding honors to graduates who meet minimum qualifications. Certificate, Diploma, Associate's, and Bachelor's degree students who complete all graduation requirements and earn a cumulative grade point average of 3.50 or higher will graduate with honors, which will appear on their diploma and transcripts, and they will receive gold cords for the graduation ceremony as a symbol of this achievement. The following honors will be noted on the diplomas and transcripts of Bachelor's degree students:

Cum Laude: Bachelor's students who earn a cumulative grade point average of 3.50-3.669

Magna Cum Laude: Bachelor's students who earn a cumulative grade point average of 3.67-3.749

Summa Cum Laude: Bachelor's students who earn a cumulative grade point average of 3.75-4.00

#### **Course by Course Transfer (pg. 61)**

Delete and replace the eleventh bullet with the following:

- Transfer of credit for Medical Laboratory Technician and Surgical Technologist core courses (ML and ST prefixes) have a two (2) year time limit from time of course completion. Students who have completed similar course work that exceeds the two (2) year limit can test-out of the course with a 73% or greater score on a course assessment. All transfers or test-outs into the Medical Laboratory Technician and Surgical Technologist programs are based on program space availability.

#### **Block Transfer for Health Sciences Associate's Degree (pg. 62)**

Delete the entire policy and replace with the following two sections:

#### **Health Sciences Associate's Degree –Pharmacy Technician Specialization, Completer Block Transfer Policy**

A block transfer of 32 core credits may be allowed into the Health Science Associate's Degree –Pharmacy Technician Specialization if one of the following criteria is met by the student:

1. graduation from a Pharmacy Technician certificate or diploma program earned within the past 5 years from an accredited institution
2. completed a Pharmacy Technician education or training program accredited by either American Society of Health System Pharmacists (ASHP) or Accreditation Council of Pharmacy Education (ACPE) within the past 5 years

Students will need to complete 44 general education credits and E242 (Career Development), unless transferred on a course by course basis. When applying this policy, the transfer maximum is 67%.

#### **Health Sciences Associate's Degree – Medical Administrative Assistant Specialization, Completer Block Transfer Policy**

A block transfer of 32 core credits may be allowed into the Health Sciences Associate's Degree – Medical Administrative Assistant Specialization if the student graduated from a Medical Administration certificate or diploma program within the past 5 years from an accredited institution. Students will need to complete 44 general education credits and E242 (Career Development), unless transferred on a course by course basis. When applying this policy, the transfer maximum is 67%.

A block transfer of 55 credits may be allowed into the Health Sciences Associate's Degree – Medical Administrative Assistant Specialization for Rasmussen College graduates of the Medical Assisting Diploma program if it was earned within the past 5 years. Students will earn a block transfer of 38 credits to apply toward the Medical Administrative Assistant Certificate and 17 credits which includes a block transfer of Pharmacology for Allied Health Professionals, Pathophysiology, 4 credits of Humanities, and 4 credits of Math/Natural Science. When applying this policy, the transfer maximum is 67%.

#### **RN to Bachelor of Science Nursing (RN to BSN) Transfer Policy (pg.62)**

Delete and replace the entire section and its heading with the following:

#### **Rasmussen College Articulation Plan (Ras CAP)**

Applicants for the Rasmussen College RN to BSN program may be awarded up to a maximum of 113 proficiency credits in transfer. Applicants for this program who have a current unencumbered RN license in the U.S. and have successfully completed an Associate's degree in Nursing, and who satisfy all program admission requirements will

be awarded an articulation transfer equivalent to 113 credits toward this program.

Applicants who hold an unencumbered RN license in the U.S. without an Associate’s degree who satisfy all program admission requirements will be awarded an articulation transfer of 78 core credits in transfer to this program. In addition up to 35 additional credits for successfully completed applicable lower division general education coursework may be awarded in transfer. These students will need to have previously completed 15 transferrable course credits comparable to, Introduction to Microbiology, Human Anatomy & Physiology I and Human Anatomy & Physiology II to enroll in this program, as Rasmussen does not offer these courses online. The remaining 18 credits of lower division General Education coursework will need to be completed in the following categories: English Composition, College Algebra, and electives including one Humanities, one Communication and one Social Science.

- Upper division core classes are not transferable.
- Upper division General Education coursework is transferable and follows the standard Course by Course Transfer Policy.
- The total percentage of credits that may be transferred into the program is 75%. Proficiency credits will be awarded based on the demonstration of competencies required to transition from nursing student to a registered nurse. The components of the Ras CAP for Nursing include:
  - The nursing Knowledge, Skills and Attitudes (KSA) needed to continuously improve quality and safety in healthcare from the Quality and Safety Education for Nurses (QSEN) initiative.
  - The clinical proficiencies (CLIN) requiring the application of the fundamental principles and critical thinking to nursing practice.
  - The competencies required in order to pass the examination (NCLEX-RN) and perform as a licensed registered nurse.

