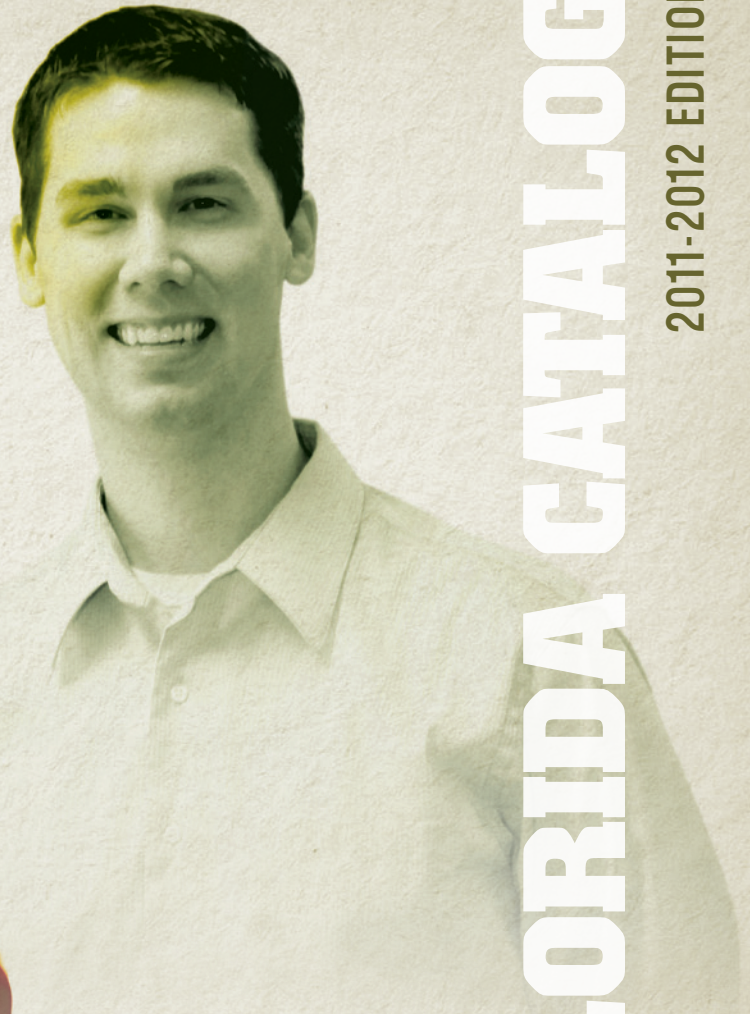**GRANT**
SENIOR PROGRAM
MANAGER

DAWN
SCHOOL OF BUSINESS
GRADUATE

FLORIDA CATALOG

2011-2012 EDITION

RASMUSSEN
COLLEGE

rasmussen.edu

MISSION | PURPOSE

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

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

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

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

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

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

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

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

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

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

BOARD OF DIRECTORS

Robert E. King
– *Chairman, Rasmussen, Inc.*
– *Chairman, Salt Creek Ventures*

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– *Vice Chairman, Rasmussen, Inc.*
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  of Higher Education of the
  North Central Association

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– *Former Managing Partner, Ernst & Young*
  Lake Michigan Area

Kristi A. Waite
– *President, Rasmussen College*

TABLE OF CONTENTS

ENROLLMENT PROCEDURES

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

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

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

• Application Form (Apply early for best scholarship opportunities.)
• $20 application fee for entire program or $20 per course
• Attestation of high school graduation or equivalency
• Enrollment Agreement
• Rasmussen College Entrance Placement Exam(s)
• Rasmussen College Experience Course (if applicable)
• All financial arrangements are complete, submitted and verified
• Criminal Background Check, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.

• Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
• International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  – TOEFL test score of 500 paper-based or 173 computer-based.
  – Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student's education level equivalent to U.S. secondary education standards.
  – Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20.

2011 - 2012 ACADEMIC CALENDAR

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

College Holidays

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

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

PRIMARY SOURCES OF FINANCIAL AID AND HOW TO APPLY

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

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

• Various state and federal student loan programs.

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

• Employment through work study programs may provide relevant work experience and decrease the necessity of borrowing student loans for living expenses.

Tuition Rates

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

	Program	Type of Award	Amount Per Year	Application
Gift Aid	*Federal Pell Grant Program*	Grant based on financial need.	$555 - $5,550	Free Application for Federal Student Aid (FAFSA)
	Federal Supplemental Educational Opportunity Grant (SEOG)	Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.	$100 - $4,000, based on availability	Free Application for Federal Student Aid (FAFSA) – 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 (FAFSA) – 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 (FAFSA) – Awarded by the College
Federal Loan Programs	*Federal Subsidized Stafford Loan Program*	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 (FAFSA) and Promissory Note processed through College and Lender
	Federal Unsubsidized Stafford Loan Program	Principal and interest may be deferred until after student leaves college or attends less than half time.	Same as subsidized limits with additional $2,000 for Dependent. Independent: 1st & 2nd Year $6,000 3rd Year & above $7,000.	Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender
	Federal Parent Loan for Undergraduate Students (PLUS)	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.

SCHOLARSHIP AND GRANT PROGRAMS

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

Grade Point Achievement Scholarships

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

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

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

- Eligible students must be current-year graduating high school seniors.

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

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

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

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

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

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:
2.00 – 2.74	Success Award	Associates $1,000 Bachelors $2,000
2.75 – 2.99	Achievement Award	Associates $1,500 Bachelors $3,000
3.00 – 3.24	Silver Circle Award	Associates $2,000 Bachelors $4,000
3.25 – 3.49	Gold Circle Award	Associates $2,500 Bachelors $5,000
3.50 – 3.74	Platinum Circle Award	Associates $3,000 Bachelors $6,000
3.75 – 3.99	Director's Award	Associates $4,000 Bachelors $8,000
4.00	President's Award	Associates $5,000 Bachelors $10,000

Early Honors Program

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

10% Military Discount

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

Corporate Discount

Some companies receive a tuition discount from Rasmussen College for eligible employees. Contact your campus for details.

Restrictions

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

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

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

SCHOOL OF **BUSINESS**

PUBLIC ACCOUNTING BS Degree

BS Degree

Career Opportunities:
- *Certified Public Accountant*
- *Public Accountant*
- *Management Accountant*
- *Government Accountant*
- *Internal Auditor*

Objective:
Graduates of this program know the accounting processes and cycles of public and professional accounting firms, businesses, and government agencies and concepts in management, marketing, business law and business ethics. They can demonstrate management skills including planning and decision making, organizing, controlling, and leading employees. They can manage accounts receivable, accounts payable, and payroll, and can also prepare tax returns, prepare and analyze financial statements, and use computer applications proficiently. They can perform advanced accounting tasks pertaining to taxes, auditing, fraud examination, and international accounting. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; integrate their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate effectively within a continually changing environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, leadership, and integrity.

School of Business **Mission Statement**

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

Foundation Courses

B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

General Education Courses

Lower Division

English Composition *(Required course)* — **4**
ENC 1101   English Composition

Communication *(Select 1 course)* — **4**

Humanities *(Select 2 courses)* — **8**

Math *(Required course)* — **4**
MAT 1031 College Algebra

Natural Sciences *(Select 1 course)* — **4**

Social Sciences *(Required courses)* — **8**
ECO 2013   Macroeconomics
ECO 2023   Microeconomics

Upper Division

Communication *(Select 1 course)* — **4**

Humanities *(Select 2 courses)* — **8**

Math/ Natural Sciences *(Select 1 course)* — **4**

Social Sciences *(Select 2 courses)* — **8**

See page 40 for General Education Course Selections.

Unrestricted Elective Credits   20

Major and Core Courses

Lower Division

ACG 1022	Financial Accounting I	4
ACG 1033	Financial Accounting II	4
BUL 2241	Business Law	4
CGS 1240	Computer Applications and Business Systems Concepts	3
COM 1007	Professional Communication	4
CTS 2511	Excel	3
E 242	Career Development	2
GEB 1011	Introduction to Business	4
MAN 2021	Principles of Management	4
MAN 2062	Business Ethics	4
MAR 2011	Principles of Marketing	4

Upper Division

ACG 3080	Managerial Accounting Theory and Practice	4
ACG 3085	Advanced Auditing Concepts and Standards	4
ACG 3110	Intermediate Financial Reporting I	4
ACG 3120	Intermediate Financial Reporting II	4
ACG 3130	Intermediate Financial Reporting III	4
ACG 4010	Cost Accounting Principles and Applications	4
ACG 4020	Advanced Financial Accounting	4
ACG 4250	International Accounting	4
ACG 4402	Accounting Information Systems	4
ACG 4931	Accounting Capstone II	4
BUL 3247	Business Law II	4
GEB 3020	Advanced Principles of Financial Management	4
GEB 4305	Statistics for Managers	4
ISM 3015	Management of Information Systems	4
MAN 4720	Strategic Management	4
TAX 3010	Taxation of Individuals	4

CPA Courses

ACG 3205	Risk Management for Accountants	4
ACG 3501	Government and Not-for-profit Accounting	4
ACG 4180	Financial Statement Analysis	4
ACG 4303	Advanced Auditing II	4
ACG 4450	Accounting Research Methods and Techniques	4
ACG 4507	Accounting Fraud Investigation	4
ACT 4022	CPA Exam Preparation	2
GEB 4505	Organizational Development	4
MAN 3040	Principles of Management II	4
MAN 3504	Operations Management	4
MAN 4143	Contemporary Leadership Challenges	4
MAN 4240	Organizational Behavior Analysis	4
TAX 4011	Advanced Federal Tax Theory	4

Total Degree Credit Hours

Total Lower Division Major/Core Credits	40
Total Upper Division Major/Core Credits	64
Total Unrestricted elective credits	20
Total General Education Credits	56
CPA Course Credits	50

TOTAL BS DEGREE CREDITS   230*

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

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

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

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

SCHOOL OF **BUSINESS**

ACCOUNTING BS Degree

Foundation Courses
B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

General Education Courses

Lower Division

English Composition *(Required course)* **4**
ENC 1101 English Composition

Communication *(Select 1 course)* **4**

Humanities *(Select 2 courses)* **8**

Math *(Required course)* **4**
MAT 1031 College Algebra

Natural Sciences *(Select 1 course)* **4**

Social Sciences *(Required courses)* **8**
ECO 2013 Macroeconomics
ECO 2023 Microeconomics

Upper Division

Communication *(Select 1 course)* **4**

Humanities *(Select 2 courses)* **8**

Math/Natural Sciences *(Select 1 course)* **4**

Social Sciences *(Select 2 courses)* **8**

See page 40 for General Education Course Selections.

Unrestricted Elective Credits **20**

Major and Core Courses

Lower Division
ACG 1022	Financial Accounting I	4
ACG 1033	Financial Accounting II	4
BUL 2241	Business Law	4
CGS 1240	Computer Applications and Business Systems Concepts	3
COM 1007	Professional Communication	4
CTS 2511	Excel	3
E242	Career Development	2
GEB 1011	Introduction to Business	4
MAN 2021	Principles of Management	4
MAN 2062	Business Ethics	4
MAR 2011	Principles of Marketing	4

Upper Division
ACG 3080	Managerial Accounting Theory and Practice	4
ACG 3085	Advanced Auditing Concepts and Standards	4
ACG 3110	Intermediate Financial Reporting I	4
ACG 3120	Intermediate Financial Reporting II	4
ACG 3130	Intermediate Financial Reporting III	4
ACG 4010	Cost Accounting Principles and Applications	4
ACG 4020	Advanced Financial Accounting	4
ACG 4250	International Accounting	4
ACG 4402	Accounting Information Systems	4
ACG 4931	Accounting Capstone II	4
BUL 3247	Business Law II	4
GEB 3020	Advanced Principles of Financial Management	4
GEB 4305	Statistics for Managers	4
ISM 3015	Management of Information Systems	4
MAN 4720	Strategic Management	4
TAX 3010	Taxation of Individuals	4

Total Degree Credit Hours
Total lower division general education credits	32
Total upper division general education credits	24
Total lower division major/core credits	40
Unrestricted elective credits	20
Total upper division major/core credits	64

TOTAL BS DEGREE CREDITS **180 ***

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

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

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

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

BS Degree

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

Objective:
Graduates of this program know the accounting processes and cycles of professional accounting firms, businesses, and government agencies. They can manage accounts receivable, accounts payable, and payroll, and can also prepare tax returns, prepare and analyze financial statements, and use computer applications proficiently. They can perform advanced accounting tasks pertaining to taxes, auditing, fraud examination, and international accounting. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; integrate their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate effectively within a continually changing environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, leadership, and integrity.

School of Business Mission Statement

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

ACCOUNTING AS Degree

AS Degree

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

Objective:
Graduates of this degree program learn to manage accounts receivable and accounts payable. They learn to prepare tax returns and financial statements, and use computer applications proficiently. They know financial and managerial accounting concepts as related to the business environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and the ability to relate accounting concepts to the world around them.

Foundation Courses
B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

Major and Core Courses
ACG 1022	Financial Accounting I	4
ACG 1033	Financial Accounting II	4
ACG 2062C	Computer Focused Principles	3
ACG 2680	Financial Investigation	4
ACG 2930	Accounting Capstone	2
APA 1500	Payroll Accounting	4
BUL 2241	Business Law	4
CGS 1240	Computer Applications and Business Systems Concepts	3
COM 1007	Professional Communication	4
CTS 2511	Excel	3
E 242	Career Development	2
FIN 1202	Financial Markets and Institutions	4
GEB 1011	Introduction to Business	4
MAN 2021	Principles of Management	4
MAN 2062	Business Ethics	4
MAR 2011	Principles of Marketing	4
TAX 2002	Income Tax	4

General Education Courses

English Composition *(Required course)* **4**
ENC 1101 English Composition

Communication *(Select 1 course)* **4**

Humanities *(Select 2 courses)* **8**

Math *(Required course)* **4**
MAT 1031 College Algebra

Natural Sciences *(Select 1 course)* **4**

Social Sciences *(Required courses)* **8**
ECO 2013 Macroeconomics
ECO 2023 Microeconomics

Total general education credits **32**

See page 40 for General Education Course Selections.

TOTAL AS DEGREE CREDITS **93***

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

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

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

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

School of Business **Mission Statement**

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

SCHOOL OF **BUSINESS**

BUSINESS MANAGEMENT BS Degree

Business Management • General Business • Human Resources • Information Technology • Internet Marketing

Foundation Courses

B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

General Education Courses

Lower Division

English Composition *(Required course)* **4**
ENC 1101   English Composition

Communication *(Select 1 course)* **4**

Humanities *(Select 2 courses)* **8**

Math *(Required course)* **4**
MAT 1031   College Algebra

Natural Sciences *(Select 1 course)* **4**

Social Sciences *(Required courses)* **8**
ECO 2013   Macroeconomics
ECO 2023   Microeconomics

Upper Division

Communication *(Select 1 course)* **4**

Humanities *(Select 2 courses)* **8**

Math/ Natural Sciences *(Select 1 course)* **4**

Social Sciences *(Select 2 courses)* **8**

See page 40 for General Education Course Selections.

Major and Core Courses

Lower Division

ACG 1022	Financial Accounting I	4
ACG 1033	Financial Accounting II	4
BUL 2241	Business Law	4
CGS 1240	Computer Applications and Business Systems Concepts	3
COM 1007	Professional Communication	4
E242	Career Development	2
FIN 1000	Principles of Finance	4
GEB 1011	Introduction to Business	4
GEB 2930	Business Capstone	2
MAN 1300	Introduction to Human Resource Management	4
MAN 2021	Principles of Management	4
MAN 2062	Business Ethics	4
MAR 2011	Principles of Marketing	4

Upper Division

ACG 3080	Managerial Accounting Theory and Practice	4
GEB 3110	Research and Report Writing	4
GEB 4220	Managing a Diverse Workforce	4
GEB 4310	Statistics for Business	4
GEB 4410	Advanced Principles of Marketing	4
GEB 4505	Organizational Development	4
GEB 4520	Legal and Ethical Environment of Business	4
ISM 3015	Management of Information Systems	4
MAN 4143	Contemporary Leadership Challenges	4
MAN 4240	Organizational Behavior Analysis	4
MAN 4602	International Business	4
MAN 4720	Strategic Management	4
MAN 4900	Management Capstone	3

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

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

Business Management Specialization
(students will complete these additional courses)

GEB 2252	Multicultural Communications for Business	4
LBS 2030	Training and Development	4
MAN 3040	Principles of Management II	4
MAN 3504	Operations Management	4
MAN 4441	Negotiation and Conflict Management	4
MAN 4802	Small Business Management I	4
RMI 4020	Risk Management	4
Total Credits		**28**

General Business Specialization
(students will complete these additional courses)

	3 Upper Division Business Electives	12
	Unrestricted Electives	16
Total Credits		**28**

Human Resources Specialization
(students will complete these additional courses)

GEB 2252	Multicultural Communications for Business	4
MAN 3210	Advanced Human Resource Management	4
MAN 3322	Human Resource Information Systems	4
MAN 4320	Human Resource Recruitment and Selection	4
MAN 4330	Compensation Administration	4
MAN 4401	Labor Relations Management	4
MAN 4441	Negotiation and Conflict Management	4
Total Credits		**28**

Information Technology Specialization
(students will complete these additional courses)

CIS 4362C	Network Security and Cryptography	3
CIS 4385C	Computer Forensics	3
CNT 2020	Network Fundamentals for Business Professionals	3
COP 3502	Introduction to Computer Science Concepts	3
COP 4555	Programming Languages Principles	3
GEB 1014	Project Planning and Documentation	4
ISM 3005	MIS Techniques	3
ISM 3314	Information Technology Project Management	4
ISM 4212C	Database Management and Administration	3
Total Credits		**29**

Internet Marketing Specialization
(students will complete these additional courses)

GEB 2444	Internet Business Models and E-Commerce	4
GEB 4230	Website Development for Business	4
MAR 2678	Search Engine Marketing	4
MAR 3295	Internet Marketing, Public Relations and Social Media	4
MAR 4355	Web Analytics	4
MAR 4582	Internet Law	4
MAR 4721	Advanced Search Engine Marketing Strategies	4
Total Credits		**28**

Total Degree Credit Hours

Total lower division general education credits	32
Total upper division general education credits	24
Total lower division major/core credits	47
Total upper division major/core credits	51
Total specialization credits	28-29
TOTAL BS DEGREE CREDITS	**182-183***

BS Degree

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

Objective:
Graduates of this program know concepts in management, human resources, marketing, and business ethics. They understand finance and accounting, and advanced management theories and techniques in a variety of fields. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; integrate their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate effectively within a continually changing environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, leadership, integrity, and lifelong learning.

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

School of Business **Mission Statement**

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

BUSINESS MANAGEMENT AS Degree
• Business Administration • Call Center Management • Child Development • Entrepreneurship
• Human Resources • Internet Marketing • Marketing and Sales

AS Degree

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

Objective:
Graduates of this degree program know major concepts in accounting, business, business ethics, business law, and finance. They can demonstrate management skills including planning and decision making, organizing, controlling, and leading employees. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and lifelong learning.

School of Business **Mission Statement**

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

Foundation Courses
B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

General Education Courses

English Composition *(Required course)* **4**
ENC 1101 English Composition

Communication *(Select 1 course)* **4**

Humanities *(Select 2 courses)* **8**

Math *(Required course)* **4**
MAT 1031 College Algebra

Natural Sciences *(Select 1 course)* **4**

Social Sciences *(Required courses)* **8**
ECO 2013 Macroeconomics
ECO 2023 Microeconomics

Total general education credits **32**

See page 40 for General Education Course Selections.

Major and Core Courses
ACG 1022	Financial Accounting I	4
ACG 1033	Financial Accounting II	4
BUL 2241	Business Law	4
COM 1007	Professional Communication	4
CGS 1240	Computer Applications and Business Systems Concepts	3
E242	Career Development	2
FIN 1000	Principles of Finance	4
GEB 1011	Introduction to Business	4
GEB 2930	Business Capstone	2
MAN 1300	Introduction to Human Resource Management	4
MAN 2021	Principles of Management	4
MAN 2062	Business Ethics	4
MAR 2011	Principles of Marketing	4

Business Administration Specialization
(students will complete these additional courses)
ACG 2062C	Computer Focused Principles	3
APA 1500	Payroll Accounting	4
CTS 2511	Excel	3
MNA 1161	Customer Service	4
TOTAL AS DEGREE CREDITS		**93***

Call Center Management Specialization
(students will complete these additional courses)
MNA 2134	Call Center Customer Service Representative Skills	4
MNA 2137	Call Center Strategic Leadership	4
MNA 2138	Call Center Operations Management	4
MNA 2139	Call Center Labor Force Management	4
TOTAL AS DEGREE CREDITS		**95***

Child Development Specialization
This specialization is available only to residents of Florida, Minnesota, North Dakota, and Wisconsin.

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

(students will complete these additional courses)
EEC 1202	Early Childhood Education Curriculum and Instruction	4
EEC 1700	Foundations of Child Development	4
EEC 1734	Health, Safety, and Nutrition	4
EEC 2401	Dynamics of the Family	4
TOTAL AS DEGREE CREDITS		**95***

Entrepreneurship Specialization
(students will complete these additional courses)
GEB 1112	Introduction to Entrepreneurship	4
GEB 2240	Entrepreneurial Product and Service Planning	4
GEB 2244	Entrepreneurial Finance: Capitalization for the Entrepreneur	4
TOTAL AS DEGREE CREDITS		**91***

Human Resources Specialization
(students will complete these additional courses)
GEB 2060	Compensation and Benefits Management	4
LBS 2030	Training and Development	4
PLA 2476	Employment Law	4
RMI 2011	Risk Management and Insurance	4
TOTAL AS DEGREE CREDITS		**95***

Internet Marketing Specialization
(students will complete these additional courses)
GEB 2444	Internet Business Models and E-Commerce	4
MAR 2374	Online Multimedia Marketing	4
MAR 2678	Search Engine Marketing	4
TOTAL AS DEGREE CREDITS		**91***

Marketing and Sales Specialization
(students will complete these additional courses)
ADV 2000	Principles of Advertising	4
GEB 2444	Internet Business Models and E-Commerce	4
MAR 1410	Sales Techniques	4
MAR 2230	Principles of Retailing	4
TOTAL AS DEGREE CREDITS		**95***

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

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

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

SCHOOL OF **BUSINESS**

HEALTHCARE MANAGEMENT BS Degree

Foundation Courses

B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

General Education Courses
Lower Division

English Composition *(Required course)*	**4**
ENC 1101 English Composition	
Communication *(Select 1 course)*	**4**
Humanities *(Select 2 courses)*	**8**
Math *(Required course)*	**4**
MAT 1031 College Algebra	
Natural Sciences *(Select 1 course)*	**4**
Social Sciences *(Required courses)*	**8**
ECO 2013 Macroeconomics	
ECO 2023 Microeconomics	

Upper Division

Communication *(Select 1 course)*	**4**
Humanities *(Select 2 courses)*	**8**
Math/ Natural Sciences *(Select 1 course)*	**4**
Social Sciences *(Select 2 courses)*	**8**

See page 40 for General Education Course Selections.

Major and Core Courses
Lower Division

ACG 1022	Financial Accounting I	4
ACG 1033	Financial Accounting II	4
CGS 1240	Computer Applications and Business Systems Concepts	3
COM 1007	Professional Communication	4
E242	Career Development	2
FIN 1000	Principles of Finance	4
GEB 1011	Introduction to Business	4
HSA 2010	Marketing and Communications in Healthcare	4
HSA 2117	US Healthcare Systems	4
HSC 1531	Medical Terminology	4
HSC 2641	Medical Law and Ethics	4
MAN 1300	Introduction to Human Resource Management	4
MAN 2021	Principles of Management	4
OST 1461	Medical Office Procedures	4
PLA 2476	Employment Law	4
PSY 1012	General Psychology	4

Upper Division

GEB 3110	Research and Report Writing	4
GEB 4220	Managing a Diverse Workforce	4
HSA 3109	Foundations of Managed Care	4
HSA 3110	Introduction to Healthcare Administration	4
HSA 3170	Financial Management of Healthcare Organizations	4
HSA 3383	Quality Improvement in Healthcare	4
HSA 3422	Regulation and Compliance in Healthcare	4
HSA 3751	Healthcare Statistics	4
HSA 4110	Healthcare Operations Management	4
HSA 4124	International Healthcare	4
HSA 4150	Healthcare Planning and Policy Management	4
HSA 4191	Healthcare Information Systems	4
HSA 4210	Advanced Healthcare Law and Ethics	4
HSA 4922	Healthcare Management Capstone	3
HSC 4500	Epidemiology	4
MAN 4143	Contemporary Leadership Challenges	4

Total lower division general education credits	32
Total upper division general education credits	24
Total lower division major/core credits	61
Total upper division major/core credits	63
TOTAL BACHELOR'S DEGREE CREDITS	**180 ***

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

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

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

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

BS Degree

Career Opportunities:
  • *Health and Human Services Manager*
  • *Compliance Analyst*
  • *Home Care Manager*
  • *Physician Office Manager*

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

School of Business Mission Statement

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

SCHOOL OF **EDUCATION**

EARLY CHILDHOOD EDUCATION • Certificate • Diploma • AS Degree
• Child and Family Studies • Child Development • English Language Learner • Child with Special Needs

School of Education **Mission Statement**

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

This program is available only to residents of Florida, Illinois, Minnesota, North Dakota, and Wisconsin.

Certificate

Career Opportunities:
• Early Childhood Teacher's Aide

Objective:
Graduates of this program know child development and apply best practices to their work in the early childhood field. They understand developmentally appropriate practices, positive guidance, partnering with parents, and observation and assessment of young children. They can plan and implement activities, materials and interactions that promote children's healthy development while supporting a safe environment. Graduates value professionalism in the workplace. Students are prepared for the national Child Development Associate (CDA) credential.

Foundation Courses

B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

Certificate Courses

E242	Career Development	2
EEC 1202	Early Childhood Education Curriculum and Instruction	4
EEC 1700	Foundations of Child Development	4
EEC 1734	Health, Safety, and Nutrition	4
EEC 1860	Knowledge: Externship I	6
EEC 1861	Application: Externship II	6
EEC 1862	Reflection: Externship III	6
EEC 2613	Observation and Assessment in Early Childhood Education	4
EEC 2930	Early Childhood Education Capstone	2
TOTAL CERTIFICATE CREDITS		**38***

Diploma

Career Opportunities:
• Early Childhood Teacher's Aide

Objective:
Graduates of this program know child development and apply best practices to their work in the early childhood field. They understand developmentally appropriate practices, positive guidance, partnering with parents, and observation and assessment of young children. They can plan and implement activities, materials and interactions that promote children's healthy development while supporting a safe environment. Graduates value critical thinking, communication, and professionalism in the workplace. Students are prepared for the national Child Development Associate (CDA) credential.

In addition to all Certificate Courses

Diploma Courses

CGS 1240	Computer Applications and Business Systems Concepts	3
COM 1002	Introduction to Communication	4
E170	Introduction to Graduate Research	2
ENC 1101	English Composition	4
MAT 1031	College Algebra	4

Child and Family Studies Specialization
(students will complete these additional courses)

EEC 2225	Guiding Children's Behavior	4
EEC 2329	Parent Education and Support	4
EEC 2404	Child and Family Advocacy	4
SYG 1000	Introduction to Sociology	4
TOTAL DIPLOMA CREDITS		**71***

Child Development Specialization
(students will complete these additional courses)

EEC 2217	Emerging Literacy Through Children's Literature	4
EEC 2401	Dynamics of the Family	4
EEC 2500	Infant and Toddler Development	4
EEX 2010	The Exceptional Child	4
TOTAL DIPLOMA CREDITS		**71***

English Language Learner Specialization
(students will complete these additional courses)

EEC 2213	Language and Literacy Acquisition	4
EEC 2220	Curriculum and Instruction for English Language Learners	4
EEC 2270	Introduction to English Language Learners	4
EEC 2412	Involving Parents of English Language Learners	4
TOTAL DIPLOMA CREDITS		**71***

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

EEC 2271	Curriculum and Instruction for Children with Special Needs	4
EEC 2272	The Inclusive Classroom	4
EEC 2403	Advocating for Children with Special Needs	4
EEX 2010	The Exceptional Child	4
TOTAL DIPLOMA CREDITS		**71***

AS Degree

Career Opportunities:
• Early Childhood Teacher
• Teacher's Assistant
• Early Childhood Special Education Assistant
• Preschool Teacher

Objective:
Graduates of this program know child development and apply best practices to their work in the early childhood field. They understand developmentally appropriate practices, positive guidance, partnering with parents and observation and assessment of young children. They can plan and implement activities, materials and interactions that promote children's healthy development while supporting a safe environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, professionalism in the workplace, and lifelong learning. Students are prepared for the national Child Development Associate (CDA) credential.

In addition to all Certificate and Diploma Courses

General Education Courses

Humanities (Select 2 courses)	**8**
Natural Sciences (Select 1 course)	**4**
Social Sciences (Select 2 courses)	**8**

NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics.
Students in the Child and Family Studies Specialization may not count Introduction to Sociology as a general education Social Science requirement.

Total additional general education credits	**20**

See page 40 for General Education Course Selections.

Child and Family Studies Specialization

TOTAL AS DEGREE CREDITS	**91***

Child Development Specialization

TOTAL AS DEGREE CREDITS	**91***

English Language Learner Specialization

TOTAL AS DEGREE CREDITS	**91***

Child with Special Needs Specialization

TOTAL AS DEGREE CREDITS	**91***

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.
• *Students must complete the freshman seminar as part of certificate course requirements the quarter they are scheduled for the E242 Career Development course.*
• *Students must complete the sophomore seminar the quarter in which they finish the diploma course requirements.*
• *Students must complete the junior seminar the quarter in which they finish the Associate's Degree requirements to graduate from an Associate's Degree program.*

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

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

SCHOOL OF **HEALTH SCIENCES**

HEALTH INFORMATION MANAGEMENT BS Degree

Foundation Courses
B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

General Education Courses
Lower Division

English Composition (Required course) **4**
ENC 1101   English Composition

Communication (Select 1 course) **4**

Humanities (Select 2 courses) **8**

Math (Required course) **4**
MAT 1031   College Algebra

Natural Sciences (Required course) **4**
PHA 1500   Structure and Function of the Human Body

Social Sciences (Select 2 courses) **8**
NOTE: Students who take Principles of Economics
may not take Macroeconomics or Microeconomics

Upper Division

Communication (Select 1 course) **4**

Humanities (Select 2 courses) **8**

Math/ Natural Sciences (Select 1 course) **4**

Social Sciences (Select 2 courses) **8**

See page 40 for General Education Course Selections.

Major and Core Courses
Lower Division
CGS 1240	Computer Applications and Business Systems Concepts	3
E 242	Career Development	2
HIM 1222	Basic ICD-9-CM Coding	4
HIM 1234C	Intermediate ICD-9-CM Coding	3
HIM 1258C	Ambulatory Care Coding	3
HIM 2000	Introduction to Health Information Management	4
HIM 2272C	Medical Insurance and Billing	3
HIM 2304	Management of Health Information Services	4
HIM 2410	Health Information Law & Ethics	4
HIM 2510	Quality Analysis and Management	4
HIM 2652	Healthcare Information Technologies	4
HIM 2940	Medical Coding Practicum	1
HIM 2941	Health Information Practicum	2
HSA 2117	U.S. Healthcare Systems	4
HSC 1531	Medical Terminology	4
MEA 1243	Pharmacology for the Allied Health Professional	4
MEA 2203	Pathophysiology	5

Upper Division
HIM 3001	Information and Communication Technologies	4
HIM 3105	Health Information Management Systems	4
HIM 3202	Data, Information, and File Structures	4
HIM 3304	Financial Management of Health Information Services	4
HIM 3412	Project Management	4
HIM 3522	Electronic Health Record Application	4
HIM 3644	Reimbursement Methodologies	4
HIM 4003	Electronic Data Security	3
HIM 4115	Applied Research in Health Information Management	4
HIM 4276	Health Information Management Professional Practice Experience	4
HIM 4354	Strategic Planning and Development	4
HIM 4482	Health Information Management Capstone	2
HIM 4537	Health Information Management Alternative Facility Professional Practice Experience	1
HSA 3383	Quality Improvement in Healthcare	4
HSA 3422	Regulation and Compliance in Healthcare	4
HSA 3751	Healthcare Statistics	4
HSA 4210	Advanced Healthcare Law & Ethics	4
MAN 3210	Advanced Human Resource Management	4

Total Degree Credit Hours
Total lower division general education credits	32
Total upper division general education credits	24
Total lower division major/core credits	58
Total upper division major/core credits	66

TOTAL BS DEGREE CREDITS **180 ***

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

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

This program requires specific immunizations prior to professional practice experience.

BS Degree

Career Opportunities:
 • *Medical Records Manager*
 • *Privacy Officer*
 • *Risk Management Officer*
 • *Clinical Data Analyst*
 • *Corporate Compliance Officer*

Objective:
Graduates of the Health Information Management (HIM) program will be prepared to assume diverse entry level positions that span a broad range of settings including hospitals, physician practices, nursing homes, home health agencies, mental health facilities, and public health agencies as well as software companies, government agencies, pharmaceutical companies, and consulting firms. They will understand basic human anatomy and physiology, medical terminology and pathophysiology and demonstrate how they are critical to managing patient health information. HIM BS graduates will be able to communicate with all levels (clinical, financial, and administrative) of an organization that utilizes patient data in daily operations and decision making. Graduates will be skilled and competent in developing information policy, designing and managing information systems, as well as functioning in a technologically advanced and changing work environment. Graduates can apply, analyze, synthesize, and evaluate didactical theories and real world experiences relevant to health information management; demonstrate self-directed learning skills using a variety of resources and technology; articulate personal attitudes and attributes critical to professional leadership; and administer health information computer systems. Graduates value critical analytical thinking, problem solving, lifelong learning, communication, diverse perspectives, technology and information literacy, ethical and professional practice, and confidentiality of patient information.

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

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

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

SCHOOL OF **HEALTH SCIENCES**

HEALTH INFORMATION TECHNICIAN AS Degree

AS Degree

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

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

Foundation Courses
B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

General Education Courses

English Composition *(Required course)* — **4**
ENC 1101 English Composition

Communication *(Select 1 course)* — **4**

Humanities *(Select 2 courses)* — **8**

Math *(Required course)* — **4**
MAT 1031 College Algebra

Natural Sciences *(Required course)* — **4**
PHA 1500 Structure and Function of the Human Body

Social Sciences *(Select 2 courses)* — **8**
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

Total general education credits — **32**

See page 40 for General Education Course Selections.

Major and Core Courses
CGS 1240	Computer Applications and Business Systems Concepts	3
E 242	Career Development	2
HIM 1222	Basic ICD-9-CM Coding	4
HIM 1234C	Intermediate ICD-9-CM Coding	3
HIM 1258C	Ambulatory Care Coding	3
HIM 2000	Introduction to Health Information Management	4
HIM 2272C	Medical Insurance and Billing	3
HIM 2304	Management of Health Information Services	4
HIM 2410	Health Information Law & Ethics	4
HIM 2510	Quality Analysis and Management	4
HIM 2652	Healthcare Information Technologies	4
HIM 2940	Medical Coding Practicum	1
HIM 2941	Health Information Practicum	2
HSA 2117	U.S. Healthcare Systems	4
HSC 1531	Medical Terminology	4
MEA 1243	Pharmacology for the Allied Health Professional	4
MEA 2203	Pathophysiology	5

TOTAL AS DEGREE CREDITS   90 *

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

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

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

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

This program requires specific immunizations prior to professional practice experience.

SCHOOL OF **HEALTH SCIENCES**

MEDICAL ADMINISTRATION • Diploma • AS Degree

Diploma

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

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

Foundation Courses
B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

Diploma Courses
CGS 1240	Computer Applications and Business Systems Concepts	3
COM 1002	Introduction to Communication	4
E242	Career Development	2
HIM 1222	Basic ICD-9-CM Coding	4
HIM 1234C	Intermediate ICD-9-CM Coding	3
HIM 1258C	Ambulatory Care Coding	3
HIM 2272C	Medical Insurance and Billing	3
HSC 1410	Medical Writing, Style, and Grammar	3
HSC 1531	Medical Terminology	4
HSC 2641	Medical Law and Ethics	4
MEA 2203	Pathophysiology	5
MTS 2005	Introduction to Medical Transcription	4
OST 1100C	Keyboarding I	3
OST 1461	Medical Office Procedures	4
OST 1611	Medical Transcription I	4
OST 2465	Medical Administration Capstone	1
PHA 1500	Structure and Function of the Human Body	4

TOTAL DIPLOMA CREDITS   **58***

AS Degree

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

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

In addition to all Diploma Courses

General Education Courses

English Composition *(Required course)*   **4**
ENC 1101   English Composition

Humanities *(Select 2 courses)*   **8**

Math *(Required course)*   **4**
MAT 1031   College Algebra

Social Sciences *(Select 2 courses)*   **8**
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

Total general education credits   **24**

See page 40 for General Education Course Selections.

Major and Core Courses
HIM 2940	Medical Coding Practicum	1
MEA 1243	Pharmacology for the Allied Health Professional	4
OST 1764C	Word for Windows	3

TOTAL AS DEGREE CREDITS   **90***

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

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

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

MEDICAL ASSISTING • Diploma • AS Degree

Diploma

Career Opportunities:
  • *Medical Assistant*
  • *Medical Office Administrative Assistant*

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

Foundation Courses

B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

Diploma Courses

BSC 2087C	Human Anatomy & Physiology I	5
BSC 2089C	Human Anatomy & Physiology II	5
E242	Career Development	2
ENC 1101	English Composition	4
HSC 1531	Medical Terminology	4
HSC 2641	Medical Law and Ethics	4
MEA 1206	Clinical Skills I	4
MEA 1207	Clinical Skills II	4
MEA 1243	Pharmacology for the Allied Health Professional	4
MEA 2203	Pathophysiology	5
MEA 2267	Laboratory Skills for Medical Assisting	4
MEA 2290	Radiography Skills	3
MEA 2804	Medical Assistant Externship	8
OST 1461	Medical Office Procedures	4

TOTAL DIPLOMA CREDITS   **60***

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

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

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

AS Degree

Career Opportunities:
  • *Medical Assistant*
  • *Medical Office Administrative Assistant*

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

In addition to all Diploma Courses

General Education Courses

Communication (Select 1 course)	**4**
Humanities (Select 2 courses)	**8**
Math (Required course)	**4**
MAT 1031 College Algebra	
Natural Sciences (Select 1 course)	**4**
Social Sciences (*Required, Select 1 additional course)	**8**
PSY 1012 General Psychology*	
Total general education credits	**28**

See page 40 for General Education Course Selections.

