MISSION
Rasmussen College is an institution of higher learning dedicated to global enrichment and meeting the evolving needs of our diverse communities.

With an emphasis on innovative programs, dynamic curriculum, and general education skills, we are committed to being a pioneer in the field of career-focused education.

We empower our students, faculty and staff to exceed the expectations of society through academic excellence, community enrichment, and service to the public good.

PURPOSES
TO ACCOMPLISH OUR MISSION, RASMUSSEN COLLEGE ESTABLISHED THESE PURPOSES:

1. **Educational Excellence and Assessment:** Rasmussen College fosters a learning and teaching community that is challenging, stimulating and student-focused. The College uses continuous evaluation and a number of assessment tools and methods to ensure student learning, effective teaching, student persistence and institutional effectiveness.

2. **Teaching, Learning, and Development:** Rasmussen College provides learning opportunities in an environment of mutual respect in an unbiased atmosphere, preparing students and team members for success, lifelong learning and continued improvement in a global environment.

3. **Mission and Service:** Rasmussen College publicly states its mission and demonstrates its commitment to the public good by supporting career-focused education that empowers local communities. The College builds community through education and interacts with its constituency with integrity and transparency.

4. **Resources and Effectiveness:** Rasmussen College allocates resources to human capital, facilities and technology in its commitment to accuracy, connectedness and timeliness. The College is dedicated to effective use and investment of resources and a quality learning and teaching environment for students, staff and faculty.

5. **Diversity and Inclusion:** Rasmussen College promotes diversity awareness, respect for multiple perspectives, and inclusion among all College stakeholders in and out of classrooms.
TABLE OF CONTENTS

Letter from the President 2

SUPPORT+ 3

School of Business 4

School of Design 12

School of Education 16

School of Health Sciences 18

School of Justice Studies 24

School of Nursing 27

School of Technology 30

General Education Course Selections 36

Course Descriptions 37

Academic Information and College Policies 64

Faculty and Staff 85
WELCOME TO RASMUSSEN COLLEGE

I am honored that you have selected Rasmussen College as your institution to achieve your educational goals. At Rasmussen College, we are constantly researching and developing new programmatic offerings and course delivery methodologies that meet the needs of employers in our communities and our ever-changing student body. It is with this consistent programmatic focus that Rasmussen College continuously updates existing programs and launches new programs in order to stay relevant with the careers of today.

We understand there are many reasons that aided in your decision to complete your education. Whether it was for career advancement opportunities, to make yourself more in-demand in the job market or even a personal life goal that you set for yourself—our programs are specifically designed for students like you to affordably complete your degree at a pace that’s right for you.

Whatever your reasons may be for returning to school, you have taken the right step toward accomplishing your goals. Combined with SUPPORT+, our network of student support services, Rasmussen College provides you with a solid foundation of customized academic support tools and resources, so you can be successful on your path toward earning your degree.

At Rasmussen College, serving the diverse needs of the communities around us is ingrained in the culture. By becoming a Public Benefit Corporation, we can continue to make an impact on the social welfare of communities through career-focused education and volunteer efforts that are not only sustainable, but potentially life-changing.

I wish you the best of luck achieving your educational goal, and I look forward to seeing you at graduation.

Sincerely,

Kristi A. Waite
President, Rasmussen College
**SUPPORT+**, our comprehensive network of student services, provides a customized level of support to help you earn your degree and succeed in your chosen career.

At no additional cost to you, our team of **SUPPORT+** professionals—from your program manager, to your career services advisor, to everyone in between—is available to help you succeed in your classes and in your career.

Our dedicated team of faculty and staff provides exceptional customized support to help you reach your academic and career goals. Your **SUPPORT+** team includes:

**PROGRAM MANAGER**
- Helps you determine the degree that is right for you
- Assists you in completing your application
- Provides you with guidance throughout your college career
- Student Financial services advisor
- Helps you navigate the financial aid and FAFSA application process
- Answers questions about your award letter and the GI Bill
- Guides you to available scholarship, loan and grant opportunities

**STUDENT ADVISOR**
- Develops course schedule for your My Degree Plan
- Works with you to determine a balanced course load
- Ensures course availability throughout your degree timeline

**FACULTY**
- Incorporates industry experience in the classroom
- Helps you become proficient with course material
- Works with you to develop career-specific skills

**ACADEMIC TUTOR**
- Provides 24/7 math assistance for introductory algebra and college algebra
- Offers tutoring assistance seven days per week in English, anatomy and physiology, economics, general chemistry, biology and Spanish
- Available online and on campus—chat, call, email or schedule a tutoring session

**CAREER SERVICES ADVISOR**
- Develops your professional career-seeking skills
- Helps you prepare your resume and create your professional portfolio
- Provides you with guidance on your career choices and networking opportunities

**PERSONAL SUPPORT CENTER**
- Technical support specialists available 24/7
- Helps with software installation and web browser configuration
- Troubleshoots Internet connectivity, password reset, online course access and other technical issues

**ONLINE LEARNING CENTER**
- Schedules faculty and student tutoring
- Provides study aids, writing assistance, time management and test-taking strategies
- Offers convenient, 24-hour turnaround on comprehensive writing quality reviews

**MANAGER OF STUDENT RECORDS**
- Records credentials on your transcript as you achieve them
- Monitors graduation requirements
**ACCOUNTING**

**CERTIFICATE • DIPLOMA • ASSOCIATE’S DEGREE • BACHELOR’S DEGREE**

**CERTIFICATE**

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

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

**FOUNDATION COURSES**
- B080 Reading and Writing Strategies 4
- B087 Practical Math 4

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**
- Communication (Required course) 4
- COM 1388 Communicating in Your Profession 4

**CERTIFICATE COURSES**

**LOWER DIVISION**
- AG 1062 Financial Accounting I 4
- AG 1033 Financial Accounting II 4
- AG 2062C Computer Focused Principles 3
- APA 1500 Payroll Accounting 4
- CGS 1240 Computer Applications and Business Systems Concepts 3
- CTS 2511 Excel 3
- E242 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 E242 Career Development as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

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

**DIPLOMA**

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

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

**IN ADDITION TO ALL CERTIFICATE COURSES**

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**
- AG 2060 Financial Investigation 4
- AG 2930 Accounting Capstone 4
- BUL 2241 Business Law 4
- FIN 1202 Financial Markets and Institutions 4
- MAN 2062 Business Ethics 4
- MAR 2011 Principles of Marketing 4

**TOTAL DIPLOMA CREDITS** 73*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E242 Junior Seminar during the quarter in which they finish the Associate’s degree requirements. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

**ASSOCIATE’S DEGREE**

Associate of Science Degree in Florida, Associate of Applied Science Degree in Kansas

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

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

**IN ADDITION TO ALL DIPLOMA COURSES**

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Select 1 course) 4
- Social Sciences (Select one pairing) 8
- ECO 1000 Principles of Economics 4
- Select 1 Social Sciences Elective 2
- OR 4
- ECO 2013 Macroeconomics 4
- ECO 2023 Microeconomics 4

**TOTAL ASSOCIATE’S DEGREE CREDITS** 36

**GENERAL EDUCATION CREDITS**
- Major and Core Credits 57

**TOTAL DEGREE CREDITS** 93*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E242 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

**SCHOOL OF BUSINESS MISSION STATEMENT**

The Rasmussen College School of Business prepares students to be confident, results-oriented business leaders who are active contributors in their chosen fields and diverse communities. Our programs focus on building a strong business foundation while helping students acquire the skills employers demand, including critical thinking, communication, teamwork, and digital fluency, as they relate to various business settings. We measure our success through the academic performance, commitment to lifelong learning, and ethical and professional contributions of our graduates.
### Bachelor's Degree

**Bachelor of Science Degree**

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

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

**IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES**

#### General Education Courses

**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

**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 Bachelor's Degree Credits**
- Lower Division General Education Credits  36
- Upper Division General Education Credits  24
- Lower Division Major and Core Credits  57
- Upper Division Major and Core Credits  64

**Total Degree Credits**
181*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

### Public Accounting Bachelor's Degree

**Bachelor of Science 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.

**IN ADDITION TO ALL ACCOUNTING BACHELOR’S DEGREE COURSES**

#### Public Accounting Courses

**Upper Division**
- ACG 3205 Risk Management for Accountants  4
- ACG 3501 Government and Not-for-profit Accounting  4
- ACG 4022 CPA Exam Preparation  2
- 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
- GEB 4505 Organizational Development  4
- MAN 3040 Principles of Management II  4
- MAN 3504 Operations Management III  4
- MAN 4143 Contemporary Leadership Challenges  4
- MAN 4240 Organizational Behavior Analysis  4
- TAX 4011 Advanced Federal Tax Theory  4

**Total Public Accounting Degree Credits**
- Lower Division General Education Credits  36
- Upper Division General Education Credits  24
- Lower Division Major and Core Credits  57
- Upper Division Major and Core Credits  114

**Total Public Accounting Degree Credits**
231*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

The Public Accounting Bachelor's Degree is offered at Florida campuses and Online to residents of some states. Please speak with your Program Manager to determine your eligibility for enrollment. The Public Accounting Bachelor's Degree is not offered in Kansas.

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 E410 Senior Seminar during the quarter in which they finish the Bachelor's degree requirements to graduate from a Bachelor's degree program.

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

Eligibility to sit for the Certified Public Accountant (CPA) Exam is based upon the educational and other requirements specific to the state or jurisdiction in which licensure is sought. This program may not qualify graduates to sit for the CPA Exam in all states.
BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

FOUNDATION COURSES
B080  Reading and Writing Strategies  4
B087  Practical Math  4

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Required course)  4
COM 1388  Communicating in Your Profession 4
Humanities (Required course)  4
PHI 1520  Ethics Around the Globe 4

CERTIFICATE 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
GEB 1011  Introduction to Business  4
E242  Career Development 2
MAN 2021  Principles of Management 4
MAR 2011  Principles of Marketing 4

Major and Core Credits 29

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 E242 Career Development course requirements during the quarter in which they finish the Certificate course requirements. Generally it is scheduled in the same quarter as the E242 Career Development course.

BUSINESS DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

OBJECTIVE:
Graduates of this program know concepts in accounting, business, business ethics, business law, and finance. They can demonstrate management skills including planning and decision making, organizing, controlling, and leading employees. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course)  4
ENC 1101  English Composition  4
Math/Natural Sciences (Select 1 course)  4

MAJOR AND CORE COURSES
LOWER DIVISION
FIN 1000  Principles of Finance 4
GEB 2930  Business Capstone  2
MAN 1300  Introduction to Human Resource Management 4

Total Diploma Credits
General Education Credits  20
Major and Core Credits 39
TOTAL DIPLOMA CREDITS  59*

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E270 Sophomore Seminar during the quarter in which they finish the Diploma course requirements. * Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

SCHOOL OF BUSINESS

MISSION STATEMENT

The Rasmussen College School of Business prepares students to be confident, results-oriented business leaders who are active contributors in their chosen fields and diverse communities. Our programs focus on building a strong business foundation while helping students acquire the skills employers demand, including critical thinking, communication, teamwork, and digital fluency, as they relate to various business settings. We measure our success through the academic performance, commitment to lifelong learning, and ethical and professional contributions of our graduates.
BUSINESS MANAGEMENT ASSOCIATE’S DEGREE

Associate of Science Degree in Florida, Associate of Applied Science Degree in Kansas

**CAREER OPPORTUNITIES:**
- Customer Service Representative
- Administrative Assistant
- Call Center Representative
- Sales Representative

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

**IN ADDITION TO ALL DIPLOMA COURSES**

**GENERAL EDUCATION COURSES**

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
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</thead>
<tbody>
<tr>
<td>Humanities (Select 2 courses)</td>
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</tr>
<tr>
<td>Math/Natural Sciences (Select 1 Math course; College Algebra recommended)</td>
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</tr>
<tr>
<td>Social Sciences (Select one pairing)</td>
<td>8</td>
</tr>
<tr>
<td>ECO 1000 Principles of Economics</td>
<td></td>
</tr>
<tr>
<td>Select 1 Social Sciences Elective OR ECO 2013 Macroeconomics ECO 2023 Microeconomics</td>
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**MAJOR AND CORE COURSES**

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<th>LOWER DIVISION</th>
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<tr>
<td>ACG 2062C Computer Focused Principles</td>
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<td>APA 1500 Payroll Accounting</td>
<td>4</td>
</tr>
<tr>
<td>MNA 1161 Customer Service</td>
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<td>Total Associate’s Degree Credits</td>
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<tr>
<td>General Education Credits</td>
<td>40</td>
</tr>
<tr>
<td>Major and Core Credits</td>
<td>50</td>
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</tbody>
</table>

**TOTAL DEGREE CREDITS 90**

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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BUSINESS MANAGEMENT BACHELOR’S DEGREE

Bachelor of Science Degree

**CAREER OPPORTUNITIES:**
- Executive Administrative Assistant
- Account Manager
- Sales Manager
- General and Operations Manager
- Assistant Manager

**OBJECTIVE:**
Graduates of this program know concepts in management, organizational leadership, and business ethics. They understand finance and accounting, and advanced management theories and techniques that can be incorporated in a variety of fields. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; infuse 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 efficiently within a continually changing environment. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways.

**IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES**

**GENERAL EDUCATION COURSES**

<table>
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<th>UPPER DIVISION</th>
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<tbody>
<tr>
<td>Communication (Select 1 course)</td>
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<td>Humanities (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>Social Sciences (Select 2 courses)</td>
<td>8</td>
</tr>
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</table>

**MAJOR AND CORE COURSES**

<table>
<thead>
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<th>UPPER DIVISION</th>
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<tr>
<td>ACG 3357 Accounting for Business Managers</td>
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<td>BUL 4388 Business Law and Ethics</td>
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<td>GEB 3110 Research and Report Writing</td>
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<td>GEB 4220 Managing a Diverse Workforce</td>
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<tr>
<td>GEB 4310 Statistics for Business</td>
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</tr>
<tr>
<td>GEB 4410 Advanced Principles of Marketing</td>
<td>4</td>
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<tr>
<td>GEB 4505 Organizational Development</td>
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<tr>
<td>ISM 3015 Management of Information Systems</td>
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<tr>
<td>MAN 3175 Applied Management Principles</td>
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<td>MAN 3504 Operations Management</td>
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<td>MAN 4143 Contemporary Leadership Challenges</td>
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<td>MAN 4240 Organizational Behavior Analysis</td>
<td>4</td>
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<tr>
<td>MAN 4441 Negotiation and Conflict Management</td>
<td>4</td>
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<tr>
<td>MAN 4602 International Business</td>
<td>4</td>
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<tr>
<td>MAN 4720 Strategic Management</td>
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<tr>
<td>MAN 4900 Management Capstone</td>
<td>3</td>
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<tr>
<td>RMI 4020 Risk Management</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Bachelor’s Degree Credits
- Lower Division General Education Credits | 40 |
- Upper Division General Education Credits | 24 |
- Lower Division Major and Core Credits | 50 |
- Upper Division Major and Core Credits | 67 |

**TOTAL DEGREE CREDITS 181**

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E410 Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

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

Bachelor of Science Degree

CAREER OPPORTUNITIES:
- Health and Human Services Manager
- Compliance Analyst
- Home Care Manager
- Physician Office Manager

OBJECTIVE:
Graduates of this degree program understand the planning and coordination of health services in a variety of settings, and know the information and processes used to diagnose and treat human injuries and diseases. They acquire critical-thinking skills through a program of general education and are able to apply them to the healthcare setting. Graduates can apply, analyze, synthesize, and evaluate facts and theories pertaining to healthcare management; locate, evaluate, and integrate appropriate primary and secondary sources; effectively communicate ideas through speaking and writing; recognize and address complex ethical situations; and operate effectively within a continually changing environment. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways.

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B087 Practical Math 4

GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required course) 4
ENC 1101 English Composition
Communication (*Required, Select 1 additional course) 8
COM 1388 Communicating in Your Profession*
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 2 courses, including at least 1 Math course; College Algebra recommended) 8
Social Sciences (Select one pairing) 8
ECO 1000 Principles of Economics
Select 1 Social Sciences Elective
OR
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

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
EAP 242 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 U.S. Healthcare Systems 4
HSA 2537 Electronic Health Records and Medical Office Procedures 4
HSC 1531 Medical Terminology 4
MAN 1300 Introduction to Human Resource Management 4
MAN 2021 Principles of Management 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
MAN 4701 Leading Change 4

Total Bachelor’s Degree Credits 180 *

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

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

SCHOOL OF BUSINESS

MISSION STATEMENT
The Rasmussen College School of Business prepares students to be confident, results-oriented business leaders who are active contributors in their chosen fields and diverse communities. Our programs focus on building a strong business foundation while helping students acquire the skills employers demand, including critical thinking, communication, teamwork, and digital fluency, as they relate to various business settings. We measure our success through the academic performance, commitment to lifelong learning, and ethical and professional contributions of our graduates.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP
CERTIFICATE • DIPLOMA • ASSOCIATE’S DEGREE

BUSINESS CERTIFICATE

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

FOUNDATION COURSES
B080 Reading and Writing Strategies  4
B087 Practical Math  4

GENERAL EDUCATION COURSES

LOWER DIVISION
Communication (Required course)
COM 1388 Communicating in Your Profession  4
Humanities (Required course)
PHI 1520 Ethics Around the Globe  4

CERTIFICATE COURSES

LOWER DIVISION
AG 2010 Introduction to Business  4
AG 1033 Principles of Marketing  4
BUL 2241 Business Law  4
CGS 1240 Human Resources  4
EAC 2920 Financial Accounting II  4
EAC 1922 Financial Accounting I  4
EIS 2420 Career Development  2

LOWER DIVISION
Communication (Required course)
COM 1388 Communicating in Your Profession  4
Humanities (Required course)
PHI 1520 Ethics Around the Globe  4

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
ENGL 1101 English Composition  4

MAJOR AND CORE COURSES

LOWER DIVISION
LBS 2030 Human Resource Management  4
LDR 2439 Introduction to Organizational Leadership  4
MAN 1300 Introduction to Human Resource Management  4
PLA 2476 Employment Law  4

Total Diploma Credits
General Education Credits  16
Major and Core Credits  45
TOTAL DIPLOMA CREDITS  61*

See page 36 for general education course selections.

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

OBJECTIVE:
Graduates of this program know fundamental concepts in leadership, human resources, management, marketing, and business ethics. They understand how human resources impact the workplace and can apply critical thinking to issues related to organizations, employment law, compensation, training, and employee development. They can demonstrate management skills including planning and decision-making, organizing, controlling, and leading employees. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
Communication (Required course)
COM 1388 Communicating in Your Profession  4
Humanities (Required course)
PHI 1520 Ethics Around the Globe  4

MAJOR AND CORE COURSES

LOWER DIVISION
LBS 2030 Human Resource Management  4
LDR 2439 Introduction to Organizational Leadership  4
MAN 1300 Introduction to Human Resource Management  4
PLA 2476 Employment Law  4

Total Diploma Credits
General Education Credits  16
Major and Core Credits  45
TOTAL DIPLOMA CREDITS  61*

See page 36 for general education course selections.

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP ASSOCIATE’S DEGREE

Associate of Science Degree in Florida, Associate of Applied Science Degree in Kansas

CAREER OPPORTUNITIES:
• Human Resource Generalist
• Training and Development Specialist
• Job Analysis/Recruiting Specialist

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
Communication (Select 1 course)  4
Humanities (Select 1 course)  4
Math/Natural Sciences (Select 1 course)  4

OR

SOCIAL SCIENCES ELECTIVE

Social Sciences (Select one pairing)  8

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
Communication (Select 1 course)  4
Humanities (Select 2 courses)  8
Math/Natural Sciences (Select 1 course)  4
Social Sciences (Select one pairing)  8

MAJOR AND CORE COURSES

LOWER DIVISION
FIN 1000 Principles of Finance  4
GEB 2930 Business Capstone  2

Total Associate’s Degree Credits
General Education Credits  36
Major and Core Credits  45
TOTAL DEGREE CREDITS  81*

See page 36 for general education course selections.

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

CAREER OPPORTUNITIES:
• Entry-level Business Assistant

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

FOUNDATION COURSES
B080  Reading and Writing Strategies  4
B087  Practical Math  4

GENERAL EDUCATION COURSES

LOWER DIVISION
Communication (Required course)  4
COM 1388  Communicating in Your Profession
Humanities (Required course)  4
PHI 1520  Ethics Around the Globe

CERTIFICATE COURSES

LOWER DIVISION
AG1 1022  Financial Accounting I  4
AG1 1033  Financial Accounting II  4
BUL 2241  Business Law  4
CSG 1240  Computer Applications and Business Systems Concepts  3
GEB 1011  Introduction to Business  4
E242  Career Development  2
MAR 2011  Principles of Management  4
MAR 2021  Principles of Marketing  4

Total Certificate Credits
General Education Credits  8
Major and Core Credits  29
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 E185 Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

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

MARKETING DIPLOMA

CAREER OPPORTUNITIES:
• Management Trainee

OBJECTIVE:
Graduates of this program understand fundamental concepts in marketing and business management. They can demonstrate marketing and management skills including planning and decision making, organizing, controlling, and leading employees. Students will be able to use computer applications for the business environment. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required course)  4
ENG 1101  English Composition
Math/Natural Sciences (Select 1 course)  4

MAJOR AND CORE COURSES

LOWER DIVISION
GEB 2444  Internet Business Models and E-Commerce  4
MAR 2374  Online Multimedia Marketing  4
MAR 2873  Public Relations and Advertising  4

Total Diploma Credits
General Education Credits  16
Major and Core Credits  41
TOTAL DIPLOMA CREDITS  57*

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E270 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

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

EARN AS YOU LEARN

Our Credential Ladder guides you to earn increasingly advanced academic credentials.

STUDENT INVESTMENT DISCLOSURE:
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
MARKETING ASSOCIATE’S DEGREE

Associate of Science Degree in Florida, Associate of Applied Science Degree in Kansas

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select one pairing) 8
ECO 1000 Principles of Economics 4
Select 1 Social Sciences Elective
OR
ECO 2013 Macroeconomics 4
ECO 2023 Microeconomics 4

MAJOR AND CORE COURSES
LOWER DIVISION
FIN 1000 Principles of Finance 4
GEB 2930 Business Capstone 2
MAN 1300 Introduction to Human Resource Management 4
Total Associate’s Degree Credits
General Education Credits 40
Major and Core Credits 51
TOTAL DEGREE CREDITS 91*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

SCHOOL OF BUSINESS
MISSION STATEMENT
The Rasmussen College School of Business prepares students to be confident, results-oriented business leaders who are active contributors in their chosen fields and diverse communities. Our programs focus on building a strong business foundation while helping students acquire the skills employers demand, including critical thinking, communication, teamwork, and digital fluency, as they relate to various business settings. We measure our success through the academic performance, commitment to lifelong learning, and ethical and professional contributions of our graduates.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
DIPLOMA

CAREER OPPORTUNITIES:
- Graphic Designer
- Digital Designer
- Animation Artist

OBJECTIVE:
Graduates of the Animation and Motion Graphics Diploma program know the fundamentals of design, motion graphics, and animation. They can create and combine multiple forms of media to generate animation and motion-based projects involving graphic, video, and audio assets. Students will complete the program with a graphic portfolio that demonstrates their skills, knowledge, and techniques in design, animation, video, and motion. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B087 Practical Math 4

GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required Course) 4
Communication (Select 1 course) 4
Math/Natural Sciences (Select one of the following) 4
MAT 1031 College Algebra
MAT 1402 General Education Math

MAJOR AND CORE COURSES

LOWER DIVISION
DIG 1280C Audio/Video Editing 3
E242 Career Development 2
GRA 1022C Figure Drawing 3
GRA 1057C Design Foundations 3
GRA 1164C Drawing from Observation 3
GRA 1188C 3D Modeling 3
GRA 1206C Typography 3
GRA 1235C 3D Lighting, Texturing and Rendering 3
GRA 1281C Color Theory 3
GRA 1461C 3D Animation 3
GRA 1493C Digital Illustration 3
GRA 1552C Introduction to Animation 3
GRA 2060C Interactive Media 3
GRA 2133C Print Design 3
GRA 2274C User Experience Design 3
GRA 2390C Digital Photography 3
GRA 2442C Motion Graphics 3
GRA 2522C Digital Media Project 3
GRA 2607C Portfolio Development 3
GRA 2754C User Experience Design 3
Total Diploma Credits
General Education Credits
Major and Core Credits
TOTAL DIPLOMA CREDITS 71*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

ASSOCIATE’S DEGREE

Associate of Science Degree in Florida, Associate of Applied Science in Kansas

CAREER OPPORTUNITIES:
- Graphic Designer
- Print Designer
- Digital Designer
- Animation Designer
- Animation Artist
- Production Artist
- Motion Graphics Artist
- 3D Animation Artist

OBJECTIVE:
Graduates of the Animation and Motion Graphics Associate’s Degree program know intermediate theories of design, motion graphics, animation, project management, and portfolio development. They can create and combine multiple forms of media to generate animation and motion-based projects involving graphic, video, and audio assets. Students will complete the program with a graphic portfolio that demonstrates their skills, knowledge, and techniques in design, animation, video, and motion graphics. Graduates value written and interpersonal communication, critical thinking and problem solving, information literacy, and diversity awareness skills and their significance in academic and workplace situations.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
Humanities (“Required, Select 1 additional course) 8
ART 1204 Art Appreciation* 4
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8
Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 59
TOTAL DEGREE CREDITS 91*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E320 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program. * Credit totals do not include Foundation Courses. Students must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses.

