RASMUSSEN COLLEGE
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Rasmussen College is accredited by The Higher Learning Commission, and is a member of The North Central Association of Colleges and Schools.

Florida
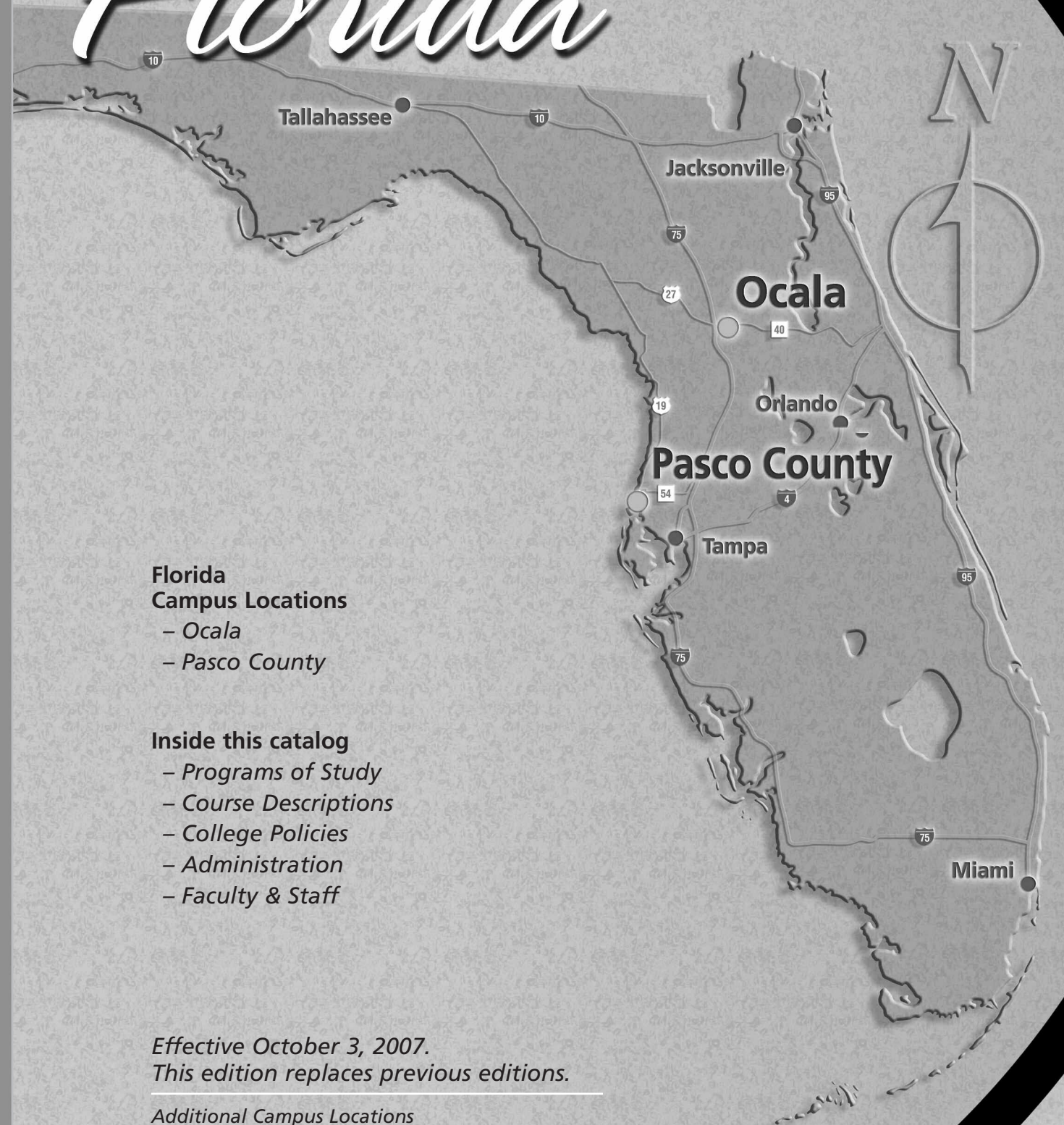
Florida Campus Locations
– *Ocala*
– *Pasco County*

Inside this catalog
– *Programs of Study*
– *Course Descriptions*
– *College Policies*
– *Administration*
– *Faculty & Staff*

Tallahassee
Jacksonville
Ocala
Orlando
Pasco County
Tampa
Miami

Effective October 3, 2007.
This edition replaces previous editions.

Additional Campus Locations
Rockford, IL • Brooklyn Park, MN • Eagan, MN
Eden Prairie, MN • Lake Elmo/Woodbury, MN
Mankato, MN • St. Cloud, MN
Bismarck, ND • Fargo, ND • Green Bay, WI

Mission | Purposes

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

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

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

To accomplish our mission, Rasmussen College has established these purposes:

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

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

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

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

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

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

Over a century of leadership and innovation.

Rasmussen College was founded more than a century ago to meet the needs of the growing business environment. While the mission statement has changed, the College's philosophy has stayed the same: Provide students with the knowledge and professional confidence necessary for tomorrow's leaders.

In 1900 Walter Rasmussen, the founder of Rasmussen College, identified a need for career-focused education in downtown St. Paul, Minnesota. Business owners required skilled office professionals with secretarial and accounting proficiency. With little delay, Rasmussen graduates were available to step into the professional world and provide the support and expertise needed by businesses.

Over the next century, Rasmussen College expanded to five locations to serve the needs of the state of Minnesota. In 2003, Rasmussen College partnered with an online-education provider to include fully online programs. Since then, Rasmussen College has added campuses in Brooklyn Park and Lake Elmo, Minnesota; Rockford, Illinois; and Green Bay, Wisconsin. It has added four new campuses through its mergers with Aakers College in North Dakota and Webster College in Florida.

Rasmussen College now operates 12 campuses in 5 states. It offers more than 40 programs in areas such as business, criminal justice, technology and design, and allied health. Through all these changes, Rasmussen has maintained its original passion for and dedication to providing high-quality education to its students, and skilled graduates to local employers.

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CHIPS!

CHIPS is an acronym for our values: Community, History, Integrity, Placement, and Service. CHIPS embodies what the Rasmussen College experience is all about, and why it's not just an ordinary education.

What does CHIPS mean for you, our student?

It means a personal, service-oriented, quality education that's designed to help you succeed - in the classroom and beyond.

Here are some questions to ask when selecting a college, so that you can make the best decision regarding your future career.

COMMUNITY

- What is your average class size?
- Do you have online interaction… such as a portal, student profiles, and message boards?
- How many employers do you interact with on a regular basis in order to help graduates find jobs?
- How else does the college interact with the local community?
- Are your instructors, staff, and students on a first name basis?
- Does your campus have lab hours during non-class times so I can complete my projects?
- Is there an open-door policy at this college?

HISTORY

- When were you founded? How long have you been in business?
- What's the history of this college? How did you get started?
- Where was your first campus located? Where do you currently have campus locations?
- How many students have graduated from this college?
- How long have you offered online classes?

INTEGRITY

- Are you accredited?
- Is your accreditation national or regional?
- Do you allow students to participate in evaluation of their instructors and overall educational experience?
- How do you decide which new programs to offer? Who helps you develop them?

- Do you help graduates develop a portfolio of work samples that can be used to demonstrate career competencies to potential employers?

PLACEMENT

- Do you have a full-time career placement office?
- Does your Career Services Office receive job postings from local employers?
- What is your placement rate?
- Do you assist with resume, cover letter, and reference preparation?
- Do students have the opportunity to participate in practice interviews prior to graduation?
- Do you offer long-term placement assistance for graduates?
- Do you offer career placement assistance nationwide?

SERVICE

- Do you offer 24/7 assistance for students?
- Do you offer no-cost tutoring for both online and on-campus students?
- Do you offer assistance with researching and applying for financial aid?
- Do you assist new students with gathering transcripts and other necessary items during the application process? Are you available for questions throughout this time?
- Does your college have a library and an on-site librarian?
- Do you offer technical support on-site and online?
- Are you open evenings and weekends?

Campus and Classroom Life

As a Rasmussen student, you are our first priority: your education; your positive experience; your achievements; and your dreams. We understand the challenges you face in meeting your career goals while balancing family life, activities, work, budgets, and schedules.

We know it's hard to pursue career options and still keep your personal commitments intact. We respect your values and support you with a campus environment that meets your needs.

Class Sizes

You'll be in classes averaging 15 to 25 students who have similar interests, lifestyles, and pursuits. Small class sizes make learning more personal, with individual attention from the instructor and opportunity to share experiences with other students.

'Round the Clock Personal Support Center

The 24/7 Personal Support Center operates continuously to help when you need it. Whether it's tutoring, research problems, computer services, or information about coursework, someone is always standing by to offer direction.

The Rasmussen Community

Students say the support of the Rasmussen community is one of the College's best assets. Faculty and administration are accessible and eager to help. Students encourage each other through a spirit of giving and sharing that makes Rasmussen much more than just a quality education.

Our focus is on you, the student, from your first call to the Admissions Office, to your success 15 years from now. Upon graduation, you'll become a member of our Alumni Association, which offers ongoing career placement and networking opportunities with other Rasmussen alumni.

New Facilities

Rasmussen is dedicated to providing a quality, hands-on education with day, evening, and online programs to be taken at your convenience, letting you live life on your schedule. Our commitment to progress and growth has led to expansion, offering even more opportunities for students.

New facilities include new campuses in Lake Elmo and Eden Prairie, Minnesota, Rockford, Illinois and Green Bay, Wisconsin; expansions on the Mankato and St. Cloud campuses to accommodate Allied Health programs; and new, upgraded computer labs.

Online Support and Services

Rasmussen supports and guides you all the way with resources to help in your study: high-tech computer labs; an intranet that offers access to libraries, research, databases, and specialized web sites; on and off-site learning programs; and the 24-hour Personal Support Center.

Career Advice and Assistance

At Rasmussen College, we make your career success our business, and prepare you well to get a job in your chosen field. Employers know that Rasmussen graduates not only have the professional training and hands-on experience to perform their chosen skills, they also have the confidence to excel in today's business world.

Personalized Service

Going back to college isn't just about finding another job, it's about moving to the next level in your career and finding a great job that challenges and fulfills you. Rasmussen personnel are focused on your individual needs and challenges as you look towards graduation and advancing your career. On each campus there is at least one professional Career Services Advisor to assist you in figuring out where you should go next with your career. Your relationship with Rasmussen doesn't end when you walk out our doors with your degree in hand. As a graduate you are entitled to comprehensive career services at any time throughout your career.

Career Services Program

Rasmussen graduates have the benefit of an extensive career services program. Our dedicated and professional staff teaches you how to write a professional resume, create a personal portfolio, and conduct a polished interview. Your instructors can offer valuable advice on getting a good job, as many have developed long-term relationships with many of the area's leading employers.

Job Connect

Our membership in the National Association of Colleges and Employers (NACE) enables current students and alumni to access thousands of jobs nationally through online links. With Job Connect, Rasmussen's online resource, you'll have access to professional employers who post all types of job opportunities, including full time, part time, internships, cooperative education assignments, and volunteer. You'll connect with prospective employers who seek your skills.

Preferred Employer Program

Rasmussen College is committed to facilitating job placement. We partner with employers in the community through our Preferred Employer Membership program. Preferred Employers are committed to hiring Rasmussen College graduates. Our Career Services Advisors match qualified students with potential employers and the details of their company's job openings.

Online Support

We have a vast online library of career support services that you can access anytime, whether you're a current student or a graduate. You'll find the best links to job postings, career statistics, resume help, setting goals, and tips for making a good impression on prospective employers.

Rasmussen College Online

A job, family, and active lifestyle are important values. You want to explore a new career, or advance further in your current career, but how do you find the time to fit school into your busy schedule? The answer is Rasmussen College Online.

Flexible Scheduling

You can get a complete Rasmussen quality education, at your own pace and in your own time. Our resources allow you to benefit from a Rasmussen education, no matter where you live or when you can go to school. Take your online class when it's convenient for you, day or night.

Innovative Programs

The progressive programs offered through Rasmussen College Online are the same as those offered on campus. Online students have access to the same level of student services offered to on-campus students, including the 24/7 Personal Support Center, tutoring, and job placement assistance.

Online students complete assignments and activities using chat, email, message boards, and interactive web sites.

Certified Faculty

Our instructors are highly trained and certified for online teaching. They use standardized syllabi to ensure that programs are consistent. Faculty is readily available by phone or email to answer questions and provide direction.

Online Support Services

Rasmussen College Online offers a host of support services to help you succeed in learning online.

Student Services Coordinator -
The goal of the Student Services Coordinator is to help you with whatever you need to ensure that you graduate on time. Whether it be assistance with the online learning platform or introducing you to various online resources, their focus is on you and your success.

Career Services Advisor -
From day one as a Rasmussen Online Student, your Career Services Advisor will work with you to help you graduate with your dream job in place. With nationwide focus, they can help you wherever you live.

Financial Aid Representative -
Navigating the world of financial aid is complex and challenging. Your Financial Aid Representative will help you through the maze and make sure that you receive all eligible funding.

Technical Solution Team -
Around the clock support is always available to answer any technical questions that come up as you do your coursework. Our Technical Solution Team is in place to serve you and make your experience online excellent.

Library Services -
All the resources and assistance you come to rely on at a physical library are available to you through Rasmussen College Online. Our Library Services Team gives you the direction and advice to optimize your team and keep you working efficiently.

Tutoring -
You have questions and need help, and our Tutoring Services are available online to give you the answers and assistance you need.

Consistent Learning Platform

We have developed coursework using our unique online software platform that is intuitive and ensures consistency across the College. All the coursework you'll need is on the Internet. Each course is set up in the same manner so you won't have to learn the format for instruction every time you take a new class. Students may participate from home, work, school, the public library, or anywhere there is Internet access.

High Quality Education

Rasmussen is accredited by a number of organizations that honor the high standards of academic excellence and vitality maintained by institutions of higher learning. What this means is that you have the assurance of receiving the highest quality education possible from a staff of dedicated instructors and administrators who are here to help you succeed in your chosen field. Whether you've been out of school for two years or twenty, our commitment to your future is lifetime.

Regional Accreditation

Accreditation means that a college meets the needs of students, as well as the criteria and requirements set by the accrediting organization. Rasmussen College made the transition from national to regional accreditation in 2001 to ensure the highest quality education for its students. Regional accreditation places significant requirements on the receiving institution, but it enables students to transition more easily from one accredited school to another. During this time the College added four more deans to its campuses, and faculty members with master's degrees or higher jumped from 50% to 70%.

For students exploring the nursing field, Rasmussen College offers degree and diploma programs in areas of Nursing and Practical Nursing. The nursing programs at Rasmussen College are state-licensed by the Florida Board of Nursing.

Rasmussen College is licensed by the Florida Board of Education's Commission for Independent Education.

Benefits of Regional Accreditation

A major benefit to students who graduate from a regionally accredited institution is that when considering the transfer of credits, other institutions often use accreditation status as part of the transfer decision. In other words, should you decide to pursue your education further after graduating from Rasmussen, credits may be much easier to transfer to the college of your choice.

In addition, many employer tuition reimbursement plans require that a student attend a regionally accredited school for full reimbursement. These plans can help significantly with the costs of going back to school.

Articulation and Consortium

Agreements Rasmussen College has developed articulation and consortium agreements to maximize the transferability of college credit between institutions, thereby meeting the educational goals of students in a timely manner.

The College's status as a regionally accredited institution of the Higher Learning Commission greatly increases the likelihood of credit transfer from Rasmussen to other academic institutions. Specific agreements detailed in transfer guides are available to assist students as they determine their course of study.

100 Years of Excellence

Rasmussen has served over 100,000 students in its 100-year history. Students comment that they were well prepared to meet the demands of their new careers through the practical experience, hands-on training, classroom discussions, and independent thinking they explored at Rasmussen. Take charge of your future and see what Rasmussen can offer.

Enrollment Procedures

You've already taken the first big step by scheduling your campus visit and meeting your admissions representative.

Our admissions professionals can now help you explore the various options that best meet your goals, interests, educational needs, and work or activities schedule. Your team will help you find the learning program, location, and coursework that are right for you.

When you've chosen the option that best meets your needs, you can apply for admission by submitting the following:

- Application Form
  (Apply early for best class choices and scholarship opportunities.)
- $20 fee for entire program, $75 for Nursing programs
- An attestation of high school graduation or equivalency
- College placement exam results
- Required credentials for foreign students, including TOEFL test score of 500 paper-based or 173 computerbased, plus first quarter tuition.

Rasmussen College will notify you in writing of your acceptance or rejection. All new students will attend an orientation session a week or two before classes start. This required session is an opportunity to learn College policies and course scheduling, buy textbooks and supplies, and meet other students.

Picking a Start Date

2007-2008 Academic Calendar

- **2007 Fall Quarter**
  October 1 through December 16
- **2008 Winter Quarter**
  January 7 through March 23
- **2008 Spring Quarter**
  April 7 through June 22
- **2008 Summer Quarter**
  July 7 through September 21
- **2008 Early Fall Quarter**
  August 11 through September 21

College Holidays

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Friday prior to Labor Day
  (Employee Appreciation Day)
- Labor Day
- Veterans Day
- Thanksgiving Day
  and the following Friday
- Christmas Day

Primary sources of Financial Aid and how to apply.

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

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

• Various state and federal student loan programs.

• Gift Aid, also known as grants, is assistance you do not have to pay back and is usually based upon financial need.

• Employment may be obtained through the Career Services office to help cover living expenses.

Tuition Rates

Tuition rates at Rasmussen College vary by program and by the number of credits taken per quarter. Please see the Tuition Structure in the Policies section for complete information.

	Program	Type of Award	Amount Per Year	Application
Gift Aid	Federal Pell Grant Program	Grant based on financial need.	$400 - $4,310	Free Application for Federal Student Aid (FAFSA)
	Federal Supplemental Educational Opportunity Grant (FSEOG)	Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.	Varies	Free Application for Federal Student Aid – Awarded by the College
	Florida Student Assistant Grant	Grant based on financial information provided by the student on the FAFSA.	Varies	Free Application for Federal Student Aid – Awarded by the College
Employment	Federal Work Study	Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.	Varies	Free Application for Federal Student Aid – Awarded by the College
Federal Loan Programs	Federal Subsidized Stafford Loan Program	Long-term, variable interest rate loan with an 8.25% cap. Payment deferred until six months after student leaves college or attends less than half-time. Need-based calculation.	1st Year - $3,500 2nd Year - $4,500 3rd Year+ - $5,500	Free Application for Federal Student Aid and Promissory Note processed through College and Lender
	Federal Unsubsidized Stafford Loan Program	Long-term variable interest rate loan with an 8.25% cap. Principal and interest may be deferred until after student leaves college or attends less than half-time.	Same as subsidized limits. Independent students may be eligible for additional amounts of: 1st & 2nd Year - $4000 3rd Year + - $5000.	Free Application for Federal Student Aid and Promissory Note processed through College and Lender
	Federal Parent Loan for Undergraduate Students (PLUS)	Long-term, variable interest rate loan with a 9% cap for credit-worthy parents of dependent undergraduates.	Up to college cost of attendance.	PLUS application and Promissory Note processed through College and Lender
Veterans' Benefits	Veterans' Benefits	Veterans and dependents of veterans including Guard and Reserve Component.	Monthly benefit based on service contributions	Veterans Administration or Veterans Service Officer

Gift aid and work study are awarded annually based on the fiscal year dates of July 1 through June 30. Students attending in more than one fiscal year period must reapply for financial aid assistance.

Grade Point Achievement Scholarships

If you are like most students, you don't have a pile of cash lying around to pay for college. So you'll be glad to know that based on your high school cumulative GPA, Rasmussen College offers scholarship opportunities up to $10,000 for the High School Class of 2008. Below is a quick look at the available Grade Point Achievement scholarships. Ask your Admissions Representative for all the details and an application form.

Grade point average is based upon a 4.0 scale. Other grade point scales will be converted to a 4.0 scale to determine award.

Eligibility guidelines for the Grade Point Achievement Scholarships are as follows:

• Eligible students must be current year graduating seniors.

• Students must apply for and begin classes during the summer quarter, early fall quarter or fall quarter immediately following their graduation from high school.

• Award amounts are determined upon receipt of the student's official final transcript from high school.

• All recipients will be notified of the award in writing and all funds are paid directly to the College. Award amounts for Associate Degree students are divided equally among the student's first 5 quarters of attendance. Award amounts for Bachelor Degree students are divided equally among the student's first 10 quarters of attendance.

• Student must carry a minimum of 9 credits per full quarter or 7 for a mid-start term, maintain satisfactory academic progress, and not be on Academic Warning/Probation or the award is forfeited from that point forward.

• Awards are forfeited if attendance is discontinued or interrupted for Associate Degree seeking students. Bachelor's Degree seeking students may interrupt attendance a maximum of 2 instances with each instance no more than one quarter and not more than once in any one calendar year.

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

Florida Association of Private Schools and Colleges Scholarship
Rasmussen College participates in the Florida Association of Private Schools and Colleges Scholarship (FAPSC) Program. High School Seniors and GED holders, who are Florida residents, may participate in the program by registering with an area high school guidance counselor. The winners are selected by FAPSC on the basis of a written essay, the applicant's high school transcript and letters of recommendation from high school teachers and guidance counselors.

Florida Bright Futures Scholarship Program
This College is eligible to participate in the Florida Bright Futures Scholarship Program. This program is lottery funded and is administered by the Office of student Financial Assistance of the Florida Department of Education. This program rewards students with high academic achievements at the high school level. There are three separate scholarship programs under the Florida Bright Futures Program. To be eligible to receive a scholarship in one or all of the three programs, a student must meet qualifications at the high school and post secondary levels, as set forth by the Florida Department of Education. High School guidance counselors should distribute applications to potentially eligible students throughout Florida. A student must apply for the scholarships during the last semester before high school graduation and use the award within three years of graduation.

1. The Florida Academic Scholars Award: To be eligible to receive this scholarship, a student must meet the criteria set forth by the Florida Department of Education.

If your cumulative **Grade Point Average** upon graduation is between:	You will receive the following **Scholarship:**	If you apply for admission **prior to January 30,** your award is:	If you apply for admission **between January 30, and April 30,** your award is:
2.00 – 2.74	Success Award	Associates $1,000 Bachelors $2,000	$600 $1,200
2.75 – 2.99	Achievement Award	Associates $1,500 Bachelors $3,000	$1,000 $2,000
3.00 – 3.24	Silver Circle Award	Associates $2,000 Bachelors $4,000	$1,500 $3,000
3.25 – 3.49	Gold Circle Award	Associates $2,500 Bachelors $5,000	$2,000 $4,000
3.50 – 3.74	Platinum Circle Award	Associates $3,000 Bachelors $6,000	$2,500 $5,000
3.75 – 3.99	Director's Award	Associates $4,000 Bachelors $8,000	$3,000 $6,000
4.00	President's Award	Associates $5,000 Bachelors $10,000	$4,000 $8,000

If awarded this scholarship, a student would receive an amount equal to the amount that would be required to pay for the average tuition and fees of a public post secondary education institution at the comparable level, plus an annual $600. The award may cover up to 45 semester credit hours per academic year. The top academic scholar from each Florida school district will receive an additional award of $1500 annually.

2. The Florida Merit Scholars Award: To be eligible to receive this scholarship, a student must meet the criteria set forth by the Florida Department of Education. If awarded this scholarship, a student would receive an award equal to the amount required to pay 100% of the average tuition and fees of a public post secondary education institution at the comparable level. The award may cover up to 45 semester credit hours per year.

3. The Florida Gold Seal Vocational Scholars Award: To be eligible to receive this scholarship, a student must meet the criteria set forth by the Florida Department of Education. If awarded this scholarship, a student would receive an award equal to the amount that would be required to pay 100% of the average tuition and fees of a public post secondary education institution at the comparable level.

The award may cover up to 45 semester credit hours per year, but a student may not use the award for more than 90 semester credit hours, or two years.

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

On-Time Graduation Grant
Rasmussen College is committed to helping students get their degree and start their new careers. To help out students reach that goal faster, Rasmussen offers a grant to any student taking three or more classes to help make on-time graduation a reality.   Students who take three classes a quarter will receive a $300 per quarter grant; those students taking four or more classes per quarter will receive a $500 per quarter grant. Over the course of a baccalaureate degree, that could equate to a grant of $6,000.

HEALTHCARE MANAGEMENT BS DEGREE

Standard Length of Program • 12 Quarters *Full-Time* • 16 Quarters *Part-Time*
Career Opportunities • Health and Human Services Director • Compliance Analyst • Home Health Care Director • Physician Office Manager

Objective.

Graduates of this degree program have theoretical and practical knowledge in the field of healthcare management. They understand the planning and coordination of health services in a variety of settings, and know the information and processes used to diagnose and treat human injuries and diseases. They acquire critical-thinking skills through a program of general education and are able to apply them to the healthcare setting. Graduates will demonstrate the ability to know, comprehend, apply, analyze, synthesize, and evaluate facts and theories pertaining to healthcare management; locate, evaluate, and integrate appropriate primary and secondary sources; effectively communicate ideas through speaking and writing; recognize and address complex ethical situations; and operate effectively within a continually changing environment. They value life-long learning, honesty, and integrity in applying their management expertise to serve the healthcare community.

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

Lower Division

Number	Course	Credits
ACG 1001	Accounting I	4
ACG 1011	Accounting II	4
CGS 1190C	Computer Information Systems	3
COM 1007	Professional Communication	4
CTS 1217C	Professional Presentations	3
CTS 1401	Access	3
CTS 2511	Excel	3
E150	Success Strategies	4
E242	Career Development	2
HSA 2101	US Healthcare Systems	4
HSC 1531	Medical Terminology	4
HSC 2553	Pathology I	4
HSC 2553A	Pathology II	4
MAN 2021	Principles of Management	4
MAR 2011	Principles of Marketing	4
MEA 2382	Medical Law and Ethics	4
PHA 1500	Structure and Function of the Human Body	4
PSY 1010	Introduction to Psychology	4

Upper Division

Number	Course	Credits
HSA 3110	Introduction to Healthcare Administration	4
HSA 3129	Foundations of Managed Care	4
HSA 3151	Regulation and Compliance in Health Care	4
HSA 3170	Financial Management of Healthcare Organizations	4
HSA 3381	Quality Improvement in Health Care	4
HSA 3751	Healthcare Statistics	4
HSA 4150	Healthcare Planning and Policy Management	4
HSA 4817	Healthcare Management Capstone	2
MAN 4064	Business, Society, and Ethics	4
MAN 4143	Contemporary Leadership Challenges	4
MAN 4301	Human Resource Management	4
MAN 4402	Employment Law	4

	Credits
Total lower division major/core credits	**66**
Total upper division major/core credits	**46**
Elective credits	**12**
Total Degree Credits	**180***

General Education Courses**

Lower Division**

Number	Course	Credits
English Composition (Required course)		
ENC 1101	English Composition	4
Communication (Select 1 course)		
COM 1002	Introduction to Communication	4
SPC 2606	Speech	4
SPN 271	Conversational Spanish	4
Humanities (Select 2 courses)		
CRW 2001	Creative Writing	4
ENC 2102	Writing About Literature	4
HUM 2023	Humanities	4
HUM 2406	Introduction to Film	4
LIT 2000	Introduction to Literature	4
PHI 2630	Ethics	4
Math/Natural Sciences (Select 2 courses)		
AST 2002	Introduction to Astronomy	4
GLY 1000	Introduction to Geology	4
MAT 2036	College Algebra	4
Social Sciences (Select 2 courses)		
AMH 2070	Florida History	4
CAF 271	Current Affairs	4
ECO 1000	Principles of Economics	4
ECO 2013	Macroeconomics	4
ECO 2023	Microeconomics	4
GEA 1000	World Geography	4
POS 2047	Contemporary U.S. Government	4
SYG 1000	Introduction to Sociology	4

Upper Division**

Number	Course	Credits
Communication (Select 1 course)		
MMC 3407	Visual Communication in the Media	4
Humanities (Select a minimum of 1 course)		
AML 3020	American Literature	4
AML 4453	Studies in American Literature and Culture	4
AML 4680	Literature of American Minorities	4
LIT 3191	Contemporary World Literature: 1900 to the Present	4
POT 4001	Political Thought	4
Math/Natural Sciences (Select a minimum of 1 course)		
EVR 3410	Human Uses of the Environment	4
GEO 3203	Physical Geography	4
GEO 3374	Conservation of Resources	4
PFH 372	Personal and Family Health	4
STA 4020	Statistics I	4
STA 4025	Statistics II	4
WST 4350	Gender in Math and Science	4
Social Sciences (Select a minimum of 1 course)		
AMH 3304	Visions of America Since 1945	4
CPO 4003	Comparative Politics	4
GEA 3211	Geography of the United States and Canada	4
REL 3131	American Religious History	4
REL 3308	Contemporary World Religions	4
SYG 3011	Social Problems	4
SYO 4180	Work and Family	4

	Credits
Total lower division general education credits	**32**
Total upper division general education credits	**24**

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

** 32 credits of Lower Division general education coursework and 24 credits of Upper Division general education coursework are required.

MASSAGE THERAPY AS DEGREE

Standard Length of Program • 7 Quarters *Full-Time* • 11 Quarters *Part-Time*
Career Opportunities • Private Practice • Spas and Resorts • Health Clubs • Wellness Centers • Clinics • Chiropractic Offices

Objective.

Graduates of this degree program learn theory and practical massage-therapy application. They will be able to perform Swedish Massage, Deep Tissue, Trigger Point Therapy, and other techniques that are prevalent in the field of massage therapy. In addition, students will learn techniques that are used for people in various stages of life. Students will be able to communicate the correct medical language for insurance billing. They will have the knowledge to take the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). They will value professionalism, integrity, ethical decisions, and the appreciation of other massage therapists in the industry.

General Education Courses

Number	Course	Credits
English Composition (Required course)		
ENC 1101	English Composition	4
Communication (Select 1 course)		
COM 1002	Introduction to Communication	4
SPC 2606	Speech	4
SPN 271	Conversational Spanish	4
Humanities (Select 2 courses)		
CRW 2001	Creative Writing	4
ENC 2102	Writing about Literature	4
HUM 2023	Humanities	4
HUM 2406	Introduction to Film	4
LIT 2000	Introduction to Literature	4
PHI 2630	Ethics	4
Math/Natural Sciences (2 required courses)		
BSC 2087C	Human Anatomy and Physiology I	5
BSC 2089C	Human Anatomy and Physiology II	5
Social Sciences (Select 2 courses)		
AMH 2070	Florida History	4
CAF 271	Current Affairs	4
ECO 1000	Principles of Economics	4
ECO 2013	Macroeconomics	4
ECO 2023	Microeconomics	4
GEA 1000	World Geography	4
POS 2047	Contemporary U.S. Government	4
PSY 1010	Introduction to Psychology	4
SYG 1000	Introduction to Sociology	4

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

Number	Course	Credits
E150	Success Strategies	4
E242	Career Development	2
GEB 1011	Introduction to Business	4
MAT 2036	College Algebra	4
MEA 2382	Medical Law and Ethics	4
MSS 2000C	Introduction to Massage Therapy	3
MSS 2009	Business and Wellness	3
MSS 2160	Kinesiology	4
MSS 2161	Kinesiology II	4
MSS 2201	Deep Tissue Massage	3
MSS 2202	Techniques for Special Clients	3
MSS 2203	Trigger Point Therapy	3
MSS 2204	Alternative Modalities	3
MSS 2205	Myofascial Release	3
MSS 2274	Sports Massage	3
MSS 2274	Pathology for Massage Therapy	4
MSS 2800A	Clinic I	2
MSS 2801A	Clinic II	4

	Credits
Total Degree Credits	**94***

This program is only offered at the Ocala campus.

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

MEDICAL ADMINISTRATION AS DEGREE

Standard Length of Program • 6 Quarters *Full-Time* • 9 Quarters *Part-Time*
Career Opportunities • Medical Office Assistant • Medical Business Office Clerk • Medical Receptionist • Medical Transcriptionist • Medical Office Manager • Medical Coder/Biller

Objective.

Graduates of this degree program acquire skills and knowledge valuable to a medical office in a variety of healthcare settings. Students learn to perform a wide variety of tasks including medical-office management, patient scheduling, medical transcription, basic medical coding, medical billing, medical-record organization, and other medical-office procedures. They know medical terminology and basic anatomy and disease processes. Students value ethical and professional behavior in the workplace, and the confidentiality of patient information.