Major and Core Courses

CGS 1240 Computer Applications and Business Systems Concepts	3

TOTAL AS DEGREE CREDITS   **91***

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

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

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

This program requires specific immunizations prior to professional practice experience.

SCHOOL OF **HEALTH SCIENCES**

PHARMACY TECHNICIAN • Certificate • Diploma • AS Degree

Certificate

Career Opportunities in:
 • *Retail Pharmacy*
 • *Clinical Pharmacy*

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

Foundation Courses
B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

Certificate Courses
CGS 1240	Computer Applications and Business Systems Concepts	3
E242	Career Development	2
HSC 1531	Medical Terminology	4
HSC 2641	Medical Law and Ethics	4
MAT 1031	College Algebra	4
MEA 1243	Pharmacology for the Allied Health Professional	4
MEA 2203	Pathophysiology	5
PHA 1500	Structure and Function of the Human Body	4
PTN 1001	Introduction to Pharmacy	4
PTN 2017	Pharmacy Math and Dosages	4
PTN 2220	Pharmacy Software/Automation/Insurance Billing	3
PTN 2340	Unit Dose and Medication Preparation	3

TOTAL CERTIFICATE CREDITS   **44***

Diploma

Career Opportunities in:
 • *Retail Pharmacy*
 • *Clinical Pharmacy*

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

In addition to all Certificate Courses

Diploma Courses
COM 1002	Introduction to Communication	4
COM 1007	Professional Communication	4
HSA 2117	U.S. Healthcare Systems	4
ENC 1101	English Composition	4
MNA 1161	Customer Service	4
OST 1100C	Keyboarding I	3
PTN 2050	Pharmacy Technician Capstone	3

TOTAL DIPLOMA CREDITS   **70***

AS Degree

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

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

In addition to all Certificate and Diploma Courses

General Education Courses

Humanities *(Select 2 courses)*   **8**

Natural Sciences *(Select 1 course other than PHA 1500)*   **4**

Social Sciences *(Select 2 courses)*   **8**
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

Total additional general education credits   **20**

See page 40 for General Education Course Selections.

TOTAL AS DEGREE CREDITS   **90***

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.
 • *Students must complete the freshman seminar as part of certificate course requirements the quarter they are scheduled for the E242 Career Development course.*
 • *Students must complete the sophomore seminar the quarter in which they finish the diploma course requirements.*
 • *Students must complete the junior seminar the quarter in which they finish the Associate's Degree requirements to graduate from an Associate's Degree program.*

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

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

SCHOOL OF **JUSTICE STUDIES**

CRIMINAL JUSTICE BS Degree

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

BS Degree

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

Objective:

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

Foundation Courses

B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

General Education Courses

Lower Division

English Composition *(Required course)* — **4**
ENC 1101   English Composition

Communication *(Select 1 course)* — **4**

Humanities *(Select 2 courses)* — **8**

Math *(Required course)* — **4**
MAT 1031   College Algebra

Natural Sciences *(Select 1 course)* — **4**

Social Sciences *(Required courses)* — **8**
SYG 1000   Introduction to Sociology
PSY 1012   General Psychology

Upper Division

Communication *(Select 1 course)* — **4**

Humanities *(Select 2 courses)* — **8**

Math/ Natural Sciences *(Select 1 course)* — **4**

Social Sciences *(Select 2 courses)* — **8**

See page 40 for General Education Course Selections.

Unrestricted Elective Credits*** — **12**

Major and Core Courses

Lower Division

CCJ 1000	Introduction to Criminal Justice	4
CCJ 1153	Criminology: Motives for Criminal Deviance	4
CCJ 2053	Ethics in Criminal Justice	4
CCJ 2685	Domestic Violence	4
CCJ 2930	Contemporary Issues in Criminal Justice Capstone	4
CGS 1240	Computer Applications and Business Systems Concepts	3
CJC 1000	Introduction to Corrections	4
CJE 1006	Policing in America	4
CJE 1233	Drugs and Crime	4
CJE 2172	Juvenile Justice: Delinquency, Dependency, and Diversion	4
CJL 1381	Criminal Law and Procedures: Crime and the Courtroom	4
E170	Introduction to Undergraduate Research	2
E242	Career Development	2

Upper Division

CCJ 3164	Criminal Behavior: Profiling Violent Offenders	4
CCJ 3667	Victims in Criminal Justice	4
CCJ 3678	Cultural Diversity and Justice	4
CCJ 3700	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
CJE 4444	Crime Prevention	4
CJL 3297	Constitutional Law	4
MMC 3209	Realities of Crime and Justice	4

Choose either Track I or Track II

Track I *(not available in Rasmussen College Online)*
CCJ 4392	Criminal Justice Internship	9

Track II
CCJ 4542	Criminal Justice Seminar	5
CCJ 4279	Criminal Justice Senior Thesis	4

Client Services/Corrections Specialization
(students will complete these additional courses)
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 Credits		**16**

Criminal Offenders Specialization
(students will complete these additional courses)
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 Credits		**16**

Homeland Security Specialization***
(students will complete these additional courses)
CJE 4176	Crimes Across Borders	4
DSC 3016	Homeland Security Policy	4
DSC 3057	Risk Analysis	4
DSC 4214	Emergency Management	4
Total Credits		**16**

Investigation/Law Enforcement Specialization
(students will complete these additional courses)
CCJ 4603	Forensic Psychology	4
CJE 3610	Criminal Investigations	4
CJE 3674	Examination of Forensic Science	4
CJL 3113	Criminal Evidence	4
Total Credits		**16**

Total Degree Credit Hours
Total lower division general education credits	32
Total upper division general education credits	24
Total lower division major/core credits	47
Total upper division major/core credits	49
Total unrestricted elective credits	12
Credits in specialization	16

TOTAL BS DEGREE CREDITS — **180***

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

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

** Additional training may be required.

*** Students taking the Homeland Security specialization must take as their electives DSC 1003 Introduction to Homeland Security, DSC 2005 Terrorism, and DSC 2011 Security Challenges.

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

SCHOOL OF **JUSTICE STUDIES**

CRIMINAL JUSTICE AS Degree
• Corrections • Homeland Security • Law Enforcement • Psychology

Foundation Courses

B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

General Education Courses

English Composition (Required course) **4**
ENC 1101   English Composition

Communication (Select 1 course) **4**

Humanities (Select 2 courses) **8**

Math (Required course) **4**
MAT 1031   College Algebra

Natural Sciences (Select 1 course) **4**

Social Sciences (Required courses) **8**
SYG 1000   Introduction to Sociology
PSY 1012   General Psychology

Total general education credits **32**

See page 40 for General Education Course Selections.

Major and Core Courses
Lower Division

CCJ 1000	Introduction to Criminal Justice	4
CCJ 1153	Criminology: Motives for Criminal Deviance	4
CCJ 2053	Ethics in Criminal Justice	4
CGS 1240	Computer Applications and Business Systems Concepts	3
CJC 1000	Introduction to Corrections	4
CJE 1006	Policing in America	4
CJL 1381	Criminal Law and Procedures: Crime and the Courtroom	4
E170	Introduction to Undergraduate Research	2
E242	Career Development	2

Corrections Specialization
(students will complete these additional courses)

CCJ 2685	Domestic Violence	4
CCJ 2930	Contemporary Issues in Criminal Justice Capstone	4
CJC 1245	Case Management: Strategies for Rehabilitation	4
CJC 2300	Legal Principles in Corrections	4
CJC 2400	Counseling Clients	4
CJE 1233	Drugs and Crime	4
CJE 2172	Juvenile Justice: Delinquency, Dependency, and Diversion	4

TOTAL AS DEGREE CREDITS **91***

Homeland Security Specialization
(students will complete these additional courses)

CCJ 2685	Domestic Violence	4
CCJ 2930	Contemporary Issues in Criminal Justice Capstone	4
CJE 1009	Juvenile Justice	4
CJE 1233	Drugs and Crime	4
CJE 2172	Juvenile Justice: Delinquency, Dependency, and Diversion	4
DSC 1003	Introduction to Homeland Security	4
DSC 2005	Terrorism	4
DSC 2011	Security Challenges	4

TOTAL AS DEGREE CREDITS **91***

Law Enforcement Specialization
(students will complete these additional courses)

CCJ 2685	Domestic Violence	4
CCJ 2930	Contemporary Issues in Criminal Justice Capstone	4
CJE 1233	Drugs and Crime	4
CJE 1251	Crime Scene to Conviction: Critical Skills in Documentation	4
CJE 2172	Juvenile Justice: Delinquency, Dependency, and Diversion	4
CJE 2380	Legal Code for Law Enforcement	4
CJE 2702	Practical Psychology for Law Enforcement	4

TOTAL AS DEGREE CREDITS **91***

Psychology Specialization
(students will complete these additional courses)

CCJ 2033	Social Psychology	4
CCJ 2685	Domestic Violence	4
CCJ 2930	Contemporary Issues in Criminal Justice Capstone	4
CJE 1233	Drugs and Crime	4
CJE 2172	Juvenile Justice: Delinquency, Dependency, and Diversion	4
HUS 2520	Abnormal Psychology	4
HUS 2540	Community Psychology	4

TOTAL AS DEGREE CREDITS **91***

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

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

** Additional training may be required.

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

AS Degree

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

Objective:
Graduates of this program know the history and development of the criminal justice system and its effect on society. They understand how the legal process works from law enforcement, to the courts, and through the corrections system. They can apply critical thinking to issues in criminal justice such as law enforcement, corrections, security, juvenile justice, and domestic violence. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity in the criminal justice system.

HUMAN SERVICES • Certificate • Diploma • AS Degree

Certificate

Career Opportunities:
- *Program Assistant Specialist*

Objective:
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective.

Foundation Courses

B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

Certificate Courses

CJC 1245	Case Management: Strategies for Rehabilitation	4
CJC 2400	Counseling Clients	4
E242	Career Development	2
HUS 1001	Introduction to Human Services	4
HUS 1320	Introductory Strategies to Crisis Intervention	4
HUS 1551	Cultural Diversity in Human Services	4
HUS 2520	Abnormal Psychology	4
HUS 2540	Community Psychology	4
HUS 2712	Organization and Leadership in Human Services	4
PSY 1012	General Psychology	4

TOTAL CERTIFICATE CREDITS   **38***

Diploma

Career Opportunities:
- *Community Service Specialist*
- *Human Service Assistant*

Objective:
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. They can apply critical thinking to issues in human services such as education, training and self development, facilitation of services, advocacy, organizational participation, and community living skills and supports. They value critical thinking, communication, and providing services to individuals or groups with varying needs.

In addition to all Certificate Courses

Diploma Courses

CGS 1240	Computer Applications and Business Systems Concepts	3
CJE 1233	Drugs and Crime	4
CJE 2172	Juvenile Justice: Delinquency, Dependency, and Diversion	4
COM 1002	Introduction to Communication	4
ENC 1101	English Composition	4
MAT 1031	College Algebra	4
MNA 1161	Customer Service	4

Choose either Track I or Track II

Track I *(not available in Rasmussen College Online)*

HUS 2937	Internship for Human Services	9

Track II

COM 1007	Professional Communication	4
HUS 2955	Human Services Capstone	5

TOTAL DIPLOMA CREDITS   **74***

AS Degree

Career Opportunities:
- *Community Service Specialist*
- *Community Service Assistant*
- *Social Service Specialist*
- *Human Service Assistant*
- *Program Assistant Specialist*
- *Social Service Assistant*
- *Program Assistant*

Objective:
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. They can apply critical thinking to issues in human services such as education, training and self development, facilitation of services, advocacy, organizational participation, and community living skills and supports. They value critical thinking, communication, diverse perspectives, technology and information literacy, and providing services to individuals or groups with varying needs.

In addition to all Certificate and Diploma Courses

General Education Courses

Humanities *(Select 2 courses)*		**8**
Natural Sciences *(Select 1 course)*		**4**
Social Sciences *(Required course)*		**4**
SYG 1000	Introduction to Sociology	

Total additional general education credits   **16**

See page 40 for General Education Course Selections.

TOTAL AS DEGREE CREDITS   **90***

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.
- *Students must complete the freshman seminar as part of certificate course requirements the quarter they are scheduled for the E242 Career Development course.*
- *Students must complete the sophomore seminar the quarter in which they finish the diploma course requirements.*
- *Students must complete the junior seminar the quarter in which they finish the Associate's Degree requirements to graduate from an Associate's Degree program.*

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

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

SCHOOL OF **JUSTICE STUDIES**

PARALEGAL AS Degree

Foundation Courses

B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

General Education Courses

English Composition *(Required course)*   **4**
ENC 1101   English Composition

Communication *(Select 1 course)*   **4**

Humanities *(Select 2 courses)*   **8**

Math *(Required course)*   **4**
MAT 1031   College Algebra

Natural Sciences *(Select 1 course)*   **4**

Social Sciences *(Required courses)*   **8**
SYG 1000   Introduction to Sociology
PSY 1012   General Psychology

Total general education credits   **32**

See page 40 for General Education Course Selections.

Major and Core Courses

CGS 1240	Computer Applications and Business Systems Concepts	3
CJL 1381	Criminal Law and Procedures: Crime and the Courtroom	4
E242	Career Development	2
PLA 1013	Introduction to Law and the Legal System	4
PLA 1203	Civil Litigation and Procedure I	4
PLA 1223	Civil Litigation and Procedure II	4
PLA1310	Paralegal Ethics	4
PLA 1573	Contracts: Managing Legal Relationships	4
PLA 2320	Legal Research	4
PLA2330	Legal Writing	4
PLA 2435	Corporate Law	4
PLA 2587	Torts: Auto Accidents and Other Legal Injuries	4
PLA 2610	Real Estate Law	4
PLA 2732	Law Office Technology	4
PLA 2800	Family Law	4

Chose either Track I or Track II

Track I *(not available in Rasmussen College Online)*
PLA 2940   Paralegal Internship   5

Track II
PLA 2816   Paralegal Capstone   5

TOTAL AS DEGREE CREDITS   **94***

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

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

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

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

AS Degree

Career Opportunities:
• Paralegal
• Legal Assistant
• Legal Secretary
• Compliance Specialist

Objective:
Graduates of this program know the principles of legal research and writing. They understand criminal, family, corporate, and real estate law. They can provide services in all areas of the legal system, such as courts, law firms, and government agencies, under the supervision of an attorney. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity. Paralegals may not provide legal services directly to the public, except as permitted by law.

SCHOOL OF **JUSTICE STUDIES**

PARALEGAL Certificate

Certificate

Career Opportunities:
- *Paralegal*
- *Legal Assistant*
- *Legal Secretary*
- *Compliance Officer*

Objective:
Graduates of this program know the principles of legal research and writing. They understand criminal, family, corporate, and real estate law. They can provide services in all areas of the legal system, such as courts, law firms, and government agencies, under the supervision of an attorney. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity. Paralegals may not provide legal services directly to the public, except as permitted by law.

Foundation Courses

B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

Major and Core Courses

ENC 1101	English Composition	4
MAT 1031	College Algebra	4
General Education elective**		4
PLA 1013	Introduction to Law and the Legal System	4
PLA 1203	Civil Litigation and Procedure I	4
PLA 1223	Civil Litigation and Procedure II	4
PLA 1310	Paralegal Ethics	4
PLA 1573	Contracts: Managing Legal Relationships	4
PLA 2320	Legal Research	4
PLA 2330	Legal Writing	4
PLA 2587	Torts: Auto Accidents and Other Legal Injuries	4
PLA 2732	Law Office Technology	4
PLA 2800	Family Law	4

Electives *(choose 1 course, for 4 credits)*

PLA 2435	Corporate Law	4
PLA 2610	Real Estate Law	4

Chose either Track I or Track II

Track I *(not available in Rasmussen College Online)*

PLA 2940	Paralegal Internship	5

Track II

PLA 2816	Paralegal Capstone	5

TOTAL CERTIFICATE CREDITS   **61***

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

**Students must complete one additional general education course or transfer in the equivalent.

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

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

SCHOOL OF **NURSING**

NURSING BS Degree
RN to BSN Program

Foundation Courses
B080   Reading and Writing Strategies   4
B099   Foundations of Math   4

General Education Courses
Lower Division

English Composition (Required course)   **4**
ENC 1101   English Composition

Communication (Select 1 course)   **4**

Humanities (Select 2 courses)   **8**

Math (Required course)   **4**
MAT 1031   College Algebra

Natural Sciences Select 1 course)   **4**

Social Sciences (Select 2 courses)   **8**
NOTE: Students who take Principles of Economics
may not take Macroeconomics or Microeconomics

Upper Division

Communication (Select 1 course)   **4**

Humanities (Select 2 courses)   **8**

Math/ Natural Sciences (Select 1 course)   **4**

Social Sciences (Select 2 courses)   **8**

See page 40 for General Education Course Selections.

Major and Core Courses
Lower Division
BSC 2087C   Human Anatomy and Physiology I   5
BSC 2089C   Human Anatomy and Physiology II   5
HUN 2202   Human Nutrition   4
MCB 2010C   Introduction to Microbiology   5
NUR 1020C   Fundamentals of Nursing   13
NUR 1144   Comprehensive Pharmacology   4
NUR 1144L   Comprehensive Pharmacology Lab   2
NUR 1211C   Adult Nursing I   13
NUR 1460C   Maternal-Child Nursing   12
NUR 2711C   Adult Nursing II   13
NUR 2712C   Adult Nursing III   3
NUR 2820   Nursing Role and Scope   2

Upper Division
NUR 3177   Health Assessment   4
NUR 3205   Applied Pathophysiology   4
NUR 3418   Introduction to Alternative and
            Complementary Therapies   4
NUR 3508   Quality and Safety in Nursing   4
NUR 3655   Transcultural Nursing   4
NUR 3816   Dimensions of Professional Nursing   4
NUR 4165   Nursing Research   4
NUR 4529   Public Health and Community Nursing   4
NUR 4773   Leadership and Management in Nursing   4
NUR 4870   Nursing Informatics   4
NUR 4909   Nursing Capstone   4

Total Degree Credit Hours
Total lower division general education credits   32
Total upper division general education credits   24
Total lower division major/core credits   81
Total upper division major/core credits   44

TOTAL BS DEGREE CREDITS   **181***

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

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

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

BS Degree

Career Opportunities:
 • *Clinical Practice*
 • *Administration*
 • *Nursing Education*
 • *Nursing Leadership*

Objective:
Graduates of this program know the theoretical foundations of nursing and can apply them in ways that improve patient outcomes and promote nursing as a profession. They understand the legal, ethical, and clinical aspects of nursing practice and leadership. They are able to perform advanced patient assessments based on an understanding of evidence-based research and human pathophysiology. Graduates value critical thinking, communication, diverse perspectives, and lifelong learning.

Enrollment Requirements:
Applicants to this program must possess a current, unencumbered RN license that is valid in the United States. Completion of all college prep course work, including a minimum of 32 credit hours of transferable general education course work is required for admission to the program. Admitted students will be granted a transfer block inclusive of the lower division general education and the lower division major and core courses.

SCHOOL OF **NURSING**

PROFESSIONAL NURSING AS Degree

AS Degree

Career Opportunities in:
- Hospital
- Clinics
- Rehabilitation Centers
- Nursing Homes

Objective:
The objective of the Professional 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 facilitate competency in the core components of professional nursing: professional behavior, communication, assessment, clinical decision making, caring interventions, 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, intervention and evaluation) to provide care across the life span and in diverse settings within the healthcare continuum. Upon successful completion of this program, the graduate will receive an Associate of Applied 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.

General Education Courses

English Composition (Required course)		**4**
ENC 1101	English Composition	
Communication (Select 1 course)		**4**
Humanities (Select 2 courses)		**8**
Math (Required course)		**4**
MAT 1031	College Algebra	
Natural Sciences (Required course)		**4**
BSC 2020C	Introduction to Human Biology	
Social Sciences (*Required, select 1 additional course)		**8**
DEP 2004	Human Growth and Development*	
Total general education credits		**32**

See page 40 for General Education Course Selections.

Major and Core Courses

BSC 2087C	Human Anatomy and Physiology I	5
BSC 2089C	Human Anatomy and Physiology II	5
HUN 2202	Human Nutrition	4
MCB 2010C	Introduction to Microbiology	5
NUR 1020C	Fundamentals of Nursing	13
NUR 1144	Comprehensive Pharmacology	4
NUR 1144L	Comprehensive Pharmacology Lab	2
NUR 1211C	Adult Nursing I	13
NUR 1460C	Maternal-Child Nursing	12
NUR 2711C	Adult Nursing II	13
NUR 2712C	Adult Nursing III	3
NUR 2820	Nursing Role and Scope	2

TOTAL AS DEGREE CREDITS	**113**

This program is only offered at the Fort Myers, Ocala and New Port Richey campuses.

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

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

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

PRACTICAL NURSING Diploma

Diploma

Career Opportunities in:
- Hospital
- Clinics
- Rehabilitation Centers
- Nursing Homes

Objective:
Graduates of this program are prepared to function as an entry-level practical nurse under the direction of a registered nurse, physician, or dentist. They can implement psychomotor technical skills that meet current standards of practice; apply scientific knowledge and skills to meet the biological, psychosocial, cultural, and spiritual needs of the patient; provide maintenance, preventative, therapeutic, rehabilitative, and/or supportive care; communicate clear, concise, accurate, complete, and timely information to members of the healthcare team; use therapeutic communication to build and maintain therapeutic relationships with patients and their significant support person(s); use the nursing process to gather data, contribute to nursing diagnosis, guide nursing actions, and contribute to the plan of care; and provide basic individualized, holistic, and culturally sensitive nursing care for patients across the lifespan in a variety of settings. They can implement a personal practice standard that adheres to the legal and ethical standards of the practical nurse as defined by NFLPN and NAPNES. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and post-licensure continuing education as a way to build on previous knowledge and skills and increase competency.

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

Major and Core Courses

BSC 2020C	Introduction to Human Biology	4
BSC 2087C	Human Anatomy and Physiology I	5
BSC 2089C	Human Anatomy and Physiology II	5
ENC 1101	English Composition	4
HUN 2202	Human Nutrition	4
MAT 1031	College Algebra	4
NUR 1144	Comprehensive Pharmacology	4
NUR 1144L	Comprehensive Pharmacology Lab	2
PRN 0000C	Nursing Foundations	6
PRN 0110C	Pediatric Nursing	6
PRN 0120C	Maternal Child Nursing	4
PRN 0201C	Nursing I	5
PRN 0202C	Nursing II	6
PRN 0203C	Nursing III	6
PRN 0401C	Psychosocial Nursing	4
PRN 0500C	Geriatric Nursing	4
PRN 1700C	Fundamentals of Practical Nursing	8
PRN 2934	Nursing Seminar	8

TOTAL DIPLOMA CREDITS	**89**

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

This program is only offered at the New Port Richey campus.

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

SCHOOL OF **TECHNOLOGY AND DESIGN**

COMPUTER SCIENCE BS Degree

General Education Courses
Lower Division

English Composition (Required courses)   **8**
ENC 1101   English Composition
ENC 1121   English Composition 2

Communication (Select 1 course)   **4**

Humanities (*Required course, Select 2 additional courses) **12**
PHI 2103   Introduction to Critical Thinking*

Math (Required courses)   **9**
MAC 1106   Advanced Algebra
MAD 2112 Introduction to Discrete Mathematics

Natural Sciences (Select 1 course)   **4**

Social Sciences (Select 2 courses)   **8**
NOTE: Students who take Principles of Economics
may not take Macroeconomics or Microeconomics

Upper Division

Communication (Select 1 course)   **4**

Humanities (Select 2 courses)   **8**

Math/ Natural Sciences (Select 1 course)   **4**

Social Sciences (Select 2 courses)   **8**

See page 40 for General Education Course Selections.

Unrestricted Upper Division Elective Credits   **4**

Major and Core Courses
Lower Division

CDA 1202	Foundations of Software Design	3
CDA 2110	Introduction to Computer Systems	4
CEN 1400	Mobile Application Development	3
CGS 1545	Relational Databases	3
COP 1000	Fundamentals of Programming	3
COP 1224	Programming I	4
COP 2224	Programming II	4
COP 2250	Java I	3
COP 2323	Object-Oriented Programming	3
COT 1202	Discrete Structures for Computer Science	3
E242	Career Development	2
MAC 1200	Precalculus	3
MAC 2100	Calculus I	4
MAC 2200	Calculus II	4

Upper Division

CAP 4620	Artificial Intelligence	4
CDA 3112	Web Application Architecture and Design	4
CDA 3225	Operating Systems Design	4
CDA 4120	Simulation Analysis and Design	4
CEN 3210	Database Systems Design	4
CEN 3310	Software Systems Engineering	4
CEN 3410	Software Systems Principles	3
CEN 4190	Engineering Virtual Worlds	4
CEN 4411	Advanced Mobile Application Development	3
CIS 4010	Senior Computer Science Capstone	3
CNT 4121	Network Systems Design	4
COP 4222	Computer Graphics Programming	4
DIG 3794	Mobile Platform Development	4
MAA 3060	Algorithm Analysis	4
MAD 3113	Applied Discrete Mathematics	4
MAP 3010	Probability and Statistics	4

Total Degree Credit Hours

Total lower division general education credits	45
Total upper division general education credits	24
Total lower division major/core credits	46
Total upper division major/core credits	61
Unrestricted upper division elective credits	4

TOTAL BS DEGREE CREDITS   **180**

*Entrance requirements for Software Application Development
Associate's and Computer Science Bachelor's Programs*
*Minimum scores of 22 on the Math portion and 25 on the Writing portion of the
STEP test are required for entry into each program. Also required are two letters
of reference and a 750-word essay. Please speak with a Program Manager for
details.*

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

BS Degree

Career Opportunities:
 • Software Engineer
 • Application Integration Engineer
 • Software Architect
 • Software Developer
 • Applications Developer
 • Web Programmer

Objective:
Graduates of this program understand and can
apply theoretical concepts in the development of
course projects and complex software products.
They understand the principles of discrete and
continuous mathematics and are able to apply
logic and mathematical proof techniques. They
understand programming fundamentals and
are able to apply programming techniques using
a variety of modern programming languages.
They have knowledge of the concepts and design
principles relevant to computer architecture,
operating systems, organization, networks,
and distributed computing environments.
Additionally, graduates have knowledge
of fundamental principles in software
engineering and algorithm analysis. They can
perform software testing, develop program
documentation and flow charts, and apply best
practices in the software development process.
The program will enhance critical thinking
and reasoning faculties, problem solving skills,
information literacy, and communication
competence, enabling students to excel
in the software application development
industry. Graduates value critical thinking,
communication, diverse perspectives, technology
and information literacy, collaborative team
strategies for project completion, standard
industry ethical practices, and lifelong learning.

SCHOOL OF **TECHNOLOGY AND DESIGN**

SOFTWARE APPLICATION DEVELOPMENT AS Degree

AS Degree

Career Opportunities:
- Programmer Analyst
- Applications Developer
- Business Systems Analyst
- Software Developer

Objective:
Graduates of this program understand basic computer software and hardware concepts. They can design and implement computer programs, plan digital and software architecture, and evaluate programs to improve performance. They are also able to manage software design projects. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and business and professional skills.

General Education Courses

English Composition (Required courses) **8**
ENC 1101   English Composition
ENC 1121   English Composition 2

Communication (Select 1 course) **4**

Humanities (*Required, Select 2 additional courses) **12**
PHI 2103   Introduction to Critical Thinking*

Math (Required courses) **9**
MAC 1106   Advanced Algebra
MAD 2112   Introduction to Discrete Mathematics

Natural Sciences (Select 1 course) **4**

Social Sciences (Select 2 courses) **8**
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

Total general education credits **45**

See page 40 for General Education Course Selections.

Major and Core Courses

CDA 1202	Foundations of Software Design	3
CDA 2110	Introduction to Computer Systems	4
CEN 1400	Mobile Application Development	3
CGS 1545	Relational Databases	3
COP 1000	Fundamentals of Programming	3
COP 1224	Programming I	4
COP 2224	Programming II	4
COP 2250	Java I	3
COP 2323	Object-Oriented Programming	3
COT 1202	Discrete Structures for Computer Science	3
E242	Career Development	2
MAC 1200	Precalculus	3
MAC 2100	Calculus I	4
MAC 2200	Calculus II	4

TOTAL AS DEGREE CREDITS **91**

Entrance requirements for Software Application Development Associate's and Computer Science Bachelor's Programs
Minimum scores of 22 on the Math portion and 25 on the Writing portion of the STEP test are required for entry into each program. Also required are two letters of reference and a 750-word essay. Please speak with a Program Manager for details.

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

SCHOOL OF **TECHNOLOGY AND DESIGN**

DIGITAL DESIGN AND ANIMATION BS Degree

Foundation Courses
B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

General Education Courses
Lower Division

English Composition (Required course) **4**
ENC 1101   English Composition

Communication (Select 1 course) **4**

Humanities (*Required course, Select 1 additional course) **8**
ART 1204   Art Appreciation*

Math (Required course) **4**
MAT 1031   College Algebra

Natural Sciences (Select 1 course) **4**

Social Sciences (Select 2 courses) **8**
NOTE: Students who take Principles of Economics
may not take Macroeconomics or Microeconomics

Upper Division

Communication (Select 1 course) **4**

Humanities (Select 2 courses) **8**

Math/ Natural Sciences (Select 1 course) **4**

Social Sciences (Select 2 courses) **8**

See page 40 for General Education Course Selections.

Major and Core Courses
Lower Division
CGS 1586C	Introduction to Computer Graphics	3
CGS 1883C	Fundamentals of Web Authoring and Design	3
COM 1007	Professional Communication	4
COT 1438	Technology's Role in the 21st Century	2
DIG 1109C	Introduction to Multimedia Design	3
DIG 1280C	Audio/Video Editing	3
DIG 1500C	Digital Media Assembly	3
DIG 1520C	Digital Media Production	3
DIG 2620C	Multimedia Technologies	3
DIG 2950	Multimedia Portfolio Development	2
E242	Career Development	2
GEB 1011	Introduction to Business	4
GEB 1014	Project Planning and Documentation	4
GEB 2444	Internet Business Models and E-Commerce	4
GRA 1121C	Digital Publishing	3
GRA 1206C	Typography	3
GRA 1741C	Color Theory and Techniques	3

Upper Division
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 one of the following elective groups)
Group I
ART 1309C	Drawing Design and Art Theory	3
DIG 1302C	Introduction to 3D Arts and Animation	3
DIG 1303C	3-Dimensional Animation	3

Group II
CTS 1400C	Dynamic Content Management	3
CTS 2804C	Networking and Internet Technologies	3
CTS 2857C	Server Side Scripting	3

Total Degree Credit Hours
Total lower division general education credits	32
Total upper division general education credits	24
Total lower division major/core credits	52
Total upper division major/core credits	64
Total elective credits	9

TOTAL BS DEGREE CREDITS   181 *

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

BS Degree

Career Opportunities:
• 3D Modeler
• Character Animator
• Graphic Designer
• Web Designer
• Visual Media Producer
• Web Operations Manager

Objective:
Graduates of this program know basic theories
of visual design, object modeling, project
management, and portfolio development.
They understand business and can apply
this understanding to multimedia projects.
Graduates can develop and guide visual designs
and digital projects from concept to product
using techniques from both traditional art and
multimedia design, and industry-standard
software tools and applications. They have skills
in critical thinking, communication, and project
their businesses. They can apply, analyze, and
evaluate theories and techniques of digital design
and animation. Graduates value critical thinking,
communication, diverse perspectives, technology
and information literacy, lifelong learning,
collaborative project development, and honesty
and integrity in applying their multimedia design
and animation skills to supporting users and
businesses.

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

SCHOOL OF **TECHNOLOGY AND DESIGN**

GAME AND SIMULATION PROGRAMMING BS Degree

BS Degree

Career Opportunities:
- *Game Programmer*
- *Simulations Programmer*
- *Video Game Asset Manager*
- *Interactive Media Technical Director*
- *Video Game Level Designer*

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

Foundation Courses

B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

General Education Courses

Lower Division

English Composition *(Required course)*	*4*
ENC 1101 English Composition	
Communication *(Select 1 course)*	*4*
Humanities *(Select 2 courses)*	*8*
Math *(Required course)*	*4*
MAT 1031 College Algebra	
Natural Sciences *(Select 1 course)*	*4*
Social Sciences *(Select 2 courses)*	*8*

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

Upper Division

Communication *(Select 1 course)*	*4*
Humanities *(Select 2 courses)*	*8*
Math/Natural Sciences *(Select 1 course)*	*4*
Social Sciences *(Select 2 courses)*	*8*

Major and Core Courses

Lower Division

CAP 2104	Platform Design and Human-Computer Interaction	4
CAP 2105	Applied Game and Simulation Theory	4
CEN 1400	Mobile Application Development	3
CGS 1240	Computer Applications and Business Systems Concepts	3
COP 1000	Fundamentals of Programming	3
COP 1224	Programming I	4
COP 2224	Programming II	4
COP 2250	Java I	3
COP 2323	Object-Oriented Programming	3
COP 2535	Data Structures	4
COT 1438	Technology's Role in the 21st Century	2
DIG 1710	Game Preproduction	4
DIG 1711	Game Design Theory I	4
DIG 2563	Interactive Storytelling	3
DIG 2718	Console Development	4
E170	Introduction to Undergraduate Research	2
E242	Career Development	2
MTB 1381	Math for Game and Simulation Production I	4
MTB 2381	Math for Game and Simulation Production II	4

Upper Division

CAP 3051	Graphics Development with OpenGL	4
CAP 3052	Game & Simulation Lighting Techniques	4
CAP 4620	Artificial Intelligence	4
CEN 4090	Software Engineering for Game and Simulation Production	4
CEN 4190	Engineering Virtual Worlds	4
COP 4848	Multiplayer Game Programming	4
DIG 3457	Portfolio, Package and Publish	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

Total Degree Credit Hours

Total lower division general education credits	32
Total upper division general education credits	24
Total lower division major/core credits	64
Total upper division major/core credits	60

TOTAL BS DEGREE CREDITS   180*

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

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

SCHOOL OF **TECHNOLOGY AND DESIGN**

INFORMATION SYSTEMS MANAGEMENT AS Degree

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

Foundation Courses

B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

General Education Courses

English Composition (Required course)		*4*
ENC 1101	English Composition	
Communication (Select 1 course)		*4*
Humanities (Select 2 courses)		*8*
Math (Required course)		*4*
MAT 1031	College Algebra	
Natural Sciences (Select 1 course)		*4*
Social Sciences (Select 2 courses)		*8*

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

Total general education credits		*32*

See page 40 for General Education Course Selections.

Major and Core Courses

CGS 1240	Computer Applications and Business Systems Concepts	3
CIS 1308	Logic and Troubleshooting	4
COM 1007	Professional Communication	4
E242	Career Development	2
GEB 1011	Introduction to Business	4
MAN 2062	Business Ethics	4
MNA 1161	Customer Service	4

Computer Information Technology

Career Opportunities:
  • *Computer Support Specialist*
  • *Computer Application Support Specialist*

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

CGS 1821	Introduction to Website Design	3
CIS 2911	Information Technology Capstone	2
CTS 1217C	Professional Presentations	3
CTS2401C	Access	3
CTS 2511	Excel	3
GEB 2444	Internet Business Models and E-Commerce	4
OST 1764C	Word for Windows	3
CNT 1000C	Networking Fundamentals	3
CTS 1300C	Microsoft Windows Workstations	3
CTS 1776	Fundamentals of PC Hardware and Software	4
CTS 2383C	Microsoft Windows Server	3
TOTAL AS DEGREE CREDITS		**91***

Computer Information Technology with Multimedia

Career Opportunities:
  • *Computer Support Specialist*
  • *Computer Application Support Specialist*

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

CGS 1821	Introduction to Website Design	3
CIS 2911	Information Technology Capstone	2
CTS 1217C	Professional Presentations	3
CTS2401C	Access	3
CTS 2511	Excel	3
GEB 2444	Internet Business Models and E-Commerce	4
OST 1764C	Word for Windows	3
CGS 1586C	Introduction to Computer Graphics	3
CGS 2822C	Advanced Website Design	3
DIG 1109C	Introduction to Multimedia Design	3
GRA 1741C	Color Theory and Techniques	3
TOTAL AS DEGREE CREDITS		**90***

Database Administration

Career Opportunities:
  • *Database Administrator*

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

CAP 2134	Database Security	4
CGS 1545	Relational Databases	3
CIS 1110	Operating Systems Fundamentals	4
CIS 2911	Information Technology Capstone	2
COP 1000	Fundamentals of Programming	3
COP 1176	Introduction to Visual Basic	3
COP 2610	PHP/MySQL Administration	4
CTS 2811C	SQL Server Administration	3
GEB 1014	Project Planning and Documentation	4
ISM 2202C	Business Intelligence Reporting	3
TOTAL AS DEGREE CREDITS		**90***

IP Telephony

Career Opportunities:
  • *Network Administrator with VoIP*

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

CET2623C	Quality of Service (QoS)	3
CET2629	Cisco Networking Fundamentals and Routing	3
CET2675C	IP Telephony	3
CIS2911	Information Technology Capstone	2
CNT1000C	Networking Fundamentals	3
COT 1438	Technology's Role in the 21st Century	2
CTS1300C	Microsoft Windows Workstations	3
CTS1632C	Voice Over IP Fundamentals	3
CTS 1776	Fundamentals of PC Hardware and Software	4
CTS2383C	Microsoft Windows Server	3
GEB1014	Project Planning and Documentation	4
TOTAL AS DEGREE CREDITS		**90***

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

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

SCHOOL OF **TECHNOLOGY AND DESIGN**

Network Administration

Career Opportunities:
 • *Network System Administrator*

Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates understand how businesses utilize information systems, how technology adds value to business processes, and how network administrators are accountable for a business's network running uninterrupted. Graduates value critical thinking, communication, and business and professional skills.