Distribution of credits across these components is as follows.

**School of Education Waivers (pg. 62)**

Delete and replace the first bullet with the following:

- Students who have a current and valid CDA Credential awarded by the Council for Professional Recognition or a FCCPC certificate awarded by the Florida Department of Children and Families, and are enrolled in the Early Childhood Education Associate’s degree, Early Childhood Education Diploma, or Early Childhood Education Certificate, may request a waiver from Foundations of Child Development; Early Childhood Education Curriculum

Standard	Source	Approx Distribution	Credits
Informatics	QSEN	5%	15
Evidence Based Care	QSEN	5%	
Teamwork and Collaboration	QSEN	5%	
Quality Improvement	QSEN	5%	
Safety Safe and Effective Practices	QSEN NCLEX CLIN	30%	63
Patient Centered Physiological Integrity	QSEN NCLEX CLIN	40%	
Health Promotion and Maintenance	NCLEX CLIN	5%	
Psychosocial integrity	NCLEX CLIN	5%	
<b>Total Nursing Credits</b>		100%	78
<b>General Education Credits</b>		-	35
<b>Total RasCAP RN to BSN Credits</b>			113

and Instruction; and Health, Safety, and Nutrition/CDA Application.

**School of Justice Studies Waivers (pg. 62)**

Add the following after #7 of the fifth bullet:

- Course waivers will be considered for students who have attended and successfully completed the following courses offered by the Florida Department of Law Enforcement (FDLE). Student must present evidence of their attendance by submitting a course certificate of completion.
  1. Domestic Interventions & Investigations 091
  2. Organized Crime 054
  3. Narcotics and Dangerous Drugs 016
  4. Criminal Law 019

**School of Technology Waivers (pg.62)**

Delete and replace the first bullet with the following:

- Course waivers will be considered for students who have select professional certifications from Amazon, Apple, Cisco, Certified Internet Web Professional (CIW), the Computing Technology Industry Association (CompTIA), C++ Institute, EC-Council, EMC<sup>2</sup>, (ISC)<sup>2</sup>, Microsoft, Oracle, VMWare.

**Fire Science Waivers (pg. 62)**

Delete the entire Fire Science Waivers section and replace with:

**Fire Science Waivers**

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

Fire Officer I Certificate

- FS290 Fire Service Instructor I



- FS180 Strategy & Tactics I
- FS115 Fire Prevention
- FS250 Management I: Fire Department Leadership I
- FS 255 Management II: Fire Department Leadership II

(IB) Diploma Programme credit may be awarded based on individual subjects; examination scores of 4 and higher are required. Courses will be accepted relative to the program of enrollment.

Fire Officer II Certificate

- FS295 Instructor II
- FS205 Strategy & Tactics II
- FS280 Management III
- FS285 Management IV

**Rasmussen College Academic Integrity Policy (pg. 63)**

Add the following new subsection c under section III.

Violations:

c) Third Offense. The College reserves the right to dismiss a student from the College if there are more than two offenses. If dismissed, the student’s transcript will reflect the timing and nature of the offense. A student dismissed from the College because of Academic Misconduct may not re-enroll.

Basic Operations Firefighter A, B & C

- FS 102 Fire Behavior
- FS 115 Fire Prevention
- FS 125 Principles of Emergency Services

**Conduct/Dismissal (pg. 64)**

Delete and replace the first paragraph (up until the bullet points) with the following:

Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an all-encompassing policy regarding student conduct. The College reserves the right to suspend or dismiss any students whose conduct is detrimental to the educational environment. A student dismissed from the College because of misconduct may not re-enroll. Conduct/dismissal guidelines for School of Nursing students, or School of Health Sciences students enrolled in the Medical Assisting, 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:

Fire Service Instructor I Certificate approved by Illinois Fire Marshal's Office

- FS 290 Fire Service Instructor I

Fire Service Instructor II Certificate approved by Illinois Fire Marshal's Office

- FS 295 Fire Service Instructor II

**Circulation Policy (pg. 64)**

Delete and replace the following three subsections of the Circulation Policy with the following (do not delete the Fees and Restriction o Borrower Privileges subsection):

These courses are offered through the Romeoville Fire Academy in partnership with Rasmussen College. These courses will be billed at a rate of \$325 per course by the Romeoville Fire Academy and are not eligible for Financial Aid through Rasmussen College. The student’s credential for each Certificate will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student’s transcript as a Course Waiver (CW). Students who fail to submit the evidence of the successfully completed Fire Officer 1 & Fire Officer II certifications will be dropped from the program.