Students in the Information Technology Management, Information Security, Game and Simulation Programming, and Graphic Design programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will reimburse students to sit for the mandatory certification, as well as up to two additional recommended certifications per established credentialing milestones. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.
BACHELOR’S DEGREE

Bachelor of Science Degree

CAREER OPPORTUNITIES:
• Graphic Designer
• Print Designer
• Digital Designer
• Animation Designer
• Animation Artist
• Production Artist
• Motion Graphics Artist
• 3D Animation Artist
• Art Director
• Multimedia Artist and Animator
• Visual Media Producer

OBJECTIVE:
Graduates of the Animation and Motion Graphics Bachelor’s Degree program will be able to conceptualize, plan, design, produce, and implement successful design solutions to complex visual projects. Students will know advanced theories of design, motion graphics, animation, project management, and portfolio development. They can create and combine multiple forms of media with a high level of craft and proficiency to generate animation and motion-based projects involving graphic, video, and audio assets. Students will complete the program with a graphic portfolio that demonstrates their skills, knowledge, and techniques in design, animation, video, and motion graphics. They value written and interpersonal communication, critical thinking and problem solving, information literacy, and diversity awareness skills and their significance in academic and workplace situations. Graduates will be employable in entry-level positions in graphic design, 2D and 3D animation, video production, character animation, or content creation for game design.

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

UPPER DIVISION
Communication (Required Course) 4
MMC 3407 Visual Communication in the Media 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

UPPER DIVISION
GEB 3051 The Business of Digital Media 4
GRA 3005C Interactive Publishing 4
GRA 3126C Graphic Design History 3
GRA 3234C Advanced Typography 4
GRA 3375C Advanced Color Theory 4
GRA 3487C Advanced Digital Photography 4
GRA 3563C Animation History 4
GRA 3678C Advanced 3D Modeling 4
GRA 4002C Advanced Motion Graphics 4
GRA 4172C Advanced User Experience Design 4
GRA 4228C Media Campaign Design 4
GRA 4306C Digital Short Film Project 4
GRA 4419C Advanced Portfolio Development 4
GRA 4503C Digital Effects 4
GRA 4631C Advanced Character Modeling 4
GRA 4752C Advanced 3D Rigging 4
GRA 4837 Animation Capstone Project 3

Total Bachelor’s Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 59
Upper Division Major and Core Credits 66

TOTAL DEGREE CREDITS 181*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E410 Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

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

Students in the Information Technology Management, Information Security, Game and Simulation Programming, and Graphic Design programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will reimburse students to sit for the mandatory certification, as well as up to two additional recommended certifications per established credentialing milestones. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.
### Diploma

**CAREER OPPORTUNITIES:**
- Graphic Designer
- Digital Designer
- Interactive Designer

**OBJECTIVE:**
Graduates of the Web and Interactive Design Diploma program know the fundamentals of design, website design, and interactivity. They can create and combine multiple forms of media to generate web-based projects involving graphic, video, and audio assets. Students will complete the program with a web-based portfolio that demonstrates their skills, knowledge, and techniques in graphic and web design as well as interactivity. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

**FOUNDATION COURSES**
- B080 Reading and Writing Strategies 4
- B087 Practical Math 4

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**
- English Composition (Required Course) 4
- ENC 1101 English Composition Communication (Select 1 course) 4
- Math/Natural Sciences (Select one of the following) 4
- MAT 1031 College Algebra 4
- MAT 1402 General Education Math 4

**MAJOR AND CORE COURSES**
- DIG 1280C Audio/Video Editing 3
- E242 Career Development 2
- GRA 1057C Design Foundations 3
- GRA 1164C Drawing from Observation 3
- GRA 1206C Typography 3
- GRA 1281C Color Theory 3
- GRA 1377C Fundamentals of Web Design 3
- GRA 1493C Digital Illustration 3
- GRA 1552C Introduction to Animation 3
- GRA 1687C User-Centered Web Design 3
- GRA 1747C Introduction to Web Scripting 3
- GRA 2060C Interactive Media 3
- GRA 2133C Print Design 3
- GRA 2274C User Experience Design 3
- GRA 2390C Digital Photography 3
- GRA 2442C Motion Graphics 3
- GRA 2522C Digital Media Project 3
- GRA 2607C Portfolio Development 3
- GRA 2819C Scripting for Web Servers 3
- GRA 2936C Mobile Web Design 3

Total Diploma Credits
- General Education Credits 12
- Major and Core Credits 59

**TOTAL DIPLOMA CREDITS** 71*

### Associate’s Degree

**ASSOCIATE’S DEGREE**
Associate of Science Degree in Florida, Associate of Applied Science in Kansas

**CAREER OPPORTUNITIES:**
- Graphic Designer
- Print Designer
- Digital Designer
- Website Designer
- Interactive Designer
- Web Developer
- User Interface Designer

**OBJECTIVE:**
Graduates of the Web and Interactive Design Associate's Degree know intermediate theories of visual and interactive design, website design, project management, and portfolio development. They can create and combine multiple forms of media to generate web-based projects involving graphic, video, and audio assets. Students will complete the program with a web-based portfolio that demonstrates their skills, knowledge, and techniques in graphic and web design as well as interactivity. Graduates value written and interpersonal communication, critical thinking and problem solving, information literacy, and diversity awareness skills and their significance in academic and workplace situations.

**FOUNDATION COURSES**
- B080 Reading and Writing Strategies 4
- B087 Practical Math 4

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**
- Humanities (*Required, Select 1 additional course) 8
- Math/Natural Sciences (Select 1 course) 4
- Social Sciences (Select 2 courses) 8

Total Associate’s Degree Credits
- General Education Credits 32
- Major and Core Credits 59

**TOTAL DEGREE CREDITS** 91*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

Students in the Information Technology Management, Information Security, Game and Simulation Programming, and Graphic Design programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will reimburse students to sit for the mandatory certification, as well as up to two additional recommended certifications per established credentialing milestones. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.
BACHELOR’S DEGREE

Bachelor of Science Degree

CAREER OPPORTUNITIES:
- Graphic Designer
- Print Designer
- Digital Designer
- Website Designer
- Interactive Designer
- Web Developer
- User Interface Designer
- Art Director
- Visual Media Producer
- Web Operations Manager

OBJECTIVE:
Graduates of the Web and Interactive Design Bachelor’s Degree program will be able to conceptualize, plan, design, produce, and implement successful design solutions to complex visual projects. Students will know advanced theories of design and interactivity, web design, user experience design, project management, and portfolio development. They can create and combine multiple forms of media with a high level of craft and proficiency to generate interactive and web-based projects involving graphic, video, and audio assets. Students will complete the program with a web-based portfolio that demonstrates their skills, knowledge, and techniques in web, interactivity, video, and design. They value written and interpersonal communication, critical thinking and problem solving, information literacy, and diversity awareness skills and their significance in academic and workplace situations. Graduates will be employable in entry-level positions in graphic design, web design, user experience design, interactive design, or web development.

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

UPPER DIVISION
Communication (Required Course) 4
MMC 3407 Visual Communication in the Media 8
Humanities (Select 2 courses) 4
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

UPPER DIVISION
GEB 3051 The Business of Digital Media 4
GRA 3005C Interactive Publishing 4
GRA 3126C Graphic Design History 3
GRA 3234C Advanced Typography 4
GRA 3375C Advanced Color Theory 4
GRA 3487C Advanced Digital Photography 4
GRA 3792C Web Content Management Systems 4
GRA 3844C Search Engines, Optimization and Analytics 4
GRA 3972C Information Architecture for Web 4
GRA 4002C Advanced Motion Graphics 4
GRA 4172C Advanced User Experience Design 4
GRA 4228C Media Campaign Design 4
GRA 4306C Digital Short Film Project 4
GRA 4419C Advanced Portfolio Development 4
GRA 4790C Advanced PHP for E-Commerce 4
GRA 4948C Web Capstone Project 3
GRA 4953C Internet History and E-Commerce 4

Total Bachelor’s Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 59
Upper Division Major and Core Credits 66

TOTAL DEGREE CREDITS 181*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E410 Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

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

Students in the Information Technology Management, Information Security, Game and Simulation Programming, and Graphic Design programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will reimburse students to sit for the mandatory certification, as well as up to two additional recommended certifications per established credentialing milestones. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.
EARLY CHILDHOOD EDUCATION
CERTIFICATE • DIPLOMA • ASSOCIATE’S DEGREE
CHILD AND FAMILY STUDIES • CHILD DEVELOPMENT • ENGLISH LANGUAGE LEARNER • CHILD WITH SPECIAL NEEDS

CERTIFICATE

CAREER OPPORTUNITIES:
• Early Childhood Teacher’s Aide

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

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B087 Practical Math 4

CERTIFICATE COURSES
LOWER DIVISION
E242 Career Development 2
ECC 1202 Early Childhood Education Curriculum and Instruction 2
ECC 1700 Foundations of Child Development 4
ECC 1735 Health, Safety, and Nutrition/CDA Application 4
ECC 2613 Observation and Assessment in Early Childhood Education 4

Choose either Track I ** or Track II

Track I **
ECC 1860 Knowledge: Externship I 6
ECC 1861 Application: Externship II 6
ECC 1862 Reflection: Externship III 6

Track II
ECC1863 Teacher Reflection I:
Early Childhood Education as a Profession 6
ECC1864 Teacher Reflection II:
Morbidity and Ethics in Early Childhood Education 6
ECC1865 Teacher Reflection III: The Intentional Teacher 6

TOTAL CERTIFICATE CREDITS 36*

Students enrolling in the Early Childhood Education Certificate program must currently be working in the Early Childhood Education field and have an externship site approved by the College by the end of the first week of the quarter. Please see a Program Manager for more details.

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

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

** Track I includes externship courses, which are not available to students in all states. Please see the Early Childhood Education program page on the Rasmussen College web site (rasmussen.edu) and speak to a Program Manager for more details.

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

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

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

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.
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 young children’s healthy development while supporting a safe environment. They develop a niche through selection of a specialization equipping them to meet the needs of today’s children and families. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts. Students are prepared for the national Child Development Associate (CDA) credential.

IN ADDITION TO ALL CERTIFICATE COURSES
GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required course) 4
ENC 1101  English Composition 4
Communication (Required, Select 1 additional course) 6
COM 1965  Locating and Evaluating Information* 4
Math/Natural Sciences (Select 1 course) 4

MAJOR AND CORE COURSES
CGS 1240  Computer Applications and Business Systems Concepts 3

CHILDREN AND FAMILY STUDIES DIPLOMA
EEC 2239  Guiding Children’s Behavior 4
EEC 2240  Child and Family Advocacy 4
SYG 1000  Introduction to Sociology 4

CHILD DEVELOPMENT DIPLOMA
EEC 2217  Emerging Literacy Through Children’s Literature 4
EEC 2250  Infant and Toddler Development 4
EEX 2010  The Exceptional Child 4

ENGLISH LANGUAGE LEARNER DIPLOMA
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

CHILD WITH SPECIAL NEEDS DIPLOMA
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 69*

ASSOCIATE’S DEGREE

Associate of Science Degree in Florida, Associate of Applied Science in Kansas

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 young children’s healthy development while supporting a safe environment. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy and diversity awareness skills and their significance in academic and workplace situations. Students are prepared for the national Child Development Associate (CDA) credential.

IN ADDITION TO ALL DIPLOMA COURSES
GENERAL EDUCATION COURSES

LOWER DIVISION
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required course) 4
ENC 1101  English Composition 4
Communication (Required, Select 1 additional course) 6
COM 1965  Locating and Evaluating Information* 4
Math/Natural Sciences (Select 1 course) 4

MAJOR AND CORE COURSES
CGS 1240  Computer Applications and Business Systems Concepts 3

CHILD AND FAMILY STUDIES DIPLOMA
EEC 2239  Guiding Children’s Behavior 4
EEC 2240  Child and Family Advocacy 4
SYG 1000  Introduction to Sociology 4

CHILD DEVELOPMENT DIPLOMA
EEC 2217  Emerging Literacy Through Children’s Literature 4
EEC 2250  Infant and Toddler Development 4
EEX 2010  The Exceptional Child 4

ENGLISH LANGUAGE LEARNER DIPLOMA
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

CHILD WITH SPECIAL NEEDS DIPLOMA
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 91*

TOTAL DEGREE CREDITS

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

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

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

See page 36 for general education course selections.

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SCHOOL OF EDUCATION
SCHOOL OF EDUCATION
2014-2015 CATALOG AND STUDENT HANDBOOK
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
CERTIFICATES

CAREER OPPORTUNITIES:
• Phlebotomist
• Phlebotomy Services Representative
• Laboratory Assistant

OBJECTIVE:
Graduates of the Phlebotomy Certificate program know patient preparation procedures for performing the collection of blood specimens. In addition, graduates apply their knowledge of processing blood specimens and other body fluids for diagnostic testing. They value their roles in communicating information clearly and effectively from the laboratory to physicians, patients, and other health care professionals within the medical environment.

FOUNDATION COURSES
B080  Reading and Writing Strategies  4
B087  Practical Math  4

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Required course)  4
COM 1002  Introduction to Communication  4
Math/Natural Sciences (Required course)  4
PHA 1500  Structure and Function of the Human Body  4

MAJOR AND CORE COURSES
LOWER DIVISION
E242  Career Development  2
HSA 1050  Customer Service in Healthcare  1
HSC 1331  Medical Terminology  4
HSC 2641  Medical Law and Ethics  4

PHLEBOTOMY
HIM 1035  Introduction to Electronic Health Records  3
MLT 1170  Introduction to Laboratory Processing  4
MLT 1325  Phlebotomy  3
MLT 2211  Phlebotomy II  4
MLT 2790  Phlebotomy Externship and Capstone  5

Total Certificate Credits  30

TOTAL CERTIFICATE CREDITS  38*

The Phlebotomy Certificate is only offered at the Land O' Lakes/East Pasco, New Port Richey/West Pasco, and Tampa/Brandon campuses in Florida. The Phlebotomy Certificate is not offered in Kansas.

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

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

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

Lab work for the Certificate tracks is only available at the Land O’ Lakes/East Pasco campus.

ASSOCIATE’S DEGREE

ASSOCIATE OF SCIENCE DEGREE

CAREER OPPORTUNITIES:
• Phlebotomist
• Phlebotomy Services Representative
• Laboratory Assistant
• Healthcare Associate

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

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course)  4
ENC 1101  English Composition  4
Communication (Select 1 course other than COM 1002)  4
Humanities (Select 3 courses)  12
Math/Natural Sciences  8
(Select 2 courses other than PHA 1500)
Social Sciences (Select 3 courses)  12

MAJOR AND CORE COURSES
LOWER DIVISION
HSA 2117  US Healthcare Systems  4
MEA 1243  Pharmacology for the Allied Health Professional  4
MEA 2203  Pathophysiology  5
Total Associate's Degree Credits  48
Major and Core Credits  43

TOTAL DEGREE CREDITS  91*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS

The Health Sciences Associate of Science Degree is only offered at the Land O' Lakes/East Pasco, New Port Richey/West Pasco, and Tampa/Brandon campuses in Florida. The Health Sciences Associate of Science Degree is not offered in Kansas.

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

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

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

Lab work for the Certificate tracks is only available at the Land O’ Lakes/East Pasco campus.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
MEDICAL BILLING AND CODING CERTIFICATE

CAREER OPPORTUNITIES:
• Medical Coder
• Medical Coder/Biller

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

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B087 Practical Math 4

GENERAL EDUCATION COURSES
LOWER DIVISION
Math/Natural Sciences (Required course) 4
PHA 1500 Structure and Function of the Human Body 4

MAJOR AND CORE COURSES
LOWER DIVISION
CGS 1240 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
HIM 1110 Anatomy and Pharmacology for Coders 3
HIM 1125 ICD-CM Coding 4
HIM 1126C ICD-PCS Coding 4
HIM 1258C Ambulatory Care Coding 3
HIM 2272C Medical Insurance and Billing 3
HIM 2410 Health Information Law and Ethics 4
HIM 2942 ICD-10 Coding Practicum 1
HIM 2272 Medical Terminology 3
MEA 2203 Pathophysiology 5

Total Certificate Credits
General Education Credits 4
Total Certificate Credits 40*

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

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the 218D Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

IN ADDITION TO ALL CERTIFICATE COURSES

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the C270 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

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

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

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

EDUCATION COURSES

BACHELOR’S DEGREE

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
HEALTH INFORMATION TECHNICIAN ASSOCIATE'S DEGREE

Associate of Science Degree in Florida, Associate of Applied Science in Kansas

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, navigate an electronic health record, manage a file room, and release medical information under appropriate circumstances. Graduates value written and interpersonal communication, critical thinking and problem solving, diversity awareness skills, information and financial literacy, ethical and professional behavior in the workplace, and the confidentiality of patient information.

IN ADDITION TO ALL DIPLOMA COURSES
GENERAL EDUCATION COURSES

LOWER DIVISION
- Humanities (Select 2 courses) 8
- Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES
LOWER DIVISION
- HIM 2304 Management of Health Information Services 4
- HIM 2510 Quality Analysis and Management 4
- HIM 2652 Healthcare Information Technologies 4
- HIM 2943 Health Information Professional Practicum 2
- HSA 2117 US Healthcare Systems 4
- Total Associate's Degree Credits 32
- General Education Credits 32
- Major and Core Credits 58
- TOTAL DEGREE CREDITS 90*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E360 Junior Seminar during the quarter in which they finish the Associate's degree requirements to graduate from an Associate's degree program.

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

The Health Information Technician Associate Degree Program offered at the Brooklyn Park/Maple Grove, Bloomington, Eagan, Lake Elmo/ Woodbury, Mankato, and St. Cloud Campuses in Minnesota—the Aurora/Naperville and Rockford Campuses in Illinois—the Green Bay Campus in Wisconsin—and the Rasmussen College Online Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

This program may require specific immunizations prior to professional practice experience. In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check and attend a programmatic orientation.

HEALTH INFORMATION MANAGEMENT BACHELOR'S DEGREE

Bachelor of Science Degree

CAREER OPPORTUNITIES:
- Medical Records Manager
- Privacy Officer
- Clinical Data Analyst
- Corporate Compliance Officer
- Risk Management Officer

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES
GENERAL EDUCATION COURSES

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

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 3710 Advanced Quality Management in Healthcare 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 4360 Health Data Management 2
- HIM 4537 Health Information Management Alternative Facility Professional Practice Experience 1
- HIM 4610 Advanced Health Information Law and Ethics 4
- HSA 3422 Regulation and Compliance in Healthcare 4
- HSA 3751 Healthcare Statistics 4
- MAN 3210 Advanced Human Resource Management 4
- Total Bachelor's Degree Credits 32
- Upper Division General Education Credits 24
- Upper Division General Education Credits 24
- Lower Division Major and Core Credits 58
- Upper Division Major and Core Credits 66
- TOTAL DEGREE CREDITS 180*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E410 Senior Seminar during the quarter in which they finish the Bachelor's degree requirements to graduate from a Bachelor's degree program.

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

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

This program requires specific immunizations prior to professional practice experience.

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

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

The Health Information Management BS Degree program is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
MEDICAL ADMINISTRATION

DIPLOMA

CAREER OPPORTUNITIES:
• Medical Administrative Assistant/Secretary
• Medical Coder/Biller
• Medical Receptionist

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

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B087 Practical Math 4

GENERAL EDUCATION COURSES

LOWER DIVISION
Communication (Select 1 course) 4
Math/Natural Sciences (Required course) 4
PHA 1500 Structure and Function of the Human Body 4

MAJOR AND CORE COURSES

LOWER DIVISION
CGS 1240 Computer Applications and Business Systems Concepts 3
E242 Career Development 2
HIM 1258C Ambulatory Care Coding 3
HIM 1311 ICD Coding 3
HIM 2272C Medical Insurance and Billing 3
HSA 1050 Customer Service in Healthcare 1
HSA 2537 Electronic Health Records and Medical Office Procedures 4
HSC 1410 Medical Writing, Style, and Grammar 3
HSC 1531 Medical Terminology 4
HSC 2641 Medical Law and Ethics 4
MEA 1243 Pharmacology for the Allied Health Professional 4
MEA 2203 Pathophysiology 5
MTS 2005 Introduction to Medical Transcription 4
OST 2401 Keyboarding I 3
OST 2402 Medical Transcription 3
OST 2465 Medical Administration Capstone 1
Total Diploma Credits 58*
Major and Core Credits 50

TOTAL DIPLOMA CREDITS 58*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

ASSOCIATE’S DEGREE

Associate of Science Degree in Florida, Associate of Applied Science Degree in Kansas

CAREER OPPORTUNITIES:
• Medical Office Manager
• Medical Coder/Biller
• Medical Administrative Assistant/Secretary
• Medical Receptionist

OBJECTIVE:
Graduates of this program understand the procedures and processes of medical offices in a variety of healthcare settings. They know medical terminology, anatomy, pathology, and basic concepts of health-information management. Graduates can perform medical coding, transcription, billing, and general medical office procedures. They value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, diversity awareness skills, ethical and professional behavior in the workplace, and the confidentiality of patient information.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required course) 4
ENC 1101 English Composition 4
Mathematics (Select 2 courses) 8
Math/Natural Sciences (Select 1 course other than PHA 1500) 4
Humanities (Select 2 courses) 8
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES

LOWER DIVISION
ACG 1022 Financial Accounting I 4
HSA 2117 US Healthcare Systems 4
Total Associate’s Degree Credits 90*
Major and Core Credits 32
Major and Core Credits 58

TOTAL DEGREE CREDITS 90*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

EARN AS YOU LEARN

Our Credential Ladder guides you to earn increasingly advanced academic credentials.