CET 2629	Cisco Networking Fundamentals and Routing	3
CET 2801C	Microsoft Exchange Server	3
CIS 2911	Information Technology Capstone	2
CNT 1000C	Networking Fundamentals	3
COT 1438	Technology's Role in the 21st Century	2
CTS 1300C	Microsoft Windows Workstations	3
CTS 1776	Fundamentals of PC Hardware and Software	4
CTS 2302C	Windows Active Directory	3
CTS 2321	Linux Administration	3
CTS 2383C	Microsoft Windows Server	3
GEB 1014	Project Planning and Documentation	4

TOTAL AS DEGREE CREDITS　　90*

Network Security

Career Opportunities:
 • *Network Security Specialist*

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

CET 2629	Cisco Networking Fundamentals and Routing	3
CET 2660C	Networking Security	3
CIS 2911	Information Technology Capstone	2
CNT 1000C	Networking Fundamentals	3
COT 1438	Technology's Role in the 21st Century	2
CTS 1300C	Microsoft Windows Workstations	3
CTS 1776	Fundamentals of PC Hardware and Software	4
CTS 2302C	Windows Active Directory	3
CTS 2383C	Microsoft Windows Server	3
GEB 1014	Project Planning and Documentation	4
ISM 2321	Managing Information Security	3

TOTAL AS DEGREE CREDITS　　90*

Web Programming

Career Opportunities:
 • *Web Developer*

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

CGS 1545	Relational Databases	3
CGS 1820C	Introduction to HTML	3
COP 1000	Fundamentals of Programming	3
COP 1176	Introduction to Visual Basic	3
COP 1801	JavaScript	3
COP 2004	PERL/CGI	3
COP 2250	Java I	3
COP 2323	Object-Oriented Programming	3
COP 2333	Advanced Visual Basic	3
COP 2842	PHP/MySQL	3
COP 2890	Web Programming Capstone	2
GRA 1722C	Introduction to Web Design Software	3

TOTAL AS DEGREE CREDITS　　92*

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

SCHOOL OF **TECHNOLOGY AND DESIGN**

MULTIMEDIA TECHNOLOGIES • Diploma • AS Degree
• Digital Design and Animation • Web Design

AS Degree

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

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

In addition to all Diploma Courses

General Education Courses

Humanities *(*Required, Select 1 additional course)* **8**
ART 1204   Art Appreciation*

Natural Sciences *(Select 1 course)* **4**

Social Sciences *(Select 2 courses)* **8**
NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics

Total additional general education credits **20**

See page 40 for General Education Course Selections.

Additional Major and Core Course

Digital Design and Animation Specialization

DIG 2950   Multimedia Portfolio Development   2

TOTAL AS DEGREE CREDITS **93***

Web Design Specialization

DIG 2950   Multimedia Portfolio Development   2

TOTAL AS DEGREE CREDITS **93***

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

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

Diploma

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

Foundation Courses
B080   Reading and Writing Strategies   4
B099   Foundations of Math   4

Digital Design and Animation Specialization
Objective:
Graduates of this program know basic theories of visual and interactive media design and portfolio development. They can create multimedia projects involving traditional art techniques, video, and audio assets. Graduates value critical thinking and communication.

Diploma Courses
ART 1309C   Drawing Design and Art Theory   3
CGS 1586C   Introduction to Computer Graphics   3
CGS 1883C   Fundamentals of Web Authoring and Design   3
COM 1002   Introduction to Communication   4
COM 1007   Professional Communication   4
COT 1438   Technology's Role in the 21st Century   2
DIG 1109C   Introduction to Multimedia Design   3
DIG 1280C   Audio/Video Editing   3
DIG 1302C   Introduction to 3D Arts and Animation   3
DIG 1303C   3-Dimensional Animation   3
DIG 1500C   Digital Media Assembly   3
DIG 1520C   Digital Media Production   3
DIG 2620C   Multimedia Technologies   3
E242   Career Development   2
ENC 1101   English Composition   4
GEB 1011   Introduction to Business   4
GEB 1014   Project Planning and Documentation   4
GEB 2444   Internet Business Models and E-Commerce   4
GRA 1121C   Digital Publishing   3
GRA 1206C   Typography   3
GRA 1741C   Color Theory and Techniques   3
MAT 1031   College Algebra   4

TOTAL DIPLOMA CREDITS **71***

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

Diploma Courses
CGS 1586C   Introduction to Computer Graphics   3
CGS 1883C   Fundamentals of Web Authoring and Design   3
COM 1002   Introduction to Communication   4
COM 1007   Professional Communication   4
COT 1438   Technology's Role in the 21st Century   2
CTS 1400C   Dynamic Content Management   3
CTS 2804C   Networking and Internet Technologies   3
CTS 2857C   Server Side Scripting   3
DIG 1109C   Introduction to Multimedia Design   3
DIG 1280C   Audio/Video Editing   3
DIG 1500C   Digital Media Assembly   3
DIG 1520C   Digital Media Production   3
DIG 2620C   Multimedia Technologies   3
E242   Career Development   2
ENC 1101   English Composition   4
GEB 1011   Introduction to Business   4
GEB 1014   Project Planning and Documentation   4
GEB 2444   Internet Business Models and E-Commerce   4
GRA 1121C   Digital Publishing   3
GRA 1206C   Typography   3
GRA 1741C   Color Theory and Techniques   3
MAT 1031   College Algebra   4

TOTAL DIPLOMA CREDITS **71***

ACCOUNTING • Certificate • Diploma

School of Business Mission Statement

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

Certificate

Career Opportunities:
- Accounting Clerk
- Bookkeeper

Objective:
Graduates of this program learn to manage accounts receivable and accounts payable. They learn to prepare tax returns and financial statements, and use computer applications proficiently. They know financial and managerial accounting concepts as related to the business environment.

Foundation Courses

B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

Certificate Courses

ACG 1022	Financial Accounting I	4
ACG 1033	Financial Accounting II	4
ACG 2062C	Computer Focused Principles	3
APA 1500	Payroll Accounting	4
CGS 1240	Computer Applications and Business Systems Concepts	3
COM 1007	Professional Communication	4
CTS 2511	Excel	3
E 242	Career Development	2
GEB 1011	Introduction to Business	4
MAN 2021	Principles of Management	4
TAX 2002	Income Tax	4

TOTAL CERTIFICATE CREDITS   **39***

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

Diploma

Career Opportunities:
- Accounting Clerk
- Bookkeeper
- Bank Teller
- Accounts Management Trainee

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

In addition to all Certificate Courses

Diploma Courses

ACG 2680	Financial Investigation	4
ACG 2930	Accounting Capstone	2
BUL 2241	Business Law	4
COM 1002	Introduction to Communication	4
ENC 1101	English Composition	4
FIN 1202	Financial Markets and Institutions	4
MAN 2062	Business Ethics	4
MAR 2021	Principles of Marketing	4
MAT 1031	College Algebra	4

TOTAL DIPLOMA CREDITS   **73***

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

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

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

SCHOOL OF **BUSINESS**

BUSINESS • Certificate • Diploma

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

Certificate

Career Opportunities:
• *Entry-level Business Assistant*

Objective:
Graduates of this program know concepts in accounting, business, business ethics, business law, and finance. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment.

Foundation Courses

B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

Certificate Courses

ACG 1022	Financial Accounting I	4
ACG 1033	Financial Accounting II	4
BUL 2241	Business Law	4
CGS 1240	Computer Applications and Business Systems Concepts	3
COM 1007	Professional Communication	4
E 242	Career Development	2
GEB 1011	Introduction to Business	4
MAN 2021	Principles of Management	4
MAN 2062	Business Ethics	4
MAR 2011	Principles of Marketing	4

TOTAL CERTIFICATE CREDITS   37*

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

Diploma

Career Opportunities:
• *Management Trainee*

Objective:
Graduates of this program know concepts in accounting, business, business ethics, business law, and finance. They can demonstrate management skills including planning and decision making, organizing, controlling, and leading employees. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment. Graduates value critical thinking, communication, and lifelong learning.

In addition to all Certificate Courses

Diploma Courses

COM 1002	Introduction to Communication	4
ENC 1101	English Composition	4
FIN 1000	Principles of Finance	4
GEB 2930	Business Capstone	2
MAN 1300	Introduction to Human Resource Management	4
MAT 1031	College Algebra	4

Business Administration Specialization
(students will complete these additional courses)

ACG 2062C	Computer Focused Principles	3
APA 1500	Payroll Accounting	4
CTS 2511	Excel	3
MNA 1161	Customer Service	4

TOTAL DIPLOMA CREDITS   73*

Call Center Management Specialization
(students will complete these additional courses)

MNA 2134	Call Center Customer Service Representative Skills	4
MNA 2137	Call Center Strategic Leadership	4
MNA 2138	Call Center Operations Management	4
MNA 2139	Call Center Labor Force Management	4

TOTAL DIPLOMA CREDITS   75*

Child Development Specialization
This specialization is available only to residents of Florida, Minnesota, North Dakota, and Wisconsin.
In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.

(students will complete these additional courses)

EEC 1202	Early Childhood Education Curriculum and Instruction	4
EEC 1700	Foundations of Child Development	4
EEC 1734	Health, Safety, and Nutrition	4
EEC 2401	Dynamics of the Family	4

TOTAL DIPLOMA CREDITS   75*

Entrepreneurship Specialization
(students will complete these additional courses)

GEB 1112	Introduction to Entrepreneurship	4
GEB 2240	Entrepreneurial Product and Service Planning	4
GEB 2244	Entrepreneurial Finance: Capitalization for the Entrepreneur	4

TOTAL DIPLOMA CREDITS   71*

Human Resources Specialization
(students will complete these additional courses)

GEB 2060	Compensation and Benefits Management	4
LBS 2030	Training and Development	4
PLA 2476	Employment Law	4
RMI 2011	Risk Management and Insurance	4

TOTAL DIPLOMA CREDITS   75*

Internet Marketing Specialization
(students will complete these additional courses)

GEB 2444	Internet Business Models and E-Commerce	4
MAR 2374	Online Media Marketing	4
MAR 2678	Search Engine Marketing	4

TOTAL DIPLOMA CREDITS   71*

Marketing and Sales Specialization
(students will complete these additional courses)

ADV 2000	Principles of Advertising	4
GEB 2444	Internet Business Models and E-Commerce	4
MAR 1410	Sales Techniques	4
MAR 2230	Principles of Retailing	4

TOTAL DIPLOMA CREDITS   75*

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

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

School of Business **Mission Statement**

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SCHOOL OF **HEALTH SCIENCES**

MEDICAL BILLING AND CODING • Certificate • Diploma

Certificate

Career Opportunities:
- *Medical Coder*
- *Medical Coder/Biller*

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

Foundation Courses

B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

Certificate Courses

CGS 1240	Computer Applications and Business Systems Concepts	3
E242	Career Development	2
HIM 1222	Basic ICD-9-CM Coding	4
HIM 1234C	Intermediate ICD-9-CM Coding	3
HIM 1258C	Ambulatory Care Coding	3
HIM 2000	Introduction to Health Information Management	4
HIM 2272C	Medical Insurance and Billing	3
HIM 2410	Health Information Law and Ethics	4
HIM 2940	Medical Coding Practicum	1
HSC 1531	Medical Terminology	4
MEA 2203	Pathophysiology	5
PHA 1500	Structure and Function of the Human Body	4

TOTAL CERTIFICATE CREDITS   **40***

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

Diploma

Career Opportunities:
- *Medical Coder*
- *Medical Coder/Biller*

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

In addition to all Certificate Courses

Diploma Courses

COM 1002	Introduction to Communication	4
ENC 1101	English Composition	4
MAT 1031	College Algebra	4
MEA 1243	Pharmacology for the Allied Health Professional	4

TOTAL DIPLOMA CREDITS   **56***

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

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

SCHOOL OF **JUSTICE STUDIES**

CRIMINAL JUSTICE • Certificate • Diploma
• Corrections • Homeland Security • Law Enforcement • Psychology

Certificate

Career Opportunities:
  • *Security Professional*

Objective:
Graduates of this program know the history and development of the criminal justice system and its effect on society. They understand how the legal process works from law enforcement, to the courts, and through the corrections system.

Foundation Courses
B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

Certificate Courses
CCJ 1000	Introduction to Criminal Justice	4
CCJ 1153	Criminology: Motives for Criminal Deviance	4
CCJ 2053	Ethics in Criminal Justice	4
CCJ 2685	Domestic Violence	4
CGS 1240	Computer Applications and Business Systems Concepts	3
CJC 1000	Introduction to Corrections	4
CJE 1006	Policing in America	4
CJL 1381	Criminal Law and Procedures: Crime and the Courtroom	4
E170	Introduction to Undergraduate Research	2
E242	Career Development	2
ENC 1101	English Composition	4

TOTAL CERTIFICATE CREDITS   **39***

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

Diploma

Career Opportunities:
  • *Security Professional*
  • *Corrections Specialist*

Objective:
Graduates of this program know the history and development of the criminal justice system and its affect on society. They understand how the legal process works from law enforcement, to the courts, and through the corrections system. They can apply critical thinking to issues in criminal justice such as law enforcement, corrections, security, juvenile justice, and domestic violence. Graduates value critical thinking, communication, and integrity in the criminal justice system.

In addition to all Certificate Courses

Corrections Specialization
(students will complete these additional courses)
CCJ 2930	Contemporary Issues in Criminal Justice Capstone	4
CJC 1245	Case Management: Strategies for Rehabilitation	4
CJC 2300	Legal Principles in Corrections	4
CJC 2400	Counseling Clients	4
CJE 1233	Drugs and Crime	4
CJE 2172	Juvenile Justice: Delinquency, Dependency, and Diversion	4
MAT 1031	College Algebra	4
PSY 1012	General Psychology	4

TOTAL DIPLOMA CREDITS   **71***

Homeland Security Specialization
(students will complete these additional courses)
CCJ 2930	Contemporary Issues in Criminal Justice Capstone	4
CJE 1233	Drugs and Crime	4
CJE 2172	Juvenile Justice: Delinquency, Dependency, and Diversion	4
DSC 1003	Introduction to Homeland Security	4
DSC 2005	Terrorism	4
DSC 2011	Security Challenges	4
MAT 1031	College Algebra	4
PSY 1012	General Psychology	4

TOTAL DIPLOMA CREDITS   **71***

Law Enforcement Specialization
(students will complete these additional courses)
CCJ 2930	Contemporary Issues in Criminal Justice Capstone	4
CJE 1233	Drugs and Crime	4
CJE 1251	Crime Scene to Conviction: Critical Skills in Documentation	4
CJE 2172	Juvenile Justice: Delinquency, Dependency, and Diversion	4
CJE 2380	Legal Code for Law Enforcement	4
CJE 2702	Practical Psychology for Law Enforcement	4
MAT 1031	College Algebra	4
PSY 1012	General Psychology	4

TOTAL DIPLOMA CREDITS   **71***

Psychology Specialization
(students will complete these additional courses)
CCJ 2033	Social Psychology	4
CCJ 2930	Contemporary Issues in Criminal Justice Capstone	4
CJE 1233	Drugs and Crime	4
CJE 2172	Juvenile Justice: Delinquency, Dependency, and Diversion	4
HUS 2520	Abnormal Psychology	4
HUS 2540	Community Psychology	4
MAT 1031	College Algebra	4
PSY 1012	General Psychology	4

TOTAL DIPLOMA CREDITS   **71***

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

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

SOFTWARE APPLICATION DEVELOPMENT Certificate

Certificate

Career Opportunities:
 • *Programmer Analyst*
 • *Applications Developer*
 • *Business Systems Analyst*
 • *Software Developer*

Objective:
Graduates of this program understand basic computer software and hardware concepts. They can design and implement computer programs, plan digital and software architecture, and evaluate programs to improve performance. They are also able to manage software design projects. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and business and professional skills.

Major and Core Courses

CDA 1202	Foundations of Software Design	3
CDA 2110	Introduction to Computer Systems	4
CEN 1400	Mobile Application Development	3
CGS 1545	Relational Databases	3
COP 1000	Fundamentals of Programming	3
COP 1224	Programming I	4
COP 2224	Programming II	4
COP 2250	Java I	3
COP 2323	Object-Oriented Programming	3
COT 1202	Discrete Structures for Computer Science	3
E242	Career Development	2
MAC 1106	Advanced Algebra	5

TOTAL CERTIFICATE CREDITS   40

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

Entrance requirements for Software Application Development Associate's and Computer Science Bachelor's Programs
Minimum scores of 22 on the Math portion and 25 on the Writing portion of the STEP test are required for entry into each program. Also required are two letters of reference and a 750-word essay. Please speak with a Program Manager for details.

SCHOOL OF **TECHNOLOGY AND DESIGN**

INFORMATION SYSTEMS MANAGEMENT
Certificate • Diploma
• Computer Information Technology • Computer Information Technology with Multimedia
• Database Administration • Network Administration • Network Security • Web Programming

Computer Information Technology • Certificate

Career Opportunities:
 • *Computer Support Specialist*
 • *Computer Application Support Specialist*

Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates know how businesses utilize information systems, how technology adds value to business processes, and how to engage in IT support.

Foundation Courses
B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

Certificate Courses
CGS 1240	Computer Applications and Business Systems Concepts	3
CGS 1821	Introduction to Website Design	3
CIS 1308	Logic and Troubleshooting	4
CTS 1217C	Professional Presentations	3
CTS 2401C	Access	3
CTS 2511	Excel	3
E242	Career Development	2
GEB 1011	Introduction to Business	4
GEB 2444	Internet Business Models and E-Commerce	4
MNA 1161	Customer Service	4
OST 1764C	Word for Windows	3

TOTAL CERTIFICATE CREDITS   36*

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

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

Computer Information Technology • Diploma

Career Opportunities:
 • *Computer Support Specialist*
 • *Computer Application Support Specialist*

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

Foundation Courses
B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

Diploma Courses
CGS 1240	Computer Applications and Business Systems Concepts	3
CGS 1821	Introduction to Website Design	3
CIS 1308	Logic and Troubleshooting	4
CIS 2911	Information Technology Capstone	2
CNT 1000C	Networking Fundamentals	3
COM 1002	Introduction to Communication	4
COM 1007	Professional Communication	4
CTS 1217C	Professional Presentations	3
CTS 1300C	Microsoft Windows Workstations	3
CTS 1776	Fundamentals of PC Hardware and Software	4
CTS 2383C	Microsoft Windows Server	3
CTS 2401C	Access	3
CTS 2511	Excel	3
E242	Career Development	2
ENC 1101	English Composition	4
GEB 1011	Introduction to Business	4
GEB 2444	Internet Business Models and E-Commerce	4
MAN 2062	Business Ethics	4
MAT 1031	College Algebra	4
MNA 1161	Customer Service	4
OST 1764C	Word for Windows	3

TOTAL DIPLOMA CREDITS   71*

Computer Information Technology with Multimedia • Diploma

Career Opportunities:
 • *Computer Support Specialist*
 • *Computer Application Support Specialist*

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

Foundation Courses
B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

Diploma Courses
CGS 1240	Computer Applications and Business Systems Concepts	3
CGS 1586C	Introduction to Computer Graphics	3
CGS 1821	Introduction to Website Design	3
CGS 2822C	Advanced Website Design	3
CIS 1308	Logic and Troubleshooting	4
CIS 2911	Information Technology Capstone	2
COM 1002	Introduction to Communication	4
COM 1007	Professional Communication	4
CTS 1217C	Professional Presentations	3
CTS 2401C	Access	3
CTS 2511	Excel	3
DIG 1109C	Introduction to Multimedia Design	3
ENC 1101	English Composition	4
E242	Career Development	2
GEB 1011	Introduction to Business	4
GEB 2444	Internet Business Models and E-Commerce	4
GRA 1741C	Color Theory and Techniques	3
MAN 2062	Business Ethics	4
MAT 1031	College Algebra	4
MNA 1161	Customer Service	4
OST 1764C	Word for Windows	3

TOTAL DIPLOMA CREDITS   70*

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

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

SCHOOL OF **TECHNOLOGY AND DESIGN**

Network Administration • Diploma

Career Opportunities:
  • *Network System Administrator*

Objective:
Graduates of this program understand how information systems are used in business and how technology adds value to the business process. Graduates understand how businesses utilize information systems, how technology adds value to business processes, and how network administrators are accountable for a business's network running uninterrupted. Graduates value critical thinking, communication, and business and professional skills.

Foundation Courses

B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

Diploma Courses

CET 2629	Cisco Networking Fundamentals and Routing	3
CET 2810C	Microsoft Exchange Server	3
CGS 1240	Computer Applications and Business Systems Concepts	3
CIS 1308	Logic and Troubleshooting	4
CIS 2911	Information Technology Capstone	2
CNT 1000C	Networking Fundamentals	3
COM 1007	Professional Communication	4
COT 1438	Technology's Role in the 21st Century	2
CTS 1300C	Microsoft Windows Workstations	3
CTS 1776	Fundamentals of PC Hardware and Software	4
CTS 2302C	Windows Active Directory	3
CTS 2321	Linux Administration	3
CTS 2383C	Microsoft Windows Server	3
E242	Career Development	2
ENC 1101	English Composition	4
GEB 1014	Project Planning and Documentation	4
GEB 1011	Introduction to Business	4
MAN 2062	Business Ethics	4
MAT 1031	College Algebra	4
MNA 1161	Customer Service	4

TOTAL DIPLOMA CREDITS   **66***

Database Administration • Diploma

Career Opportunities:
  • *Database Administrator*

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

Foundation Courses

B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

Diploma Courses

CAP 2134	Database Security	4
CGS 1240	Computer Applications and Business Systems Concepts	3
CGS 1545	Relational Databases	3
CIS 1110	Operating Systems Fundamentals	4
CIS 1308	Logic and Troubleshooting	4
CIS 2911	Information Technology Capstone	2
COM 1007	Professional Communication	4
COP 1000	Fundamentals of Programming	3
COP 1176	Introduction to Visual Basic	3
COP 2610	PHP/MySQL Administration	4
CTS 2811C	SQL Server Administration	3
E242	Career Development	2
ENC 1101	English Composition	4
GEB 1011	Introduction to Business	4
GEB 1014	Project Planning and Documentation	4
ISM 2202C	Business Intelligence Reporting	3
MAN 2062	Business Ethics	4
MAT 1031	College Algebra	4
MNA 1161	Customer Service	4

TOTAL DIPLOMA CREDITS   **66***

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

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Network Security • Diploma

Career Opportunities:
  • *Network Security Specialist*

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

Foundation Courses

B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

Diploma Courses

CET 2629	Cisco Networking Fundamentals and Routing	3
CET 2660C	Networking Security	3
CGS 1240	Computer Applications and Business Systems Concepts	3
CIS 1308	Logic and Troubleshooting	4
CIS 2911	Information Technology Capstone	2
CNT 1000C	Networking Fundamentals	3
COM 1007	Professional Communication	4
COT 1438	Technology's Role in the 21st Century	2
CTS 1300C	Microsoft Windows Workstations	3
CTS 1776	Fundamentals of PC Hardware and Software	4
CTS 2302C	Windows Active Directory	3
CTS 2383C	Microsoft Windows Server	3
E242	Career Development	2
ENC 1101	English Composition	4
GEB 1011	Introduction to Business	4
GEB 1014	Project Planning and Documentation	4
ISM 2321	Managing Information Security	3
MAN 2062	Business Ethics	4
MAT 1031	College Algebra	4
MNA 1161	Customer Service	4

TOTAL DIPLOMA CREDITS   **66***

Web Programming • Diploma

Career Opportunities:
  • *Web Developer*

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

Foundation Courses

B080	Reading and Writing Strategies	4
B099	Foundations of Math	4

Diploma Courses

CGS 1240	Computer Applications and Business Systems Concepts	3
CGS 1545	Relational Databases	3
CGS 1820C	Introduction to HTML	3
CIS 1308	Logic and Troubleshooting	4
COM 1007	Professional Communication	4
COP 1000	Fundamentals of Programming	3
COP 1176	Introduction to Visual Basic	3
COP 1801	JavaScript	3
COP 2004	PERL/CGI	3
COP 2250	Java I	3
COP 2323	Object-Oriented Programming	3
COP 2333	Advanced Visual Basic	3
COP 2842	PHP/MySQL	3
COP 2890	Web Programming Capstone	2
E242	Career Development	2
ENC 1101	English Composition	4
GEB 1011	Introduction to Business	4
GRA 1722C	Introduction to Web Design Software	3
MAN 2062	Business Ethics	4
MAT 1031	College Algebra	4
MNA 1161	Customer Service	4

TOTAL DIPLOMA CREDITS   **68***

GENERAL EDUCATION COURSE SELECTIONS

General Education Course Selections

All BS and AS Degree Programs (Except Computer Science BS, Software Application AS, and Nursing AS Program)

Lower Division

English Composition
ENC 1101   English Composition   4

Communication
COM 1002   Introduction to Communication   4
SPC 2017   Oral Communication   4

Humanities
ART 1204   Art Appreciation   4
CRW 2001   Creative Writing   4
ENC 2102   Writing About Literature   4
FIL 2000   Film Appreciation   4
HUM 2023   Humanities   4
LIT 2000   Introduction to Literature   4
MUS 1300   Music Appreciation   4
PHI 1405   Introduction to Philosophy   4
PHI 2103   Introduction to Critical Thinking   4
PHI 2671   Ethics   4
SPN 271   Conversational Spanish   4

Mathematics
MAT 1031   College Algebra   4

Natural Sciences
AST 2002   Introduction to Astronomy   4
BSC 2020C   Introduction to Human Biology   4
GLY 1000   Introduction to Geology   4
PHA 1500   Structure and Function
                     of the Human Body   4
ZOO 1206   Introduction to Zoology   4

Social Sciences
AMH 2030   United States History:
                    1900 to the Present   4
AMH 2070   Florida History   4
ECO 1000   Principles of Economics   4
ECO 2013   Macroeconomics   4
ECO 2023   Microeconomics   4
GEA 1000   Human Geography   4
POS 2020   American/U.S. National Government 4
PSY 1012   General Psychology   4
SYG 1000   Introduction to Sociology   4

Upper Division

Communication
ENC 3311   Advanced Composition   4
MMC 3407 Visual Communication in the Media 4

Humanities
AML 3041   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
EVR 3410   Human Uses of the Environment   4
GEO 3204   Physical Geography   4
GEO 3372   Conservation of Resources   4
WST 4350   Gender in Math and Science   4

Social Sciences
AMH 3304   Visions of America Since 1945   4
CPO 4003   Comparative Politics   4
GEA 3212   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

See specific course requirements on program pages.

General Education Course Selections

Computer Science BS Degree and Software Application Development AS Degree

Lower Division

English Composition
ENC 1101   English Composition*   4
ENC 1121   English Composition 2*   4

Communication
COM 1002   Introduction to Communication   4
SPC 2017   Oral Communication   4

Humanities
ART 1204   Art Appreciation   4
CRW 2001   Creative Writing   4
ENC 2102   Writing About Literature   4
FIL 2000   Film Appreciation   4
HUM 2023   Humanities   4
LIT 2000   Introduction to Literature   4
MUS 1300   Music Appreciation   4
PHI 1405   Introduction to Philosophy   4
PHI 2103   Introduction to Critical Thinking*   4
PHI 2671   Ethics   4
SPN 271   Conversational Spanish   4

Mathematics
MAC 1106   Advanced Algebra*   5
MAD 2112   Introduction to Discrete
                    Mathematics*   4

Natural Sciences
AST 2002   Introduction to Astronomy   4
BSC 2020C   Introduction to Human Biology   4
GLY 1000   Introduction to Geology   4
PHA 1500   Structure and Function
                     of the Human Body   4
ZOO 1206   Introduction to Zoology   4

Social Sciences
AMH 2030   United States History:
                    1900 to the Present   4
AMH 2070   Florida History   4
ECO 1000   Principles of Economics   4
ECO 2013   Macroeconomics   4
ECO 2023   Microeconomics   4
GEA 1000   Human Geography   4
POS 2020   American/U.S. National
                    Government   4
PSY 1012   General Psychology   4
SYG 1000   Introduction to Sociology   4

Upper Division

Communication
ENC 3311   Advanced Composition   4
MMC 3407 Visual Communication in the Media 4

Humanities
AML 3041   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
EVR 3410   Human Uses of the Environment   4
GEO 3204   Physical Geography   4
GEO 3372   Conservation of Resources   4
WST 4350   Gender in Math and Science   4

Social Sciences
AMH 3304   Visions of America Since 1945   4
CPO 4003   Comparative Politics   4
GEA 3212   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

See specific course requirements on program pages.

* Required courses.

General Education Course Selections

Professional Nursing AS Degree Program

English Composition
ENC 1101   English Composition   4

Communication
COM 1002 Introduction to Communication   4
SPC 2017   Oral Communication   4

Humanities
ART 1204   Art Appreciation   4
CRW 2001   Creative Writing   4
ENC 2102   Writing About Literature   4
FIL 2000   Film Appreciation   4

HUM 2023   Humanities   4
LIT 2000   Introduction to Literature   4
MUS 1300   Music Appreciation   4
PHI 1405   Introduction to Philosophy   4
PHI 2103   Introduction to Critical Thinking   4
PHI 2671   Ethics   4
SPN 271   Conversational Spanish   4

Math
MAT 1031   College Algebra   4

Natural Sciences
BSC 2020C Introduction to Human Biology   4

Social Sciences
AMH 2030   United States History:
                    1900 to the Present   4
AMH 2070   Florida History   4
DEP 2004   Human Growth and Development   4
ECO 1000   Principles of Economics   4
ECO 2013   Macroeconomics   4
ECO 2023   Microeconomics   4

GEA 1000   Human Geography   4
POS 2020   American/U.S. National Government 4
PSY 1012   General Psychology   4
SYG 1000   Introduction to Sociology   4

See specific course requirements on program pages.

COURSE DESCRIPTIONS

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 28 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
ENC	1	1	0	1	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	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 freshman composition skills course is offered by 56 different postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills 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, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I.

"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 participating 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 last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at the community college is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. 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.

NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term systems. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

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 ensure that credits 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-transfer decisions should be directed to the Campus Director 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

Courses at Nonregionally Accredited Institutions

The Statewide Course Numbering System makes available on its home page (http://scns.fldoe.org) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to **Matthew J. Keelean, Assistant Administrator, Statewide Course Numbering System, Office of Articulation, Florida Department of Education (850) 245-9549 Matthew.Keelean@fldoe.org** or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 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.

E170 Introduction to Undergraduate Research / E242 Career Development

E170 Introduction to Undergraduate Research and E242 Career Development are courses specific to the College, facilitating lifelong career-placement services. The numbers assigned to these courses reflect their institution-specific nature. See the Academic Information section for policies on transfer of these courses.

Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in a technology-intensive learning environment, is defined as either lecture or laboratory depending primarily on whether new material is introduced. Lecture is a class setting in which the student is instructed in the theory, principles, and history of an academic or vocational subject. The student should expect a requirement of two hours of outside preparation for each hour of lecture instruction. Some lecture classes have additional time scheduled without additional charge to the student to provide for individualized coaching. Laboratory is a setting in which the student applies information and demonstrates, tests, or practices for reinforcement skills previously acquired through lecture or outside reading.

An instructor is normally present in the laboratory setting, but for coaching and clarification rather than for presentation of new material. Two hours of laboratory have the credit equivalency of one hour of lecture. Internship (also externship or practicum) is program-related work experience with indirect instructor supervision and employer assessment, usually coupled with lecture sessions in which the workplace experience is discussed. Three hours of internship have the credit equivalency of one hour of lecture. The individual student's ability to attain the necessary competencies may influence the number of clock hours necessary to complete an individual course. Prerequisites may be waived in unusual circumstances, but only with the consent of the instructor and approval of the Academic Dean or Campus Director.

COURSE DESCRIPTIONS

Credit Definition
Credit Hour – The unit by which Rasmussen College measures its coursework. The number of credit hours assigned to a course usually reflects the combination of class, laboratory, and/or internship hours required in the course. Rasmussen College follows the quarter system, and awards one credit for each 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of internship, externship, practicum contained in a quarter, or the equivalent in directed study.

Clock Hour - Equal to 50 minutes of instruction.

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

Tuition Designations
Courses billed at alternative tuition rates are designated in the Course Descriptions section.
The designations are as follows:

✪ Designated Education courses

✚ Designated Health Sciences, Practical Nursing, and Technology courses

❖ Designated Design and Professional Nursing courses

ACG 1022 Financial Accounting I
40 hours, 4 credits
This course defines accounting objectives and their relation to business. The student will be taught the fundamental principles of bookkeeping. The trial balance, working papers, financial statements, and completing an accounting cycle are introduced. The course will emphasize valuing assets, including property, plant and equipment, inventory, and accounts receivable, and will address the classification of accounts, notes, payroll liabilities, and monthly adjustments.

Prerequisite: none

ACG 1033 Financial Accounting II
40 hours, 4 credits
This course is a further continuation of Financial Accounting I and will stress financial statement analysis for partnerships and corporations. It will also emphasize corporate accounting, corporate issuing and investing in debt and equity securities, financial and cash-flow analysis, and decision making. The course will include manufacturing accounting methods used for budgeting and forecasting.

Prerequisite: Financial Accounting I

ACG 2062C Computer Focused Principles
40 hours, 3 credits
This course is designed to teach students to accomplish common accounting functions through the use of the computer. Students will learn to maintain accounting records on a computer, input and process information and produce standard accounting reports. This course covers common accounting functions such as maintaining accounts receivable, accounts payable and general ledgers.

Prerequisite: Financial Accounting I

ACG 2680 Financial Investigation
40 hours, 4 credits
This course will introduce students to the field of fraud examination and how fraud occurs and is detected within financial statements. This course will expand in areas of revenue, inventory, liabilities, assets, and inadequate disclosures related to financial statement investigations and fraud.

Prerequisite: Financial Accounting II

ACG 2930 Accounting Capstone
20 hours, 2 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting Associate's Degree program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, and inter-personal communication and class presentations. Students have the opportunity to participate in an optional internship/externship project.

Prerequisite: Offered last or second-to-last quarter for Associate's Degree students.
Co-requisite: Sophomore Seminar

ACG 3080 Managerial Accounting Theory and Practice
40 hours, 4 credits
This course provides a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control.

Prerequisite: Financial Accounting II

ACG 3085 Advanced Auditing Concepts and Standards
40 hours, 4 credits
This course includes a study of auditing standards and procedures and an integration of professional ethics within the accounting discipline. Emphasis is placed on analytical thinking, evaluation of business risks, and internal control practices and a thorough study of Sarbanes Oxley and other relevant laws and regulations as they relate to publicly traded companies.

Prerequisite: Financial Accounting II

ACG 3110 Intermediate Financial Reporting I
40 hours, 4 credits
This course covers a review of accounting theory, its conceptual framework, and how to understand and analyze financial reports, including income statements, the statement of cash flows, and the balance sheet.

Prerequisite: Financial Accounting II

ACG 3120 Intermediate Financial Reporting II
40 hours, 4 credits
This course builds on Intermediate Financial Reporting I. Topics include stockholder's equity, valuation of assets and liabilities, interpretation of financial statements, accounting changes and errors, and prior period adjustments.

Prerequisite: Intermediate Financial Reporting I

ACG 3130 Intermediate Financial Reporting III
40 hours, 4 credits
Intermediate Financial Reporting III builds on Intermediate Financial Reporting II and explores advanced financial principles, processes, and procedures related to how organizations measure key financial objectives, including revenue, cash, and taxes. The development and challenges concerning international accounting standards is also studied. An application of international standards is interwoven through each lesson.

Prerequisite: Intermediate Financial Reporting II

ACG 3205 Risk Management for Accountants
40 hours, 4 credits
This course will cover topics such as culture and appetite, risk categorization, risk strategy, risk evaluation, enterprise risk management, audit functions, treatment, reporting, and decision making.

Prerequisites: Advanced Auditing Concepts and Standards, Managerial Accounting Theory and Practice

ACG 3501 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: Financial Accounting II

ACG 4010 Cost Accounting Principles and Applications
40 hours, 4 credits
This course provides a survey of the theory and application of cost accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control. Topics include how to identify, measure, and accumulate direct and indirect costs, how to apply burden, introduction to job costing systems, budgeting, cost-volume-profit relationships, and relevant costing.

Prerequisite: Financial Accounting II

ACG 4020 Advanced Financial 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. An interweaving emphasis will be placed on quality and its impact in securing a strategic advantage for manufacturing and service entities.

Prerequisite: Intermediate Financial Reporting II

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.

Prerequisite: Financial Accounting II

ACG 4250 International Accounting
40 hours, 4 credits
This course includes a study of the international dimension of financial reporting and analysis. It provides students with an overview of the accounting practices of multinational enterprises and the preparation and presentation of financial statements in different nations. Topics covered include international corporate taxation, transfer pricing, foreign currency translation, financial disclosure, and international accounting harmonization.

Prerequisite: Advanced Financial Accounting

ACG 4303 Advanced Auditing II
40 hours, 4 credits
The study in greater depth and breadth of generally accepted auditing standards and their applications with emphasis on internal auditing, operational auditing, and integrity auditing.