General Education Courses

Number	Course	Credits
English Composition (Required course)		
ENC 1101	English Composition	4
Communication (Select 1 course)		
COM 1002	Introduction to Communication	4
SPC 2606	Speech	4
SPN 271	Conversational Spanish	4
Humanities (Select 2 courses)		
CRW 2001	Creative Writing	4
ENC 2102	Writing About Literature	4
HUM 2023	Humanities	4
HUM 2406	Introduction to Film	4
LIT 2000	Introduction to Literature	4
PHI 2630	Ethics	4
Math/Natural Sciences (Select 2 courses)		
AST 2002	Introduction to Astronomy	4
GLY 1000	Introduction to Geology	4
MAT 2036	College Algebra	4
Social Sciences (Select 2 courses)		
AMH 2070	Florida History	4
CAF 271	Current Affairs	4
ECO 1000	Principles of Economics	4
ECO 2013	Macroeconomics	4
ECO 2023	Microeconomics	4
GEA 1000	World Geography	4
POS 2047	Contemporary U.S. Government	4
PSY 1010	Introduction to Psychology	4
SYG 1000	Introduction to Sociology	4

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

Number	Course	Credits
CGS 1190C	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
HIM 1222	Basic ICD-9-CM Coding	4
HIM 1222A	Intermediate ICD-9-CM Coding	3
HIM 1240	Ambulatory Care Coding	3
HIM 2000	Introduction to Health Information Management	4
HIM 2270	Medical Insurance and Billing	3
HSC 1531	Medical Terminology	4
HSC 2553	Pathology I	4
HSC 2553A	Pathology II	4
MEA 2275	Medical Coding Practicum	1
MEA 2382	Medical Law and Ethics	4
OST 1100C	Keyboarding I	3
OST 1461	Medical Office Procedures	4
OST 1764C	Word for Windows	3
OST 2465	Medical Administration Capstone	1
OST 2611	Medical Transcription I	3
OST 2612	Medical Transcription II	3
PHA 1500	Structure and Function of the Human Body	4

	Credits
Total Degree Credits	**96***

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

MEDICAL ASSISTING AS DEGREE

Standard Length of Program • 6 Quarters **Full-Time** • 8 Quarters **Part-Time**

Career Opportunities • Medical Assistant • Physical Therapy Assistant • Medical Coder
• Medical Transcriptionist • Pharmacy Aide • Occupational Therapy Assistant

Objective.
Graduates of this program acquire professional skills in administrative and clinical areas. Working under supervision of physicians or nurses, Medical Assistants with this degree will be able to assist by administering injections, performing venipuncture, measuring vital signs, and performing CLIA-waived laboratory tests, as well as assisting with front-office duties such as scheduling appointments, billing, bookkeeping, and health-insurance preparation. The completion of this comprehensive program allows opportunities for the student to work in a medical clinic, physician group practice, or prompt-care setting, and guides student preparation for success in the classroom, workplace, and for national certification.

General Education Courses

Number	Course	Credits
English Composition *(Required course)*		
ENC 1101	English Composition	4
Communication *(Select 1 course)*		
COM 1002	Introduction to Communication	4
SPC 2606	Speech	4
SPN 271	Conversational Spanish	4
Humanities *(Select 2 courses)*		
CRW 2001	Creative Writing	4
ENC 2102	Writing About Literature	4
HUM 2023	Humanities	4
HUM 2406	Introduction to Film	4
LIT 2000	Introduction to Literature	4
PHI 2630	Ethics	4
Math/Natural Sciences *(2 required courses)*		
BSC 2087C	Human Anatomy and Physiology I	5
BSC 2089C	Human Anatomy and Physiology II	5
Social Sciences *(Select 2 courses)*		
AMH 2070	Florida History	4
CAF 271	Current Affairs	4
ECO 1000	Principles of Economics	4
ECO 2013	Macroeconomics	4
ECO 2023	Microeconomics	4
GEA 1000	World Geography	4
POS 2047	Contemporary U.S. Government	4
PSY 1010	Introduction to Psychology	4
SYG 1000	Introduction to Sociology	4

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

Number	Course	Credits
AMT 153	Advanced Medical Techniques	3
CGS 1190C	Computer Information Systems	3
COM 1007	Professional Communication	4
E150	Success Strategies	4
E242	Career Development	2
HIM 2270	Medical Insurance and Billing	3
HSC 1531	Medical Terminology	4
HSC 2149	Pharmacology	4
HSC 2553	Pathology I	4
IMT 151	Introduction to Medical Theories and Techniques	3
MAT 2036	College Algebra	4
MEA 2382	Medical Law and Ethics	4
OST 1100C	Keyboarding I	3
OST 1461	Medical Office Procedures	4
OST 2464	Medical Office Administration	3
TCP 152	Medical Theories and Clinical Procedures	3
THT 152	Medical Theories and Techniques	3
Total Degree Credits		**92***

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

MEDICAL ASSISTING DIPLOMA

Standard Length of Program • 4 Quarters **Full-Time** • 6 Quarters **Part-Time**

Career Opportunities • Medical Assistant • Physical Therapy Assistant • Medical Coder
• Medical Transcriptionist • Pharmacy Aide • Occupational Therapy Assistant

Objective.
Graduates of this program acquire professional skills in administrative and clinical areas. Working under supervision of physicians and nurses, graduates with this diploma learn entry-level concepts in the healthcare field. They know basic office procedures and can assist medical staff in some clinical examinations. Students learn the value of communication skills and workplace professionalism.

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

Number	Course	Credits
BSC 2087C	Human Anatomy and Physiology I	5
BSC 2089C	Human Anatomy and Physiology II	5
CGS 1190C	Computer Information Systems	3
COM 1007	Professional Communication	4
E150	Success Strategies	4
E242	Career Development	2
ENC 1101	English Composition	4
HIM 2270	Medical Insurance and Billing	3
HSC 1531	Medical Terminology	4
HSC 2149	Pharmacology	4
IMT 151	Introduction to Medical Theories and Techniques	3
MAT 2036	College Algebra	4
OST 1100C	Keyboarding I	3
OST 1461	Medical Office Procedures	4
SPC 2606	Speech	4
TCP 152	Medical Theories and Clinical Procedures	3
THT 152	Medical Theories and Techniques	3
Total Diploma Credits		**62***

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

MEDICAL CODING DIPLOMA

Standard Length of Program • 6 Quarters **Part-Time**

Career Opportunities • Medical Coder • Medical Coder/Biller

Objective.
Graduates of this diploma program learn to code healthcare data using ICD and CPT coding principles, and they learn how these skills contribute to other areas in the healthcare facility. Students know how to navigate a health record and abstract information necessary to correctly code the medical information. They know the correct use of medical language and terminology and the effective use of software packages available. Students learn the value of effective communication skills, ethical and professional behavior in the workplace, and the confidentiality of patient information.

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

Number	Course	Credits
CGS 1190C	Computer Information Systems	3
COM 1002	Introduction to Communication	4
E150	Success Strategies	4
E242	Career Development	2
ENC 1101	English Composition	4
HIM 1222	Basic ICD-9-CM Coding	4
HIM 1222A	Intermediate ICD-9-CM Coding	3
HIM 1240	Ambulatory Care Coding	3
HIM 2000	Introduction to Health Information Management	4
HIM 2270	Medical Insurance and Billing	3
HSC 1531	Medical Terminology	4
HSC 2553	Pathology I	4
HSC 2553A	Pathology II	4
MAT 2036	College Algebra	4
MEA 2275	Medical Coding Practicum	1
MEA 2382	Medical Law and Ethics	4
PHA 1500	Structure and Function of the Human Body	4
Total Diploma Credits		**59***

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

PHARMACY TECHNICIAN AS DEGREE

Standard Length of Program • 6 Quarters **Full-Time** • 8 Quarters **Part-Time**

Career Opportunities • Retail Pharmacy • Clinic Pharmacy • Hospitals and Health Care Facilities

Objective.
Graduates of this degree program learn the theory and practical applications of pharmacy practice. They are able to apply this knowledge to retail and hospital pharmacy settings. Students combine effective use of available software programs with proficiency in receiving, interpreting, inputting, and filling prescriptions. They have knowledge of medical terminology, medical law and ethics, and pharmacy math. They value honesty and integrity, have compassion for patients, and respect patient confidentiality.

General Education Courses

Number	Course	Credits
English Composition *(Required course)*		
ENC 1101	English Composition	4
Communication *(Select 1 course)*		
COM 1002	Introduction to Communication	4
SPC 2606	Speech	4
SPN 271	Conversational Spanish	4
Humanities *(Select 2 courses)*		
CRW 2001	Creative Writing	4
ENC 2102	Writing about Literature	4
HUM 2023	Humanities	4
HUM 2406	Introduction to Film	4
LIT 2000	Introduction to Literature	4
PHI 2630	Ethics	4
Math/Natural Sciences *(2 required courses)*		
BSC 2087C	Human Anatomy and Physiology I	5
BSC 2089C	Human Anatomy and Physiology II	5
Social Sciences *(Select 2 courses)*		
AMH 2070	Florida History	4
CAF 271	Current Affairs	4
ECO 1000	Principles of Economics	4
ECO 2013	Macroeconomics	4
ECO 2023	Microeconomics	4
GEA 1000	World Geography	4
POS 2047	Contemporary U.S. Government	4
PSY 1010	Introduction to Psychology	4
SYG 1000	Introduction to Sociology	4

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

Number	Course	Credits
CGS 1190C	Computer Information Systems	3
COM 1007	Professional Communication	4
E150	Success Strategies	4
E242	Career Development	2
HSC 1531	Medical Terminology	4
MAT 2036	College Algebra	4
MEA 2382	Medical Law and Ethics	4
MNA 1161	Customer Service	4
OST 1100C	Keyboarding I	3
PTN 1002	Introduction to Pharmacy	4
PTN 1023	Pharmacology	4
PTN 2012	Unit Dosage/IV Lab	3
PTN 2017	Pharmacy Math and Dosages	4
PTN 2041	Pharmacy Technician Practicum I – Outpatient/Retail	3
PTN 2042	Pharmacy Technician Practicum II – Unit Dosage/IV	3
PTN 2044	Pharmacy Technician Capstone	2
PTN 2220	Pharmacy Software/Automation/Insurance Billing	3
Total Degree Credits		**92***

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

Objective.

Graduates of this degree program will be able to secure employment in professional accounting firms, businesses, or government agencies. Students have a good understanding of the full accounting cycle and processes of these entities. Students also have a firm understanding of the functional areas of business, technology management, and the ethical dilemmas in the business environments. Graduates of this program have demonstrated good written and oral communication skills, strategic and critical thinking skills, and interpersonal and leadership skills. Students value life-long learning, honesty, and integrity in applying their accounting skills to support a business entity.

ACCOUNTING BS DEGREE

Standard Length of Program • 12 Quarters *Full-Time* • 16 Quarters *Part-Time*

Career Opportunities • Auditor • Cost Accountant • Financial Analyst • Managerial Accountant • Accounts Payable Manager • Accounts Receivable Manager

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

Lower Division

Number	Course	Credits
ACG 1001	Accounting I	4
ACG 1011	Accounting II	4
ACG 1031	Accounting III	4
ACG 2064	Computer Focused Principles	3
ACG 2102	Accounting Capstone	2
CGS 1190C	Computer Information Systems	3
COM 1007	Professional Communication	4
CTS 2511	Excel	3
E150	Success Strategies	4
E242	Career Development	2
GEB 1011	Introduction to Business	4
TAX 2002	Income Tax	4

Upper Division

Number	Course	Credits
ACG 3073	Managerial Accounting	4
ACG 3502	Governmental and Not-for-Profit Accounting	4
ACG 3652	Auditing	4
ACG 4180	Financial Statement Analysis	4
ACG 4204	Advanced Accounting	4
ACG 4251	International Accounting	4
ACG 4402	Accounting Information Systems	4
ACG 4684	Corporate Fraud Examination	4
ACG 4931	Accounting Capstone II	4
ECO 4223	Money and Banking I	4
FIN 3400	Corporate Finance	4
ISM 3015	Management of Information Systems	4
MAN 3504	Operations Management	4
MAN 4240	Organizational Behavior Analysis	4
MAN 4720	Strategic Management	4
TAX 4120	Advanced Federal Tax Theory	4

Elective Courses *(Select 5 from the following pool)*

Number	Course	Credits
ACG 2101	Intermediate Accounting I	4
ACG 2111	Intermediate Accounting II	4
ACG 2200	Financial Investigation	4
APA 1501	Payroll Accounting	4
BAN 1004	Introduction to Banking	4
BAN 2231	Fundamentals of Consumer Lending	4
BAN 2253	Introduction to Mortgage Lending	4
BAN 2800	Principles of Banking Law	4
BUL 2241	Business Law	4
CCJ 1000	Introduction to Criminal Justice	4
CJL 1100	Criminal Law and Procedures	4
MAN 2061	Business Ethics	4
MAR 2011	Principles of Marketing	4

Total lower division major/core credits		**41**
Total upper division major/core credits		**64**
Elective credits		**20**

General Education Courses**

Lower Division**

Number	Course	Credits
English Composition *(Required course)*		
ENC 1101	English Composition	4
Communication *(Select 1 course)*		
COM 1002	Introduction to Communication	4
SPC 2606	Speech	4
SPN 271	Conversational Spanish	4
Humanities *(Select 2 courses)*		
CRW 2001	Creative Writing	4
ENC 2102	Writing About Literature	4
HUM 2023	Humanities	4
HUM 2406	Introduction to Film	4
LIT 2000	Introduction to Literature	4
PHI 2630	Ethics	4
Math/Natural Sciences *(Select 2 courses)*		
AST 2002	Introduction to Astronomy	4
GLY 1000	Introduction to Geology	4
MAT 2036	College Algebra	4
PHA 1500	Structure and Function of the Human Body	4
Social Sciences *(Select 2 courses)*		
ECO 2013	Macroeconomics	4
ECO 2023	Microeconomics	4

Upper Division**

Number	Course	Credits
Communication *(Select 1 course)*		
MMC 3407	Visual Communication in the Media	4
Humanities *(Select a minimum of 1 course)*		
AML 3020	American Literature	4
AML 4453	Studies in American Literature and Culture	4
AML 4680	Literature of American Minorities	4
LIT 3191	Contemporary World Literature: 1900 to the Present	4
POT 4001	Political Thought	4
Math/Natural Sciences *(Select a minimum of 1 course)*		
EVR 3410	Human Uses of the Environment	4
GEO 3203	Physical Geography	4
GEO 3374	Conservation of Resources	4
PFH 372	Personal and Family Health	4
STA 4020	Statistics I	4
STA 4025	Statistics II	4
WST 4350	Gender in Math and Science	4
Social Sciences *(Select a minimum of 1 course)*		
AMH 3304	Visions of America Since 1945	4
CPO 4003	Comparative Politics	4
GEA 3211	Geography of the United States and Canada	4
REL 3131	American Religious History	4
REL 3308	Contemporary World Religions	4
SYG 3011	Social Problems	4
SYO 4180	Work and Family	4

Total lower division general education credits		**32**
Total upper division general education credits		**24**

This Degree Program is also offered online.

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

** 32 credits of Lower Division general education coursework and 24 credits of Upper Division general education coursework are required.

Total Degree Credits	**181***

Objective.

Graduates of this degree program learn to manage accounts receivable, accounts payable, and payroll. They learn to prepare tax returns, prepare and analyze financial statements, and use computer applications proficiently. They know financial and managerial accounting concepts as related to the business environment. They value critical-thinking and communication skills and the ability to relate accounting concepts to the world around them.

ACCOUNTING AS DEGREE
Banking • Financial Accounting • Financial Investigation

Standard Length of Program • 6 Quarters *Full-Time* • 9 Quarters *Part-Time*

Career Opportunities • General Accountant • Full Charge Bookkeeper • Audit Clerk • Financial Analyst

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
English Composition *(Required course)*		
ENC 1101	English Composition	4
Communication *(Select 1 course)*		
COM 1002	Introduction to Communication	4
SPC 2606	Speech	4
SPN 271	Conversational Spanish	4
Humanities *(Select 2 courses)*		
CRW 2001	Creative Writing	4
ENC 2102	Writing About Literature	4
HUM 2023	Humanities	4
HUM 2406	Introduction to Film	4
LIT 2000	Introduction to Literature	4
PHI 2630	Ethics	4
Math/Natural Sciences *(Select 2 courses)*		
AST 2002	Introduction to Astronomy	4
GLY 1000	Introduction to Geology	4
MAT 2036	College Algebra	4
PHA 1500	Structure and Function of the Human Body	4
Social Sciences *(1 required course,** and select 1 elective)*		
AMH 2070	Florida History	4
CAF 271	Current Affairs	4
ECO 1000	Principles of Economics**	4
ECO 2013	Macroeconomics	4
ECO 2023	Microeconomics	4
GEA 1000	World Geography	4
POS 2047	Contemporary U.S. Government	4
PSY 1010	Introduction to Psychology	4
SYG 1000	Introduction to Sociology	4

** Principles of Economics is required for the Accounting AAS degree. Students must select an additional course from the Social Sciences category to meet the required amount of general education credits in that category.

Major and Core Courses

Number	Course	Credits
ACG 1001	Accounting I	4
ACG 1011	Accounting II	4
ACG 1031	Accounting III	4
ACG 2064	Computer Focused Principles	3
ACG 2102	Accounting Capstone	2
CGS 1190C	Computer Information Systems	3
COM 1007	Professional Communication	4
CTS 2511	Excel	3
E150	Success Strategies	4
E242	Career Development	2
GEB 1011	Introduction to Business	4
TAX 2002	Income Tax	4

Banking Emphasis

Number	Course	Credits
BAN 1004	Introduction to Banking	4
BAN 2231	Fundamentals of Consumer Lending	4
BAN 2253	Introduction to Mortgage Lending	4
BAN 2800	Principles of Banking Law	4
MAR 2011	Principles of Marketing	4

Total Degree Credits	**93***

This Degree Program is also offered Online.

Financial Accounting Emphasis

Number	Course	Credits
ACG 2101	Intermediate Accounting I	4
ACG 2111	Intermediate Accounting II	4
APA 1501	Payroll Accounting	4
BUL 2241	Business Law	4
MAN 2061	Business Ethics	4

Total Degree Credits	**93***

This Degree Program is also offered Online.

Financial Investigation Emphasis

Number	Course	Credits
ACG 2101	Intermediate Accounting I	4
ACG 2111	Intermediate Accounting II	4
ACG 2200	Financial Investigation	4
CCJ 1000	Introduction to Criminal Justice	4
CJL 1100	Criminal Law and Procedures	4

Total Degree Credits	**93***

This Degree Program is also offered Online.

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

Objective.

The objective of this program is to prepare graduates for an entry-level position in the general business or accounting setting, which may include retail, small business, government, and industry. Students learn basic accounting principles and know how to process entry-level analysis of financial statements. Students learn the value of effective communication and workplace professionalism.

ACCOUNTING DIPLOMA

Standard Length of Program • 4 Quarters **Full-Time** • 6 Quarters **Part-Time**

Career Opportunities • Accounting Clerk • Auditing Clerk • Municipal Accounting

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

Number	Course	Credits
ACG 1001	Accounting I	4
ACG 1011	Accounting II	4
ACG 1031	Accounting III	4
ACG 2064	Computer Focused Principles	3
ACG 2101	Intermediate Accounting I	4
APA 1501	Payroll Accounting	4
BUL 2241	Business Law	4
CGS 1190C	Computer Information Systems	3
COM 1007	Professional Communication	4
CTS 2511	Excel	3
E150	Success Strategies	4
E242	Career Development	2
ECO 1000	Principles of Economics	4
ENC 1101	English Composition	4
GEB 1011	Introduction to Business	4
MAN 2061	Business Ethics	4
MAT 2036	College Algebra	4
TAX 2002	Income Tax	4
	Total Diploma Credits	**67***

* Credit totals do not include Foundations of English IIII or Foundations of Math. These courses may be required of some students based upon placement examinations.

Objective.

The objective of this program is to provide students with knowledge of marketable business skills — computer and administrative. The program equips students with the ability to utilize information-processing skills along with math skills. The value of professional-communication skills and customer service is emphasized in order for the graduate to effectively perform in the business environment.

SECRETARIAL DIPLOMA

Standard Length of Program • 4 Quarters **Full-Time** • 6 Quarters **Part-Time**

Career Opportunities • Administrative Assistant • Station Secretary • Receptionist/Secretary

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

Number	Course	Credits
ACG 1001	Accounting I	4
CGS 1190C	Computer Information Systems	3
COM 1007	Professional Communication	4
CTS 1217C	Professional Presentations	3
CTS 2511	Excel	3
E150	Success Strategies	4
E242	Career Development	2
ENC 1101	English Composition	4
MAT 2036	College Algebra	4
MNA 1161	Customer Service	4
OST 1100C	Keyboarding I	3
OST 1102C	Keyboarding II	3
OST 1401	Office Procedures	4
OST 1764C	Word for Windows	3
PSY 1010	Introduction to Psychology	4
SPC 2606	Speech	4
	Total Certificate Credits	**56***

* Credit totals do not include Foundations of English IIII or Foundations of Math. These courses may be required of some students based upon placement examinations.

Objective.

The bachelor's degree program will provide students with theoretical and practical knowledge in their discipline. Critical thinking, information literacy, ethical understanding and reasoning, quantitative reasoning, multicultural and diversity awareness, and communication skills will play a key role in the degree program. Graduates will demonstrate the ability to know, comprehend, apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; effectively communicate ideas through speaking and writing; integrate the ideas of others with their own ideas to create new knowledge; develop an understanding of the multicultural nature of a global society; recognize and address complex ethical situations; and operate effectively within a continually changing environment.

BUSINESS ADMINISTRATION BS DEGREE
Management • Human Resources • Information Technology

Standard Length of Program • 12 Quarters **Full-Time** • 16 Quarters **Part-Time**

Career Opportunities • Office Manager • Personnel Recruiter • Employment Training Specialist • Assistant Training Manager • Compensation and Benefits Administrator • Human Resources Generalist Personnel Recruiter • Information Technology Manager • IT Project Manager • Database Administrator • Network Administrator • IT Operations Supervisor

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

Lower Division

Number	Course	Credits
ACG 1001	Accounting I	4
ACG 1011	Accounting II	4
ADV 2000	Principles of Advertising	4
BUL 2241	Business Law	4
CGS 1190C	Computer Information Systems	3
COM 1007	Professional Communication	4
CTS 1401	Access	3
CTS 2511	Excel	3
E150	Success Strategies	4
E242	Career Development	2
ECO 2013	Macroeconomics	4
ECO 2023	Microeconomics	4
GEB 1011	Introduction to Business	4
MAN 2021	Principles of Management	4
MAR 2011	Principles of Marketing	4
OST 1100C	Keyboarding I	3
OST 1764C	Word for Windows	3

Upper Division

Number	Course	Credits
ACG 3073	Managerial Accounting	4
MAN 4064	Business, Society, and Ethics	4
MAN 4143	Contemporary Leadership Challenges	4
MAN 4402	Employment Law	4
MAN 4441	Negotiation and Conflict Management	4
PUR 3008	Public Relations	4

Student will select two courses from the following as Upper Division Business Courses for a total of 8 credits:

Number	Course	Credits
ECO 4223	Money & Banking I	4
ECO 4224	Money & Banking II	4
MAN 4602	International Business	4
MAR 3400	Professional Selling	4
RMI 3011	Insurance	4

Total lower division major/core credits		**61**
Total upper division major/core credits		**32**

* Credit totals do not include Foundations of English IIII or Foundations of Math. These courses may be required of some students based upon placement examinations.

** 28 credits of lower-division general-education coursework and 28 credits of upper-division general-education coursework are required.

*** Three lower-division general-education courses are required: English Composition, College Algebra, and Speech. In addition, students must take 1 lower-level math/natural-science elective course (4 credits), and 3 courses (12 credits) of lower-level general-education electives, for a total of 28 credits of lower-level general education.

**** All students must take Statistics I. The rest of their upper-level general education courses will be drawn from the upper-level general-education pool. Upper-level courses are those whose numbers begin with a 3 or 4.

† Depending upon courses taken in the Information Technology Emphasis, the Total Degree Credits may vary from 180 to 183 credits.

General Education Courses**

*Lower Division***

Number	Course	Credits
ENC 1101	English Composition***	4
MAT 2036	College Algebra***	4
SPC 2606	Speech***	4
	Math/Natural Science Elective (1 course)	4
	Unrestricted Electives (3 courses)	12

*Upper Division***

Number	Course	Credits
STA 4020	Statistics I****	4
	Humanities Elective****	4
	Behavioral Science Elective****	4
	Physical Science Elective****	4
	History/Political Science Elective****	4
	Upper General-Education Elective****	4
	Upper General-Education Elective****	4

Total lower-division general-education credits		**28**
Total upper-division general-education credits		**28**

Management Emphasis
(select 20 credits from the following):

Number	Course	Credits
ECO 4224	Money & Banking II	4
MAN 4240	Organizational Behavior Analysis	4
MAN 4301	Human Resource Management	4
MAN 4320	Human Resource Recruitment and Selection	4
MAN 4350	Training and Development	4
MAN 4720	Strategic Management	4
MAN 4802	Small Business Management I	4
MAN 4820	Small Business Management II	4
	Unrestricted electives	**12**
	Total Degree Credits	**181***

Human Resources Emphasis
(select 20 credits from the following):

Number	Course	Credits
MAN 4240	Organizational Behavior Analysis	4
MAN 4301	Human Resource Management	4
MAN 4320	Human Resource Recruitment and Selection	4
MAN 4330	Compensation Administration	4
MAN 4350	Training and Development	4
MAN 4401	Labor Relations Management	4
	Unrestricted electives	**12**
	Total Degree Credits	**181***

Information Technology Emphasis†
(select 16 credits from the following):

Number	Course	Credits
CIS 4383C	Computer Forensics	3
CIS 4384C	Network Security and Cryptography	3
COP 3502	Introduction to Computer Science Concepts	3
COP 4555	Programming Languages Principles	3
ISM 3005	MIS Techniques	3
ISM 3015	Management of Information Systems	4
ISM 3314	Information Technology Project Management	4
ISM 4212C	Database Management and Administration	4
	Unrestricted IT electives	**3**
	Unrestricted electives	**12**
	Total Degree Credits	**180-183***

Objective.

Graduates of this degree program know and understand major concepts in management, human resources, marketing, and customer service. They are able to interpret financial data and have a general knowledge of accounting. They develop an appreciation for general education and are able to relate it to business situations. Students acquire skills in word processing, spreadsheet creation, database management, and presentation software. They develop communication, problem-solving, and decision-making skills that are necessary in business. They understand the importance of conducting business ethically and appreciate the importance of diversity in the workplace. They value honesty, creativity, respect for coworkers, and the importance of lifelong learning.

BUSINESS MANAGEMENT AS DEGREE
Business Administration • Call Center Management • Internet Marketing • Marketing and Sales

Standard Length of Program • 6 Quarters **Full-Time** • 9 Quarters **Part-Time**

Career Opportunities • Retail Management • Small Business Manager • Internet Sales & Marketing Associate • E-Marketing Coordinator/Web Analyst • Sales Representative • Marketing Assistant

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
English Composition (Required course)		
ENC 1101	English Composition	4
Communication (Select 1 course)		
COM 1002	Introduction to Communication	4
SPC 2606	Speech	4
SPN 271	Conversational Spanish	4
Humanities (Select 2 courses)		
CRW 2001	Creative Writing	4
ENC 2102	Writing About Literature	4
HUM 2023	Humanities	4
HUM 2406	Introduction to Film	4
LIT 2000	Introduction to Literature	4
PHI 2630	Ethics	4
Math/Natural Sciences (Select 2 courses)		
AST 2002	Introduction to Astronomy	4
GLY 1000	Introduction to Geology	4
MAT 2036	College Algebra	4
PHA 1500	Structure and Function of the Human Body	4
Social Sciences (Select 2 courses)		
AMH 2070	Florida History	4
CAF 271	Current Affairs	4
ECO 1000	Principles of Economics	4
ECO 2013	Macroeconomics	4
ECO 2023	Microeconomics	4
GEA 1000	World Geography	4
POS 2047	Contemporary U.S. Government	4
PSY 1010	Introduction to Psychology	4
SYG 1000	Introduction to Sociology	4

Major and Core Courses

Number	Course	Credits
ACG 1001	Accounting I	4
BUL 2241	Business Law	4
CGS 1190C	Computer Information Systems	3
COM 1007	Professional Communication	4
E150	Success Strategies	4
E242	Career Development	2
FIN 1000	Principles of Finance	4
GEB 1011	Introduction to Business	4
GEB 2070	Business Capstone	2
MAN 2021	Principles of Management	4

Business Administration Emphasis

Number	Course	Credits
ACG 1011	Accounting II	4
ACG 2064	Computer Focused Principles	3
APA 1501	Payroll Accounting	4
CTS 2511	Excel	3
MAN 1300	Introduction to Human Resource Management	4
MAN 2061	Business Ethics	4
MNA 1161	Customer Service	4
	Total Degree Credits	**93***

This Degree Program is also offered online.

Call Center Management Emphasis

Number	Course	Credits
GEB 2252	Multicultural Communications for Business	4
MAN 2652	Introduction to Global Business	4
MAN 2061	Business Ethics	4
MNA 2137	Call Center Strategic Leadership	4
MNA 2138	Call Center Customer Service Representative Skills	4
MNA 2139	Call Center Labor Force Management	4
MNA 2140	Call Center Operations Management	4
	Total Degree Credits	**95***

This Degree Program is only offered online.

Internet Marketing Emphasis

Number	Course	Credits
GEB 1136	E-Commerce	4
MAR 2110	Marketing Ethics	4
MAR 2577	Internet Consumer Behavior	4
MAR 2678	Search Engine Marketing	4
MAR 2679	Target/Audience Messaging	4
MAR 2680	Web Media Marketing	4
	Total Degree Credits	**91***

This Degree Program is only offered online.

Marketing and Sales Emphasis

Number	Course	Credits
ADV 2000	Principles of Advertising	4
GEB 1136	E-Commerce	4
GEB 2112	Entrepreneurship	4
MAR 1410	Sales Techniques	4
MAR 2011	Principles of Marketing	4
MAR 2231	Principles of Retailing	4
MNA 1161	Customer Service	4
	Total Degree Credits	**95***

This Degree Program is also offered online.

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

** These courses are not offered at the Mankato location.

Objective.

Graduates from this program will acquire skills to communicate effectively in a variety of office settings. The student will learn the skills needed to be a successful administrative professional, including document processing, document communication, and office technology, as well as gaining specific knowledge in any of the several emphasis areas from which to choose. The graduating student will be able to create appropriate documents using learned software, will be effective in communication situations related to the organization of the office, and will be exposed to ethical decisions based on office models.

OFFICE MANAGEMENT AS DEGREE
Corporate Management • Government • Legal/Criminal Justice Medical • Small Business Management

Standard Length of Program • 6 Quarters **Full-Time** • 9 Quarters **Part-Time**

Career Opportunities • Office Manager • Executive Assistant • Legal Office Administrator • Medical Office Administrator • Court Clerk • Administrative Assistant

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
English Composition (Required course)		
ENC 1101	English Composition	4
Communication (Select 1 course)		
COM 1002	Introduction to Communication	4
SPC 2606	Speech	4
SPN 271	Conversational Spanish	4
Humanities (Select 2 courses)		
CRW 2001	Creative Writing	4
ENC 2102	Writing About Literature	4
HUM 2023	Humanities	4
HUM 2406	Introduction to Film	4
LIT 2000	Introduction to Literature	4
PHI 2630	Ethics	4
Math/Natural Sciences (Select 2 courses**)		
AST 2002	Introduction to Astronomy	4
GLY 1000	Introduction to Geology	4
MAT 2036	College Algebra	4
PHA 1500	Structure and Function of the Human Body**	4
Social Sciences (Select 2 courses**)		
AMH 2070	Florida History	4
CAF 271	Current Affairs	4
ECO 1000	Principles of Economics	4
ECO 2013	Macroeconomics	4
ECO 2023	Microeconomics	4
GEA 1000	World Geography	4
POS 2047	Contemporary U.S. Government**	4
PSY 1010	Introduction to Psychology	4
SYG 1000	Introduction to Sociology	4

Major and Core Courses

Number	Course	Credits
ACG 1001	Accounting I	4
CGS 1190C	Computer Information Systems	3
COM 1007	Professional Communication	4
CTS 1217C	Professional Presentations	3
CTS 2511	Excel	3
E150	Success Strategies	4
E242	Career Development	2
MNA 1161	Customer Service	4
OST 1100C	Keyboarding I	3
OST 1102C	Keyboarding II	3
OST 1764C	Word for Windows	3

Corporate Management Emphasis

Number	Course	Credits
CTS 1401	Access	3
GEB 1011	Introduction to Business	4
GEB 1014	Project Planning and Documentation	4
MAN 1300	Introduction to Human Resource Management	4
MAN 2021	Principles of Management	4
OST 1401	Office Procedures	4
	Total Degree Credits	**91***

This Degree Program is also offered online.