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**DIPLOMA**

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

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

**FOUNDATION COURSES**
- B080 Reading and Writing Strategies 4
- B087 Practical Math 4

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**
- English Composition (Required course) 4
- ENC 1101 English Composition 4
- Math/Natural Sciences (Required course) 4
- PHA 1500 Structure and Function of the Human Body 4

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- E242 Career Development 2
- HSA 1050 Customer Service in Healthcare 1
- HSA 2537 Electronic Health Records and Medical Office Procedures 4
- HSC 1531 Medical Terminology 4
- HSC 2641 Medical Law and Ethics 4
- MEA 1102 Introduction to Medical Assisting 3
- 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 2810 Medical Assisting Clinical Externship 8
- MEA 2820 Medical Assisting Capstone 2

**Additional Required Course in either Track I or Track II**
- Track I (required for students enrolled in Florida)
  - MEA 2290 Radiography Skills 3
  - HSC 1410 Medical Writing, Style and Grammar 3

**Total Diploma Credits**
- General Education Credits 8
- Major and Core Credits 52

**TOTAL DIPLOMA CREDITS 60**

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E270 Sophomore Seminar either during the quarter in which they finish the Diploma course requirements or the quarter immediately prior.

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

This program requires specific immunizations prior to professional practice experience.

The Medical Assisting Diploma program at the Bismarck campus in North Dakota, Aurora/Naperville, Mokena Tinley Park, Rockford, and Romeoville/Joliet campuses in Illinois; the Fort Myers, Ocala, New Port Richey/West Pasco and Tampa/Brandon campuses in Florida; the Appleton and Wausau campuses in Wisconsin; and the Blaine, Bloomington, Brooklyn Park/Maple Grove, Eagan, Mankato, and St. Cloud campuses in Minnesota are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

**ASSOCIATE’S DEGREE**

**Associate of Science Degree in Florida, Associate of Applied Science Degree in Kansas**

**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 and problem solving, written and interpersonal communication, information and financial literacy, diversity awareness skills, and medical ethics as they relate to the medical assisting career and the global community.

**IN ADDITION TO ALL DIPLOMA COURSES**

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**
- Communication (Select 1 course) 4
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Select 2 other than PHA1500) 8
- Social Sciences (*Required, Select 1 additional course) 8
- PSY 1012 General Psychology* 8

**MAJOR AND CORE COURSES**

**LOWER DIVISION**
- CGS1240 Computer Applications and Business Systems Concepts 3

**Total Associate's Degree Credits**
- General Education Credits 36
- Major and Core Credits 55

**TOTAL DEGREE CREDITS 91**

**SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.**

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the €320 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

This program requires specific immunizations prior to professional practice experience.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
PHARMACY TECHNICIAN CERTIFICATE • DIPLOMA • ASSOCIATE’S 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 the ability to effectively communicate in a variety of situations, honesty and integrity, compassion for patients, and patient confidentiality.

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B087 Practical Math 4

GENERAL EDUCATION COURSES
LOWER DIVISION
Math/Natural Sciences 8
(*Required, select 1 additional course)
PHA 1500 Structure and Function of the Human Body*

MAJOR AND CORE COURSES
LOWER DIVISION
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
MEA 1243 Pharmacology for the Allied Health Professional 4
ME3 2203 Pathophysiology 5
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
General Education Credits 8
Major and Core Credits 36

TOTAL CERTIFICATE CREDITS 44*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

* Credit totals do not include Foundation Courses. Students must complete the E185 Freshman Seminar as part of Certificate course requirements during the quarter in which they finish the Certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

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 written and interpersonal communication, critical thinking in a variety of professional contexts, honesty and integrity, compassion for patients, and patient confidentiality.

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
ENC 1101 English Composition 4
Communication (“Required, Select 1 additional course) 8
COM 1388 Communicating in Your Profession

MAJOR AND CORE COURSES
LOWER DIVISION
HSA 2117 U.S. Healthcare Systems 4
MNA 1161 Customer Service 4
OST 11006 Keyboard I 3
PTN 2050 Pharmacy Technician Capstone 3

Total Diploma Credits
General Education Credits 20
Major and Core Credits 50

TOTAL DIPLOMA CREDITS 70*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete a passing grade in a seminar course. Students must complete the E242 Junior Seminar during the quarter in which they finish the Diploma course requirements.

* Credit totals do not include Foundation Courses. Students must complete the E242 Junior Seminar during the quarter in which they finish the Diploma course requirements.

ASSOCIATE’S DEGREE

Associate of Science Degree in Florida, Associate of Applied Science in Kansas

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course other than PHA 1500) 4
Social Sciences (Select 2 courses) 8
Total Associate’s Degree Credits 40
Major and Core Credits 50

TOTAL DEGREE CREDITS 90*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete a passing grade in a seminar course. Students must complete the E242 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

* Credit totals do not include Foundation Courses. Students must complete the E242 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
ASSOCIATE’S DEGREE

Associate of Science Degree in Florida, Associate of Applied Science Degree in Kansas

CAREER OPPORTUNITIES:**
- Corrections Officer
- Peace Officer
- Probation Officer
- Court Clerk
- Security Professional
- Juvenile Specialist

OBJECTIVE:
Graduates of this program know the history and development of the criminal justice system and its effect on society. They understand how the legal process works from law enforcement, to the courts, and through the corrections system. They can apply critical thinking to issues in criminal justice such as law enforcement, corrections, security, juvenile justice, and domestic violence. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness and skills in academic and workplace situations.

FOUNDATION COURSES
B080 Reading and Writing Strategies
B087 Practical Math

GENERAL EDUCATION COURSES
English Composition (Required course) 4
ENC 1101 English Composition
Communication (“Required, Select 1 additional course”) 6
COM 1865 Locating and Evaluating Information
Humanities (“Required, Select 2 additional courses”) 16
PHI 1520 Ethics Around the Globe
PHI 2103 Introduction to Critical Thinking
Math/Natural Sciences (Select 2 courses, including at least one Math course) 8
Social Sciences (Required courses) 8
PSY 1012 General Psychology
SYG 1000 Introduction to Sociology

MAJOR AND CORE COURSES
CCJ 1000 Introduction to Criminal Justice 4
CCJ 1153 Criminology: Motives for Criminal Deviance 4
CCJ 1382 Field Communications in Criminal Justice 2
CCJ 2170 Practical Psychology for the Criminal Justice Professional 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 1552 Introduction to Criminal Law 4
CJL 1747 Applied Criminal Procedures 4

Total Associate’s Degree Credits
General Education Credits 42
Major and Core Credits 49
TOTAL DEGREE CREDITS 91*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

** 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.

BACHELOR’S DEGREE

Bachelor of Science Degree

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

OBJECTIVE:
Graduates of this program know the theory and practice of criminal justice law, procedures, research methods, and leadership. They understand concepts of criminal behavior, crime prevention, and diversity in the justice system. Graduates can apply, analyze, synthesize, and evaluate facts and theories pertaining to criminal justice; locate, evaluate, and integrate appropriate primary and secondary sources; effectively communicate ideas through speaking and writing; recognize and address complex ethical situations; and operate effectively within a continually changing environment. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways.

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

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
CCJ 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***
CCJ 4392 Criminal Justice Internship 9
Track II
CCJ 4542 Criminal Justice Seminar 5
CCJ 4279 Criminal Justice Senior Thesis 4
Elective Credits (Select 4 courses for 16 credits) 16
CCJ 3641 Organized Criminal Syndicates 4
CCJ 3670 Women and Criminal Justice 4
CCJ 4603 Forensic Psychology 4
CCJ 4627 Special Offenders: Serial Killers 4
CCJ 4690 Special Offenders: Sex Offenders 4
CCJ 4695 Special Populations in Criminal Justice 4
CCJ 3415 Diversion and Rehabilitation 4
CJ 4164 Community Corrections 4
CJE 3610 Criminal Investigations 4
CJE 3674 Examination of Forensic Science 4
CJL 3113 Criminal Evidence 4

Total Bachelor’s Degree Credits
Lower Division General Education Credits 42
Upper Division General Education Credits 24
Lower Division Major and Core Credits 49
Upper Division Major and Core Credits 49
Upper Division Elective Credits 16
TOTAL DEGREE CREDITS 180*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E410 Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

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

** Additional training may be required.

*** Track I includes an internship, which his not available to students in all states. Please speak to a Program Manager for more details. In addition to meeting all other admissions requirements, applicants to the program must successfully complete and pass a criminal background check.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
**HUMAN SERVICES**

**CERTIFICATE**

**CAREER OPPORTUNITIES:**
- Program Assistant Specialist
- Social Service 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. 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. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B080</td>
<td>Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>B087</td>
<td>Practical Math</td>
<td>4</td>
</tr>
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</table>

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Sciences (Required courses)</td>
<td>8</td>
</tr>
<tr>
<td>PSY 1012  General Psychology</td>
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</tr>
<tr>
<td>PSY 2420  Abnormal Psychology</td>
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</tbody>
</table>

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>CJC 1245</td>
<td>Case Management:</td>
<td>4</td>
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<tr>
<td></td>
<td>Strategies for Rehabilitation</td>
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</tr>
<tr>
<td>CJC 2400</td>
<td>Counseling Clients</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>4</td>
</tr>
<tr>
<td>HUS 1001</td>
<td>Introduction to Human Services</td>
<td>2</td>
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<tr>
<td>HUS 1320</td>
<td>Introductory Strategies to</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Crisis Intervention</td>
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<tr>
<td>HUS 1551</td>
<td>Cultural Diversity in Human Services</td>
<td>4</td>
</tr>
<tr>
<td>HUS 2540</td>
<td>Community Psychology</td>
<td>4</td>
</tr>
<tr>
<td>HUS 2712</td>
<td>Organization and Leadership in Human Services</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL CERTIFICATE CREDITS**

| Credits | 38* |

**IN ADDITION TO ALL CERTIFICATE COURSES**

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required course)</td>
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</tr>
<tr>
<td>ENG 1101  English Composition</td>
<td>4</td>
</tr>
<tr>
<td>Communication (Select 1 course)</td>
<td>4</td>
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**MAJOR AND CORE COURSES**

**LOWER DIVISION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJE 1233</td>
<td>Drugs and Crime</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2172</td>
<td>Juvenile Justice:</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Delinquency, Dependency, and Diversion</td>
<td></td>
</tr>
<tr>
<td>MNA 1161</td>
<td>Customer Service</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL DIPLOMA CREDITS**

| Credits | 74* |

**SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.**

**DIPLOMA**

**CAREER OPPORTUNITIES:**
- Community Service Specialist
- Social Service 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. 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. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

**FOUNDATION COURSES**

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<tr>
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<tbody>
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<td>B080</td>
<td>Reading and Writing Strategies</td>
<td>4</td>
</tr>
<tr>
<td>B087</td>
<td>Practical Math</td>
<td>4</td>
</tr>
</tbody>
</table>

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Humanities (Select 2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>Social Sciences (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>SYG 1000  Introduction to Sociology</td>
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</tbody>
</table>

**TOTAL DEGREE CREDITS**

| Credits | 90*   |

**SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.**

**ASSOCIATE’S DEGREE**

**Associate of Science Degree in Florida, Associate of Applied Science Degree in Kansas**

**CAREER OPPORTUNITIES:**
- Community Service Specialist
- Social Service Specialist
- Human Service Assistant
- 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. 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. Graduates value the importance of effective written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

**SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.**

**STUDENT INVESTMENT DISCLOSURE:**
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
PARALEGAL ASSOCIATE’S DEGREE

MAJOR AND CORE COURSES

LOWER DIVISION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CS1240</td>
<td>Computer Applications and Business Systems Concepts</td>
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</tr>
<tr>
<td>CJS 1381</td>
<td>Criminal Law and Procedures: Crime and the Courtroom</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>PLA 1013</td>
<td>Introduction to Law and the Legal System</td>
<td>4</td>
</tr>
<tr>
<td>PLA 1203</td>
<td>Civil Litigation and Procedure I</td>
<td>4</td>
</tr>
<tr>
<td>PLA 1223</td>
<td>Civil Litigation and Procedure II</td>
<td>4</td>
</tr>
<tr>
<td>PLA 1573</td>
<td>Contracts: Managing Legal Relationships</td>
<td>4</td>
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<tr>
<td>PLA 2204</td>
<td>Law Office Technology: Cyber space and the Paralegal Profession</td>
<td>4</td>
</tr>
<tr>
<td>PLA 2320</td>
<td>Legal Research</td>
<td>4</td>
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<tr>
<td>PLA 2330</td>
<td>Legal Writing</td>
<td>4</td>
</tr>
<tr>
<td>PLA 2435</td>
<td>Corporate Law</td>
<td>4</td>
</tr>
<tr>
<td>PLA 2587</td>
<td>Torts: Accidents and Other Legal Injuries</td>
<td>4</td>
</tr>
<tr>
<td>PLA 2610</td>
<td>Real Estate Law</td>
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<tr>
<td>PLA 2800</td>
<td>Family Law</td>
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Chose either Track I or Track II

**Track I**

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<tr>
<th>Course Code</th>
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<tr>
<td>PLA 2940</td>
<td>Paralegal Internship</td>
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<td>Track II</td>
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<tr>
<td>PLA 2816</td>
<td>Paralegal Capstone</td>
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<td>Total</td>
<td>Associate’s Degree Credits</td>
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<td>Major and Core Credits</td>
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<td>TOTAL DEGREE CREDITS</td>
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</table>

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

PARALEGAL CERTIFICATE

MAJOR AND CORE COURSES

LOWER DIVISION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLA 1013</td>
<td>Introduction to Law and the Legal System</td>
<td>4</td>
</tr>
<tr>
<td>PLA 1203</td>
<td>Civil Litigation and Procedure I</td>
<td>4</td>
</tr>
<tr>
<td>PLA 1223</td>
<td>Civil Litigation and Procedure II</td>
<td>4</td>
</tr>
<tr>
<td>PLA 1573</td>
<td>Contracts: Managing Legal Relationships</td>
<td>4</td>
</tr>
<tr>
<td>PLA 2204</td>
<td>Law Office Technology: Cyber space and the Paralegal Profession</td>
<td>4</td>
</tr>
<tr>
<td>PLA 2320</td>
<td>Legal Research</td>
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</tr>
<tr>
<td>PLA 2330</td>
<td>Legal Writing</td>
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<tr>
<td>PLA 2435</td>
<td>Corporate Law</td>
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<tr>
<td>PLA 2587</td>
<td>Torts: Accidents and Other Legal Injuries</td>
<td>4</td>
</tr>
<tr>
<td>PLA 2610</td>
<td>Real Estate Law</td>
<td>4</td>
</tr>
<tr>
<td>PLA 2800</td>
<td>Family Law</td>
<td>4</td>
</tr>
<tr>
<td>Electives</td>
<td>(Select 1 course)</td>
<td>4</td>
</tr>
<tr>
<td>PLA 2435</td>
<td>Corporate Law</td>
<td>4</td>
</tr>
<tr>
<td>PLA 2610</td>
<td>Real Estate Law</td>
<td>4</td>
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</table>
| Chose either Track I or Track II

**Track I**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PLA 2940</td>
<td>Paralegal Internship</td>
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<td>Total</td>
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<td>Major and Core Credits</td>
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<td>TOTAL CERTIFICATE CREDITS</td>
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</table>

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

*** Track I includes an internship, which is not available to students in all states. Please speak to a Program Manager for more details.

**Credit requirements and programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E300 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

**Track I includes an internship, which is not available to students in all states. Please speak to a Program Manager for more details.

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
RN TO BSN PROGRAM/NURSING  BACHELOR’S DEGREE
(ONLINE ONLY)

Bachelor of Science Degree

CAREER OPPORTUNITIES:
- Clinical Practice
- Administration
- Nursing Education
- Nursing Leadership

OBJECTIVE:
The principal aim of this nursing education program is to strengthen nurses in the generalist role in alignment with the Essentials of Baccalaureate Education for Professional Nursing Practice. Graduates of this program will know the theoretical foundation of nursing according to the Quality and Safety Education for Nurses (QSEN) competencies which are designed to allow them to continuously improve the quality and safety of the healthcare systems within which they work. Graduates will be immersed in the six outcome abilities central to the QSEN competencies, and they are, patient centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics. Upon completion of the nursing program, they will be able to improve patient outcomes and promote nursing as a profession. Graduates value caring, diversity, excellence, holism, effective communication, integrity, life-long learning and evidence-based practice that underlie the QSEN outcome abilities.

PROGRAM ENROLLMENT:
Applicants to this program who have a current unencumbered Registered Nurse license, have successfully completed an Associate’s degree in Nursing, and satisfy all program admission requirements will receive a block transfer equivalent to 113 credits in transfer to this program. Applicants who hold an RN license without an Associate’s degree and satisfy all program admission requirements will receive 66 credits in transfer to this program. They may receive up to 47 additional credits for successfully completed applicable lower division general education coursework; lower division general education credits not transferred must be completed to earn this degree.

GENERAL EDUCATION COURSES

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

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 Practice  4
NUR 3655 Transcultural Nursing  4
NUR 3816 Dimensions of Professional Nursing  4
NUR 4232 Integration of Evidence-Based Practice and Research in Nursing  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 Bachelor's Degree Credits  24
Upper Division Major and Core Credits  44
TOTAL DEGREE CREDITS (INCLUDING TRANSFER CREDITS)  181

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students must complete the E410 Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

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

The Nursing BS Degree (RN to BSN program) at Rasmussen College is a new applicant pursuing initial accreditation by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036; (202) 867-6791. New applicant status is neither a status of accreditation nor a guarantee that accreditation will be granted.

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

SCHOOL OF NURSING
MISSION STATEMENT

In accordance with the mission statement of Rasmussen College, the School of Nursing mission is to cultivate a learning environment that develops a skill set for critical thinking and educates students in the development of knowledge, skills, and attitudes needed to provide safe and competent nursing care in the communities we serve.

STUDENT INVESTMENT DISCLOSURE: For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
PROFESSIONAL NURSING ASSOCIATE’S DEGREE

GENERAL EDUCATION COURSES

LOWER DIVISION

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

Communication (Select 1 course)  4

Humanities (Select 2 courses)  8

Mathematics (Required course)  4
MAT 1031 College Algebra 4

Natural Sciences (Required courses)  19

PHA 1500 Structure and Function of the Human Body 4

BSC 2346 Human Anatomy and Physiology I 4

BSC 2347 Human Anatomy and Physiology II 4

MCB 2289 Introduction to Microbiology 4

Social Sciences (Required courses)  8

DEP 2004 Human Growth and Development 4

PSY 1012 General Psychology 4

MAJOR AND CORE COURSES

LOWER DIVISION

NUR 1172 Nutritional Principles in Nursing 4

NUR 1245 Introduction to Professional Nursing 4

NUR 1381 Introduction to Critical Thinking, Informatics, and Ethical Concepts in Professional Nursing 4

NUR 2115 Fundamentals of Professional Nursing 6

NUR 2226 Comprehensive Pharmacology 6

NUR 2349 Professional Nursing I 6

NUR 2488 Mental Health Nursing 4

NUR 2571 Professional Nursing II 6

NUR 2633 Maternal Child Health Nursing 4

NUR 2790 Professional Nursing III 6

NUR 2868 Role, Scope, Quality, and Leadership in Professional Nursing 4

NUR 2944 Professional Nursing Capstone 2

Total Associate’s Degree Credits 47

Total Core Credits 56

TOTAL DEGREE CREDITS 103

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

The Professional Nursing Associate’s Degree is only offered at the Fort Myers, New Port Richey/West Pasco, Ocala School of Nursing, and Tampa/Brandon campuses in Florida, and at the Overland Park and Topeka campuses in Kansas.

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

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check and must also submit to a Florida Department of Law Enforcement background check.

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

The Associate Degree Nursing program at Rasmussen College-Ocala School of Nursing is accredited by the Accreditation Commission on Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404) 975-5000. acenursing.org

MOBILITY BRIDGE ENTRANCE OPTION

Students who have successfully completed a practical nursing program and hold a current unencumbered practical nursing license will receive credit for NUR1172 Nutritional Principles in Nursing (4 credits) and NUR2115 Fundamentals of Professional Nursing (6 credits) in the Professional Nursing AS Degree program. The student’s credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student’s transcript as a Course Waiver (CW). Students may also transfer in up to 47 credits in successfully completed applicable general education coursework. Graduates of Rasmussen College’s Practical Nursing program will receive credit for ENC1101 English Composition, MAT1031 College Algebra, and the Communication course the student completed in the Practical Nursing program (for a total of 12 additional general education credits). Students must successfully complete all remaining coursework in the Professional Nursing AS Degree program to earn this degree.
PRACTICAL NURSING DIPLOMA

CAREER OPPORTUNITIES IN:
- Hospitals
- Clinics
- Assisted Living Centers
- Long-Term Care Facilities
- Dental Offices
- Physician’s Offices

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.

Upon successful completion of this program, the graduate will receive a Diploma in Practical Nursing and will be eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN) to obtain licensure as a practical nurse.

GENERAL EDUCATION COURSES

LOWER DIVISION
- English Composition (Required course) 4
- ENC 1101 English Composition
- Communication (Select 1 course) 4
- Math/ Natural Sciences (Required courses) 8
- MAT 1031 College Algebra
- PHA 1500 Structure and Function of the Human Body

MAJOR AND CORE COURSES

LOWER DIVISION
- NUR 172 Nutritional Principles in Nursing 4
- PRN 1192 Fundamental of Practical Nursing 6
- PRN 1086 Introduction to Practical Nursing 2
- PRN 1245 Practical Nursing I 6
- PRN 1356 Basic Pharmacology 3
- PRN 1486 Gerontologic Nursing 3
- PRN 1417 Practical Nursing II 6
- PRN 1555 Psychosocial Nursing 4
- PRN 1648 Practical Nursing III 6
- PRN 1932 Family Nursing 4
- PRN 1971 Practical Nursing Capstone 2

Total Diploma Credits 46

TOTAL DIPLOMA CREDITS 62

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

The Practical Nursing Diploma is only offered at the Fort Myers, Land O’ Lakes, Ocala School of Nursing, and Tampa/Brandon campuses in Florida. The Practical Nursing Diploma is not offered in Kansas.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E270 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

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

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check and must also submit to a Florida Department of Law Enforcement background check.

Upon completion of this program, students who wish to pursue an Associate’s Degree can transfer all program credits into Rasmussen College’s Health Sciences Associate’s Degree program.
WEB PROGRAMMING  DIPLOMA • ASSOCIATE’S DEGREE

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 are familiar with interactive tools, technologies, and development platforms to build robust web applications and user-friendly web interfaces. They possess a developed skill set in web programming, IT project management, and website creation. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in IT support practices.

FOUNDATION COURSES
B080  Reading and Writing Strategies  4
B087  Practical Math  4

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course)  4
ENC 1101  English Composition
Communication (Required course)  4
COM 1388  Communicating in Your Profession
Humanities (Required course)  4
PHI 1520  Ethics Around the Globe
Math/Natural Sciences (Select 1 course)  4

MAJOR AND CORE COURSES
LOWER DIVISION
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
COP 1125  Programming Fundamentals  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
GRA 1722C  Introduction to Web Design Software  3
MNA 1161  Customer Service  4

Total Diploma Credits
General Education Credits  16
Major and Core Credits  52
TOTAL DIPLOMA CREDITS  68*

ASSOCIATE’S DEGREE

Associate of Science Degree in Florida, Associate of Applied Science in Kansas

CAREER OPPORTUNITIES:
• Web Developer

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
Communication (Select 1 course)  4
Humanities (Select 2 courses)  8
Math/Natural Sciences (Select 1 course)  4
Social Sciences (Select 2 courses)  8
Total Associate’s Degree Credits
General Education Credits  40
Major and Core Credits  52
TOTAL DEGREE CREDITS  92*

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E270 Sophomore Seminar during the quarter in which they finish the Diploma course requirements. Students must complete the E320 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
SOFTWARE APPLICATION DEVELOPMENT
CERTIFICATE • ASSOCIATE’S DEGREE
COMPUTER SCIENCE BACHELOR’S DEGREE

SOFTWARE APPLICATION DEVELOPMENT CERTIFICATE

CAREER OPPORTUNITIES:
• Programmer Analyst
• Applications Developer
• Software Developer

OBJECTIVE:
Graduates of this program understand basic computer software and hardware concepts. They can develop and deploy computer applications and understand how development techniques affect software performance. Graduates are also able to conceptualize and manage software design projects. Graduates value the ability to effectively communicate in a variety of situations, in the workplace, and in their communities.