Prerequisite: Advanced Auditing Concepts and Standards

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 4450 Accounting Research Methods and Techniques
40 hours, 4 credits
In this course students learn accounting research tools and processes, how to conduct accounting research, and how to apply findings and results to solve business problems.

Prerequisite: Advanced Auditing Concepts and Standards, Taxation of Individuals, Intermediate Financial Reporting III

ACG 4507 Accounting Fraud Investigation
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: Advanced Auditing Concepts and Standards

ACG 4682 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: Advanced Auditing Concepts and Standards

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

Prerequisite: Intended for student's last quarter.

ACT 4022 CPA Exam Preparation
40 hours, 2 credits
The CPA exam preparation course provides students with a comprehensive review of topics tested on the CPA examination. Students learn through lecture as well as problem solving.

Prerequisite: This is the last course students take in the program.

ADV 2000 Principles of Advertising
40 hours, 4 credits
This course is a study of theory, principles and functions of advertising, its role and its social and economic structure. Newspapers, magazines, radio and television are reviewed as advertising media.

Prerequisite: Principles of Marketing

AMH 2030 United States History: 1900 to the Present
40 hours, 4 credits
This course provides an overview of the history of the United States during the 20th century up until the present day. The political, social, and economic aspects of this time will be explored amid a variety of human cultures, values, and perspectives within the United States.

Prerequisite: none

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

COURSE DESCRIPTIONS

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 3041 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 a variety of texts by 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, 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

APA 1500 Payroll Accounting
40 hours, 4 credits.
Focus is on computing and paying of wages and salaries, social security taxes and benefits, federal and state employment insurance and taxes, and payroll accounting systems and records.

Prerequisite Financial Accounting I

❖ ART 1204 Art Appreciation
40 hours, 4 credits
Students will examine the historical, social, and technological factors that contribute to understanding the function and meaning of art in this course. Using a global and thematic approach, students will be introduced to the basic elements of art, while learning about a full range of media used to make art, and the fundamental concepts of art criticism. Western and non-Western art is represented, with a strong emphasis on a global perspective in relation to culture, communication, politics, and economics.

Prerequisite: none

❖ ART 1309C Drawing Design and Art Theory
40 hours, 3 credits
This course introduces the fundamentals of drawing through five elements of art (line, space, value, form and texture). A series of exercises and assignments focuses on various applications involving form, lighting, perspective, figure drawing and historical studies.

Prerequisite: Color Theory & Techniques

❖ 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 concepts 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
Examines astronomical phenomena and concepts, including the solar system, stars and galaxies, planetary motions, atoms and radiation and the origin and evolution of the universe.

Prerequisite: none

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

Prerequisite: Placement determined by placement test score.

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.

BSC 2020C Introduction to Human Biology
50 hours, 4 credits
Students will explore fundamental concepts of human biology. They will examine cell structure and function, body systems, and biochemistry. They will also learn basic concepts of genetics and evolution. Students will explore the relationship of human populations and the ecosystem.

Prerequisite: none

BSC 2087C Human Anatomy and Physiology I
80 hours, 5 credits
A study of the structure and function of the human body. A body system approach to learning will include the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems. Students will complete laboratory exercises coordinated with course content and will include microscopic observation, experimentation, dissection activities and study of anatomical models.

Prerequisite: Introduction to Human Biology (except for students enrolled in the Medical Assisting program)

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 environment of business and sales contracts. Principles of law that apply to government, regulations, commercial paper, property, bailments, agency and business organizations are addressed.

Prerequisite: none

BUL 3247 Business Law II
40 hours, 4 credits
This course is a continuation of the study of fundamentals of law. This includes study of the types of business organizations, property laws, wills, trusts, estate planning, bankruptcy, creditor and debtor relationships, commercial paper, securities regulation contracts, and other areas of business law.

Prerequisite: Business Law

❖ 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: Programming II

❖ CAP 2105 Applied Game and Simulation Theory
40 hours, 4 credits
This course covers the applications for and the development of simulations, from game-like "Sims" to educational and military simulations. This course combines reading and critical thinking skills with hands-on development of simulations with a 3D game engine. Students will study the theory behind the production of different types of simulations as they learn to apply software to create short simulations.

Prerequisite: Platform Design and Human Computer Interaction

❖ CAP 2134 Database Security
60 hours, 4 credits
This course covers the basic principles of database security and auditing as well as implementation considerations for business databases. It covers security architecture and operating system security fundamentals. In addition, the design of profiles, password policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, and auditing database activities.

Prerequisite: SQL Server Administration

❖ 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.

Prerequisites: Math for Game and Simulation Production II, Data Structures

❖ 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: Programming II

❖ 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.

Prerequisite: Graphics Development with OpenGL

❖ CAP 4620 Artificial Intelligence
60 hours, 4 credits
Students will learn how techniques in Artificial Intelligence (AI) can be utilized to allow software applications to mimic human or intelligent behavior in a variety of contexts ranging from expert systems to computer-controlled game opponents. Students will be exposed to topics such as natural language processing and parsers, problem solving algorithms, and knowledge representations. The implications of the intelligent agent paradigm as it relates to common sense and creativity will also be explored.

Prerequisite: Programming II

CCJ 1000 Introduction to Criminal Justice
40 hours, 4 credits
An introductory course designed to provide students with a general foundation of knowledge in the criminal justice field. Course participants will explore the different parts of the criminal justice system, their interrelationships, and the role of each in the criminal justice process. Students will examine the historical basis for the contemporary American legal system, policing styles and the evolution of crime prevention, the structure of the judicial system and its professional participants from pre-sentencing through post-conviction, corrections strategies for criminal offenders, and special considerations for juveniles in the criminal justice system. For residential only, this course includes a fieldwork assignment.

Prerequisite: none

CCJ 1153 Criminology: Motives for Criminal Deviance
40 hours, 4 credits
This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. Included is an explanation of what crime is, what causes crime, and the various techniques for measuring the amounts and characteristics of crime and criminals.

Prerequisite: none

✪ Designated Education courses
✚ Designated Health Sciences, Practical Nursing, and Technology courses
❖ Designated Design and Professional Nursing courses

COURSE DESCRIPTIONS

CCJ 2033 Social Psychology
40 hours, 4 credits
In this course students will understand the applied discipline of social psychology. In order to understand the social interaction of functioning humans in their communities and with individuals, theories of socialization and self image will be explored. Students will examine how the social environment influences thought, behavior, feelings, and potential actions of people. Consequences of social interaction and motivation based on judgment, attitudes, persuasion, conformity, and aggression will be explored. Different social interactions will be analyzed including conformity, productivity, and leadership.

Prerequisite: General Psychology

CCJ 2053 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.

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

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 2930 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.
Co-requisite: Sophomore Seminar.

CCJ 3164 Criminal Behavior: Profiling Violent Offenders
40 hours, 4 credits
This course will examine serial behavior by crime type and criminal profile. Crimes such as stalking, arson, murder, and sexual assault will be examined through case files to enhance investigative methods. Students will analyze psychological profiles and behavior patterns.

Prerequisite: Criminology: Motives for Criminal Deviance

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

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 will be 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 3700 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
Students will learn to interpret research data on issues in criminal justice. They will explore fundamentals of statistical analysis through statistical tools typically used in criminal justice. They will apply statistical analysis using UCR and NCVS data sets.

Prerequisite: College Math Course

CCJ 4279 Criminal Justice Senior Thesis
40 hours, 4 credits
Students will apply their knowledge of criminal justice issues and social research methodology by completing a research project on an approved thesis proposal. Students will design and carry out a research study, collect and analyze resulting data, and integrate their research and findings into a formal thesis.

Prerequisite: Criminal Justice Seminar. Students should be in their last or second-to-last quarter.

CCJ 4392 Criminal Justice Internship
250 hours, 9 credits
This course provides students with an opportunity to apply their learning through an internship experience involving participant observation in a professional criminal justice setting. During the internship experience, students will concurrently participate in discussions, journaling, and related coursework to integrate their academic and internship experiences.

Pre-requisite: Contemporary Issues in Criminal Justice Capstone; Student in last or second-to-last quarter.

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 techniques and issues particular to criminal justice. Organizational philosophy, visioning, planning, and goal development will be examined.

Prerequisite: Ethics in Criminal Justice

CCJ 4542 Criminal Justice Seminar
50 hours, 5 credits
This course provides students with the opportunity to explore an area of criminal justice that is of specific interest for their career or an area of relevant interest in the field. Topics may include any area of justice studies, with the approval of the instructor. Student will conduct a thorough review of their topic and present their work in the form of a final project.

Prerequisites: Statistics in Criminal Justice; Research Methods 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 analyze the responsibilities and tasks of forensic psychologists when working with law enforcement, courts, and corrections. A psychological approach to person-to-person crimes will be explored.

Prerequisites: Criminal Behavior: Profiling Violent Offenders; General Psychology

CCJ 4627 Special Offenders: Serial Killers
40 hours, 4 credits
Students will explore issues and controversies involved in serial killer cases or mass murder investigations. They will cover topics including maintaining justice, victim's rights, interrogation techniques, media coverage of crimes, and grief.

Prerequisites: Criminology: Motives for Criminal Deviance; Criminal Behavior: Profiling Violent Offenders

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
Students will examine the special populations of offenders in the criminal justice system. The experience of women, minorities, the physically and mentally challenged, the elderly, and the socioeconomically deprived in all parts of the criminal justice system will be explored. Students will analyze programs, policies, and case studies relating to special populations.

Prerequisite: Criminal Behavior: Profiling Violent Offenders

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

CDA 1202 Foundations of Software Design
40 hours, 3 credits
This course introduces students to fundamental aspects of programming as it is related to proper software design concepts. Students will gain an understanding of how computational techniques are applied in solving a variety of problems. Topics will include variables, procedural abstraction utilizing handlers, conditionals, and loops, and data types. The course will also provide students with an understanding of software engineering by having them write small but useful computer programs using pseudo-code as well as a high-level programming language.

Prerequisite: none

CDA 2110 Introduction to Computer Systems
40 hours, 4 credits
This course is an introduction to the study of software control over the various hardware components of a computer's architecture – the CPU, RAM, and system bus. Topics include development of C language programs with a pseudo-code foundation, CPU operation at the bus level, comparison of procedural languages to machine language, and the development of machine and assembly language programs using multiple addressing modes, branching, and subroutine calls.

Prerequisite: Foundations of Software Design

CDA 3112 Web Application Architecture and Design
50 hours, 4 credits
This course presents key concepts in distributed designs for network enabled software systems and applications. Distributed designs allow applications to span multiple machines and require deliberately planned design approaches. Students will learn to build systems that are scalable, reliable, and secure when implemented within network infrastructures. Topics include object-oriented programming to networked web services, including database applications deployed on very large-scale websites.

Prerequisite: Java I

CDA 3225 Operating Systems Design
50 hours, 4 credits
In the course, students learn how operating systems such as Windows, Linux, and the Mac OS X are a fundamental component of all computing systems. This course explores how operating systems are responsible for managing the running processes as well as the sharing of system resources such as the printers and storage over network infrastructures. The course provides an in-depth exploration of the design and implementation of modern operating systems. Topics include the evolution of operating systems, scheduling, paging, input/output devices, virtual memory, files, synchronization, and security.

Prerequisite: Software Systems Principles

CDA 4120 Simulation Analysis and Design
50 hours, 4 credits
This course offers students an in-depth exploration of the use of probability theory and statistical methods in the development of computer simulations used to study and model real-world phenomenon. Students will build application frameworks to model events and activities within several environments including medical, industrial, military, and scientific simulation.

Prerequisite: Algorithm Analysis

❖ CEN 1400 Mobile Application Development
40 hours, 3 credits
In this course, students will understand the development cycle of programs and applications for mobile devices. Utilizing the Java language, students will create both standalone programs as well as program suites for mobile marketplace commerce systems where applications can be deployed. Instruction will focus on mobile development best practices for ease and efficiency of program development.

Prerequisite: Java I

❖ CEN 3210 Database Systems Design
50 hours, 4 credits
In this course, students will learn how to develop and deploy a relational database management system (RDBMS) as a software application. Students will explore relations and tables as well as how to modify the relations with commands such as insert, update, and delete. Students will also understand the role and importance of primary and foreign keys in creating relational database structures.

Prerequisite: Database Design and SQL

✿ Designated Education courses
✚ Designated Health Sciences, Practical Nursing, and Technology courses
❖ Designated Design and Professional Nursing courses

❖ *CEN 3310 Software Systems Engineering*
50 hours, 4 credits
This course exposes students to the implementation of software systems at a high level with an emphasis on rigorous algorithm development and test suites. The course introduces the systems aspect of development and tradeoffs related to resource management, system architecture capabilities, and hardware and software efficiencies. Students are also exposed to requirements analysis and the techniques to develop a functional system from specified requirements.

Prerequisite: Algorithm Analysis

❖ *CEN 3410 Software Systems Principles*
40 hours, 3 credits
This course provides an historical perspective of programming languages and their development. Students will study techniques of language translation including lexical analysis, grammar, syntax, and parsers. Topics include the structure and functionality of modern operating system software with an emphasis on concurrent process execution, process scheduling, communication, and API services. The design and development of programs using dedicated OS features is also considered.

Prerequisite: Introduction to Computer Systems

❖ *CEN 4090 Software Engineering*
for Game and Simulation Production
60 hours, 4 credits
This course focuses on the software engineering principles and strategies necessary to develop a game or simulation, including an in-depth look at object-oriented architecture and design patterns used in game development. UML, risk analysis, constraint management, problem solving, process improvement, and handling crunch times are some of the topics that will be tackled in this class.

Prerequisite: Programming II

❖ *CEN 4190 Engineering Virtual Worlds*
40 hours, 4 credits
In this course, students will learn how to create multi-user virtual worlds. Virtual worlds allow network-connected users to interact in real time within shared two-dimensional and three-dimensional environments. Students will gain an understanding of how virtual worlds change the concept of "interface" to one of "location." The course will explore several types of worlds, the technologies and methodologies for building worlds, and ways in which communities are hosted in local and remote configurations.

Prerequisite: Programming II

❖ *CEN 4411 Advanced Mobile Application*
Development
40 hours, 3 credits
Building upon the topics covered in Mobile Application Development, this course provides students with instruction in the creation of more complex applications and programs. Students will learn how to use the Dalvik virtual machine as a platform to develop Android applications. Additionally, students will understand the differences in developing applications in a wide range of vertical industries including healthcare, science, and entertainment.

Prerequisite: Mobile Platform Development

✚ *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 CCENT exam.

Prerequisite: Networking Fundamentals and Microsoft Windows Server

✚ *CET 2660C Networking Security*
40 hours, 3 credits
This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. Students will learn to create secure communications for remote access, e-mail, the Web, directory 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. Further, this course helps prepare students to take the CompTIA Security+ exam.

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 the Microsoft Certified Technology Specialist exam.

Prerequisite: Windows Active Directory

CGS 1240 Computer Applications
and Business Systems Concepts
40 hours, 3 credits
This course is teaches students basic to advanced computer concepts and skills, including creating and modifying Word documents, designing databases, spreadsheet creation and analysis, using the internet and E-Commerce tools, and creating presentations with enhanced features and web tools.

Prerequisite: none

❖ *CGS 1545 Relational Databases*
40 hours, 3 credits
This course covers relational databases and their efficient design. The course will include the definition of tables and indexes, logical and physical design, the E-R model, and transaction management. The use of Structured Query Language (SQL) will be emphasized.

Prerequisite: Fundamentals of PC Hardware and Software

❖ *CGS 1586C Introduction to Computer Graphics*
40 hours, 3 credits
This course gives students an overview of desktop publishing and other graphic software that enables them to use the computer as a graphic design tool. Additional topics include file management, the Internet, basic keyboarding, and basic troubleshooting. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: none

❖ *CGS 1820C 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 1821 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 Applications and Business Systems Concepts

❖ *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 webpages. 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: Introduction to Multimedia Design

❖ *CGS 2822C 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 1110 Operating Systems Fundamentals
60 hours, 4 credits
Students are introduced to the principles of various types of microcomputer operating systems. Topics include system resources, memory management, processor management, user interface and operating system functions especially as related to database resource management. Emphasis is placed on how the user, hardware, and software interface with the operating system.

Prerequisite: none

CIS 1308 Logic and Troubleshooting
40 hours, 4 credits
This course provides students with a thorough understanding of the process, tools, and techniques to efficiently diagnose computer hardware and software issues and failures. Through the application of logic, students will complete puzzle-solving exercises and activities that illustrate effective reasoning processes. Students will be exposed to multiple real-world scenarios in which they will troubleshoot technological problems, and apply lessons learned in order to anticipate potential failure concerns. By the end of the course, students will be prepared to evaluate actual issues, use logic to identify the variables contributing to failure, and finally determine the proper course of action to correct the failure issue(s) at hand.

Prerequisite: none

✚ *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.
Co-requisite: Freshman Seminar

✚ *CIS 4010 Senior Computer Science Capstone*
30 hours, 3 credits
The Senior Computer Science Capstone course provides a culminating and integrative educational experience. While participating in a team environment, students will design and implement a large-scale software project utilizing the skills and techniques they have mastered throughout their program of study. Class and small group meetings will be used for teams to demonstrate the progress of their projects as well as for the teams to meet and work. Team meetings outside of regularly scheduled class sessions will be required.

Prerequisite: Must fall in last quarter of study.

CIS 4362C 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 Applications and Business Systems Concepts, Networking Fundamentals for Business Professionals

CIS 4385C 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 Applications and Business Systems Concepts

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 1245 Case Management: Strategies for Rehabilitation
40 hours, 4 credits
Students will learn how to manage caseloads of clients, document casework, and use strategies for clients' rehabilitation. They will learn how to write effective court reports, case entries, recommendations and violation summaries. Students will explore client-interview skills and motivation techniques. Examination of special populations of diverse clients, such as substance abusers and the mentally ill are reviewed

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

CJC 2300 Legal Principles in Corrections
40 hours, 4 credits
Students will examine constitutional amendments regarding correctional management in various settings. They will explore concepts of offenders' rights, officer professionalism, best practices, and proper operational procedures in a correctional setting. They will review principles as applied to special populations of offenders.

Prerequisite: Introduction to Corrections

❖ Designated Education courses
✚ Designated Health Sciences, Practical Nursing, and Technology courses
❖ Designated Design and Professional Nursing courses

COURSE DESCRIPTIONS

CJC 2400 Counseling Clients
40 hours, 4 credits
Students will examine the process and effects of counseling. Assessment tools, methods of evaluation, and case plans are explored. They will consider a variety of counseling settings, including prisons, jails, group homes, in-patient and outpatient treatment centers, and halfway houses, as places of rehabilitation and counseling. Students will explore diverse clients including juveniles and adults, men and women, and people from various cultures.

Prerequisite: Introduction to Corrections or Introduction to Human Services

CJC 3415 Diversion and Rehabilitation
40 hours, 4 credits
In this course, students will examine counseling and intervention methods used for adult and juvenile, and male and female offenders. They will explore theories proven by research and applied to treatment. In addition, they will critically evaluate evidence-based policy, best practices, program evaluations, and "what works" in both social-service and criminal-justice systems.

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

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: Profiling Violent Offenders; Introduction to Corrections

CJE 1006 Policing in America
40 hours, 4 credits
Students will examine the theoretical underpinnings of police work in the United States, including its historical roots, its current status, and the trends that will shape its future. They will explore the problems and solutions facing citizens, patrol officers, administrators, and agencies. They will also cover contemporary practices such as Community Oriented Policing, Problem Oriented Policing, and Directed Patrol. In investigating these topics, students will develop skills in critical thinking and problem solving. For residential only, this course includes a fieldwork assignment.

Prerequisite: Introduction to Criminal Justice

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 analyzed. An overview of the theories of use, drug business, and drug law enforcement will be explored. Such recent developments as "club drugs," inhalants, herbal stimulants, and designer drugs will also be discussed.

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

CJE 1251 Crime Scene to Conviction: Critical Skills in Documentation
40 hours, 4 credits
Students will master the skills of both oral and written communication. They will examine grammar and the mechanics of writing. They will also explore special communication issues, such as communicating with crime victims. They will develop skills for proper report writing, including such documents as search warrants, police reports, and case documents. Students will evaluate the impact of proper report writing, communication, and documentation on the outcome of legal proceedings, and review the importance of effectively translating written work into courtroom testimony.

Prerequisite: Policing in America

CJE 1670 Introduction to Forensic Science
40 hours, 4 credits
A course designed to 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; examine the analysis of evidence and the collection and preservation of all types of evidence.

Prerequisite: Introduction to Criminal Justice

CJE 2172 Juvenile Justice: Delinquency, Dependency, and Diversion
40 hours, 4 credits
An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment.

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

CJE 2380 Legal Code for Law Enforcement
40 hours, 4 credits
Students will use states' criminal and traffic codes to become familiar with law and statutes. They will review penal statutes covering issues from homicide to misconduct, and will examine legislation and statutes that govern law-enforcement duties and responsibilities. Students will also examine laws and procedures that apply to specific populations like juveniles and domestic-violence victims.

Prerequisite: Policing in America

CJE 2601 Introduction to Investigations
40 hours, 4 credits
Students will become familiar with the fundamentals of criminal investigation, including the process and responsibilities of investigations. They will examine property and person-to-person crimes, with a special focus on writing skills and the management of an investigation.

Prerequisite: Criminal Law and Procedures

CJE 2679 Crime Scene Analysis
40 hours, 4 credits
Students will learn the process and function of securing and working a crime scene. They will become familiar with different types of evidence, including trace, biological, and impression evidence. They will examine the proper collection and documentation of evidence from a crime scene.

Prerequisite: Introduction to Forensic Science.

CJE 2702 Practical Psychology for Law Enforcement
40 hours, 4 credits
Students will examine how principles of psychology relate to law-enforcement work. They will explore fundamental concepts from a policing perspective, focusing on the real-world effects these principles produce on peace officers, their families, and the citizens they serve. Students will apply ideas from psychology to create effective victim- and witness-interviewing strategies, offender behavior-modification approaches, and officer coping methods. They will review the short- and long-term physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.

Prerequisite: Policing in America

CJE 3610 Criminal Investigations
40 hours, 4 credits
Students will learn to conduct full criminal investigations. They will examine various techniques, methods, and processes for interviewing and interrogating crime suspects and witnesses. They will also explore techniques for conducting investigations with special populations.

Prerequisite: Constitutional Law

CJE 3674 Examination of Forensic Science
40 hours, 4 credits
Students will critically examine the role of forensic science in the criminal justice process and the court of law. They will review historical events in criminalistics, and analyze problems in forensic science in order to formulate recommendations for change. They will also explore best practices and the future of forensic science.

Prerequisite: Constitutional Law

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 prosecution of global crimes, are examined. Current issues in global crime will be examined via rotating articles, books, and other publications.

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

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 1381 Criminal Law and Procedures: Crime and the Courtroom
40 hours, 4 credits
This course provides an examination of substantive and procedural criminal law. Students are introduced to the Federal and State courts systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Statutory defenses, mitigating factors and circumstances which may excuse criminal responsibility, and common law principles are examined. For residential only, this course includes a fieldwork assignment.

Prerequisite: Introduction to Criminal Justice or Introduction to Law and the Legal System

CJL 2070 Legal Principles in Corrections
40 hours, 4 credits
Students will examine constitutional amendments regarding correctional management in various settings. They will explore concepts of offenders' rights, officer professionalism, best practices, and proper operational procedures in a correctional setting. They will review principles as applied to special populations of offenders.

Prerequisite: Introduction to Corrections

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.

Prerequisite: Criminal Law and Procedures: Crime and the Courtroom

CJL 3297 Constitutional Law
40 hours, 4 credits
This course challenges students to examine the complexities of the Bill of Rights and the application of those rights to the criminal-justice system. The analysis of case studies will allow students to apply criminal law and procedure to fieldwork examination of criminal-justice issues.

Prerequisite: Criminal Law and Procedures: Crime and the Courtroom

✚ *CNT 1000C 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. Further, this course helps prepare students to take the CompTIA Network+ certification exam.

Prerequisite: Fundamentals of PC Hardware and Software

✚ *CNT 2020 Network Fundamentals for Business Professionals*
40 hours, 3 credits
This course teaches the foundations of networks in a business context. The course covers Local Area Networks and Wide Area Networks and includes how communication is accomplished in those environments and how they are used to support business processes.

Prerequisite: Computer Applications and Business Systems Concepts

CNT 4121 Network Systems Design
50 hours, 4 credits
This course offers the study of the technology, network architecture and topologies, and software used by systems of network-connected computers. Topics include data transmission, local area network architectures, network protocols, distributed systems, security, and network applications such as email, various transfer protocols, and services of the Internet such as the World Wide Web. Students will develop programs that run concurrently running computers within various network configurations.

Prerequisite: Operating Systems Design

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: Passing grade in Reading and Writing Strategies or placement determined by STEP assessment score.

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 Reading and Writing Strategies or placement determined by STEP assessment score.

✿ Designated Education courses
✚ Designated Health Sciences, Practical Nursing, and Technology courses
❖ Designated Design and Professional Nursing courses

COURSE DESCRIPTIONS

❖ *COP 1000 Fundamentals of Programming*
   40 hours, 3 credits
This course introduces students to the fundamentals of developing well-structured computer programs utilizing a high-level programming language such as C++. Focusing on Object Oriented Programming techniques, the course provides an understanding of programming constructs such as handlers, loops, conditionals, and variables. Additionally, the use of pseudo-code examples and exercises will allow students to manipulate these constructs without requiring that they have previous experience with program code syntax. A final project is required for the successful completion of this course.

Prerequisite: none

❖ *COP 1176 Introduction to Visual Basic*
   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: Fundamentals of Programming

❖ *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: Object-Oriented Programming

❖ *COP 1705 Database Design & 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.

Prerequisites: none

❖ *COP 1801 JavaScript*
   40 hours, 3 credits
In this course students learn how to effectively create web pages using the JavaScript programming language. Students will gain exposure to programming, debugging, and testing web pages created with this language. This course builds upon HTML principles.

Prerequisites: Introduction to HTML, Fundamentals of Programming

❖ *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: JavaScript

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

Prerequisite: Object-Oriented Programming

❖ *COP 2323 Object-Oriented Programming*
   40 hours, 3 credits
This course will provide students with an understanding of the basic concepts of object-oriented programming including encapsulation, inheritance, and polymorphism. Students will explore the uses of class templates as well as their attributes, behaviors, and the methods that can be applied to them. Programs will be developed and implemented utilizing the Java programming language.

Prerequisite: Fundamentals of Programming

❖ *COP 2333 Advanced Visual Basic*
   40 hours, 3 credits
The students who take this course will learn to create applications using Visual Basic .NET. This course incorporates the basic concepts of programming, problem solving, and programming logic, as well as the design techniques of an object-oriented language. Topics in the course include graphic interface design and development, control properties, DBMS, SQL, and ASP.NET.

Prerequisite: Introduction to Visual Basic

❖ *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 2610 PHP/MySQL Administration
60 hours, 4 credits
Students learn the fundamental areas of two widely used Web application database tools, PHP and MySQL for implementing and managing database-driven websites. Topics will include PHP scripting and advanced administration of MySQL database applications to be utilized through the Internet.

Prerequisite: SQL Server Administration

✚ *COP 2705C SQL Server Development*
   40 hours, 3 credits
This course seeks to prepare the students for programming in the SQL Server environment. Students will learn how to manipulate and work with database objects through T-SQL to create and alter tables as 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 Administration

❖ *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.
Co-requisite: Freshman Seminar

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 Applications and Business Systems Concepts

COP 4222 Computer Graphics Programming
50 hours, 4 credits
This course offers a survey of computer industry-standard graphic hardware, foundation graphic operations and implementations, two-dimensional and three-dimensional transformations utilizing matrix calculations, hidden lines and surface removal, illumination and shading models, curves and surface textures, object modeling, and three-dimensional animation. Students will learn how to convert complex mathematical formulae into operational program code.

Prerequisite: Programming II

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: none

❖ *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: Practical Game Development

COT 1202 Discrete Structures for Computer Science
40 hours, 3 credits
This course will provide a basic understanding of discrete mathematical topics that form the basis of computer science. Topics to be covered include truth tables, logical propositions, elements of set theory, as well as basic notions of functions and mathematical induction. Students will explore the logical constructs that are the underlying model of discrete systems.

Prerequisite: Fundamentals of Programming

COT 1438 Technology's Role in the 21st Century
20 hours, 2 credits
This course provides a broad overview of major technology trends and developments in the late 20th and 21st centuries along with their cultural, economic, and societal impact. Topics include the uses of technology tools in science, industry, education, and the arts. Categories such as communications, commerce, and quality of life will be explored as students review the scope of and application of technology within the context of everyday life.

Prerequisite: none

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: American/US National Governement

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 Reading and Writing Strategies or placement determined by STEP assessment score.

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 Applications and Business Systems Concepts

✚ *CTS 1300C Microsoft Windows Workstations*
   40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure a Windows Workstation. The course gives the student the ability to provide technical support to a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, the course helps prepare students to take the Microsoft Certified Technology Specialist Exam.

Prerequisite: Fundamentals of PC Hardware and Software

❖ *CTS 1400C Dynamic Content Management*
   40 hours, 3 credits
This course introduces students to the standards for designing relational databases. The course focuses on record creation, modification, and deletion as well as report generation and database design. In addition, Structured Query Language is utilized to obtain dynamic information for multimedia authoring.

Prerequisite: Fundamentals of Web Authoring and Design

✚ *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

❖ Designated Education courses
✚ Designated Health Sciences, Practical Nursing, and Technology courses
❖ Designated Design and Professional Nursing courses

COURSE DESCRIPTIONS

✚ CTS 1776 Fundamentals of PC Hardware and Software
60 hours, 4 credits

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

Prerequisite: Logic and Troubleshooting

✚ CTS 2302C 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 Certified Technology Specialist exam.

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 installation, configure, maintain, administration, 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: Fundamentals of PC Hardware and Software

✚ 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 Certified Technology Specialist exam.

Prerequisite: Fundamentals of PC Hardware and Software

CTS 2401C 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 Applications and Business Systems

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 Applications and Business Systems Concepts

CTS 2804C Networking and Internet Technologies
40 hours, 3 credits

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

Prerequisite: none

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

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

Prerequisite: Relational Databases

❖ CTS 2857C Server Side Scripting
40 hours, 3 credits

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

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

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 1109C Introduction to Multimedia Design
40 hours, 3 credits

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

Prerequisite: Introduction to Computer Graphics

❖ DIG 1280C Audio/Video Editing
40 hours, 3 credits

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

Prerequisite: Digital Media Production

❖ DIG 1302C Introduction to 3D Arts and Animation
40 hours, 3 credits

This course introduces students to the fundamentals of 3-dimensional computer modeling and how it applies to a multimedia project. Using basic modeling techniques and utilizing texture, lighting, and environmental effects, students model and render 3-dimensional forms to create surreal and realistic images. This course will provide training in a variety of industry-accepted Autodesk 3D design software.

Prerequisite: Introduction to Multimedia Design

❖ DIG 1303C 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. This course will provide training in a variety of industry-accepted Autodesk 3D design software.

Prerequisite: Introduction to 3D Arts and Animation

❖ DIG 1500C Digital Media Assembly
40 hours, 3 credits

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

Prerequisite: Multimedia Technologies

❖ DIG 1520C Digital Media Production
40 hours, 3 credits

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

Prerequisite: Introduction to Multimedia Design

❖ 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: Game Design Theory I

❖ DIG 1711 Game Design Theory I
40 hours, 4 credits

This course introduces the non-technical study of games, the game development process, and the game industry. The course establishes a lexicon for discussing games and introduces tools for analyzing and understanding games and game design. The course will also present an overview of core concepts, including game mechanics, game theory, the experience of playing games, and the cultural, technical, and social aspects of games.

Prerequisite: none

❖ DIG2563 Interactive Storytelling
40 hours, 3 credits

This course explores the integration of storytelling and interactivity. From the fundamentals of creating stories to the integration of game technology, students will write and build worlds where story interacts with game structure. Subjects will include linear narrative, myths and the hero's journey, chatterbots and MUDs, exposition and dialog trees, spatial narratives and storylines, and a range of interactive storytelling methodologies, from campfires to LARPs and text adventures.

Prerequisite: Game Preproduction

❖ DIG 2620C Multimedia Technologies
40 hours, 3 credits

In this course students will learn aspects of advanced programming languages that allow for scripting of complex interactive applications for Internet delivery. Students will also explore the newest technologies and their impact on multimedia and visual design. This course will provide training in a variety of industry-accepted Adobe design software.

Prerequisite: Digital Media Production

❖ 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 2950 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. This course will provide training in a variety of industry-accepted Adobe design software

Prerequisite: Digital Media Assembly

❖ DIG 3316 The Study of Animation
60 hours, 4 credits

This course is intended for students with an animation/multimedia background, who want to understand how animation works, from basic theory to execution. The students will develop a sense of observation and timing as it relates to animation, and they will study motion through watching actual animation pieces as well as taking part in exercises that demonstrate animation in action. This course also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development, and dramatic structure.

Prerequisite: none

✪ Designated Education courses
✚ Designated Health Sciences, Practical Nursing, and Technology courses
❖ Designated Design and Professional Nursing courses

❖ *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 demonstrates the techniques of modeling objects in a three-dimensional environment. Students will manipulate primitive objects such as cubes, spheres, pyramids, and cylinders to build more complex polygons, and students will utilize techniques to approximate curved surfaces with multiple polygons. Industry standard software such as 3D Studio Max, Zbrush, and MudBox will be discussed, and students will have the opportunity to within an actual software modeling environment to create a variety of polygon objects.

Prerequisite: The Study of Animation

❖ *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 3457 Portfolio, Package, and Publish*
40 hours, 4 credits
This course focuses on the processes and tasks necessary for game and simulation-specific employment, including research and resumes, contacts and connections, and the important demos and elevator pitch. Students will learn how to develop an industry-specific resume, how to best present their skills in a portfolio, and how to package themselves as a top candidate for a position. Students will create a polished resume and cover letter and learn networking skills for their area of interest in game or simulation production.

Prerequisite: Multiplayer Game Programming

❖ *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 problem-solving, research, and presentation skills for multimedia projects. Brainstorming, narrative, storyboarding, animatics, pre-visualization, and transitions are all explored. Sketches, source imagery, and audio are developed to effectively communicate ideas for time-based media. Documentation techniques are employed to chart progress with character and scene design, as well as cameras and lighting.

Prerequisite: none

❖ *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: Artificial Intelligence

❖ *DIG 3792 Game Planning*
and Development Strategies
60 hours, 4 credits
In this course, students will cover the planning of the game and simulation development process from high-level design to low-level implementation. The course touches on topics covered in previous courses, including graphics, development of assets and the asset pipeline, interface design, and artificial intelligence to better understand the different game development methodologies. The process of developing a game or simulation will be covered from the essential design and development documents through quality assurance testing, including the risks and benefits of different types of iterative development cycles.

Prerequisite: Game Audio Assets

❖ *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

❖ *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
This course focuses on the use and application of effects in film and video at an advanced, post-production level. Learn professional methods of controlling digital and video representation, and 3D effects. Master the digital workflow by compositing footage, digital imagery and CG. Topics include virtual cinematography, morphing, lighting, rendering, particle effects, dynamics, camera properties, motion tracking, and filters.

Prerequisite: Polygon Modeling

❖ *DIG 4432 Storyboard Development*
for Digital Media
40 hours, 4 credits
This course will introduce the student to utilizing storyboards to visually represent staging and camera movement. Specific attention will be paid to utilizing storyboards for shot types, angles, cuts, and transitions. Students will analyze existing storyboard samples as a guide to creating their own storyboard project. During the course the students will also examine cinematic visual techniques and terminology.

Prerequisite: 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: Applied Game and Simulation Theory

❖ *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: Game Assets

❖ *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.

Prerequisite: Programming II

❖ *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.

Prerequisite: Mulitplayer Game Programming

❖ *DIG 4932 Video Game Production Project*
70 hours, 4 credits
This course demonstrates advanced techniques for computer game design and programming. Techniques used in game engines, such as: animation synthesis, autonomous character behaviors, building structures for interactive system, solving multiplayer interface and social issues are covered in the course. Students utilize these skills to produce a final project, demonstrating comprehension of the process of professional game creation.

Prerequisites: Graphic Design with DirectX; Graphics Development with OpenGL; Application 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 websites. This course will take a user-centered approach to designing websites and will focus on the entire lifecycle of a website, from the idea of creating a website, through requirements gathering, conceptual design, physical design, testing, and implementation.

Prerequisite: Multimedia Technologies

❖ *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

❖ Designated Education courses
✚ Designated Health Sciences, Practical Nursing, and Technology courses
❖ Designated Design and Professional Nursing courses

COURSE DESCRIPTIONS

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: Introduction to Criminal Justice

DSC 2011 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

DSC 3016 Homeland Security Policy
40 hours, 4 credits
Students will receive an overview of homeland security policy at the federal, state, and local levels. They will examine four key security components: risk education, preparedness, public warning, and protective actions. They will also explore the coordination of structure and policy across national and homeland security disciplines, including law enforcement, public education, medical, public health, emergency management (including FEMA), information operations, defense, diplomacy, commerce, transportation, and intelligence.

Prerequisite: Terrorism

DSC 3057 Risk Analysis
40 hours, 4 credits
Students will examine the importance of risk management through analysis and evaluation as a means of ensuring the protection of communities, facilities, and personnel. They will gain an understanding of the identification and assessment of hazards, vulnerabilities, and risks, which is critical to comprehensive management of security operations. They will learn skills to aid in planning for natural or manmade disaster recovery, and for crisis management.

Prerequisites: Introduction to Homeland Security, Security Challenges

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.

Prerequisites: Introduction to Homeland Security, Security Challenges

E170 Introduction to Undergraduate Research
20 hours, 2 credits
In this course, students will use a variety of Rasmussen College library & World Wide Web resources to develop and hone information literacy skills. Students will be expected to use these skills in all other courses at Rasmussen College.