Government Emphasis

Number	Course	Credits
CTS 1401	Access	3
LAW 1002	Law I	4
MNA 1324	Meeting Management	4
OST 2423	Legal Office Procedures	4
OST 2624	Legal Document Processing & Transcription	3
POS 1114	State and Local Government	4
POS 2047	Contemporary U.S. Government**	4
	Total Degree Credits	**94***

Legal/Criminal Justice Emphasis

Number	Course	Credits
CCJ 1000	Introduction to Criminal Justice	4
CTS 1401	Access	3
LAW 1002	Law I	4
LAW 2002	Law II	4
OST 1252	Legal Terminology	4
OST 2423	Legal Office Procedures	4
OST 2624	Legal Document Processing & Transcription	3
	Total Degree Credits	**94***

Medical Emphasis

Number	Course	Credits
HIM 2270	Medical Insurance and Billing	3
HSC 1531	Medical Terminology	4
HSC 2553	Pathology I	4
MEA 2382	Medical Law and Ethics	4
OST 1461	Medical Office Procedures	4
OST 2611	Medical Transcription I	3
PHA 1500	Structure and Function of the Human Body**	4
	Total Degree Credits	**94***

This Degree Program is also offered online.

Small Business Management Emphasis

Number	Course	Credits
ACG 1011	Accounting II	4
ACG 2064	Computer Focused Principles	3
APA 1501	Payroll Accounting	4
CTS 1401	Access	3
MAN 2021	Principles of Management	4
MNA 1324	Meeting Management	4
OST 1401	Office Procedures	4
	Total Degree Credits	**94***

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

** Structure and Function of the Human Body is required for the Medical Emphasis, and Contemporary U.S. Government is required for the Government Emphasis. If one of these courses appears in an emphasis area, the student must still complete two additional courses from the appropriate general education category to meet the required amount of general education credits in that category.

Objective.

The Bachelor's degree program will provide students with theoretical and practical knowledge in the field of criminal justice. Critical thinking, ethical understanding and reasoning, quantitative reasoning, multicultural and diversity awareness, and communication skills will play a key role in the Criminal Justice program. Graduates will demonstrate the ability to know, comprehend, apply, analyze, synthesize, and evaluate facts and theories pertaining to criminal justice; locate, evaluate, and integrate appropriate primary and secondary sources; effectively communicate ideas through speaking and writing; recognize and address complex ethical situations; and operate effectively within a continually changing environment.

CRIMINAL JUSTICE BS DEGREE

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

Standard Length of Program • 12 Quarters **Full-Time** • 15 Quarters **Part-Time**

Career Opportunities • Probation Officer • Victim's Advocate • Criminal Investigator • Human Services Program Coordinator • Economic Self-Sufficiency Specialist • Customs Immigration Specialist Clerk

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses**

Lower Division**

Number	Course	Credits

English Composition (Required course)

ENC 1101	English Composition	4

Communication (Select 1 course)

COM 1002	Introduction to Communication	4
SPC 2606	Speech	4
SPN 271	Conversational Spanish	4

Humanities (Select 2 courses)

CRW 2001	Creative Writing	4
ENC 2102	Writing About Literature	4
HUM 2023	Humanities	4
HUM 2406	Introduction to Film	4
LIT 2000	Introduction to Literature	4
PHI 2630	Ethics	4

Math/Natural Sciences (Select 2 courses)

AST 2002	Introduction to Astronomy	4
GLY 1000	Introduction to Geology	4
MAT 2036	College Algebra	4
PHA 1500	Structure and Function of the Human Body	4

Social Sciences (2 required courses)

PSY 1010	Introduction to Psychology	4
SYG 1000	Introduction to Sociology	4

Upper Division**

Number	Course	Credits

Communication (Select 1 course)

MMC 3407	Visual Communication in the Media	4

Humanities (Select a minimum of 1 course)

AML 3020	American Literature	4
AML 4453	Studies in American Literature and Culture	4
AML 4680	Literature of American Minorities	4
LIT 3191	Contemporary World Literature: 1900 to the Present	4
POT 4001	Political Thought	4

Math/Natural Sciences (Select a minimum of 1 course)

EVR 3410	Human Uses of the Environment	4
GEO 3203	Physical Geography	4
GEO 3374	Conservation of Resources	4
PFH 372	Personal and Family Health	4
STA 4020	Statistics I	4
STA 4025	Statistics II	4
WST 4350	Gender in Math and Science	4

Social Sciences (Select a minimum of 1 course)

AMH 3304	Visions of America Since 1945	4
CPO 4003	Comparative Politics	4
GEA 3211	Geography of the United States and Canada	4
REL 3131	American Religious History	4
REL 3308	Contemporary World Religions	4
SYG 3011	Social Problems	4
SYO 4180	Work and Family	4

Total lower division general education credits	32
Total upper division general education credits	24

Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

**32 credits of Lower Division general education coursework and 24 credits of Upper Division general education coursework are required.*

***Students taking the Homeland Security emphasis must take as their electives DSC 1003 Introduction to Homeland Security, DSC 2005 Terrorism, and SCC 2001 Security Challenges.*

Major and Core Courses

Lower Division

Number	Course	Credits
CCJ 1000	Introduction to Criminal Justice	4
CCJ 1001	Criminology	4
CCJ 2022	Contemporary Issues in Criminal Justice Capstone	4
CCJ 2488	Ethics in Criminal Justice	4
CCJ 2685	Domestic Violence	4
CGS 1190C	Computer Information Systems	3
CJC 1000	Introduction to Corrections	4
CJE 1006	Policing in America	4
CJE 1009	Juvenile Justice	4
CJE 1233	Drugs and Crime	4
CJL 1100	Criminal Law and Procedures	4
E150	Success Strategies	4
E242	Career Development	2

Upper Division

Number	Course	Credits
CCJ 3621	Criminal Behavior	4
CCJ 3667	Victims in Criminal Justice	4
CCJ 3678	Cultural Diversity and Justice	4
CCJ 3701	Research Methods in Criminal Justice	4
CCJ 3706	Statistics in Criminal Justice	4
CCJ 4450	Criminal Justice Leadership and Management	4
CCJ 4931	Critical Issues in Criminal Justice	4
CCJ 4941	Fieldwork in Criminal Justice	2
CCJ 4942	Fieldwork in Criminal Justice II	8
CJE 4444	Crime Prevention	4
CJL 3410	Criminal Law and Procedures II	4
MMC 3721	Realities of Crime and Justice	4

Total lower division major/core credits	49
Lower-division elective credits***	12***
Total upper division major/core credits	50

Client Services/Corrections Emphasis

Number	Course	Credits
CCJ 3670	Women and Criminal Justice	4
CCJ 4695	Special Populations in Criminal Justice	4
CJC 3415	Diversion and Rehabilitation	4
CJC 4164	Community Corrections	4
	Total Degree Credits	**183***

Criminal Offenders Emphasis

Number	Course	Credits
CCJ 3641	Organized Criminal Syndicates	4
CCJ 4603	Forensic Psychology	4
CCJ 4627	Special Offenders: Serial Killers	4
CCJ 4690	Special Offenders: Sex Offenders	4
	Total Degree Credits	**183***

Homeland Security Emphasis***

Number	Course	Credits
CJE 4176	Crimes Across Borders	4
DSC 3016	Homeland Security Policy	4
DSC 4214	Emergency Management	4
SCC 3421	Risk Analysis	4
	Total Degree Credits	**183***

Investigation/Law Enforcement Emphasis

Number	Course	Credits
CCJ 4603	Forensic Psychology	4
CJE 3610	Criminal Investigations	4
CJE 3674	Examination of Forensic Science	4
CJL 3113	Criminal Evidence	4
	Total Degree Credits	**183***

Objective.

Graduates of this degree program learn to examine how the legal process works from law enforcement, to the courts, and through the corrections system. They know the history and development of the criminal justice system and its effect on society. Students value the ability to think critically about the issues related to the future of criminal justice, including juvenile justice, corrections, and security.

CRIMINAL JUSTICE AS DEGREE

Standard Length of Program • 6 Quarters **Full-Time** • 8 Quarters **Part-Time**

Career Opportunities • Corrections Officer • Probation Support Specialist • Court Clerk • Security Professional • Juvenile Specialist • Homeland Security

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits

English Composition (Required course)

ENC 1101	English Composition	4

Communication (Select 1 course)

COM 1002	Introduction to Communication	4
SPC 2606	Speech	4
SPN 271	Conversational Spanish	4

Humanities (Select 2 courses)

CRW 2001	Creative Writing	4
ENC 2102	Writing About Literature	4
HUM 2023	Humanities	4
HUM 2406	Introduction to Film	4
LIT 2000	Introduction to Literature	4
PHI 2630	Ethics	4

Math/Natural Sciences (Select 2 courses)

AST 2002	Introduction to Astronomy	4
GLY 1000	Introduction to Geology	4
MAT 2036	College Algebra	4
PHA 1500	Structure and Function of the Human Body	4

Social Sciences (2 required courses)

PSY 1010	Introduction to Psychology	4
SYG 1000	Introduction to Sociology	4

Major and Core Courses

Number	Course	Credits
CCJ 1000	Introduction to Criminal Justice	4
CCJ 1001	Criminology	4
CCJ 2022	Contemporary Issues in Criminal Justice Capstone	4
CCJ 2488	Ethics in Criminal Justice	4
CCJ 2685	Domestic Violence	4
CGS 1190C	Computer Information Systems	3
CJC 1000	Introduction to Corrections	4
CJE 1006	Policing in America	4
CJE 1009	Juvenile Justice	4
CJE 1233	Drugs and Crime	4
CJL 1100	Criminal Law and Procedures	4
DSC 1003	Introduction to Homeland Security	4
DSC 2005	Terrorism	4
E150	Success Strategies	4
E242	Career Development	2
SCC 2001	Security Challenges	4
	Total Degree Credits	**93***

Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

Objective.

Graduates of the Paralegal degree program learn to provide services in all phases of the legal system including courts, law firms, and government agencies, under the supervision of an attorney. Paralegals may not provide legal services directly to the public except as permitted by law. Paralegals examine specialty courses such as legal research and writing, torts and corporate law, litigation, criminal law, family law, and real estate in the AS degree. Students value the ability to think critically about the issues related to the law and paralegal field.

PARALEGAL AS DEGREE

Standard Length of Program • 6 Quarters **Full-Time** • 8 Quarters **Part-Time**

Career Opportunities • Paralegal • Legal Assistant • Legal Secretary

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits

English Composition (Required course)

ENC 1101	English Composition	4

Communication (Select 1 course)

COM 1002	Introduction to Communication	4
SPC 2606	Speech	4
SPN 271	Conversational Spanish	4

Humanities (Select 2 courses)

CRW 2001	Creative Writing	4
ENC 2102	Writing About Literature	4
HUM 2023	Humanities	4
HUM 2406	Introduction to Film	4
LIT 2000	Introduction to Literature	4
PHI 2630	Ethics	4

Math/Natural Sciences (Select 2 courses)

AST 2002	Introduction to Astronomy	4
GLY 1000	Introduction to Geology	4
MAT 2036	College Algebra	4
PHA 1500	Structure and Function of the Human Body	4

Social Sciences (2 required courses)

PSY 1010	Introduction to Psychology	4
SYG 1000	Introduction to Sociology	4

Major and Core Courses

Number	Course	Credits
CGS 1190C	Computer Information Systems	3
E150	Success Strategies	4
E242	Career Development	2
PLA 1013	Introduction to Law and the Legal System	4
PLA 1060	Introduction to Legal Research	4
PLA 1203	Civil Litigation and Procedure I	4
PLA 1223	Civil Litigation and Procedure II	4
PLA 1422	Contracts	4
PLA 2104	Legal Research and Writing I	4
PLA 2114	Legal Research and Writing II	4
PLA 2273	Torts	4
PLA 2435	Corporate Law	4
PLA 2511	Real Estate Law	4
PLA 2762	Law Office Technology	4
PLA 2800	Family Law	4
PLA 2940	Paralegal Internship	5
	Total Degree Credits	**94***

Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

Objective.

The objective of the Associate Degree Nursing Program is to provide the knowledge, clinical skills, nursing values, meanings, and experience necessary for an entry-level professional nursing position; and in turn to facilitate competency in the core components of professional nursing: professional behavior, communication, assessment, clinical decision-making, caring intervention, teaching and learning, collaboration, and managing care. This program is designed to prepare the graduate to utilize and apply the nursing process (assessment, diagnosis, planning, implementation, and evaluation) to provide care across the life span and in diverse settings within the health continuum. Upon successful completion of this program, the graduate will receive an Associate of Science Degree in Nursing and will be eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) to obtain licensure as a registered nurse.

NURSING AS DEGREE

Standard Length of Program • 8 Quarters **Full-Time**

Career Opportunities • Hospitals • Clinics • Rehab Centers • Nursing Homes

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits

English Composition (Required course)

ENC 1101	English Composition	4

Communication (Select 1 course)

COM 1002	Introduction to Communication	4
SPC 2606	Speech	4
SPN 271	Conversational Spanish	4

Humanities (Select 2 courses)

CRW 2001	Creative Writing	4
ENC 2102	Writing About Literature	4
HUM 2023	Humanities	4
HUM 2406	Introduction to Film	4
LIT 2000	Introduction to Literature	4
PHI 2630	Ethics	4

Math/Natural Sciences (1 required course**, and select 1 course)

AST 2002	Introduction to Astronomy	4
GLY 1000	Introduction to Geology	4
MAT 2036	College Algebra	4
MCB 2010C	Introduction to Microbiology**	5
PHA 1500	Structure and Function of the Human Body	4

Social Sciences (1 required course**, and select 1 course)

AMH 2070	Florida History	4
CAF 271	Current Affairs	4
DEP 2004	Human Growth and Development**	4
ECO 1000	Principles of Economics	4
ECO 2013	Macroeconomics	4
ECO 2023	Microeconomics	4
GEA 1000	World Geography	4
POS 2047	Contemporary U.S. Government	4
PSY 1010	Introduction to Psychology	4
SYG 1000	Introduction to Sociology	4

Major and Core Courses

Number	Course	Credits
BSC 2087C	Human Anatomy and Physiology I	5
BSC 2089C	Human Anatomy and Physiology II	5
HUN 2207	Human Nutrition	4
NUR 1020C	Fundamentals of Nursing	13
NUR 1140	Comprehensive Pharmacology	5
NUR 1211C	Adult Nursing I	13
NUR 2460C	Maternal Child Nursing	13
NUR 2711C	Adult Nursing II	13
NUR 2712C	Adult Nursing III	3
NUR 2820	Nursing Role and Scope	2

Total Degree Credits — **109***

This program is only offered at the Ocala campus.

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

** This general-education course is available to all students and is required of Nursing students.

In addition to meeting all general requirements for admission to Rasmussen College, Nursing students must also have the following:

• Current certification in CPR as documented by submission of current CPR certification card. Either American Health Association BLS Health Provider or American Red Cross CPR for the Professional Rescuer programs is accepted. Certification must include adult, child, infant, and two-person CPR. The AED component is not necessary.

• Current CNA Certification.

• Two letters of reference: one from a prior or current instructor or professor and one from a prior or current employer.

• Minimum 2.0 Grade Point Average for all prior college coursework completed.

• Ability to pass criminal background check.

• Completed the Nursing Entrance Test with a minimum score of 50 on the math and reading comprehension sections.

• Completed an entrance essay and interview (essay to be submitted by next visit with Admissions Representative).

• Evidence of rubella immunization, negative tuberculosis test or chest x-ray, and either evidence of successful Hepatitis B Vaccination or evidence that the HBV immunization series has begun prior to the program start.

To graduate in the program students must complete all required course work with an earned grade of "C" or better, achieve all required skill competencies, and satisfactorily complete all required clinical learning experiences.

Objective.

Diploma graduates will know how to implement psychomotor technical skills that meet current standards of practice; apply scientifically based knowledge and skills in meeting the biological, psychosocial, cultural, and spiritual needs of the patient; provide maintenance, preventative, therapeutic, rehabilitative, and/or supportive care; utilize the process of communication to exchange and transmit clear, concise, accurate, complete, and timely information to members of the healthcare team; utilize the process of therapeutic communication to build and maintain therapeutic relationships with patients and their significant support person(s); utilize the nursing process to gather data, contribute to the development of nursing diagnosis, guide nursing actions, and contribute to the modification of the plan of care; and they will provide basic individualized, holistic, and culturally sensitive nursing care for patients across the lifespan in a variety of settings while functioning as a competent novice in the role of practical nurse, under the directions of a registered nurse, physician, or dentist. They will implement a personal practice standard that adheres to the legal and ethical standards of the practical nurse, and they will value and seek continuing education opportunities in accordance with post-licensure goals that build on previous knowledge and skill and increase competency.

PRACTICAL NURSING DIPLOMA

Standard Length of Program • 5 Quarters **Full-Time**

Career Opportunities • Hospitals • Clinics • Rehab Centers • Nursing Homes

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

Number	Course	Credits
ENC 1101	English Composition	4.00
MAT 2036	College Algebra	4.00
PRN 0000C	Fundamentals of Practical Nursing	12.00
PRN 0010	Vocational Relations	1.50
PRN 0020	Human Growth and Development through the Life Span	1.50
PRN 0030C	Pharmacology for Practical Nursing I	1.50
PRN 0031C	Pharmacology for Practical Nursing II	1.50
PRN 0040	Personal, Family and Community Health	1.50
PRN 0070	Nutrition for Practical Nursing	1.50
PRN 0080	Anatomy and Physiology for Practical Nursing	3.75
PRN 0100C	Maternal and Newborn Nursing	4.00
PRN 0110C	Pediatric Nursing	4.00
PRN 0381C	Medical Surgical Nursing I	10.00
PRN 0382C	Medical Surgical Nursing II	23.25
PRN 0500	Geriatric Nursing	1.50
SPC 2606	Speech	4.00

Total Diploma Credits — **79.5***

This program is only offered at the Pasco County campus.

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

In addition to meeting all general requirements for admission to Rasmussen College, Practical Nursing diploma applicants must have the following:

• Official high-school transcript or GED certificate

• Completed assessment test with minimum required scaled score, or permission of the Practical Nursing Director to enter the program.

• Two letters of reference: either from a prior or current instructor/professor, or from a prior or current employer.

• Completed entrance essay and interview.

• Evidence of rubella immunization, negative tuberculosis test or chest X-ray, and either evidence of successful hepatitis B vaccination or evidence that the HBV immunization series has begun prior to the program start.

• Ability to pass a Level I FDLE / FBI criminal background check.

DIGITAL DESIGN AND ANIMATION BS DEGREE†

Standard Length of Program • 12 Quarters **Full-Time** • 16 Quarters **Part-Time**
Career Opportunities • Graphic Designer • Web Designer • Multimedia Services Manager • Art Director • Video Media Producer • Web Operations Manager

Objective. Graduates of this program will know industry-standard multimedia and design software applications. They will understand multimedia design and technology in terms of concept development, image editing, 3-D animation, drawing and perspective, programming for the Web, typography, object/vector drawing techniques, and project delivery. Graduates can develop and guide graphic designs and digital projects from concept to product using techniques from traditional art and from multimedia design. They can use HTML, Flash, Dreamweaver, Photoshop, Illustrator, Sound Forge, and other industry-standard software tools and applications. Graduates develop skills in critical thinking, business communication, and project management and apply these skill to serve their businesses.
They will be able to comprehend, apply, analyze, and evaluate theories and techniques of digital design and animation. Graduates value lifelong learning, collaborative project development, and honesty and integrity in applying their multimedia design and animation skills to supporting users and businesses.

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

Lower Division

Number	Course	Credits
CGS 1883C	Fundamentals of Web Authoring and Design	3
COM 1007	Professional Communication	4
DIG 1010	Introduction to Computer Graphics	3
DIG 1020	Introduction to Multimedia and Computer Graphic Arts	3
DIG 1302	Color Theory and Techniques	3
DIG 1287C	Audio/Video Editing	3
DIG 1305	Digital Media Production	3
DIG 1520	Digital Media Assembly	3
DIG 1550	Multimedia Portfolio Development	2
DIG 2531	Multimedia Technologies	3
E150	Success Strategies	4
E242	Career Development	2
GEB 1011	Introduction to Business	4
GEB 1014	Project Planning and Documentation	4
GEB 1136	E-Commerce	4
GRA 1853C	Typography	3
GRA 1857C	Digital Publishing	3

Upper Division

Number	Course	Credits
ART 3332	Figure Drawing	4
DIG 3316	The Study of Animation	4
DIG 3318	Flash Animation	4
DIG 3323	Polygon Modeling	4
DIG 3330	Advanced Methods of Computer Graphics	4
DIG 3333	Digital Photography	4
DIG 3512	Advanced HTML Coding with CSS	4
DIG 3552	Concept Development for Digital Media	4
DIG 4323	3D Game Character Creation	4
DIG 4330	Advanced Applications of Digital and Experimental Art	4
DIG 4355	Digital Effects Creation	4
DIG 4432	Storyboard Development for Digital Media	4
DIG 4933	Digital Video/Audio Project	4
DIG 4934	Web Design Project	4
DIG 4935	Animation Graphics Project	4
GEB 3051	The Business of Digital Media	4

Elective Courses *(Select 3 from the following pool)*

Number	Course	Credits
CTS 2382C	Networking and Internet Technologies	3
CTS 2870C	Server Side Scripting	3
DIG 1000	Drawing Design and Art Theory	3
DIG 1304	Introduction to 3D Arts and Animation	3
DIG 1306	3-Dimensional Animation	3
DIG 1500	Dynamic Content Management	3

Total Elective credits		**9**
Total lower division major/core credits (incl. Electives)		**63**
Total upper division major/core credits		**64**

General Education Courses**

Lower Division

Number	Course	Credits
English Composition *(Required course)*		
ENC 1101	English Composition	4
Communication *(Select 1 course)*		
COM 1002	Introduction to Communication	4
SPC 2606	Speech	4
SPN 271	Conversational Spanish	4
Humanities *(Select 2 courses)*		
CRW 2001	Creative Writing	4
ENC 2102	Writing About Literature	4
HUM 2023	Humanities	4
HUM 2406	Introduction to Film	4
LIT 2000	Introduction to Literature	4
PHI 2630	Ethics	4
Math/Natural Sciences *(Select 2 courses)*		
AST 2002	Introduction to Astronomy	4
GLY 1000	Introduction to Geology	4
MAT 2036	College Algebra	4
PHA 1500	Structure and Function of the Human Body	4
Social Sciences *(Select 2 courses)*		
AMH 2070	Florida History	4
CAF 271	Current Affairs	4
ECO 1000	Principles of Economics	4
ECO 2013	Macroeconomics	4
ECO 2023	Microeconomics	4
GEA 1000	World Geography	4
POS 2047	Contemporary U.S. Government	4
PSY 1010	Introduction to Psychology	4
SYG 1000	Introduction to Sociology	4

Upper Division

Number	Course	Credits
Communication *(Select 1 course)*		
MMC 3407	Visual Communication in the Media	4
Humanities *(Select 2 courses)*		
AML 3020	American Literature	4
AML 4453	Studies in American Literature and Culture	4
AML 4680	Literature of American Minorities	4
LIT 3191	Contemporary World Literature: 1900 to the Present	4
POT 4001	Political Thought	4
Math/Natural Sciences *(Select 2 courses)*		
EVR 3410	Human Uses of the Environment	4
GEO 3203	Physical Geography	4
GEO 3374	Conservation of Resources	4
PFH 372	Personal and Family Health	4
STA 4020	Statistics I	4
STA 4025	Statistics II	4
WST 4350	Gender in Math and Science	4
Social Sciences *(Select 2 courses)*		
AMH 3304	Visions of America Since 1945	4
CPO 4003	Comparative Politics	4
GEA 3211	Geography of the United States and Canada	4
REL 3131	American Religious History	4
REL 3308	Contemporary World Religions	4
SYG 3011	Social Problems	4
SYO 4180	Work and Family	4

Total lower-division general-education credits		**32**
Total upper-division general-education credits		**24**
Total Program Credits		**183***

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

** 32 credits of Lower Division general education coursework and 24 credits of Upper Division general education coursework are required.

† Information Technology (IT) and Digital Design courses vary in tuition cost per class. See the Tuition Structure table and the list of applicable core IT and Digital Design courses in the Policies section for details.

GAME AND SIMULATION PRODUCTION BS DEGREE†

Standard Length of Program • 12 Quarters **Full-Time** • 16 Quarters **Part-Time**
Career Opportunities • Game Programmer • Game Developer • Video Game Animator • Sound Designer • Technical Director

Objective. Graduates of this degree program will understand and be able to apply the technical concepts and knowledge needed to develop games and simulation projects from concept to product. They will understand games and simulations in terms of storyline, plot, visual elements, hardware requirements, and the necessary coding to complete projects. They will be able to develop stories and characters for games and simulations, and they will employ C++, applied math and physics, and networking skills for multi-player games. Students will develop an appreciation for audience analysis as they perform software testing, product documentation, and implementation efficacy research while delivering products to consumers.
The program will enhance critical thinking and reasoning faculties, information literacy, and communication competence, enabling students to excel in the game and simulation production industry. Students will develop and value collaborative team strategies for project completion, standard industry ethical practices, and an appreciation for lifelong learning as they maintain relevance in the field and serving diverse communities.

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

Lower Division

Number	Course	Credits
CAP 2104	Platform Design and Human-Computer Interaction	4
CAP 2105	Applied Game and Simulation Theory	4
CAP 2732C	Graphics Development with DirectX	4
CGS 1190C	Computer Information Systems	3
COP 1000	Fundamentals of Programming	3
COP 1224	Programming I	4
COP 2224	Programming II	4
COP 2535	Data Structures	4
DIG 1710	Game Preproduction	4
DIG 1711	Game Design Theory I	4
DIG 2711	Game Design Theory II	4
DIG 2718	Console Development	4
E150	Success Strategies	4
E242	Career Development	2
MAR 2717	Game and Simulation Marketing	4
MTB 1381	Math for Game and Simulation Production I	4
MTB 2381	Math for Game and Simulation Production II	4

Upper Division

Number	Course	Credits
CAP 3051	Graphics Development with OpenGL	4
CAP 3052	Game and Simulation Lighting Techniques	4
CAP 4620	Artificial Intelligence	4
CEN 4090	Software Engineering for Game and Simulation Production	4
COP 4848	Multiplayer Game Programming	4
DIG 3367	3D Content Creation	4
DIG 3790	Practical Game Development	4
DIG 3792	Game Planning and Development Strategies	4
DIG 3794	Mobile Platform Development	4
DIG 4791	Game Assets	4
DIG 4792	Game Audio Assets	4
DIG 4794	Applications of Physics for Game and Simulation Production	4
DIG 4931	Industrial Simulation Project	4
DIG 4932	Video Game Production Project	4
PHY 3930	The Physics of Gaming	4

Total lower division major/core credits		**68**
Total upper division major/core credits		**60**

General Education Courses**

Lower Division

Number	Course	Credits
English Composition *(Required course)*		
ENC 1101	English Composition	4
Communication *(Select 1 course)*		
COM 1002	Introduction to Communication	4
SPC 2606	Speech	4
SPN 271	Conversational Spanish	4
Humanities *(Select 2 courses)*		
CRW 2001	Creative Writing	4
ENC 2102	Writing About Literature	4
HUM 2023	Humanities	4
HUM 2406	Introduction to Film	4
LIT 2000	Introduction to Literature	4
PHI 2630	Ethics	4
Math/Natural Sciences *(Select 2 courses)*		
AST 2002	Introduction to Astronomy	4
GLY 1000	Introduction to Geology	4
PHA 1500	Structure and Function of the Human Body	4
Social Sciences *(Select 2 courses)*		
AMH 2070	Florida History	4
CAF 271	Current Affairs	4
ECO 1000	Principles of Economics	4
ECO 2013	Macroeconomics	4
ECO 2023	Microeconomics	4
GEA 1000	World Geography	4
POS 2047	Contemporary U.S. Government	4
PSY 1010	Introduction to Psychology	4
SYG 1000	Introduction to Sociology	4

Upper Division

Number	Course	Credits
Communication *(Select 1 course)*		
MMC 3407	Visual Communication in the Media	4
Humanities *(Select 2 courses)*		
AML 3020	American Literature	4
AML 4453	Studies in American Literature and Culture	4
AML 4680	Literature of American Minorities	4
LIT 3191	Contemporary World Literature: 1900 to the Present	4
POT 4001	Political Thought	4
Math/Natural Sciences *(Select a minimum of 1 course)*		
EVR 3410	Human Uses of the Environment	4
GEO 3203	Physical Geography	4
GEO 3374	Conservation of Resources	4
PFH 372	Personal and Family Health	4
STA 4020	Statistics I	4
STA 4025	Statistics II	4
WST 4350	Gender in Math and Science	4
Social Sciences *(Select a minimum of 1 course)*		
AMH 3304	Visions of America Since 1945	4
CPO 4003	Comparative Politics	4
GEA 3211	Geography of the United States and Canada	4
REL 3131	American Religious History	4
REL 3308	Contemporary World Religions	4
SYG 3011	Social Problems	4
SYO 4180	Work and Family	4

Total lower-division general-education credits		**32**
Total upper-division general-education credits		**24**
Total Program Credits		**184***

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

** 32 credits of Lower Division general education coursework and 24 credits of Upper Division general education coursework are required.

† Information Technology (IT) and Digital Design courses vary in tuition cost per class. See the Tuition Structure table and the list of applicable core IT and Digital Design courses in the Policies section for details.

Objective.

Graduates of this program will gain an understanding of how information systems are used in business and how technology in general adds value to business processes. Depending on the emphasis area chosen, graduates will have the skills to install and manage networks, troubleshoot applications and help users, create and modify websites as needed, safeguard networks and proprietary information, manage and utilize databases in a business environment, or utilize IP Telephony to enhance communications for an organization. They value critical thinking, communication, and business and professional skills.

INFORMATION SYSTEMS MANAGEMENT AS DEGREE†
Network Administration • Web Programming • Database Administration
Computer Information Technology • IP Telephony • Networking Security & Forensics

Standard Length of Program • 6 Quarters **Full-Time** • 9 Quarters **Part-Time**
Career Opportunities • Computer Support Specialist • Network Control Operator • Application Support • Help Desk Technician • Web Developer • Internet Specialist • PC Specialist

Foundation Courses
Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses
Number	Course	Credits
English Composition (Required course)		
ENC 1101	English Composition	4
Communication (Select 1 course)		
COM 1002	Introduction to Communication	4
SPC 2606	Speech	4
SPN 271	Conversational Spanish	4
Humanities (Select 2 courses)		
CRW 2001	Creative Writing	4
ENC 2102	Writing About Literature	4
HUM 2023	Humanities	4
HUM 2406	Introduction to Film	4
LIT 2000	Introduction to Literature	4
PHI 2630	Ethics	4
Math/Natural Sciences (Select 2 courses)		
AST 2002	Introduction to Astronomy	4
GLY 1000	Introduction to Geology	4
MAT 2036	College Algebra	4
PHA 1500	Structure and Function of the Human Body	4
Social Sciences (Select 2 courses)		
AMH 2070	Florida History	4
CAF 271	Current Affairs	4
ECO 1000	Principles of Economics	4
ECO 2013	Macroeconomics	4
ECO 2023	Microeconomics	4
GEA 1000	World Geography	4
POS 2047	Contemporary U.S. Government	4
PSY 1010	Introduction to Psychology	4
SYG 1000	Introduction to Sociology	4

Major and Core Courses
Number	Course	Credits
CGS 1190C	Computer Information Systems	3
COM 1007	Professional Communication	4
E150	Success Strategies	4
E242	Career Development	2
GEB 1011	Introduction to Business	4
MAN 2061	Business Ethics	4
MNA 1161	Customer Service	4

Network Administration Emphasis
Number	Course	Credits
CET 2629	Cisco Networking Fundamentals and Routing	3
CET 2660C	Networking Security Fundamentals	3
CET 2810C	Microsoft Exchange Server	3
CNT 1003C	Networking Fundamentals	3
COP 1176	Introduction to Visual Basic 2005	3
CTS 1115	PC Hardware and Software I (A+)	3
CTS 1116	PC Hardware and Software II (A+)	3
CTS 1381C	Microsoft Windows Workstations	3
CTS 2181	Windows Active Directory	3
CTS 2321	Linux Administration	3
CTS 2383C	Microsoft Windows Server	3
GEB 1014	Project Planning and Documentation	4
	Total Degree Credits	**94***

Web Programming Emphasis
Number	Course	Credits
CGS 1805C	Introduction to HTML	3
COP 1000	Fundamentals of Programming	3
COP 1176	Introduction to Visual Basic 2005	3
COP 1705	Database Design & SQL	3
COP 1801	JavaScript	3
COP 2004	PERL/CGI	3
COP 2250	Java I	3
COP 2333	Visual Basic 2005 Advanced	3
COP 2842	PHP/MYSQL	3
COP 2890	Web Programming Capstone	2
DIG 2531	Multimedia Technologies	3
GRA 1722C	Introduction to Web Design Software	3
	Total Degree Credits	**92***

Computer Information Technology Emphasis
Number	Course	Credits
CNT 1003C	Networking Fundamentals	3
CTS 1381C	Microsoft Windows Workstations	3
CIS 2911	Information Technology Capstone	2
CGS 1823	Introduction to Website Design	3
CTS 1401	Access	3
CTS 1217C	Professional Presentations	3
CTS 2511	Excel	3
GEB 1136	E-Commerce	4
OST 1764C	Word for Windows	3

Elective Courses for Computer Information Technology
(Select one of the following elective groups, for 9 credits)

Group I - Information Technician Elective Group
Number	Course	Credits
CTS 1115	PC Hardware and Software I (A+)	3
CTS 1116	PC Hardware and Software II (A+)	3
CTS 2383C	Microsoft Windows Server	3
	Total Degree Credits	**93***

Group II - Multimedia Web Elective Group
Number	Course	Credits
CGS 2881C	Advanced Website Design	3
DIG 1010	Introduction to Computer Graphics	3
DIG 2531	Multimedia Technologies	3
	Total Degree Credits	**93***

Database Administration Emphasis
Number	Course	Credits
CTS 1381C	Microsoft Windows Workstations	3
CTS 2383C	Microsoft Windows Server	3
CIS 2911	Information Technology Capstone	2
COP 1000	Fundamentals of Programming	3
COP 1176	Introduction to Visual Basic 2005	3
COP 1705	Database Design and SQL	3
COP 2705C	SQL Server 2005 Development	3
COP 2740C	Oracle Database Administration	3
CTS 1401	Access	3
CTS 2811C	SQL Server 2005 Administration	3
GEB 1014	Project Planning and Documentation	4
ISM 2202C	Business Intelligence Reporting	3
	Total Degree Credits	**93***

IP Telephony Emphasis
Number	Course	Credits
CNT 1003C	Networking Fundamentals	3
CTS 1381C	Microsoft Windows Workstations	3
CTS 2383C	Microsoft Windows Server	3
CIS 2911	Information Technology Capstone	2
CET 2623C	Quality of Service (QoS)	3
CET 2629	Cisco Networking Fundamentals and Routing	3
CET 2675C	IP Telephony	3
CTS 1115	PC Hardware and Software I (A+)	3
CTS 1116	PC Hardware and Software II (A+)	3
CTS 1632C	Voice Over IP Fundamentals	3
GEB 1014	Project Planning and Documentation	3
	Total Degree Credits	**90***

Networking Security and Forensics Emphasis
Number	Course	Credits
CNT 1003C	Networking Fundamentals	3
CTS 1381C	Microsoft Windows Workstations	3
CTS 2383C	Microsoft Windows Server	3
CIS 2911	Information Technology Capstone	2
CET 2629	Cisco Networking Fundamentals and Routing	3
CET 2660C	Networking Security Fundamentals	3
CET 2883C	Networking Security Advanced	3
CGS 2135C	Introduction to Computer Forensics	3
CTS 1115	PC Hardware and Software I (A+)	3
CTS 1116	PC Hardware and Software II (A+)	3
GEB 1014	Project Planning and Documentation	3
ISM 2321	Managing Information Security	3
	Total Degree Credits	**93***

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

† Information Technology (IT) and Digital Design courses vary in tuition cost per class. See the Tuition Structure table and the list of applicable core IT and Digital Design courses in the Policies section for details.