GENERAL EDUCATION COURSES
LOWER DIVISION
Math/Natural Sciences (Required course) 5
MAC 1106 Advanced Algebra

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 1125 Programming Fundamentals 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

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

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

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

SOFTWARE APPLICATION DEVELOPMENT ASSOCIATE’S DEGREE

Associate of Science Degree

CAREER OPPORTUNITIES:
• Programmer Analyst
• Applications Developer
• Computer Systems Analyst
• Software Developer

OBJECTIVE:
Graduates of this program understand intermediate computer software and hardware concepts. They can develop and deploy computer applications, design digital and software architecture, and utilize quality assurance techniques to improve software performance. Graduates are also able to conceptualize and manage software design projects. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
ENC 1101 English Composition
Communication (“Required, Select 1 additional course) 8
ENC 1121 English Composition 2*
Humanities (“Required, Select 2 additional courses) 12
PHI 2103 Introduction to Critical Thinking*
Math/Natural Sciences (“Required, Select 1 additional course) 8
MAD 2112 Introduction to Discrete Mathematics
Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES
LOWER DIVISION
MAC 1200 Precalculus 3
MAC 2100 Calculus I 4
MAC 2200 Calculus II 4
Total Associate’s Degree Credits
General Education Credits 45
Major and Core Credits 46
TOTAL DEGREE CREDITS 91

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

Bachelor of Science Degree

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

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

IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

GENERAL EDUCATION COURSES

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

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

UNRESTRICTED UPPER DIVISION ELECTIVE CREDITS  4

Total Bachelor’s Degree Credits
Lower Division General Education Credits  45
Upper Division General Education Credits  24
Lower Division Major and Core Credits  46
Upper Division Major and Core Credits  61
Unrestricted Upper Division Elective Credits  4

TOTAL DEGREE CREDITS  180

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E410 Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

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

## DIPLOMAS • ASSOCIATE’S DEGREE • BACHELOR’S DEGREE

## INFORMATION SECURITY BACHELOR’S DEGREE

### INFORMATION TECHNOLOGY MANAGEMENT DIPLOMAS

**CAREER OPPORTUNITIES:**
- Desktop Support Technician
- Helpdesk/Service Desk Support Specialist
- Field Service Technician
- End User Support Specialist

**OBJECTIVE:**
Graduates of this program will be able to explain the basics of information technology, including systems analysis, network analysis, programming, network and computer security, and business applications. Graduates will understand how to troubleshoot computer and network problems with server, desktop, laptop, and mobile devices. Graduates will be able to develop a plan for mitigating risk and disaster planning concerning computers and networks. In addition, graduates will be able to create a plan to engage in life-long learning activities, including certifications. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in team and work environments.

### FOUNDATION COURSES
- **B080** Reading and Writing Strategies 4
- **B087** Practical Math 4

### GENERAL EDUCATION COURSES

#### LOWER DIVISION
- English Composition (Required Course) 4
- ENC 1101 English Composition 4
- **COM 1388** Communicating in Your Profession 4
- **MAT 1031** College Algebra 4

#### MAJOR AND CORE COURSES

#### LOWER DIVISION
- CGS 1240 Computer Applications and Business Systems Concepts 3
- CET 2650C Networking Security 3
- CIS 1028C Fundamentals of Hardware and Software I 3
- CIS 1175C Fundamentals of Hardware and Software II 3
- CIS 1308 Logic and Troubleshooting 4
- CIS 2093C Systems Analysis 3
- CIS 2911 Information Technology Capstone 2
- CNT 1244C Introduction to Networks 3
- COP 1125 Programming Fundamentals 3
- CTS 2383C Microsoft Windows Server 3
- E242 Career Development 2
- GEB 1011 Introduction to Business 4
- MNA 1161 Customer Service 4

#### IN ADDITION TO ALL DIPLOMA COURSES

#### GENERAL EDUCATION COURSES

#### LOWER DIVISION
- Communication (Select 1 course) 4
- Humanities (Select 2 courses) 8
- Math/Natural Sciences 4
- (Select 1 additional course, other than College Algebra) 4
- Social Sciences (Select 2 courses) 8

**TOTAL DIPLOMA CREDITS**
- General Education Credits 12
- Major and Core Credits 55
- **TOTAL DIPLOMA CREDITS 67**

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

### CHOOSE ONE DIPLOMA:
- Computer Information Technology Diploma 3
- **CIS 1317C** Helpdesk Support 3
- **CIS 1423C** Mac Integration 3
- **CIS 2404C** Software Packaging and Deployment 3
- **CIS 2555C** Mobile Support Principles 3
- **CTS 1300C** Microsoft Windows Workstations 3

**General Diploma**
- **CGS 1820C** Introduction to HTML 3
- **CTS 1300C** Microsoft Windows Workstations 3
- **CIS 1317C** Helpdesk Support 3
- **CTS 2321** Linux Administration 3
- **CTS 2401C** Access 3

**Network Administration Diploma**
- **CET 2522C** Cisco Network Routing and Switching 3
- **CIS 2138C** Windows Scripting 3
- **CTS 2302C** Windows Active Directory 3
- **CTS 2321** Linux Administration 3
- **CTS 2811C** SQL Server Administration 3

**Network Security Diploma**
- **CET 2522C** Cisco Network Routing and Switching 3
- **CIS 2293C** Mobile and Mac OS Security 3
- **CIS 2315C** Fundamentals of Ethical Hacking 3
- **CTS 2321** Linux Administration 3
- **ISM 2321** Managing Information Security 3

**Total Diploma Credits**
- General Education Credits 12
- Major and Core Credits 55
- **TOTAL DIPLOMA CREDITS 67**

### INFORMATION TECHNOLOGY MANAGEMENT ASSOCIATE’S DEGREE

**CAREER OPPORTUNITIES:**
- Desktop Support Technician
- Helpdesk/Service Desk Support Specialist
- Field Service Technician
- End User Support Specialist

**OBJECTIVE:**
Graduates of this program will be able to explain the basics of information technology, including systems analysis, network analysis, programming, network and computer security, and business applications. Graduates will understand how to troubleshoot computer and network problems with server, desktop, laptop, and mobile devices. Graduates will be able to develop a plan for mitigating risk and disaster planning concerning computers and networks. In addition, graduates will be able to create a plan to engage in life-long learning activities, including certifications. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in team and work environments.

### FOUNDATION COURSES

Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses. Graduates must demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Foundation Courses. Graduates of this program will be able to explain the basics of information technology, including systems analysis, network analysis, programming, network and computer security, and business applications. Graduates will understand how to troubleshoot computer and network problems with server, desktop, laptop, and mobile devices. Graduates will be able to develop a plan for mitigating risk and disaster planning concerning computers and networks. In addition, graduates will be able to create a plan to engage in life-long learning activities, including certifications. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts, and how to engage in team and work environments.

### IN ADDITION TO ALL DIPLOMA COURSES

#### GENERAL EDUCATION COURSES

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

**Total Associate’s Degree Credits**
- General Education Credits 36
- Major and Core Credits 55
- **TOTAL DEGREE CREDITS 91**

**SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.**

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

**NOTE:** CTS 2321C Linux Administration and CET 2522C Cisco Network Routing and Switching are prerequisite to courses contained in the Information Security BS degree program. Students that continue into the Information Security BS degree program must complete CTS 2321C prior to taking CIS 4342. Linux Security Strategies and must complete CET 2522C prior to taking CIS 3140C Advanced Cisco Network Security – CCNA.

Consult the double-asterisked note (**NOTE**) at the diploma level for additional and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
## INFORMATION TECHNOLOGY MANAGEMENT
### BACHELOR’S DEGREE

**Bachelor of Science Degree**

**CAREER OPPORTUNITIES:**
- Network Administrator
- Network Analyst
- Information Technology Manager

**OBJECTIVE:**
Graduates of this program understand how information systems are used in business and how technology adds value to business processes. They have advanced skills in network infrastructure management and know how to support business requirements through technology recommendations, security implementation, and development of policies and procedures to protect client data. Graduates have the ability to establish support structures and procedures to provide best in class customer service and problem resolution. They possess a high skill level in providing systems support and administration for web and database applications, network optimization, and expertise in systems performance monitoring. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways.

## IN ADDITION TO ALL ASSOCIATE’S DEGREE COURSES

### GENERAL EDUCATION COURSES

#### 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

##### UPPER DIVISION
- CIS 3436C IT Security for Managers 3
- CIS 4005C IT Operations Management 4
- CIS 4189C Risk Management and Business Continuity 4
- CIS 4264C Storage Management 3
- CIS 4317C Operating Systems Design 3
- CNT 3126 Advanced Networking 4
- CNT 3229 Asset Management 3
- CNT 3348 Infrastructure Hardware 4
- CNT 3569 Support Management 4
- CNT 3777 Virtualization 4
- CNT 4016 Cloud Computing 4
- CNT 4283 Enterprise Application Support 4
- CNT 4361 Information Technology Management Capstone 2
- CIS 4437 Service Management 4
- CNT 4520 Systems Monitoring 4
- ISM 3015 Management of Information Systems 4
- ISM 3812 Project Management for IT 4
- MAN 4240 Organizational Behavior Analysis 4

Total Bachelor’s Degree Credits
- Lower Level General Education Credits 24
- Upper Level General Education Credits 24
- Lower Level Major and Core Credits 55
- Upper Level Major and Core Credits 66

**TOTAL DEGREE CREDITS** 181*

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

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.
GAME AND SIMULATION PROGRAMMING BACHELOR’S DEGREE

Bachelor of Science Degree

CAREER OPPORTUNITIES:
• Game Programmer
• Video Game Asset Manager
• Simulations Programmer
• Interactive Media Technical Director
• Video Game Level Designer

OBJECTIVE:
Graduates of this program understand and can apply the technical concepts and knowledge needed to develop games and simulation projects from concept to final production. They understand games and simulations in terms of storyline, plot, visual elements, interface design, hardware requirements, and the necessary programming languages to complete projects. They can develop stories and characters for games and simulations, and employ development techniques, applied math and physics, and networking skills for multi-player games. They can perform software quality assurance testing, product documentation, audience analysis, and implementation efficacy research while delivering products to consumers. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways, and understand how these practices can enhance the overall game and simulation development experience.

GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required course) 4
ENC 1101 English Composition 4
Communication (Required*, select 1 additional course) 6
COM 1865 Locating and Evaluating Information* 6
Humanities (Select 2 courses) 8
Math/Natural Sciences 9
("Required, Select 1 additional course")
MAC 1106 Advanced Algebra* (5 credits) 5

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

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<td>CGS 1240</td>
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UPPER DIVISION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>CAP 4620</td>
<td>Artificial Intelligence</td>
<td>4</td>
</tr>
<tr>
<td>CEN 4090</td>
<td>Software Engineering for Game and Simulation Production</td>
<td>4</td>
</tr>
<tr>
<td>CEN 4190</td>
<td>Engineering Virtual Worlds</td>
<td>4</td>
</tr>
<tr>
<td>DIG 3088C</td>
<td>Principles of Computer Graphics</td>
<td>4</td>
</tr>
<tr>
<td>DIG 3117C</td>
<td>Principles of Shader Programming</td>
<td>4</td>
</tr>
<tr>
<td>DIG 3245C</td>
<td>Quality Assurance in Game and Simulation Production</td>
<td>4</td>
</tr>
<tr>
<td>DIG 3349C</td>
<td>Game Engines and Integrated Game Development Environments</td>
<td>4</td>
</tr>
<tr>
<td>DIG 3438C</td>
<td>Mobile Game Development</td>
<td>4</td>
</tr>
<tr>
<td>DIG 3457</td>
<td>Portfolio, Package and Publish</td>
<td>4</td>
</tr>
<tr>
<td>DIG 4073C</td>
<td>Networking and Multiplayer Game Development</td>
<td>4</td>
</tr>
<tr>
<td>DIG 4188C</td>
<td>Asset Development I</td>
<td>4</td>
</tr>
<tr>
<td>DIG 4291C</td>
<td>Asset Development II</td>
<td>4</td>
</tr>
<tr>
<td>DIG 4310C</td>
<td>Simulation Production Project I</td>
<td>4</td>
</tr>
<tr>
<td>DIG 4446C</td>
<td>Simulation Production Project II</td>
<td>4</td>
</tr>
<tr>
<td>DIG 4590C</td>
<td>Game Production Project I</td>
<td>4</td>
</tr>
<tr>
<td>DIG 4602C</td>
<td>Game Production Project II</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Bachelor's Degree Credits 181

Total Degree Credits

TOTAL DEGREE CREDITS

SEE PAGE 36 FOR GENERAL EDUCATION COURSE SELECTIONS.

This program is only available to students enrolled at a campus located in Florida, Illinois, Kansas, Minnesota, North Dakota, or Wisconsin.

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 E410 Senior Seminar during the quarter in which they finish the Bachelor's degree requirements to graduate from a Bachelor's degree program.

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

Students in the Information Technology Management, Information Security, Game and Simulation Programming, and Graphic Design programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will reimburse students to sit for the mandatory certification, as well as up to two additional recommended certifications per established credentialing milestones. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.

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

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35

SCHOOL OF TECHNOLOGY
GENERAL EDUCATION COURSE SELECTIONS

ALL BACHELOR’S AND ASSOCIATE’S DEGREE PROGRAMS
(Except Computer Science BS, Software Application Development AS, and Professional Nursing AS Programs)

LOWER DIVISION

English Composition
- ENC 1101 English Composition

Communication
- COM 1002 Introduction to Communication
- COM 1388 Communicating in Your Profession
- COM 1865 Locating and Evaluating Information
- ENC 1121 English Composition 2

Humanities
- ART 1204 Art Appreciation
- CRW 2001 Creative Writing
- FIL 2000 Film Appreciation
- HUM 2023 Humanities
- LIT 2000 Introduction to Literature
- PHI 1520 Ethics Around the Globe
- PHI 2103 Introduction to Critical Thinking

Math/Natural Sciences
- AST 2102 Introduction to Astronomy
- BSC 2145 Introduction to Human Biology
- GLY 1000 Introduction to Geology
- MAT 1031 General Education Mathematics
- HUM 2023 Humanities
- PHI 1520 Ethics Around the Globe
- PHI 2103 Introduction to Critical Thinking

Math/Natural Sciences
- AST 2102 Introduction to Astronomy
- BSC 2145 Introduction to Human Biology
- GLY 1000 Introduction to Geology
- MAT 1031 College Algebra
- HUM 2023 Humanities
- PHI 1520 Ethics Around the Globe
- PHI 2103 Introduction to Critical Thinking
- SPN 271 Conversational Spanish

Math/Natural Sciences
- AMH 2070 Florida History
- ECO 1000 Principles of Economics
- ECO 2133 Macroeconomics
- ECO 2223 Microeconomics
- GEA 1000 General Education Mathematics
- HUM 2023 Humanities
- PHI 1520 Ethics Around the Globe
- PHI 2103 Introduction to Critical Thinking

Humanities
- ART 1204 Art Appreciation
- CRW 2001 Creative Writing
- FIL 2000 Film Appreciation
- HUM 2023 Humanities
- LIT 2000 Introduction to Literature
- PHI 1520 Ethics Around the Globe
- PHI 2103 Introduction to Critical Thinking

Social Sciences
- AMH 2030 United States History: 1900 to the Present
- AMH 2070 Florida History
- ECO 1000 Principles of Economics
- ECO 2133 Macroeconomics
- ECO 2223 Microeconomics
- GEA 1000 General Education Mathematics
- HUM 2023 Humanities
- PHI 1520 Ethics Around the Globe
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- LIT 2000 Introduction to Literature
- PHI 1520 Ethics Around the Globe
- PHI 2103 Introduction to Critical Thinking

Social Sciences
- DEP 2004 Growth and Development
- PSY 1012 General Psychology

See specific course requirements on program pages.

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 must successfully complete thirty-two (32) credits of general education coursework distributed across the following categories: English Composition, Communication, Humanities, Math/Natural Sciences, and Social Sciences. All degree candidates in the Software Application Development program must successfully complete forty-five (45) credits of general education coursework distributed across six categories.

Diploma programs include general education courses designated by program. Certificate programs may not include general education courses because they are career focused. Courses that are primarily developmental or remedial in nature, such as Foundation courses, may be included in the general education total for any program.

GENERAL EDUCATION PHILOSOPHY

General Education inspires commitment to lifelong learning by providing learners transferable skills desirable in the workplace, such as communication, critical thinking, information literacy, diversity & teamwork, ethics & professional responsibility, and digital fluency. General Education courses may adhere to a learner’s major program, satisfy an intellectual curiosity, and digital fluency. General Education courses may be included in the general education total for any program.

See specific course requirements on program pages.

* Required courses.
GENERAL EDUCATION COURSE CATEGORIES

In the areas of English Composition and Communication, students will demonstrate understanding of basic rhetorical strategies including audience, purpose, thesis statements, effective organization, and the use of adequate and relevant evidence. There is a significant difference between creative and critical thinking; the elements associated with various art forms, and the function of creative production and expression in society.

In the area of Humanities, students will demonstrate understanding of different forms of art; the difference between critical thinking; the elements associated with various art forms; and the function of creative production and expression in society.

In the area of Math and Natural Sciences, students will demonstrate understanding of the nature 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, 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.

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 27 participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS 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 a course numbering committee 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 SCNS. The listing of prefixes and associated courses is referred to as the “SCNS taxonomy.” Descriptions of the content of courses are referred to as “statewide course profiles.”

Example of Course Identifier

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Level Code (first digit)</th>
<th>Century Digit (second digit)</th>
<th>Decade Digit (third digit)</th>
<th>Unit Digit (fourth digit)</th>
<th>Lab Code</th>
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<tr>
<td>ENC</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

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, as listed below in Exception to the General Rule for Equivalency.

For example, a freshman composition skills course is offered by 59 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 that has the same prefix and course number but 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 a Florida College System institution 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 the receiving institution must 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 granted at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfer 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 subcategory 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 1007.45(7), Florida Statutes: 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

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer.

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, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.

D. Applied academics for adult education courses.

E. Graduate courses.

F. Internships, apprenticeships, 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 (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

Courses at Nonregionally Accredited Institutions

The SCNS makes available on its home page (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 SCNS and appeals regarding course credit transfer decisions should be directed to the Campus Director or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0410. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or 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.
Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in technology-intensive learning environments, 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 may contain an additional assignment without additional charge to the student to provide for individualized coaching. Laboratory is a setting in which the student applies information and demonstrates, tests, or practices for reinforcement skills previously acquired through lecture or outside reading.

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

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

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. Students are expected to spend at least two hours in out-of-class preparation and completion of assignments for each hour they spend in class.

Clock Hour - Equal to 50 minutes of instruction.

Eligibility
E170 Introduction to Undergraduate Research / E242 Career Development
This course provides an introduction to the concepts and techniques necessary to help build a student’s confidence and knowledge through demonstrating habits necessary for success in college and clarifying expectations for student engagement. This course requires both reading and submission of assignments to closely resemble what they will experience every week in a typical Rasmussen course.

Prerequisite: none

ACG 1022 Financial Accounting I
40 hours, 4 credits
This course defines accounting objectives and their relationship to business. The student will be taught fundamental principles of accounting, including property, plant and equipment, inventory, and accounting receivable, and will address the classification of accounts, record keeping, and estimates. This course requires both reading and submission of assignments to closely resemble what they will experience every week in a typical Rasmussen course.

Prerequisite: none

ACG 1033 Financial Accounting II
40 hours, 4 credits
This course continues the development of the accounting principles covered in Financial Accounting I and will stress financial statement analysis for partnerships and corporations. It will also emphasize corporate accounting, corporate issuing and investing, and the computation and interpretation of financial statements. This course will include a study of accounting principles as they apply to governmental enterprises and the presentation of financial statements in different nations. Topics covered include international financial accounting standards.

Prerequisite: none

ACG 2680 Financial Investigation
40 hours, 4 credits
This course introduces students to the field of fraud examination and how fraud occurs. This course will explore the detection of fraud, including property, inventory, liabilities, assets, and inadequate disclosures related to financial statements. The course will emphasize written and oral communication and the legal and ethical principles of accounting 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 interpersonal communication and class presentations.

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

ACG 3197 Accounting for Business Managers
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 3130 Intermediate Financial Reporting I
40 hours, 4 credits
Intermediate Financial Reporting I builds on Intermediate Financial Reporting I and explores advanced financial principles, processes, and procedures related to how organizations measure key financial objectives, including revenue, cash, and taxes. The course is designed to help students develop a fundamental knowledge of the process involved in preparing financial statements.

Prerequisite: Intermediate Financial Reporting I

ACG 3205 Risk Management for Accountants
40 hours, 4 credits
This course provides a comprehensive overview of risk management principles and their relationship to business. The course is designed to provide students with a comprehensive understanding of the complexities of managerial financial accounting. This course includes a study of how companies use risk management to assess and manage risk.

Prerequisite: none

ACG 3501 Governmental and Not-for-Profit Accounting
40 hours, 4 credits
Governmental and Not-for-Profit Accounting provides a comprehensive overview of governmental and not-for-profit accounting principles and practices. This course is designed to provide students with a comprehensive understanding of how governments and not-for-profit organizations use the same fundamental accounting principles.

Prerequisite: Financial Accounting II

ACG 4010 Cost Accounting Principles and Applications
40 hours, 4 credits
This course provides a comprehensive overview of the cost accounting principles and practices used in businesses and organizations. This course includes an in-depth study of the cost accounting principles and practices, such as product costing methods, and their application in decision making.

Prerequisite: Financial Accounting II

ACG 4020 Advanced Financial Accounting Concepts and Standards
40 hours, 4 credits
This course focuses on the operational functions of organizations today to include business combinations and the related transactions necessary, segment reporting, output planning, international transaction accounting, foreign currency transactions, inventory control, and quality control. An interweaving emphasis will be placed on quality and its impact in securing a strategic advantage for the many financial and service entities.

Prerequisite: Intermediate Financial Reporting II

ACG 4022 CPA Exam Preparation
40 hours, 2 credits
This course focuses on the operational functions of organizations today to include business combinations and the related transactions necessary, segment reporting, output planning, international transaction accounting, foreign currency transactions, inventory control, and quality control. An interweaving emphasis will be placed on quality and its impact in securing a strategic advantage for the many financial 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 presentation of financial statements in different nations. Topics covered include international corporate taxation, transfer pricing, foreign currency translation, financial disclosure, and international financial reporting.

Prerequisite: Advanced Financial Accounting

ACG 4303 Advanced Auditing II
40 hours, 4 credits
The study in greater depth of the International Standards for Auditing and the actual practice of auditing, including operational auditing and management audits.

Prerequisite: Advanced Auditing Concepts and Standards

ACG 4402 Accounting Information Systems
40 hours, 4 credits
This course provides a comprehensive overview of accounting information systems, including the development and implementation of accounting information systems, and their relationship to business. The course is designed to provide students with a comprehensive understanding of accounting information systems and their relationship to business.