Prerequisite: none

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

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

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

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

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

ECO 1000 Principles of Economics
40 hours, 4 credits
Introduction to national income theories, price theories and behavior of the firm under varying economic conditions. Includes the economic roles of business, government and households; economic fluctuations and growth; money and banking; and international economics.

Prerequisite: none

ECO 2013 Macroeconomics
40 hours, 4 credits
In this course, students will learn the fundamentals of macroeconomics, which deals with the economy as a whole. An overview of the American economy will be explored through a study of basic supply and demand analysis and a review of fiscal and monetary policy to phases of the business cycle. Unemployment, inflation, GDP, and policy decisions which affect the American economy at home and abroad will be covered.

Prerequisite: none

ECO 2023 Microeconomics
40 hours, 4 credits
Students will be introduced to the field of microeconomics in this course, including theories of production, determination of prices, and distribution of income in regulated and unregulated industries. Other topics may include industrial relations, monopolies, and comparative economic systems.

Prerequisite: none

✪ EEC 1202 Early Childhood Education Curriculum and Instruction
40 hours, 4 credits
This course promotes the development of young children in the academic, social, and emotional domains. It examines developmentally appropriate methods for writing and assessing behavioral objectives, lesson plans, and activity goals. Various curriculum models will be reviewed. Strategies to enhance parent and family involvement will be emphasized.

Prerequisite: Foundations of Child Development

✪ EEC 1700 Foundations of Child Development
40 hours, 4 credits
This course will explore characteristics of children at different ages, children's developmental needs, and the foundation of early childhood education. Students will learn the fundamentals of developmentally appropriate practice as it relates to child development, individual needs, building self-esteem in children, and using interpersonal skills and communication within the classroom and center. Students will study the function of the family, and the cultural, social, class, and ethnic variations in the family as a social system.

Prerequisite: none

✪ EEC 1734 Health, Safety, and Nutrition
40 hours, 4 credits
This course examines the role of early childhood professionals working in the field via the policies and procedures governed by the state. Students will learn guidelines for establishing safe environments. They will also learn strategies for implementing health policies, controlling disease, establishing proper nutrition, and responding to children's special health concerns. Students will carry out a 2-hour observation in the field of education.

Prerequisite: Foundations of Child Development

✪ EEC 1860 Knowledge: Externship I
180 hours, 6 credits
Under externship supervision, the student will observe and implement developmentally appropriate practices while interacting with children and adults.

Prerequisite: none

✪ EEC 1861 Application: Externship II
180 hours, 6 credits
Students continue their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership.

Prerequisite: Knowledge: Externship I

✪ EEC 1862 Reflection: Externship III
180 hours, 6 credits
Students will complete their externship experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership.

Prerequisite: Application: Externship II

✪ EEC 2213 Language and Literacy Acquisition
40 hours, 4 credits
Students will examine how infant, toddler, preschool, and school-aged English language learners acquire language and literacy. They will be exposed to early childhood programs that support children's home languages, and explore how to create an environment that sustains English Language Learners.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

✪ EEC 2217 Emerging Literacy Through Children's Literature
40 hours, 4 credits
This course covers the history, selection, and integration of literature and language in the early childhood education curriculum. Topics include developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the early childhood setting. Strategies for enhancing emerging literacy through techniques such as selecting appropriate books for storytelling, reading aloud, puppetry, and flannel-board use will also be emphasized.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

✪ EEC 2220 Curriculum and Instruction for English Language Learners
40 hours, 4 credits
Students will explore practical strategies in curriculum and instruction for English Language Learners. They will apply principles of developmentally appropriate practice in the context of educating dual language learners.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

✪ EEC 2225 Guiding Children's Behavior
40 hours, 4 credits
Students will explore how to use guidance in the early childhood setting, with an emphasis on understanding why young children exhibit certain behaviors and how we can meet the child's needs effectively and with support. Students will learn how to provide positive guidance to young children with challenging behavior.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

✪ EEC 2270 Introduction to English Language Learners
40 hours, 4 credits
Students will explore effective ways to adapt English language instruction to teach learners in our increasingly diverse population of young children and families. They will examine a range of communication styles, learning styles, and behaviors that affect English language teaching and learning. They will analyze the development of English language skills in all domains through social and cultural lenses.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

✪ EEC 2271 Curriculum and Instruction for Children with Special Needs
40 hours, 4 credits
Students will explore how to adapt developmentally appropriate curriculum to support the development of children with special needs. They will learn strategies for effective partnering with other professionals and parents to ensure the achievement of developmental goals.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

✪ EEC 2272 The Inclusive Classroom
40 hours, 4 credits
Students will learn strategies for promoting and supporting an inclusive classroom. They will analyze environmental restrictions and explore how to support young children with special needs in the early childhood setting.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

✪ Designated Education courses
✚ Designated Health Sciences, Practical Nursing, and Technology courses
❖ Designated Design and Professional Nursing courses

COURSE DESCRIPTIONS

✪ EEC 2329 Parent Education and Support
40 hours, 4 credits
Students will investigate how resources are assessed, allocated, and utilized within families. They will explore strategies for helping families manage resources through various problem solving methods.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

✪ EEC 2401 Dynamics of the Family
40 hours, 4 credits
This course will focus on the dynamics of the family and the family's influence on the growth and development of children. The history of family systems, child rearing, and parenting styles will be discussed. The course will explore issues that families of today face.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

✪ EEC 2403 Advocating for Children with Special Needs
40 hours, 4 credits
Students will explore current trends, resources and advocacy on behalf of young children with special needs. They will examine their role in supporting and advocating for young children with special needs and their families.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

✪ EEC 2404 Child and Family Advocacy
40 hours, 4 credits
Students will explore and develop skills to advocate for children and families. They will review legislation, social policy, and advocacy techniques. Students will also investigate several current and controversial issues within the early childhood profession, and explore current research on early childhood education issues.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

✪ EEC 2412 Involving Parents of English Language Learners
40 hours, 4 credits
Students will explore how to engage and support family involvement for English Language Learners. They will examine methods for maintaining effective communication and developing strong relationships with the families of English Language Learners.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

✪ EEC 2500 Infant and Toddler Development
40 hours, 4 credits
This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. This course will introduce the philosophy and theory behind primary care, continuity of care, and respectful care as it relates to brain and attachment research. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical, and cognitive development.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

✪ EEC 2613 Observation and Assessment in Early Childhood Education
40 hours, 4 credits
Students will explore effective strategies for observation and assessment in early childhood education. They will understand the observation, assessment, and planning cycle and its impact on promoting children's development.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

✪ EEC 2930 Early Childhood Education Capstone
20 hours, 2 credits
Students will integrate the knowledge and skills gained from coursework in the Early Childhood Education program. They will complete a capstone project that integrates knowledge and skills in child development, health and nutrition, curriculum and instruction, observation and assessment, and other areas relevant to the field.

Prerequisite: Early Childhood Education student in last or second-to-last quarter.
Co-requisite: Freshman Seminar

✪ EEX 2010 The Exceptional Child
40 hours, 4 credits
This course is designed to explore the benefits of inclusion in the early childhood setting. Students will develop an understanding of exceptional development. Students will identify the parties relevant to exceptional development and their roles as resources in support of the child and their families.

Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition

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 Reading and Writing Strategies or placement determined by STEP assessment score.

ENC 1121 English Composition 2
40 hours, 4 credits
This course builds on students' understanding of the writing process through an exploration of various writing strategies and research. Students will analyze readings and apply critical reading and writing skills. This course will develop argumentative writing and application of research.

Prerequisite: English Composition

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

ENC 3311 Advanced Composition
40 hours, 4 credits
This advanced writing course is intended to help students further develop and refine their writing, researching, and analytical skills, through the application of these skills to various rhetorical situations. To achieve these goals, students will be expected to develop their ability to present their views in an organized, unified, and coherent manner to diverse audiences.

Prerequisite: English Composition

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

FIL 2000 Film Appreciation
40 hours, 4 credits
Students will study different elements, forms, techniques and styles of film and will learn a critical approach to film and the motion picture industry. Students will critique films and filmmakers through various approaches and assessments that demonstrate analysis, interpretation, and evaluation skills as well as fostering a deeper appreciation and understanding of film as an art form.

Prerequisite: none

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: Financial Accounting I

FIN 1202 Financial Markets and Institutions
40 hours, 4 credits
This course is the standard introduction to the banking profession, financial markets, and financial institutions. It touches on nearly every aspect of financial services, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.

Prerequisite: none

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.

Prerequisites: Financial Accounting I, Computer Applications and Business Systems Concepts

GEA 1000 Human Geography
40 hours, 4 credits
This course will introduce students to the systematic study of patterns and processes that have shaped human understanding, use, and alteration of Earth's surface. Students will employ spatial concepts and landscape analysis to examine human social organization and its environmental consequences.

Prerequisite: none

GEA 3212 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: none
Co-requisite: Freshman Seminar

GEB 1112 Introduction to Entrepreneurship
40 hours, 4 credits
Students will learn the basic concepts of entrepreneurship. Through real-life case studies, students will examine entrepreneurship as a means to executing against market opportunities. They will explore entrepreneurship for products and services across industries, sectors, markets, and regions. Students will also review the lifecycle of entrepreneurial business development.

Prerequisite: Introduction to Business

GEB 2060 Compensation and Benefits Management
40 hours, 4 credits
This course content addresses the trends and evolution of compensation and benefits at both the strategic and operational dimensions. Evaluation of costs associated with various approaches to compensation and benefits is explored. This course will help students understand the role that an integrated total compensation program can play in contributing to organizational success. You will learn about effective compensation strategies and how various emerging issues impact program design.

Prerequisite: Introduction to Human Resource Management

GEB 2240 Entrepreneurial Product and Service Planning
40 hours, 4 credits
Students will explore the ways in which products and services are developed. They will review the various methods used to identify market opportunities, to engage in market sizing, and to develop an understanding of the competition. Students will develop a basic product or service plan, which will include a detailed description of how the product or service will be designed, sourced or manufactured, and delivered to the client. Students will also examine the lifecycle of products and services once they are launched.

Prerequisite: Introduction to Entrepreneurship

GEB 2244 Entrepreneurial Finance: Capitalization for the Entrepreneur
40 hours, 4 credits
Students will examine the ways in which entrepreneurial ventures are financed. They will explore how to raise both start-up and operating capital. Students will participate in a simulation designed to teach them the value of financial management and the practical use of tools such as profit and loss statements, balance sheets, income and cash flow statements.

Prerequisite: Principles of Finance

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 2444 Internet Business Models and E-Commerce
40 hours, 4 credits
This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of E-Commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of E-Business.

Prerequisite: none

✪ Designated Education courses
✚ Designated Health Sciences, Practical Nursing, and Technology courses
❖ Designated Design and Professional Nursing courses

COURSE DESCRIPTIONS

GEB 2930 Business Capstone
20 hours, 2 credits
This course is designed to allow students to integrate the knowledge and skills gained in the Business Management Associate's Degree program. Through case analysis, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core business concepts via the completion of a Capstone Project. Students have the opportunity to participate in an optional internship/externship project.
Prerequisites: Students must be enrolled in the Business Associate's Degree program and in their last or second-to-last quarter.
Co-requisite: Sophomore Seminar

GEB 3020 Advanced Principles of Financial Management
40 hours, 4 credits
This course provides an introduction to advanced concepts and methods of financial management for organizations. Topics include an analysis of corporate finance, asset pricing, leverage, risk and return, short- and long-term investment decisions, business financial planning, working capital management, capital structure, multinational finance, as well as other topics. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Financial Accounting II

❖ **GEB 3051 The Business of Digital Media**
40 hours, 4 credits
This course is designed to prepare students for multiple levels of project completion across the broad spectrum of digital media such as: concept development, production, project management, and content delivery. Important workforce assets of individual drive and assessment, success within creative teams, management of timelines and deadlines, and effective leadership are explored as they pertain to the multimedia development pipeline.
Prerequisite: Introduction to Business

GEB 3110 Research and Report Writing
40 hours, 4 credits
Students will learn research and report writing for academic settings. Topics will include qualitative and quantitative research methodology, literature reviews, information literacy, and academic report writing.
Prerequisite: English Composition or Professional Communication

GEB 4220 Managing a Diverse Workforce
40 hours, 4 credits
This seminar course examines diversity from a personal, group, organizational, national, and global perspective. Students will explore stereotypes of individuals within organizations, and they will study how these stereotypes affect people within the workplace. Students will also examine issues in conducting business and managing people within a global setting.
Prerequisite: Principles of Management

GEB 4230 Website Development for Business
40 hours, 4 credits
This course teaches students the business strategies and techniques for website design and development. Key areas include usability studies, information architecture design, and working with information technology professionals to develop the website. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Advanced Search Engine Marketing Strategies, Web Analytics

GEB 4305 Statistics for Managers
40 hours, 4 credits
In this course students will utilize a statistical computer package, and examine applied statistics methods and applications in business situations.
Prerequisite: College Math course

GEB 4310 Statistics for Business
40 hours, 4 credits
This course teaches students how to use statistics in each business discipline, including marketing, management, accounting, and finance.
Prerequisite: College Math course

GEB 4410 Advanced Principles of Marketing
40 hours, 4 credits
This course examines developing, designing, and implementing marketing programs, processes, and activities. Key areas of focus include capturing market insights, brand building strategies, market segmentation, and delivering and communicating value. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Principles of Marketing

GEB 4505 Organizational Development
40 hours, 4 credits
This seminar course builds upon the theories introduced in Organizational Behavior Analysis. In this course, students examine how qualitative approaches, quantitative approaches, and process-based approaches to organizational development through the stories of professionals involved in organizational change. Students will critically examine the design, management, and control of organizational development programs. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Organizational Behavior Analysis

GEB 4520 Legal and Ethical Environment of Business
40 hours, 4 credits
This course presents an overview of the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course.
Prerequisites: Business Ethics, Business Law

GEO 3204 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 patterns formed by these elements are analyzed against man's utilization of them.
Prerequisite: none

GEO 3372 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
Examines basic geologic principles from a physical or historical perspective. Includes such topics as the formation of rocks and minerals; internal and external processes modifying the earth's surface and phenomena; and the evolutionary history of the earth, including its life forms, oceans and atmosphere.
Prerequisite: none

❖ **GRA 1121C Digital Publishing**
40 hours, 3 credits
This course utilizes techniques associated with designing computer graphics and page make-up for desktop publishing. Emphasis is on the exploration of illustration, photo retouching and manipulation, and working toward finished results primarily in printed form as well as web. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Typography

❖ **GRA 1206C 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. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Computer Graphics

❖ **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 1741C Color Theory and Techniques**
40 hours, 3 credits
This course introduces basic compositional principles of harmony and contrast through the practice of color applications, digital input devices and graphic software packages. Basic exercises are introduced and practiced to learn how to achieve different visual effects and create visual effectiveness. The use of color in printing also is explored. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Computer Graphics

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 healthcare 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, Pathophysiology (Prerequisite or co-requisite)

HIM 1234C 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 1258C 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 healthcare facilities, the members of the healthcare team who contribute to and use health information, and trends in the management of healthcare records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information.
Prerequisite: none

HIM 2272C Medical Insurance and Billing
40 hours, 4 credits
In this course students will receive an introduction to common 3rd party payers, insurance terminology, and medical billing. They will learn skills including claim forms preparation and processing, and electronic claim submission, and will review introductory medical coding. They will also examine plan options, payer requirements, state and federal regulations, and abstracting of source documents.
Prerequisite: Medical Terminology

HIM 2304 Management of Health Information Services
40 hours, 4 credits
The study of management, supervision, and human resource principles with application to health information service departments in various healthcare settings. Students will learn how to measure and manage productivity of HIM staff and explore the HIM management role in relation to other hospital departments.
Prerequisite: Introduction to Health Information Management (or Co-requisite)

HIM 2410 Health Information Law and Ethics
40 hours 4 credits
A study of the impact of the United States legal system and various healthcare regulations and ethics on the health information management environment. Fraud and abuse, patient privacy and confidentiality, protected health information, release of information, and professional practice law and ethics will be explored.
Prerequisite: Introduction to Health Information Management

HIM 2510 Quality Analysis and Management
40 hours, 4 credits
This course covers quality improvement methodologies used in acute and long term care, and the quality issues of health information services. This course includes data collection and compilation of healthcare statistics.
Prerequisite: Introduction to Health Information Management

HIM 2652 Healthcare Information Technologies
40 hours, 4 credits
This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines.
Prerequisites: Introduction to Health Information Management; Computer Applications and Business Systems Concepts

HIM 2940 Medical Coding Practicum
30 hours, 1 credit
This course offers supervised practical experience in an online setting, with a minimum of 30 hours of practical experience in medical coding under the direction of a college HIT/Coding instructor. The practicum offers the student experience as a medical coder using actual or simulated medical documentation, encoder software, and practice and guidance for preparing for a credentialing exam.
Prerequisite: Ambulatory Care Coding

HIM 2941 Health Information Practicum
60 hours, 2 credits
A simulated practical experience exploring a virtual hospital and clinic and using software and practical simulation assignments to experience real-world situations within HIM and other hospital departments. The practicum allows students to gain experience as a health information technician in a simulated healthcare work setting, and is essential to training and certification.
Prerequisites: Quality Analysis and Management; Healthcare Information Technologies; Health Information Law and Ethics

✪ Designated Education courses
✚ Designated Health Sciences, Practical Nursing, and Technology courses
❖ Designated Design and Professional Nursing courses

COURSE DESCRIPTIONS

HIM 3001 Information and Communication Technologies
40 hours, 4 credits

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

Prerequisites: Healthcare Information Technologies; Health Information Practicum

HIM 3105 Health Information Management Systems
40 hours, 4 credits

A study of the various clinical, administrative, and specialty service applications used in healthcare organization are emphasized. This course applies information systems development concepts and interprets the systems development life cycle. Existing and emerging healthcare information systems applications will also be explored.

Prerequisites: Healthcare Information Technologies; Health Information Practicum

HIM 3202 Data, Information, and File Structures
60 hours, 4 credits

A lab-based environment to apply knowledge of data base architecture and design such as data dictionary, data modeling, and data warehousing t o meet organizational needs. Database management systems, data administration, and data definitions will be explored and students will utilize data storage and retrieval techniques such as query tools, data mining, report design, and search engines.

Prerequisites: Healthcare Information Technologies; Health Information Practicum

HIM 3304 Financial Management of Health Information Services
40 hours, 4 credits

An exploration healthcare finance principles required to manage a health information management department or project. Accounting, cost accounting, budgeting, financial reports, financial management, cost benefit analysis, capitation, and cost containment techniques are introduced.

Prerequisite: none

HIM 3412 Project Management
40 hours, 4 credits

An exploration of the application of general principles of project management in the administration of health information services. Students will learn to implement process engineering and project management techniques to ensure efficient work flow and appropriate outcomes.

Prerequisite: none

HIM 3522 Electronic Health Record Application
70 hours, 4 credits

A lab based course focusing on the use and application of electronic health records. Projects will be completed to simulate real-world activities that occur in the health information department and healthcare facility that will require critical thinking and problem solving.

Prerequisites: Healthcare Information Technologies; Health Information Practicum

HIM 3644 Reimbursement Methodologies
40 hours, 4 credits

A study on managing the use of clinical data required in prospective payment systems and other reimbursement systems in healthcare. Topics will include compliance strategies and reporting, chargemaster management, casemix management, the audit process, and the National Correct Coding Initiative. Students will explore payment systems such as PPS, DRGs, APCs, RBRVS, and RUGs.

Prerequisites: Introduction to Health Information Management, Medical Insurance and Billing, Medical Coding Practicum

HIM 4003 Electronic Data Security
40 hours, 3 credits

A study of data protection methods and monitoring including physical, technical, and managerial safeguards. Risk assessment, audit and control programs, contingency planning, and data recovery is included. Internet, web-based, and e-Health security is explored. Students will learn to enforce confidentiality and security measures to protect electronic health information and protect data integrity and validity.

Prerequisite: Healthcare Information Technologies; Health Information Practicum

HIM 4115 Applied Research in Health Information Management
40 hours, 4 credits

Students will complete a research project specific to HIM and will present their research to classmates and instructors using a webinar environment. Data analysis and presentation techniques will be used. Topics explored will be in adherence to Institutional Review Board processes and policies, research design and methods, knowledge-based research techniques, research protocol data management, and national guidelines regarding human subject's research.

Prerequisites: Healthcare Statistics; Introduction to Healthcare Administration

HIM 4276 Health Information Management Professional Practice Experience
120 hours, 4 credits

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

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

HIM 4354 Strategic Planning and Development
40 hours, 4 credits

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

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

HIM 4482 Health Information Management Capstone
20 Hours, 2 Credits

A student-centered experience in the final quarter of the program. Students discuss practicum experiences and present administrative projects. It will include employment readiness and career preparation and study and preparation for the RHIA exam.

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

HIM 4537 Health Information Management Alternative Facility Professional Practice Experience
30 hours, 1 Credit

A 30 hour practical experience that will focus on a non-hospital environment of the students choice. The student must find and secure the site by networking early in their program. The experience will include health information-related shadowing, observation, and/or performance of tasks and must be approved by the instructor.

Prerequisite: Must be completed in the final quarter.

HSA 2010 Marketing and Communication in Healthcare
40 hours, 4 credits

This course is an introduction to marketing concepts and how they are applied in the healthcare industry. Topics include consumer buying behavior, business-to-business markets, market research techniques, pricing concepts, marketing channels, and promotional strategies and techniques.

Prerequisite: none

HSA 2117 US Healthcare Systems
40 hours, 4 credits

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

Prerequisite: none

HSA 3109 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 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.

Prerequisites: US Healthcare Systems, Principles of Management, Introduction to Human Resource Management, and Medical Office Procedures

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 healthcare will also be explored.

Prerequisites: Introduction to Healthcare Administration; Health Information Management

HSA 3383 Quality Improvement in Healthcare
40 hours, 4 credits

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

Prerequisites: Introduction to Healthcare Administration; Introduction to Health Information Management

HSA 3422 Regulation and Compliance in Healthcare
40 hours, 4 credits

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

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

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.

Prerequisites: Introduction to Healthcare Administration or Introduction to Health Information Management; College Math course

HSA 4110 Healthcare Operations Management
40 hours, 4 credits

In this course students examine the operations function of managing people, information technology, materials, facilities in the healthcare industry.

Prerequisites: Principles of Management, Introduction to Healthcare Administration

HSA 4124 International Healthcare
40 credits, 4 hours

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

Prerequisite: Introduction to Healthcare Administration

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 healthcare will be explored.

Prerequisite: Introduction to Healthcare Administration

HSA 4191 Healthcare Information Systems
40 hours, 4 credits

The Healthcare Information Systems course focuses on how healthcare institutions can use technology and information processes and solutions to assist in the diagnosis of diseases and the documentation of patient records and other data. It also addresses the strategies and techniques healthcare business professionals can use to help increase the quality of healthcare services and the efficiency with which the services are delivered.

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

HSA 4210 Advanced Healthcare Law and Ethics
40 hours, 4 credits

This course examines ethical theories and the principles of bioethics. Students will analyze these theories and principles and apply them to ethical problems in the health-care field. This course includes educational resources from Harvard Business Publishing.

Prerequisites: Employment Law, Medical Law and Ethics or Health Information Law and Ethics

✪ Designated Education courses
✚ Designated Health Sciences, Practical Nursing, and Technology courses
❖ Designated Design and Professional Nursing courses

COURSE DESCRIPTIONS

HSA 4922 Healthcare Management Capstone
30 hours, 3 credits
This online course is designed to allow students to integrate the knowledge and skills gained in the Healthcare Management BS program. Through case analysis, class discussion, and a research project, students will synthesize and demonstrate their understanding of core healthcare-management concepts via completion of a Capstone project approved by the instructor. Students have the opportunity to participate in an optional internship/externship project.

Prerequisites: Students must be enrolled in the Healthcare Management Bachelor's Degree program and in their last or second-to-last quarter

HSC 1410 Medical Writing,
Style and Grammar
30 hours, 3 credits
A focused look at English grammar, punctuation and sentence structure that will lend to accurate and appropriate medical documents being transcribed or edited. Common English language needs in medical transcription are explored, as well as correct use of number formatting, capitalization and abbreviations. Alike words will be studied and practiced and a medical terminology review will be mandatory.

Prerequisite: none

HSC 1531 Medical Terminology
40 hours, 4 credits
This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomic roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation.

Prerequisite: none

HSC 2641 Medical Law and Ethics
40 hours, 4 credits
A study of the United States legal system and court process with emphasis on legal and ethical issues within the healthcare environment. Fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics will be covered. The course will include a project that is specific to the student's program of study.

Prerequisite: none

HSC 4500 Epidemiology
40 hours, 4 credits
This course examines the patterns and causes of disease in populations, how diseases are documented, and how to analyze the data to understand disease causes.

Prerequisite: none

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

❖ *HUN 2202 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

HUS 1001 Introduction to Human Services
40 hours, 4 credits
Introduction to Human Services exposes the student to the many facets of human services work. Topics to be explored include programs, policies, history, politics, and how current economics shape programs. Human service intervention strategies utilized in daily practice are examined along with stresses faced in the workplace. Comparisons of human services systems from a variety of countries will also be examined.

Prerequisite: none

HUS 1320 Introductory Strategies
to Crisis Intervention
40 hours, 4 credits
This course sets the foundation for students to develop the morals, ethics, and attitude necessary to strategically help those in crisis situations. The values and ethics intrinsic to the human services profession will be explored, as well as developing interpersonal communication skills. Students will explore how human services professionals function as change agents and must therefore attain and develop a core of intervention knowledge, theory, and skills to effectively deal with people in crisis. The ability to create genuine and empathetic relationships with others is central to those entering the human services field. Intervention strategies are also explored.

Prerequisite: Introduction to Human Services

HUS 1551 Cultural Diversity
in Human Services
40 hours, 4 credits
This course will examine diversity in many communities and the cross-cultural service delivery available in those communities. Specific client populations will be explored, with an understanding of what cultural, physical, and mental diversity is and why it is important. Special attention will be paid to working with people of both mental and physical disabilities. Those disabilities include, but are not limited to, mental retardation, autism, and Asperger's Syndrome.

Prerequisite: Introduction to Human Services

HUS 2520 Abnormal Psychology
40 hours, 4 credits
In this course students will understand the applied discipline of abnormal psychology. In order to understand and change abnormal patterns of functioning humans in their communities, thoughts and behavior will be examined. Students will explore what is abnormal behavior and what is not in current society and cultures. Numerous applications will be examined, including a variety of mental health disorders, individuals who have difficulty functioning effectively in everyday life, the impact of family dysfunction on the individual, and the influence of mental illness on criminal behavior. Variables that may affect a person's ability to adapt and function in a community will be considered, such as one's genetic makeup, physical condition, learning, reasoning, and socialization.

Prerequisite: General Psychology

HUS 2540 Community Psychology
40 hours, 4 credits
Community Psychology focuses on the four systems which function in a community: the mental health system, the educational system, the criminal justice system, and the social service system. As human service professionals, students will analyze problems in these communities and will evaluate individuals functioning in these systems, offering both answers and proactive models of prevention. Community psychology works toward the empowerment of members within a community, while appreciating diversity and understanding human behavior. Social change will be examined as well as understanding that setting or environment is as important as the individual in it.

Prerequisite: General Psychology

HUS 2712 Organization and
Leadership in Human Services
40 hours, 4 credits
Working and managing within a human services organization takes high morals, standards, and ethics. Through this course, students will consider the complexity of moral and ethical dilemmas in navigating and managing in the human service industry. Students will learn decision-making techniques to include the necessary components for an ethical reasoning process. In order to have a strong foundation of practice, students will learn to how to build a strong ethical organization through culture, climate, and structure.

Prerequisites: Case Management: Strategies for Rehabilitation; Counseling Clients

HUS 2937 Internship for Human Services
250 hours, 9 credits
Field experience is a key learning experience in a human services delivery organization. It is a process of experiential learning that integrates the knowledge, theory, skills, and professional behaviors that are concurrently being taught within the classroom. It is an integral part of the total educational process.

Prerequisite: Students must be in their last or second-to-last quarter before graduation.
Co-requisite: Sophomore Seminar

HUS 2955 Human Services Capstone
50 hours, 5 credits
This course will provide students with an opportunity to integrate learning, skills, and knowledge from the Human Services program in the form of a Capstone Project. Contemporary issues and future trends will also be analyzed.

Prerequisite: Students must be in their last or second-to-last quarter.
Co-requisite: Sophomore Seminar

✚ *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 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.

Prerequisite: Networking Security

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. This course includes educational resources from Harvard Business Publishing.

Prerequisite: Computer Applications and Business Systems Concepts

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.

Prerequisites: Computer Applications and Business Systems Concepts, Introduction to Business

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 Applications and Business Systems Concepts

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

LBS 2030 Training and Development
40 hours, 4 credits
This course is a study of training and development fundamentals including how training relates to Human Resource Management and Human Resource Development, how internal and external factors influence employee behavior, and the role of adult learning in training. Students will examine how training needs are determined, best practices in developing and implementing training programs, and how to evaluate training efforts.

Prerequisite: Introduction to Human Resource Management

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. Reading and analysis of texts will include a variety of literary forms and periods. Students will engage in approaches to determining literary meaning, form, and value.

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: English Composition

✪ Designated Education courses
✚ Designated Health Sciences, Practical Nursing, and Technology courses
❖ Designated Design and Professional Nursing courses

COURSE DESCRIPTIONS

MA 265 Medical Assistant Externship
240 hours, 8 credits
Students will engage in an 11-week on-the-job Medical Assisting training experience in a physician's office/clinic or medical center. The extern will perform medical-assisting job duties in both the front-office administrative area and the back-office clinical area, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked. In the lecture portion of the course, students will learn job-search techniques and skills for entry-level medical assistants. Students will also prepare to sit for the Medical Assisting credential examination during this course (either the CMA or RMA depending on accreditation status).

Prerequisites: All Hepatitis B injections are completed; successful completion of background check; Attendance at Rasmussen Externship Meeting held by Program Coordinator; Attendance at externship site orientation (if required by site); Successful completion of all Medical Assisting core courses except Career Development; Approval of Medical Assisting Program Coordinator.

MAA 3060 Algorithm Analysis
40 hours, 4 credits
This course provides a detailed exploration of algorithm design and analysis, including greedy algorithms, divide and conquer, dynamic programming, and backtracking. Students will gain experience with searching and sorting techniques in practical applications. The course will emphasize the verification and analysis of time space complexity within a software design framework.

Prerequisite: Programming II; Probability and Statistics

MAC 1106 Advanced Algebra
50 hours, 5 credits
Students will learn about topics including functions and functional notation, domains and ranges in relation to functions, graphing functions and relations, and various function operations. Students will be able to solve linear equations and inequalities as well as quadratic equations and higher-order polynomial equations. This course will review algebraic technique as well as polynomials, factoring, exponents, roots, and radicals.

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

MAC 1200 Precalculus
40 hours, 3 credits
In this course, students will understand the application of function theory including the properties and behavior of various function types including polynomial, exponential, rational, polar, and parametric functions. The course emphasizes the comprehension of function behavior through graph plotting, both manual and through the use of graphing calculators. Students will develop solution sets for equations and inequalities.

Prerequisite: Advanced Algebra

MAC 2100 Calculus I
40 hours, 4 credits
This course takes students into a deeper exploration of functions within the framework of the Fundamental Theorem of Calculus. Topics including limits, derivatives, and methods of integration will be discussed. Students will cover numeric, graphical, and symbolic approaches to problem-solving for real-world scenarios. Technology including graphing calculators and computer applications will be used to solve problems and properly interpret results.

Prerequisite: Precalculus

MAC 2200 Calculus II
40 hours, 4 credits
In this continuation of the topics investigated in Calculus I, students will further explore the methods of integrations and the applications of integrals as well as power series and methods of differentiation. This course will cover the topics of convergence and divergence, and students will understand how to whether improper integrals are convergent or divergent.

Prerequisite: Calculus I

MAD 2112 Introduction to Discrete Mathematics
40 hours, 4 credits
This course provides the basis for proper mathematical reasoning in a computer science framework. Topics that students explore include propositional and predicate logic, proof strategies and inductive reasoning, sets, functions, elementary counting techniques, and number systems.

Prerequisite: Calculus I; Discrete Structures for Computer Science

MAD 3113 Applied Discrete Mathematics
40 hours, 4 credits
This course builds on the foundation established in Introduction to Discrete Mathematics with further exploration in logic and mathematical reasoning. Topics include combinatorics and graph theory, Boolean algebra, digital logic circuits, ordered sets, functional programming, models of computation, and computational complexity. Students will gain experience formulating mathematical proofs.

Prerequisite: Introduction to Discrete Mathematics; Calculus II

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 guidelines.

Prerequisite: none

MAN 2021 Principles of Management
40 hours, 4 credits
Students enrolled in this course will develop managerial skills and insights by studying management practices. In addition, they will develop an understanding of the manager/employee relationship and the legal and ethical issues that impact these relationships. This course includes educational resources from Harvard Business Publishing.

Prerequisite: none

MAN 2062 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 3040 Principles of Management II
40 hours, 4 credits
Through theory, self-analysis, and analysis of others, this course provides students with the knowledge, skills, and attitudes needed to become an effective manager. Specific topics covered include managing stress; solving problems; coaching, influencing, and motivating others; team-building; and leading change.

Prerequisite: Principles of Management

MAN 3210 Advanced Human Resource Management
40 hours, 4 credits
The purpose of this course is to enable the student to develop a broad exposure to new approaches, techniques, and future trends in the management of personnel. This course includes a study of the major functions in personnel management including job analysis, manpower planning, selection of personnel, performance evaluation, training and wage and salary administration.

Prerequisites: Principles of Management and Introduction to Human Resource Management; or Management of Health Information Services

✪ Designated Education courses
✚ Designated Health Sciences, Practical Nursing, and Technology courses
❖ Designated Design and Professional Nursing courses

MAN 3322 Human Resource Information Systems
40 hours, 4 credits
This course examines the role of human resource information systems in today's organizations and human resource departments. Key areas of focus include human resource information systems design, acquisition, and implementation. The role of these systems in talent acquisition and management is also examined.

Prerequisites: Computer Applications and Business Systems Concepts, Introduction to Human Resource Management

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: Introduction to Business

MAN 4143 Contemporary Leadership Challenges
40 hours, 4 credits
This seminar course examines current issues within the management field. This course is highly interactive in that both students and faculty are actively engaged in researching, presenting, and discussing course materials. In addition to gaining in-depth exposure to a current key topic in the field, students learn to become active and effective members of a professional learning community.

Prerequisite: Principles of Management

MAN 4240 Organizational Behavior Analysis
40 hours, 4 credits
This course is designed to explore human behavior in work settings from an interdisciplinary perspective. The following topics will be studied and analyzed from a management perspective: organizational structure, leadership, power, conflict management, individual and group dynamics, motivation, morale, and communication.

Prerequisite: Introduction to Business

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 analyze theories and strategies utilized in staffing, planning, recruiting, and selection and performance assessment. This course includes educational resources from Harvard Business Publishing.

Prerequisites: Principles of Management, Introduction to Human Resource 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. This course includes educational resources from Harvard Business Publishing.

Prerequisites: Principles of Management, Introduction to Human Resource 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. This course includes educational resources from Harvard Business Publishing.

Prerequisite: Principles of Management

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 developing effective negotiation and conflict management skills.

Prerequisite: Introduction to Business

MAN 4602 International Business
40 hours, 4 credits
This course provides management students with an introduction to international economic, political, cultural and business environments. Students will develop a basic understanding and appreciation of the myriad factors involved in managing people within a global workforce.

Prerequisite: Principles of Management

MAN 4720 Strategic Management
40 hours, 4 credits
This course is designed to integrate prior business courses through study, discussion, and creation of strategic management plans. Students will evaluate the key functions of organizations and integration of these functions to understand the best practices used to achieve competitive advantages. Topics will include strategic formulation, implementation, and evaluation.

Prerequisite: Introduction to Business

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: Principles of Management

MAN 4900 Management Capstone
30 hours, 3 credits
In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, contemplating, and applying theoretical concepts studied throughout their degree in creating a solution for an actual management need. This course is designed to be taken during the student's last quarter. Students have the opportunity to participate in an optional internship/externship project.

Prerequisite: Business Bachelors student in last or second-to-last quarter.

MAP 3010 Probability and Statistics
40 hours, 4 credits
This course explores the concepts of conditional probability, random variables, expectations and distributions, sample spaces, moment-generating functions, and the central-limit theorem. Further topics include an introduction to estimation, confidence intervals, and hypothesis testing. Students will be able to generate random variables through experimentation, and they will understand how to apply statistical concepts to computational applications.

Prerequisite: Introduction to Discrete Mathematics

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 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

COURSE DESCRIPTIONS

MAR 2230 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: Principles of Marketing

MAR 2374 Online Multimedia Marketing
40 hours, 4 credits
This course explores emerging and innovative business and marketing technologies and techniques such as weblogs and podcasting. In addition to investigating the newest communication tools, this course will also address creating and evaluating proposals, media purchasing and online public relations.

Prerequisite: Internet Business Models and E-Commerce

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: Internet Business Models and 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 3295 Internet Marketing, Public Relations and Social Media
40 hours, 4 credits
This course is designed to give students an in depth understanding of E-Marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives. Key areas of focus include email marketing, social media, and online PR.

Prerequisite: Internet Business Models and E-Commerce

MAR 4355 Web Analytics
40 hours, 4 credits
This course teaches the fundamentals of how to use web analytics concepts, tools, and techniques to harness the power of an organization's website to create measurable business value, increase customer retention, and build customer loyalty.

Prerequisites: Search Engine Marketing, Internet Business Models and E-Commerce

MAR 4582 Internet Law
40 hours, 4 credits
This course gives students an in-depth understanding of Internet law and how it applies to online commerce and today's business transactions.