\*Alternatively, a student may present original Fire Officer 1 and/or Fire Officer II certification from an Illinois Office of the State Fire Marshall authorized agency and may be granted a Course Waiver for the corresponding Rasmussen coursework.

**Library Mission and Introduction**

Rasmussen College Library System, in accordance with the mission of the College, is rooted in a tradition of student support and driven by a desire for academic excellence. The library is passionate about empowering the college community and cultivating life-long learners who are prepared to thrive in a diverse and digital society.

Students eligible and approved for the Fire Science AAS Degree must complete at least 33% of their program at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination or other means.

In support of this mission we:

**College Equivalency Credit (pg. 63)**

Add the following after the first bullet (regarding AP examinations):

- For graduates of United States high schools who provide transcripts of individual certificate completion in an International Baccalaureate®

- Extend our resources and services to all students and employees of the College;
- Empower students to access information independently in the changing world of technology;
- Support faculty by providing professional development and instructional partnerships;

- Engage in responsive collection development by collaborating with faculty to select resources; and
- Provide direction and recommendations to help guide our users to the resources and online tools that will work best for their learning.

This circulation policy supports the library mission by ensuring that library materials are available to members of the Rasmussen College community and other library users on an equitable basis. Exceptions to this policy may be granted by the Dean and/or Associate Dean of Library on a case-by-case basis if need is demonstrated.

#### **Borrowing Materials: General**

The following persons are permitted to check out materials owned by our library system:

- Rasmussen College students and alumni in good financial standing with the College
- Rasmussen College faculty and staff in good standing with the library
- Consortia patrons in good standing with the library

A patron in good standing with the library is defined as a person who has no overdue items and owes no fees toward damaged or lost items. A library user is responsible for any items checked out in his or her name. Rasmussen College retains the right to deny borrowing privileges to any person in violation of this or any other library policy.

#### **Loan Periods**

Loan periods vary depending on the database and content. eBooks from the databases can be checked out and used offline for up to 7 calendar days. Digital materials are loaned for 21 calendar days from the Cloud Library and may be renewed up to two times if there are no outstanding holds on the material. Library materials must be returned to the library on or before the end of the loan period; if they are not returned by the user, the system will automatically recall the material.

#### **State Contact Information for Student Complaints (pg. 68)**

Add the following website to the Georgia information:

[www.gnpec.org](http://www.gnpec.org)

#### **State Contact Information for Student Complaints (pg. 68)**

Delete and replace the Iowa entry with the following:

#### **IOWA**

*Iowa Student Aid Commission*

603 East 12th Street, 5th Floor

Des Moines, IA 50319

[info@iowacollegeaid.gov](mailto:info@iowacollegeaid.gov)

<https://www.iowacollegeaid.gov/content/constituent-request-review>

#### **Refunds (pg. 70)**

Insert the following section immediately before “Return of Title IV Funds Policy:”

#### **Cancellation and Refund Policy for Missouri Residents:**

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

- If cancellation occurs within three days of initial enrollment, excluding Saturdays, Sundays and holidays, any money paid by the prospective student shall be refunded.
- If cancellation occurs after three days of initial enrollment, standard cancellation and refund policies as specified in this catalog will apply.

#### **Accreditation (pg. 72)**

Delete and replace the paragraph regarding the Health Information Management BS Degree program in Candidacy Status and replace with the following:

The Health Information Management Bachelor’s Degree Program at Rasmussen College-Online is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

- Commission on Accreditation for Health Informatics and Information Management Education  
233 North Michigan Ave, 21<sup>st</sup> Floor  
Chicago, IL 60601  
312-233-1100

#### **Accreditation (pg. 72)**

Delete and replace the fourth paragraph (regarding MAERB accreditation of the Medical Assisting Diploma) with the following:

The Medical Assisting Diploma program at the Moorhead campus is accredited by the Commission on Accreditation of Allied Health Education Programs ([caahep.org](http://caahep.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

#### **Accreditation (pg. 72)**

Delete and replace the fifth paragraph with the following:

The Medical Assisting Diploma programs at the Bismarck campus in North Dakota, Kansas City/Overland Park campus in Kansas, Aurora/Naperville, Mokena/ Tinley Park, Rockford, and Romeoville/Joliet campuses in Illinois; the Fort Myers, Ocala, New Port Richey/West Pasco and

Tampa/ Brandon campuses in Florida; the Appleton, Green Bay, and Wausau campuses in Wisconsin; and the Blaine, Bloomington, Brooklyn Park/Maple Grove, Eagan, Lake Elmo, Mankato, and St. Cloud campuses in Minnesota are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

- Accrediting Bureau of Health Education Schools, 7777 Leesburg Pike, Suite 314, North Falls Church, VA 22043, 703-917-9503

**Accreditation (pg. 72)**

Delete and replace the RN to BSN paragraph near the end of the section with the following:

The Nursing BS Degree (RN to BSN program) at Rasmussen College is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, 202-887-6791.