MULTIMEDIA TECHNOLOGIES AS DEGREE†
Digital Design and Animation • Web Design

Standard Length of Program • 6 Quarters **Full-Time** • 8 Quarters **Part-Time**
Career Opportunities • 2D Graphic Design • Print & Digital Advertising • Video Game Art • Interactive Multimedia Specialist • Website Design and Creation

Objective.

Graduates of this program learn to put into practice a skilled understanding of industry-standard multimedia and design software applications. They accomplish this through study of the various aspects of multimedia technologies, including concept development, image editing, 3-D animation, drawing and perspective, programming for the web, typography, object/vector drawing techniques, and project delivery. Further, they value lifelong learning, and honesty and integrity in applying their multimedia design and animation skills to supporting users and businesses. In addition to these technical skills, graduates who complete the Multimedia Technologies AS degree learn to apply critical-thinking, business-communication, and project-management skills that increase their overall value to business.

Foundation Courses
Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses
Number	Course	Credits
English Composition (Required course)		
ENC 1101	English Composition	4
Communication (Select 1 course)		
COM 1002	Introduction to Communication	4
SPC 2606	Speech	4
SPN 271	Conversational Spanish	4
Humanities (Select 2 courses)		
CRW 2001	Creative Writing	4
ENC 2102	Writing About Literature	4
HUM 2023	Humanities	4
HUM 2406	Introduction to Film	4
LIT 2000	Introduction to Literature	4
PHI 2630	Ethics	4
Math/Natural Sciences (Select 2 courses)		
AST 2002	Introduction to Astronomy	4
GLY 1000	Introduction to Geology	4
MAT 2036	College Algebra	4
PHA 1500	Structure and Function of the Human Body	4
Social Sciences (Select 2 courses)		
AMH 2070	Florida History	4
CAF 271	Current Affairs	4
ECO 1000	Principles of Economics	4
ECO 2013	Macroeconomics	4
ECO 2023	Microeconomics	4
GEA 1000	World Geography	4
POS 2047	Contemporary U.S. Government	4
PSY 1010	Introduction to Psychology	4
SYG 1000	Introduction to Sociology	4

Major and Core Courses
Number	Course	Credits
CGS 1883C	Fundamentals of Web Authoring and Design	3
COM 1007	Professional Communication	4
DIG 1010	Introduction to Computer Graphics	3
DIG 1020	Introduction to Multimedia and Computer Graphic Arts	3
DIG 1302	Color Theory and Techniques	3
DIG 1287C	Audio / Video Editing	3
DIG 1305	Digital Media Production	3
DIG 1520	Digital Media Assembly	3
DIG 1550	Multimedia Portfolio Development	2
DIG 2531	Multimedia Technologies	3
E150	Success Strategies	4
E242	Career Development	2
GEB 1011	Introduction to Business	4
GEB 1014	Project Planning and Documentation	4
GEB 1136	E-Commerce	4
GRA 1853C	Typography	3
GRA 1857C	Digital Publishing	3

Digital Design and Animation Emphasis
Number	Course	Credits
DIG 1000	Drawing Design and Art Theory	3
DIG 1304	Introduction to 3D Arts and Animation	3
DIG 1306	3-Dimensional Animation	3
	Total Degree Credits	**95***

Web Design Emphasis
Number	Course	Credits
CTS 2382C	Networking and Internet Technologies	3
CTS 2870C	Server Side Scripting	3
DIG 1500	Dynamic Content Management	3
	Total Degree Credits	**95***

† Information Technology (IT) and Digital Design courses vary in tuition cost per class. See the Tuition Structure table and the list of applicable core IT and Digital Design courses in the Policies section for details.

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 31 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at http://scns.fldoe.org.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
SYG	1	0	1	0	
Sociology, General	Lower (Freshman) Level at this institution	Entry-level -- General Sociology	Social Problems (Survey Course)	Social Problems	No Laboratory component in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 34 different postsecondary institutions. Each institution uses "SYG_010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and course number and comparable faculty credentials at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states: Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall award credit for courses to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

A. Courses not offered by the receiving institution.

B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.

C. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Practica, Study Abroad, Thesis and Dissertations.

D. College preparatory and vocational preparatory courses.

E. Graduate courses.

F. Internships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.

G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice are not guaranteed as transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Pete Beasley, Campus Director at Rasmussen College – Ocala; Claire Walker, Campus Director at Rasmussen College – Pasco County; or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, FL 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427, SunCom 205-0427 or via the internet at http://scns.fldoe.org

Rasmussen College Course Numbering System

Those courses offered by the College that are not part of the Florida Statewide Course Numbering System are identified by a unique 6-character code. The various components of this code are as follows:

IMT 151 Introduction to Medical Theories and Techniques

The first three characters of the code are an alphabetic acronym representing the title of the course.

In the example, "IMT" represents "Introduction to Medical Theories and Techniques."

The first digit of the number represents the level at which the course is generally offered.

"1"designates courses generally offered during the student's first year of study.

"2" designates courses generally offered during the student's second year of study.

In the example, the first digit, "1," indicates that this course is generally offered during the first year of the program.

The second digit of the number represents the discipline area of the course.

"1" represents Business courses.

"2" represents Accounting courses.

"3" represents Computer Science courses.

"4" represents Management courses.

"5" represents Medical courses.

"6" (not currently used)

"7" represents General Education courses.

"8" (not currently used)

In the example, "5" indicates that this course is from the Medical discipline.

The final digit of the number represents the point at which the course generally falls within a series or group of courses. It also ensures that each course is unique.

"1" indicates that the course is the first course within a group or series.

"2," "3," etc. indicates additional courses within a series or group of courses, but does not necessarily imply a sequence within the series or group. That is, these courses may or may not require a prerequisite.

In the example, the final digit, "1," indicates that this course is a stand-alone course or is a first course in a series. In either case, no prerequisite is required.

E150 Success Strategies / E242 Career Development

E150 Success Strategies and E242 Career Development are courses specific to the College, facilitating lifelong career-placement services. The numbers assigned to these courses reflect their institution-specific focus. Transfer credits may not be applied to these courses. In addition, these courses are not available for credit by examination.

ACG 1001 Accounting I
40 hours, 4 credits

This course defines accounting objectives and their relation to business. The student will be taught the fundamental principles of accounting and will be trained in the bookkeeping function of properly recording transactions in journals and posting to ledgers. The trial balance, working papers, financial statements, and completing an accounting cycle are introduced.

Prerequisite: none

ACG 1011 Accounting II
40 hours, 4 credits

This course is a continuation of Accounting I with additional concern with financial-statement analysis for partnerships and corporations. The course will emphasize valuing assets, including property plant equipment, inventory, and accounts receivable, and will address the classification of accounts, notes, payroll liabilities, and monthly adjustments.

Prerequisite: Accounting I

ACG 1031 Accounting III
40 hours, 4 credits

This course is a further continuation of Accounting II and will emphasize corporate accounting, corporate issuing and investing in debt and equity securities, financial and cash-flow analysis, and decision-making. The course will include manufacturing accounting methods used for budgeting and forecasting

Prerequisite: Accounting II

ACG 2064 Computer Focused Principles
40 hours, 3 credits

This course is designed to teach students to accomplish common accounting functions through the use of the computer. Students will learn to maintain accounting records on a computer, input and process information and produce standard accounting reports. This course covers common accounting functions such as maintaining accounts receivable, accounts payable and general ledgers.

Prerequisite: Accounting I

ACG 2101 Intermediate Accounting I
40 hours, 4 credits

This course reviews accounting procedures, and then expands to specialized treatment of financial statements, cash and temporary assets, receivables, inventories (general and estimating procedures), current liabilities, income-tax procedures in accounting, and the acquisition, use, and retirement of long-term plant assets.

Prerequisite: Accounting III

ACG 2102 Accounting Capstone
20 hours, 2 credits.

This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting AAS degree program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, and inter-personal communication and class presentations.

Prerequisite: Offered last quarter, or second-to-last quarter for AAS degree students.

ACG 2111 Intermediate Accounting II
40 hours, 4 credits

A continuation of Intermediate Accounting I, this course finishes coverage of valuation of assets and liabilities, and continues in stockholder's equity. Areas included are analysis and interpretation of financial statements. Miscellaneous topics included are accounting changes, error corrections, and prior period adjustments.

Prerequisite: Intermediate Accounting I

ACG 2200 Financial Investigation
40 hours, 4 credits

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

Prerequisite: Intermediate Accounting I

ACG 3073 Managerial Accounting
40 hours, 4 credits

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

Prerequisite: Accounting II

ACG 3502 Governmental and Not-for-Profit Accounting
40 hours, 4 credits

This course is a study of accounting principles as they apply to governmental organizations and not-for-profit entities.

Prerequisite: Accounting III

ACG 3652 Auditing
40 hours, 4 credits

This course includes a study of auditing standards and procedures and an integration of professional ethics within the accounting discipline. Emphasis is placed on analytical thinking, evaluation of business risks, and internal control practices and a thorough study of Sarbanes Oxley as it relates to publicly traded companies.

Prerequisite: Accounting III

ACG 4180 Financial Statement Analysis
40 hours, 4 credits

This course introduces the student to the study of financial statement analysis including interpreting and analyzing accounting data and examining financial statements.

Prerequisites: Accounting III, Corporate Finance

ACG 4204 Advanced Accounting
40 hours, 4 credits

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

Prerequisites: Managerial Accounting, Corporate Finance

ACG 4251 International Accounting
40 hours, 4 credits

This course includes a study of the international dimension of financial reporting and analysis. It provides students with an overview of the accounting practices of multinational enterprises and the preparation and presentation of financial statements in different nations. Topics covered include international corporate taxation, transfer pricing, foreign currency translation, financial disclosure, and international accounting harmonization.

Prerequisite: Advanced Accounting

ACG 4402 Accounting Information Systems
40 hours, 4 credits

An advanced course that further develops an understanding of the elements, relationships, and issues associated with manual and computerized accounting information systems. Practical application using spreadsheets, databases, and general ledger software.

Prerequisite: Management of Information Systems

ACG 4684 Corporate Fraud Examination
40 hours, 4 credits

This course is a study of the internal audit principles, practices and control evaluations that are utilized to ensure accountability, responsibility and ethical operations within an organization.

Prerequisite: Auditing

ACG 4931 Accounting Capstone II
40 hours, 4 credits

This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting BS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, inter-personal communication and class presentation.

Prerequisite: Intended for student's last quarter.

ADV 2000 Principles of Advertising
40 hours, 4 credits

Theory, principles and functions of advertising, its role and its social and economic structure. Newspapers, magazines, radio and television area reviewed as advertising media

Prerequisite: Principles of Marketing

AMH 2070 Florida History
40 hours, 4 credits

This course is a study of the historical development of the state of Florida. Students will explore various elements in the state's development such as demographic and economics.

Prerequisite: none

AMH 3304 Visions of America Since 1945
40 hours, 4 credits

Since the end of World War II, popular culture has become an especially significant aspect of American history and an important element in many of our lives. Consequently, this course will explore the ways in which popular culture has represented and mediated conflicts and tensions post-World War II. Through this lens, issues of gender and family relationships, as well as class and racial politics, will be discussed. The dual role of television as a reflective and manipulative force in the new suburban family and the role Hollywood films played in the popular culture will be examined.

Prerequisite: none

AML 3020 American Literature
40 hours, 4 credits

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

Prerequisites: English Composition, Introduction to Literature

AML 4453 Studies in American Literature and Culture
40 hours, 4 credits

A variable topics course examining issues, movements, forms or themes that cross traditional period boundaries. Topics may include the city and the country in American fiction, Southern masculinity, reading and literacy in America, representations of class and religion in American literature, the body and technology, American regionalisms, the Pragmatist tradition, and nature and eco-criticism in American letters.

Prerequisite: Introduction to Literature

AML 4680 Literature of American Minorities
40 hours, 4 credits

This course introduces students to fiction, poetry, drama, and literary non-fiction written by so-called "American minority authors" from the mid-19th Century to the present. The central focus of this course will be on literary responses to social marginalization based on race/ethnicity, gender, national origin, class, sexuality/sexual orientation, ability, and other factors. Students will study the effects of exclusionary and oppressive practices, both historical and present-day, on writers' perceptions and literary representations of their times, contexts and identity. Students will also be introduced to samples of the most common critical-theoretical approaches to the primary texts they will study in this class.

Prerequisite: English Composition

AMT 153 Advanced Medical Techniques
40 hours, 3 credits

This course will expand the student's exposure to principles and techniques in venipuncture and phlebotomy, and will extend his/her knowledge and use of the ECG in the medical office. The student will successfully complete CPR certification for healthcare workers. The course will introduce first aide and emergency care of the patient in the outpatient setting. Additionally, important issues for Health Care Professionals will be discussed. These include, but are not limited to the following: HIV/AIDS awareness and prevention and domestic and workplace violence awareness and prevention. Normal and therapeutic nutrition, with an emphasis on disease prevention will also be discussed.

Prerequisites: Medical Theories and Clinical Procedures, Medical Theories and Techniques

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APA 1501 Payroll Accounting
40 hours, 4 credits.

Focus is on computing and paying of wages and salaries, social security taxes and benefits, federal and state employment insurance and taxes, and payroll accounting systems and records.

Prerequisite or co-requisite: Accounting I

ART 3332 Figure Drawing
60 hours, 4 credits

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

Prerequisite: Color Theory and Techniques

AST 2002 Introduction to Astronomy
40 hours, 4 credits

A study of the solar system, the Milky Way and other galaxies, and the universe. Topics include the structure of the celestial bodies, recognizing them, and understanding the influence they have on each other.

Prerequisite: none

B097 Foundations of English I
40 hours, 4 credits

This course emphasizes grammar usage, basic punctuation, and sentence structure.

Prerequisite: Placement determined by placement test score.

B098 Foundations of English II
40 hours, 4 credits

This course emphasizes mastery of grammar and punctuation usage, paragraph structure, and strategy.

Prerequisite: Placement determined by placement test score.

B099 Foundations of Math
40 hours, 4 credits

This course is a study of the fundamentals of mathematics in the following areas: addition, subtraction, multiplication, division, fractions, decimals, and percentages.

Prerequisite: Placement determined by placement test score.

BAN 1004 Introduction to Banking*
40 hours, 4 credits

This course is the standard introduction to the banking profession. It touches on nearly every aspect of banking, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.

Prerequisite: none

BAN 2231 Fundamentals of Consumer Lending*
40 hours, 4 credits

This course provides the basic knowledge about consumer credit. It will cover terminology, basic categories of consumer credit, determining credit worthiness, and the application process. It includes the origin of regulations protecting consumer credit transactions, and reviews specific regulations that apply to consumer credit.

Prerequisite: Introduction to Banking

BAN 2253 Introduction to Mortgage Lending*
40 hours, 4 credits

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

Prerequisite: Introduction to Banking

BAN 2800 Principles of Banking Law*
40 hours, 4 credits

This course will guide students through the legal and regulatory issues. Every part of the banking process, from taking deposits and making loans to operating safe deposit boxes and offering trust services, is governed by laws for the purpose of protecting consumers or maintaining the safety and soundness of the bank.

Prerequisite: Introduction to Banking

BSC 2087C Human Anatomy and Physiology I
80 hours, 5 credits

This course introduces the structure and function of the human body. Topics include basic chemistry and cell biology, tissues, and the respiratory, integumentary, cardio-vascular, skeletal, muscular, nervous and sensory systems of the body. Medical terminology is emphasized. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection exercises are included in this course.

Prerequisite: none

BSC 2089C Human Anatomy and Physiology II
80 hours, 5 credits

This course is a continuation of the study of human anatomy and physiology begun in Human Anatomy and Physiology I. The digestive, endocrine, lymphatic and immune digestive, urinary and reproductive systems are studied as well as blood, nutrition and metabolism, fluid and electrolyte balance, and acid-base balance. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection exercises are included in this course.

Prerequisite: Human Anatomy and Physiology I

BUL 2241 Business Law
40 hours, 4 credits

This course presents fundamental principles of law applicable to business transactions. The course relates areas of legal involvement of business and sales contracts. Principles of law that apply to government, regulations, commercial paper, property, bailments, agency and business organizations are addressed.

Prerequisite: none

CAF 271 Current Affairs
40 hours, 4 credits

This course will cover current issues that affect our lives on the micro and macro communities. Local, state, national and international news will be discussed focusing on how they affect our selves, our state, our nation and our world.
We will look at all sides of the issue to ensure complete understanding of the issue.

Prerequisite: none

CAP 2104 Platform Design and Human-Computer Interaction
60 hours, 4 credits

How a person interacts with a game is one of the more crucial aspects in determining the success of the game among consumers. This course will emphasize the details and planning process that must be followed to ensure a successful interface for the game that is to be played. Various techniques of creating buttons, menus, and other types of interfaces will be explored to allow the student a wide exposure to this important element in creating games.

Prerequisite: Console Development

CAP 2105 Applied Game and Simulation Theory
60 hours, 4 credits

This course addresses the dissection and application of interfaces for video games and simulations in regards to the fundamentals of design. Studies include a range of simulation styles including: basic manual simulation, real time monitoring (graphic displays during simulation); and state-of-the-art object-oriented software which includes two and three dimensional animation. Students are expected to create many small simulations relevant to their environment and to create at least one major simulation for final assessment purposes.

Prerequisite: Platform Design and Human-Computer Interaction

CAP 2732C Graphics Development with DirectX
60 hours, 4 credits

During this course the fundamentals of DirectX are examined and backed up by a solid foundation in software engineering practices. The student will gain a professional game developer understanding of how DirectX (the most current version) works. The student will also be able to deliver a programming knowledge of DirectX and will have a practical, Software Engineering approach to creating software.

Prerequisite: none

CAP 3051 Graphics Development with OpenGL
60 hours, 4 credits

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

Prerequisite: none

CAP 3052 Game and Simulation Lighting Techniques
60 hours, 4 credits

This course provides an introduction to 3D programming, with an emphasis on using real-time shaders with DirectX 9.0. The fundamentals of DirectX 9 is covered along with how to do the shader programming to achieve more realistic "looks" in games.][[3D lighting, texturing, alpha blending, and stenciling are covered in detail in this course.

Prerequisites: 3D Content Creation, Graphics Development with DirectX

CAP 4620 Artificial Intelligence
60 hours, 4 credits

This course provides the foundation for incorporating artificial intelligence (AI) into games. The C++ programming language is used to provide the framework for creating intelligent agents for games. Students will step through the design and programming aspects of creating AI for various games. Various topics including state driven agents and steering behaviors are covered which help provide the AI basis for many games.

Prerequisite: Programming II

CCJ 1000 Introduction to Criminal Justice
40 hours, 4 credits

An introductory course designed to familiarize students with the facets of the criminal justice system, the sub-systems and how they interrelate. Students are introduced to various legal concepts especially the structure and operation of America's court systems.

Prerequisite: none

CCJ 1001 Criminology
40 hours, 4 credits

This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. Included is an explanation of what crime is, what causes crime, and the various techniques for measuring the amounts and characteristics of crime and criminals.

Prerequisite: Introduction to Criminal Justice

CCJ 2022 Contemporary Issues in Criminal Justice Capstone*
40 hours, 4 credits

The capstone class examines the future of the criminal justice system. The current cutting edge technology in different fields within the criminal justice system is discussed along with insights from accomplished scholars of what the near future holds. Methods and philosophies that will govern the criminal justice field in the near future are introduced along with discussions of the ethical, legal, social, and political ramifications expected. This course includes ten hours of field experience.

Prerequisite: Introduction to Criminal Justice. Students must be enrolled in the Criminal Justice program and in their last or second-to-last quarter.

CCJ 2488 Ethics in Criminal Justice
40 hours, 4 credits

This course provides a strong theoretical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in the criminal justice, but also of how sound moral decisions are made in response to them.

Prerequisite: Introduction to Criminal Justice

CCJ 2685 Domestic Violence
40 hours, 4 credits

This course examines violence in the family; social and legal relations within families; theories and solutions on family violence; survivors and the consequences of victimization; legal responses; the role of the police; when law enforcement responds; recognizing child abuse; recognizing elder abuse; associated crimes and stalking and domestic homicide.

Prerequisite: Introduction to Criminal Justice

CCJ 3621 Criminal Behavior
40 hours, 4 credits

This course will examine serial behavior by crime type and criminal profile. Crimes such as stalking, arson, murder, and sexual assault will be examined through case files to enhance investigative methods. Students will analyze psychological profiles and behavior patterns.

Prerequisite: Criminology

CCJ 3641 Organized Criminal Syndicates
40 hours, 4 credits

This course examines organized criminal activity in the 21st century, from street gangs to terrorist organizations. Students will examine the cause of organized crime, in addition to the investigation, prosecution, and sentencing of syndicates.

Prerequisites: Criminology, Juvenile Justice

CCJ 3667 Victims in Criminal Justice
40 hours, 4 credits

This course explores the importance of the victim in the criminal-justice system's process. The victim's role in the criminal-justice process, and movements and legislation regarding victims' impact on judicial proceedings are examined. A variety of crimes and types of victims is explored.

Prerequisite: none

CCJ 3670 Women and Criminal Justice
40 hours, 4 credits

This course examines the role of women as offenders, victims, and professionals in criminal justice. Theories and research that have differentiated women in the criminal-justice system will be explored. The rise of female criminality and criminal-justice professionals will be examined and analyzed.

Prerequisite: Domestic Violence

CCJ 3678 Cultural Diversity and Justice
40 hours, 4 credits

This course will examine the true picture and statistics of minority representation at every point in the criminal justice process, from point of contact with the police to incarceration and the death penalty. The course includes a comprehensive examination of unbiased racial and ethnic theories, and research and practice of behavior and victimization affecting the criminal justice system.

Prerequisite: Ethics in Criminal Justice

CCJ 3701 Research Methods in Criminal Justice
40 hours, 4 credits

This course will explore the basic steps of conducting research. Students will explore the nature of research and the research techniques specific to the criminal-justice field. Students will become familiar with research terminology and the ethics involved in various research designs. To complete the course, students will design and simulate their own research project.

Prerequisite: Statistics in Criminal Justice

CCJ 3706 Statistics in Criminal Justice
40 hours, 4 credits

In this course, students will learn to interpret research data on issues in criminal justice. The fundamentals of statistical analysis will be explored through statistical tools typically used in criminal justice. Students will apply statistical analysis through the use of SPSS software using real UCR and NCVS data sets.

Prerequisite: Introduction to Criminal Justice

CCJ 4450 Criminal Justice Leadership and Management
40 hours, 4 credits

This course will familiarize students with common management theory and practice in criminal-justice organizations. The application of management techniques to all areas of criminal justice will be explored, along with leadership and administration methods and issues particular to criminal justice. Organizational philosophy, visioning, planning, and goal development will be examined.

Prerequisite: Ethics in Criminal Justice

CCJ 4603 Forensic Psychology
40 hours, 4 credits

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

Prerequisites: Criminal Behavior, Introduction to Psychology

CCJ 4627 Special Offenders: Serial Killers
40 hours, 4 credits

This course will explore the controversies of serial-killer cases or massive murder investigations. Students will examine the issues of investigating serial killers: maintaining justice, victims' rights, interrogation techniques, media coverage of crime, and grief. Case examinations will change from quarter to quarter.

Prerequisite: Criminology, Criminal Behavior

CCJ 4690 Special Offenders: Sex Offenders
40 hours, 4 credits

This course will examine the causes of sexual offenses and treatment of offenders. Laws and policy pertaining to sex offenders will be analyzed. Research on sex offenders, including recidivism, treatment, and re-entry into the community, will be examined.

Prerequisite: Introduction to Criminal Justice

CCJ 4695 Special Populations in Criminal Justice
40 hours, 4 credits

This course will examine special populations of offenders in the criminal-justice system. Women, people with mental illness, people with HIV/AIDS, the elderly, and socioeconomically challenged people will be examined in relation to all parts of the criminal-justice system. Programs, policies, and case studies will be analyzed to get a full understanding of the problems presented by special populations.

Prerequisite: Criminal Behavior

CCJ 4931 Critical Issues in Criminal Justice
40 hours, 4 credits

This course will examine trends, policies, processes, and programs in criminal justice. Careful analysis of criminal-justice successes and failures is the focus of this course. Students will theorize future initiatives in policing, courts, corrections, juvenile justice, and homeland security.

Prerequisite: Contemporary Issues in Criminal Justice Capstone

CCJ 4941 Fieldwork in Criminal Justice
20 hours, 2 credits

This course will guide students through their fieldwork at a public or private criminal-justice agency. Throughout the course and fieldwork, students will be participant-observers, supervised by an agency determined authority, and will journal the work experience.

Prerequisite: Contemporary Issues in Criminal Justice Capstone. Student in last or next-to-last quarter.

Co-requisite: Fieldwork in Criminal Justice II

CCJ 4942 Fieldwork in Criminal Justice II
240 hours, 8 credits

This fieldwork course gives students firsthand experience in the field of criminal justice via an appropriate agency that meets the student's career objectives. Students will be participant-observers, supervised by an agency-determined authority, and will journal the work experience in a course that runs concurrently with the fieldwork.

Prerequisite: Contemporary Issues in Criminal Justice Capstone. Student in last or second-to-last quarter.

Co-requisite: Fieldwork in Criminal Justice

CEN 4090 Software Engineering for Game and Simulation Production
60 hours, 4 credits

In order to create games or simulations an effective approach needs to be taken to the design and overall strategy of creating these products. Development strategies, risk analysis, and process improvement are some the big topics that will be tackled in this class. In addition, this course will delve into how to conduct testing on new games and simulations and the purpose and method for producing documentation that can be used in the overall development cycle.

Prerequisite: Programming II

CET 2623C Quality of Service (QoS)
40 hours, 3 credits

This course will look at how Quality of Service can affect not only IP-based applications running on a network but also general network performance. Various tools and procedures are introduced in this course for dealing with congestion, traffic policing and shaping, and utilizing drop policies where appropriate. In addition, there will be attention paid to the topic of QoS on the LAN, and why it is an important topic to consider and review for overall network performance.

Prerequisite: IP Telephony

CET 2629 Cisco Networking Fundamentals and Routing*
40 hours, 3 credits

In this course students will learn the skills necessary to deploy a new Cisco network or manage an existing network. The course provides a wide range of information, starting with a review of the basic building blocks of networks through advanced Cisco networking topic such as access control list, WAN connectivity, and virtual LANs. The lab assignments included in this course give students adequate hands-on experience with Cisco equipment, allowing them to gain confidence in working with live networks. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further this course helps prepare students to take Cisco CCNA Exam.

Prerequisite: Networking Fundamentals

CET 2660C Networking Security Fundamentals*
40 hours, 3 credits

This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. Students will learn to create secure communications for remote access, e-mail, the Web, directory and file transfer, and wireless data. They will understand the concepts of physical security and disaster recovery. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials.

Prerequisite: Networking Fundamentals

CET 2675C IP Telephony
40 hours, 3 credits

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

Prerequisite: Voice Over IP Fundamentals

CET 2810C Microsoft Exchange Server*
40 hours, 3 credits

In this course students will learn a wide range of information about Exchange Server, from installation, configuration, administration, troubleshooting, and maintenance. It introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course uses a multitude of real world examples of networking and messaging issues. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further this course helps prepare students to take Microsoft's MCSE Exam #70-284.

Prerequisite: Microsoft Windows Server

CET 2883C Networking Security Advanced
40 hours, 3 credits

This course takes an in depth look at network defense concepts and techniques. Students will examine the tools, techniques and technologies used in the securing of information assets. This course is designed to provide in-depth information on the software and hardware components of Information Security and Assurance. Topics covered include: intrusion detection, virtual private networks (VPN), and incident response strategies and planning. Further, this course helps students prepare to take the Security Certified Program, Network Defense and Countermeasures exam, SC0-402.

Prerequisite: Cisco Networking Fundamentals and Routing

CGS 1190C Computer Information Systems
40 hours, 3 credits

This course is an introductory course designed to teach students fundamental computer concepts as well as serve as an introduction to the Microsoft Office suite. The focus of this course will include Word, Excel, PowerPoint and Access. This course will briefly cover email, Internet and Windows file management, as the course prepares students for a computerized work place.

Prerequisite: none

CGS 1805C Introduction to HTML
40 hours, 3 credits

This course will introduce students to the basics of HTML. Students will learn the latest in HTML, conforming to XML and XHTML coding standards. The course is a step-by-step approach for learning how to create, format, and enhance a webpage using HTML.

Prerequisite: none

CGS 1823 Introduction to Website Design
40 hours, 3 credits

Intended for beginning- to intermediate-level web authors, this course provides an overview of the World Wide Web and an introduction to HTML, JavaScript, and webpage design principles. The course also introduces students to web-authoring tools that facilitate and enhance page creation.

Prerequisite: Computer Information Systems

CGS 1883C Fundamentals of Web Authoring and Design
40 hours, 3 credits

This course focuses on the students' basic authoring skills by focusing on the demands, details, and subtleties of creating web pages. HTML and supplemental client side scripting are the primary focus of the course. In addition, processes of graphic and multimedia creation – adding interactivity, color use, file management and formats, testing, publishing, and publicizing are addressed. Students use interactivity and multimedia elements to enhance their site design.

Prerequisite: none

CGS 2135C Introduction to Computer Forensics
40 hours, 3 credits

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

Prerequisite: Microsoft Windows Server

CGS 2881C Advanced Website Design
40 hours, 3 credits

Students learn how to use web publishing tools used most often by professional designers. Topics include advanced techniques for the design, layout, and authoring of webpages.

Prerequisite: Introduction to Website Design

CIS 2911 Information Technology Capstone*
20 hours, 2 credits

This course summarizes key learning throughout the student's program. Students apply what they've learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.

Prerequisite: This course is intended to be completed in the student's last quarter.

CIS 4383C Computer Forensics
40 hours 3 credits

This course examines computer literacy and C.I. Legal issues regarding seizure and chain of custody, and technical issues in acquiring computer evidence. Popular file systems are examined. Reporting issues in the legal system are discussed.

Prerequisite: Computer Information Systems

CIS 4384C Network Security and Cryptography
40 hours, 3 credits

This course examines threats to computer networks, network vulnerabilities, techniques for strengthening passive defenses, tools for establishing an active network defense, and policies for enhancing forensic analysis of crimes and attacks on computer networks. Topics include private and public key cryptography, digital signatures, secret sharing, security protocols, formal methods for analyzing network security, electronic mail security, firewalls, intrusion detection, Internet privacy and public key infrastructures.