Prerequisite: Business Law

MAR 4721 Advanced Search Engine Marketing Strategies
40 hours, 4 credits
This course is designed to give students an in-depth understanding of search engine optimization and search engine marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives.

Prerequisite: Search Engine Marketing

MAT 1031 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.

MAT 1727 College Statistics
50 hours, 5 credits
In this course students will develop basic statistical literacy along with the ability to analyze and evaluate real-life problems using statistical methods. Students will learn to organize and present quantitative data by means of graphical and numerical methods. Topics include descriptive statistics, basic probability theory, discrete and continuous probability distributions, sampling distributions, estimation, hypothesis testing, analysis of variance, and simple linear regression.

Prerequisite: Passing grade in Foundation coursework or placement determined by placement test 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 1206 Clinical Skills I
60 hours, 4 credits
In this course students will begin their study of the essential and basic core of front-office and back-office medical-assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including communication and technology, patient centered care, safety and emergency plans, patient assessments and encounters, medical documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. They will follow applied-learning approaches to all skill-development and performance objectives.

Pre or Co-requisites: Human Anatomy and Physiology I, Medical Terminology, Attendance of Programmatic Orientation in first quarter

MEA 1207 Clinical Skills II
60 hours, 4 credits
Students will continue their study of the essential and basic core of back-office medical assisting skills. They will master knowledge and skills including patient examination and assessment, performing electrocardiography, performing venipuncture, performing medication administration, minor surgical procedures, procedures for medical emergencies, first aid and CPR, and behaviors influencing health. They will also learn basic steps for finding employment and advancing in their careers. Students will follow applied-learning approaches to all skill development and performance objectives.

Prerequisites: Clinical Skills I; Human Anatomy and Physiology I; Medical Terminology
Pre- or Co-requisite: Human Anatomy and Physiology II

MEA 1243 Pharmacology for the Allied Health Professional
40 hours, 4 credits
Students in this course will learn the pharmacology concepts necessary for a variety of allied-health programs. They will study drugs according to their therapeutic applications. They will examine pertinent physiology and related diseases before discussing the pharmacology of the drug. Students will also learn basic regulations that apply to drugs.

Prerequisites: Medical Terminology; Human Anatomy and Physiology I, or Structure and Function of the Human Body

MEA 2203 Pathophysiology
50 Hours, 5 credits
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems.

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

MEA 2267 Laboratory Skills for Medical Assisting
60 hours, 4 credits
In this course students will study medical laboratory procedures and techniques that are significant to medical and laboratory assistants and other healthcare professionals. They will learn about laboratory equipment and safety, and issues of patient confidentiality. They will learn to collect specimen samples by venipuncture and patient instruction and perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing.

Prerequisite: Clinical Skills II
Pre- or Co-requisite: Pathophysiology

MEA 2290 Radiography Skills
40 hours, 3 credits
A comprehensive study for limited scope of practice in radiography. Skills and processes covered will be: radiation protection, equipment operation and quality control, image production and evaluation, and patient care and education, along with radiographic procedure modules that will cover each anatomic region. The course is designed to prepare students for the examination for Limited Scope of Practice in Radiography and possible employment as an X-ray operator.

Prerequisite: Anatomy and Physiology II

MEA 2804 Medical Assistant Externship
240 hours, 8 credits
Students will engage in an 11-week on-the-job Medical Assisting training experience in a physician's office/clinic or medical center. The extern will perform medical-assisting job duties in both the front-office administrative area and the back-office clinical area, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked. In the lecture portion of the course, students will learn job-search techniques and skills for entry-level medical assistants. Students will also prepare to sit for the Medical Assisting credential examination during this course (either the CMA or RMA depending on accreditation status).

Prerequisites: All Hepatitis B injections are completed; successful completion of background check; Attendance at Rasmussen Externship Meeting held by Program Coordinator; Attendance at externship site orientation (if required by site); Successful completion of all Medical Assisting core courses except Career Development; Approval of Medical Assisting Program Coordinator, Completion of a 2-Step Mantoux screening test within 6 months of starting externship

MMC 3209 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

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

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 2134 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 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 Operations Management
40 hours, 4 credits
This course provides an introduction to technologies and tools available for call centers and their applications. Starting with the importance of site selection, facility design and management, this course will progress systematically through the process of developing a call center from inception to execution.

Prerequisite: none

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 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

MSS 2203C Trigger Point Therapy
40 hours, 3 credits
This course is an introduction to Trigger Point Therapy. Students will have the facts of scientific data of a Trigger Point. Students will have the knowledge of the physiological symptoms of a Trigger Point. An emphasis will be on the significance of musculoskeletal disorders and how to manage these with Trigger Point Therapy.

Prerequisite: Deep Tissue Massage

MSS 2240C Sports Massage
40 hours, 3 credits
This course provides students with the knowledge of how to apply pre-event, immediate, post-event, and restorative massage. Students will have the knowledge of various injuries and the physiological effects that the body endures in athletic events. Students will have an understanding of different stretching applications to a client.

Prerequisites: Introduction to Massage Therapy, Kinesiology

✿ Designated Education courses
✚ Designated Health Sciences, Practical Nursing, and Technology courses
❖ Designated Design and Professional Nursing courses

COURSE DESCRIPTIONS

MSS 2271 Pathology for Massage Therapy
40 hours, 4 credits
This course, which is intended as a general one-quarter overview of pathology for Massage Therapy and allied health students, will cover the most basic concepts and terminology of health and disease. Students will acquire the knowledge of different disorders. Focus is on the structure, nature, causes, diagnostic procedures, and treatment of the most common diseases of selected human body systems.

Prerequisite: none

MSS 2287C Alternative Modalities
40 hours, 3 credits
This course introduces the basic knowledge of Shiatsu, Reflexology, and Aromatherapy. Students will have an understanding of the five element theory, meridians and chakras. The students will be able to incorporate principles of reflexology and aromatherapy into a massage session.

Prerequisites: Introduction to Massage Therapy, Kinesiology

MSS 2807L Clinic I
40 hours, 2 credits
In this course the student will perform a minimum of 40 hours in the Massage Clinic, performing at least 15 full body massage treatments. A supervisor will be present to evaluate and guide the student's performance. Students are evaluated on hands-on skills and SOAP Charting.

Prerequisites: Human Anatomy and Physiology II, Kinesiology II, Deep Tissue Massage

MSS 2808L Clinic II
80 hours, 4 credits
In this course the student will perform a minimum of 80 hours in the Massage Clinic performing at least 30 full body massage treatments. A supervisor will be present to evaluate and guide the student's performance. Students are evaluated on hands-on skills and SOAP Charting.

Prerequisite: Clinic I. This course is recommended for a student's last quarter.

❖ *MTB 1381 Math for Game and Simulation*
    Production I
    40 hours, 4 credits
This course has been designed to teach concepts in linear algebra. The course covers linear equations and matrices, and how these can be applied in various situations. In addition, topics will include determinants, vectors in the plane, and how to calculate cross determinants.

Prerequisite: College Algebra

❖ *MTB 2381 Math for Game and Simulation*
    Production II
    40 hours, 4 credits
This course builds on topics introduced in Math for Game and Simulation Production I. These topics include graphing and solving equations; polynomial, rational, logarithmic, and exponential functions; analytic geometry; and determining equations from the shape of a graph.

Prerequisite: Math for Game and Simulation Production I

MTS 2005 Introduction to Medical Transcription
40 hours, 4 credits
An introduction to the profession of medical transcription and medical editing. Topics covered will be the medical transcription process and the skills needed as well as technology and equipment used, work scenarios and work stations, employer expectations, salary methods, the job search, and professional associations. The student will explore the lifecycle of the patient record and how electronic health records impact the profession. Speech recognition and other technology will be presented along with resources that a medical transcriptionist will need to use on the job.

Prerequisite: Medical Terminology
Pre- or Co-requisite: Medical Writing, Style and Grammar

MUS1300 Music Appreciation
40 hours, 4 credits
Students will study the development of representative musical styles and techniques in this course. Students will learn about the formal structure of music and the significant figures that have shaped the various periods in musical history.

Prerequisite: none

❖ *NUR 1020C Fundamentals of Nursing*
    250 hours, 13 credits
This course provides a foundation for the nursing program. It introduces the student to the history and practice of nursing, including the standard of nursing practice. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. Critical thinking as embodied in the nursing process is emphasized and the concept of the nurse as provider of care, manager of care and member of the nursing profession is incorporated into the course content. This course integrates community health concepts and prepares entry-level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting. Normal functional health patterns are explored in the context of the physical, biological and social sciences.

Prerequisite: Comprehensive Pharmacology

❖ *NUR 1144 Comprehensive Pharmacology*
    40 hours, 4 credits
This online course provides an overview of essential concepts and principles of pharmacology as applied in the nursing management of client care, to include an overview of drug classifications, drug actions/interactions, and therapeutic and adverse reactions to medications. Students demonstrate proficiency with the use of problem-solving skills and mathematical calculations necessary to perform the nursing role. This course provides the foundation for subsequent coursework.

Prerequisite: none

NUR 1144L Comprehensive Pharmacology Lab
40 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. This course includes the practice and demonstration of medication administration.

Prerequisite: none
Co-requisite: Comprehensive Pharmacology

❖ *NUR 1211C Adult Nursing I*
    250 hours, 13 credits
This is the first of three adult-health nursing courses. In this course, students continue to develop their role as a member of the profession of nursing as a provider of care to clients across the lifespan with uncomplicated medical surgical alterations in health. Pathophysiologic mechanisms of diseases are covered as well as assessment and nursing management with a special emphasis on the chronically ill client. The course curriculum includes concepts that are socially diverse, cultural, and ethnic in nature with regard to the care of clients across the lifespan to include both adult and geriatric clients. This course integrates community health concepts and prepares entry level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. The role of the nurse as provider of care, communicator, manager, and member of a profession are expanded and provide the framework for clinical applications and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.

Prerequisites: Comprehensive Pharmacology, Comprehensive Pharmacology Lab, Fundamentals of Nursing

❖ *NUR 1460C Maternal-Child Nursing*
    240 hours, 12 credits
In this course the student continues to develop the role as a member of the profession of nursing as a provider of care to women, children and families in meeting their basic needs in a variety of settings. This course integrates community health concepts and prepares entry-level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. Emphasis is placed on knowledge and skills relating to the pediatric population and the childbearing family. The role of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for the clinical application and evaluation in pediatric and childbearing settings.

Prerequisite: Adult Nursing I

❖ *NUR 2711C Adult Nursing II*
    250 hours, 13 credits
This is the second of three adult-health nursing courses. The focus of this course is on the care of adults with altered health status in acute care and psychiatric settings. In this course, students continue to develop their role as a member of the profession of nursing as a provider of care to clients with more complex medical-surgical alterations in health. Emphasis is placed on knowledge and skills relating to advanced adult healthcare in medical-surgical and psychiatric settings. The course curriculum includes concepts that are socially diverse, cultural, and ethnic in nature with regard to the care of clients across the lifespan to include both adult and geriatric clients. This course integrates community health concepts and prepares entry level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. The role of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.

Prerequisites: Fundamentals of Nursing, Comprehensive Pharmacology, Adult Nursing I

❖ *NUR 2712C Adult Nursing III*
    250 hours, 13 credits
This is the third of three adult-health nursing courses. The focus of this course is on the care of adults with altered health status. This concentrated clinical course in an acute care setting promotes the student's transition from student to graduate with its emphasis on management of care and leadership, functional health patterns, professional behaviors, communication. Clinical decision making, caring interventions, teaching and learning, collaboration, and managing care activities in a broad in-depth application of the nursing process in the clinical management of group of patients. The course curriculum includes concepts that are socially diverse, cultural, and ethnic in nature with regard to the care of clients across the lifespan to include both adult and geriatric clients. This course integrates community health concepts and prepares entry level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.

Prerequisites: Foundations of Nursing, Comprehensive Pharmacology, Comprehensive Pharmacology Lab, Adult Nursing I, Maternal-Child Nursing, Adult Nursing II

❖ *NUR 2820 Nursing Role and Scope*
    20 hours, 2 credits
This course is designed to assist the graduating student in the transition to the role of the registered nurse. Client care management concepts and the legal, ethical, and professional responsibilities of the registered nurse are stressed.

Prerequisites: Maternal-Child Nursing, Adult Nursing II
Co-requisite: Adult Nursing III

❖ *NUR 3177 Health Assessment*
    40 hours, 4 credits
This course focuses on client assessment and the formation of a nursing diagnosis with an emphasis on the evaluation of health risks and health education. This course is designed to develop the student's knowledge and skills for obtaining and recording a systematic, comprehensive health history and physical examination of the adult client. Opportunities will be presented that provide for the synthesis of nursing, biologic, psychologic, and sociocultural knowledge and theories as they apply to the findings obtained in the comprehensive health assessment of adults. Interviewing and clinical examination skills will be utilized to gather and analyze data relevant to common health problems.

Prerequisite or Co-requisite: Quality and Safety in Nursing

❖ *NUR 3205 Applied Pathophysiology*
    40 hours, 4 credits
This course focuses on the basic understanding of pathophysiology related to human illness with an emphasis placed on cellular alterations in organ systems as they relate to selected disease states. Opportunities will be presented that provide for the use of critical thinking processes to analyse diverse client presentations of selected illnesses for symptomatology, pathophysiology, and health care implications.

❖ *NUR 3418 Introduction to Alternative*
    and Complementary Therapies
    40 hours, 4 credits
This course explores the use of alternative and complimentary therapies in healthcare. Topics include examining safety issues, evidence based health care, and the various types of complementary and alternative therapies. Students will gain an understanding of alternative and complimentary therapies used in healthcare.

Prerequisite: Transcultural Nursing

❖ *NUR 3508 Quality and Safety*
    in Nursing Practices
    40 hours, 4 credits

This course focuses on the critical review of current quality and safety issues in healthcare and guidelines and systems impacting healthcare agencies. Topics include quality and safety issues in nursing and healthcare, QSEN competencies, Joint Commission Standards, and Magnet Status. Students will gain understanding of contemporary quality and safety standards and best practices for quality and safety initiatives in healthcare settings.

Co-requisite: Dimensions of Professional Nursing

❖ *NUR 3655 Transcultural Nursing*
    40 hours, 4 credits
This course focuses on cultural responses to health and illness as they influence individuals and families. Topics include comparative analysis of communication, current problems, issues, health care beliefs, values, and practices of different systems and cultural norms as they affect health care practices and the profession of nursing. Nursing interventions that integrate varying cultural health practices will be explored.

Prerequisite or Co-requisite: Health Assessment

♲ Designated Education courses
✚ Designated Health Sciences, Practical Nursing, and Technology courses
❖ Designated Design and Professional Nursing courses

COURSE DESCRIPTIONS

❖ **NUR 3816 Dimensions of Professional Nursing**
40 hours, 4 credits
This course provides a transition experience for the RN to BSN student. Nursing theory, philosophy and roles will be explored in the context of expanding scope and responsibility of nursing practice.

Prerequisites: Admission into the Program

❖ **NUR 4165 Nursing Research**
40 hours, 4 credits
This course provides an overview of the skills needed to read, understand, analyze, and utilize nursing research. Statistical methods will be discussed as well as the types of research available in nursing. Further emphasis is placed on the relationship between theory and practice and the identification of researchable nursing problems. Students will learn systematic approaches for acquiring knowledge and defining issues related to evidence-based practice and research. Students will learn systematic approaches for acquiring knowledge and defining issues related to evidence-based practice and research.

Prerequisite or Co-requisite: Quality and Safety in Nursing

❖ **NUR 4529 Public Health and Community Nursing**
40 hours, 4 credits
This course provides an overview of concepts and theories related to public health and community health nursing. Topics include core functions and essentials of public health, health promotion and prevention, population focused practice, community assessment, and interdisciplinary collaboration to meet diverse client needs in diverse settings.

Prerequisites or Co-requisite: Transcultural Nursing and Nursing Research

❖ **NUR 4773 Leadership and Management in Nursing**
40 hours, 4 credits
This course explores leadership and management theories and concepts in nursing. Emphasis will be placed on nursing leadership roles in safety and improvement priorities in the work environment that will encourage organizational excellence. Additional topics include leadership styles, decision making, planned change, conflict resolution, communication, and outcome management/evaluation. Further focus will be placed on pertinent legal issues faced by nursing leaders and analysis of the current research pertinent to management.

Prerequisites: Successful completion of all other BSN courses
Co-requisite: Nursing Capstone

❖ **NUR 4870 Nursing Informatics**
40 hours, 4 credits
This course provides a basic understanding of nursing informatics to include the review and analysis of various information system applications within the health care system. Theoretical models of nursing informatics will be reviewed as well as data acquisition, data management, and information processing. Emphasis will be placed on managing health care data within the social, legal, and ethical context of modern nursing.

Prerequisite: Quality and Safety in Nursing

❖ **NUR 4909 Nursing Capstone**
40 hours, 4 credits
This course is designed to be a synthesis and application of concepts studied throughout the program. Students may self select a capstone project to demonstrate mastery of student learning outcomes. The capstone project will address quality and safety in nursing. Upon completion of this course, students will be prepared to promote quality and safety in nursing.

Prerequisites: Successful completion of all other BSN courses
Co-requisite: Leadership and Management in Nursing

OST 1100C Keyboarding I
40 hours, 3 credits
This course introduces students to the keyboard and basic formatting for business documents. An objective of 25 wpm on five-minute timed writings with 5 or fewer errors is the course goal.

Prerequisite: none

OST 1611 Medical Transcription I
80 hours, 4 credits
The student will transcribe medical reports of medical specialties from CD-ROM, edit medical reports generated by speech recognition from various specialties, and apply knowledge of medical terminology, anatomy, and physiology to the transcription and editing process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms, as well as proper report format.

Prerequisites: Medical Writing, Style, and Grammar; Introduction to Medical Transcription; Medical Terminology; Keyboarding I

OST 1461 Medical Office Procedures
40 hours, 4 credits
This course is designed to provide students with an understanding of the administrative duties performed in the medical office. Concepts covered include: preparing, filing and maintaining medical records; knowledge of the various types of health insurance coverage, coding and reimbursement; confidentiality and guidelines for releasing health information; and effective oral and written communication skills.

Prerequisite: Medical Terminology

OST 1764C Word for Windows
40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Word. Students will be introduced to word processing features ranging from the creation of new documents to mail merge and web pages. This course is designed to help prepare students for the Word portion of the MOS certification exam.

Prerequisite: Computer Applications and Business Systems Concepts

OST 2465 Medical Administration Capstone
10 hours, 1 credit
This capstone class is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administrative, and medical office management skills.

Prerequisite: Medical Administration student in last or second-to-last quarter.
Co-requisite: Sophomore Seminar

PHA 1500 Structure and Function of the Human Body
40 hours, 4 credits
This course provides a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems.

Prerequisite: none

PHI 1405 Introduction to Philosophy
40 hours, 4 credits
This course provides students with an introductory understanding of the fundamental questions of philosophy, and an opportunity to develop their own attitudes and beliefs as they seek greater knowledge. Some of the topics students will explore include what it means to be human, the nature of reality, what is truth, morality, free will, and the nature of the self. Significant figures that have played a vital role in developing various fields of philosophy will also be introduced.

Prerequisite: none

PHI 2103 Introduction to Critical Thinking
40 hours, 4 credits
A study of the rules of valid judging and reasoning, both inductive and deductive, in a traditional, language-centered context rather than a symbolic context. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements. Logical analysis is applied to concrete problems dealing with our knowledge of reality.

Prerequisite: English Composition

PHI 2671 Ethics
40 hours, 4 credits
This course is designed as a study of ethical practices and principles and its relationship to personal and social morality. Emphasis is placed on the application of ethical theories to problems faced in business and society.

Prerequisite: none

❖ **PHY 3930 The Physics of Gaming**
40 hours, 4 credits
This course has been designed to teach the foundations of physics. In order to accurately depict events in a "game environment", the game/simulation programmer must understand the underlying physics principles that determine resultant actions in the physical world and have those principles conveyed in the "game world." Among the topics that will be covered in this course include Newton's Laws of Motion, kinematics, and the conservation of momentum in physical systems. Where appropriate some hands-on activities will be done to help illustrate important principles for the students.

Prerequisite: Math for Game and Simulation Production II

PLA 1013 Introduction to Law and the Legal System
40 hours, 4 credits
Students will examine the American legal system from a variety of perspectives. They will survey topics including essential history, the working structure of government, issues of court procedure, and specific legal concepts. In addition, they will investigate the role of the paralegal in the legal system, and the impact of legal ethics on the paralegal. Paralegal students will gain a foundation for further paralegal study, and students from other disciplines will gain an appreciation of the legal system's impact on their disciplines. Students will prepare a resume as part of this course.

Prerequisite: none

PLA 1203 Civil Litigation and Procedure I
40 hours, 4 credits
Students will examine the lawyers and paralegals' roles in handling civil cases and the means by which the objectives of litigation may be achieved. Strategy and mechanics of civil procedure will be explored in depth, and students will be required to prepare complaints, motions, and answers.

Prerequisite: Introduction to Law and the Legal System

PLA 1223 Civil Litigation and Procedure II
40 hours, 4 credits
Students will continue to develop and refine litigation skills. The course will focus on discovery, pre-trial procedure, trial procedure, post-trial procedure, and initial appellate documents.

Prerequisite: Civil Litigation and Procedure I

PLA 1310 Paralegal Ethics
40 hours, 4 credits
This course provides a strong theoretical and practical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in paralegal studies, but also how to resolve these issues with sound moral decisions and proper responses.

Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate

PLA 1573 Contracts: Managing Legal Relationships
40 hours, 4 credits
This course will provide students with a practical approach to the law of contracts. The class discussions and assignments will include analyzing contracts, breach of contracts, and the remedies provided for a breach of contract.

Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate

PLA 2320 Legal Research
40 hours, 4 credits
This course introduces the Legal Research process for paralegals. An overview of legal source materials and how and when they are incorporated in the legal research process will be examined. Students will develop information literacy skills specific to the Paralegal field by working with primary sources, like state and federal enacted law and secondary sources, like legal encyclopedias, treatises, and state specific practice books. Students will develop skills such as legal application, analysis, and synthesis skills by identifying and classifying the best sources that apply to legal problems. Students will evaluate the relevance of sources for specific problems and critically evaluate the level of authority of various legal sources.

Prerequisite: Introduction to Law and the Legal System or enrolled in Certificate

PLA 2330 Legal Writing
40 hours, 4 credits
After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and to an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written opinions. Students will use the results of their research from the Legal Research course in connection with at least three (3) significant writing projects, including memoranda of law. High level communication skills will be developed to effectively communicate in writing to different potential readers, including clients, attorneys in an office, trial court judges, and appellate panel judges. Analysis and preparation of high level legal content as well as formatting, citation rules, and other items needed for writing in this field will be developed. Students will organize an appellate brief which requires specific, rule based, formatting and structural content. This content includes items such as tables of cases and other authorities, a table of contents, statement of the case, argument, and conclusion.

Prerequisites: Legal Research; English Composition

PLA 2435 Corporate Law
40 hours, 4 credits
This course will provide students an overview of the formation, operation, and dissolution of the corporate entity. Stockholders rights and remedies as corporate owners will be examined. Corporate documents and corporate formalities will be discussed.

Prerequisite: Introduction to Law and the Legal System

PLA 2476 Employment Law
40 hours, 4 credits
Students will develop an understanding of selected legal issues involved in human resource management. Legal issues to be addressed include: labor relations, employee rights, sexual harassment, diversity, and compensation and benefits law. The primary orientation of the course will be to enable learners to recognize the spirit and purpose of the legal framework of enterprise so that learners can embrace compatible strategies and avoid cutting corners in the short-run, which can ultimately result in major disasters.

Prerequisite: Introduction to Human Resource Management

✪ Designated Education courses
✚ Designated Health Sciences, Practical Nursing, and Technology courses
❖ Designated Design and Professional Nursing courses

COURSE DESCRIPTIONS

PLA 2587 Torts: Auto Accidents
and Other Legal Injuries
40 hours, 4 credits
This course examines the fundamentals of tort law and provides a basic understanding of the principles of tort litigation. Through classroom discussions, projects and supervised library research, students will develop an overview of causes of actions in torts and their relevancy to the paralegal.

Prerequisite: Introduction to Law and the Legal System

PLA 2610 Real Estate Law
40 hours, 4 credits
This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare 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 2732 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.

Prerequisite: Introduction to Law and the Legal System

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 2816 Paralegal Capstone
50 hours, 5 credits
This course will provide students with an opportunity to integrate learning, skills, and theoretical knowledge from the Paralegal program in the form of real-world paralegal activities simulated in the online environment. Interview videos will be reviewed and analyzed, paralegal files completed, and "electronic office" and "paperless office" methods will be practiced.

Pre- or Co-requisite: Law Office Technology; Students must be in their last or second-to-last quarter.

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 his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship.

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

POS 2020 American/U.S. National Government
40 hours, 4 credits
This course presents the development and evolution of the American national government with emphasis on the structures and processes of our representative democracy, including its ties to culture, politics and policies, political parties, and state and local governments.

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: none

✛ *PRN 0000C Nursing Foundations*
120 hours, 6 credits
This introductory course is comprised of both a theory and a clinical component. Students are introduced to the concepts and nursing abilities required to meet basic human needs. Emphasis is placed on safety, psychomotor skills, therapeutic communication, and adult growth and development. The student must achieve a variety of nursing competencies to successfully complete this course.

Prerequisite: Fundamentals of Practical Nursing II

✛ *PRN 0110C Pediatric Nursing*
110 hours, 6 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 or co-requisites: Nursing II and Maternal-Child Nursing

✛ *PRN 0120C Maternal Child Nursing*
80 hours, 4 credits
This course introduces maternal-child nursing and is comprised of both a theory and clinical component. Students explore concepts relevant to care of the obstetrical, newborn, and pediatric patient as well as sexuality and fertility issues. Emphasis is placed on family-centered care. Obstetrical content includes progression through pregnancy, childbirth, and postpartum care including newborn and high-risk infant care. Pediatric content includes concepts of growth and development and fundamentals of health maintenance, health promotion, and disease prevention.

Prerequisite: Nursing I

✛ *PRN 0201C Nursing I*
90 hours, 5 credits
This course is an introduction to medical/surgical nursing and is comprised of both a theory and clinical component. Content includes nursing documentation, medication administration, the nursing process, and transcultural considerations. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the cardiovascular and respiratory systems.

Prerequisites: Foundations of Nursing; Introduction to Pharmacology; Human Anatomy and Physiology I
Co-requisites: Psychosocial Nursing

✛ *PRN 0202C Nursing II*
120 hours, 6 credits
This course is a continuation of Nursing I and is comprised of both a theory and a clinical component. Content includes surgical care, fluid and electrolyte balance, pain management, and care environments. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the reproductive, musculoskeletal, urologic, and endocrine systems.

Prerequisites: Nursing I

✛ *PRN 0203C Nursing III*
120 hours, 6 credits
This course is a continuation of Nursing II and is comprised of both theory and clinical components. Emphasis is placed on basic pathophysiology, diagnostic procedures, common treatment modalities, nursing interventions, and critical-thinking skills for patients with disorders of the digestive, blood, lymph, integument, immune, and neurological systems. Modalities of care across the healthcare system are discussed.

Prerequisites: Nursing II

✛ *PRN 0401C Psychosocial Nursing*
80 hours, 4 credits
This course presents an overview of the underlying principles of psychiatric/mental-health nursing and how those concepts transcend practice settings; it is comprised of both a theory and a clinical component. Content includes therapeutic interventions, pathophysiology, psychopharmacology, current therapies, and rehabilitation for the patient experiencing psychiatric/mental-health alterations. Emphasis is on therapeutic communication, patient-nurse boundaries, and holistic care.

Prerequisite: Nursing Foundations
Co-requisites: Nursing I, General Psychology

✛ *PRN 0500C Geriatric Nursing*
80 hours, 4 credits
This online course explores care for the older adult and is comprised of both a theory and a clinical component. The content builds on previous learning experiences to incorporate a more in-depth study of the normal aging process to assure comprehensive nursing care for the older adult patient. Content will address the psychological, cultural, spiritual, legal, and ethical aspects related to geriatric nursing care. 45 Hours of clinical experience in a geriatric setting will be provided.

Prerequisites: Fundamentals of Practical Nursing; Foundations of Nursing; Comprehensive Pharmacology; Comprehensive Pharmacology Lab

✛ *PRN 1700C Fundamentals of Practical Nursing*
140 hours, 8 credits
This course provides students with a foundation in understanding the healthcare culture. This includes roles people play in the healthcare setting, effective communication techniques, basic knowledge in wellness and disease, ethical concerns affecting the healthcare setting, basic computer and math skills, and basic employability skills. The course also provides students with the skills needed to become a nursing assistant. Topics include communication, ethics, patient care, and various types of support needed for the patient.

Prerequisite: Acceptance into the Practical Nursing program

✛ *PRN 2934 Nursing Seminar*
150 hours, 8 credits
This online course examines the role of the practical nurse. Content includes the history of nursing, practical nursing scope of practice, legal and ethical considerations, and NCLEX-PN review. Content is designed to facilitate transition from the role of student to the role of graduate practical nurse. Emphasis is placed on assuming personal accountability for nursing actions. The importance of participation in continuing educational activities is emphasized. 90 Hours of clinical experience will be provided.

Prerequisites: Fundamentals of Practical Nursing, Foundations of Nursing; Nursing I; Nursing II; Nursing III

PSY 1012 General Psychology
40 hours, 4 credits
This course will provide students with a general understanding of basic methodologies, concepts, theories, and practices in contemporary psychology. Areas of investigation may include the goals and research methodologies of psychology, the science of the brain, theories of human development and intelligence, concepts of motivation and emotions, the science of sensation and perceptions, and the current practices pertaining to psychological disorders, therapies, and treatments.

Prerequisite: none

PTN 1001 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 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: Introduction to Pharmacy

PTN 2050 Pharmacy Technician Capstone
30 hours, 3 credits
This course is an overview of all pharmacy technician program courses and concepts, with an emphasis on the reviewing and preparation of materials which comprise the Pharmacy Technician Certification Board examination.

Prerequisite: Pharmacy Technician student in 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

PTN 2340 Unit Dose and Medication Preparation
40 hours, 3 credits
In this course, the student will apply knowledge of medication charts and pharmacy math to correctly dispense and chart delivery of patient medications 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

REL 3131 American Religious History
40 hours, 4 credits
A survey of the contribution of religion to American culture, including the differences between rural and urban society, the development of religious freedom and the rise of a "secular religion." Examines the emergence of new forms of belief and practice and the variety of religious issues confronting American society today.

Prerequisite: none

✿ Designated Education courses
✛ Designated Health Sciences, Practical Nursing, and Technology courses
❖ Designated Design and Professional Nursing courses

COURSE DESCRIPTIONS

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 2011 Risk Management and Insurance
40 hours, 4 credits
A survey of the general principles of risk management and insurance and their role in business. Topics include the relationship of risk transfer, risk avoidance, and risk retention to risk management and loss control methods as used for decision making in human resources and finance. Emphasis is placed on the risk management process which includes the identification of risks, evaluation of risks, and selection of an appropriate management response, implementation, and review.

Prerequisite: Introduction to Human Resource Management

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

RMI 4020 Risk Management
40 hours, 4 credits
This upper-level business course explores the elements of risk management and insurance essential to the business environment. This course will develop the rationale for risk-management systems and examine the environments in which they operate. Students will learn, analyze, and evaluate approaches to measuring and managing risks in various business environments.

Prerequisite: Introduction to Human Resource Management

SPC 2017 Oral Communication
40 hours, 4 credits
This course will present students with a broad understanding of communication in a variety of contexts. Students will learn the processes and strategies of oral communication by exploring speech anxiety, audience analysis, and organizational speech patterns. Students will research, use supporting materials, and use effective language to develop and present a narrative, informative and persuasive speech.

Prerequisite: none

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 2021 Introduction to Statistics
40 hours, 4 credits
In this course students will develop basic statistical literacy along with the ability to analyze and evaluate real-life problems using statistical methods. Students will learn to organize and present quantitative data by means of graphical and numerical methods. Topics include descriptive statistics, basic probability theory, discrete and continuous probability distributions, sampling distributions, estimation, hypothesis testing, analysis of variance, and simple linear regression.

Prerequisite: Passing grade in Foundation coursework or placement determined by placement test score.

STA 4025 Advanced Statistics
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: Introduction to Statistics

SYG 1000 Introduction to Sociology
40 hours, 4 credits
This course introduces students to basic sociology terms and concepts. Students will understand how to apply sociological concepts and theories and analyze the structure and relationships of social institutions and the process of social change. Students will explore a variety of topics of sociological interest, including socialization, social inequality, social movements, and the impact of technology and social change on society.

Prerequisite: none

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 despoilation, drug abuse, mental illness and others will be explored.

Prerequisite: Introduction to 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
This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business.

Prerequisite: Financial Accounting II

TAX 3010 Taxation of Individuals
40 hours, 4 credits
This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business. Focus is on income, exclusions, deductions, exemptions, credits, property, gift, estate tax and depreciation.

Prerequisite: Financial Accounting II

TAX 4011 Advanced Federal Tax Theory
40 hours, 4 credits
This course provides advanced instruction in the tax laws as implemented by the Internal Revenue Service, addressing individuals, corporations, and partnerships.

Prerequisite: Taxation of Individuals

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

ZOO1206 Introduction to Zoology
40 hours, 4 credits
In this course students will explore introductory topics in the biology of animals. Students will learn about the structure, function, and physiology of animals, and their role in the Earth's ecosystems. Students will also have an opportunity to study animal genetics, growth, and behavioral and reproductive patterns in this course.

Prerequisite: none

✪ Designated Education courses
✚ Designated Health Sciences, Practical Nursing, and Technology courses
❖ Designated Design and Professional Nursing courses

ACADEMIC INFORMATION AND COLLEGE POLICIES

Rasmussen College Admissions Nondiscrimination Policy

Rasmussen College is committed to the principle of equal opportunity in education. Rasmussen College admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status to all the rights, privileges, programs, and other activities generally accorded or made available to students at Rasmussen College. Rasmussen College does not discriminate against individuals on the basis of race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status, in the administration of its educational policies, admissions policies, scholarship and loan programs, and other Rasmussen College administered programs and activities. Otherwise qualified persons are not subject to discrimination on the basis of disability.

Student Definition

The word "student" means the student himself or herself if he/she is the party to the contract, or his/her parents or guardian or another person, if the parent, guardian, or other person is party to the contract on behalf of the student.

Class Content

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

Class Standing

Rasmussen College determines class standing by the number of credit hours a student has completed. The College assigns class standings according to the following criteria:

Freshman	0-36 credits completed
Sophomore	37-72 credits completed
Junior	73-129 credits completed
Senior	130 or more credits completed

College Acceptance or Rejection of Application for Admission

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

• Completed application form and enrollment agreement

• Application fee received by College

• An attestation of high school graduation or equivalency. If any information provided on the attestation is found to be false, the student will be subject to immediate dismissal from the College, all credits will be invalidated and any financial aid will have to be repaid.

• Completed Entrance Placement Examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College.

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

• All financial arrangements are complete, submitted and verified

• For selected programs, applicants must also pass a criminal background check. See additional information.

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

• International Students are required to submit the following in addition to that shown in order to apply for admission to Rasmussen College:

– Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student's education level equivalent to U.S. secondary education standards.

– TOEFL test score of 500 paper-based or 173 computer-based.

– Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that (1) you are or expect to be a full-time student pursuing a degree at Rasmussen College; (2) you meet our admissions requirements; (3) you proved to us that you have enough financial resources to study and live in the U.S. without working illegally or suffering from poverty.

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

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

Background Checks

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

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

• Accounting
• Business Management:
  Child Development Specialization
• Criminal Justice
• Early Childhood Education
• Health Information Management
• Health Information Technician
• Healthcare Management
• Human Services
• Law Enforcement
• Law Enforcement Academic
• Law Enforcement Skills
• Massage Therapy
• Medical Administration
• Medical Assisting
• Medical Laboratory Technician
• Nursing
• Paralegal
• Pharmacy Technician
• Practical Nursing
• Professional Nursing
• Professional Nursing: Mobility Degree

Entrance Assessment

The STEP (Student Testing for Educational Placement) exam is used for entrance assessment. Based on the outcomes in the areas of English and math students are placed in the following courses:

Subject	Score	Course Placement
Writing	0-16 items correct	Not eligible for admission
Writing	17-24 items correct	B080 Reading and Writing Strategies
Writing	25-35 items correct	ENC 1101 English Composition
Math	0-16 items correct	B099 Foundations of Math
Math	17-35 items correct	Lower-division Math coursework

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 that it uses to evaluate and improve the quality of learning and teaching. The academic assessments used measure incoming student skills through a placement test to determine students' reading, writing, and numeracy skills; ongoing skills in a formative fashion in individual courses; and end of program skills through various program outcomes assessments.

At designated points in their programs of study students are required to complete with a passing grade a seminar course. Students who have completed E242 Career Development prior to summer quarter of 2011 will not be required to take the seminar course. Following is the most common method by which students will complete

the various seminar courses, but there may be some variation from this depending on course sequencing or other scheduled courses that are required for a student's program completion.

• Students must complete the freshman seminar as part of certificate course requirements the quarter they are scheduled for the E242 Career Development course.

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

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

• Students must complete the senior seminar the quarter in which they finish the Bachelor's Degree requirements to graduate from a Bachelor's Degree program.

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

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

In addition to this general background check, applicants to the Law Enforcement programs must submit to a Minnesota Bureau of Criminal Apprehension background check. Applicants to the Human Services, Medical Assisting, Medical Laboratory Technician, Pharmacy Technician, Surgical Technologist, and Nursing programs must also submit to a Minnesota Department of Human Services background check, in addition to the general background check.