**Accreditation, Licensing, Approvals and Ownership (pg. 72)**

Add the following at the end of the “Limitations” section:

**Alabama Early Childhood Education Disclaimer**

State authorization to provide a program related to the preparation of teachers or other P-12 school/system personnel does not indicate eligibility for an Alabama certificate. Applicants for an Alabama certificate based on reciprocity must meet Alabama’s test requirements and submit a valid, renewable professional educator certificate/license issued by another state at the degree level, grade level, and in the teaching field or area of instructional support for which an Alabama certificate is sought and for which Alabama issues a certificate. Applicants for Alabama certification in an area of

administration must also document at least three years of full time employment as an administrator in a P-12 school system(s). [www.alsde.edu](http://www.alsde.edu)

**TUITION TABLE****Tuition (pg. 68)**

Delete and replace the entire tuition table and its notes with that which appears on the next page:



# ILLINOIS TUITION STRUCTURE

Pricing will be effective for new students as of August 2015

	Part-time (fewer than 12 credits per quarter)	Full-time (12 or more credits per quarter)
<ul style="list-style-type: none"><li>School of Business</li><li>School of Education</li><li>School of Justice Studies</li><li>School of Design</li><li>School of Health Sciences</li><li>School of Technology</li></ul>	\$310 per credit	\$260 per credit
<b>FLEX CHOICE LEARNING OPTION:</b>	\$310 part-time and \$260 full-time per credit for faculty-led courses required to complete program. Competency courses may be attempted at no additional fee. Students must enroll in at least six credits during the quarter in which they attempt a competency course.	
<b>SCHOOL OF NURSING:</b>		
<ul style="list-style-type: none"><li>Professional Nursing</li></ul>	\$395 per credit	\$395 per credit

Flex Choice learning option competency courses may be attempted at no additional fee. Students must enroll in at least six credits during the quarter in which they attempt a competency course.

- Full-time students are defined as taking 12 or more credits per quarter. Students taking fewer than 12 credits per quarter are part-time students. For tuition purposes only, students taking 8 or more credits when enrolled in a single term of a quarter are considered full-time.
- There is a required course resources fee of \$150 per faculty-led course. Courses with course numbers ending with "L" or "LL" will not be charged a course resources fee.
- **FAST TRACK:** Students taking 16 or more credits shall only be charged for 16 credits and will be assessed an additional course resources fee of \$150 for every course over four courses.
- A change in the number of credits taken during enrollment in any quarter may lead to different prices if a student moves from part-time to full-time or vice versa.
- Individual Progress students will be charged at the School of Business part-time rate, plus a \$150 course resources fee for each faculty-led course. Individual Progress students are not eligible for self-paced competency courses.
- Audit Students who elect to take courses without earning college credit are charged \$275 per credit hour plus a \$150 course resources fee for each course. Students who wish to convert the Audit grade to a letter grade will be charged an additional fee of \$75 per credit hour. Audit Students are not eligible for self-paced competency courses.
- Students who meet qualifications for military, corporate or articulation discounts are eligible to receive a 10% reduction in per term tuition cost. Students in the RN to BSN program are not eligible for any additional discounts.
- Nursing Administrative Fee: Rasmussen College has a one-time administrative fee of \$150 (charged in the first quarter of enrollment) for all new and reentering students enrolled in a program within the School of Nursing.

## Course Resources Fee

Rasmussen College has one simple course resources fee, charged for all faculty-led courses. This fee makes the cost of course resources predictable each quarter. Only one course resources fee will be applied for courses with a common course number split between lecture, lab and clinical components. The course resources fee includes, but is not limited to:

- Rental of eBooks for use during the course for the time period prescribed by the course materials vendor(s)
- Physical and electronic library resources (reference services, books, eBooks, databases, guides, interlibrary loan, etc.)
- Peer, faculty and expert tutoring with 24/7 math support and question response as well as lab paper review
- Technology tools and online course systems
- The Student Portal
- The Personal Support Center Help Desk
- Tactical facilities and services required for the criminal justice program
- Licensed materials and videos
- Reimbursement for certain student exam certifications and certain exam review programs
- Some (not all) background checks and immunizations
- Uniforms and other supplies for the medical and criminal justice programs used while in class
- Access to online career resources such as OptimalResume and Job Connect



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