Prerequisite: Management of Information Systems

ACG 4450 Financial Accounting Research Methods and Techniques
40 hours, 4 credits
This course provides a comprehensive overview of the methods and techniques used in financial accounting research, including the selection of research topics, the design of research studies, and the interpretation of research findings.

Prerequisites: Advanced Auditing Concepts and Standards; Taxation of Individuals; Intermediate Financial Reporting I

ACG 4507 Accounting Fraud Investigation
40 hours, 4 credits
This course provides a comprehensive overview of the methods and techniques used in accounting fraud investigation, including the identification and investigation of fraudulent financial reporting practices, and the legal and ethical considerations involved.

Prerequisite: Advanced Auditing Concepts and Standards
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 with accounting careers will be discussed. This course focuses on research, case analysis, interpersonal communication and class presentation.

Prerequisite: none

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 amidst 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 economic.

Prerequisite: none

AMH 3204 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 who 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 issues such as gender, race, ethnicity, class, religion, sexuality, 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 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, nationality, and 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 critics, theoretical perspectives that are related 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 unemployment insurance and other 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 and Art Theory 40 hours, 3 credits
This course introduces the fundamentals of drawing through five elements of art (line, space, value, form and texture). A series of exercises and assignments focuses on various applications involving form, lighting, perspective, figure drawing and historical studies.

Prerequisite: none

ART 3323 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. Technical 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. This course is taught in six-week sessions.

Prerequisite: Placement determined by Rasmussen College entrance placement exam score.

B087 Practical Math 40 hours, 4 credits
Mathematics is learned through communication. In this course, students will learn to communicate how problems are solved and how solving problems can be applied in real-world situations. Students will have opportunities to learn multiple problem solving strategies. This course also provides practice and skill problems. This course is taught in six-week sessions.

Prerequisite: Placement determined by Rasmussen College entrance placement exam score.

BSC 2145 Introduction to Human Biology 50 hours, 4 credits
BSC 2145 Lecture (30 hours, 3 credits)
BSC 2145L Lab (20 hours, 1 credit)
Students will explore fundamental concepts of human biology. They will examine the body system and function, body systems, and biochemistry. They will also learn basic concepts of genetics and evolution. This course will explore the relationship of human populations and the ecosystem.

Prerequisite: none

BSC 2346 Human Anatomy and Physiology I 60 hours, 5 credits
BSC 2346 Lecture (40 hours, 4 credits)
BSC 2346L Lab (20 hours, 1 credit)
In this course students will begin their study of the structure and function of the human body. They will examine topics including basic chemistry and cell biology, tissues, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body, and will learn medical terminology. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.

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

BSC 2347 Human Anatomy and Physiology II 60 hours, 5 credits
BSC 2347 Lecture (40 hours, 4 credits)
BSC 2347L Lab (20 hours, 1 credit)
In this course, students will continue their study of human anatomy and physiology begun in Human Anatomy and Physiology I. They will examine the circulatory, lymphatic and immune, respiratory, urinary, digestive and reproductive systems, as well as fluid and electrolyte balance, acid-base balance, and nutrition and metabolism. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.

Prerequisite: Human Anatomy and Physiology I

BUL 2341 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, creditors and debtor relationships, commercial paper, securities regulation contracts, and other areas of business law.

Prerequisite: Business Law

BUL 4388 Business Law and Ethics 40 hours, 4 credits
This course reviews fundamental principles of law applicable to business transactions, and provides overview of the current moral and ethical issues that arise in the world of business. Students will examine the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law are addressed. The purpose of the class is to help thinking of students with a legal analysis are key areas of focus throughout the course.

Prerequisite: none

CAP 2104 Platform Design and Human-Computer Interaction 60 hours, 4 credits
How a person interacts with a game is one of the more crucial aspects in determining the success of the game among consumers. This course will emphasize the details and planning process that must be followed to ensure a successful game experience 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 databases, auditing models, application and data auditing, and auditing database activities.

Prerequisite: SQL Server Administration

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 and the development of realistic images applied to the OpenGL system. Much of this involves solutions to 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 computer-controlled real-time shaders. The fundamentals of game and simulation lighting are covered along with how to do the shader programming to achieve more realistic “looks” to games. Students will be introduced to the concepts such as light, shading, color, and lighting, and will be able to produce 3D lighting, texturing, alpha blending, and sponging 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. The course includes ranging from expert systems to computer-controlled game opponents. Students will be exposed to topics such as neural networks, machine learning, and problem solving algorithms, and knowledge representations. The implications of the intelligent agent paradigm as it relates to common sense and creativity will 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 be introduced to the fundamental concepts of the police, the court system, and their interactions. The role of each of the major players in the criminal justice process will be reviewed, and the student will experience an introduction to the contemporary American legal system, policing styles and the evolution of crime prevention, the structure of the judicial system and its professional participants from pre-sentencing, through post-conviction, corrections strategies for criminal offenders, and special considerations for juveniles in the criminal justice system.
Prerequisite: none

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

CCJ 1382 Field Communications in Criminal Justice
20 hours, 2 credits
This course emphasizes the skills of both oral and written communication with emphasis on writing formats used by justice professionals. Students will acquire the skills necessary to effectively communicate within diverse communities.
Prerequisite: Introduction to Criminal Justice

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 2170 Practical Psychology for the Criminal Justice Professional
40 hours, 4 credits
Students will learn how principles of psychology relate to the field of criminal justice. They will explore fundamental concepts from a criminal justice perspective. They will be provided with an introduction to the real-world effects these principles produce on criminal justice professionals, 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 coping methods. They will review the immediate and long-term physiological and psychological effects of stress, trauma, and occupational experiences unique to the profession.
Prerequisites: General Psychology; Introduction to Criminal Justice

CCJ 2345 Critical Thinking and Evidence-Based Practices in Criminal Justice
40 hours, 4 credits
This course is designed to focus on a wide variety of problem solving skills. These include scenario based problem solving and evidence based practices. The inter-related skills necessary for effective problem solving in a criminal justice context will be discussed. The use of evidence based practices will be explored and the incorporation of such practices in the field of criminal justice will be analyzed.
Prerequisites: Policing in America; Applied Criminal Procedures; Introduction to Corrections

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 responsibilities and the role of police; when law enforcement responds; recognizing child abuse; recognizing elder abuse; associated crimes and stalking and domestic homicide.
Prerequisite: Introduction to Criminal Justice

CCJ 3091 Contemporary Issues in Criminal Justice Capstone
40 hours, 4 credits
The capstone class examines the future of the criminal justice system. The development of social technology in different fields within the criminal justice system is discussed along with insights from accomplished scholars of what the near future holds. Methods and philosophies that will govern the criminal justice field in the near future are introduced along with discussions of the ethical, legal, social, and political ramifications expected. This course includes ten hours of field experience.
Prerequisite: Introduction to Criminal Justice; Students must be enrolled in the Criminal Justice program and in their last or second to last quarter

CCJ 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.
Prerequisites: 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 Guardianship

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 agents of justice in the criminal justice. Theories and research that have differentiated women in the criminal justice system will be explored. The rise of female criminal justice professionals will be examined and will be analyzed.
Prerequisite: Domestic Violence

CCJ 3676 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 commission to conviction 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 Around the Globe

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-level 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 must be enrolled in the Criminal Justice program and 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 have the opportunity to engage in discussions, journaling, and related coursework to integrate their academic and internship experiences.
Prerequisite: Contemporary Issues in Criminal Justice; Undergraduate students only, or graduate students; CCJ 3706 (Statistics for Criminal Justice) or equivalent

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.
Prerequisites: Criminology, Philosophy, Visioning, Planning, and goal development will be examined.
Prerequisite: Ethics Around the Globe

CCJ 4542 Criminal Justice Seminar
50 hours, 5 credits
This course works with students on the opportunity to explore an area of criminal justice that is of specific interest for their career or an area of significant interest in the field. The topic may include any area of study, studies, with the approval of the instructor. Students will conduct a thorough review of their topic and present the material in a form of a research 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 examine the responsibilities and tasks of forensic psychologists working with law enforcement, courts, and corrections. A psychological approach to forensic assessment 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 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, 4 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 and hardware components of a computer’s architecture – the CPU, RAM, and system bus. Topics include introduction to 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 high-level 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 how to build systems that are scalable, reliable, and secure when implemented within network infrastructures. Topics include object-oriented programming in 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 this 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 is 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 phenomena. 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. Instructio will focus on mobile development best practices for ease and efficiency of program development. Prerequisite: Software Application Development AS Degree program: Java I

CDA 4100 Networking and Simulation 50 hours, 4 credits

In this course, students will learn how to create multi-user virtual worlds. Virtual worlds allow network-connected users to interact in real-time within shared two-dimensional and three-dimensional environments. Students will gain an understanding of how virtual worlds change the concept of “interface” 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. Prerequisites in the Game & Simulation Programming BS Degree program: Programming I

CEN 4190 Engineering Virtual Worlds 50 hours, 4 credits

In this course, students will learn how to create and manage user interfaces 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. Prerequisites in the Game & Simulation Programming BS Degree program: Programming I

CEN 4111 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 basis for developing Android applications. Additionally, students will understand the differences in developing applications in a wide range of vertical industries including healthcare, science, and entertainment.

Prerequisite: Mobile Application Development

CET 2522C Cisco Network Routing and Switching 40 hours, 3 credits

This course prepares students to work with routers and switches in a Local Area Network. Students will learn how to configure and troubleshoot Cisco switches and routers. Concepts covered include IP addressing, routing protocols like RIP, VLSM, and OSPF, VLANs and VLAN routing in both IPv4 and IPv6 networks, as well as DHCP, DNS, and NAT. This course will help prepare students to take the Cisco Certified Entry Network Technician (CCENT) Exam by using a variety of hands-on labs and simulations to understand router and switch configuration by emphasizing practical, real-world principles. Prerequisites: Introduction to Networks; Microsoft Windows Server

CET 2629C 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, including types of routing such as access control list, WAN connectivity, and virtual LANs. The lab assignments included in this course give students adequate hands-on exposure 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.

Prerequisites: Networking Fundamentals; 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, telephony and file transfer, and wireless data. They will understand the concepts of physical security and disaster recovery. This course uses a combination of lecture, 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: Introduction to Networks

CET 2810C Microsoft Exchange Server 40 hours, 3 credits

In this course students will learn a wide range of management concepts about the installation, configuration, administration, troubleshooting, and maintenance. It covers a wide range of topics, 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 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 1345 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: Programming Fundamentals

CGS 1566C 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-accredited 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 X and XHTML coding standards. Students will follow 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 accessibility are addressed. Students use interactivity and multimedia elements to enhance their site design.

Prerequisite: Introduction to Multimedia Design

CGS 2082C Fundamentals of Hardware and Software I 40 hours, 3 credits

This course introduces students to the installation, configuration, maintenance, and troubleshooting of end-user devices such as desktop computer hardware (including laptops and mobile devices) 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 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.

Prerequisite: none

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, installation, and operating system functions especially related to database resource management. Emphasis is placed on how the user, hardware, and software interface with the operating system.

Prerequisite: none

CIS 1175C Fundamentals of Hardware and Software II 40 hours, 3 credits

This course is a continuation of Fundamentals of Hardware and Software I, which prepared students for the CompTIA A+ 220-801 exam. This course will prepare students for the CompTIA A+ 220-802 exam, focusing on networking systems, security, mobile devices, and troubleshooting. Using the Windows operating system, students will learn how to set up computers, tablets, file sharing, and troubleshoot problems related to the same. Operating system security and methods to prevent intrusion will be discussed. Concepts of data backup, desktop imaging, and deployment will be introduced.

Prerequisite: Fundamentals of Hardware and Software I

888-5-RASMUSSEN 888-5-RASMUSSEN
CIS 1308 Logic and Troubleshooting 40 hours, 3 credits
This course provides students a strong base of Critical Thinking and troubleshooting methodologies for assessing situations and applying logical reasoning to various scenarios. The materials contained within this course will assist in building the students ability to form reasonable hypotheses for solving problems of a technical nature.
Prerequisite: none
CIS 1317C Helpdesk Support 50 hours, 3 credits
This course covers material used by helpdesk engineers to troubleshoot and solve user problems. Dealing with the user, identifying the problem, and fixing the problem will be discussed. Software concerning trouble tickets and tracking progress will be discussed.
Prerequisite: Communicating in Your Profession
CIS 1423C Mac Integration 40 hours, 3 credits
The purpose of the Mac Integration course is to give students an entry-level perspective to supporting and configuring the Mac OSX operating system. Students will learn how to integrate a Mac client into a Windows network and connect a Mac Client to services such as Active Directory and Microsoft Exchange. Students will be covered in basic user configuration. This course maps to the Mac Integration Basics Certification Exam.
Prerequisite: Microsoft Windows Server
CIS 2093C Systems Analysis 40 hours, 3 credits
This course covers analysis of information systems including networks, server environments, business solutions, and databases. Students will be exposed to different projects that have complex systems and be asked to create analysis documents and diagrams. Improving the efficiency of the systems will be a primary goal of this course.
Prerequisite: Introduction to Networks
CIS 2138C Windows Scripting 50 hours, 3 credits
This course is designed to teach students basic scripting skills that can be used to automate administrative tasks and reporting. Topics will include an introduction to programming structures such as variables, loops, and arrays. Students will learn the Windows-based scripts using technologies such as VBScript and Powershell and take advantage of additional features in Windows components such as WMI and ADSI.
Prerequisite: Windows Active Directory
CIS 2293C Mobile and Mac OS Security 40 hours, 3 credits
This course gives students an alternative perspective on securing multiple mobile operating systems. Students will learn how to apply security principles to Android, iOS, and Mac operating systems. They will learn how hackers penetrate these systems and how to properly secure each environment. Students will learn about aspects of BYOD (Bring Your Own Device) and understand what additional security measures need to be implemented to secure devices that are utilizing public networks.
Prerequisite: Networking Security
CIS 2315C Fundamentals of Ethical Hacking 40 hours, 3 credits
This course will show students the opposing side of security. Students will gain insight into the hacking mindset as well as learn how to directly apply ethical principles to the work they perform on a day-to-day basis. Students of this course will learn how to utilize various tools commonly used in network security as well as hacking. The end result of this course is to give the students a stronger perspective on how to utilize tools to better test and secure networks against threats.
Prerequisite: Networking Security
CIS 2404C Software Packaging and Deployment 50 hours, 3 credits
The goal of this course is to provide students an understanding of how to properly deploy applications and operating environments. Students will utilize various methods of application deployment through creating automated installs and application and operating systems images. Students will successfully package and deploy applications and operating systems via these methods in a virtual and stand-alone environment.
Prerequisite: Microsoft Windows Server
CIS 2555C Mobile Support Principles 40 hours, 3 credits
The Mobile Support Principles course covers the challenge of supporting mobile devices within a business. Topics covered are how to install custom software applications on various mobile operating systems as well as deploying standard operating images across multiple mobile devices. Additional time is spent on configuration of various mail clients, network configuration and general device troubleshooting.
Prerequisite: Introduction to Networks
CIS 2913 Information Technology Capstone 20 hours, 2 credits
This course summarizes key learning throughout the student’s program. Students will apply what they have learned in the network programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.
Prerequisite: This course is intended to be completed in last quarter of Diploma
CIS 3055 Principles of Network Security 40 hours, 3 credits
This course brings to light the concepts needed for network defense techniques. Students will examine the tools, techniques, and technologies used in the securing of information assets. This course is designed to provide in-depth information on the software and hardware components of Information Security. Topics covered include: intrusion detection, virtual private networks (VPN), and incident response, strategy and planning, wireless network security.
Prerequisite: Networking Fundamentals
CIS 3140C Advanced Cisco Network Security 60 hours, 4 credits
Cisco Certified Network Associate (CCNA) is a first-level certification program for Information Technology professionals. (CCNA exams are offered after completion of the industry-recognized CCENT certification.) The CCNA Security Certification helps maximize your investment in foundational network security knowledge and increases confidence in the integrity of your employer’s network. CCNA Security is for Network Security Specialists, Security Administrators, and Network Security Support Engineers. This course will help students prepare for the CCNA Security certification by using hands-on labs and simulations to understand network security principles by emphasizing practical, real-world principles.
Prerequisite: Cisco Network Routing and Switching
CIS 3192 Introduction to Information Systems Security 40 hours, 3 credits
This course provides an overview of security challenges and strategies of countermeasure in the Information Systems environment. Topics include definition of threats, elements, and goals incorporating industry standards and practices with a focus on availability, confidentiality, integrity, and compliance aspects of information systems.
Prerequisite: Microsoft Windows Server; Networking Security
CIS 3290C SSCP Certification Preparation 60 hours, 4 credits
The SSCP credential ensures that candidates continuously monitor systems to safeguard against security threats. From the course, the student will become competent in network, cryptography, malicious code and activity, monitoring and analysis, networks and communication, risk, response and recovery, and security operations and administration.
Prerequisite: Network Security and Cryptography
CIS 3257 Legal and Security Issues 40 hours, 4 credits
This course offers an overview of the legal processes involved in implementing and maintaining an e-commerce website. In addition, this course examines the security issues involved in maintaining a web or intranet/ internet site and potentials for misuse.
Prerequisite: none
CIS 3318 Managing Risk for Information Systems, 40 hours, 4 credits
This course addresses the broad topic of risk management and how risk, threats, and vulnerabilities impact information systems. Areas of instruction include how to assess and manage risk based on defining an acceptable level of risk for information systems. Elements of a business impact analysis, business continuity plan, and disaster recovery plan will be discussed.
Prerequisite: none
CIS 3375C Wireless, Mobile, and Cloud Security 50 hours, 3 credits
Wireless, mobile and cloud computing are some of the hottest technologies on the market today. Securing these emerging platforms are often an afterthought, leaving many systems vulnerable to attacks. This course will cover technical skills to ensure operational integrity and customer data protection.
Prerequisite: Networking Security
CIS 3436C IT Security for Managers 40 hours, 3 credits
This course offers the perspective of how to manage security within a business environment from the IT Manager’s point of view. Students will gain the overarching idea of securing not only the network but also implementation of physical security and change management. Topics covered include security solution requisition, deployment of new technology, and penetration testing.
Prerequisite: Network Security
CIS 3471 Security Policies and Implementation 40 hours, 4 credits
This course includes a discussion on security policies that can be used to help protect and maintain a network, such as password policy, e-mail policy, and internet policy. The issues include organizational behavior and crisis management.
Prerequisite: none
CIS 3664 Security Strategies for Web Apps and Social Networking 40 hours, 3 credits
This course addresses how the internet and web-based applications have transformed the way businesses, organizations, and people communicate. With this information, came new risks, threats, and vulnerabilities for web-based applications and the people who use them. This course presents security strategies to mitigate the risks associated with web applications and social networking.
Prerequisite: none
CIS 4005C IT Operations Management 40 hours, 4 credits
The purpose of this IT Operations Management course is to give students a numeric perspective on the IT Department. Students will learn how to develop standard operating procedures, create support metrics, and apply these to the proper operation of the IT department. This course will cover how to properly read and analyze network utilization reports and properly staff various IT departments based on proposed call volume and support needs. Utilization of helpdesk tracking tools and implementation of a tracking system will also be covered to ensure an IT department has the proper foundation to start metrics reporting.
Prerequisites: Project Management for IT; IT Security for Managers
CIS 4010 Senior Computer Science Capstone 30 hours, 3 credits
This 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 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 fail in last quarter of study
CIS 4039 Auditing Information Technology Infrastructure 40 hours, 4 credits
This course introduces the concept of access control for information systems and applications. Access, authentication, and accounting for end-users will be discussed as well as positive and negative controls that will be covered. In addition, security controls for access control including tokens, biometrics, and use of public key infrastructures (PKI) will be covered.
Prerequisite: none
CIS 4117C Access Controls, Authentication, and PKI 40 hours, 4 credits
This course introduces the concept of access control for information systems and applications. Access, authentication, and accounting for end-users will be discussed as well as positive and negative controls that will be covered. In addition, security controls for access control including tokens, biometrics, and use of public key infrastructures (PKI) will be covered.
Prerequisite: none
CIS 4189C Risk Management and Business Continuity 50 hours, 3 credits
This course covers the principles, the approaches, and the methodology in auditing information systems to ensure the processes and the procedures are in compliance with pertinent laws and regulatory provisions especially in the context of the information systems security (ISS).
Prerequisite: none
CIS 4176C IT Security for Managers 30 hours, 3 credits
This course addresses the broad topic of risk management and how risk, threats, and vulnerabilities impact information systems. Areas of instruction include how to assess and manage risk based on defining an acceptable level of risk for information systems. Elements of a business impact analysis, business continuity plan, and disaster recovery plan will be discussed.
Prerequisite: none
CIS 4189C Risk Management and Business Continuity 50 hours, 3 credits
This course offers the perspective of how to manage security within a business environment from the IT Manager’s point of view. Students will gain the overarching idea of securing not only the network but also implementation of physical security and change management. Topics covered include security solution requisition, deployment of new technology, and penetration testing.
Prerequisite: Network Security
CIS 4471 Security Policies and Implementation 40 hours, 4 credits
This course includes a discussion on security policies that can be used to help protect and maintain a network, such as password policy, e-mail policy, and internet policy. The issues include organizational behavior and crisis management.
Prerequisite: none
CIS 4664 Security Strategies for Web Apps and Social Networking 40 hours, 3 credits
This course addresses how the internet and web-based applications have transformed the way businesses, organizations, and people communicate. With this information, came new risks, threats, and vulnerabilities for web-based applications and the people who use them. This course presents security strategies to mitigate the risks associated with web applications and social networking.
Prerequisite: none
CIS 4264C Storage Management 40 hours, 3 credits

The goal of this course is to cover various methods of data management. Students will learn about Storage Area Networks, Disk Arrays, and data backup. Students will cover topics such as data de-duplication, cloud backup and managing both physical and virtual data backup environments. Topics also covered are how to maintain both onsite and offsite data backups and creating a backup rotation policy. Prerequisites: Advanced Networking; Infrastructure, Software, Cloud Computing

CIS 4352U Linux Security Strategies 40 hours, 4 credits

This course is an introduction to the securing of Linux platforms and applications. Areas of study include identifying and examining methods of securing Linux platforms and applications and implementing those methods. Prerequisite: Linux Administration

CIS 4362U Network Security and Cryptography 40 hours, 4 credits

This course examines threats to computer networks, network vulnerabilities, techniques for strengthening defensive defenses, tools for establishing an active defense network, 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; Introduction to Networks

CIS 4371C Operating Systems Design 40 hours, 3 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: Enterprise Application Support

CJS 1100 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 the various theories, practices and procedures. The concepts of retribution and rehabilitation are examined. For residential only, this course includes a fieldwork assignment.

Prerequisite: Introduction to Criminal Justice

CJC 1245 Case Management: Strategies for Rehabilitation 40 hours, 4 credits

Students will learn 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 with high-stress situations, and proper operational procedures in a correctional setting. They will review principles as applied to special populations of offenders.

Prerequisite: Introduction to Corrections

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 facilities, 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 to be effective by rehabilitation 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; 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

CJC 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

This course will focus on the physical, psychological, and sociological aspects of drug use and alcohol abuse. Treatment and prevention of abuse will be examined. In addition, the implications of drug use and the criminal justice system response will be analyzed. An overview of the theories of use, distribution, 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 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 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 use new penal statutes and 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 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 police 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 and contemporary principles, 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 environment, safety, and crime prevention, drug crime prevention, the media, and crime displacement will be explored. The course will examine persons and conditions associated with crime and crime prevalence. 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. Students will also examine the relationship of 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 1552 Introduction to Criminal Law 40 hours, 4 credits

In this course, students are introduced to the Federal and State court systems. This course examines substantive criminal, definitions of crime, principles of criminal responsibility. The course will use case studies for application of general principles to the law. Statutory defenses, mitigating factors, and circumstances which may excuse criminal responsibility and common law principles are examined. Prerequisite: Introduction to Criminal Justice

CJL 1747 Applied Criminal Procedures 40 hours, 4 credits

This course provides an examination of procedural requirements for the judicial processing of criminal offenders. The concepts of evidence sufficiency, standards of proof, and due process are explored. Students will examine the Bill of Rights and its applicability to the criminal justice process.