A student enrolling in any of the designated programs must complete a Background Release Form, as well as a Background Check Attestation. Campuses will be notified directly of applicants whose background check results are clear. If the background check reveals a potential problem, Rasmussen College will review the applicant's background to determine whether the applicant is eligible to start the program. If a student is not eligible for a program, he/she is also not eligible for financial aid while attending school for that program, and any financial aid funds disbursed must be returned to the lender. This also applies to a student whose appeals are denied. If a student is determined ineligible for admission, the following must be completed:

– All Title IV, state and grant aid (Grants, Scholarships and VA) must be returned.

– The student must return all course materials.

– If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course materials.

– If a student chooses to appeal their termination from the school, all appeals must be completed by the end of the first quarter, or the student may not continue to the next quarter.

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

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

A pre-adverse action letter informs the student that the College is about to take adverse action by either not allowing the applicant to enroll in a certain program, or removing a student from a certain program, based on the background check. After receiving a pre-adverse letter the student may contact the background check firm directly to dispute the information contained in the background check. Within seven days of sending the pre-adverse action letter the College will send the student an adverse action letter indicating the action to be taken. The Director of Admissions will contact the applicant to explain the options available.

If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The College will review the appeal and issue a final decision. A student whose appeal has been denied has the right to request to file one request for reconsideration of their appeal, but must provide supplemental or additional information to support such a request for reconsideration.

ACADEMIC INFORMATION AND COLLEGE POLICIES

These Programs May Also Be Offered Online

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

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

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

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

Applying to the Surgical Technologist Program
Applicants must achieve a score on the STEP placement exam above that requiring a Foundation course as detailed in the current Rasmussen College catalog. Applicants must be able to qualify for Math and English Composition coursework even if plans are to transfer credits from a previously attended program. Former or current students who have achieved a STEP score above that requiring a Foundation course are not required to repeat the STEP test.

Once applicants have achieved a sufficient STEP score, they will be scheduled for the Evolve A2 entrance exam. Applicants must pay a $75 nonrefundable testing fee (covering the exam, and the study guide to be issued to the student) at time of scheduling. Applicants will take the Evolve A2 at a Rasmussen College campus. To be considered for admissions, applicants must achieve a score of 70% in the areas of Math, Vocabulary, Reading, and Grammar.

Applicants who achieve the required Evolve A2 score will be contacted by the College to complete the following:
· Application
· Application fee
· Background screening
· Any additional program-specific requirements as specified at the time of enrollment. A Health Physical may be required and completed within the six months prior to Internship/Practicum as specified by the clinical facility.

Applicants who wish to repeat the Evolve A2 to increase their score must submit a $30 nonrefundable re-test fee. Current students in other programs wishing to transfer into a course of study requiring the admissions standards outlined above will be required to take or retake the Evolve A2.

Once the applicant file is complete, the College will schedule an interview between the applicant and Program Coordinator/Director.

Students accepted into their program will receive a letter from the College via certified mail.

The College may choose two additional applicants as alternates to join the program if another applicant is deemed ineligible or decides not to begin class. These two alternates must complete all the necessary steps for admission. Alternates will be guaranteed the opportunity for enrollment into the next cohort provided they remain eligible for admission.

Students must attend programmatic orientation as well as general orientation or risk being dismissed from the cohort.

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

1. STEP Entrance/Placement Exam: An applicant must achieve an acceptable score on the STEP entrance/placement exam above that requiring a Foundation course as detailed in the current Rasmussen College Catalog. Applicants must be able to qualify for Math coursework and English Composition even if plans are to transfer credits from a previously attended program. Former or current students that have taken the STEP and have scored above that requiring a Foundation course are not required to repeat the STEP test. Once it has been determined that an applicant has scored sufficiently on the STEP, the School of Nursing Entrance Exam may be scheduled.

2. School of Nursing Entrance Exam. Applicants who have successfully completed STEP will be given access by admissions to the online registration process for the School of Nursing Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a nursing program of study for which they qualify. Applicants not meeting the exam score requirement determined by Rasmussen College at its sole discretion upon first attempt may register for one additional attempt. Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing.

3. Complete Application Requirements: Applicants successful in completing the STEP and the School of Nursing Entrance Exam must complete the following prior to being deemed eligible for an interview with the Dean of Nursing:
- Rasmussen College Application
- Submit Official College Transcripts
- Health Physical and proof of vaccinations
- BLS-CPR with Defibrillator
- Criminal Background Screening
- Any additional program specific requirements as specified at the time of enrollment.

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

Entrance requirements for Software Application Development Associate's and Computer Science Bachelor's Programs
Minimum scores of 22 on the Math portion and 25 on the Writing portion of the STEP test are required for entry into each program. Also required are two letters of reference and a 750-word essay. Please speak with a program manager for details.

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

Entrance Requirements for Health Information Management Bachelor's Program
Applicants pursuing admittance into the Health Information Management BS degree must possess an AS in Health Information Technology/Management from a CAHIIM accredited program or have an AS degree and possess a current RHIT credential.

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

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

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

Developmental Education and STEP Re-test Policy
The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level 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 or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundations courses are prerequisites, or their equivalents, do not need to take the STEP test. Returning students who have not successfully completed the Foundations courses, their equivalents, or the courses for which Foundation courses are prerequisites 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 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 Foundation courses as prerequisites, must first successfully complete the Foundation courses. Students enrolled in Foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program.

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

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

Foundation Courses Timeframe
To help ensure student success, students requiring a Foundation course must complete one such course in their first full quarter of enrollment. Additionally, all required Foundation courses must be taken in the student's first two full quarters of enrollment. If a student withdraws from or does not pass a Foundation course, the student must successfully complete that course in the subsequent full quarter of enrollment or the student will be dismissed from the college. Foundation courses are B080 and B099. A "full quarter" excludes the mid-quarter start.

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

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

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

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

Grading System Percentage Scale

A	100 TO 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%

ACADEMIC INFORMATION AND COLLEGE POLICIES

Point Scale
Alphabetical Grading System
Grade of SX applies to Foundation and College Experience courses. Grade of UX applies to Foundation and College Experience courses. Grade of WX applies to Foundation, Military Leave, and Medical Leave Withdrawals.

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 Foundation, Seminar courses, or College Experience course
T0	NA	Test-Out
TR	NA	Transfer In Credit
U/UN	NA	Unsatisfactory or failure to meet speed requirement
UX	NA	Unsatisfactory Foundation, Seminar courses, or College Experience course
W/WD	NA	Withdrawal
WX	NA	Foundation Withdrawal or Medical Leave Withdrawal
ZF	NA	Failure to complete audit course requirement
ZP	NA	Successful completion of audit course

Health Sciences Programs Grade Scale
The following grade scale applies to all ES, HIM, MA, ML, MT, PB, PT, ST and M coursework.

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
Students are required to earn at least a "C" in their Nursing courses. This applies to all NU, NUR, HUN, PN, and PRN coursework level 000 through 2999. The grading scale for these courses is as follows:

Letter Grade	Percentage Range
A	94-100%
B	85-93%
C	78-84%
F	Below 78%

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

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

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

All grades are to be credits successfully completed with the exception of the 'W/WD' and the 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."

Foundation Course Grading
1. All Foundation courses are satisfactory/unsatisfactory (SX/UX) courses. In each of these courses, the final exam comprises 40% of the final grade. The remaining 60% of the final grade is determined by other coursework.

2. Students automatically pass B080 Reading and Writing Strategies if they achieve a score of 73% or more on the final exam/end of quarter post-test in this class.

3. Students automatically pass B099 Foundations of Math if they achieve a score of 17 or more (out of 35 items) on the final exam/end of quarter post-test in this class.

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

Foundation Course Grading Scale

Reading and Writing Strategies
SX	73% or more	UX Below 73%

Foundations of Math
SX	73% or more	UX Below 73%

Repeating Failed Courses
Failed courses may be retaken, but only at regular tuition rates. Students repeating a course may count the credits for that course in a financial aid award calculation only if the original grade earned is an "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 at regular tuition rates. The credits for all repeated courses will be included in credits attempted for the purposes of determining the satisfactory progress evaluation checkpoint, along with the credits from the first time the course was taken. The passing grade earned from a repeated course will replace the grade in the student's cumulative GPA from the first time the student took the course. The student's GPA should be recalculated to reflect the new letter grade.

Students who fail a required course twice and have a grade point average of 2.0 or greater may be able to switch to another program that does not include the course as a required part of the program curriculum without going through the program appeal process. Students who fail a course twice, and who cannot switch to another program as determined by the program change appeal process, will be terminated from the College. Those students cannot return to the College until they successfully complete an equivalent to the course elsewhere and transfer it back in to Rasmussen College, in accordance with meeting the transfer of credit requirements. In the case of credit transfer, the "TR" replaces one "F/FA" grade for purposes of GPA calculation. However, all of the course credits, both failed and transferred, count in the student's Cumulative Completion Rate (CCR).

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. 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. 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 Dean must be informed of all incompletes granted. Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:
   a. The work to be completed must be regularly assigned work, identified in the course syllabus.
   b. The student can reasonably be expected to complete the work by the deadline.
   c. The student's grade will be substantially improved.
   d. The student has demonstrated a commitment to completing work in a timely fashion.
   e. Granting the incomplete is truly in the best interest of the student.
   f. By completing the work, one of the following will apply:
      i. The student will learn substantive information by completing the work.
      ii. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.

4. 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.

5. 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.

6. 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.

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 one week 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 second 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 later or 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 appeals.

Program Changes
A student in good academic standing at the end of the current quarter will be allowed to change programs at the start of the next quarter as long as the request has been received prior to Friday of the first week of a quarter break.

A student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog who is changing to a lower credential within the same program, or a student who is selecting a different specialization within the same program, or a student who is requesting to change catalogs within the same program at the time of the request will be allowed to make the change regardless of the number of prior program changes. No appeal process is required. The request for the program change must be received prior to Friday of the first week of a quarter break.

A student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the end of the current quarter and does not meet any of the criteria above must file an appeal with the campus Program Change Appeal Committee. As part of the appeal process, the student will be required to submit a letter following the appeal process guidelines. The appeal will either be approved or denied based on a review of academic standing and progress to date with Rasmussen College and the information provided in the appeal letter.

 A complete description and requirements of the program change appeal process is available through the Campus Registrar. A clear background check is required for enrollment in certain programs as determined in the background check section of the catalog. Students who do not successfully pass a background check will be terminated from the College. All program change appeals must be received no later than Friday of the first week of break prior to the start of the quarter in which the student wants to change programs.

If a student chooses to change his/her academic program, the student defaults to the current catalog curriculum requirements. On occasion, a student may remain in his/her original catalog, assuming the desired program is still offered. A student who chooses to change programs must provide written authorization in the form of a completed change of status form and new enrollment agreement.

ACADEMIC INFORMATION AND COLLEGE POLICIES

High School Professional Program

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

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

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

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:

1. When and where they will meet each week.

2. Weekly objectives for work to be completed based upon the same weekly objectives defined by the syllabus for an on-site class.

3. Progress checks to be reviewed by the Dean.

4. Standards of academic quality for the work to be completed.

5. Deadline for all work to be completed at the end of the quarter.

Transfer of Previously Earned College Credit and Prior Learning Assessments

General Transfer Credit Policy

• Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.

• Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.

• Students must request that official transcripts containing coursework for review be sent directly to Rasmussen College. It is the student's responsibility to ensure that all official transcripts have been received by Rasmussen College.

• As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.

• A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credit conditionally awarded through the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College prior to the completion of the student's first quarter, after which the student will be required to complete the necessary credits in order to receive the degree.

• College-level courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be considered for college transfer.

• Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.

• Students in the Medical Assisting, Medical Laboratory Technician, and Associate's Nursing programs must complete at least 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.

• Students eligible and approved for the Surgical Technologist AAS Completer Block Transfer must only complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.

• Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.5 quarter credits. The calculated number is rounded down. Transfer credits based on a different unit of credit than quarters will be subject to conversion prior to being transferred.

• International transcripts must be evaluated by a NACES approved organization (National Association of Credential Evaluation Services) to ensure the student's credit transfer is equivalent to Rasmussen course content. The evaluation is the student's responsibility.

• Transfer credit is evaluated based on the program in which the student is enrolled.

• Credits earned at Rasmussen College will be transferred directly from one Rasmussen College campus to another. Only the classes that are applicable to the current program will be posted or calculated.

• Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average, but will be counted as credits attempted and earned for determining Satisfactory Academic Progress. All credits considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are also credits attempted.

• Courses which have been accepted for transfer will be listed on the student's transcript with a Transfer (TR) designation. Transfer credits which have been conditionally accepted pending the receipt of an official transcript will be listed with a Pending Transfer

(PT) designation. Any pending transfer credits still remaining at the end of the student's program will be removed and the student will be required to complete the program requirements in order to graduate.

• Courses for which a student has received credit by examination will be listed on the student's transcript with a Test Out (TO) designation.

• Courses for which a student has received credit through waiver will be listed on the student's transcript with a Course Waiver (CW) designation.

• When courses are not accepted for transfer, a student may file an appeal through the following process:

1. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.

2. The information will be reviewed by the College Registrar.

3. The student will receive written notice of the decision.

• Students who enter Rasmussen College are required to take the STEP placement exam. If a student tests at a level of remediation in English or Math, the College will not accept transfer of courses with prerequisites that require completion of the Foundations courses or passing the STEP exam. Once the student successfully completes the necessary Foundations courses or passes the placement exams, the College will then post the transfer credit pertaining to the specific course.

• The following Early Childhood Education externship courses cannot be transferred into the program from another program: EEC1860 Knowledge: Externship I, EEC1861 Application: Externship II, EEC1862 Reflection: Externship III.

Course By Course Transfer

• Course by course transfer credits from regionally or nationally accredited institutions of higher learning will be evaluated on course content. Most courses that are comparable in content will be accepted.

• Course must have the minimum number of credits to that of the Rasmussen College course.

• Only courses completed with a grade of C or higher will be eligible for transfer credit.

• Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade-point average. Grade-point averages and grades from courses taken at any of the Rasmussen College campuses, which pertain to the current program, will be computed in the student's final grade-point average.

• General education credits may be considered for transfer regardless of completion date.

• Credits in information technology or computer science/ computer applications must have been earned within the previous three (3) years of the assessment date.

• Associate Nursing Program (prefixes of PN/NU and NUR/ PRN in Florida) will not accept any core course transfers. For Associate Nursing program only, there is a five (5) year limit on Anatomy & Physiology, Microbiology, Human Biology, and Nutrition courses. All grades must be C or higher.

• Health Sciences core courses as designated by course prefix, have a three (3) year transfer limit.

• The following courses in the Medical Assisting Program are not transferable; MEA1206 Clinical Skills I, MEA1207 Clinical Skills II, MEA2267 Laboratory Skills, and MEA2804 Medical Assisting Externship

• Transfer of credit for Medical Laboratory Technician and Surgical Technologist core courses (ML and ST prefixes) is subject to successful completion of skills validation and program space availability.

• Seminar Courses cannot be transferred in from another institution of higher learning.

• For students in MN who enroll in the Law Enforcement Associate's, Law Enforcement Academic Certificate, or Law Enforcement Skills Certificate programs, transfer credits for law enforcement specific classes can only

be accepted if the incoming course is from a regionally accredited college that is POST Board approved. Students who have credits that are not transferrable are eligible to demonstrate competency by completing the course specific test out, if available.

2+2 Matriculation for Baccalaureate Candidates

For students, who have completed an associate's degree, who enroll in a Rasmussen College bachelor's degree in a similar program area (i.e., business degrees are required for business, accounting for accounting, criminal justice/ law enforcement for criminal justice), they will receive immediate junior-level standing.

• Rasmussen College AAS/AS graduates will receive actual credits earned up to 95 credits (97 in Illinois).

• A block of 90 quarter credits for graduates from outside institutions will be awarded.

• If a student has more AAS/AS credits than the enrolling program requires, then the student may have fewer upper-division courses to take. The School Director will provide a list of courses for reduction when needed.

• If the student has taken all of the required upper division courses and is still short credits, the remaining credits will be fulfilled by taking unrestricted electives.

• Students must complete the required number of total credits in the program to earn a Rasmussen College Bachelor of Science degree.

• For the Bachelor in Computer Science, the 2 year degree must be in an equivalent computer science field and have a programming course comparable to Programming II and a math course comparable to Calculus II in order to qualify. If those conditions are not met, the 2+2 policy cannot be applied.

• For the Bachelor in Health Information Management, qualifying associate degrees have to be from a CAHIIM accredited program and earned within the past 5 years. If the degree was obtained over 5 years ago, the student needs to have work experience in the health information industry within the last 5 years and be approved by the Program Coordinator. The student may also enroll if he/she has an RHIT credential and an earned Associate degree in any field. If so, the student needs to submit his/ her AHIMA membership card, showing it as current.

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

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

2) Business Programs:

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

b) Accounting AAS/AS – Transfer 44 lower level core credits in a block transfer and 32 lower level General Education credits for a total of 76 credits. In addition, these students will need to take Introduction to Human Resource Management, Medical Terminology, Medical Office Procedures and Medial Law and Ethics in the core.

3) The remaining core content necessary for the Healthcare Management degree will be provided in the 300 and 400 level core courses.

4) For students transferring credits in from the medical field with Medical Assisting or Health Information Technician AAS/AS degrees the degree must have been earned from an institution with programmatic accreditation.

ACADEMIC INFORMATION AND COLLEGE POLICIES

General Education Block Transfer for Baccalaureate Candidates

For students with a conferred degree, general education coursework will be transferred as a block regardless of conferred degree or degree sought through Rasmussen College.

- Conferred associates degrees may be posted as a 32 credit general education block.
- Conferred baccalaureate degrees may be posted as a 56 credit block (32 lower-level, 24 upper-level).
- All required general education courses must be met due to accreditation requirements.
- For those students without an earned degree, successfully completed general education credits will be applied.

Bachelor Completer Block Policy

For students who have successfully earned credits at one or more accredited institutions and do not have a conferred degree OR for students who have a conferred associate's degree, but not in a similar field as the bachelor's degree they are enrolled in.

- Students may transfer up to 121 credits (67% maximum of a Rasmussen College program).
- Course by Course transfer guidelines apply to required classes.
- Required general education courses must still be met.
- Transfer for upper division courses will be done on a course by course basis.
- Students must meet pre-requisite requirements for upper division coursework.
- Students may transfer up to 41 unrestricted lower division core credits.
- Unless a course has been transferred, a student must take all courses required in the program.
- Illinois students must meet the current general education category breakdown requirements.
- This policy is not applicable to the Health Information Management BS degree.

Medical Assisting Associate Degree Completer Block Transfer Policy

A total block transfer of 54 core credits may be allowed into the Medical Assistant AS program if one of the following criteria is met:

1. Graduated from a CAAHEP or ABHES accredited MA diploma or certificate program within the past 3 years and holds a current CMA RMA certification, or
2. Graduated over 3 years ago from a CAAHEP or ABHES accredited MA diploma or certificate program, but has worked as an MA within for the past 3 years and holds a current CMA/RMA certification.

Students may seek a course-by-course transfer credits or course waiver for MEA 2290 (Radiography Skills) only if they have a limited scope x-ray operators certificate. Students will need to complete 32 general education credits and E242 (Career Development).

RN to Bachelor of Science Nursing (RN to BSN) Policy

For students who have an unencumbered Registered Nurse license and have successfully completed an associate's degree in field, they will receive a block transfer of 113 or 109 credits, depending on state.

- Florida students will receive a block of 32 lower division general education classes plus a block of 81 lower division core classes.
- Minnesota residents will receive 77 lower division core, 32 lower division GE, and will need to complete 4 credits of unrestricted electives.
- Students who have the RN license alone will receive a block transfer of 81 (FL) or 77 (MN) lower division core credits. The 32 credits of lower division general education will need to be completed, unless transferred in from a college transcript.
- Upper division coursework, both core and general education, is transferable and follows the standard Course by Course Transfer Policy. All grades must be C or higher.
- There are no time limit restrictions on transfer of upper division coursework.
- There is no restriction on the total number of credits that may be transferred.

- RN-to-BSN is not available to Wisconsin residents.

Mobility Practical Nursing Block

Students who have successfully completed a practical nursing program and hold a current MN practical nursing license will receive credit in the mobility program for the following courses through block transfer:

– NU115 Comprehensive Pharmacology
– NU120 Adult Medical Surgical Nursing I
– NU125 Clinical Nursing Skills I
– NU100 Critical Thinking in Nursing
– NU205 Human Nutrition

Surgical Technologist AAS Completer Block Policy

Students who have graduated from a CAAHEP or ABHES accredited surgical technology diploma or certificate program and hold the CST (NBSTSA) certification will receive a total block transfer of 60 credits. Students will receive a block of 4 natural sciences general education credits plus a block of 56 core credits. Students will need to complete 28 general education credits and E242 Career Development.

Credit by Examination

- Enrolled students may request credit by examination for lower division courses if an exam has been developed. Credit by examination is not offered for upper division courses.
- An examination score of 83% or higher is required to earn credit by examination.
- The examination grade will be posted as Test-out (TO) on the student transcript.
- Credits earned count in the 67% transfer maximum.
- Credit by Examination will not count as credits for financial-aid eligibility.
- A credit by examination may be taken only once for each course.
- If a student has already attempted the course, as indicated by a posted W/WD or F/FA grade, no test-out attempt will be allowed.
- The following are not available for credit by examination: Program-specific Massage Therapy, Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing courses, and 200-level Pharmacy Technician courses. In addition, the Healthcare Information Technologies and Pharmacy Software/Automation/Insurance Billing, and Success Strategies, Career Development, practicum, or designated capstone courses are not available for credit by examination.

Medical Coding Practicum Waiver

- Students with a minimum cumulative GPA of 3.0 in their program major courses may request a waiver for the Medical Coding practicum coursework. Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the practicum.
- Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student's employer. The Program Coordinator/Director will inform the Campus Registrar of the result of the evaluation.
- If the waiver is granted, the grade will be posted on the student transcript as a Course Waiver (CW).

Foundations of Child Development; Early Childhood Curriculum and Instruction; and Health, Safety and Nutrition Waivers

- Students who have earned a CDA Credential within the past three years, awarded by the National Council of Professional Recognition, and are enrolled in the Early Childhood Education Associate's degree, Early Childhood Education Certificate, Early Childhood Education Diploma, or Business Management – Child Development Specialization Associate's degree may request a waiver from Foundations of Child Development; Early Childhood Education Curriculum and Instruction; and Health, Safety and Nutrition.
- The student's credential will be reviewed, and if the criteria are met, Rasmussen College will waive the

course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Technology and Design Waivers

- Course waivers will be considered for students who have select professional certifications from the Computing Technology Industry Association (CompTIA); Microsoft Certified Technology Specialist (MCTS); Cisco Certified Entry Networking Technician (CCENT); or CIW JavaScript certification.
- Course waivers will be considered for specific courses within the School of Technology and Design related to the certification.
- Certifications must have been earned within the last three years.
- The student's credential will be reviewed, and if the criteria are met, will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Health Sciences Waivers

- Course waivers will be considered for students who have earned the Certified Coding Specialist (CCS or CCS-P) from AHIMA. In addition, an X-ray operator license may also be considered.
- Certifications must be current.
- Course waivers will be considered for specific courses related to the certification.
- The student's credential will be reviewed, and if the criteria are met, will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

College Equivalency Credit

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

- Advanced Placement (AP) examinations administered by The College Board. A score of 3 or higher required. Applicable to General Education areas only.
- College-Level Examination Program (CLEP) examinations administered by The College Board. A score of 50 or higher is required. Applicable to General Education areas only.
- DSST, DANTES, Excelsior College Exams. Passing scores are determined by the individual test requirements. Applicable to General Education areas only.
- College credit for military service may be awarded upon review of a military transcript. Rasmussen College follows the American Council of Education (ACE) recommendations on transferring credit. These credits are usually listed on Sailor/Marine American Council on Education Registry Transcript (SMART), Defense Activity for Non-Traditional Education Support (DANTES) transcript, College Level Examination Program (CLEP) score, Coast Guard Institute (CGI) transcript, Army American Council on Education Registry Transcript System (AARTS) transcript and/or Community College of the Air Force (CCAF) transcript.
- Prior Learning Assessment (PLA) credits may be earned by going through the PLA process as established through The Council for Adult Experiential Learning (CAEL).
- Other types of college-equivalency courses and/or examinations may be evaluated for eligibility by the Campus Registrar.

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

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

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

In addition to these cross-curricular general education concepts and skills, the general education coursework that is part of degree and diploma programs is organized into categories, each of which emphasizes a set of general knowledge and content areas. In the areas of English Composition and Communication, students will demonstrate understanding of basic rhetorical strategies including audience, purpose, thesis statements, effective organization, and/or the use of adequate and relevant evidence.

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

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

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

General Education Requirements for Rasmussen College Credentials

BS degree candidates must successfully complete an additional twenty-four (24) upper-division general education credits beyond the lower-division credits required in an Associate's degree. These credits should be distributed across the following categories: Communication, Humanities, Math/Natural Sciences, and Social Sciences.

AS degree candidates in most programs must successfully complete thirty-two (32) credits of general education coursework distributed across the following categories: English Composition, Communication, Humanities, Mathematics, Natural Sciences, and Social Sciences. AS degree candidates in the Software Application Development program must successfully complete forty-five (45) credits of general education coursework distributed across the same categories.

Diploma programs include general education courses as designated by program. Certificate programs may not include general education courses because they are very career focused. Courses that are primarily developmental or remedial in nature, such as Foundation courses, may not be included in the general education total for any program.

Health Sciences Externships, Practicums, and Clinicals

Externships, clinicals and practicums for Health Sciences programs are to be conducted in Rasmussen-approved locations. Each practicum site will be established utilizing an agreement to determine the responsibilities of the practicum partner, Rasmussen College, and the participating student. Students may need to travel out of the immediate area to complete practicum activities. The cost of any such travel is the responsibility of the student. Practicums/Externships in Health Sciences programs have attendance expectations that differ from the general Rasmussen College Attendance Policy. These attendance policies can be found in the program-specific manuals/handbooks.

ACADEMIC INFORMATION AND COLLEGE POLICIES

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

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

Often, students will be offered a position towards the end of their rotation. It must be understood by both parties that should compensation occur for time associated with the practicum requirement, the student may be dismissed from the program and forfeit any accumulated hours.

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

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

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

Graduation Requirements
Degrees, diplomas, and certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by

examination, or other means. Students in the Medical Assisting, Surgical Technologist, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means. Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject.

Students must have a cumulative grade point average of 2.0 to receive a degree, diploma, or certificate with a passing grade in each area. Completion and submission of the Graduate Achievement Portfolio (GAP) is a graduation requirement for all programs regardless of length.

Certificates or transcripts of credits may be given to those students taking individual subjects or individual progress courses of study.

Transcripts
Transcripts for graduates and students who have completed their course of study are provided without charge; however a fee of $5.00 is charged for all other transcripts.

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

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

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

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

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

within 14 days of their last day of attendance, he or she may be 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.

Practicums/Externships in Health Sciences programs have attendance expectations that differ from the attendance policy above. These attendance policies can be found in the program-specific manuals/handbooks.

Consortium Agreement
Rasmussen College has signed consortium agreements among all Rasmussen College campuses.

Course requirements for programs may be completed at any of the campus locations, as the schools have common ownership and common courses, 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.

Rasmussen College Academic Integrity Policy
I. Introduction
As an institution of higher learning, Rasmussen College is committed to preparing students to be active, productive and successful contributors to a global community. In pursuit of this commitment, students, faculty and staff of Rasmussen College are expected to uphold the very highest business and personal ethics. Students of Rasmussen College commit to holding themselves and their peers to the foremost level of academic integrity, and accept responsibility should behaviors and actions fall short of the College's expectations.

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

b) **Cheating:** Distributing or receiving answers or information by any means other than those expressly permitted by an instructor for any academic exercise. Examples include:
 i. Copying answers, data, or information for any academic exercise from another student in which the student is not expressly permitted to work jointly with others.
 ii. **Impersonation:** Assuming another student's identity or allowing another person to complete an academic exercise on one's own behalf.

 iii. Using or attempting to use unauthorized materials, texts, devices, notes, information or study aids in any academic exercise (i.e., assignments, discussions, tests, quizzes, papers, labs).

c) **Collusion:** Knowingly assisting, attempting to assist, or receiving assistance from another student or students to commit academic misconduct, or conspiring with any other person in or outside of the College to commit misconduct.

d) **Destruction, Theft, Obstruction, Interference:** Seeking to gain unfair academic advantage by destroying, damaging, or stealing equipment or products of any academic exercise; or obstructing or interfering with an instructor's materials or another student's academic work.

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

f) **Plagiarism** is the act of representing an individual's or organization's words, thoughts, or ideas as one's own. Examples include:
 i. Using information (a paraphrase or quotation, in whole or in part) from a source without attempting to give credit to the author of that source.
 ii. Using charts, illustrations, images, figures, equations, etc., without citing the source.
 iii. Using an academic exercise (in whole or in part) purchased or copied from a ghostwriter or paper/essay mill.
 iv. Copyright infringement or piracy, including the use, alteration, or duplication of media, software, code, or information when expressly prohibited or where copyright exists or is implied.
 v. Submitting work previously graded in another course without prior approval by the course instructor; or submitting the same work in two or more concurrent courses without prior approval by all course instructors.

III. Violations
A student who violates the Academic Integrity policy faces severe penalty from the College. Violations may occur in one or more courses in one or more quarters and accumulate for all quarters in which the student is enrolled. Upon conclusion by the student's instructor and the student's Dean that the student has committed Academic Misconduct, the following penalties will be applied:
a) **First Offense.** The student will receive no credit on the assignment in question and will not be allowed to redo the work.
b) **Second Offense.** The student will be expelled from the course, and the final grade assigned for the course will be an 'F/FA'. The student may re-take the course, but the 'F/FA' will remain on the transcript even if the student retakes the course and earns a passing grade.

The College reserves the right to dismiss a student from the College if there are more than two offenses. A student dismissed from the College because of Academic Misconduct may not reenroll.

Students who commit Academic Misconduct also run the risk of harming future educational and employment opportunities. Reference forms sent by prospective employers and other educational institutions often ask for judgment and comment on a student's ethical behavior. As the form is sent at the behest of the student, the student waives any rights he or she may have under the Family Educational Rights and Privacy Act to keep Academic Integrity violations confidential.

IV. Concurrent Offenses:
A concurrent offense is an instance of Academic Misconduct that occurs at the same time as another instance of Academic Misconduct (i.e., two or more assignments submitted at the same time in the same or different courses), or instances of misconduct that occur prior to the student receiving notice of the immediate prior offense. Concurrent offenses will be treated as a single offense, and the appropriate penalty will be applied for all concurrent violations.

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

All Programs:
• **School of Business** • **School of Health Sciences** • **School of Justice Studies**
• **School of Nursing** • **School of Technology and Design**

$350 per credit for Foundation courses and all 1000-2000 level courses

$310 per credit for all 3000-4000 level courses

School of Nursing Programs:	Professional Nursing	$395 per credit
School of Health Sciences Programs:	Medical Assisting	$310 per credit
School of Education:	Early Childhood Education	$310 per credit

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

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

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

• Individual Progress students will be charged $350 per credit, plus the cost of books and other fees.

• Students not enrolled in an eligible program who elect to take courses without earning college credit are charged $275 per credit hour, plus the cost of books and other fees. This non-credit option is NOT available for courses beginning with a "EEC" "PRN" "PTN" "MLT" "CET" "CIS" "CNT" "DIG" "GRA" "CGS" "CTS" "COP" "ART" "CAP" "ISM" and "W". Students who elect to complete courses on a non-credit basis are not guaranteed full technology access; however, every effort will be made to provide technology resources. Transcripts denote a "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 $145 per credit hour.

ACADEMIC INFORMATION AND COLLEGE POLICIES

V. **Appeal:** A student who disagrees with a ruling of Academic Misconduct has one week to appeal the ruling to his or her Dean. All appeals are reviewed by the Academic Integrity Committee, which has one week from the time that they receive the appeal to thoroughly investigate and rule on the appeal. If the issue remains unresolved, the student may submit a written statement of appeal to the Assistant Vice President of Academic Affairs thereafter. Response will be given within 30 days.

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.

Some Health Sciences programs have uniform requirements. Please see your Program Manager or Program Coordinator for details.

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

Full-quarter drop/add period:
Students may add courses through the first Friday of the quarter, which is the close of the drop/add period.

When a student notifies the College of withdrawal from a class:

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student's transcript and tuition will not be charged.

2. Following the first week of the quarter and on or before the sixth Friday of the quarter, students will receive a W/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 courses through the second day of the mid-quarter term and may drop a course through the first Friday of the mid-quarter term, which is the close of the drop/add period.

When a student notifies the College of withdrawal from a class:

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student's transcript and tuition will not be charged.

2. Following the first week of the mid-quarter and on or before the third Friday of the 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.

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.

Rasmussen College Early Honors Program
High school seniors who have reached the minimum age of 16 have the opportunity to earn college credit through Rasmussen College's Early Honors Program.

The Early Honors Program is a great way for high school students to experience college while still supported by high school staff and mentors, try a course that may not be offered at the high school, or explore a possible future career by taking an introductory course.

Early Honors coursework is available to high school seniors who have reached the minimum age of 16 both on-campus or online with enrollment in the program dependent on space availability.

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

Students must complete an Early Honors Program Application, which includes a high school attestation indicating expected graduation date. Early Honors students are not required to submit an application fee.

• Students must have prior approval from a parent/ guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).

• Students must submit a signed Early Honors High School Approval Form.

• Students must be a high school senior and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00. Proof of GPA must be validated by a High School Counselor or Administrator on the Early Honors High School Approval Form.

• Students must score at least a 25 on the writing portion of the Rasmussen College STEP assessment to be accepted to the Early Honors Program.

• The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.

• A maximum of 20 Early Honors students will be accepted per quarter, per campus.

• To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.

• Seniors may take up to 4 credits per quarter without a tuition charge. The student must meet with the DOA and Dean before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule. After receiving a grade of B or higher in his/ her first class, the student can request a second class for the second quarter. A maximum of 24 credits per student can be taken in the Early Honors Program.

• Applicants will be accepted on a space available basis for each course selected.

• Early Honors students must meet all course prerequisites as listed in the catalog. Nursing courses designated with a "PN", "PRN" or "NUR" are not available to Early Honors students.

• Students must cover the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The college will provide specific information on each course, including textbook prices and technology requirements.

• Students will receive college credit toward a degree, diploma, or certificate at Rasmussen College for all successfully completed courses. Students who elect to pursue their education at another academic institution will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.

• Students will receive high school dual enrollment credit for successfully completed Early Honors courses at the discretion of the student's high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.

• Students may apply to a full program of study by completing an Application for Admission and submitting an application fee.

Limitations
This catalog was prepared using information current at the time of publishing, however all information contained herein is subject to change without notice at the discretion of the college. This includes but is not limited to the following: admission and graduation requirements, academic calendar, course descriptions and content, courses offered, online courses and programs, and statement of tuition and fees. For current calendars, students should refer to a copy of the schedule of classes for the term in which they enroll. The courses listed in this catalog are intended as a general indication of Rasmussen College's curricula. Courses and programs are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary. Students who maintain continuous enrollment will be able to complete their program at Rasmussen College even if the program is discontinued. Rasmussen College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty and to add or to delete certain courses, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and book prices.

Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impair one's eligibility to sit for these exams or to secure employment in one's chosen career field.

Pharmacy Technician students convicted of non-drug-related felonies may not be eligible to sit for the Pharmacy Technician Certification Board (PTCB) exam. Pharmacy Technician students convicted of drug- or pharmacy-related felonies ARE NOT eligible to sit for the PTCB exam.

Rasmussen College reserves the right to deny admission to applicants whose total credentials reflect an inability to assume the obligations of performance and behavior deemed essential by Rasmussen College and relevant to any of its lawful missions, process, and functions as an educational institution and business.

The administration of Rasmussen College reserves the right to address any issue in this catalog or its operations regarding its meaning.

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

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

Minimum Technical Requirements
In order to be successful in online courses, you must use a computer system that meets or exceeds the minimum technical requirements specified in the course. If you do not meet those requirements, you may need to attend a campus to complete some assignments.

Some courses require the use of software that is not Mac compatible. If you use a Mac, you may need to attend

a campus, use a PC, or run the software in Windows emulation mode in order to complete some required course activities and assignments.

Student Senate
The Student Senate assists the College in providing a successful, positive, and rewarding atmosphere by organizing campus events.

The Student Senate meets on a regular basis. Students are encouraged to participate in the open forum discussions or may petition to be one of the board representatives.

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

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

Exit Interviews
Students contemplating the termination of their education at Rasmussen College should contact the Academic Dean or Campus Director, and then the Student Financial Services Office. 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 Student Financial Services Office is available for your assistance for the duration of your student loan.

Rasmussen College reserves the right to withhold the release of academic information, and other records, pending settlement of any amount due the College.

Florida Cancellation, Termination, Refund Policy
If a student cancels, discontinues attending or is terminated from the College the following policy will apply:

• 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.

• 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.

• Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which he/she has been charged ("Period of Instruction"), all tuition and fees paid, except the application fee, will be refunded. If any books and supplies provided by the College are not returned unused and in a condition such that they can be returned to the supplier, the student will be assessed a fee of $100 per course for these books and supplies. All prepaid tuition is refundable.

• If a student has been accepted by the College and gives written notice of cancellation or termination after the start of the Period of Instruction for which they have been charged, but before completion of 60% of the Period of Instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the Period of Instruction shall not exceed the pro rata portion of the total charges for tuition, fees, and all other charges that the length of the completed portion of the Period of Instruction bears to its total length. After the completion of 60% of the Period of Instruction, no refund will be made.

ACADEMIC INFORMATION AND COLLEGE POLICIES

• In compliance with Iowa Code 714.23, the $100.00 course fee will be refunded for students who are residents of the state of Iowa.

• Student refunds are made within 45 days of the date of determination of withdrawal if the student does not officially withdraw. In compliance with Iowa Code 714.23, refund of tuition charges will be made within 30 days for students who are residents of the state of Iowa.