Prerequisites: Computer Information Systems, Networking Fundamentals

CJC 1000 Introduction to Corrections
40 hours, 4 credits

A general overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophies, practices and procedures. The concepts of retribution and rehabilitation are examined.

Prerequisite: Introduction to Criminal Justice

CJC 3415 Diversion and Rehabilitation
40 hours, 4 credits

This course examines counseling and intervention methods used for both adult and juvenile offenders. Special attention is given to both male and female offenders and the differences between them. Theories proven by research and applied to treatment are explored.

Prerequisites: Juvenile Justice, Domestic Violence

CJC 4164 Community Corrections
40 hours, 4 credits

This course will examine the role and function of corrections supervisors in the field. The practical considerations of managing offenders in the community will be examined. Case studies on probation and parole will be explored.

Prerequisites: Criminal Behavior, Introduction to Corrections

CJE 1006 Policing in America
40 hours, 4 credits

This course utilizes a historical perspective to examine policing from its inception to law enforcement in modern American society.

Prerequisite: Introduction to Criminal Justice

CJE 1009 Juvenile Justice
40 hours, 4 credits

An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment.

Prerequisite: Introduction to Criminal Justice

CJE 1233 Drugs and Crime
40 hours, 4 credits

The course will focus on the physical, psychological, and sociological aspects of drug and alcohol abuse. Treatment and prevention of abuse will be explored. In addition, policy implications of drug use and the criminal justice system response will be explored. An overview of the theories of use, drug business, and drug law enforcement will be explored. Such recent developments as "club drugs," inhalants, herbal stimulants, and designer drugs will also be discussed.

Prerequisite: Introduction to Criminal Justice

CJE 3610 Criminal Investigations
40 hours, 4 credits

This course will familiarize students with the fundamentals of both private and public investigations. Students will examine the procedures of investigating crimes such as homicide, terrorism, and computer crime. The course will emphasize writing skills and the management of an investigation.

Prerequisites: Examination of Forensic Science, Criminal Law and Procedures

CJE 3674 Examination of Forensic Science
40 hours, 4 credits

This course will familiarize students with the application of science to criminal and civil laws. Students are introduced to the five basic services that a crime laboratory supports. They will examine the analysis of evidence and the collection and preservation of all types of evidence.

Prerequisite: Introduction to Criminal Justice

CJE 4176 Crimes Across Borders
40 hours, 4 credits

This course will explore the global economy of crime. Various types of transnational crime, and the investigation and prosection of global crimes, are examined. Current issues in global crime will be examined via rotating articles, books, and other publications.

Prerequisite: Introduction to Criminal Justice, Research Methods in Criminal Justice.

CJE 4444 Crime Prevention
40 hours, 4 credits

This course will explore the goals and types of various crime-prevention strategies. Physical environments and crime, neighborhood crime prevention, the media, and crime displacement will be explored. The course will examine persons and conditions associated with high rates of deviance.

Prerequisites: Introduction to Corrections, Policing in America, Research Methods in Criminal Justice

CJL 1100 Criminal Law and Procedures
40 hours, 4 credits

This course provides an examination of substantive and procedural criminal law. Students are introduced to the Federal and State courts systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Statutory defenses, mitigating factors and circumstances which may excuse criminal responsibility, and common law principles are examined.

Prerequisite: Introduction to Criminal Justice.

CJL 3113 Criminal Evidence
40 hours, 4 credits

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

Prerequisites: Examination of Forensic Science, Criminal Law and Procedures

CJL 3410 Criminal Law and Procedures II
40 hours, 4 credits

This course challenges students to examine the complexities of the Bill of Rights and the application of those rights to the criminal-justice system. The analysis of case studies will allow students to apply criminal law and procedure to fieldwork examination of criminal-justice issues.

Prerequisite: Criminal Law and Procedures

CNT 1003C Networking Fundamentals*
40 hours, 3 credits

This course has been designed to teach the foundations of networking. The course covers Local Area Networks and Wide Area Networks on how communications is accomplished in those environments. Students will learn the different Protocols used in networking. The course will cover the designing networks both cabled and wireless. Students will learn basic troubleshooting of a network and how to maintain it. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting.

Prerequisite: Microsoft Windows Workstations or adviser/faculty approval

COM 1002 Introduction to Communication
40 hours, 4 credits

The course will introduce students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socioeconomic status, and gender influence communication. Students will focus on developing an awareness of the effects of various types of communication on themselves and others. They will also develop practical skills for improving their ability to communicate in personal, social and professional contexts. Specific topics will include perception, self-concept, verbal and non-verbal communication, effective listening and communicating in culturally diverse settings.

Prerequisite: none

COM 1007 Professional Communication
40 hours, 4 credits

This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse communities and disciplines. To equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments.

Prerequisite: Passing grade in Foundations of English II or placement determined by STEP assessment score.

COP 1000 Fundamentals of Programming
40 hours, 3 credits

This course is an introduction to computer concepts, logic, and programming. It includes designing, coding, debugging, testing, and documenting programs using a high-level programming language. The course provides the beginning programmer with a guide to developing structured program logic.

Prerequisite: none

COP 1176 Introduction to Visual Basic 2005
40 hours, 3 credits

The students who take this course will learn to create basic applications using Visual Basic .NET. It covers language basics and program structure. Topics include graphical interface design and development, control properties, event-driven procedures, variables, scope, expressions, operators, functions, decision-making structures, looping structures, and database access files.

Prerequisite: none

COP 1224 Programming I
60 hours, 4 credits

This course is designed to teach the student C++ programming utilizing object oriented terminology. C++ expressions, decisions, and loops within the C++ realm are explored and practiced. This first course in a two course sequence ends with an analysis of functions and classes and how these elements are used in different programming projects.

Prerequisite: none

COP 1705 Database Design and SQL
40 hours, 3 credits

This course covers relational databases and their efficient design. The course will include the definition of tables and indexes, logical and physical design, the E-R model, and transaction management. The use of Structured Query Language (SQL) will be emphasized.

Prerequisite: none

COP 1801 JavaScript
40 hours, 3 credits

In this course students learn how to effectively create webpages using the JavaScript programming language. Students will gain exposure to programming, debugging, and testing webpages created with this language. This course builds upon HTML principles.

Prerequisite: Introduction to HTML

COP 2004 PERL/CGI
40 hours, 3 credits

This course will cover the PERL scripting language, the development of PERL code for web applications, and client/server socket programming using PERL.

Prerequisite: Java I

COP 2224 Programming II
60 hours, 4 credits

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

Prerequisite: Programming I

COP 2250 Java I
40 hours, 3 credits

The focus is on the development of client-server applications and advanced GUI. Topics include Java features (such as enums, autoboxing, and generic types), multithreading, collections, files, advanced multimedia and GUIs, internationalization, and web programming (including database use, networking, security, servlets, JavaServer Pages, JavaBeans, and Remote Method Invocation).

Prerequisite: JavaScript

COP 2333 Visual Basic 2005 Advanced
40 hours, 3 credits

The students who take this course will learn to create applications using Visual Basic .NET. This course incorporates the basic concepts of programming, problem solving, and programming logic, as well as the design techniques of an object-oriented language. Topics in the course include graphic interface design and development, control properties, DBMS, SQL, and ASP.NET.

Prerequisite: Introduction to Visual Basic 2005

COP 2535 Data Structures
60 hours, 4 credits

This course is designed to be an introduction to data structures using C++. Topics to be covered include lists, stacks, and queues. In addition, additional time is spent on templates and algorithmic analysis as it relates to recursion.

Prerequisite: Programming II

COP 2705C SQL Server 2005 Development
40 hours, 3 credits

This course seeks to prepare the students for programming in the SQL Server 2005 environment. Students will learn how to manipulate and work with database objects through T-SQL to create and alter tables as needed. In addition, students taking this class will learn to modify queries, work with constraints, and deal with normalization issues as they learn to program in this environment.

Prerequisite: SQL Server 2005 Administration

COP 2740C Oracle Database Administration
40 hours, 3 credits

The goal of this course is to prepare individuals to work with and administer Oracle databases. Students will learn the various tools available to set up the database, query, configure performance monitoring, and enhance security for the Oracle database. The course will emphasize the skills needed for day-to-day maintenance of the database. .

Prerequisite: Database Design and SQL

COP 2842 PHP/MYSQL
40 hours, 3 credits

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

Prerequisite: Java I

COP 2890 Web Programming Capstone*
20 hours, 2 credits

This course summarizes key learning throughout the student's program. Students apply what they have learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.

Prerequisites: Java I, PERL/CGI. This course is intended to be completed in the student's last quarter.

COP 3502 Introduction to Computer Science Concepts
40 hours, 3 credits

Course covers basic computer organization, computer languages and software, language translation and interpretation, object oriented design, object oriented programming, classes, objects, and inheritance, file systems and I/O.

Prerequisite: Computer Information Systems

COP 4555 Programming Languages Principles
40 hours, 3 credits

An introduction to programming language principles, including the history of programming languages, formal models for specifying languages, design goals, run-time structures, and implementation techniques, along with a survey of the principal programming language paradigms.

Prerequisite: Microsoft Windows Workstations

COP 4848 Multiplayer Game Programming
60 hours, 4 credits

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

Prerequisite: Programming II

CPO 4003 Comparative Politics
40 hours, 4 credits

This course will introduce students to the field of comparative politics by examining classification of political systems according to institutional and developmental characteristics Causes and costs of political stability and instability will be explored. Comparison will be made between contemporary political institutions and processes in various countries.

Prerequisite: none

CRW 2001 Creative Writing
40 hours, 4 credits

This course will develop the student's talents in creative writing. Various forms of writing will be studied, such as short stories, novels, poems, plays and non-fiction. Works by students and others will be critiqued. Students will also develop editorial skills so that each writer may revise and improve his/her work. Students will compose a minimum of 6000 words over the course of the program.

Prerequisite: Passing grade in Foundations of English II or placement determined by STEP assessment score.

CTS 1115 PC Hardware and Software I (A+)*
40 hours, 3 credits

In this course the students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and the software used to support the hardware. The topics covered include; the relationship between computer hardware and software, the installation, support, and troubleshooting of system boards, memory, hard drives, multimedia, and input/output devices. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting. Each student will assemble a computer using prescribed parts and materials.

Prerequisite: none

CTS 1116 PC Hardware and Software II (A+)*
40 hours, 3 credits

This course is a continuation of PC Hardware and Software I. The topics covered include review of previously covered topics, telecommunications and networking, the Internet, and printing. Additional topics in this course are virus protection, disaster recovery and maintenance planning. Finally, the student will learn about the conduct and responsibilities of being a professional PC technician. To reinforce the materials in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course in addition to the first course helps prepare students to take the A+ certification Core and DOS/Windows Exams.

Prerequisite: PC Hardware and Software I

CTS 1217C Professional Presentations
40 hours, 3 credits

This course is designed to incorporate two Microsoft Office presentation programs into a single, powerful tool that can be used to create Professional Presentations. Students will learn to use PowerPoint and Publisher as partners in creating multidimensional presentations.

Prerequisite: Computer Information Systems

CTS 1381C Microsoft Windows Workstations*
40 hours, 3 credits

This course provides students with the knowledge and skills necessary to install and configure a Windows Workstation. The course gives the student the ability to provide technical support to a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, the course helps prepare students to take the Microsoft Professional Certification exam.

Prerequisite: none

CTS 1401 Access
40 hours, 3 credits

This course is designed to investigate the advanced applications and concepts available in Microsoft Office Access. Students will be introduced to database management features ranging from the creation and modification of databases to maintaining data integrity. This course is designed to help prepare students for the Access portion of the Microsoft Office Specialist certification exam.

Prerequisite: Computer Information Systems

CTS 1632C Voice Over IP Fundamentals
40 hours, 3 credits

The goal of this course is to introduce students to Voice over IP (VoIP) communications and the different features and benefits inherent in deploying communications in this way. Students will learn the differences inherent between Public Switched Telephone Networks (PSTN) and VoIP systems. They will discover the signaling that is done with VoIP and learn about the configuration issues when switching over a system to VoIP.

Prerequisite: Networking Fundamentals

CTS 2181 Windows Active Directory*
40 hours, 3 credits

The course will teach the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, setup, configure, utilize, maintain and trouble shoot Windows Active Directory. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting. Further this course helps prepare students to take the Microsoft Certification Exam #70-294.

Prerequisite: Microsoft Windows Server

CTS 2321 Linux Administration*
40 hours, 3 credits

This course is designed for introduction of the Linux operating system. The students will learn to install, configure, maintain, administer, and use programming features of Linux operating system. Students will learn how download and install source application from the Internet, running Windows emulation, and the role of Linux in the enterprise network environment. This courses uses a combination of reading, lecture, Internet based research, and lab work to reinforce the course materials.

Prerequisite: Microsoft Windows Workstations

CTS 2382C Networking and Internet Technologies
40 hours, 3 credits

The goal of this course is to provide an introduction to networking and Internet technologies. This course covers a wide range of material about the Internet, from using the Internet to demonstrating how the Internet works, using different Internet protocols, programming on the Internet, the Internet infrastructure, security, and e-commerce. It not only introduces a variety of concepts, but also discusses in-depth the most significant aspects of Internet, such as the OSI model of networking. In addition to explaining concepts, the course uses a multitude of real world examples of networking issues from a professional's standpoint, making it a practical preparation for the real world.

Prerequisite: none

CTS 2383C Microsoft Windows Server*
40 hours, 3 credits

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

Prerequisite: Microsoft Windows Workstations

CTS 2511 Excel
40 hours, 3 credits

This course is designed to investigate the advanced applications and concepts available in Microsoft Office Excel. Students will be introduced to electronic spreadsheet features ranging from the data input and manipulation to charting and PivotTables. This course is designed to help prepare students for the Excel portion of the Microsoft Office Specialist certification exam.

Prerequisite: Computer Information Systems

CTS 2811C SQL Server 2005 Administration
40 hours, 3 credits

The goal of this course is to prepare individuals to work with and administer SQL Server 2005. Students will learn how to install and maintain SQL Server 2005 and also how to use various tools helpful in creating backups, promoting security, and to enhance availability and performance of the database.

Prerequisite: Database Design and SQL

CTS 2870C Server Side Scripting
40 hours, 3 credits

This course focuses on dynamic interactive web sites from a multimedia perspective. Emphasis is on data driven pages, interactivity through client side scripting, dynamic web content and database access through server side scripting.

Prerequisites: Dynamic Content Management, Fundamentals of Web Authoring and Design

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.

Prerequisite: none

DIG 1000 Drawing Design and Art Theory
40 hours, 3 credits

This course introduces the fundamentals of drawing through five elements of art (line, space, value, form and texture). A series of exercises and assignments focuses on various applications involving form, lighting, perspective, figure drawing and historical studies.

Prerequisite: none

DIG 1010 Introduction to Computer Graphics
40 hours, 3 credits

This course gives students an overview of desktop publishing and other graphic software that enables them to use the computer as a graphic design tool. Additional topics include file management, the Internet, basic keyboarding, and basic troubleshooting.

Prerequisite: none

DIG 1020 Introduction to Multimedia and Computer Graphic Arts
40 hours, 3 credits

This course is designed to provide the student an overview and exposure to the basic multimedia concepts and software. Students examine introductory theory and concepts of four tracks in multimedia: Web, Interactive, Video, and 3D. Preproduction of all multimedia elements are stressed throughout the class with an emphasis on trouble shooting and problem solving.

Prerequisite: none

DIG 1287C Audio/Video Editing
40 hours, 3 credits

Students learn the theory and processes of audio/video editing using non-linear editing software on the desktop. Exercises in production and post-production techniques will be applied for various delivery media. Students produce and edit a series of short videos for video, disk and Internet applications.

Prerequisite: none

DIG 1302 Color Theory and Techniques
40 hours, 3 credits

This course introduces basic compositional principles of harmony and contrast through the practice of color applications, using felt tip markers, acrylic paints and markers. Basic exercises are introduced and practiced to learn how to achieve different product surfaces and create visual effectiveness. The use of color in printing also is explored.

Prerequisite: none

DIG 1304 Introduction to 3D Arts and Animation
40 hours, 3 credits

This course introduces students to the fundamentals of 3-dimensional computer modeling and how it applies to a multimedia project. Using basic modeling techniques and utilizing texture, lighting, and environmental effects, students model and render 3-dimensional forms to create surreal and realistic images.

Prerequisite: none

DIG 1305 Digital Media Production
40 hours, 3 credits

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

Prerequisite: none

DIG 1306 3-Dimensional Animation
40 hours, 3 credits

Once students have learned the basics of 3D modeling and rendering, they will explore the fundamentals of animation and the more advanced methods of modeling and texturing. Students will create photo-realistic products and environments utilizing complex technical techniques and thorough creative design. Emphasis will be placed on detailed modeling and texture mapping complementing elementary 3D animation and story development.

Prerequisite: Introduction to 3D Arts and Animation

DIG 1500 Dynamic Content Management
40 hours, 3 credits

This course introduces students to the standards for designing relational databases. The course focuses on record creation, modification, and deletion as well as report generation and database design. In addition, Structured Query Language is utilized to obtain dynamic information for multimedia authoring.

Prerequisite: none

DIG 1520 Digital Media Assembly
40 hours, 3 credits

In this course, students will develop and apply scripts to control sprites, video, sound, and interactivity for informational and entertainment animations using authoring software. The project produced in this class will be available for use on CD-ROM.

Prerequisite: Digital Media Production

DIG 1550 Multimedia Portfolio Development*
20 hours, 2 credits

In this course, students select a primary and secondary track to create an industry-quality portfolio consisting of enhanced and updated projects from previous classes as well as newly created projects. Students will create a final portfolio/demo tape using a consistent theme related to their identity package.

Prerequisite: Multimedia Technologies student in last or second-to-last quarter.

DIG 1710 Game Preproduction
40 hours, 4 credits

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

Prerequisite: none

DIG 1711 Game Design Theory I
40 hours, 4 credits

The goal of this course is to study the design process for digital games as it pertains to social and structural issues within games and game-playing behavior. The course covers many topics, including social and cultural elements of games, games as a global commodity, games as instigators for technical innovation, and emerging gaming areas such as mobile games.

Prerequisite: none

DIG 2531 Multimedia Technologies
40 hours, 3 credits

In this course students will learn aspects of advanced programming languages that allow for scripting of complex interactive applications for Internet delivery. Students will also explore the newest technologies and their impact on multimedia and visual design.

Prerequisite: none

DIG 2711 Game Design Theory II
40 hours, 4 credits

During this course we will explore the more advanced aspects of gaming and the history and cultural impact that interactive simulations and video games. As an advanced theory course discussions will cover researching the cultural, business, and technical perspectives involved with game and simulation production. Insights into design, production, marketing, and socio-cultural impacts of interactive entertainment and communication will also be considered.

Prerequisite: Game Design Theory I

DIG 2718 Console Development
60 hours, 4 credits

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

Prerequisite: Programming II

DIG 3316 The Study of Animation
60 hours, 4 credits

This hands-on animation course is intended for students with a computer science background who would like to improve their sense of observation, timing, and motion through the real art of animation to create strong believable animation pieces. A good understanding of motion is an important foundation for using computers and technology to their full potential for the creation of animation. This class also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development and dramatic structure.

Prerequisite: none

DIG 3318 Flash Animation
60 hours, 4 credits

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

Prerequisite: Multimedia Technologies

DIG 3323 Polygon Modeling
60 hours, 4 credits

This course provides students with a solid grounding in a variety of three-dimensional modeling mechanisms. Students will research the development issues associated with this software (3DS Max). We will then explore various creation and texturing techniques in both Z-Brush and 3DS Max as they apply to the computer game model. Students will also identification of the various roles in a game art development team.

Prerequisite: The Study of Animation

DIG 3330 Advanced Methods of Computer Graphics
60 hours, 4 credits

This course is for photographers and artists, who wish to go well beyond the basics of Photoshop. In addition to covering more sophisticated methods of color correction, image manipulation and printing, students will learn scanning, digital camera usage, the mechanics of calibration and other more advanced sets of controls in Photoshop, all within a framework of artistically professional sensibility which will allow the student to develop their own professional work.

Prerequisite: Introduction to Computer Graphics

DIG 3333 Digital Photography
60 hours, 4 credits

This course shows students how to evaluate images for communicative effectiveness and aesthetic appeal. They will also digitize images, adjust and manipulate them in the computer, and output them for on-screen and printed use. Through the course students will gain a firm foundation on the fundamental differences between digital photography and tradition manual film including lighting and print.

Prerequisite: Audio/Video Editing

DIG 3367 3D Content Creation
60 hours, 4 credits

During this course, students will learn about the primary industry software tools used in the creation of 3D objects and textures. Students will work with industry standard 3D applications in order to create and manipulate two-dimensional texture mapping and three-dimensional models for video game production. Through the use of this software and programming experience a student will be able to bridge the gap between the programming and designer cohorts.

Prerequisite: Game Preproduction

DIG 3512 Advanced HTML Coding with CSS
60 hours, 4 credits

This class covers advanced elements of web-page creation using a text editor and HTML and XML standard tags. This class will focus on web terminology, advanced HTML coding to include hyperlinks, anchors, tables, forms, CSS, frames, design principles and accessibility issues. Emphasis will be placed on understanding values and creation of CSS for business environments. We will also explore the availability of tools for site management, validation and accessibility checks.

Prerequisite: Fundamentals of Web Authoring and Design

DIG 3552 Concept Development for Digital Media
40 hours, 4 credits

This course is concerned with the cultivation of ideas and problem-solving strategies for still and moving imagery. The use of composition and frame, directing methodologies, editing principles and sound elements will be explored. Students create treatments, inspirational sketches, descriptive drawings, character and object design, storyboards, and animatics as a method for developing and communicating concepts for time-based media.

Prerequisite: none

DIG 3790 Practical Game Development
60 hours, 4 credits

This course approaches the study of computer games from several ways. First is an example of media that can be analyzed and critiqued for their thematic elements, formal structure, plot and interactive appreciation. The next step is a study of complex software subjects to technology constraints and the product of a professional design and implementation process. The last is a study of behaviors and associations comparable to other popular art forms. Students will study the principles of game design and use them both to analyze existing games and to develop their own original game ideas.

Prerequisite: Game Design Theory II

DIG 3792 Game Planning and Development Strategies
60 hours, 4 credits

This course is designed to introduce students to the production, managerial and business issues of digital games. Students will learn how to manage a game production project including pipeline assignment, projected release dates and distribution of work load. They will also decide how to effectively plan and execute a game production cycle. Students will begin the writing of game development documents, game production teams, game development tools and techniques; play testing and the game publication process.

Prerequisite: Game and Simulation Marketing

DIG 3794 Mobile Platform Development
60 hours, 4 credits

As more devices become smaller and more mobile, the need to have games to entertain users in downtime increases. This course looks at how to create games for mobile platforms using a systematic approach. The java programming language is utilized in creating these games. How to weave in audio and video is also addressed along with considering factors such as user inputs involved in playing the game.

Prerequisite: Programming II
Lecture 33%, Lab 67%

DIG 4323 3D Game Character Creation
60 hours, 4 credits

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

Prerequisite: Polygon Modeling

DIG 4330 Advanced Applications of Digital and Experimental Art
60 hours, 4 credits

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

Prerequisite: Advanced Methods of Computer Graphics

DIG 4355 Digital Effects Creation
60 hours, 4 credits

During this course students will learn advanced techniques in manipulating digital imagery, video and 3D special effects. Topics include image and video representation, digital workflow, lighting, rendering, compositing mixed environments (live and CG), morphing, particle effects, dynamics, camera properties, match-moving, filters, and virtual cinematography. The students will learn the proper application of effects in film and video at a professional production level.

Prerequisite: Polygon Modeling

DIG 4432 Storyboard Development for Digital Media
40 hours, 4 credits

Introduction to storyboarding and the planning processes of visual storytelling. Translation of concepts such as shot types, continuity, pacing, transitions and sequencing into a visual narrative. During the course the students also explore cinematic vocabulary and storyboard technique in the creation of both personal and professional expression.

Prerequisite: Multimedia Portfolio Development

DIG 4791 Game Assets
60 hours, 4 credits

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

Prerequisite: Programming II

DIG 4792 Game Audio Assets
60 hours, 4 credits

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

Prerequisite: Audio/Video Editing; Digital Media Assembly

DIG 4794 Applications of Physics for Game and Simulation Production
60 hours, 4 credits

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

Prerequisites: Programming II, The Physics of Gaming

DIG 4931 Industrial Simulation Project
60 hours, 4 credits

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

Prerequisites: Graphics Development with Open GL, Game and Simulation Lighting Techniques

DIG 4932 Video Game Production Project
70 hours, 4 credits

This course will provide an understanding of advanced techniques for electronic game design and programming. Topics will include techniques in graphics game engines, motion generation, behavioral control for autonomous characters, interaction structure, and social and interface issues of multi-user play. Students will culminate these skills into a final project that will demonstrate their understanding of proper game creation techniques.

Prerequisites: Graphics Development with DirectX, Graphics Development with OpenGL, Applications of Physics in Game and Simulation Production

DIG 4933 Digital Video/Audio Project
60 hours, 4 credits

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

Prerequisites: Audio/Video Editing; Digital Media Assembly

DIG 4934 Web Design Project
60 hours, 4 credits

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

Prerequisites: Multimedia Technologies

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{34}   RASMUSSEN COLLEGE · Florida

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DIG 4935 Animation Graphics Project
60 hours, 4 credits

This course combines the accumulated knowledge of students in the design and creation in 3D environments. The culmination of this knowledge will be a final 3D Animation project using modeling, texturing and animation techniques. Students are expected to explore various theories and techniques to complete a professional summative 3D animation project.

Prerequisite: The Study of Animation

DSC 1003 Introduction to Homeland Security*
40 hours, 4 credits

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

Prerequisite: Introduction to Criminal Justice

DSC 2005 Terrorism*
40 hours, 4 credits

Students in this course will receive an in-depth overview of terrorism, both domestic and international. (This course is designed to provide students the necessary skills to recognize acts of terrorism and gain insight into terrorists' perceptions and motivations.) The course will touch on the causes and motives that drive terrorists, their methods of operation, and the impact of terrorism on the United States and abroad. Students will examine the necessary effort of planning preparedness within the governmental regulatory framework. Students will come to understand and appreciate the complexities of community and national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism.

Prerequisite: Terrorism

DSC 3016 Homeland Security Policy
40 hours, 4 credits

This course will include an overview of homeland-security laws and regulations, public-safety requirements and policies, privacy rights in the context of security concerns, human-resource issues, organizational structure, and management priorities. Students will explore FEMA's role in policy, law, and management of man-made disasters. Local and regional perspectives pertaining to criminal justice agencies will be examined.

Prerequisite: Homeland Security

DSC 4214 Emergency Management
40 hours, 4 credits

This course will examine the role of private and public managers in planning for response to natural or man-made emergencies. Response plans will be detailed and developed with the essential elements and participants. Types of hazards and risks of all involved with managing the response and the public will be explored.

Prerequisite: Introduction to Homeland Security, Security Challenges

E150 Success Strategies
40 hours, 4 credits

This course will enable students to develop positive skills that ensure success in the college setting and workplace. Specific topics in learning and study strategies will lead students to develop and utilize appropriate study techniques, ensuring academic success. Topics in life skills will lead to a better understanding of self and others in our diverse world, and encourage the development and utilization of strategies to promote positive relationships, self-management, and professionalism.

Prerequisite: none

E242 Career Development
20 hours, 2 credits

The course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job-seeking portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview.

Prerequisite: none

ECO 1000 Principles of Economics
40 hours, 4 credits

This course offers a broad overview of economic theory, history, and development. Philosophies, policies, and terms of market economies will be explored. This course introduces microeconomic and macroeconomic concepts.

Prerequisite: none

ECO 2013 Macroeconomics
40 hours, 4 credits

This course serves as an introduction to the field of macroeconomics. Focus will be on behavior of the economy as a whole. Topics will include the nature of economics, economic concepts and institutions, growth, employment and inflation, money and banking, governmental economic policies and the international economy.

Prerequisite: none

ECO 2023 Microeconomics
40 hours, 4 credits

This course serves as an introduction to the field of microeconomics. Theories of production, determination of prices and distribution of income in regulated and unregulated industries is explored. Attention is also given to industrial relations, monopolies and comparative economic systems.

Prerequisite: none

ECO 4223 Money and Banking I
40 hours, 4 credits

This course is an examination of the structure and operation of our monetary system. In this course topics covered include the fundamentals of money and financial markets, commercial banking and its regulation.

Prerequisite: Macroeconomics, Microeconomics
Lecture 100%

ECO 4224 Money and Banking II
40 hours, 4 credits

This course continues an examination of the structure and operations of our monetary systems. In this course topics covered include financial institutions, central banking, the Federal Reserve System, and monetary policy.

Prerequisite: Money and Banking I

ENC 1101 English Composition
40 hours, 4 credits

This course is intended to help students develop their ability to write and express ideas in an organized, unified, coherent manner that reflects an appropriate awareness of purpose and audience. Through writing, reading, and discussion, students will learn to synthesize their thoughts as they communicate more effectively. Course concepts are applied to essays, research projects, and specialized writing. Regular writing and revision will improve students' grammar, punctuation and usage skills.

Prerequisite: Passing grade in Foundations of English II or placement determined by STEP assessment score.

ENC 2102 Writing About Literature
40 hours, 4 credits

This course is designed to expose the student to both a variety of literary forms and important writing topics such as symbolism, myth, and character. Utilizing writing as a major mode of thinking, continued emphasis is placed on construction and composition, including word usage, grammar and sentence analysis. A documented research paper is required.

Prerequisite: English Composition

EVR 3410 Human Uses of the Environment
40 hours, 4 credits

This course provides an in-depth exploration of the integrated relationship between human life and the surrounding environment, beginning with a study of the fundamental concepts and principles of ecology. Topics that are interwoven throughout the course include principles of ecology as seen in the structure and function of the ecosystem; pollution of air, soil, and water resources; population explosion and the relationship of people, disease, and food production; and environmental controls necessary for survival.

Prerequisite: none

FIN 1000 Principles of Finance
40 hours, 4 credits

This course is a study of financial institutions, investment techniques, and financial management. Students will examine acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure.

Prerequisite: Accounting I

FIN 3400 Corporate Finance
40 hours, 4 credits

A comprehensive study of the implementation and use of theories, applications, and financial tools used by corporations in their operations.

Prerequisite: Accounting I, Computer Information Systems

GEA 1000 World Geography
40 hours, 4 credits

This course provides an introduction to the nature of geographic inquiry; the where and why of people's locations and activities. The interactions of physical, political, economic, and social systems are studied. These themes are illustrated by various examples from regions, areas, and countries of the world.

Prerequisite: none

GEA 3211 Geography of the United States and Canada
40 hours, 4 credits

This course presents a comprehensive study of the physical, economic, and social character of the geographic regions of the US and Canada and their significance in the economic and political affairs of the world.

Prerequisite: none

GEB 1011 Introduction to Business
40 hours, 4 credits

This course is a study of the characteristics and functions of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, analysis and any other activities related to general ownership and operation.

Prerequisite: none

GEB 1014 Project Planning and Documentation*
40 hours, 4 credits

This course encompasses timelines, deadlines, team-building, communication issues and problem solving. The course is set with pre-defined scenarios to assist with the definition of project roles and phases. The students work through related issues and produce a resolution in a well written format.

Prerequisite: Intended for student's last quarter.

GEB 1136 E-Commerce
40 hours, 4 credits

This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of e-commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of e-business.

Prerequisite: none

GEB 2070 Business Capstone*
20 hours, 2 credits

This course is designed to allow students to integrate the knowledge and skills gained in the Business Management Associate Degree program. Through case analysis, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core business concepts via completion of a Capstone project.

Prerequisite: Students must be enrolled in the Business Associate's Degree program and in their last or second-to-last quarter.

GEB 2112 Entrepreneurship
40 hours, 4 credits

Using real-life applications and examples from successful business people, this class offers competency- based instruction to guide students through the steps of developing a business plan for a new small business.

Prerequisite: Introduction to Business

GEB 2252 Multicultural Communications for Business*
40 hours, 4 credits

This course provides an introduction to the challenges a diverse workforce presents in today's global economy. Specific areas of study will be coping with diverse communication styles, allowing for divergent approaches to task completion, mitigating different attitudes toward conflict, and resolution management and protocols for ensuring multicultural collaboration.

Prerequisite: none

GEB 3051 The Business of Digital Media
40 hours, 4 credits

This course is designed to equip digital media students with the basic tools and processes of production and project management. The course is not tool specific and is not geared towards any particular media type—artist, programmer, theme park designer, movie producer, or architect of virtual worlds and video games. The course will build students' understanding of creative leadership, techniques for management, and personal strengths required to succeed in a career in media. Many of the skills required to bring media projects from concept to completion are not purely technical but more directed to intangible but essential tasks of planning, time management, and motivation of self and others.

Prerequisite: Introduction to Business

GEO 3203 Physical Geography
40 hours, 4 credits

This course presents a study of the development and distribution of landforms, climates, minerals, soils and water resources. Interrelationships between the physical environment and regional patters formed by these elements are analyzed against man's utilization of them.