Prerequisite: Introduction to Criminal Law

CJL 3113 Criminal Evidence 40 hours, 4 credits

This course will familiarize students with the fundamentals of criminal evidence as it plays a key role in the legal process. Various types of evidence, their role in determining guilt, and how evidence is examined, are explored. Trial procedures such as expert-witness testimony, police testimony, and testimonial privileges are analyzed.

Prerequisites: Criminal Law and Procedures; Crime and the Courtroom
COURSE DESCRIPTIONS

RASMUSSEN COLLEGE

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 real cases 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

CMT 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 end with the design of 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

CMT 1244C Introduction to Networks
40 hours, 3 credits
This course introduces the foundation to understanding computer networks, including structure and function, components, and models of Local Area Networks (LAN), Wide Area Networks (WAN), and the Internet. Students will learn the fundamentals of Ethernet concepts like IP addressing, protocols, hardware, and network topologies. Students will learn basic configuration of network devices and apply basic troubleshooting techniques. A variety of hands-on activities and simulations will be used. This course introduces some of the concepts covered in the Cisco Certified Entry Network Technician (CCENT) certification exam. CCEA education components include the N201 Cisco Routing and Switching course.
Prerequisite: Fundamentals of Hardware and Software

CMT 3003 Advanced Network Security
50 hours, 4 credits
This course provides a detailed examination of techniques and concepts surrounding the topic of network defense. Students will learn how to implement a security strategy to protect information asset security, utilizing industry tools and techniques. Both hardware and software issues within the field of information security will be explored. Students will examine a range of network security topics including virtual private networks, intrusion detection, cloud data security, and incident response strategies.
Prerequisites: Cisco Networking Fundamentals and Routing; Principles of Network Security

CMT 3126 Advanced Networking
50 hours, 4 credits
This course offers an in-depth study of current networking technologies. Topics include OSI model, communication protocols, routing protocols, WAN architecture (ATM, VPN, MPLS, and hybrid networks), Wireless and VoQoS. Additionally, students will learn about implementing a defined network architecture with basic networking security. This course will cover how to configure, maintain, and troubleshoot network devices using appropriate network tools to understand the features and purpose of network technologies. The course includes basic solution recommendations, analyzing network traffic, and becoming familiar with common protocols and media types.
Prerequisite: Introduction to Networks

CMT 3229 Asset Management
30 hours, 3 credits
This course is designed to teach students best practices in inventory management. Topics include hardware and software audits, asset tracking systems, software licensing, and service contracts management.
Prerequisite: Project Management for IT

CMT 3348 Infrastructure Hardware
50 hours, 4 credits
This course covers hardware design and planning for medium to large scale data center operations. Topics include data center design (powering, cooling, space planning), server racks, storage array systems, fiber channel, iSCSI, SAS, and SATA. Students will be able to design a data center for both operational efficiency (Green IT), and to provide adequate fault tolerance and capacity for anticipated growth.
Prerequisite: Introduction to Networks

CMT 3473 Scripting
50 hours, 4 credits
This course is designed to teach students basic scripting skills that can be used to automate administration tasks and reporting. Topics will include an introduction to programming structures like variables, decisions, loops, arguments, and functions. Students will work with examples of Shell, VB, Perl and TCL scripts and scripts to create scripts to work with network infrastructure using windows and Cisco IOS automation through scripting.
Prerequisites: Cisco Networking Fundamentals and Routing; Linux Administration; Windows Active Directory

CMT 3569 Support Management
40 hours, 4 credits
This course is designed to introduce students to the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT support management. Topics include incident and problem management, configuration and change management, and help desk and help desk support. Students will design a knowledge base for tracking, and trending problems so that solutions can be implemented proactively to prevent problems and increase customer satisfaction.
Prerequisite: Customer Service

CMT 3619 Technical Writing
20 hours, 2 credits
This course is designed to teach students best practices in authoring technical documentation. Topics include targeting your audience, organization, glossaries, appropriate use of graphics, tables, lists, wikis, and cross referencing. Students will be able to determine when and how to write a white paper, and will understand the pros and cons of wikis and other documentation portals.
Prerequisite: English Composition

CMT 3777 Virtualization
50 hours, 4 credits
This course offers an in-depth study of current virtualization technologies and discusses strategies and approaches for virtualization of servers, clients and applications. Topics include vSwitch, distributed virtual switching (DVS), server-on-a-chip, client-side desktop virtualization (SBC & VDI) and virtual appliances. Students will gain hands-on experience with deploying and managing virtual systems and applications.
Prerequisite: Introduction to Networks

CMT 3849C Scripting – Shell Scripting / Python / Perl
50 hours, 4 credits
This course is designed to teach students basic scripting skills that can be used to automate administration tasks and reporting. Topics will include an introduction to programming structures like variables, decisions, loops, arguments, and functions. Students will work with examples of Shell, VB, Perl and TCL scripts and scripts to create scripts to work with network infrastructure using windows and Cisco IOS automation through scripting.
Prerequisite: Linux Security Strategies

CMT 4016 Cloud Computing
40 hours, 4 credits
This course offers an in-depth study of current cloud computing technologies and services. Topics include cloud networking, cloud bridging, virtualization of application delivery controllers (ADC’s) and WAN optimization controllers (WOC’s), data center network design considerations, and emerging technologies like Edge Virtual Bridging (EVB). Students will be required to conduct research, read case studies, and develop and propose a strategy for implementing cloud computing to address specific business needs.
Prerequisite: Virtualization

CMT 4121 Network Systems Design
50 hours, 4 credits
This course covers the design of the technology, network architecture and topologies, and software used by systems of network-connected computers. Topics include data transmission, laws and regulations of the Internet, 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

CMT 4152 Disaster Recovery
50 hours, 4 credits
This course is designed to teach students how to perform a risk assessment and develop a disaster recovery strategy that aligns with business needs and priorities. Topics include incident response and recovery plans, systems backup and recovery strategies, hot/warm/cold site strategies, and documentation and monitoring of recovery procedures.
Prerequisite: Service Management

CMT 4283 Enterprise Application Support
40 hours, 4 credits
This course introduces students to the challenges of supporting complex enterprise applications like E-commerce and ERP systems. Topics include application architecture concepts (front-end, middleware, backend, and client/server), working with application specialists, application performance monitoring (end-to-end), security, support and maintenance, and disaster recovery.
Prerequisite: Risk Management and Capacity Continuity

CMT 4361 Information Technology Management Capstone
20 hours, 2 credits
This course provides an in-depth examination of the Information Technology Infrastructure Library (ITIL) public framework of best practices in IT service management. Topics include incident and service level agreements (SLAs), availability and capacity management. Students will write SLAs covering incident response times, availability, and capacity/infrastructure performance.
Prerequisite: Support Management

CMT 4520 Systems Monitoring
50 hours, 4 credits
This course is designed to teach students how to identify performance bottlenecks, benchmark performance, and implement monitoring techniques to proactively identify and react to changes in the environment. Topics include case in point network infrastructure monitoring, security monitoring, performance tuning, and metrics and reporting.
Prerequisite: Advanced Networking

CMT 4692 Unified Communications and Collaboration
50 hours, 4 credits
This course teaches students about the trends in telecommunications, the convergence of voice and data communications, and how mobile computing is an integral part of business today. Topics include simplifying communications architecture, voice conferencing, IM, securing and managing mobile devices, and collaboration tools.
Prerequisite: Advanced Networking

COM 1002 Introduction to Communication
40 hours, 4 credits
This 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 Foundation coursework or placement determined by Rasmussen College

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 Foundation coursework or placement determined by Rasmussen College

COM 1388 Communicating in Your Profession
40 hours, 4 credits
This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse workplace communities and disciplines. To equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College

COM 1865 Locating and Evaluating Information
20 hours, 2 credits
This course covers information literacy concepts by introducing students to skills for locating, evaluating, and ethically using a variety of resources for a specific purpose. The course begins with the information cycle and the production of information, followed by the identification of a topic & research question, and the selection, evaluation, and integration of sources and annotated bibliography.
Prerequisite: none

COM 1875 Interpersonal Communication
20 hours, 2 credits
This course teaches students how to develop effective written and oral communication skills. Topics include small group discussion and written exercises in various contexts. The course covers non-verbal communication, effective listening, and in various electronic environments.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College

COM 1885 Business Communication
20 hours, 2 credits
This course covers business communication theory and skills for professional documents and oral presentations for audiences in diverse workplace communities and disciplines. To equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College
COP 1125 Programming Fundamentals 40 hours, 3 credits
Students will work with the Java programming language to learn about Java byte code 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: 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. Concepts 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: Programming Fundamentals

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 program environments.
Prerequisite: Object-Oriented Programming

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; Programming Fundamentals

COP 2004 PERL/LCG 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.

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 be used 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 byte code 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, polymorphism, and abstraction. 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: Programming Fundamentals

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 will provide an introduction to data structures using C++. Topics to be covered include lists, stacks, and queues. In addition, additional topics are spent on bit representation, 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 troubleshoot queries 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/LCG.

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- and three-dimensional transformations utilizing matrix calculations, hidden lines and surface removal, illumination and shading models, curves and surface textures, object modeling, and three-dimensional animation. Students will learn how to convert complex mathematical formulas into operational computer code.
Prerequisite: Programming II

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, logic expressions, 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 for discrete systems.
Prerequisite: Programming Fundamentals

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 influence of technology tools in 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 Government

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 Foundation coursework or placement determined by Rasmussen College entrance placement exam score

CST 1300 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 provides students with the 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 Windows Configuring (70-640) Certification Exam, which counts towards Microsoft Certified Solutions Associate (MCSA) Windows 7 certification.
Prerequisite: Fundamentals of Hardware & Software

CST 1400 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

CST 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

CST 2302C Windows Active Directory 40 hours, 3 credits
This 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

CST 2321 Linux Administration 40 hours, 3 credits
This course is designed to introduce the Linux operating system. The students will learn to install, configure, maintain, administer, and use programming features of the Linux operating system. Students will learn how to download and install use application source from the Internet, run Windows emulation, and apply Linux in the enterprise network environment. This course uses a combination of lecture, Internet-based research, and lab work to reinforce the course materials. Further, this course helps prepare students to take an industry recognized Linux certification exam.
Prerequisite: Microsoft Windows Server
**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. The course is used as a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the material covered. Further, the course helps prepare students for the Microsoft Certified Technology Specialist exam. Prerequisite: Fundamentals of PC Hardware and Software II

**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 Access portion of the Microsoft Office Specialist certification exam. Prerequisite: Computer Applications and Business Systems Concepts

**CTS 2633C Microsoft 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 electronic spreadsheet features ranging from the creation and modification of databases to maintaining data integrity. This course is designed to help prepare students for the Access portion of the Microsoft Office Specialist certification exam. Prerequisite: Computer Applications and Business Systems Concepts

**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, as well as 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 2008. Students will learn how to install and maintain SQL Server 2008 and also how to use various tools helpful in creating backups, promoting security, and to enhance availability and performance of the database. Prerequisites: Microsoft Windows Server
DIG 2620C Principles of Shader Programming 40 hours, 3 credits
This course provides an introduction to 3D rendering with how to do the shader programming to real-time shaders. The fundamentals of game engine paths that light takes as it refracts through the scene. Much of the course will provide training in a variety of industry-accepted Adobe design software. Prerequisite: Programming II

DIG 3316 The Study of Animation 60 hours, 4 credits
The goal of this course is to teach fundamental aspects of 3D lighting, texturing, alpha blending, and achieve more realistic “looks” in games. 3D lighting, texturing, alpha blending, and stenciling are covered in detail in this course. Prerequisite: Principles of Computer Graphics

DIG 3349C Game Engines and Integrated Game Development Environments 60 hours, 4 credits
This course focuses on the management aspect of quality assurance methods. Topics include strategies for playtesting and including playtesting feedback in the iterative development loop. Prerequisite: Software Engineering for Game and Simulation Production

DIG 3318 Flash Animation 60 hours, 4 credits
This course focuses on the processes and tasks necessary for game and simulation-specific employment, including research and results, contacts and contracts, and the important demos and elevator pitch. Students will learn to how to develop a 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. Prerequisites: Game Project I, Simulation Production Project I

DIG 3352 Advanced HTML Coding with CSS 60 hours, 4 credits
This course 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 3352 Concept Development for Digital Media 40 hours, 4 credits
This course provides a brief introduction to the development of 2D and audio assets for game and simulation development. Students learn the production process involved in 2D and audio asset creation and develop the skill necessary to create 2D and audio assets for games and simulations developed within this program. Prerequisite: Fundamentals of Game Development

DIG 3365 Quality Assurance in Game and Simulation Production 50 hours, 4 credits
Quality assurance is one of the most important elements in game production. This course focuses on the management aspect of quality assurance methods. Topics include strategies for playtesting and including playtesting feedback in the iterative development loop. Prerequisite: Software Engineering for Game and Simulation Production

DIG 3379 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 to low-level implementation. The course touches on topics covered in previous courses, including graphics, design, networking, 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, integration testing, and releasing of the game.

Prerequisite: Game Audio Assets

DIG 3794 Mobile Platform Development 60 hours, 4 credits
A mobile device begins 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 can also be addressed along with considering factors such as user inputs involved in playing the game. Prerequisite: Programming II

DIG 4073C Networking and Multiplayer Game Development 60 hours, 4 credits
Students are introduced to the foundations of management information systems. This includes current trends, fundamental MIS technology concepts, applications for business functions, and management practice. Students will gain exposure to analyzing, utilizing, and supervising integrated management information systems. Prerequisite: Fundamentals of Integrated Game Development Environment

DIG 4188C Asset Development I 60 hours, 4 credits
This course provides a brief introduction to the processes necessary to create 3D assets for the games and simulations developed within this program. Students learn the production process involved in 3D asset creation and develop the skill necessary to create 3D assets for the games and simulations developed within this program. Prerequisite: Asset Development I

DIG 4310C Simulation Production Project I 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: Software Engineering for Game and Simulation Production
DIG 4323 3D Game Character Creation
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 be introduced to 3D modeling and animation theory and principles which focus on character animation as it applies to the gaming environment. Specifically, these principles and theories are applied to the context of interactive narratives and games. Advanced modeling will also be explored. Students will engage in the study of character posing and rigging for games, advanced animation, creative character animation as well as morphing and blending to create expressive characters.
Prerequisite: Polygon Modeling
DIG 4330 Advanced Applications of Digital and Experimental Art
This course will assist students in the development of digital animation and 3D art. This course focuses on the use of digital video, humor, and animation to analyze and critique the process of creation as applied to fine arts. Emphasis will be placed on understanding how digital techniques can be used to create new forms of artistic expression.
DIG 4355 Digital Effects Creation
This course focuses on the use and application of effects in film and video at an advanced, post-production level. Students will learn professional methods of controlling digital and video representation, and 3D effects. Students will master the workflow by composing footage, digital imagery and color. Topics include virtual cinematography, morphing, lighting, rendering, particle effects, and digital video recording, non-linear editing, special effects, and 3D animation. Students are expected to explore various theories and techniques to complete a professional summative 3D Animation project.
Prerequisite: Digital Game Audio Assets
DIG 4792 Game Audio Assets
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 integrated into a game engine.
Prerequisite: Game Assets
DIG 4794 Applications of Physics for Game and Simulation Production
This course will focus on the design and analysis of game physics. Students will learn techniques for modeling and simulating physical phenomena in games, such as gravity, collision detection, and fluid dynamics. Students will also learn how to create realistic animations using physics-based motion capture.
Prerequisite: Programming II
DIG 4931 Industrial Simulation Project
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 relate specific applications from a variety of fields ranging from weather forecasting to traffic management and architectural interactivity.
Prerequisite: Multiplayer Game Programming
DIG 4932 Video Game Production Project
This course will cover the fundamentals of video game development. Topics covered include scriptwriting, level design, character design, animation, audio design, and game design. Students will learn the basics of game development and how to create a simple game.
Prerequisite: Digital Game Audio Assets
DIG 4943 3D Game/Eye/Video Production
This course will cover the creation of 3D video for use in games. Students will learn how to use 3D software to create 3D assets, and how to use animation and motion capture to bring those assets to life. Students will also learn how to create a compelling story and use 3D effects to enhance the visual experience.
Prerequisite: Programming II
DIG 4945 Game Design Project II
This course will build on the skills learned in the previous course. Students will continue to work on their projects from the prototype to the final release stage.
Prerequisite: Game Production Project I
DIG 4500C Game Production Project I
This course will cover the fundamentals of game production. Topics covered include game mechanics, user interface design, level design, and game programming. Students will learn how to create a complete game prototype in one quarter.
Prerequisite: Software Engineering for Game and Simulation Production
DIG 4525C Game Production Project II
This course is a continuation of the Game Production Project I course. Students will continue on their project from the prototype to the final release stage.
Prerequisites: Game Production Project I, Programming II
DIG 4781 Game Assets
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 and design between platforms, and cross-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 4797 Game Audio Assets
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 integrated into a game engine.
Prerequisite: Game Assets
DIG 4930C Game Design Project I
This course is a continuation of the Game Production Project I course. Students will continue on their project from the prototype to the final release stage.
Prerequisite: Game Production Project I
E320 Junior Seminar

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

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

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

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

ECC 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

ECC 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, and ethnic variations of the family as a social system.

Prerequisite: none

ECC 1735 Health, Safety, and Nutrition/CDA Application

40 hours, 4 credits

This course examines the role of early childhood professionals working in the field via the guidelines and procedures governed by the state. Students will learn guidelines for establishing safe environments. They will also explore 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 externship in the field.

Prerequisite: Early Childhood Education Curriculum and Instruction

ECC 1850 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

ECC 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

ECC 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

ECC 1863 Teacher Reflection I: Early Childhood Education as a Profession

60 hours, 6 credits

This course is an introduction to the field of early childhood development as a profession and examines historical influences on the field. The identification of early childhood educator’s personal attributes, knowledge, skills, and professional codes of conduct are included.

Prerequisite: none

ECC 1864 Teacher Reflection II: Morality and Ethics in Early Childhood Education

60 hours, 6 credits

This course will provide an examination of morality and ethics in early childhood development. Topics include childhood ethics, ideals, and principles. Professional values and teaching styles will be explored.

Prerequisite: Teacher Reflection I: Early Childhood Education as a Profession

ECC 1865 Teacher Reflection III: The Intentional Teacher

60 hours, 6 credits

Students will learn about intentionality in teaching and selecting best practices for young children’s learning and development. Both child-guided and adult-guided methods will be examined in the areas of language and literacy, mathematics and scientific inquiry, social skills and understandings, physical movement and visual arts.

Prerequisite: Teacher Reflection II: Morality and Ethics in Early Childhood Education

ECC 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/CDA Application

ECC 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 support language and literacy in the early childhood setting. Strategies for enhancing emerging literacy through techniques such as selecting appropriate books for storytelling, reading aloud, poetry, and flannel-board use will also be emphasized.

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

ECC 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/CDA Application

ECC 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/CDA Application

ECC 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/CDA Application

ECC 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 development of developmental goals.

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

ECC 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 learn 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/CDA Application

ECC 2297 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 conflicts through various problem solving methods.

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

ECC 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/CDA Application

ECC 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/CDA Application

ECC 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/CDA Application

ECC 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/CDA Application

ECC 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/CDA Application
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: the principles of ecosystems and 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: Early Childhood Education

GEB 2252 Multicultural Communication 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 enforcing multicultural collaboration.
Prerequisite: none

GEB 4280 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 and managing meetings within a global setting.
Prerequisite: none

GEB 4305 Statistics for Managers 40 hours, 4 credits
This course will utilize a statistical computer package, and analyze applied statistics methods and applications in business situations.
Prerequisite: College-level Math course

GEB 4310 Statistics for Business 40 hours, 4 credits
In this course, students will develop basic statistical literacy along with the ability to analyze and evaluate real-life business 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 distribution, hypothesis testing, analysis of variance, and simple linear regression.
Prerequisite: none

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

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 controlling of organizational development programs. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

GEB 4520 Legal and Ethical Environment of Business 40 hours, 4 credits
This course examines developing, designing, and implementing marketing programs, processes, and activities. Key areas of focus include capturing market share, brand building strategies, market segmentation, and delivering and communicating value. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Ethics Around the Globe or 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