• The refund policy is not linked to compliance with the College's regulations or rules of conduct.

• Any promissory note instrument received as payment of tuition or other charge will not be negotiated prior to completion of 50% of the course.

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

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

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

c. If cancellation occurs after classes begin or after shipment of correspondence materials, a pro rata refund will be made of all unearned prepaid tuition, fees, and charges for books and supplies not issued to the student. Once books and supplies are issued and received by students, these become the property of students and refunds may be made only at the discretion of the private school.

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

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

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

Determination of whether a student is eligible to re-enroll is based on the criteria below:

If a student meets the following criteria, the student will be allowed to commence the enrollment process and re-enter as long as all other enrollment qualifications are met at the time of reentry: a student in good academic standing as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of the most recent withdrawal; as student has no outstanding balance owed to the College and the student has successfully completed any required Foundations Writing courses or placed into FEII, or

Reading or Writing Strategies previously or through retest, and has a previous clear background check.

A re-entry process will be initiated for a student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of the re-entry request and/or has an outstanding balance with the College or has not met the foundations course requirements at the time of the request. As part of the re-entry process the student will be required to submit a re-entry letter following the Re-entry Process Guidelines. The re-entry request will either be approved or denied based on a review of the student's current academic standing at the time of withdrawal, financial status and progress to date with Rasmussen College and the information provided in the Re-entry letter.

A complete description and the requirements of the re-entry application process is available through the Campus Registrar.

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

Return of Title IV Funds Policy
If a student withdraws or is expelled, they need to visit with the Campus Director or Dean to complete the Rasmussen College Notice of Change in Student Status form, which will begin the withdrawal process. Students are allowed to convey their withdrawal verbally or in writing to the Campus Director or Dean.

Rasmussen College uses the state-mandated refund policy to 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 45 days of the school's determination that the student withdrew.

In addition, loan post-withdrawal disbursements must be done within 180 days of the school's determination that the student withdrew. Rasmussen College credits the student's account for any outstanding current period charges. If there is any remaining post-withdrawal disbursement to be made to the student, an offer is made to the 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 Stafford Loans,

Subsidized Stafford Loans, and 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.

Military Leave and Refund
Rasmussen College supports its students who are also members of the armed forces. Military service members who are given official orders to deploy for state or federal needs, as well as their spouses, who cannot complete the academic quarter due to the deployment may withdraw without penalty from any or all classes in which they are enrolled, even if the established deadline for withdrawal has passed. These students are entitled to a full refund of tuition and mandatory fees for the term, subject to applicable laws governing federal or state financial aid programs and allocation or refund as required under those programs. The student will receive a grade of WX.

Any tuition refund will be calculated according to federal guidelines, and any remaining balance will be returned in accordance with the student's Excess Funds Form (completed upon enrollment).

Students in good standing who withdraw under this policy may be readmitted and re-enroll under the catalog that is current at the time of re-enrollment, without penalty or redetermination of admission eligibility, within one year following their release from active military service. Programs with specialized admissions requirements are excluded from this policy; students must meet those additional requirements at the time of re-enrollment.

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

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

Medical Withdrawals may be one of the following:

1. Medical Withdrawal: intended for students who do not plan to return to Rasmussen College.

2. Involuntary Medical Withdrawal: Initiated by campus Administration for students who are suspended or are dismissed due to conduct policy violations, or who pose a direct threat to themselves or others.

Students are treated as a drop/withdrawal for Financial Aid purposes and may end up owing a tuition balance. Students should see the Student Financial Services Office to determine the impact of a Medical Leave or Withdrawal.

Applying for a leave or withdrawal:
To apply for a Medical Leave or Medical Withdrawal the student must obtain the application form from the Campus Accommodations Officer, have it signed by the appropriate person(s) and return the completed form to the Campus Accommodations Officer.

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

Students must be cleared by all of the following once the re-admission application is received: Dean, Student Financial Services Office and Campus Director.

Policy Regarding Grades in the Event of a Medical Leave of Absence or Medical Withdrawal
1. If the student takes Medical Leave or a Medical Withdrawal on or before the close of the drop/add period the course(s) will be dropped without being recorded on the student's transcript and tuition will not be charged.

2. A grade of "WX" will be recorded for each course for which a student was registered if the student takes Medical Leave or Medical Withdrawal from the College at any time following the first week of the quarter.

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

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

All academic probations, warnings and dismissals take precedence over any Medical Leaves or Medical Withdrawals. If a student is already on probation or is placed on probation while on leave, the conditions of his or her probation are continued to the quarter in which he or she returns to the College.

Involuntary Medical Withdrawal Appeal Process
 A student who is placed on an Involuntary Medical Withdrawal may appeal the decision to the College President within three (3) business days (excluding weekends and federal and state holidays) of the decision. The appeal should be made in writing and should set forth the basis for the appeal. The College President (or their designee) has three (3) business days from receipt of the appeal (excluding weekends and federal and state holidays) to affirm or reverse the decision, which is then considered final. The College President (or their designee) may extend the time limits set forth above as necessary. While the appeal is pending, the original decision of Campus Administration will stand.

When a Student Wants to Return After an Involuntary Medical Withdrawal
Re-enrollment will require a completed re-admission application from the student along with a letter from the student's professional therapist and/or physician stating the student's medical situation and that the professional therapist/physician believes the student is able to return to Rasmussen College.

Students must be cleared by all of the following once the re-admission application is received: Dean, Student Financial Services Office and Campus Director.

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.

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

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

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

Amount of Institutional Share of the Title IV Refund

$$=$$

Remaining refund due to the State Aid Programs

Ratios are then determined for each of the State Financial Aid Programs as part of the total Non-Title IV financial aid disbursed to the student (for the period during which the student withdrew).

ACADEMIC INFORMATION AND COLLEGE POLICIES

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

Note that for purposes of calculating institutional charges in the State Refund Calculation, the definition for Title IV programs is used.

• Any remaining refund monies will then be applied to reduce the student's Minnesota State Grant award and/ or Minnesota SELF Loan.

• Any remaining refund monies will then be applied to any other sources.

Veterans Refund
In the event a veteran discontinues training for any reason, the College will retain a $10 registration fee. Any supplies or textbooks issued and paid for by the veteran become the property of the veteran. The remaining amount of prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance of training.

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

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

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

A Campus Director contacted by a person who may have been subjected to sexual harassment will give advice and guidance on both informal and formal procedures for solving the problem.

During the informal inquiry process, all information will be 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, if, in the course of the inquiry Rasmussen College finds that the circumstances warrant a formal investigation, it will be necessary to inform the person complained against.

Incidents should be reported within 30 days.

At any time during the procedures, both the person bringing a complaint and the person against whom the complaint is made may have a representative present in discussions with the Campus Director.

Resolutions and Informal Complaints
Anyone in the Rasmussen community may discuss an informal complaint with the Campus Director, Regional Vice President, Executive Vice President or President.

1. If the person who discusses an informal complaint with an advisor is willing to be identified to others but not the person against whom the informal complaint 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.

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 includes harassment based on sexual orientation. Sexual orientation harassment is verbal or physical conduct that is directed at an individual because of his/her sexual orientation and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

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

The respect and trust accorded a faculty member or other employee by a student, as well as the power 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 charges 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.

ACADEMIC INFORMATION AND COLLEGE POLICIES

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, 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, 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.

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 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.

Victims' Rights Under Sexual Assault Policy

If the assault is alleged to have been committed by a member of our college community on property owned by the College the following additional policy applies:

1. The victim is aware that criminal charges can be 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. Further information can be obtained from the following source:

   Florida Commission on Human Relations
   2009 Apalachee Parkway, Suite 100
   Tallahassee, FL 32301
   Phone: (850) 488-7082
   Toll-Free: 1-800-342-8170
   Fax: (850) 488-5291
   Website: http://fchr.state.fl.us
   E-Mail: fchrinfo@fchr.myflorida.com

   For Those with Communication Impairments:
   The Florida Relay Service Voice (statewide) 711
   TDD ASCII (800) 955-1339
   TDD Baudot (800) 955 - 8771

9. The campus administration will inform victims of their rights under the Crime Victims Bill of Rights, including the right to assistance from the Office of the Crime Victim Ombudsman and the Crime Victims Reparations Board. For further information refer to the Office of the Crime Victim Ombudsman website at http://www.ojp.state.mn.us/ (651-642-0550) or the Crime Victims Reparations Board website at http:/www.ojp.state.mn.us/MCCVS/ (651-282-6256).

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 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 or the Human Resources Department.

Weapons Policy

Rasmussen College prohibits the possession of weapons of any kind inside campus buildings. Prohibited items include but are not limited to firearms, BB/pellet guns, slingshots, paint guns, arrows, swords, and knives other than cooking utensils and utility/pocket knives with a blade length of 3 inches or less. This policy applies to all staff, faculty, students and visitors with the exception of licensed peace officers and law enforcement/security agents as allowed by applicable statute. The approved storage and use of weapons for training purposes as part of a School of Justice Studies program is also permitted. This policy includes both campus buildings and offsite events sponsored and controlled by the college including graduation ceremonies, internships, and clinical sites. This policy does not include Rasmussen College parking lots, where weapons are allowed to be stored in private vehicles unless prohibited by a separate parking ramp owner/operator. Rasmussen policy defers to agency/site-specific rules regarding School of Justice Studies training facilities.

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

ACADEMIC INFORMATION AND COLLEGE POLICIES

inaccurate or misleading. They should write the Campus 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. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.

5. The right to disclose – without the written consent or knowledge of the student or parent – information from a student's education records in order to comply with a "lawfully issued subpoena or court order in three contexts.

   a. Grand Jury Subpoenas – The institution may disclose education records to the entity or persons designated in a Federal Grand Jury Subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena 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. 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 Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.

   b. Students who feel they have an appropriate non-academic grievance should see the Campus Director for their campus. The Campus Director will investigate the grievance, attempt to resolve it, and issue a decision to the student.

   c. If the grievance is still not resolved, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.

Students or other interested parties may also contact:

• **Commission for Independent Education**
  Florida Department of Education
  325 West Gaines Street, Suite 1414
  Tallahassee, Florida 32399-0400
  (888) 224-6684

• **Minnesota Office of Higher Education**
  1450 Energy Park Drive, Suite 350
  St. Paul, MN 55108-5265
  (651) 642-0533

• **State of Wisconsin Education Approval Board**
  30 West Mifflin Street
  Madison, WI 53708-8696
  (608) 266-1996

• **The Higher Learning Commission**
  (www.ncahlc.org), a commission of the North Central Association of Colleges and Schools,
  230 South La Salle Street, Suite 7-500
  Chicago, IL 60604-1411
  (800) 621-7440 or (312) 263-0456

Appeal Procedure
Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. Individuals who feel they have been unjustly treated can request the Campus Director to hear their appeal. For appeals involving academic issues such as final grades, students should appeal first to their instructor within one week of the start of a subsequent term. If the issue remains unresolved after an appeal to the instructor, who will have one week from the time they are contacted by students to consider any such appeals, students should appeal to the Dean for their campus. If the issue remains unresolved after a thorough investigation of the matter by the Dean, who will have one week from the time they are contacted by students to consider any such appeals, students may submit a written statement of appeal to the Assistant Vice President of Academic Affairs thereafter. Response will be given within 30 days.

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

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

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party's actual damages. The arbitrator also shall have no authority to award attorney's fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly circumstanced Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator's fees and administrative costs of arbitration charged by the American Arbitration Association but otherwise the Student and Rasmussen College shall bear their own costs and expenses of the arbitration, including attorney's fees. Except as may

be required by law, no party to the arbitration nor an arbitrator may disclose the existence, content, or results of any arbitration 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, Inc. is the parent company of Rasmussen College, Inc., 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/CEO of Rasmussen College, Inc. and President of Rasmussen College*

– Craig E. Pines, *Executive Vice President*

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

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

State Contact Information for Student Complaints *

ALABAMA

Alabama Commission on Higher Education
P. O. Box 302000
Montgomery, AL 36130-2000
http://www.accs.cc/complaintform.aspx

ALASKA

Alaska Commission on Postsecondary Education
PO Box 110505
Juneau, AK 99811-0505
customer.service@alaska.gov

Alaska Office of Attorney General Consumer Protection Unit
1031 W. Fourth Avenue, Suite 200
Anchorage, AK 99501
attorney.general@alaska.gov
http://www.law.state.ak.us/pdf/consumer/FORM_complaint.pdf

ARIZONA

Arizona State Board for Private Postsecondary Education
1400 W. Washington Street
Room 260
Phoenix, AZ 85007
http://azppse.state.az.us/student_info/compliance.asp

ARKANSAS

Arkansas Higher Education Coordinating Board
Arkansas Department of Higher Education
114 East Capitol Ave
Little Rock, AR 72201
ADHE_Info@adhe.edu
http://www.adhe.edu/SiteCollectionDocuments/AcademicAffairsDivision/ICAC%20Rules%20and%20Regulations/APPENDIXJ.pdf

Arkansas State Board of Private Career Education
501 Woodlane, Suite 312S
Little Rock, AR 72201
sbpce@arkansas.gov
http://www.sbpce.org/complaint_process.html

CALIFORNIA

California Bureau of Private Postsecondary Education
P.O. Box 980818
W. Sacramento, CA 95798-0818
bppe@dca.ca.gov
http://www.bppe.ca.gov/forms_pubs/complaint.pdf

ACADEMIC INFORMATION AND COLLEGE POLICIES

COLORADO

Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, Colorado 80202
http://highered.colorado.gov/Academics/Complaints/default.html

CONNECTICUT

Connecticut Department of Higher Education
61 Woodland Street
Hartford, CT 06105-2326
info@ctdhe.org

Connecticut Department of Consumer Protection
165 Capitol Avenue, Room 110
Hartford CT 06106
trade.practices@ct.gov
http://www.ct.gov/dcp/lib/dcp/pdf/forms/consumer_
statementcpfr-2_rev_8-06_edited1106.pdf
Consumer Complaint Hotline: (800) 842-2649

DELAWARE

Delaware Higher Education Office
Carvel State Office Building, 5th Floor
820 N. French Street
Wilmington, DE 19801-3509
dheo@doe.k12.de.us

Delaware Attorney General Consumer Protection Wilmington:
820 N. French Street, 5th floor
Wilmington, DE 19801
consumer.protection@state.de.us

DISTRICT OF COLUMBIA

*District of Columbia Office of the State
Superintendent of Education
Education Licensure Commission*
810 First Street, NE, 9th Floor
Washington, DC 20002
http://osse.dc.gov/seo/frames.asp?doc=/seo/lib/seo/elementary_
and_secondary_education/may_2011/complaint_form_4_11.pdf

FLORIDA

Florida Commission on Independent Education
325 W. Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Commissioner@fldoe.org
http://www.fldoe.org/cie/complaint.asp

GEORGIA

Georgia Nonpublic Postsecondary Education Commission
2082 E Exchange Pl. #220
Tucker, GA 30084-5334
http://rules.sos.state.ga.us/docs/392/5/06.pdf

HAWAII

Hawaii State Board of Education
P.O. Box 2360
Honolulu Hawaii 96804
ocp@dcca.hawaii.gov
http://hawaii.gov/dcca/ocp/consumer_complaint

IDAHO

Idaho State Board of Education
Attn: State Coordinator for Private Colleges and Proprietary Schools
650 West State Street
P.O. Box 83720
Boise, ID 83720-0037

ILLINOIS

Illinois Board of Higher Education
431 East Adams, 2nd Floor
Springfield, Illinois 62701-1404
info@ibhe.org
Institutional Complaint Hotline: (217) 557-7359

Illinois State Board of Education
100 N. 1st Street
Springfield, Illinois 62777
http://webprod1.isbe.net/contactisbe/ (email)

Illinois Attorney General Consumer Fraud Bureau
500 South Second Street
Springfield, IL 62706
http://www.illinoisattorneygeneral.gov/about/email_consumers.jsp
http://www.illinoisattorneygeneral.gov/consumers/conscomp.pdf
Consumer Fraud Hotline: (800) 243-0618

INDIANA

Indiana Commission on Proprietary Education
Attn: Director of Regulatory Compliance
302 W Washington Street, Room E201
Indianapolis IN 46204
http://www.in.gov/cpe/files/sf39280-complaint.pdf

IOWA

Iowa Student Aid Commission
603 E. 12th Street, 5th Floor
Des Moines, IA 50319
info@iowacollegeaid.gov
http://www.iowacollegeaid.gov/images/docs/file/forms/
constituentrequestform.pdf

KANSAS

Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612-1368
http://www.kansasregents.org/resources/PDF/524
ComplaintProcedureandForm.pdf

KENTUCKY

Kentucky Council on Postsecondary Education
1024 Capital Center Dr., #320
Frankfort, KY 40601-7512

Kentucky Board of Proprietary Education
911 Leawood Drive
Frankfort, KY 40601-3319
http://www.bpe.ky.gov/NR/rdonlyres/1BB8CA02-8F89-43A3-8957-
AB01DB805389/0/ComplaintForm.doc

Office of the Attorney General
Capitol Suite 118
700 Capitol Avenue
Frankfort, Kentucky 40601-3449
consumer.protection@ag.ky.gov
http://www.ag.ky.gov/NR/rdonlyres/19D2FEF3-0666-49B5-A184-
38006DA45B2C/0/complaint_gen.pdf

LOUISIANA

Louisiana Board of Regents
P.O. Box 3677
Baton Rouge, LA 70821-3677
http://regents.louisiana.gov/assets/docs/ProprietarySchools/
StudentComplaintProcedure.pdf

MAINE

Maine Department of Education
Complaint Investigator
23 State House Station
Augusta, ME 04333-0023
jonathan.braff@maine.gov

*Maine Attorney General
Consumer Protection Division*
6 State House Station
Augusta, ME 04333
http://www.maine.gov/ag/consumer/complaints/complaint_form.
shtml

MARYLAND

Maryland Higher Education Commission
839 Bestgate Road, Suite 400
Annapolis, MD 21401-3013
http://www.mhec.state.md.us/career/pcs/gripe.asp

*Maryland Attorney General
Consumer Protection Division*
200 St. Paul Place
Baltimore, MD 21202
consumer@oag.state.md.us https://web.oag.state.md.us/editor/
customer/onlineformhelpers/formviewer.aspx?filename=MUGeneral.
htm
Consumer Protection Hotline: (410) 528-8662

MASSACHUSETTS

Massachusetts Board of Higher Education
One Ashburton Place
Room 1401
Boston, MA 02108
http://www.mass.edu/forstudents/complaints/complaintprocess.asp

MICHIGAN

*Michigan Department of Labor & Economic Growth
Office of Postsecondary Services
Proprietary School Unit Staff*
201 N. Washington Sq.
Lansing, MI 48913
http://www.michiganps.net/complaint.aspx

MINNESOTA

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227
http://www.ohe.state.mn.us/oheContactForm.cfm (email)

Minnesota Attorney General's Office
1400 Bremer Tower
445 Minnesota Street
St. Paul, MN 55101
http://www.ag.state.mn.us/ElectronicForms/ComplaintForm.pdf

MISSISSIPPI

Mississippi Commission on College Accreditation
3825 Ridgewood Road
Jackson, MS 39211-6453

*Mississippi Commission of Proprietary Schools
and College Registration*
3825 Ridgewood Road
Jackson, MS 39211-6453

*Consumer Protection Division
Office of the Attorney General
State of Mississippi*
P.O. Box 22947
Jackson, Mississippi 39225-2947
http://www.ago.state.ms.us/index.php/contact (email)
http://www.ago.state.ms.us/images/uploads/forms/MSAGO_
Complaint_Form.pdf

MISSOURI

Missouri Department of Higher Education
205 Jefferson Street, P.O. Box 1469
Jefferson City, MO 65102-1469
info@dhe.mo.gov

MONTANA

*Montana Board of Regents
Office of Commissioner of Higher Education
Montana University System*
2500 Broadway Street
PO Box 203201
Helena, MT 59620-3201

Montana Office of Consumer Protection
2225 11th Avenue, P.O. Box 200151
Helena, MT 59620-0151
contactocp@mt.gov
http://www.doj.mt.gov/consumer/consumer/consumercomplaint/
complaintform.pdf

NEBRASKA

Nebraska Coordinating Commission for Postsecondary Education
P.O. Box 95005
Lincoln, NE 68509-5005

*Nebraska Department of Education
Investigations Office*
301 Centennial Mall South, P.O. Box 98987
Lincoln, NE 68509-4987
http://www.education.ne.gov/PPCS/PDF%20Folders/PDF%20
Documents/PPCS%20Forms/Complaint-form.pdf

*Nebraska Attorney General
Consumer Protection Division*
2115 State Capitol
Lincoln, NE 68509
http://www.ago.state.ne.us/consumer/emailforms/consumer_
complaint.htm
Consumer Protection Hotline: (800) 727-6432

NEVADA

Nevada Commission on Postsecondary Education
3663 East Sunset Road, Suite 202
Las Vegas, Nevada 89120
http://www.cpe.state.nv.us/CPE%20Complaint%20Info.htm

NEW HAMPSHIRE

New Hampshire Postsecondary Education Commission
3 Barrell Court #300
Concord, NH 03301-8531
http://www.nh.gov/postsecondary/complaints

NEW JERSEY

New Jersey Commission on Higher Education
PO Box 542
Trenton, NJ 08625
nj_che@che.state.nj.us

New Jersey Department of Labor and Workforce Development
1 John Fitch Plaza, P.O. Box 110
Trenton, NJ 08625-0110
schoolapprovalunit@dol.state.nj.us
http://lwd.dol.state.nj.us/labor/forms_pdfs/edtrain/Conflict%20
Resolution%20Questionnaire.pdf

New Jersey Division of Consumer Affairs
124 Halsey Street
Newark, New Jersey 07102
http://www.nj.gov/oag/ca/complaint/ocp.pdf

NEW MEXICO

New Mexico Higher Education Department
2048 Galisteo
Santa Fe, NM 87505
http://www.hed.state.nm.us/uploads/FileLinks/
b23fc959f37c44bb8e3caae612e0dba7/PPS%20Complaint%20
Form.pdf

NEW YORK

*New York Office of College and University Evaluation
New York State Education Department*
5 North Mezzanine
Albany, NY 12234
ocueinfo@mail.nysed.gov
http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html

*New York Bureau of Proprietary School Supervision
New York State Education Department*
99 Washington Avenue, Room 1613 OCP
Albany, New York 12234

*New York State Department of State
Division of Consumer Protection
Consumer Assistance Unit*
5 Empire State Plaza - Suite 2101
Albany, New York 12223-1556
https://www1.consumer.state.ny.us/cpb/CauComplaintForm.html

NORTH CAROLINA

*North Carolina Community College System
Office of Proprietary Schools*
200 West Jones St.
Raleigh, North Carolina 27603
http://www.nccommunitycolleges.edu/Proprietary_Schools/docs/
PDFFiles/StdtCompltForm.pdf

*North Carolina Consumer Protection
Attorney General's Office*
Mail Service Center 9001
Raleigh, NC 27699-9001
http://www.ncdoj.gov/getdoc/59be4357-41f3-4377-b10f-
3e8bd532da5f/Complaint-Form.aspx

NORTH DAKOTA

North Dakota Department of Career and Technical Education
State Capitol - 15th Floor
600 E. Boulevard Ave. Dept. 270
Bismarck, ND 58505-0610
cte@nd.gov

*North Dakota Consumer Protection Division
Office of Attorney General*
Gateway Professional Center
1050 E Interstate Ave. Suite 200
Bismarck, ND 58503-5574
http://www.ag.state.nd.us/cpat/PDFFiles/SFN7418.pdf

OHIO

Ohio State Board of Career Colleges and Schools
35 East Gay Street, Suite 403
Columbus, OH 43215-3138
http://scr.ohio.gov/LinkClick.aspx?fileticket=%2bwaKHWPRAH8%
3d&tabid=68

Ohio Board of Regents
30 East Broad Street, 36th floor
Columbus, OH 43215-3414

*Ohio Attorney General
Consumer Protection Section*
30 E. Broad St., 14th floor
Columbus, OH 43215-3400
http://www.ohioattorneygeneral.gov/consumercomplaint

OKLAHOMA

Oklahoma State Regents for Higher Education
655 Research Parkway, Suite 200
Oklahoma City, OK 73104

Oklahoma State Board of Private Vocational Schools
3700 Classen Boulevard, Suite 250
Oklahoma City, OK 731182864

*Oklahoma Office of the Attorney General
Consumer Protection Unit*
Attn: Investigative Analyst
313 NE 21st Street
Oklahoma City, OK 73105
http://www.oag.state.ok.us/oagweb.nsf/ccomp.html

OREGON

Oregon Office of Degree Authorization
1500 Valley River Drive, Suite 100
Eugene, OR 97401

*Oregon Department of Education
Private Career Schools Office*
255 Capitol Street NE
Salem, OR 97310-0203
http://www.ode.state.or.us/teachlearn/specialty/pcs/forms/
complaint-procedures.doc

*Oregon Attorney General
Financial Fraud/Consumer Protection Section*
1162 Court St. NE
Salem, OR 97301-4096
http://www.doj.state.or.us/finfraud/pdf/concompform.pdf

ACADEMIC INFORMATION AND COLLEGE POLICIES

PENNSYLVANIA

Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126-0333

Office of Attorney General
Bureau of Consumer Protection
14th Floor, Strawberry Square
Harrisburg, PA 17120
http://www.attorneygeneral.gov/uploadedFiles/Complaints/
BCP_Complaint_Form.pdf

PUERTO RICO

Puerto Rico Council on Higher Education
PO Box 1900
San Juan, PR
00910-1900

Puerto Rico Department of Justice
PO 9020192
San Juan, PR
00902-0192

RHODE ISLAND

Rhode Island Board of Governors for Higher Education
Shepard Building
80 Washington Street
Providence, RI 02903

Rhode Island Department of Attorney General
Consumer Protection Unit
150 South Main Street
Providence, RI 02903
http://www.riag.state.ri.us/documents/consumer/
ConsumerComplaintForm.pdf

SOUTH CAROLINA

South Carolina Commission on Higher Education
1333 Main Street, Suite 200
Columbia, SC 29201
http://www.che.sc.gov/AcademicAffairs/License/Complaint_
procedures_and_form.pdf

SOUTH DAKOTA

South Dakota Board of Regents
306 E. Capitol Ave, Suite 200
Pierre, SD 57501-2545

South Dakota Office of Attorney General
Division of Consumer Protection
1302 E Hwy 14 Suite 3
Pierre SD 57501-8053
http://atg.sd.gov/Consumers/HandlingComplaints/
ConsumerComplaintForm.aspx

TENNESSEE

Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243
http://www.tn.gov/thec/Divisions/LRA/PostsecondaryAuth/
Complaint%20Form.rtf

TEXAS

Texas Workforce Commission
Career Schools and Colleges - Room 226-T
101 East 15th Street
Austin, Texas 78778-0001
http://www.twc.state.tx.us/svcs/propschools/ps401a.pdf

Texas Higher Education Coordinating Board
1200 E. Anderson Lane
Austin, Texas 78752

Office of the Attorney General
Consumer Protection Division
PO Box 12548
Austin, TX 78711-2548
https://www.oag.state.tx.us/consumer/complaintform.pdf

UTAH

Utah Division of Consumer Protection
160 East 300 South
Salt Lake City, Utah 84111
consumerprotection@utah.gov
http://consumerprotection.utah.gov/complaints/index.html

VERMONT

Vermont Department of Education
State Board of Education
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501

Vermont Attorney General's Office
109 State Street
Montpelier, VT 05609-1001

VIRGINIA

State Council of Higher Education for Virginia
101 N. 14TH St.
James Monroe Building
Richmond, VA 23219
communications@schev.edu
http://www.schev.edu/forms/StudentComplaintInformation.pdf

WASHINGTON

Washington Higher Education Coordinating Board
917 Lakeridge Way
PO Box 43430
Olympia, WA 98504-3430
dainfo@hecb.wa.gov
http://www.hecb.wa.gov/autheval/daa/ConsumerInformation.asp

Washington Workforce Training and Education
Coordinating Board
128 10th Avenue SW, PO Box 43105
Olympia, WA 98504-3105
workforce@wtb.wa.gov
http://www.wtb.wa.gov/PCS_Complaints.asp (instructions)

Washington State Office of the Attorney General
1125 Washington Street SE, PO Box 40100
Olympia, WA 98504-0100
https://fortress.wa.gov/atg/formhandler/ago/ContactForm.
aspx?subject=Consumer%20Protection (email)
https://fortress.wa.gov/atg/formhandler/ago/ComplaintForm.aspx
(complaint form)

WEST VIRGINIA

West Virginia Higher Education Policy Commission
1018 Kanawha Blvd E., Ste 700
Charleston WV 25301-2800

Community and Technical College System of West Virginia
1018 Kanawha Blvd. E., Ste. 700
Charleston WV 25301

West Virginia Office of the Attorney General
Consumer Protection Division
PO Box 1789
Charleston, WV 25326-1789
http://www.wvago.gov/pdf/general-consumer-complaint-form.pdf

WISCONSIN

Wisconsin Educational Approval Board
30 W. Mifflin St., 9th Floor
P.O. Box 8696
Madison, WI 53708
eabmail@eab.state.wi.us
http://eab.state.wi.us/resources/complaint.asp

WYOMING

Wyoming Department of Education
2300 Capitol Avenue
Hathaway Building, 2nd Floor
Cheyenne, WY 82002-0050

Attorney General's Office
123 Capitol Building
200 W. 24th Street
Cheyenne, WY 82002

** This list includes contact information for all 50 states, the District of Columbia,
and Puerto Rico and should not be construed as informative of what agencies
regulate the institution or in what states the institution is licensed or required
to be licensed. States, through the relevant agencies or Attorney Generals
Offices will accept complaints regardless of whether an institution is required
to be licensed in that state.*

Accreditation, Licensing & Approvals

Accreditation
Rasmussen College is accredited by the
Higher Learning Commission and a member
of the North Central Association
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411

(800) 621-7440 or (312) 263-0456;

The Health Information Technician Associate Degree
Program offered at the Brooklyn Park, Eagan,
Bloomington, Lake Elmo/Woodbury, Mankato, Online
and St. Cloud campuses in Minnesota – the Rockford
Campus in Illinois – and the Green Bay Campus in
Wisconsin - is accredited by the Commission on
Accreditation for Health Informatics and Information
Management Education (CAHIIM).

The Health Information Technician Associate's degree
offered at the Aurora campus is in Candidacy Status for
accreditation by the Commission on Health Informatics
and Information Management Education (CAHIIM).

• Commission on Accreditation for
  Health Informatics and Information
  Management Education
  233 N. Michigan Ave.,21st Floor
  Chicago, IL 60601-5800
  (312) 233-1100

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

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

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

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

The Medical Laboratory Technician Program at the
Bismarck, Lake Elmo/Woodbury, Mankato, Moorhead,
and St. Cloud Campuses is accredited by the National
Accrediting Agency for Clinical Laboratory Sciences
(NAACLS).

• National Accrediting Agency for Clinical
  Laboratory Sciences
  5600 N River Road
  Rosemont, IL 60018-5119
  Phone: (773) 714-8880
  Fax: (773) 714-8886

Programs or campuses not listed above are not
programmatically accredited.

Registration
Rasmussen College 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. Credits earned at the
institution
may not transfer to all other institutions.

• Minnesota Office of Higher Education
  1450 Energy Park Drive, Suite 350
  St. Paul, MN 55108-5227
  (651) 642-0533

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 is licensed as a private career school
with the State of Wisconsin Educational Approval Board.
Licensure is not an endorsement of the institution.
Credits earned at the institution may not transfer to all
other institutions. The education programs may not meet
the needs of every student or employer.

• State of Wisconsin Educational Approval Board
  30 West Mifflin Street
  Madison, WI 53708-8696
  (608) 266-1996

The State of Wisconsin Educational Approval Board has
approved all of Rasmussen College's programs except the
Law Enforcement AAS degree and certificates.

• Wisconsin Department of Regulation & Licensing
  P.O. Box 8935
  Madison, WI 53708-8935
  (608) 266-2112

Rasmussen College is registered with the Iowa College
Student Aid Commission.

• Iowa College Student Aid Commission
  603 E. 12th Street , 5th Floor
  Des Moines, IA 50319
  (877) 272-4456

Approved For:

• Veterans' Benefits by the Florida
  State Approving Agency

• Florida Board of Nursing

ACADEMIC INFORMATION AND COLLEGE POLICIES

Rasmussen College Standards of Satisfactory Academic Progress (SAP)

Introduction: Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe. A lack of satisfactory progress will likely jeopardize a student's ability to complete their chosen program.

In order to be eligible for financial aid at Rasmussen College, a student must establish and maintain Satisfactory Academic Progress. When an individual becomes a student at Rasmussen College, the student accepts the responsibility to meet the standards of Satisfactory Academic Progress. Students are evaluated for SAP on a quarterly basis, and Rasmussen College expects students to progress through programs based on the standards listed in this catalog.

Methodology: Mid-quarter and final grade reports are compiled and prepared by Rasmussen College academic/services staff and available to all students. Cumulative grade point averages and successful course completion of credits attempted are monitored quarterly and students not meeting the standards are notified. At this time an academic plan will be created describing the steps a student needs to take to meet SAP standards during the upcoming term. Rasmussen staff will attempt to meet in person or via phone with the student regarding this plan; if the student does not respond, a copy of the plan will be sent via email and mailed to the student's home address. The student must sign the plan and return it to the dean or campus director by the first Friday of next quarter to in order to remain an enrolled student.

All grades relate to credits successfully completed with the exception of the "W/WD/WX" and "U/UN/UX" which are counted as attempted courses for the purpose of maximum time frame and percentage of course completion and may have an effect on achieving satisfactory progress.

Courses that 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. Grade points from institutions other than Rasmussen College and credit by examination will not be computed in the Rasmussen College grade point average, but they will be counted as credits attempted and earned for determining Satisfactory Progress. All credits that are considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are therefore also treated as credits attempted.

SAP Components: All students must comply with the following three components that are used to measure a student's Satisfactory Progress (SAP) towards the completion of a degree or certificate.

1. GPA. Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (CGPA) as defined in the chart below. CGPA is determined by grades earned in courses that have been completed. The minimum CGPA requirement is applied based on where the student is in their program as shown in the chart below.

A CGPA equal to or greater than 2.00 is required for graduation. In addition, at the end of the second academic year (6 quarters), students must have a CGPA equal to or greater than 2.00 to be making satisfactory academic progress.

2. Pace/Cumulative Completion Rate (CCR). This is the pace at which a student progresses through a program. CCR is calculated by cumulative credits earned divided by cumulative credits attempted within a program. Credits accepted for transfer into the College and credits earned by examination are considered as part of the credits attempted and earned for CCR calculation. Minimum standards are listed in the chart below.

3. Duration of Eligibility. This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program.

Total credits are indicated for each program listing in the catalog. Credits accepted for transfer into the College and credits earned by examination are considered as part of the credits attempted and earned for purposes of determining the maximum program time frame and duration of eligibility. A student cannot exceed 150 percent of the maximum time frame.

The following grades 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 credits attempted or successfully completed toward completion of the degree when assessing satisfactory progress.

Students who fail a class are allowed to repeat the class one time. The credits are counted in the financial aid award. Students who wish to repeat a course, and have earned above a failing grade, are responsible for paying for the class out of pocket in this instance. These credits cannot be included in the student's financial aid award. Failed course credits count as credits attempted that are not earned. If a student repeats a failed course, the failing grade will be removed and replaced with the grade from the course when repeated and the student's CGPA will be recalculated to reflect the new letter grade.

Financial Aid Warning: If a student's CGPA falls below the standards listed in the chart, or if Pace/CCR standards or Duration of Eligibility requirements are not met, the student will be placed on Financial Aid Warning for the subsequent quarter. At this time a notice of Financial Aid Warning will be sent to the student and the student must work with academic support staff regarding the conditions of their status and to be advised of a plan to return to good standing. A student is eligible for Title IV financial aid during the Financial Aid Warning period. At the end of the warning period the student must meet minimum SAP requirements for the student to be eligible for further Title IV funding.

A student who fails to meet the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Warning period will not be eligible for financial aid.

Appeals: The assigned status of Financial Aid Warning and the ruling of ineligibility for financial aid 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 and must address the nature of the circumstances that warrant exception to the policy stated above. All appeals are reviewed and ruled on within ten 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.

Financial Aid Probation: If a student fails to make satisfactory academic progress, but submits a successful appeal and has their eligibility for aid reinstated, he or she will be assigned the status of Financial Aid Probation. A student is eligible for Title IV financial aid during the Financial Aid Probation period. At the end of the probation period the student must meet minimum SAP requirements for the student to be eligible for further Title IV funding.

A student who fails to meet the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Probation period will not be eligible for financial aid.

Not Eligible for Title IV Financial Aid: A student who fails to meet the minimum Satisfactory Academic Progress requirements at the end of either the warning or probation period and does not successfully appeal will not be eligible for further Title IV financial aid funding. Students are not allowed to be on Financial Aid Warning for more than one quarter at their own expense.

Students who withdraw from the institution and later re-enter the College in the same program are treated as continuing students and must meet progress requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Progress calculations for re-entering students who change programs will include only the grades and credits attempted and earned for courses that are part of the student's new program; standard CCR requirements will be followed from the re-entry point and for each quarter thereafter. If other courses have been taken at another institution and can be transferred in, they will be included in SAP calculations as described elsewhere in this section. A student may not re-enter the College unless they have completed coursework elsewhere that would be acceptable for transfer into the College and would bring the student back into good standing.

Percentage of credits attempted toward maximum credit time frame	Minimum Cumulative Required GPA	Minimum Successful Completion of Cumulative Credit Hours Attempted
Up to 25%	1.50	25%
Greater than 25%, up to 50%	1.75	50%
Greater than 50%	2.00	67%

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B.S., Stevens Institute of Technology
B.S., DeVry University — *Online*

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