Prerequisite: none

GEO 3374 Conservation of Resources
40 hours, 4 credits

The purpose of this course is to provide students with important principles of ecology and resource management. Emphasis will be on local, national, and global environment problems and possible solutions to these problems.

Prerequisite: none

GLY 1000 Introduction to Geology
40 hours, 4 credits

This course provides an introductory look at the physical processes that shape the earth. Topics include the origin, structure, and systems of the earth, minerals, rock formation, plate tectonics, and volcanoes and earthquakes. Geologic time, global change, and human-environment interaction will also be explored. Students will complete a research paper on a contemporary issue in geology.

Prerequisite: none

GRA 1722C Introduction to Web Design Software
40 hours, 3 credits

This course will introduce beginners to the tools and knowledge needed in creating interesting, usable, and well designed websites.

Prerequisite: none

GRA 1853C Typography
40 hours, 3 credits

This course focuses on the fundamentals of typography and introduces the students to aspects of type for display and text design. Students become familiar with the categories of type and a variety of font families. They also become proficient at choosing fonts to match a specific message.

Prerequisite: none

GRA 1857C Digital Publishing
40 hours, 3 credits

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

Prerequisite: none

HIM 1222 Basic ICD-9-CM Coding
40 hours, 4 credits

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

Prerequisites: Medical Terminology, Pathology I (prerequisite or co-requisite)

HIM1222A Intermediate ICD-9-CM Coding
40 hours, 3 credits

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

Prerequisite: Basic ICD-9-CM Coding

HIM 1240 Ambulatory Care Coding
40 hours, 3 credits

The emphasis in this course is medical coding in an ambulatory care setting. Students will develop an understanding of HCPCS coding with an emphasis on CPT.

Prerequisite: Intermediate ICD-9-CM Coding

HIM 2000 Introduction to Health Information Management
40 hours, 4 credits

This course introduces the student to the history of the profession of the health information technician and the management of health information. Students learn about the organization of health care facilities, the members of the health care team who contribute to and use health information, and trends in the management of health care records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information.

Prerequisite: none

HIM 2270 Medical Insurance and Billing
40 hours, 3 credits

An introduction to common 3rd party payors, insurance terminology, and medical billing including claim forms preparation and processing, electronic claim submission, and a review of introductory medical coding. It provides an overview of medical office accounting procedures, and introduces the features of a patient billing system. Software is used to simulate a medical office environment.

Prerequisite: Medical Terminology

HSA 2101 US Healthcare Systems
40 hours, 4 credits

This course provides an overview of the United States healthcare system. The history of the evolution of health care will be explored, along with the role of local, state, and federal government in healthcare delivery. An introduction to a variety of provider models and service delivery systems found in both private and public healthcare facilities will be covered, including different types of healthcare facilities. The influence of reimbursement methodologies and finance on healthcare delivery will be explored.

Prerequisite: none

HSA 3110 Introduction to Healthcare Administration
40 hours, 4 credits

This course provides an exploration of the administrative principles and practices within healthcare organizations. Emphasis is placed on organization, structure, and operation of healthcare facilities. Management principles will be applied to case studies of healthcare industry scenarios.

Prerequisite: US Healthcare Systems

HSA 3129 Foundations of Managed Care
40 hours, 4 credits

This course is an introduction to the concept of managed care and the theory, issues, and controversy surrounding the managed-care delivery system.

Prerequisite: Introduction to Healthcare Administration

HSA 3151 Regulation and Compliance in Health Care
40 hours, 4 credits

This course is an exploration of the many entities that regulate healthcare delivery, from local, state, and federal government to the accreditation agencies of healthcare organizations. Issues and methods for compliance with the many laws and regulations are examined. The course provides an overview of the impact of regulatory agencies on the operation of healthcare facilities. Corporate ethics and responsibilities and the operation of health care as a business is explored.

Prerequisite: Introduction to Healthcare Administration

HSA 3170 Financial Management of Healthcare Organizations
40 hours, 4 credits

This course is an exploration of the fundamentals of healthcare finances, assets, cost concepts, capital budgeting, and general principles of accounting applied in the healthcare environment. The development and management of department budgets are discussed and applied. Sources of revenues and expenses commonly found in health care will also be explored.

Prerequisites: Introduction to Healthcare Administration, Accounting II

HSA 3381 Quality Improvement in Health Care
40 hours, 4 credits

This course examines methods for assuring quality in health care and the statistical applications of measuring outcomes. There will be an emphasis on performance improvement and the relationship between healthcare quality, organizational performance, and the role of governing and accrediting bodies in healthcare organizations. Common methods and trends in quality improvement will be explored.

Prerequisite: Introduction to Healthcare Administration

HSA 3751 Healthcare Statistics
40 hours, 4 credits

This course introduces the student to the terms, formulae, and computations commonly used for healthcare statistics. Effective data collection, interpretation of information, and display of data are practiced in this course.

Prerequisite: Introduction to Healthcare Administration

HSA 4150 Healthcare Planning and Policy Management
40 hours, 4 credits

This course provides a study of current healthcare-policy issues affecting the U.S. healthcare system and the politics that drive policy and planning of healthcare delivery. The influence of participants outside the healthcare industry and the various levels of government involved in policymaking will be examined. Economic theory, trends, and the future of health care will be explored.

Prerequisite: Introduction to Healthcare Administration

HSA 4817 Healthcare Management Capstone
40 hours, 2 credits

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

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

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 2149 Pharmacology
40 hours, 4 credits

This course is designed to cover the principles of pharmacology, in-depth drug handling procedures, drug laws, physician's orders, charting, and drug actions, interactions, and reactions.

Prerequisite: College Algebra

HSC 2553 Pathology I
40 hours, 4 credits

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

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

HSC 2553A Pathology II
40 hours, 4 credits

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

Prerequisite: Pathology I
Lecture 100%

HUM 2023 Humanities
40 hours, 4 credits

This course investigates human creative achievement. It is designed to increase the student's understanding and appreciation of cultural literacy and the pursuit of humanitarian goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.

Prerequisite: none

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HUM 2406 Introduction to Film
40 hours, 4 credits

This course is an introduction to the main types of film, to expressiveness of film techniques, and to ways in which we can better understand and appreciate both individual films and the medium as a whole. The goals are to introduce students to a diverse group of important American as well as international films and to teach them the necessary criteria for closely examining the characteristics of the film medium. As a result of this process, students will become more sophisticated and satisfied viewers. We will look at how films exemplify particular genres and analyze the film's contexts as well as the ways in which viewers formulate meanings. We will concern ourselves with the aesthetic qualities of given films and genres; we will, moreover, investigate the cultural significance of these works.
Prerequisite: none

HUN 2207 Human Nutrition
40 hours, 4 credits

This course introduces the student to principles of nutrition and the role of nutrients in health and common alterations in health throughout the life cycle. An introduction to clinical nutrition is included to prepare the student to apply these principles to the individual, family, community and clinical areas.
Prerequisite: none

IMT 151 Introduction to Medical Theories and Techniques
40 hours, 3 credits

This course is designed to furnish the student with the theories and techniques of the clinical aspects of the Medical Assistant Profession. Students are introduced to the concepts and practice of Medical Asepsis, Vital Signs Measurement, Physical Examinations, Charting, Therapeutic Procedures, and Universal Precautions.
Prerequisite: none
Co-requisite: Medical Terminology

ISM 2202C Business Intelligence Reporting
40 hours, 3 credits

The goal of this course is to allow students to understand what business intelligence is and how it affects the success or failure of organizations. In particular, this course will focus on business intelligence using Crystal Reports as the basis for deriving this information.
Prerequisite: SQL Server 2005 Administration

ISM 2321 Managing Information Security
30 hours, 3 credits

Information security is not only an IT, but a management issue. Therefore, this course introduces students to a detailed examination of the systems-wide perspective of information security. They begin with the strategic planning process for security, which includes an examination of the policies, procedures and staffing functions necessary to organize and administrate ongoing security functions in an organization. Course subjects include security practices, security architecture and models, continuity planning and disaster recovery planning. This course is one step in helping students prepare to take the CISSP certification exam.
Prerequisite: Networking Security Advanced

ISM 3005 MIS Techniques
40 hours, 3 credits

This course is an introduction to computer use required of users and developers of management information systems.
Prerequisite: Microcomputers

ISM 3015 Management of Information Systems
40 hours, 4 credits

Students are introduced to the foundations of management information systems. This includes current trends, fundamental MIS technology concepts, applications for business functions, and management practice. Students will gain exposure to analyzing, utilizing, and supervising integrated management information systems.
Prerequisite: none

ISM 3314 Information Technology Project Management
40 hours, 4 credits

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

ISM 4212C Database Management and Administration
40 hours, 3 credits

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

LAW 1002 Law I
40 hours, 4 credits

This course is a study of the fundamentals of law. This includes study of the American legal system, forms of conflict resolution, torts, contracts, and criminal law.
Prerequisite: none

LAW 2002 Law II
40 hours, 4 credits

This course is a continuation of the study of fundamentals of law. This includes study of the types of business organizations, property laws, wills, trusts, estate planning, bankruptcy, creditor and debtor relationships, commercial paper, contracts, and other areas of business law.
Prerequisite: Law I

LIT 2000 Introduction to Literature
40 hours, 4 credits

This course offers an introduction to the most common literary genres: Fiction, poetry, drama, and literary non-fiction. Students will study the basic elements of each genre, learn how to compare genres, become familiar with sample texts that illustrate the particularities of each genre, and practice the skills of analyzing and writing about literary texts.
Prerequisite: none (English Composition recommended)

LIT 3191 Contemporary World Literature: 1900 to the Present
40 hours, 4 credits

This course explores how authors from around the world have engaged with important themes and historical events throughout the twentieth century. In studying these texts, students will examine the interplay of fiction and history, the varieties of literary style, and the qualities that link as well as distinguish works from different cultures. Students will respond to texts critically in discussion and essays, as well as research critical evaluations of literary topics, authors, etc.
Prerequisite: none

MAN 1300 Introduction to Human Resource Management
40 hours, 4 credits

This course is an introduction to the management and leadership of an organization's human resources. It explores the importance of establishing or administrating the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guide lines.
Prerequisite: Introduction to Business

MAN 2021 Principles of Management
40 hours, 4 credits

A study of the aspects of the practice of management necessary for the development of managerial skills and insight.
Prerequisite: none

MAN 2061 Business Ethics
40 hours, 4 credits

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

MAN 2652 Introduction to Global Business*
40 hours, 4 credits

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

MAN 3504 Operations Management
40 hours, 4 credits

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

MAN 4064 Business, Society, and Ethics
40 hours, 4 credits

In this course, students examine the interrelationship among business and societal ethics. Students will study how property, profit, justice, corporations, and individual beliefs and actions affect thoughts, actions, and decisions. Through evaluating the ethical decisions of others, students will explain, analyze, and evaluate their own ethical decision processes.
Prerequisite: Principles of Management

MAN 4143 Contemporary Leadership Challenges
40 hours, 4 credits

This course will provide the student with broad exposure to the theories and practice of effective leadership and supervision in today's business setting. It will also explore contemporary leadership challenges from a practical point of view, with opportunities to develop and practice effective leadership skills.
Prerequisite: Principles of Management

MAN 4240 Organizational Behavior Analysis
40 hours, 4 credits

This course covers the research literature relevant to organizational functioning including behavioral effects of power and authority, formal organizations, structural variation, leadership, motivation, and communication.
Prerequisite: Introduction to Business

MAN 4301 Human Resource Management
40 hours, 4 credits

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

MAN 4320 Human Resource Recruitment and Selection
40 hours, 4 credits

This course introduces students to the basic principles and techniques of staffing the workplace. Students will be introduced to basic and intermediate level theories and strategies utilized in staffing, planning, recruiting, and selection. Topics covered include: job analysis, recruitment, selection, and performance assessment.
Prerequisite: Principles of Management

MAN 4330 Compensation Administration
40 hours, 4 credits

This course addresses tangible and intangible compensation and the use of compensation to motivate and reward employee performance. The course also covers job analysis, job description, and job evaluation on the basis of compensable factors as well as designing an equitable pay structure. In addition, students analyze the influence of unions and government in determining the compensation of the labor force, including compensation of both hourly workers and managerial employees.
Prerequisite: Principles of Management

MAN 4350 Training and Development
40 hours, 4 credits

This course addresses the fundamental concepts and principles of training and development and how they are applied within a business environment.
Prerequisite: Principles of Management

MAN 4401 Labor Relations Management
40 hours, 4 credits

This course deals with the relationship of labor unions and management, the fundamentals of collective bargaining and labor legislation. The structure and growth of unions as well as the relationships and problems that exist among private and public sector organizations, the labor force, and government are surveyed.
Prerequisite: Principles of Management

MAN 4402 Employment Law
40 hours, 4 credits

This course presents fundamental principles of labor and employment law in the United States. The student will engage in topics such as federal and state regulation of the employment relationship, including wage and hour laws; EEO, affirmative action programs, employee benefits; insurance; workers' compensation; safety, health; employee's personal rights; and collective bargaining legislation.
Prerequisite: none

MAN 4441 Negotiation and Conflict Management
40 hours, 4 credits

This course will focus on negotiation and conflict management in business and other organizational settings. The emphasis is on gaining an understanding of the negotiation process and strategies and developing effective negotiation and conflict management skills.
Prerequisite: Principles of Management

MAN 4602 International Business
40 hours, 4 credits

The course covers the theory and practice of international business. It will explore the reasons businesses expand globally and the factors involved in operating an international business such as the international monetary system; political, social, economic, and legal considerations. It will also cover management and marketing concepts in an international environment.
Prerequisites: Macroeconomics, Microeconomics

MAN 4720 Strategic Management
40 hours, 4 credits

This course is designed to integrate prior business courses through study and discussion of real organizational situations. Students will evaluate the key functions of organizations and integration of these functions to achieve competitive advantages. Topics will include strategic formulation, implementation, and evaluation.
Prerequisite: Introduction to Business

MAN 4802 Small Business Management I
40 hours, 4 credits

This course is a study of the factors involved in starting and managing a small- to medium-sized business. Emphasis is on the conduct of a pre-business feasibility study, and start-up of the business, successful management and options for succession or termination. Students will prepare a sample business plan.
Prerequisite: Managerial Accounting

MAN 4820 Small Business Management II
40 hours, 4 credits

This course continues the study of the factors involved in starting and managing a small to medium-sized business. This course will require students to perform field work by (a) analyzing an on-going small business and making recommendations for improvement; or (b) conducting a feasibility study for a new enterprise and developing a strategy for implementation.
Prerequisite: Small Business Management I

MAR 1410 Sales Techniques
40 hours, 4 credits

An introductory course in sales emphasizing the principles and practices of a professional salesperson. Course focus is on the information, skills, and activities necessary for success in today's marketplace.
Prerequisite: none

MAR 2011 Principles of Marketing
40 hours, 4 credits

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

MAR 2110 Marketing Ethics*
40 hours, 4 credits

Using current case-studies, this course is designed to provide students the opportunity to discuss and debate the difference between ethical and unethical business conduct. Students will then use this information to understand how today's ideals and principles are applied to the practice of ethical reasoning, marketing decision making and accurate reporting with the purpose of understanding guidelines designed to protect and inform today's consumers.
Prerequisite: E-Commerce

MAR 2231 Principles of Retailing
40 hours, 4 credits

This course is an overview of retail management, including organization, merchandising, retail sales, customer service, personnel management, and operations.
Prerequisite: none

MAR 2577 Internet Consumer Behavior*
40 hours, 4 credits

This course is designed in three basic sections which provide students a full understanding of the way consumers shop and how products are best marketed. Section one explores the consumer motives for buying specific to personality traits, demographics and psychographics. Section two covers marketing tactics for the savvy non-persuasive consumer and the final section covers managerial and group decision making. This course assists students to understand and apply the concepts of consumer behavior to real companies and marketing situations through the use of current case-studies, visuals and scientific research on consumer behavior.
Prerequisite: E-Commerce

MAR 2678 Search Engine Marketing*
40 hours, 4 credits

This course combines a unique mix of business, writing, and technical skills as students develop an understanding of the basics of search marketing, a search marketing program, and the steps involved in the execution and tracking of success. This course will assist students in understanding the complexities and similarities of online marketing vehicles, paid marketing, organic marketing, and how to purchase online media for the purpose of creating a quality marketing mix.
Prerequisite: E-Commerce

MAR 2679 Target/Audience Messaging*
40 hours, 4 credits

This course explores the necessity of using DDM (data driven marketing) to decide between your best market, marginal market and those who are not your market. This course begins with the concept of "Allowable Cost Per Order" (ACPO) This course will provide students an understanding of the critical economic factors which determine market success and how to use them as a competitive advantage.
Prerequisite: E-Commerce

MAR 2680 Web Media Marketing*
40 hours, 4 credits

This course explores emerging and innovative business and marketing technologies and techniques such as weblogs and podcasting. In addition to investigating the newest communication tools, this course will also address creating and evaluating proposals, media purchasing and online public relations.
Prerequisite: E-Commerce

MAR 2717 Game and Simulation Marketing
40 hours, 4 credits

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

MAR 3400 Professional Selling
40 hours, 4 credits

This course is a study of the stages of the professional selling process and the role of sales in today's marketing environment. Emphasis will be placed on learning adaptive selling techniques and developing effective interpersonal communications skills.
Prerequisite: Principles of Marketing

MAT 2036 College Algebra
40 hours, 4 credits

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

MCB 2010C Introduction to Microbiology
70 hours, 5 credits

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

MEA 2275 Medical Coding Practicum*
30 hours, 1 credit

This course offers supervised practical experience in a simulated campus or online setting, or a health care facility arranged by the student, with a minimum of 30 hours of practical experience in medical coding under the direction of a college HIT/Coding instructor or practicing medical coding professional. The practicum offers the student experience as a medical coder using actual or simulated medical documentation, and is essential to training.
Prerequisite: Ambulatory Care Coding

MEA 2382 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 health care 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

MMC 3407 Visual Communication in the Media
40 hours, 4 credits

This course examines how people understand their world through visual images. Students will examine how people visually gather, process, and interpret information presented through media sources.
Prerequisite: none

MMC 3721 Realities of Crime and Justice
40 hours, 4 credits

In this course, students will analyze and critique media portrayals of crime and justice. Public perceptions of crime and realities of crime are evaluated. The mass media and "spectacular" cases are used to exemplify the media's influence on crime and justice.
Prerequisite: Ethics in Criminal Justice

MNA 1161 Customer Service
40 hours, 4 credits

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

MNA 1324 Meeting Management
40 hours, 4 credits

This course will introduce students to the basic tools and skills needed to host and facilitate a variety of types of meetings. The course will also study the theory and practice of parliamentary procedure skills that are used in larger and more formal assemblies.
Prerequisite: none

MNA 2137 Call Center Strategic Leadership*
40 hours, 4 credits

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

MNA 2138 Call Center Customer Service Representative Skills*
40 hours, 4 credits

Considering the success of any call center rests in the hands of its Customer Service Representatives, it is critical that training, continual skills assessment and professional development opportunities are incorporated into the business cycle. This course will define the requisite skills for exemplar reps as well as discuss different assessment tools and skill building techniques. Further, this course will also examine Customer Relationship Management (CRM) principles specific to call routing applications.
Prerequisite: none

MNA 2139 Call Center Labor Force Management*
40 hours, 4 credits

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

Courses with an asterisk are generally offered only as online classes.

PLA 2511 Real Estate Law
40 hours, 4 credits

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

PLA 2762 Law Office Technology
40 hours, 4 credits

This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law oriented computer software applications. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time, and docket management and computer based legal research and document movement.
Prerequisites: Introduction to Law and the Legal System, Computer Information Systems; second-year student

PLA 2800 Family Law
40 hours, 4 credits

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

PLA 2940 Paralegal Internship
130 hours, 5 credits

This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing her/his experiences during the externship. The student is evaluated by her/his supervisor at the conclusion of the externship. There is no remuneration for an externship.
Prerequisite: Final-quarter status and consent of Department Chair

POS 1114 State and Local Government
40 hours, 4 credits

This course will introduce the constitutional interrelationship of national, state, and local governments. Special emphasis will be placed on the powers and functions of the various branches of state and local governments.
Prerequisite: none

POS 2047 Contemporary US Government
40 hours, 4 credits

This course provides an introduction to the US system of government, including its parts, institutions, and evolution, and will help students understand how the government works on the national, state and local level. To explore how the US government affects its citizens and how citizens participate in their government, students will address current problems and issues grounded in legal history, theory, and ethics.
Prerequisite: none

POT 4001 Political Thought
40 hours, 4 credits

The aim of this course is to understand and appreciate some important authors and traditions of political thought. The course will cover such topics as authority, consent, freedom and obligation.
Prerequisite: Senior standing or permission of academic dean.

PRN 0000C Fundamentals of Practical Nursing
240 hours, 17 credits

This course introduces the student to the basic nursing core concepts of health care delivery systems and trends, legal and ethic responsibilities in nursing, the uses of the computer in the health care setting, and a review of basic math and science concepts. The student is prepared to provide basic personal patient care and perform patient care procedures in hospitals and long-term care facilities. Safety measures, emergencies and organization of patient-care assignments are included as well as cardiopulmonary resuscitation, blood borne diseases including HIV and AIDS, infection control procedures and domestic violence. Health care needs of the geriatric patient are introduced and pre-operative and post-operative nursing care is discussed. The grieving process, appropriate verbal, non-verbal and written communications in the performance of nursing functions are covered. Clinical skills are practiced in the nursing lab and the student has the opportunity to apply knowledge and skills in clinical setting.
Prerequisite: none

PRN 0070 Nutrition for Practical Nursing
30 hours, 3 credits

This course focuses on the basic nutritional requirements necessary to support health. Economic practices in purchasing, storing, preparing and serving food for the individual and the family will be discussed. Health care agency dietary service and therapeutic diets as they relate to disease and health will be elaborated upon.
Prerequisite: none

PRN 0080 Anatomy and Physiology for Practical Nursing
75 hours, 7.5 credits

This course is designed to provide the student with basic knowledge of normal human body structure and function. The student will learn major systems, organs and terminology necessary for the provision of safe and effective nursing care.
Prerequisite: none

PRN 0010 Vocational Relations
30 hours, 3 credits

This course prepares the practical nursing student to recognize and apply the principles of human relationships and resultant behavior in nursing practice. Employability skills and the legal and ethic aspects specific to practical nursing will be discussed as well as the transition from student to graduate nurse.
Prerequisite: none

PRN 0020 Human Growth and Development through the Life Span
30 hours, 3 credits

This course outlines the characteristics of growth and development from conception to birth, birth through preschool, school age through adolescence, and adult through the human life span.
Prerequisite: none

PRN 0030C Pharmacology for Practical Nursing I
30 hours, 2 credits

This course prepares the student to administer medications. The six "rights" of administration, dosage calculation, routes of administration, proper use and storage of medications, patient observation and documentation are included. Clinical skills are practiced in the nursing lab.
Prerequisite: none

PRN 0031C Pharmacology for Practical Nursing II
30 hours, 2.5 credits

This course includes the study of a large body of medications in terms of their therapeutic uses, characteristics, action, dosage, side effects, and the techniques used in administering them.
Prerequisite: none

PRN 0040 Personal, Family and Community Health
30 hours, 3 credits

This course explores the concept of health as it relates to the individual, the family and the community, including the wellness-illness continuum. The effects of economic, political, religious, cultural, and growth and developmental experiences upon human behavior are discussed including throughout the life span, psychological reactions to illness, steps in the grieving process and the use of wellness and stress control plans. Mental health concepts are discussed. Principles of microbiology and the spread of disease are discussed. The course prepares the student to provide biological, psychological and social support to the patient.
Prerequisite: none

PRN 0100C Maternal and Newborn Nursing
80 hours, 4.9 credits

This course provides information regarding obstetrics, neonatology, and as such reviews and relates to normal growth and development throughout the life cycle. This course will provide information relating to normal pregnancy, labor and delivery, the puerperium and the normal newborn as well as common deviations from the normal. The specialized nursing skills to manage and care for the maternal and newborn patient throughout the maternity cycle are emphasized. Clinical skills are practiced in the nursing lab and the student has the opportunity to apply knowledge and skills in clinical setting.
Prerequisites: PRN 0080, PRN 0000C, PRN 0070, PRN 0040, PRN 0500, PRN 0020, PRN 0030C, PRN 0031C

PRN 0110C Pediatric Nursing
80 hours, 4.9 credits

This course provides information regarding the general characteristics, needs and problems of the pediatric patient to prepare the student to adapt nursing care for that patient. Signs and symptoms of common pediatric disorders and diseases are covered including nutritional requirements and diversion and recreational activities. The nursing skills related to the care of the pediatric patient are emphasized. Clinical skills are practiced in the nursing lab and the student has an opportunity to apply knowledge and skills in clinical setting.
Prerequisites: PRN 0080, PRN 0000C, PRN 0070, PRN 0040, PRN 0500, PRN 0020, PRN 0030C, PRN 0031C

PRN 0381C Medical Surgical Nursing I
200 hours, 12.7 credits

This course provides the student with information regarding common acute and chronic medical and surgical conditions relating to the body systems including the management, needs, and specialized nursing care of patients with these conditions. Signs and symptoms, diagnostic tests and treatment of each condition are covered. Principles of nutrition, pharmacology, and asepsis are reviewed throughout the course. Common alterations in patients with psychological disorders are also discussed. The specialized nursing skills to manage and provide nursing care for patients with these disorders are emphasized. Clinical skills are practiced in the nursing lab and the student has the opportunity to apply knowledge and skills in clinical setting.
Prerequisites: PRN 0080, PRN 0000C, PRN 0070, PRN 0040, PRN 0500, PRN 0020, PRN 0030C, PRN 0031C

PRN 0382C Medical Surgical Nursing II
465 hours, 15.5 credits

This course provides instruction correlating and integrating theoretical and clinical experiences with a variety of medical and surgical patients of all ages experiencing common physical and emotional conditions of illness. This course provides practical application of the theory and skills acquired in the classroom and lab. Primary emphasis is placed on problem solving methods dictated by the individual's nursing needs and the patient's state of dependency. The student has the opportunity to practice the role of the practical nurse as a member of the health team and to participate in the health and wellness aspects of the patient's family.
Prerequisites: PRN0080, PRN0000C, PRN 0070, PRN 0040, PRN 0500, PRN0020, PRN0030C, PRN0031C

PRN 0500 Geriatric Nursing
30 hours, 3 credits

This course continues the study of the acute and chronic diseases and disorders of the geriatric patient, concerns of the aging adult and the clinical skills utilized in geriatric nursing care including the management, needs and skills of caring for the geriatric patient. The emotional, mental, physiological and social needs of the aging adult in a variety of settings are discussed.
Prerequisite: none

PSY 1010 Introduction to Psychology
40 hours, 4 credits

This course will introduce students to the scientific study of human behavior. Course topics will include the following: heredity and environment, development of the individual, motivation, emotion, perception, personality and abnormal behavior.
Prerequisite: none

PTN 1002 Introduction to Pharmacy
40 hours, 4 credits

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

PTN 1023 Pharmacology
40 hours, 4 credits

The student will identify commonly used drugs, dosages, and drug categories. Included is a discussion of pharmacokinetics, major disease states, and drug toxicology. A basic knowledge of herbal medication will be developed.
Prerequisites: Human Anatomy and Physiology I, Introduction to Pharmacy

PTN 2012 Unit Dosage/IV Lab
40 hours, 3 credits

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

PTN 2017 Pharmacy Math and Dosages
40 hours, 4 credits

This course will provide the student with the necessary math skills to effectively work within a pharmacy setting. In addition to ratios and proportions, dosage calculations, and conversions, the student will develop knowledge and skills to perform business math functions related to retail pharmacy practice.
Prerequisite: Passing grade in Foundations of Math or placement determined by assessment score; Introduction to Pharmacy or concurrent enrollment

PTN 2041 Pharmacy Technician Practicum I – Outpatient/Retail
90 hours, 3 credits

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

PTN 2042 Pharmacy Technician Practicum II – Unit Dosage/IV
90 hours, 3 credits

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

PTN 2044 Pharmacy Technician Capstone*
20 hours, 2 credits

This course is an overview of all pharmacy technician program courses and concepts, with an emphasis on the reviewing and preparation of materials which comprise the Pharmacy Technician Certification Board examination.
Prerequisite: Pharmacy Technician Practicum II. Students must be enrolled in the Pharmacy Technician degree program and in their last or second-to-last quarter.

PTN 2220 Pharmacy Software/Automation/Insurance Billing
40 hours, 3 credits

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

PUR 3008 Public Relations
40 hours, 4 credits

This course presents students with a clear set of public relations principles and practices. Through readings of professional journals and extensive case studies, students will become familiar with the role of public relations in society, ethical standards of practice, and the theory and practice of the public-relations problem-solving process as applied to various audiences.
Prerequisite: Principles of Marketing

REL 3131 American Religious History
40 hours, 4 credits

In this course students will be presented with an historical inquiry into the ideological origins and social context of American religious life. The importance of religion in the settlement of America and its role throughout American history will be explored and analyzed. Discussions of various historical and contemporary and emerging religious movements will also be discussed.
Prerequisite: none

REL 3308 Contemporary World Religions
40 hours, 4 credits

This course explores the unity and diversity of religious traditions in a global context in order to understand the mutual interactions between religions and cultures. Emphasis is placed on the role of religions in shaping human values which can either create or resolve social conflicts, and the impact these values can have on issues of race, ethnicity and religious diversity in a multicultural world.
Prerequisite: none

RMI 3011 Insurance
40 hours, 4 credits

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

SCC 2001 Security Challenges*
40 hours, 4 credits

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

SCC 3421 Risk Analysis
40 hours, 4 credits

This course examines the importance of risk analysis and evaluation for designing proper protection and deterrence. Management of security operations is assessed, as are planning for natural- or man-made-disaster recovery, and crisis management.
Prerequisite: Introduction to Homeland Security, Security Challenges

SPC 2606 Speech
40 hours, 4 credits

This course is designed to teach the student how to research and plan, arrange and compose, and deliver informative, persuasive, expressive, impromptu, and extemporaneous speeches for various audiences. Students will also analyze and evaluate the arguments and rhetorical methods used in public communication to help them develop the ability to speak clearly and effectively, and to think logically. Students will also explore techniques for overcoming speech anxiety.
Prerequisite: none

SPN 271 Conversational Spanish
40 hours, 4 credits

This course focuses on common words and phrases students need to develop a working vocabulary which will enable them to communicate with Spanish-speaking individuals in their personal and professional lives. Although oral communication is stressed, included is an overview of Spanish grammar, phonetic pronunciation, and Hispanic culture.
Prerequisite: none

STA 4020 Statistics I
40 hours, 4 credits

In this course students will learn to use various measures of location and variability to describe data. Concepts such as graphical and numerical descriptive measures, probability, conditional probability laws, discrete random variable, binomial and normal random variables, sampling distributions, central limit theorem, large and small sample confidence intervals for parameters associated with a single population and for comparison of two populations will be discussed. Hypothesis testing for large and small samples will be illustrated.
Prerequisite: College Algebra

STA 4025 Statistics II
40 hours, 4 credits

This course will introduce the analysis of variance. Nonparametric statistical methods and applications, analysis of count data, chi-square and contingency tables, and simple and multiple linear regression methods with applications will be illustrated.
Prerequisite: Statistics I

SYG 1000 Introduction to Sociology
40 hours, 4 credits

This course is designed to enable students to recognize their own culture-based values, feelings, and attitudes while developing a better understanding of cultural values that may differ from their own. It will cover basic sociological topics such as socialization, gender, race, social organization, and social change. Through the course students should achieve a better understanding of themselves and society.
Prerequisite: none

SYG 3011 Social Problems
40 hours, 4 credits

This course is designed to acquaint students with the causes, consequences and solutions surrounding current social problems in the US. Issues such as crime, poverty, prejudice and discrimination, pollution and environmental despoliation, drug abuse, mental illness and others will be explored.
Prerequisite: Introduction to Sociology or Sociology

SYO 4180 Work and Family
40 hours, 4 credits

This course focuses on the overlapping worlds of work and family. It examines both the nature of the links that exist between the two major social institutions as well as the issues and problems that result from the combination of individuals' work and family responsibilities. An emphasis is placed on female labor force participation.
Prerequisite: none

TAX 2002 Income Tax
40 hours, 4 credits

Course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business.
Prerequisite: Accounting II

TAX 4120 Advanced Federal Tax Theory
40 hours, 4 credits

This course is a study of federal business tax regulations for reporting income which emphasizes the technical, legal, congressional intent and accounting phases of business and organizational taxation.
Prerequisite: Income Tax

TCP 152 Medical Theories and Clinical Procedures
40 hours, 3 credits

A continuation of Introduction to Medical Theories and Techniques, this course is designed to introduce the student to the administration of medications, venipuncture, and a basic knowledge of laboratory procedures, hematology, blood chemistry, and the patient preparation for exams.
Prerequisite: Introduction to Medical Theories and Techniques

THT 152 Medical Theories and Techniques
40 hours, 3 credits

A continuation of Introduction to Medical Theories and Techniques, this course introduces the student to sterilization and disinfection techniques, surgical asepsis, therapeutic procedures, minor office surgery, microbiology, urinalysis, and cardiovascular diagnostic procedures.
Prerequisite: Introduction to Medical Theories and Techniques

WST 4350 Gender in Math and Science
40 hours, 4 credits

This course examines the personal and collective educational experiences, career paths, and discoveries of female researchers, teachers, and practitioners in the fields of mathematics and science.
Prerequisite: none

Courses with an asterisk are generally offered only as online classes.