GLY 1000 Introduction to Geology 40 hours, 4 credits
Examines basic geologic principles from a physical or historical perspective. Includes such topics as the classification of rocks, geologic time, origin and classification of 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 1022C Figure Drawing 40 hours, 3 credits
Basics of structure and anatomy of the human figure will be introduced with a strong emphasis on gesture and the drawing of actions and kinectics. Students will explore drawing a stationary human figure as well as figures moving while dressed in flowing costumes and figures performing basic movements in space. The development of visual acuity and professionalism in criticism of artwork will play a key role in the course. Prerequisite or Co-requisite: Digital Illustration GRA 1057C Design Foundations 40 hours, 3 credits
In this course students will learn the foundational principles and elements of art and design and explore them through digital design. Theory of each principle and element will be supported by hands-on exercises in which students will apply what they have learned. Examples from the history of art and design will be used to support and explain each new concept. Balance, value, repetition, unity and variety, contrast, dominance, scale, line, shape and form, depth, direction, texture, color, and value will be presented. This course will provide basic training and exploration in a variety of industry-standard design software. Emphasis will be placed on exploring foundational principles through original compositional designs. 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, page layout 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 1164C Drawing from Observation 40 hours, 3 credits
Students in this course will develop and hone vision and drawing skills. This will be done by focusing on drawing from paper on still life and life scenes observations. The course will progress from basic sketching and contour lines to gesture drawing and perspective drawing. Developing observation skills for line, form, light, shadow, and detail, will be emphasized. Techniques learned in this course will be utilized later in digital sculpture and painting courses. Professionalism in critique of one’s own work and that of others will be practiced. Prerequisite: none GRA 1188C 3D Modeling 50 hours, 3 credits
This course introduces students to the fundamentals of 3-dimensional modeling. Students learn basic modeling techniques, texture, lighting, and environmental effects, to create forms based on observed objects, as well as student’s original concepts. Basic constructs are covered such as: primitive objects, polygon modeling, nurbs, bevels, extrusions, lofting, revolving/lathing, software interface navigation, model exporting and rendering. This course will provide training in a variety of industry-standard 3D design software. Prerequisite: Introduction to Animation GRA 1206C Typography 40 hours, 3 credits
This course is an introduction to typographic design for students interested in print and screen. This course begins with a review of typographic vocabulary and fundamentals are emphasized. The course focuses on typographic design practice both on paper and utilizing industry standard Adobe software. Multiple exercises are culminated in major typographic projects for print, web, and broadcast. Prerequisite: Design Foundations GRA 1235C 3D Lighting, Texturing, and Rendering 50 hours, 3 credits
Expanding upon prior experience with 3D modeling and animation, students will take a deeper look into the specifics of lighting, texturing, and rendering. Advanced texturing techniques and methods, in combination with best practices of what works and what doesn’t for various model scenarios, will be explored and then further refined through examining output from multiple renderers. Prerequisite: 3D Modeling GRA 1281C Color Theory 40 hours, 3 credits
This course offers methods and exercises for the study of color theory using the computer. Exploring color on the computer holds the advantage of speedy experimentation with many color techniques and solutions, as well as immediate application to projects. The digital approach used in this course will give the student knowledge and practice that is immediately relevant as the student moves from color study to color application. Prerequisite: Design Foundations GRA 1377C Fundamentals of Web Design 50 hours, 3 credits
This course is an introduction to the World Wide Web and the design and development of web sites. It provides a foundation in the planning, designing, production and construction of web pages through the creation of HTML and CSS using industry-standard web development software. Key components of the course include web design principles, the planning and management of content and structure, optimized image production, web typography and usability. Prerequisite: Interactive Media GRA 1461C 3D Animation 40 hours, 3 credits
Building upon knowledge of 3D modeling and rendering and 3D animation from earlier coursework, this course will focus on advancing 3D animation skills, techniques, and proficiencies towards creating an animated digital short film. Emphasis on refining application of the 12 animation principles, life-like animation, forward and inverse kinematics, scene staging, and camera work. This course will provide training in a variety of industry-standard 3D design software. Prerequisite: 3D Lighting, Texturing, and Rendering GRA 1493C Digital Illustration 40 hours, 3 credits
In this course students will create illustrations with industry-standard digital software. Concepts and themes developed into visual painted and drawn messages will be explored. Illustrations will be created for print and screen. The process of illustrating an idea or story, from thumbnails to sketching, color and style studies, color comprehensives, to final illustrations, will be presented. Prerequisites: Drawing from Observation; Design Foundations GRA 1552C Introduction to Animation 40 hours, 3 credits
This course introduces students to the 12 basic principles as well as the processes of animation. In order to learn about animation, students will learn about pre-visualization, storyboarding, animatics, character model sheets, and other processes integral to accomplishing a final animated film. Sketches, source imagery, and audio are utilized to effectively communicate to time-based media. Documentation techniques are employed to chart progress with character and scene development, as well as cameras and lighting. Students will be able to identify the 12 basic principles to examples from animation history while applying them through hands-on analog and digital animation projects. Prerequisite: Design Foundations GRA 1687C User-Centered Web Design 40 hours, 3 credits
This course builds upon the fundamentals of web development with a focus on user-centered design. Expanding upon basic HTML and CSS techniques, the student will understand user behaviors, interface design, and the development of flexible, multi-use sites. Usability and accessibility are also explored in greater depth during this 20-week course. Needs of the visitor will be examined, including detecting and responding to the visitor’s browser, as well as utilizing the advanced media capabilities of HTML5 and CSS. Prerequisites: Fundamentals of Web Design; User Experience Design 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 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 GRA 1747C Introduction to Web Scripting 50 hours, 3 credits
This course introduces the advanced interaction capabilities enabled through the use of client-side scripting languages. Students are introduced to basic logic and programming concepts, with a focus on JavaScript and AJAX (Asynchronous Javascript and XML). Enhancement of usability and function are explored and emphasized, with attention on collecting and validating user information and interacting with the site visitor. Prerequisite: Fundamentals of Web Design GRA 2060C Interactive Media 40 hours, 3 credits
This course introduces the integration of components used in multimedia applications using authoring software. Students use industry-standard software as well as skills developed in earlier coursework to produce interactive projects that incorporate graphics, sound, and interactive elements. Combining multimedia elements into HTML pages as a standard design tool. This course will provide training in a variety of industry-accepted Adobe design software. Prerequisite: Introduction to Animation; Typography GRA 2133C Print Design 40 hours, 3 credits
This course utilizes techniques associated with designing computer graphics and multi-page and package design for both desktop publishing and digital distribution. Students will learn professional practices in proper file setup, saving and exporting, and delivery. Emphasis is on the exploration of combining illustration, images, and type in an effective manner while working toward industry-standard published files primarily in printed form. Prerequisite: Typography GRA 2274C User Experience Design 40 hours, 3 credits
This course is based on student’s knowledge of interactive design learned in earlier coursework, exploring interactive design from the perspective of user-centered design. A variety of principles and techniques are applied to the context of interactive narratives and digital games. Students will engage in the study of character posing and rigging for games, advanced animation, and motion, bringing, and similar techniques to create more expressive characters. This course will further prepare a student for industry certification in Autodesk 3ds Max. Prerequisites: 3D Animation; Figure Drawing; Lighting, Texturing, and Rendering
GRA 2810C Scripting for Web Servers
40 hours, 3 credits
This course delves deeper into the power of web development through server-side programming. Building upon Introduction to Web Scripting, the student will learn to implement server-side databases and collect and manipulate data using general PHP scripting language. Students will learn web pages to perform simple calculations, collect visitor information, and interact with basic databases.
Prerequisite: Introduction to Web Scripting

GRA 2936C Mobile Web Design
40 hours, 3 credits
This course focuses on current trends in web usage, specifically on the expansion of mobile platforms from laptops to smartphones and tablets. Emphasis is placed on responsive design: creating cross-platform web sites that provide equal and optimal usability across a wide range of devices, screen sizes, and resolutions. Various web tools and techniques are utilized to provide a fluid and flexible experience for the web visitor.
Prerequisite: User-Centered Web Design

GRA 3005C Interactive Publishing
60 hours, 4 credits
This course builds on prior coursework in interactive media, animation, motion graphics, kinetic typography, audio, and video. The course focuses on graphic, interactive, and animation design for mobile devices such as smart phones and tablets. Issues with user interface, user experience, usability, troubleshooting, and compatibility are explored and strategies are developed to establish best practices.
Prerequisite: User Experience Design

GRA 3126C Graphic Design History
30 hours, 4 credits
Students will examine the historical, cultural, technological, and social factors that contribute to an understanding of graphic design and its impacts on modern commerce and society. The development of graphic design from 1920 through the end of the 20th century will be a key focus of the course with an emphasis on the development of graphic design through the digital revolution to present day. Western and non-western graphic design is represented, with a strong emphasis placed on critical analysis, technical analysis, communication, global perspectives, and cultural impacts.
Prerequisite: Art Appreciation

GRA 3224C Advanced Typography
60 hours, 4 credits
In this course, students will expand their understanding of the use of typography for the successful communication of messages and the enhancement of meaning in visual art and design work. The course will expand on topics such as the historical development of typography, understanding, printed order, and the language of kinetics.
Prerequisite: Typography

GRA 3375C Advanced Color Theory
60 hours, 4 credits
This course builds upon the foundations of Digital Photography, covering more sophisticated methods of color selection and manipulation. This course will include instruction on selecting colors, design elements related to digital images, software interface specifics, input, output, image manipulation, and printing. Experience in industry standard Adobe programs is included in the course.
Prerequisite: Advanced Color Theory

GRA 3563C Animation History
40 hours, 4 credits
Students will examine the historical, cultural, technological, and social factors that contribute to the development of animation as a commercial and experimental art form. Key animated films from the turn of the 20th century to present by independent filmmakers as well as larger production houses will be viewed and discussed with an emphasis on critical analysis. A strong emphasis is placed on historical context, thinking, information literacy, global perspectives, and cultural impacts.
Prerequisite: Introduction to Animation

GRA 3678C Advanced 3D Modeling
60 hours, 4 credits
This course is designed to explore advanced techniques of 3D modeling. Students refine modeling techniques, texture, lighting, and environmental effects to create one original portfolio project. Factors include development of primitive objects, polygon modeling, nubs, block modeling, lofting, and revolving/lathe modeling. This course provides additional training in industry-standard 3D design software.
Prerequisite: 3D Modeling

GRA 3792C Web Content Management Systems
60 hours, 4 credits
This course will introduce students to the topic of web design to create rich and interactive websites. Using a CMS, a web designer can update a complete web design dynamically to suit client needs and visitor expectations. Students will be introduced to key PHP-based content management system developers, Drupal, and Wordpress, and develop their own topic and theme-based web sites.
Prerequisite: Information Architecture for the Web

GRA 3844C Search Engines, Optimization, and Analytics
60 hours, 4 credits
This course introduces students to the optimization of web sites for search engine placement. The student will learn how search engines collect and organize information and make it usable and accessible. Search engines and search results will be examined for their impact on information access, copyright and privacy issues, and the changing business landscape. Students will research techniques such as metatags, copywriting techniques, header and footer optimization, site submission, and linking methods used to improve site ranking and guide visitors to business sources or information. The course also examines how to track success—or failure—of those procedures.
Prerequisites: Mobile Web Design; Internet History and E-commerce

GRA 3972C Information Architecture for the Web
60 hours, 4 credits
This course introduces students to the use of design principles to organize web content to reflect the web visitor’s experience. Subjects include traditional architecture, industrial design, library science, and software design. Additional topics include the evolving standards of web information architecture, such as navigation structure, financial transactions, screen paradigms, and guiding and redundant linking. The student will learn how to organize content into appropriate categories, develop interfaces to support those categories, and develop key project deliverables.
Prerequisites: Scripting for Web Servers; Advanced User Experience Design

GRA 4002C Advanced Motion Graphics
60 hours, 4 credits
Building on knowledge and techniques from Motion Graphics, students will advance their work with composing video, digital images, 3D animation, vector and graphics, titles, and kinetic typography into professional motion graphics pieces. Film titling, logo bumpers, broadcast titles, and special effects will be explored. Students will build upon and add to their demo reel of motion work. Software training builds on previous knowledge to advance student’s skills with a variety of industry-accepted Adobe design software.
Prerequisite: Motion Graphics

GRA 4172C Advanced User Experience Design
60 hours, 4 credits
This course expands on their knowledge of user experience design to deepen their knowledge of the development process of interfaces and user experiences. Various kinds of software will be examined, from browser-based apps to interfaces for mobile device applications. Authoring software will be employed for demo, testing, and prototyping of interface projects. User data will be planned, test materials such as paper prototypes will be built and tested on user groups, and the data examined then incorporated into user interface projects.
Prerequisite: Interactive Publishing

GRA 4228C Media Campaign Design
60 hours, 4 credits
Students create a project around an original concept, theme, and purpose resulting in a portfolio project. Factors include development of a commercial, a prototype, a prototype for a product or service. Some examples may be a new product launch of a real or fictitious product or service, or a public service announcement of a social issue or public concern. The final portfolio piece must contain a component for print, broadcast, and web and may include graphic design, animation, CGI, interactivity, social media, or video. The final project will be presented to the instructor and the class for critique. This course will incorporate a variety of software technology aligned with industry standards.
Prerequisite: Digital Media Project

GRA 4306C Digital Short Film Project
60 hours, 4 credits
Students will expand on the accumulated knowledge of narrative and non-narrative digital film creation as well as motion graphics. The culmination of this knowledge will be a final digital short film project using video, audio, story writing, storytelling, casting, and production techniques. Students are expected to explore various theories and techniques to complete a professional short film project.
Prerequisite: Advanced Motion Graphics

GRA 4413C Advanced Portfolio Development
60 hours, 4 credits
In this course, students build upon their previous knowledge of portfolio design and construction. Students gather projects from all coursework to date, assess any gaps in their portfolio work, design new projects to fill in those gaps, and incorporate them into their final portfolio. Students will create any documentation needed to incorporate the projects into portfolio. The student will complete a final professional short film project using video, audio, story writing, storytelling, casting, and production techniques. Students are expected to explore various theories and techniques to complete a professional animation project.
Prerequisite: Advanced 3D Rigging

GRA 4498 Web Capstone Project
60 hours, 4 credits
Students will apply their accumulated knowledge of web design and interactivity to create a dynamic, interactive, multi-level website. The culmination of this knowledge will be a comprehensive site delivered on a CMS utilizing industry-standard development techniques, languages, and interactive components for multiple devices.
Prerequisite: Advanced PHP for E-commerce
HIM 1035 Introduction to Electronic Health Records 30 hours, 3 credits
In this course, student will focus on the basics of Electronic Health Record (EHR) keeping of patient information in a medical code delivery setting. An emphasis on emerging technologies in EHR, and their potential application in record coding will be studied. Students will complete laboratory exercises coordinated with course content.
Prerequisite: none
HIM 1110 Anatomy and Pharmacology for Coders 30 hours, 3 credits
This course provides an in-depth exploration of human anatomy and physiology as well as pharmacology to prepare students for coding. This course also provides a systematic approach to hospital inpatient and ambulatory care coding, emphasizing specific and correct coding procedures and techniques. Topics covered include: study of human cells and tissues; the integumentary, musculoskeletal, nervous, respiratory, gastrointestinal, circulatory, digestive, reproductive, sensory, cardiovascular, lymphatic, immune, and endocrine systems of the body; most commonly prescribed drugs; and laboratory tests. The student will learn how to abstract key information from the health record to assist in improving physician documentation and to ensure all valid and accurate coding. Students will complete laboratory exercises coordinated with course content.
Prerequisites: Structure and Function of the Human Body; Medical Terminology
HIM 1125 ICD-CM Coding 40 hours, 4 credits
This course provides in-depth study of the International Classification of Diseases-Clinical Modification (ICD-CM) using sample exercises and health records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-CM coding guidelines appropriate to the coding situation and will cover diagnostic coding of all body systems. Use of coding and grouper software will be introduced as well as the use of registries and indices.
Prerequisite: Anatomy and Pharmacology for Coders; Pathophysiology
HIM 1126C ICD-PCS Coding 40 hours, 4 credits
This course provides in-depth study of the International Classification of Diseases-Procedure Coding System (ICD-PCS) using sample exercises and health records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-PCS coding guidelines appropriate to the coding situation and will cover procedural coding of all body systems. Use of coding and grouper software will be used as well as the use of registries and indices.
Prerequisite: ICD-CM Coding
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.
Prerequisite: Medical Terminology
Pre or Co-requisite: Pathophysiology
HIM 1224C Intermediate ICD-9-CM Coding 40 hours, 3 credits
This course is a continuation of Basic ICD-9-CM Coding with developmental practice to increase proficiency in coding with ICD-9-CM using sample exercises. Students will apply official coding guidelines and knowledge of commonly accepted payment methodologies to increasing complexity of coding. Use of the coder 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: ICD-PCS Coding or ICD Coding
HIM 1311 ICD Coding 30 hours, 3 credits
This course provides a thorough overview of the International Classification of Diseases (ICD) using sample exercises and medical records to develop skill and accuracy in coding in various healthcare settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems.
Prerequisite: Medical Terminology
Pre or Co-requisite: Pathophysiology
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 and 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, 3 credits
In this course students will receive an introduction to common third 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.
Pre or Co-requisite: Introduction to Health Information Management
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: none
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 patient data collection and compilation and certification of healthcare statistics.
Prerequisites: Introduction to Health Information Management; Computer Applications and Business Systems Concepts
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 a simulated practical experience using medical records and coding software in an online setting under the direction of a Coding Instructor.
Pre or Co-requisite: 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 learn to implement training and certification.
Prerequisites: Quality Analysis and Management; Healthcare Information Technologies; Health Information Law and Ethics
HIM 2942 ICD-10 Coding Practicum 30 hours, 1 credit
This course offers a simulated practical experience utilizing medical records and coding software in an online setting under the direction of a Coding Instructor.
Pre or Co-requisite: Ambulatory Care Coding
HIM 2943 Health Information Professional 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
HIM 3001 Information and Communication Technologies 40 hours, 4 credits
This course is an exploration of the technologies used in the delivery of healthcare services and is essential to training and certification.
Prerequisites: Quality Analysis and Management; Healthcare Information Technologies; Health Information Law and Ethics
HIM 3105 Health Information Management Systems 40 hours, 4 credits
A study of the various clinical, administrative, and specialty service applications used in healthcare organizations. This course examines healthcare information systems development concepts and interprets the systems development life cycle. Existing and emerging healthcare information systems applications will also be explored.
Prerequisite: Program Admission
HIM 3302 Data, Information, and File Structures 60 hours, 4 credits
A lab-based course to apply knowledge of database architecture and design such as data dictionary, data modeling, and data warehousing to meet organizational needs. Database management systems, data administration, and data definitions will be explored and students will utilize data storage and retrieval techniques such as query tools, data mining, report design, and search engines.
Prerequisite: Program Admission
HIM 3304 Financial Management of Health Information Services 40 hours, 4 credits
A lab-based course to manage the financial principles required to manage a health information management department or project. Accounting, cost accounting, budgeting, financial management, financial management, cost benefit analysis, capitalization, and cost containment techniques are introduced.
Prerequisite: Program Admission
HIM 3342 Project Management 40 hours, 4 credits
An exploration of the application of general principles of project management in the administration of health information services. Students will learn to implement project engineering and project management techniques to ensure efficient work flow and appropriate outcomes.
Prerequisite: Program Admission
HIM 3552 Electronic Health Record Application 70 hours, 4 credits
A lab-based course focusing on the use and application of electronic health records. Projects will be completed to simulate real-world activities that occur in the health information department and healthcare facility that will require critical thinking and problem solving.
Prerequisite: Program Admission
HIM 3614 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 current systems such as PPS, DRGs, APCs, RBRVS, and RUGs.
Prerequisite: Program Admission
HIM 3710 Advanced Quality Management in Healthcare 40 hours, 4 credits
This course examines facility wide quality management and continues quality improvement models, processes, methods and tools for healthcare organizations. Emphasis will be on the evaluation of these methods and tools in the demonstration of the effectiveness and outcomes of healthcare quality management initiatives. Topics include: quality of services, safety and reduction of risk. Disease management processes, outcomes measurement, benchmarking, and organization safety and utilization and resource management will be included. The relationship between healthcare quality, organizational performance, and the role of governing and accrediting bodies in healthcare quality will be studied. The history of quality management and future trends, including the use of health information management will be explored.
Prerequisite: Program Admission
A study of data protection methods and monitoring including physical, technical, and managerial safeguards. Risk assessment, audit and control programs, contingency planning, and network security recovery is included. Internet, web-based, and e-Health security is explored. Students will learn to enforce confidentiality and security measures to protect electronic health information and protect data integrity and validity.

**Prerequisite:** Program Admission

**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 alignment with institutional role, job description, processes and policies, research design and methods, knowledge-based research techniques, research protocol data management, and national guidelines for human subject’s research.

**Prerequisite:** Healthcare Statistics

**HIM 4276 Health Information Management Professional Practice Experience**

120 hours, 4 credits

A 120-hour clinical 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 experience will include operational and managerial experience and an administrative project that will benefit the clinical site. The instructor will work with the student to identify facilities that are available in the student’s area of interest and will establish an agreement with the facility if one does not exist.

**Prerequisite:** Must be completed in the student’s final quarter

**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 organizing behavior to facilitate team building, negotiation and change management. Strategic leadership, entrepreneurialism, and benchmarking will be examined.

**Prerequisite:** Management of Health Information Services

**HIM 4360 Health Data Management**

20 hours, 2 credits

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

**Prerequisite:** Program Admission

**HIS 2537 Electronic Health Records and Clinical Office Procedures**

40 hours, 4 credits

This course is designed to provide students with an understanding of the administrative duties performed in a healthcare office. Concepts covered include: preparing, filing and maintaining medical records; knowledge of the various components of the electronic medical record and reimbursement; confidentiality and guidelines for releasing health information; and effective oral and written communication skills.

**Prerequisite:** Medical Terminology

**HSA 3190 Foundations of Managed Care**

40 hours, 4 credits

In this course, students will analyze controversial issues surrounding the managed-care delivery system, focusing on theory and the foundational concepts of managed care.

**Prerequisite:** Introduction to Healthcare Administration

**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 Health Systems; Principles of Management; Introduction to Human Resource Management; Electronic Health Records and Medical Office Procedures

**HSA 3170 Financial Management of Healthcare Organizations**

40 hours, 4 credits

This course focuses on healthcare finances, assets, cost concepts, capital budgeting, and general principles of accounting applied in the healthcare environment. Students will discuss the development and management of department budgets, and the common sources of healthcare revenues and expenses.

**Prerequisites:** Introduction to Healthcare Administration; Financial Accounting II

**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.

**Prerequisite:** Introduction to Healthcare Administration or 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. This course includes educational resources from Harvard Business Publishing.

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

**HSA 3571 Healthcare Statistics**

40 hours, 4 credits

Students will discuss and apply the common terms, formulae, and computations used in healthcare statistics through the effective and creative presentation of information, and the display of data.

**Prerequisites:** Introduction to Healthcare Administration or Introduction to Health Information Management; College-level 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 policies 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 processing methods and systems 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 use to help increase the quality of healthcare services and the efficiency with which the services are delivered.

**Prerequisites:** 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.

**Prerequisite:** Healthcare Information Law and Ethics or Electronic Health Records and Office Procedures

**HSA 4222 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 apply the knowledge and skills developed during the core healthcare-management concepts via completion of a Capstone project approved by the instructor. This course includes educational resources from Harvard Business Publishing.

**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 written. Grammar and written 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 2541 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 detected and defined, and how to analyze the data to understand disease causes.
Prerequisite: none

HUM 2032 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. Representational disciplines may include art, music, literature, architecture, drama, and philosophy.
Prerequisite: none

HUM 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 service systems and the variety of countries will also be examined.
Prerequisite: none

HUS 1320 Introductory Strategies to Intervention 40 hours, 4 credits
Field experience is a key learning experience in a human services delivery organization. It is a process of experiential learning that integrates theoretical knowledge, the knowledge of one’s own professional and personal development, and professional behaviors that are concurrently being taught within the classroom. It is an integral aspect of the total educational process.
Prerequisite: Students must be in their last or second-to-last quarter before graduation
Co-requisite: Sophomore Seminar

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 normal and the impact of 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, reading, 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 an environment 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 learn the 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 how to build a strong ethical organization through culture, climate, and structure.
Prerequisites: Case Management: Strategies for Rehabilitation; Counseling Clients

HUS 2935 Introduction to Human Services 40 hours, 4 credits
This course provides students with an opportunity to learn the fundamental theory and practical applications of organizational leadership in the context of diversity. Emphasis is placed on a foundation in theoretical concepts and their practical applications to enable students to understand the chaotic and consistently changing world of organizations and help them develop their own skills to become effective leaders. This course involves the use of human service resources from Harvard Business Publishing.
Prerequisite: none

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 interpreting 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

MAC 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.
Prerequisites: Programming II; Probability and Statistics

MAC 1106 Advanced Algebra 50 hours, 5 credits
Students will learn how to order, add, subtract, multiply, and divide real numbers. Students will learn to simplify expressions with polynomials, exponents, and radicals. Students will learn how to solve equations, inequalities, and systems of equations. Students will learn how to graph and analyze functions. Students will learn how to write 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: Satisfactory score on placement exam

MAC 1200 Precalculus 40 hours, 3 credits
In this course, students will understand the application of function theory including the practical applications of function behavior and function types including polynomial, exponential, rational, power, 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 2102 Calculus I 40 hours, 4 credits
This course takes students into a deeper exploration of functions within the framework of the Fundamental Theorem of Calculus. Topics include limits, derivatives, and methods of integration will be discussed. Students will cover numeric, graphical, and symbolic approaches to problems 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 2202 Calculus II 40 hours, 4 credits
In this continuation of the topics investigated in Calculus I, students will further the methods of integrations and the applications of integrals as well as power series and methods of differentiation. This course will cover the topics of convergence and divergence, and students will understand whether improper integrals are convergent or divergent.

MAN 2062 Business Ethics 40 hours, 4 credits
This course will cover 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 3175 Applied Management Principles 40 hours, 4 credits
This course will review foundational management skills and insights derived from the study of management practices. 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
This course is designed to explore the newest and innovative business and marketing technologies and tools and techniques to harness the power of an organization’s website to create measurable business value, increase customer retention, and build customer loyalty.
Prerequisite: Internet Business Models and E-Commerce

MAN 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

MAN 3455 Web Analytics 40 hours, 4 credits
This course teaches the fundamentals of how to use analytics concepts, tools, and techniques to harness the power of an organization’s website for measuring business value, increasing customer retention, and building customer loyalty.