Student Definition

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

Class Content

The College reserves the right at any time to make changes to improve the quality or content of the programs of study offered. The College reserves the right to cancel any classes or programs where enrollment is under 15 students.

College Acceptance or Rejection of Application for Admission

The College will notify each applicant in writing of acceptance or rejection based on fulfillment of the following requirements:
• Completed application form
• Application fee
• An attestation of high school graduation or equivalency. If the attestation is found to be untrue, the student will be subject to immediate dismissal from the College, all credits will be invalidated and any financial aid will have to be repaid.
• Completed Placement Examinations (taken at Rasmussen College).

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

Entrance Assessment

The STEP (Student Testing for Educational Placement) exam is used for entrance assessment. Based on the outcomes in the areas of English and math students are placed in the following courses:

Subject	Score	Course Placement
English	0-16 items correct	B097, Foundations of English I
English	17-24 items correct	B098, Foundations of English II
English	25-35 items correct	ENC 1101, English Composition
Math	0-16 items correct	B099, Foundations of Math
Math	17-35 items correct	MAT 2036, College Algebra

Developmental Education

The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students and to providing educational opportunities to those who enroll. All new students who enroll in a degree, diploma, or certificate program are required to take the STEP reading, writing, and math placement tests. Returning students who did not take the STEP test or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundations courses are pre-requisites do not need to take the STEP test. Returning students who have not successfully completed the Foundations courses or the courses for which Foundations courses are pre-requisites must take the STEP test. Coursework in math or English that is numbered below 100 is considered to be developmental. STEP scores are used to appropriately place students in English and math courses according to skill level. See Entrance Assessment Table for placement scores.

These credits are not counted toward graduation, and each must be passed with a grade of 'SX' in order to proceed to the next course in the sequence. Students enrolled in programs that do not contain English Composition or College Algebra, but who test within the range of remediation, will be required to complete the foundation courses. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the foundation courses. Students who test at remediation level, and who wish to transfer courses that have foundations courses as prerequisites, must first complete the foundations courses. Students enrolled in foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program.

Accommodations Policy

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

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

Assessment

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

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

The College has an academic assessment plan which is essential for evaluating and improving the quality of learning and instruction. The academic assessment plan evaluates incoming student skills through a placement test to ensure that all students have basic literacy and numeracy skills, in an ongoing fashion in individual courses, and at the end of programs through the Graduate Achievement Portfolio (GAP) and program outcomes assessment.

Submission of a Graduate Achievement Portfolio, in which students demonstrate their communication, critical thinking, and information literacy skills, is a graduation requirement which students fulfill in E242 Career Development or in an appropriate capstone course for their program.

Foundation Courses Timeframe

To help ensure student success, and that Rasmussen College is using the STEP placement test to its fullest potential, students who need foundation courses must complete all of those courses in their first three quarters. These students must, at a minimum, complete a foundation course in their first quarter of enrollment, except for students starting during a mid-term start who may complete the course within their first two quarters. If for some reason students fail to do this, they cannot continue their education at Rasmussen College.

Equipment

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

Educational Records Definition

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

Grading System

Percentage Scale

A	100 TO 93%
A-	92 TO 90%
B+	89 TO 87%
B	86 TO 83%
B-	82 TO 80%
C+	79 TO 77%
C	76 TO 73%
C-	72 TO 70%
D+	69 TO 67%
D	66 TO 63%
D-	62 TO 60%
F	Below 60%

Point Scale

Alphabetical Grading System

Grade	Grade Points	Description
A	4.00	Excellent
A-	3.75	
B+	3.50	
B	3.00	Very Good
B-	2.75	
C+	2.50	
C	2.00	Average
C-	1.75	
D+	1.50	
D	1.00	Below Average
D-	0.75	
F/FA	0.00	Failure
CW	NA	Course Waiver
I/IN	NA	See "Incomplete Policy"
S/SA	NA	Satisfactory
SX	NA	Satisfactory Foundations
TO	NA	Test-Out
TR	NA	Transfer In Credit
U/UN	NA	Unsatisfactory or failure to meet speed requirement

STEP Retest Policy

The STEP entrance exam may not be retaken for initial placement purposes after the start of the course.

On occasion, however, a retest may be allowed prior to the start of a quarter. Such retests are only granted if extenuating circumstances exist that lead the enrolling student to feel that the STEP test results do not accurately reflect his or her true abilities. Only one such retest may be allowed, at the discretion of the Academic Dean.

Foundation Courses Timeframe

To help ensure student success, and that Rasmussen College is using the STEP placement test to its fullest potential, students who need foundation courses must complete all of those courses in their first three quarters. These students must, at a minimum, complete a foundation course in their first quarter of enrollment, except for students starting during a mid-term start who may complete the course within their first two quarters. If for some reason students fail to do this, they cannot continue their education at Rasmussen College.

Equipment

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

Educational Records Definition

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

Grading System

Failed classes may be retaken, but only at regular tuition rates. Students repeating a class may count the credits for that class in a financial aid award calculation only if the original grade earned is a 'F/FA'. If a student elects to repeat a course for which a grade above 'F/FA' was earned, the credits are not included in the financial aid award calculation, thereby making the student responsible for payment out-of-pocket. It is the student's responsibility to make up any work missed due to absences. The credits for all repeated courses will be included in credits attempted for the purpose of determining the satisfactory progress evaluation checkpoint. A student may repeat a failed course once. If a student repeats a failed course (in which he/she received an "F/FA"), the failing grade will be removed from the student's cumulative GPA and replaced with the new course grade from the repeated class. The student's GPA should be recalculated to reflect the new letter grade.

Late Assignment Submission Policy

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

Instructors may decide in the case of legitimately extenuating circumstances to waive the late penalty; if not, though, the penalty must be enforced as described.

UX	NA	Unsatisfactory Foundations
W/WD	NA	Withdrawal
WX	NA	Withdraw Passing
ZF	NA	Failure to complete non-credit course requirement
ZP	NA	Successful completion of non-credit course

Lab-Intensive Allied Health Programs Grade Scale

The following Grade Scale applies to the specific Major/Core courses with programmatic designators in the Medical Assisting, Medical Laboratory Technician, Massage Therapy, Pharmacy Technician, and Surgical Technologist Programs.

Letter Grade	Percentage Range
A	100 to 93 %
A-	92 to 90%
B+	89 to 87%
B	86 to 83%
B-	82 to 80%
C+	79 to 77%
C	76 to 73%
F	Below 73%

Nursing Programs Grade Scale

The following Grade Scale applies to the specific Major/Core courses with programmatic designators in all the Nursing programs system-wide.

Letter Grade	Percentage Range
A	100 to 94 %
B	93 to 85%
C	84 to 78%
F	Below 78%

All grades are to be credits successfully completed with the exception of the 'W/WD' and 'U/UN' which is counted as an attempted course for the purpose of maximum time frame and percentage of course completion and may have an effect on achieving satisfactory progress. See "Standards of Satisfactory Progress for Institutional and Financial Aid Guidelines."

In some cases in the residential classroom, certain activities, such as labs and exams, must be completed at the designated time and therefore cannot be made up. The instructor should apprise students beforehand of any such activities.

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

Incomplete Grade Policy

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

1. An incomplete form is completed which identifies:
   a. the work to be completed,
   b. qualifications for acceptable work,
   c. the deadline for completing the work (within two weeks of the last day of class),
   d. the grade to be entered should the student not complete the work by the deadline (the calculated grade).
   e. Instructors will have one week for grading, recalculation of grades and processing of all documents required.

2. An incomplete form is not valid unless signed by both the instructor and the student prior to the date that final grades are due. If unsigned by the student or instructor, the calculated grade is to be entered as a final grade. Incomplete forms will be maintained by the respective campus for approval and resolution. Students must request an incomplete prior to the last day of the end of the term.

3. The Academic Dean must be informed of all incompletes granted, and must sign the form as well.

Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:

1. The work to be completed must be regularly assigned work, identified in the course syllabus.

2. The student can reasonably be expected to complete the work by the deadline.

3. The student's grade will be substantially improved.

4. The student has demonstrated a commitment to completing work in a timely fashion.

5. Granting the incomplete is truly in the best interest of the student.

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

7. Allowing the student extra time compensates for events or conditions not within the student's control (i.e., illness, emergencies, etc.) as opposed to compensating for poor planning, poor attendance, or failure to take assignments seriously.

8. Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to make up "extra credit" work.

9. Credits for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment. Incomplete grades must be completed within two weeks of the last day of class. An incomplete grade not completed by the deadline will be changed to an 'FA' (or the calculated alternate grade designated by the instructor on the incomplete form) and will be included in the cumulative grade point average. The final grade awarded for the course is included in the calculation of the cumulative grade point average.

10. All incompletes, unless approved by the Dean, will be finalized by the 3rd week of the subsequent term.

Policy for Change of Grade

On occasion it is appropriate to change a final grade submitted by an instructor at the end of a quarter. Except for situations outlined below, only the instructor who issued the original grade may authorize its change. Instructors may change grades at their discretion, with the following guidelines:

Circumstances that may warrant a change of grade include:
• Emergency situations that prevent a student from submitting a petition to receive an incomplete grade. Examples of such emergencies are hospitalization, car accident, death of a close family member, or mandatory military service.
• Miscalculation of the final grade by the instructor.
• Situations involving miscommunications, misplaced assignments, or technical difficulties beyond the control of the student.
• Accommodation for special circumstances such as short-term disability or family leave.

Grade changes must be consistent with course policies as outlined on the syllabus. In particular, stated policies regarding the acceptance of late work and how points are apportioned must be followed.

Students must contact their instructors within two weeks of the start of a subsequent term regarding grade changes. Instructors will have one week from the time they are contacted by students to consider any requests for grade changes. No grade changes may be made after the end of the third week of the subsequent quarter. Grade disputes which cannot be resolved between instructors and students should be directed to the appropriate Dean.

Circumstances where a grade change may be authorized by someone other than the original instructor include:
• Administrative errors regarding grades will be corrected by administrative staff as soon as they are identified.
• If the original instructor is no longer available to submit a grade change (for example, an adjunct instructor no longer employed at the College), the Academic Dean may determine if a grade change is appropriate.
• The Dean may authorize grade changes in order to settle academic grievances.

Independent Study Policy

Independent study applies when a student contracts to meet regularly with a qualified instructor to fulfill the assignments, tests, projects, and other tasks necessary to achieve the performance objectives of a given course. Independent study requires a student to be motivated and organized. Because an independent study does not provide the student with the classroom interaction normally expected in higher education, it is to be offered only when there is no alternative and as infrequently as possible.

Students may take, and the College may offer, a course through independent study under the following conditions:

1. The course is not currently offered on-site or online.

2. Completion of the course is necessary for on-time graduation.

3. The need for the course in the quarter in question does not arise from the student's decision to withdraw from the course in an earlier quarter, the student's failure to satisfactorily complete the course in an earlier quarter, or the student's decision to change programs.

4. The student will complete work of a similar quantity and quality as required in a regularly scheduled class and will meet the standard performance objectives for the class.

5. The Academic Dean approves the plan for completing the course work.

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

7. At least twice and at regular intervals during the quarter, the Dean will evaluate the student's progress by reviewing work completed.

Independent studies must meet the following guidelines:

Prior to the beginning of the independent study, the student and instructor must meet to define the following:
   a. When and where they will meet each day.
   b. Weekly objectives for work to be completed based upon the same weekly objectives defined by the syllabus for an on-site class.
   c. Progress checks to be reviewed by the Dean.
   d. Standards of academic quality for the work to be completed.
   e. Deadline for all work to be completed at the end of the quarter.

Credit by Examination

Some students have life experiences or knowledge from other sources which they feel would be duplicated by a class at Rasmussen College. Enrolled students may request credit by examination only for a 1000-level course in which they have been scheduled if such exam has been developed. The request must be made to the Dean or Associate Campus Director prior to the start of the quarter. In rare circumstances, a student may have sufficient prior knowledge to warrant credit by examination for a 2000-level course. In order to request credit by examination for a 2000-level course, students must provide documentation of a minimum of two years of full-time work experience in an area directly related to their program of study, which may include a verification and recommendation from an employer.

E150 Success Strategies and E242 Career Development courses are specific to the College, facilitating lifelong career-placement services. Therefore, transfer credits may not be applied to these courses, and these courses are not available for credit by examination. Credit by examination is not offered for 3000-level or 4000-level courses. To receive credit by examination, a grade of "B" or higher is required. Examinations are not offered for program-specific Medical Assisting, Network, Multimedia, Nursing, Pharmacy Technician, Practical Nursing, or Web Programming courses. For 1000-level and 2000-level program-specific Computer, Network, Multimedia, or Web Programming courses, industry certification may be accepted in lieu of the examination. The examination grade will be reflected as "TO" (Test-Out) on the students' transcripts and will not count in their grade point average. In addition, these credits will not count as credits for financial aid purposes.

A credit by examination may only be taken once for each course. Students must complete 50% of their program requirements at Rasmussen College, and only 50% of their program requirements may be transfer credits from other post-secondary institutions or credit by examination.

Course Waivers

Students with a minimum of a two-year degree from an accredited institution of higher education, with a minimum cumulative GPA of 2.0, may request a waiver from Success Strategies if they wish. Students who meet these criteria may request a waiver in writing from the Academic Dean. The Academic Dean will review the student academic transcript, and if the criteria are met, will waive the Success Strategies course requirement, and the grade will be posted in the Rasmussen College student record as a "CW."

Students with a minimum cumulative GPA of 3.0 in their program major courses may request a waiver for any scheduled Medical Coding or Pharmacy Technician practicum coursework if they wish. Students must complete and submit the required paperwork to their Department Chair prior to the start of the quarter of the practicum for it to be waived. Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student's employer.

The Department Chair will inform the Academic Dean of the result of the evaluation, and if the waiver is granted the grade posted in the Rasmussen College student record will be a "CW."

Course Withdrawals

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

Transfer Credit Policy

1. Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.

A completed application and application fee must be submitted.

2. Official transcripts must be sent directly to Rasmussen College from every institution the student has attended.

3. As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding courses which transferred and the Rasmussen College courses they will replace. This information is also noted on the Rasmussen College transcript.

4. Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines listed below.

5. E150 Success Strategies and E242 Career Development are courses specific to the College, facilitating lifelong career-placement services. Therefore, transfer credits may not be applied to these courses, and these courses are not available for credit by examination.

6. Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.33 quarter credits.

7. Students may not transfer in and/or test out of more than a total of 50% of the program credit hour requirements.

8. All credit transfer is evaluated with the following guidelines:
   A. Transfer credits from accredited colleges, other than Rasmussen College, will be evaluated on course content. Most courses that are comparable in content from other colleges will be accepted. Students must have received a "C" grade or higher to transfer a course to a Rasmussen College program.
   B. Courses which have been transferred will be listed on the student's transcript with a "TR" designation. However, grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average.
   C. Courses from accredited degree-granting colleges which are intended to transfer as general education requirements will be considered in the categories listed as "General Education Requirements" in the Rasmussen College catalog.

Transfer Credit Policy (Continued)

D. Transfer credits from within the Rasmussen College system will be transferred directly from one Rasmussen College campus to another. Grade point averages and grades from courses taken at any of the Rasmussen College campuses will be computed in the student's final grade point average.

E. When courses are not accepted for transfer, a student may file an appeal through the following process:

1. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.

2. The information will be reviewed by the Academic Dean, Campus Director, or Associate Campus Director, along with appropriate faculty.

3. The student will receive in writing the outcome of the decision.

F. Students who enter at Rasmussen College are required to take the STEP placement exam. Should a student test at a level of remediation in English or Math, the College will not accept transfer in English Composition, College Algebra, Creative Writing, Pharmacy Math and Dosages, Professional Communication, or Statistics. Upon successful completion of the courses and subsequent passing of the placement exams, the College may reconsider transfer of credit in these courses.

Advanced Placement Credit

The College recognizes Advanced Placement (AP) examinations and courses based upon the CollegeBoard's AP Central for Educators 5-point grade/value scale. Students with AP credits in general-education subjects may receive transfer credit in correlated general-education categories if the examination or course score is a 3 or higher. AP credits will be posted on student transcripts as transfer credits (TR) and may not be assigned letter grades or applied to cumulative grade point average credits. AP credits will be counted in the 50% maximum allowed for waivers, test-outs, or transfer credits completed outside the College. Only AP examinations or courses that fit into the College's general-education categories are eligible for acceptance as transfer credit.

Prerequisites

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

General Education Philosophy

The purpose of the general education program is to promote breadth of knowledge and intellectual inquiry as a central part of all programs, each of which is intended to enable graduates to enjoy productive and satisfying careers. Through general education students are challenged to sharpen oral and written communication skills, to understand the breadth of disciplines that support their selected field of study, and to function responsibly and constructively in a rapidly changing world.

All programs at Rasmussen College are designed to prepare students for the challenges of career and community life. Regardless of length, each program will prepare students to:

1. Effectively communicate, orally and in writing, in the workplace, in the community, and interpersonally.

2. Analyze, evaluate, and solve problems that arise in employment and in life.

3. Locate, evaluate, and effectively use information from a variety of sources, print and electronic, meeting common standards for intellectual and academic integrity.

General Education Requirements for Rasmussen College Credentials

AS degree candidates must successfully fulfill the general-education requirements detailed in their chosen degree program. Students are expected to complete thirty-two (32) credits of general education coursework, distributed across the following five categories: English Composition, Communication, Humanities, Math/Natural Science, and Social Science.

BS degree candidates must successfully complete thirty-two (32) credits of general education coursework at the lower-division level; in addition, they must also successfully complete twenty-four (24) additional upper-division general-education credits distributed across the following categories: Communication, Humanities, Math/Natural Science, and Social Science.

Diploma candidates must successfully complete twelve (12) credits of general-education coursework, including English Composition, College Algebra, and an additional course as designated by program.

Certificate programs typically do not include general-education course requirements because they are designed to meet specific career goals.

Courses that are primarily developmental or remedial in nature and content may not be included in the general-education total.

Degrees, Diplomas, and Certificates

Degrees, diplomas, and certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 50% of their program requirements at Rasmussen College, and only 50% of their program requirements may be transfer credits from other post-secondary institutions or credit by examination. Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.0 to receive a degree, diploma, or certificate with a passing grade in each area. Completion and submission of the Graduate Achievement Portfolio (GAP) is a graduation requirement for all programs regardless of length. All financial obligations to the College must also be met.

Certificates or transcripts of credits may be given to those students taking individual subjects or individual progress courses of study.

Transcripts

Transcripts of credits will be given to students when all tuition obligations have been met.

A fee of $5.00 is charged for each transcript. This fee is charged to all students requesting an academic transcript with exception to graduates and completers.

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

Transfer to Other Colleges

Graduates or students who are considering transfer from Rasmussen College to other institutions recognize that Rasmussen College courses and programs focus on career preparation. Some of these courses are not accepted as transfer credit by other institutions. However, many academic credits earned at Rasmussen College are acceptable in transfer by various institutions. An up-to-date list of colleges with which Rasmussen College has transfer agreements is available from the Academic Dean.

Articulation and Consortium Agreements

Articulation and Consortium Agreements are formal agreements between institutions detailing the recognition of college credit between those institutions. These agreements ease the transfer of college credits and eliminate duplication of courses needed to meet graduation requirements.

Rasmussen College has developed articulation and consortium agreements with colleges and universities to meet these needs as well as enhance student opportunities to meet their educational goals.

The College's status as a regionally accredited institution of the Higher Learning Commission greatly increases the likelihood of credit transfer from Rasmussen College to other colleges. Specific agreements with detailed transfer guides are available to assist students as they determine their course of study.

It should be noted that in any transfer situation, regardless of the schools involved, the acceptance of credits is at the discretion of the accepting college.

Attendance

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

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

If a student has not been in attendance within 21 days of their last date of attendance he or she may be withdrawn from the College. Upon withdrawal a student's financial aid eligibility will be adjusted according to the Institution's refund policy as described in the College catalog and will be assigned grades according to the Rasmussen College Drop Class Policy.

Consortium Agreement

Rasmussen College has signed consortium agreements among all Rasmussen College campuses.

Course requirements for programs may be completed at any of the course locations, as the schools have common ownership and common courses, students will have the flexibility to take courses from all locations as they choose. Students who attend a class at a location other than their home campus (primary attendance location) will have their total tuition and fees charged by their home campus. All financial aid will be awarded and dispersed from the home campus. The home campus monitors satisfactory progress.

A copy of the consortium agreement is kept on file at each campus. Students have the right to review and acknowledge the agreement prior to taking courses at other campuses.

Academic Misconduct Policy

Rasmussen College's academic misconduct policy is as follows:

First Offense: Any student caught cheating will receive no credit on whatever he/she is caught cheating on and will not be allowed to redo the work.

Second Offense: The student will be expelled from the course, and the final grade assigned for the course will be an 'F/FA'.

The administration reserves the right to expel a student from the College if there are more than two offenses. Aiding and abetting in cheating is considered as grave as initiating the cheating – and will be treated in the same manner.

Definition of Academic Honesty: Any test or assignment which has been given to an individual to be completed independently, is completed independently without assistance from another student or others outside of the College.

One of the most common forms of cheating is plagiarism. Plagiarism is defined as the intentional or unintentional use of someone else's words or ideas without giving them proper credit and/or attempting to pass off someone else's words as your own.

Conduct/Dismissal

Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an all encompassing policy regarding student conduct. The College reserves the right to suspend or terminate any students whose conduct is detrimental to the educational environment. This includes, but is not limited to, conduct:

• By students, faculty, or staff that is detrimental within the classroom environment.

• That interferes with the well-being of the fellow students and/or faculty and staff members.

• That causes damage to the appearance or structure of the College facility and/or its equipment.

• By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.

• By students who otherwise display conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.

Anti-Hazing Policy

It shall be the policy of the College to strictly prohibit any action or situation which may recklessly or intentionally endanger the mental, physical health or safety of its students for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College. This policy applies to any student or other person who may be associated with any student organization. Violation of this policy may result in disciplinary action including but not limited to suspension and/or termination from school or employment. The Campus Director of the College shall be responsible for the administration of this policy.

Dress Code

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

Drop/Add Class Policy

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

Full-quarter drop/add period:

Students may add an online course through the first Thursday of each quarter, a residential course through the second Friday of the quarter which is the close of the drop/add period.

When a student notifies the College of withdrawal from a class:

1. On or before the close of the drop/add period the class will be dropped without being recorded on the student's transcript and tuition will not be charged.

2. Following the second week of the quarter and before the sixth Friday of the quarter students will receive a W/WD on their transcript. The student's grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

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

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

Mid-quarter drop/add period:

Students may add an online course through Tuesday in the first week of the mid-quarter, a residential course through Friday of the first week of the mid-quarter which is the close of the drop/add period.

When a student notifies the College of withdrawal from a class:

1. On or before the close of the drop/add period the class will be dropped without being recorded on the student's transcript and tuition will not be charged.

2. Following the first week of the mid-quarter and before the third Friday of the mid-quarter students will receive a W/WD on their transcript. The student's grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

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

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

Rasmussen College Early Start Program

High School juniors and seniors have the opportunity to earn college credit through Rasmussen College's Early Start Program. The Early Start Program is a great way for high school students to experience college while still supported by high school staff and mentors, try a course that may not be offered at the high school, or explore a possible future career by taking an introductory course.

Early Start coursework is available to high school juniors and seniors on-campus or online with enrollment in the program dependent upon space availability. Students must meet the following criteria and expectations to participate in the Rasmussen College Early Start Program:

• Students must have prior approval from a parent/guardian and a high school official to be admitted to the program as evidenced by a signed Early Start Application and Approval Form.

• Students must complete an Application for Admission to Rasmussen College. Early Start students are not required to submit the application fee.

• Students must have a minimum cumulative high school grade point average of 2.00 out of a possible 4.00 and achieve a minimum score of 17 on the writing portion of the STEP assessment.

• Student may take up to 8 credits per quarter without a tuition charge with a maximum of 24 credits per student earned through the Early Start Program.

• Students must cover the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software which are available to students on campus; Early Start students electing to complete these courses online will need to secure access to required hardware and software. The college can provide information about course specifics including textbooks prices and technology requirements.

• Applicants will be accepted on a space available basis for each selected course.

• Early Start students must meet all course prerequisites as listed in the catalog.

• Nursing programs and selective admission allied health courses with program-specific designators for Medical Assisting, Nursing, Pharmacy Technician, and Practical Nursing are not available to Early Start students.

• To continue enrollment in the Early Start Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.25 out of 4.00.

• The application deadline is four weeks prior to the start of the intended quarter of enrollment.

• Students will receive college credit toward a Bachelor's or Associate's Degree at Rasmussen College for all successfully completed courses. Students who elect to pursue their education at another academic institution will be issued a transcript from Rasmussen College; these credits may be transferable at the complete discretion of the receiving institution.

Limitations

Although this catalog was prepared on the basis of the best information available at the time, all information (including the academic calendar, admission, and graduation requirements, course offerings, course descriptions, online courses and programs, and statements of tuition and fees) is subject to change without notice or obligation. For current calendars students should refer to a copy of the schedule of classes for the term in which they enroll.

The courses listed in this catalog are intended as a general indication of Rasmussen College's curricula. Courses and programs are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary from time to time. The content of a course or program may be altered to meet particular class needs. Rasmussen College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty.

Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impact one's eligibility to sit for these exams or to secure employment in one's chosen career field.

Pharmacy Technician students convicted of non-drug-related felonies may not be eligible to sit for the Pharmacy Technician Certification Board (PTCB) exam. Pharmacy Technician students convicted of drug or pharmacy-related felonies ARE NOT eligible to sit for the PTCB exam.

None of the individual courses nor entire programs in the Criminal Justice AS Degree, Criminal Justice BS Degree or Office Management AS degree – Legal and Criminal Justice Emphasis are designed to prepare graduates for any police or peace officer examinations.

Many employers in the Criminal Justice field will require criminal background checks as part of the hiring process and any prior criminal convictions may greatly hamper securing employment in these fields.

Rasmussen College reserves the right to deny admission to applicants whose total credentials reflect an inability to assume the obligations of performance and behavior deemed essential by Rasmussen College and relevant to any of its lawful missions, processes and functions as an educational institution and business.

The administration of Rasmussen College reserves the right to address any issue in this catalog or its operations regarding its meaning. Administration's interpretation will be final.

Online Courses

Rasmussen College prides itself on being a leader in online education. Our online courses and fully online degree programs are of the highest quality and are approved by the College's accrediting body, the Higher Learning Commission. Rasmussen College online courses and programs are delivered on the World Wide Web utilizing a web-based platform. This mode of delivery offers greater flexibility and convenience for students with busy lifestyles and career responsibilities that prohibit them from attending classes on campus. These courses are delivered asynchronously according to the students' own schedules, meaning students have the opportunity to determine exactly when they wish to work on their courses, as opposed to attending on-campus classes at specific, scheduled times. Online course activities and assignments are conducted utilizing chat, email, message boards, and interactive websites.

Students can be assured that all online instructors at Rasmussen College receive comprehensive training and support while operating in the online environment.

Computers located at each campus have the appropriate system requirements for online courses. All online courses require textbooks and are available at each student's respective campus. Some online courses may require certain software packages or programs for instruction. There are no additional tuition or online library access fees when taking a course online.

Online courses have become extremely important to college students nationally, and Rasmussen College is no exception. In certain disciplines students might even be required to take online classes to complete a degree. A significant benefit to students taking online classes is that the College is often able to recruit and utilize instructors in specialized areas from across the country, regardless of their proximity to one of our campuses. Students also benefit from the additional flexibility online courses afford them as they complete their program, work, and attend to various other adult responsibilities. Moreover, our world continually requires of its workforce an increasing ability to utilize technology and to learn at a distance, and so the experiences online students obtain also prepare them for these new realities. Students can be assured that online courses or programs will have 24/7 technical support, access to online tutoring, and that classes will be taught by qualified instructors.

There are no additional admissions or testing requirements for taking an online course. However, students who place into Foundations of English I after taking the placement examination are not eligible to enroll in fully online programs until the successful completion of the Foundations of English I course. Students are required to attend an online orientation session upon registration for their first online course and all online students are registered through one of our residential campuses and receive the same student services available to all students.

Changes in Regulations, Programs, Tuition, Book Prices, Faculty

Changes in regulations, programs, tuition, book prices, and faculty may occur without notice. The College reserves the right to add or to delete certain courses, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and book prices.

Exit Interviews

Any student contemplating the termination of his/her education at Rasmussen College must first see the Academic Dean or Associate Campus Director and then the Financial Aid Department. Academic and financial aid files are not complete until both exit interviews have been completed.

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

The Financial Aid Department is available for your assistance for the duration of your student loan.

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

Tuition Structure

Tuition rates are as follows:

New Starts and Re-entering Students as of 10-1-2007

All courses except core IT courses[†] and core Digital Design designated courses[†]

$1125 per course for
1000 – 2000 Level Courses

$1250 per course for
3000 – 4000 Level Courses

Core IT courses[†]
$1250 per course

Core Digital Design designated Courses[†]
Online Programs:
$1375 per course
Residential Programs:
$1250 per course

Mid-term Start
$975 per course for
1000 – 2000 Level Courses

$1125 per course for
3000 – 4000 Level Courses

RN Program
$4900 per Quarter

PN Program
$4500 per Quarter

• Students not enrolled in an eligible program who elect to take courses without earning college credit are charged sixty percent (60%) of the total cost of the course, plus the cost of books and other fees effective October 1, 2007. This non-credit option is NOT available for core courses in Medical Assisting, Multimedia, Network, Nursing, Pharmacy Technician, Practical Nursing, or Web Programming. Students who elect to complete courses on a non-credit basis are not guaranteed full technology access; however, every effort will be made to provide technology resources.

• Transcripts denote a "ZP" upon completion of the course. Students may choose to convert the "ZP" to a letter grade and earn credit for an additional cost of forty percent (40%) if the total cost of the course.

• Students taking four or more course will only be charged for four courses.

• Books and classroom resources are included in tuition as determined and distributed by the College.

† Information Technology (IT) and Digital Design courses vary in tuition cost per class. See the Tuition Structure table and the list of applicable core IT and Digital Design courses in the Policies section for details.

† Core IT Classes

CET 2623C	Quality of Service (QoS)
CET 2629	Cisco Networking Fundamentals and Routing
CET 2660C	Networking Security Fundamentals
CET 2675C	IP Telephony
CET 2810C	Microsoft Exchange Server
CET 2883C	Networking Security Advanced
CGS 1586C	Introduction to Computer Graphics
CGS 1805C	Introduction to HTML
CGS 1823	Introduction to Website Design
CGS 2135C	Introduction to Computer Forensics
CGS 2881C	Advanced Website Design
CIS 2911	Information Technology Capstone
CNT 1003C	Networking Fundamentals
COP 1000	Fundamentals of Programming
COP 1176	Introduction to Visual Basic 2005
COP 1705	Database Design & SQL
COP 1801	JavaScript
COP 2004	PERL/CGI
COP 2250	Java I
COP 2333	Visual Basic 2005 Advanced
COP 2705C	SQL Server 2005 Development
COP 2740C	Oracle Database Administration
COP 2842	PHP/MYSQL
COP 2890	Web Programming Capstone
CTS 1115	PC Hardware and Software I (A+)
CTS 1116	PC Hardware and Software II (A+)
CTS 1381C	Microsoft Windows Workstations
CTS 1632C	Voice Over IP Fundamentals
CTS 2321	Linux Administration
CTS 2383C	Microsoft Windows Server
CTS 2384C	Windows Active Directory
CTS 2811C	SQL Server 2005 Administration
DIG 2531	Multimedia Technologies
GRA 1722C	Introduction to Web Design Software
ISM 2202C	Business Intelligence Reporting
ISM 2321	Managing Information Security

† Core Digital Design Classes

ART 3332	Figure Drawing
CAP 2104	Platform Design and Human-Computer Interaction
CAP 2105	Applied Game and Simulation Theory
CAP 2732C	Graphics Development with DirectX
CAP 3051	Graphics Development with Open GL
CAP 3052	Game and Simulation Lighting Technologies
CAP 4620	Artificial Intelligence
CEN 4090	Software Engineering for Game and Simulation Production
CGS 1190C	Computer Information Systems
CGS 1586C	Introduction to Computer Graphics
CGS 1883C	Fundamentals of Web Authoring and Design
COP 1000	Fundamentals of Programming
COP 1224	Programming I
COP 2224	Programming II
COP 2535	Data Structures
COP 4848	Multiplayer Game Programming
CTS 2382C	Networking and Internet Technologies
CTS 2870C	Server Side Scripting
DIG 1000	Drawing Design and Art Theory
DIG 1020	Introduction to Multimedia and Computer Graphic Arts

DIG 1287C	Audio/Video Editing
DIG 1302	Color Theory and Techniques
DIG 1304	Introduction to 3D Art and Animation
DIG 1305	Digital Media Production
DIG 1306	3-Dimensional Animation
DIG 1500	Dynamic Content Management
DIG 1520	Digital Media Assembly
DIG 1550	Multimedia Portfolio Development
DIG 1710	Game Preproduction
DIG 1711	Game Design Theory I
DIG 2531	Multimedia Technologies
DIG 2711	Game Design Theory II
DIG 2718	Console Development
DIG 3316	The Study of Animation
DIG 3318	Flash Animation
DIG 3323	Polygon Modeling
DIG 3330	Advanced Methods of Computer Graphics
DIG 3333	Digital Photography
DIG 3367	3D Content Creation
DIG 3512	Advanced HTML Coding with CSS
DIG 3552	Concept Development for Digital Media
DIG 3790	Practical Game Development
DIG 3792	Game Planning and Development Strategies
DIG 3794	Mobile Platform Development
DIG 4323	3D Game Character Creation
DIG 4330	Advanced Applications of Digital and Experimental Art
DIG 4355	Digital Effects Creation
DIG 4432	Storyboard Development for Digital Media
DIG 4791	Game Assets
DIG 4792	Game Audio Assets
DIG 4794	Applications of Physics for Game and Simulation Production
DIG 4931	Industrial Simulation Project
DIG 4932	Video Game Production Project
DIG 4933	Digital Video/Audio Project
DIG 4934	Web Design Project
DIG 4935	Animation Graphics Project
GRA 1853C	Typography
GRA 1857C	Digital Publishing
PHY 3930	The Physics of Gaming

Cancellation, Termination and Refund Policy

If a student cancels, discontinues attending or is terminated from the College the following policy will apply:

a) The student must give written notice to the College. Date of withdrawal is the last day of recorded attendance. If the student has not attended classes for 21 consecutive days without giving the College an explanation about the absences, before or during the period of absence, the student may be regarded as having withdrawn from College.

b) The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund any amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the cases where the notice is hand carried, it shall occur on the date the notice is delivered to the College.

c) Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days following written acceptance by the College, all tuition and fees paid, except the application fee, will be refunded regardless of whether the coursework has begun.

d) If a student has been accepted and gives written notice of cancellation following the fifth business day after the day of acceptance but before the start of the program, all tuition, fees and other charges, except application fees shall be refunded. All prepaid tuition is refundable.

e) If a student has been accepted by the College and gives written notice of cancellation or termination after the start of the period of instruction for which they have been charged ("Period of Instruction"), but before completion of 50 percent of the Period of Instruction, the amount for tuition, fees and all other charges for the completed portion of the period of instruction shall not exceed the pro rata portion of the total charges for tuition, fees and all other charges that the length of the completed portion of the period of instruction bears to its total period, plus a $100 administrative fee per course enrolled. After the completion of the 50 percent of the period of instruction for which the student has been charged, no refunds will be made.

f) Refunds are made within 30 days of the date of determination of withdrawal if a student does not officially withdraw.

g) The refund policy is not linked to compliance with the College's regulations or rules of conduct.

h) Any promissory note instrument received as payment of tuition or other charge will not be negotiated prior to completion of 50% of the course.

Re-Enter Policy

Any student who withdraws from classes after the first week of the initial quarter of attendance and then elects to return on a subsequent quarter is defined as a re-enter. Re-entering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. For the calculation of satisfactory academic progress, re-entering students are treated as continuing students and must meet progress requirements. Students are allowed to re-enter the institution only one time unless the Academic Dean, Campus Director, or Associate Campus Director determines that extenuating circumstances exist.

Return of Title IV Funds Policy

If a student withdraws or is expelled, they need to visit with the Campus Director, Associate Campus Director, or Academic Dean to complete the Rasmussen College Notice of Change in Student Status form, which will begin the withdrawal process. Students are allowed to convey their withdrawal verbally by contacting the Campus Director, Associate Campus Director, or Academic Dean. This verbal contact will also officially begin the withdrawal process.

Rasmussen College uses the state-mandated refund policy to determine the amount of institutional charges it can retain. The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdrew on or before completing 60% of the quarter.

The percentage of Title IV aid to be returned is determined by dividing the number of calendar days remaining in the quarter by the number of total calendar days in the quarter. Scheduled breaks of five or more consecutive days are excluded. If funds are released to a student because of a credit balance on the student's account, the student may be required to repay some of the federal grants if they withdraw.

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

A post-withdrawal disbursement occurs when a student who withdraws earned more aid than had been disbursed prior to the withdrawal. Post-withdrawal disbursements are made first from available grant funds before available loan funds and must be done within 90 days of the school's determination that the student withdrew. Rasmussen College credits the student's account for any outstanding current period charges. If there is any remaining post-withdrawal disbursement to be made to the student, an offer is made to the withdrawn student in writing (letter sent to student) within 30 days of the school's determination that the student withdrew. The letter explains the type and amount of fund available and explains to the student the option to accept or decline all or part of the monies. A 14-day response time is given to the student for their decision. If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled.

Federal regulations dictate the specific order in which funds must be repaid to the Title IV programs by both the school and the student, if applicable. Rasmussen College follows this mandate by refunding monies in the following sequence: Unsubsidized Direct Stafford Loans, Subsidized Direct Stafford Loans, Direct PLUS Loans, Pell Grant, FSEOG, and then other Title IV programs.

Rasmussen College uses the software and printed worksheets provided by the U.S. Department of Education to document the Return of Title IV Funds Calculation along with the Post-Withdrawal Disbursement Tracking Sheet.

The student is also eligible to receive a refund of institutional charges from Rasmussen College up to completion of 50% of the quarter. Earned institutional charges are calculated by the day, up to the last day of recorded attendance. A $100 Administrative Fee per course enrolled is assessed to students withdrawing prior to completion of 50% of the quarter. After completion of 50% of the quarter, all tuition and fees are determined to be earned by Rasmussen College. If any funds are to be returned after the return of Title IV aid, they will be used to repay state funds in proportion to the amount received from each state source.

Military Tuition Refund Policy

Rasmussen College will issue a refund to a student who is given official orders to deploy and cannot continue the academic quarter. The student shall have the right to withdraw from any or all classes in which the student is enrolled, even if after the established deadline for withdrawal, and be entitled, subject to applicable laws or regulations governing federal or state financial aid programs and allocation or refund as required under those programs, to a full refund of tuition and mandatory fees for the term. The student shall not receive credit or a grade for classes from which the student withdraws. A student in good standing at the time of exercising this right shall have the right to be readmitted and re-enroll, without penalty or re-determination of admission eligibility, within one year following release from active military service.

Any tuition refund will be calculated according to federal guidelines and any remaining balance will be returned according to the student's Excess Funds Form completed at the time of enrollment.

Federal Distribution of Funds Policy

Once the refund liability for a particular student has been determined, the federal portion of the refund shall be distributed back to the various programs in the following manner:

• All refund monies shall first be applied to reduce the student's Federal Direct Unsubsidized Stafford, Federal Direct Subsidized Stafford, and Federal Direct Plus loans received on behalf of the student.
• Any remaining refund monies will then be applied to reduce the student's Federal Pell Grant award.
• Any remaining refund monies will then be applied to reduce the student's Federal SEOG award.
• Other Federal SFA Programs authorized by Title IV Higher Education Act.

Veterans Refund

The following information applies only to students under Veteran's Administration programs:

Acceptance of Academic Credit

Credits applicable to degree and diploma programs from an accredited college or business school may be accepted by Rasmussen College when "C" or better grades were earned at the previous institutions. Veteran students must provide official transcripts from all institutions previously attended within two terms of enrollment at Rasmussen College. The transcript will be evaluated by the Academic Dean and credit will be granted if appropriate. Adequate records of the inquiry and evaluation will be maintained and the U.S. Department of Veteran Affairs and the VA student will be notified of the results. VA students must notify the Academic Dean in writing, by the first week of classes, of all prior institutions attended.

Withdrawal

The College does not grant leaves of absence. The school will notify the office of Veteran Affairs of the student's extended absence and the student will be terminated for VA pay purposes during this absence.

Library Fine Policy

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

After the materials are kept out past the maximum late period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. The library will charge the cost of replacing the item plus a $5.00 processing fee. In the event that nonreplaceable items are lost or damaged, the library will charge up to $100.00.

Rasmussen College cannot override fines incurred at other libraries, including fines for Interlibrary Loan items lost or returned late. For unpaid fines on materials checked out on Rasmussen ID cards the College receives bills. The patrons incurring these bills should be held accountable for their payment so that the College does not have to cover fees. The College may ensure that students pay their fines at Rasmussen College library or other libraries by withholding the student's grade report, transcript, diploma, degree or certificate.

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

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Rasmussen College provides prospective and enrolled students and employees with its current Crime Awareness and Campus Security Act statistics. This policy contains information pertaining to the reporting procedure of criminal activities, security and access to campus facilities, campus law enforcement and criminal offenses reported to the campus or local police. As part of our campus crime prevention plan, Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.

Non-Discrimination Policy

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

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

Anti – Harassment and Sexual Violence Policy

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

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

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

Informal and Formal Complaints

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

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

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

Informal Resolution

Early efforts to control a potentially harassing situation are very important.

1. Sometimes sexual conduct can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop.
2. Writing a letter to the person or talking to the person's supervisor can also be effective.
3. Go to a sexual harassment/violence information center or discuss the matter with a friend.
4. Talk to others who might also be victims of harassment.
5. Any employee facility member, staff member, or student is encouraged to discuss incidents of possible sexual harassment with the Campus Director, Associate Campus Director, Director of Human Resources, Regional Vice President, or College President.

A Campus Director contacted by a person who may have been subjected to sexual harassment will give advice and guidance on both informal and formal procedures for solving the problem. During the informal inquiry process, all information will be kept confidential to as great a degree as legally possible.

No specific circumstances, including the names of the people involved, will be reported to anyone else, except the President, Executive Vice President and the Human Resources Director and Corporate Counsel, without the written permission of the person making the complaint. However, in the course of the inquiry Rasmussen College finds that the circumstances warrant a formal investigation, it will be necessary to inform the person complained against.

Incidents should be reported within 30 days.

At any time during the procedures, both the person bringing a complaint and the person against whom the complaint is made may have a representative present in discussions with the Campus Director.

Resolutions and Informal Complaints

Anyone in the Rasmussen community may discuss an informal complaint with the Campus Director, Director of Human Resources, Associate Campus Director, Regional Vice President, Executive Vice President or President.

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

While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, they will be protected to as great a degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the College's obligation to act upon the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the College and those involved in the investigation.

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

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

Definitions

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

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

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

1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Verbal sexual advances or propositions;
5. Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means);
6. Sexually offensive comments, graphic verbal commentary about an individual's body or dress, sexually explicit jokes and innuendos, and other sexually-oriented statements; and
7. Physical conduct, such as: touching, assault, or impeding or blocking movements.

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or as subtle as a touch. Harassment under the third part of the definition often consists of callous insensitivity to the experience of others.

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

There are basically two types of sexual harassment:

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

Employee benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.

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

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

Definitions (Continued)

For further information please refer to the EEOC's website at www.eeoc.gov or call the EEOC Publications Distribution Center at 800-669-3362 (voice), 800-800-3302 (TTY).

Sexual orientation harassment: Sexual harassment is harassment based on sexual orientation. Sexual orientation harassment is verbal or physical conduct that is directed at an individual because of his/her sexual orientation and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

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

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

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

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

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

Formal Complaints by Students and Employees

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

The Human Resource Director and/or Corporate Counsel, with the assistance of the Campus Director, Associate Campus Director, or other manager will formally investigate the complaint and present the findings and recommendations to an Executive Vice President or President.

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

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

2. If the circumstances warrant an investigation, Rasmussen will inform the person complained against of the name of the person making the complaint as well as of the substance of the complaint. The College will then limit the investigation to what is necessary to resolve the complaint or make a recommendation. If it is necessary for the College to speak to any people other than those involved in the complaint, they will do so only after informing the complaining person and the person complained against.

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

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

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

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

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

1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that harassment has occurred and report its findings and the resolution to an Executive Vice President or President; or

2. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President; or

3. Report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.

Following receipt of the report, the Campus Director, Associate Campus Director or Director of Human Resources will report their findings to an Executive Vice President or President with appropriate recommendations and may take further action as they deem necessary, including the initiation of disciplinary proceedings.

Retaliation. It is a violation of Rasmussen's policies to retaliate against anyone who makes a good faith claim of a suspected violation of its policies about inappropriate behavior or participates in an investigation. Complaints of retaliation (actual, threatened or feared) should be directed to the Campus Director or the Director of Human Resources.

Complaint Process. If a party to a complaint does not agree with its resolution, that party may appeal to the Director of Human Resources or Corporate Counsel.

Recommended Corrective Action

The purpose of any recommended corrective action to resolve a complaint will be to correct or to remedy the injury, if any, to the complainant and to prevent further harassment. Recommended action may include counseling, a written or verbal reprimand of the harasser; suspension, dismissal, demotion, or transfer of the harasser; a change of grade or other academic record for a student who has been the victim of harassment; or other appropriate action.

Any action to suspend or to dismiss a member of the staff or faculty is solely within the authority of the Campus Director, Regional Vice President, Executive Vice President, President, or the Chief Executive Officer.

False Charges

If it is determined in any way that a complaint was made by an employee or a student with the knowledge that the facts were false, an Executive Vice President or the President will be notified. The Executive Vice President or President may recommend appropriate disciplinary action, up to and including suspension from the College or termination of employment or enrollment.

Sexual Violence

Rasmussen College expects that all employees and students will conduct themselves in a responsible manner that shows respect for others and the community at large. The same behavioral standards apply to all individuals.

As part of the larger community we are subject to, abide by, and support federal, state and local statutes and ordinances regarding criminal sexual conduct.

Sexual assault is an act of aggression and coercion, not an expression of sexual intimacy. We will do whatever possible to offer safety, privacy, and support to the victim/survivor of sexual assault. Helping the victim/survivor look at options for reporting the assault and taking care of herself/himself is the immediate concern of the College. The College will assist the victim/survivor in contacting an appropriate agency if such assistance is desired. If the assault takes place at any Rasmussen Campus or facility, the victim/survivor should immediately contact the Campus Director, Associate Campus Director, Director of Human Resources, Regional Vice President, Executive Vice President or President. Administrators are not to reveal the name of the victim/survivor unless he/she chooses to be identified.

The administrative office at each Campus shall, at all times, have readily available the name(s) of local law enforcement agencies and sexual assault centers that are to be called for immediate help.

If the assault takes place outside the College Campus or other Rasmussen facility, the victim/survivor should immediately contact, or have a friend contact, the local law enforcement and sexual assault center. Following the incident the victim/survivor should notify the Campus Director, Associate Campus Director, or Director of Human Resources of the assault for support and assistance.

Further, in either case, the victim/survivor should do the following:

1. It is helpful to have a written summary of what happened while the memory is still clear.

2. No attempt should be made to bathe, change clothes, or otherwise clean up prior to examination by a medical practitioner qualified to make determinations regarding sexual assault.

3. In most cases it will be helpful to have a friend with you when talking to the local law enforcement officials or sexual assault center personnel.

Victims' Rights Under Sexual Assault Policy

If the assault is alleged to have been committed by a member of our college community on property owned by the Rasmussen the following additional policy applies:

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

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

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

4. Notice to a sexual assault victim of the outcome of any campus or college facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;

5. The complete and prompt assistance of campus administration, or Rasmussen management at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;

6. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding;

7. The assistance of campus and/or other Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim's request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes; and

8. The campus administration will inform victims of their rights under the Crime Victims Bill of Rights, including the right to assistance from their state or local Division of Victims Services. For further information refer to the Division of Victims Services (website at http://myfloridalegal.com/victims) or call the Division of Victims Services at 850-414-3300 or 800-226-6667.

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

Drug Abuse Policy

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

Consistent with this commitment, Rasmussen College strictly prohibits:

1. The presence of employees or students on campus or in corporate offices while under the influence of intoxicants, drugs or any other controlled substances.

2. The use, manufacturing, furnishing, possession, transfer, or trafficking of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time on Rasmussen College campuses or in Rasmussen College corporate offices.

Rasmussen College has the right to:

1. Discipline employees, including dismissal, for felony convictions regarding illegal use, possession or trafficking of drugs.

2. Take disciplinary action against employees who violate this policy. Employees may also be suspended pending outcome of an investigation regarding compliance with this policy.

Drug-Free School and Workplace

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, 34 CFR Part 86, this institution is hereby declared a drug- and alcohol-free college and workplace. For more information visit The U. S. Department of Education's Higher Education Center for Alcohol and Other Drug Prevention website at www.edc.org/hec.

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

As a condition of employment, employees must abide by the terms of this policy or the College will take one or more of the following actions within 30 days with respect to any employee who violates this policy by:

1. Reporting the violation to law enforcement officials.

2. Taking appropriate disciplinary action against such employee, up to and including expulsion or termination of employment.

3. Requiring such employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency.

In compliance with the law, this institution will make a good faith effort to maintain a drug- and alcohol-free college and work place through implementation of the preceding policy and will establish and maintain a drug- and alcohol-free awareness program.

Fact sheets associated with unlawful use, possession or distribution of illicit drugs and alcohol may be obtained from the Campus Director, Associate Campus Director, or the Human Resources Department. Rasmussen College considers these fact sheets an integral part of the Drug-Free College and Workplace Policy.

The Federal Government has taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws affect several areas of our lives. For instance, the Department of Housing and Urban Development, which provides public housing funds, has the authority to evict residents found to be involved in drug related crimes on or near the public housing premises. Businesses with federal contracts are subject to a loss of those contracts if they do not promote a drug-free environment. In our particular situation, students involved with drugs could lose their eligibility for financial aid. Further, they could also be denied other federal benefits, disability, retirement, health, welfare, and Social Security. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.

Drugs and alcohol are highly addictive and injurious to the person and can cause harmful effects to virtually every aspect of a person's life, i.e., relationships, family, job, school, physical, and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, inattentive, anxious, or experience sexual indifference, loss of physical coordination and appetite, go into a coma, experience convulsions, or even death.

Persons who use drugs and alcohol face not only health risks, but their ability to function in their personal and professional lives can be impaired as well. Some examples of this are a hangover, or a feeling of being "burnt out", being preoccupied with plans for the next drink, or "high" or slowed reflexes that can be especially dangerous while driving. Alcohol related driving deaths are the top killer of 15 to 24 year olds.

There are danger signals that could indicate when someone is in trouble with drugs or alcohol:

- inability to get along with family or friends
- uncharacteristic temper flare-ups
- increased "secret" type behavior
- abrupt changes in mood or attitude
- resistance to discipline at home or school
- getting into a "slump" at work or school
- increased borrowing of money
- a complete set of new friends

We recommend that any person observing any of the above changes in any student or employee of Rasmussen College immediately notify their Campus Director, Associate Campus Director or the Human Resources Department.

Family Educational Rights and Privacy Act (FERPA)

Amended 10/01 to include the USA Patriot Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar, business office, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the school Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student's education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student's file.

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

a. Grand Jury Subpoenas – The institution may disclose education records to the entity or persons designated in a Federal Grand Jury Subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution's response.

b. Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution's response. Notification requirements nor recordation requirements apply.

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

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

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605.

Directory Information

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

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

Students may restrict the release of Directory Information except to school officials with legitimate educational interests and others as outlined above. To do so, a student must make the request in writing to the Business Office.

Further, if the institution has provided this information in good faith compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.

Once filed this becomes a permanent part of the student's record until the student instructs the institution, in writing, to have the request removed.

Grievance Policy

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

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

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

Grievance Procedure

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

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

2. If the matter is not resolved to the person's satisfaction he/she has the option to follow the appropriate steps:

a. Requests for further action on educational issues should be made to the Academic Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.

b. Students who feel they have an appropriate non-academic grievance should see the Campus Director. The Campus Director will investigate the grievance, attempt to resolve it, and issue a decision to the student.

Students or other interested parties may also contact:

- Commission for Independent Education Florida Department of Education 325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400 (888) 224-6684

- The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 30 North La Salle Street, Suite 2400, Chicago, Il 60602-2504 (312) 263-0456.

Appeal Procedure

Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. When an individual feels he/she has been unjustly treated, he/she can request the Chief Academic Officer and/or Vice President of Region 1 of the College hear his/her grievance.

If an individual wishes to appeal a decision or requests a hearing for any other perceived violation of rights, written statements of appeal must be submitted to the Chief Academic Officer and/or Vice President of Region 1 within 15 calendar days of the issue in question. Response will be given within 30 Days.

Arbitration

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

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party's actual damages. The arbitrator also shall have no authority to award attorney's fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly circumstanced Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator's fees and administrative costs of arbitration charged by the American Arbitration Association but otherwise the Student and Rasmussen College share bear their own costs and expenses of the arbitration, including attorney's fees. Except as may be required by law, no party to the arbitration nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both the Student and Rasmussen College.

Disclosure Policy

Availability of financial information regarding the College may be requested from the Chief Financial Officer.

Statement of Ownership

Rasmussen College, Inc., is a private corporation under the laws of the State of Delaware. Rasmussen College, Inc. is the parent company of the Rasmussen College system of schools with campuses located in the states of Florida, Illinois, Minnesota, North Dakota, and Wisconsin.

Corporate Officers:
- Robert E. King, Chairman
- J. Michael Locke, President, Chief Executive Officer, Secretary
- Susan Falotico, Executive Vice President, Chief Financial Officer, Assistant Secretary
- Kristi A. Waite, Executive Vice President, President of Rasmussen College
- Craig E. Pines, Executive Vice President

Accreditation, Licensing & Approvals

Accreditation:

Rasmussen College is accredited by The Higher Learning Commission, and is a member of The North Central Association of Colleges and Schools (NCA)30 N. La Salle Street, Suite 2400, Chicago, IL 60602-2504, (800) 621-7440 or (312) 263-0456; www.ncahigherlearningcommission.org

Licensing:

Rasmussen College is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this Institution may be obtained by contacting the Commission at:

Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
(888) 224-6684

Rasmussen College – Florida is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Registration does not mean that credits earned at the institution can be transferred to all other institutions.

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227
(651) 642-0567

Approved For:
- Veterans' Benefits by the Florida State Approving Agency
- Florida Board of Nursing

Standards of Satisfactory Progress For Institutional and Financial Aid Guidelines

Satisfactory Academic Progress is defined as progression through an academic program within a prescribed time frame. Lack of satisfactory progress may jeopardize the students' ability to complete their program. Rasmussen College expects students to progress through programs based on the satisfactory progression standards listed here.

Credit Information

A full-time student must be enrolled for and successfully complete a minimum of 12 credit hours per quarter of attendance. A three-quarter time student must be enrolled for and successfully complete a minimum of 9, 10, or 11 credit hours per quarter of attendance. A half-time student must be enrolled for and successfully complete a minimum of 6, 7, or 8 credit hours per quarter of attendance.

Definition of an Academic Year is a Minimum Of:
36 Quarter Credits
30 Weeks

Standards of Academic Progress

Mid-quarter and final grade reports are distributed to all students. Cumulative grade point averages and successful course completion of credits attempted are monitored quarterly. All grades relate to credits successfully completed with the exception of the "W/WD" and "U/UN" which is counted as an attempted course for the purpose of maximum time frame and percentage of course completion and may have an effect on achieving satisfactory progress. Courses which have been transferred from other institutions will be listed on the student's transcript with a "TR" designation. Courses for which a student has received credit by examination will be listed as "TO" (Test-Out) on the student's transcript. However, grade points from institutions other than Rasmussen College and credit by examination will not be computed in the Rasmussen College grade point average and will not be counted as credits attempted or earned for determining Satisfactory Progress.

All students must comply with the following components, which are used to measure a student's Satisfactory Progress (SAP) towards the completion of a degree, diploma, or certificate. The components are:
1. A Cumulative Grade Point Average (CGPA) consistent with graduation requirements.
2. Cumulative Completion Rate (CCR)
3. Duration of eligibility, which is up to 150% of the program.

A Cumulative Grade Point Average (CGPA) equal to or greater than 2.00 is required for graduation. In addition, at the end of the second academic year (6 quarters), students must have a CGPA equal to or greater than 2.00 to be making satisfactory academic progress.

A Cumulative Completion Rate (CCR) of 25% is required at the end of a student's first quarter. A Cumulative Completion Rate (CCR) of 50% is required at the end of a student's second quarter. A Cumulative Completion Rate (CCR) of 67% is required at the end of a student's third quarter and every quarter thereafter.

The CCR is determined as follows: Cumulative credits earned / cumulative credits attempted in a program.

The following will not be considered as credits successfully completed or earned: F/FA, U/UN, W/WD, I/IN. In addition, Foundations courses are not included in the maximum number of credit hours attempted or successfully completed toward completion of the degree when assessing satisfactory progress.

The maximum time frame for program completion, or duration of eligibility, is a period equal to 1.5 times the number of credits required for program completion. Total credits are indicated by each program listing in the catalog. Credits accepted for transfer into the College and credits earned by examination will be deducted from the total credits required for purposes of determining the maximum program time frame and will not be calculated in the credits attempted / credits earned percentage.

A student cannot exceed one and one-half times the standard time frame. Students who fail a class are allowed to repeat the class. The credits are counted in the financial aid award. Students who wish to repeat a course, and have earned above a failing grade, are responsible for paying for the class out of pocket in this instance. These credits cannot be included in the student's financial aid award.

If a student's CGPA falls below a 2.00 or they fail to meet the CCR, (the necessary percentage of attempted/earned credits) or duration of eligibility requirements, the student is placed on academic warning during the subsequent quarter. After counseling, the student signs an agreement to the conditions of the warning period. During the academic warning period, eligibility for financial aid continues.

A student who does not meet the 2.00 CGPA, CCR, (the necessary percentage of attempted/earned credits), or duration of eligibility at the end of the academic warning period will be placed on academic probation. Students who are placed on academic probation do not receive financial aid. At the end of the academic probation period a student must meet the 2.0 CGPA and required percentage of attempted / earned credits, or duration of eligibility. Students who fail to meet the terms of probation will be terminated from the college.

Mitigating Circumstances: Termination from college, due to probationary status, may be appealed to the Academic Review Committee. This committee is composed of the Academic Dean and two instructors who will determine if mitigating circumstances apply. All appeals must be made in writing addressing the nature of the circumstances that warrant exception to the policy stated above. All appeals are reviewed and ruled on upon within five business days. Students will be notified in writing regarding the outcome of the appeal. The ruling of the committee is final and cannot be appealed. Should a student choose to transfer from one program to another, only the grades and credits that apply to the new program will be calculated in the student's CGPA and CCR. Students who withdraw from the institution and later re-enter the College in the same program will continue at the same satisfactory progress and evaluation points in effect at the time of withdrawal. Satisfactory Progress calculations for re-entering students who change programs will include only the grades and credits attempted and earned for courses that are part of the student's new program; in such cases a CCR of 25% is required at the end of a student's first quarter after re-entry into a new program, a CCR of 50% at the end of the student's second quarter after re-entry into a new program, and a CCR of 67% is required at the end of that student's third quarter and every quarter thereafter.

System Office

Kristi A. Waite,
President, Rasmussen College
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Chief Executive Officer, Rasmussen College, Inc.
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M.B.A., Northwestern University
B.A., DePauw University

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CPA, B.S., Illinois State University

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M.A., University of St. Thomas
B.S., Metropolitan State University

Greg Witte,
Vice President of Region 2
B.M.E., Central Missouri State University

Cathy Wogen,
Director of Campus Operations
B.S., St. Cloud State University

Central Services

Lamont Allen, Director of National Online Operations — Eden Prairie
B.A., University of Wisconsin - Madison

Lindsey Boynton, Assistant Marketing Manager — System
B.A., University of Minnesota - Duluth

Natasha Bryant, Student Services Coordinator — Maitland
M.S., B.S., SUNY – Brockport

Jessica Cisek, Human Resources Generalist — Burr Ridge
M.B.A., Nova Southeastern University
B.A., Florida State University

Stella Coker, Online Bookstore Manager — Eden Prairie
A.A.S., Rasmussen College

Mike Conlon, Assistant Marketing Manager — Online
B.S., Purdue University

Jonathan Edwards, Corporate Student Accounts Manager — Burr Ridge
M.A., American Intercontinental University
B.S., Indiana University of Pennsylvania

Greta Ferkel, Director of Online Student Services — Maitland
M.M.Ed., University of North Texas
B.M.E., University of Hartford

Angie Franke — Online
Regional Director of Student Financial Services - Region 2
A.A.S., Rasmussen College

Robin Gennell, Manager of Personal Support Center — Maitland
A.A., Brevard Community College

Seth Grimes, Manager of Student Support Services — Maitland
M.B.A., Benedictine University
B.S., University of Alabama

Toni Hobbs, Senior Financial Aid Manager — System
M.A.M., Bellevue University
B.A., College of St. Mary

Jason Jones, Student Services Coordinator — Maitland
B.A., University of West Florida

Christine Kergold, Student Services Coordinator — Maitland
B.M.E., University of Central Florida

Bob King, Jr., Director of Marketing – Client Services — Burr Ridge
M.B.A., Northwestern University
B.A., DePauw University

Wendy M. Knafla, Marketing Manager — St. Cloud
B.A., St. Cloud State University

Jeff Laing, Student Services Coordinator — Maitland
A.S., Full Sail Real World Education

Donnie Murphy, Online Scheduling Coordinator — Eden Prairie
A.A.S., A.A.S., Rasmussen College

Debora Murray, National Director of Financial Aid — System
B.A., University of North Dakota

Carmen Price, Online Faculty Manager — Online
M.B.C., University of St. Thomas
B.A., University of Minnesota

Rachel Ruch, Registrar Rasmussen College Online — Orlando
B.A., Dickinson College – Carlisle, PA

Chris Sangrey, CMS Application Administrator — Maitland
B.A., University of Central Florida

Randall Smith, Director of Online Instruction — Burr Ridge
M.A., B.A., Auburn University

Nicole Stefurak, Senior Marketing Manager — Online
B.B.A., Stetson University

Lynn Voss, Human Resources Generalist — Burr Ridge
B.A., University of Illinois – Champaign

Campus Administration

Pete Beasley, Campus Director — Ocala
B.A., Thomas Edison State College

Claire Walker, Campus Director — Pasco County
B.A., Ithaca College

David Wilson, Associate Campus Director — Pasco County
M.A., University of Phoenix
M.B.A., Ashland University
B.S., Kent State University

Bebe Frisbie, Director of Student Services — Ocala
B.S. Nova Southeastern University

Academic Administration

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Ph.D., University of Minnesota
M.A., Ohio University
M.A., B.A., Bowling Green State University

Michelle Maack Friederichs — System
Director of Residential Faculty Development and Educational Quality
Ed.D., St. Mary's University
M.A., Minnesota State University - Mankato
B.A., College of St. Benedict

Deborah Buncie, Academic Dean — Ocala
M.A., Webster University
B.S., Nova Southeastern University
A.S., Webster College

George Rosehart, Academic Dean — Pasco County
M.S., Syracuse University
B.A., Alfred University

Emily O'Connor, System Library Director — System
M.S., Florida State University
B.A., West Virginia Wesleyan College

Serafin Roldan-Santiago, Librarian — Ocala
Ph.D., University of Puerto Rico

Hilary Wagner, Librarian — Pasco County
M.L.S., B.A., University of South Florida

Administrative Support Department

Paul Dahlgren, Instructional Services Coordinator — Ocala
A.S., Webster College

Greg Gwilt, Front Desk Administrator — Ocala
B.S., Lawrence Technical University

Betty Hedrick, Application Administrator — Ocala
B.S., University of Phoenix

Shari Kuhn, Front Desk Administrator — Ocala

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A.S., Ohio University

Daniel Sencenbaugh, Administrative Assistant — Pasco County
A.S., Webster College

Tina Turney, Administrative Assistant — Pasco County

Career Services Department

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M.B.A., University of Massachusetts
B.S., Virginia University
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Student Accounts Department

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A.A., Tompkins Cortland Community College

Luz Sanchez, Student Accounts Manager — Pasco County

Admissions Department

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M.B.A., Touro University

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A.S., New Hampshire Community Technical College

Judy Chudo, Admissions Representative — Ocala

Scott Gilmer, Admissions Representative — Ocala
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B.S., Moorhead State University

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Scott Spangler, Admissions Representative — Ocala
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Carol Taylor, Admissions Representative — Ocala
E.J.D., Concord Law School

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Wanda Miller, Admissions Assistant — Pasco County

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Cynthia Dietrick, Financial Planning Coordinator — Pasco County

Ruth Mejias, Financial Aid Officer — Pasco County

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LPN, BOCES

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School of Justice Studies

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School of Technology and Design

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General Education Department

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