MAN 4240 Organizational Behavior Analysis 40 hours, 4 credits
This course explores emerging and innovative business and marketing strategies and techniques such as weblogs and podcasting. In addition to investigating the newest and innovative business and marketing technologies and tools and techniques to harness the power of an organization’s website to create measurable business value, increase customer retention, and build customer loyalty.

MAN 4270 Strategic Management 40 hours, 4 credits
This course provides management students with an introduction to the management of human resources departments. Students will study the principles of managing human resource departments, including current and new customers; shareholders; the media; financial and industry analysts will be explored.

MAN 4602 International Business 40 hours, 4 credits
This course provides management students with an introduction to the management of international business. Students will study the principles of managing international business, including current and new customers; shareholders; the media; financial and industry analysts will be explored.

MAN 4701 Leading Change 40 hours, 4 credits
This course is designed to take current students on 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.

MAN 4900 Management Capstone 30 hours, 4 credits
This seminar course examines current issues and problems 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 the introduction to estimation, confidence intervals, and hypothesis testing. Students will be able to generate random variables through simulation, and they will understand how to apply statistical concepts to computational applications.
Prerequisite: Introduction to Discrete Mathematics

MAR 2374 Online Multimedia Marketing 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 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.

MAR 2471 Advanced Search Engine Marketing Strategies 40 hours, 4 credits
This course introduces students to topics from modern mathematics that are relevant to everyday life and not typically covered in the standard college mathematics curriculum. Students will be exposed to a variety of mathematical tools from diverse branches of mathematics. These topics may include, but are not limited to, game theory, graph theory, the mathematics of growth, applications of geometric series, and basic statistics.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

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.

MAT 1402 General Education Mathematics 40 hours, 4 credits
This course introduces students to topics from modern mathematics that are relevant to everyday life and not typically covered in the standard college mathematics curriculum. Students will be exposed to a variety of mathematical tools from diverse branches of mathematics. These topics may include, but are not limited to, game theory, graph theory, the mathematics of growth, applications of geometric series, and basic statistics.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

MAD 3113 Applied Discrete Mathematics 40 hours, 4 credits
This course is designed to provide the basis for proper mathematical reasoning in a computer science framework. Topics that students explore include propositional logic, proof strategies and inductive reasoning, sets, functions, elementary counting techniques, and number systems.
Prerequisites: Calculus II; Discrete Structures for Computer Science

MAD 3452 Discrete Structures 40 hours, 4 credits
This course will cover 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
This course is designed to explore the newest and innovative business and marketing technologies and tools and techniques to harness the power of an organization’s website to create measurable business value, increase customer retention, and build customer loyalty.
Prerequisite: Internet Business Models and E-Commerce

MAR 4582 Internet Law 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.

MAR 2873 Public Relations and Advertising Strategies 40 hours, 4 credits
This course serves as an introduction to the management of human resources departments. Students will study the principles of managing human resource departments, including current and new customers; shareholders; the media; financial and industry analysts will be explored.
## COURSE DESCRIPTIONS

**MGB 2289 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 growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminthes; interactions with and impact of microbial systems, including mechanisms of pathogenicity.

Prerequisite: none

**MEA 1102 Introduction to Medical Assisting**
40 hours, 4 credits
This course is designed to provide students with a thorough understanding of the Medical Assisting profession and the skills necessary to be successful both in the Medical Assisting program and profession. During this course, students will complete a Programmatic Orientation and be exposed to basic Medical Assisting skills such as professionalism, vital signs and CPR/First Aid. This course must be completed during the first full quarter of enrollment.

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.

Prerequisite: Medical Terminology

**MEA 1207 Clinical Skills II**
60 hours, 4 credit
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.

Prerequisite: Laboratory Skills for Medical Assisting: Pathophysiology

**MEA 1243 Pharmacology for the Allied Health Professional**
40 hours, 4 credits
This course is designed for a variety of allied health programs requiring an understanding of pharmacology. It attempts to present a basic rationale for understanding current drug therapy. This course provides drugs according to their therapeutic applications. Pertinent physiology and related diseases are reviewed before the pharmacology of the drug is discussed. The approach by both systems in this course serves to provide the necessary background information and to refresh the student’s memory of previously learned materials through which the therapeutic action of the drugs can be clearly understood.

Prerequisites: Medical Terminology; Human Anatomy and Physiology I, or Structure and Function of the Human Body

**MEB 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 I

**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 procedures that will cover each anatomic region. The course is designed to prepare students for the examination for Limited Scope of Practice in Radiography and potential employment as an X-ray operator.

Prerequisite: Structure and Function of the Human Body

**MEA 2804 Medical Assistant Internship**
240 hours, 8 credits
In conjunction with a Medical Assisting Capstone course, students will complete 240 hours of a Medical Assisting training experience in a physician’s office or clinic or medical center. While on the clinical site, the extern will perform medical-assisting job duties in both the front-office administrative and the back-office clinical areas, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked.

Prerequisites: Completed series of Hepatitis B immunizations; Completion of a 2-Step Mantoux skin test within 6 months of starting externship; Completion of all immunizations or verifications of immunity required by program and site; Successful completion of background check (clear background check obtained within 1 year); Attendance at Rasmussen College Externship meeting held by Program Coordinator; Attendance at externship site orientation (if required by site); Successful completion of all Medical Assisting core courses except Career Development and Seminar courses; Approval of Medical Assisting Program Coordinator.

**MEA 2810 Medical Assisting Clinical Internship**
240 hours, 8 credits
In conjunction with a Medical Assisting Capstone, students will complete 240 hours of a Medical Assisting training experience in a physician’s office or clinic or medical center. While on the clinical site, the extern will perform medical-assisting job duties in both the front-office administrative and the back-office clinical areas, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked.

Prerequisites: Completed series of Hepatitis B immunizations; Completion of a 2-Step Mantoux skin test within 6 months of starting externship; Completion of all immunizations or verifications of immunity required by program and site; Successful completion of background check (clear background check obtained); Attendance at Rasmussen College Externship meeting held by Program Coordinator; Attendance at externship site orientation (if required by site); Successful completion of all Medical Assisting core courses except Career Development and Seminar courses; Approval of Medical Assisting Program Coordinator.

**MEB 2260 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, and function of the Human Body. Pertinent physiology and related diseases are reviewed before the medical terminologies and terminology of diseases of selected human body systems.

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

In conjunction with the Medical Assisting Internship (MA265), students will complete an online Medical Assisting Capstone course. In this course, students will learn interpersonal skills and skills for entry-level medical assistants as well as share and learn from their externship experiences with the class. Students will also prepare to sit for a Medical Assisting credential examination during this course (either the CMA or RMA depending on campus accreditation status).

Prerequisite: none

**MLT 1170 Introduction to Laboratory Processing**
50 hours, 4 credits
**MLT 1170 Lecture** (20 hours, 2 credits)
**MLT 1170 Lab** (20 hours, 1 credit)

This course will introduce the role of the phlebotomist in a clinical laboratory setting. Students will learn to adhere to safety and compliance regulations related to specimen collection and processing. This course also focuses on pre-analytic factors of the specimen or patient as they relate to and influence laboratory procedures.

Prerequisite: none

**MLT 1325 Phlebotomy**
40 hours, 3 credits
**MLT 1325 Lecture** (20 hours, 2 credits)
**MLT 1325 Lab** (20 hours, 1 credit)

In this course, students will learn the skills to perform a variety of blood collection methods using appropriate techniques and universal precautions. This course will emphasize proper patient identification and applying the principles of safety and infection control. Students will be prepared to sit for a specialty laboratory testing certification or a phlebotomy certificate.

Prerequisite: none

**MLT 2211 Phlebotomy II**
50 hours, 4 credits
**MLT 2211 Lecture** (25 hours, 2.5 credits)
**MLT 2211 Lab** (25 hours, 1.5 credits)

In this course, students will perform and observe specialized specimen collection, CLIA waived laboratory testing, and collection of donor units. This course will also focus on specimen collection techniques and ensuring patient and provider safety in a variety of donor settings. Students will learn to develop skills to communicate with diverse patients, physicians and other healthcare providers.

Prerequisite: Phlebotomy

**MLT 2790 Phlebotomy Internship and Capstone**
130 hours, 5 credits
**MLT 2790 Lecture** (100 hours, 1 credit)
**MLT 2790L Lecture** (20 hours, 4 credits)

This course is designed to provide the student with experience in a clinical setting that includes specimen collection and handling and processing. Students will learn to effectively communicate with diverse patient populations and patient care teams. During the practical experience, students will participate in a program capstone that is designed to assist students during their externship and prepare them for a certification exam.

Prerequisites: Phlebotomy II; Introduction to Laboratory Processing

**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 perception of crime and real-life techniques of crime are evaluated. The mass media and crime are evaluated. The mass media and crime are evaluated.

Prerequisite: Ethics Around the Globe

**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, analyze, and interpret information presented through media sources.

Prerequisite: none

**MNU 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 customers or clients. 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

**MTB 1381 Math for Game and Simulation Production I**
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. 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 life cycle of the patient record and how transcription becomes involved in the profession. Speech recognition and other technology will be presented along with resources that a medical transcriptionist will need to use on the job. Prerequisites: none

**MLT 2211 Introduction to Medical Transcription**
20 hours, 2 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 professional 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 workers of effective in multiple roles, with individuals, families, and communities; and addressing the varied clients and different settings in the nursing 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.

Prerequisites: Comprehensive Pharmacology; Comprehensive Pharmacology Lab

**MLT 2211 Introduction to Medical Transcription**
20 hours, 2 credits

2014-2015 CATALOG AND STUDENT HANDBOOK

888-5-RASMUSSEN

COURSE DESCRIPTIONS

57
NUR 1144 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 1172 Critical Thinking, Informatics, and Ethical Concepts in Professional Nursing 40 hours, 4 credits
This course introduces the student to the chemical processes that occur on a cellular level related to nutrient intake and digestion. Emphasis is placed on the concept of Metabolism and the body’s ability to meet basic health and wellness needs as it pertains to a diverse set of individuals across the lifespan. Classroom content will be introduced to basic physiological concepts and are encouraged to explore Clinical and Nursing Judgment, Education and Health Promotion, and Motivational Wellness. Special emphasis is placed on Growth and Development, Cellular Regulation, and clinical nutrition in order to prepare the student to critically apply these principles throughout the nursing program in the form of knowledge, skills, and attitudes.
Prerequisite: Admission to a Nursing Program

NUR 1211C Adult Nursing I 230 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. 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, manager, and member of a profession is expanded and provide the framework for clinical applications and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.
Prerequisite: Fundamentals of Nursing

NUR 1245C Maternal-Child Nursing 220 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 2394L Clinical (60 hours, 2 credits)
This course is comprised of a theory and clinical component where students are building on the fundamental concepts and clinical judgment required to meet basic health and wellness needs. Emphasis is placed on Surgical Integrity, Pain Management, Gas Exchange, Immunity, and Infection Control. The theoretical basis for Fluid/Electrolyte and Acid-Base Balance, Cardiovascular/Coagulation Integrity, Perfusion, and Thermoregulation will be introduced within this course. Previously introduced concepts such as inflammation, tissue integrity, elimination, mobility, health promotion, and education will be further explored. The student must demonstrate increasing proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan in order to successfully complete this course.
Prerequisite: Fundamentals of Professional Nursing

NUR 2488 Mental Health Nursing 50 hours, 4 credits
This course is comprised of a theory and clinical component where students are building on the knowledge, skills, and attitudes to safely and effectively care for clients with mental health and behavioral disorders across the lifespan in a variety of clinical environments. Emphasis is placed on Functional Ability, inclusive of concepts such as Cognition, Addiction, Mood and Affect, Stress and Coping, Anxiety, Psychosis, and Violence. Special emphasis will be placed on Communication, Motivational Wellness, Nursing Ethics and Law, and Advocacy as it pertains to this nursing specialty. The student must demonstrate proficiency in a variety of critical skills and attitudes, inclusive of concepts such as intracranial regulation, sensory perception, glucose regulation, metabolism, and immunity. This course will continue to build on previous concepts with increased proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan.
Prerequisite: Professional Nursing I

NUR 2571 Clinical (67.5 hours, 2.5 credits)
This course is comprised of a theory, lab, and clinical component where students are building on the fundamental concepts and nursing abilities developed in Professional Nursing I. Emphasis is placed on concepts such as intracranial regulation, sensory perception, glucose regulation, metabolism, and immunity. The theoretical basis for Clinical Judgment, as it relates to Communication, Interdisciplinary Collaboration, and Evidence-Based Practice in the Clinical Setting, is required for successful completion of this course. The student must demonstrate increasing proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan.
Prerequisite: Professional Nursing I

NUR 2633 Maternal Child Health Nursing 107.5 hours, 6 credits
This course is comprised of a theory, lab, and clinical component where students are building on the fundamental concepts and nursing abilities developed in Professional Nursing I. Emphasis is placed on concepts such as intracranial regulation, sensory perception, glucose regulation, metabolism, and immunity. This course will continue to build on previous concepts with increased proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan.
Prerequisite: Professional Nursing I

NUR 2633 Maternal Child Health Nursing 50 hours, 4 credits
This course is comprised of a theory, lab, and clinical component where students are building on the fundamental concepts and nursing abilities developed in Professional Nursing I. Emphasis is placed on concepts such as intracranial regulation, sensory perception, glucose regulation, metabolism, and immunity. The theoretical basis for Clinical Judgment, as it relates to Communication, Interdisciplinary Collaboration, and Evidence-Based Practice in the Clinical Setting, is required for successful completion of this course. The student must demonstrate increasing proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan.
Prerequisite: Professional Nursing I

NUR 2633 Maternal Child Health Nursing 50 hours, 4 credits
This course is comprised of a theory, lab, and clinical component where students are building on the fundamental concepts and nursing abilities developed in Professional Nursing I. Emphasis is placed on concepts such as intracranial regulation, sensory perception, glucose regulation, metabolism, and immunity. This course will continue to build on previous concepts with increased proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan.
Prerequisite: Professional Nursing I

NUR 2633 Maternal Child Health Nursing 107.5 hours, 6 credits
This course is comprised of a theory, lab, and clinical component where students are building on the fundamental concepts and nursing abilities developed in Professional Nursing I. Emphasis is placed on concepts such as intracranial regulation, sensory perception, glucose regulation, metabolism, and immunity. The theoretical basis for Clinical Judgment, as it relates to Communication, Interdisciplinary Collaboration, and Evidence-Based Practice in the Clinical Setting, is required for successful completion of this course. The student must demonstrate increasing proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan.
Prerequisite: Professional Nursing I
NUR 2790 Professional Nursing III
117.5 hours, 3 credits
NUR 2790 Lecture (30 hours, 3 credits)
NUR 2790 Lab (5 hours, 0.25 credits)
NUR 2790L Clinical (82.5 hours, 2.75 credits)
Prerequisites: Fundamentals of Nursing; knowledge and principles are applied in teacher, manager, and member of a profession the nurse as provider of care, communicator, addressing the varied clients and different community health concepts and prepares entry and ethnic in nature with regard to the care of clients across the lifespan. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting. Prerequisites: Fundamentals of Nursing; Comprehensive Pharmacology; Comprehensive Pharmacology Lab; Adult Nursing I; Maternal-Child Nursing; Adult Nursing II
NUR 2868 Role, Scope, Quality, and Leadership in Professional Nursing
80 hours, 4 credits
NUR 2868 Lecture (20 hours, 2 credits)
NUR 2868L Clinical (60 hours, 2 credits)
This course is comprised of a theory and clinical component where students are able to demonstrate the knowledge, skills, and attitudes gained throughout the Professional Nursing Program. Emphasis is placed on Clinical Judgment, Professionalism, Quality Improvement, and Leadership. In order to successfully complete this course, the student must exhibit appropriate characteristics in the clinical setting related to Communication, Interdisciplinary Collaboration, Advocacy, Patient-Centered Care, Evidence-Based Practice, Education, Health Promotion, and Motivational Wellness. The student must also demonstrate proficiency in all knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan at the level of a beginning graduate Professional Registered Nurse to complete this course. Prerequisites: Professional Nursing I
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 2944 Professional Nursing Capstone
20 hours, 2 credits
This course reflects on the student’s journey through the Professional Nursing Program, prepares the student for licensure, and mentors the student in career development. The Concept-Based Framework is reviewed, along with the fundamental QSEN Core Competencies with special emphasis on Professionalism, Individual Functional Ability, and Leadership. Students will delve into the knowledge, skills, and attitudes needed to successfully complete the NCLEX-safety transition to a beginning Graduate Professional Registered Nurse role. Pre or Co-requisites: Professional Nursing III; Role, Scope, Quality, and Leadership in Professional Nursing
NUR 3173 Health Assessment
40 hours, 4 credits
This course provides an opportunity for students to develop proficiency in comprehensive health assessment as viewed through the lens of holistic, patient-centered care. As components designed to develop knowledge and skills for obtaining and recording a systematic, comprehensive health history and physical examinations of the adult client are integrated within the course. Opportunities will be presented to provide for collaboration and integration of physiological, psychological, and sociocultural issues and theories as they apply to the findings obtained in the comprehensive health assessments. Collaborating with interprofessional teams, utilizing evidence-based treatment guidelines, and additional updated information needed to promote safe clinical practice in the nursing setting. Prerequisites: Clinical Judgment, as it relates to Balance, and Tissue Integrity. The theoretical foundation 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. 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. The 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 3286 Role, Scope, Quality, Leadership in Professional Nursing
200 hours, 8 credits
This course is comprised of a theory and clinical component where students are able to develop sound nursing practice, critical reasoning abilities, and foster skills that provide safe, quality patient care. Pre or Co-requisite: Quality and Safety in Nursing Practice
NUR 3418 Introduction to Alternative and Complementary Therapies
40 hours, 4 credits
This course provides an introduction to the use of complementary and alternative therapies used in healthcare. The goal is to provide the student with knowledge and understanding of mind/ body self-healing skills, multi-cultural alternative medicine theories, practice environments and interventions that can be integrated safely into nursing and/or the nurse’s personal lifestyle. The philosophical assumptions of complementary and alternative approaches will be examined throughout the application of critical thinking and the scientific evidence body of knowledge. Prerequisite: Applied Pathophysiology Pre or Co-requisite: Transcultural Nursing
NUR 3508 Quality and Safety in Nursing Practice
40 hours, 4 credits
This course focuses on the critical review of current quality and safety issues in healthcare and nursing. “Quality & Safety Education for Nurses (QSEN), “Institute of Medicine” (IOM) reports, regulatory bodies, and the impact of Magnet Status are identified and examined within the course. Students will increase their understanding of best practices, safety standards, and quality initiatives in the healthcare setting. Emphasized within this course is Quality and Safety Education for Nurses (QSEN) Competencies. This course examines QSEN as a conceptual framework which can lead to improvement of patient safety outcomes through managing human behavior and system design. Prerequisite: Quality and Safety in Nursing Practice
NUR 3655 Transcultural Nursing
40 hours, 3 credits
This course recognizes the importance of providing and incorporating cultural beliefs and experiences of patients, families, and their health care providers within the care setting. Topics include: comparative analysis of communication styles, fostering open communication, family roles, dietary preferences, safety and concerns associated with cultural beliefs, values and practices of cultural norms and the impact on health care practice. Nursing interventions that integrate and examine evidence-based practice related to various cultural beliefs will be discussed. The importance of incorporating a holistic approach in the care and treatment of the patient will be demonstrated within this course. Prerequisites: Quality and Safety in Nursing Practice
NUR 3816 Dimensions of Professional Nursing
40 hours, 4 credits
This course investigates the evolution of nursing with an emphasis on professional values, standards and ethics. Students will explore how social and economic forces in nursing affect the profession. Prerequisite: Critical Thinking.
NUR 3818 Transcultural Nursing
40 hours, 4 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 3418 Introduction to Alternative and Complementary Therapies
40 hours, 4 credits
This course provides an introduction to the use of complementary and alternative therapies used in healthcare. The goal is to provide the student with knowledge and understanding of mind/ body self-healing skills, multi-cultural alternative medicine theories, practice environments and interventions that can be integrated safely into nursing and/or the nurse’s personal lifestyle. The philosophical assumptions of complementary and alternative approaches will be examined throughout the application of critical thinking and the scientific evidence body of knowledge. Prerequisite: Applied Pathophysiology Pre or Co-requisite: Transcultural Nursing
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40 hours, 4 credits
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40 hours, 4 credits
This course investigates the evolution of nursing with an emphasis on professional values, standards and ethics. Students will explore how social and economic forces in nursing affect the profession. Prerequisite: Critical Thinking.
COURSE DESCRIPTIONS

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 concepts ranging from the creation of new documents to mail merge and web pages. This course is designed to help prepare students for the intermediate portion of the MOS certification exam.
Prerequisite: Computer Applications and Business Systems Concepts

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 provides 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

OST 2240 Medical Transcription
40 hours, 3 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 and Introduction to Medical Transcription; Medical Terminology; Keyboarding I

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 students must be in their second-to-last quarter

OST 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.
Prerequisites: None

PHI 1520 Ethics Around the Globe
40 hours, 4 credits
This course is a study of various and common ethical principles around the world and their relationship to morality and professional responsibility. Emphasis is placed on the application of ethical theories to problems faced in increasingly globalizing business and society.
Prerequisites: None

PHI 2013 Introduction to Critical Thinking
40 hours, 4 credits
This course explores 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.
Prerequisites: None

PLA 1203 Civil Litigation and Procedure I
40 hours, 3 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 or enrolled in Certificate

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 1330 Corporate Law
40 hours, 4 credits
This course will provide students with an overview of corporate formalities, the resolution of the corporate entity. Stockholders rights and remedies as corporate owners will be examined. Corporate formalities 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 Law and the Legal System

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 notations 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 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 antenuptial and property settlement agreements.
Pre-requisite: 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: Cyberspace and the Paralegal Profession; 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.
Pre-requisite: Students must be enrolled in their last or second-to-last quarter

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 topics such as authority, consent, freedom and obligation.
Pre-requisite: none

PRN 1011 Fundamentals of Practical Nursing
60 hours, 6 credits
This course provides students with a foundation in understanding the healthcare system. This includes roles individuals perform in the healthcare setting, and basic knowledge in wellness and disease throughout the lifespan. Topics will include therapeutic communication, ethics, patient care, cultural competence, and identifies nursing strategies to meet the global and diverse patient and community.
Co-requisites: Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical

PRN 1011L Fundamentals of Practical Nursing Clinical
60 hours, 2 credits
This course provides students with hands on skills needed to provide introductory nursing care to patients in the health care setting. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in the Fundamentals of Practical Nursing and Fundamentals of Practical Nursing Laboratory courses.
Co-requisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory

PRN 1075 Medical Surgical Nursing I
40 hours, 4 credits
This course provides the student with an introduction to medical surgical nursing. Emphasis is placed on nursing care along the health illness continuum to disorders of the immune, cardiovascular, hematologic, and respiratory systems.
Pre-requisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Clinical Co-requisites: Medical Surgical Nursing I; Medical Surgical Nursing I Clinical

PRN 1075L Medical Surgical Nursing I Laboratory
20 hours, 1 credit
This course provides students with the skills needed to provide nursing care to the patient. Emphasis is placed on patient safety and nursing skills used to care for the patient along the health illness continuum consistent with content in the Medical Surgical Nursing Laboratory courses. Emphasis is placed on knowledge, skills, and attitudes needed to provide safe, quality care for a diverse set of clients across the lifespan. Special emphasis is placed on teamwork, communication, and nursing informatics as it pertains to the healthcare infrastructure. The student must demonstrate proficiency in a variety of nursing skills in order to successfully complete this course.
Pre-requisite: Admission to the Practical Nursing Program
Pre or Co-requisite: Introduction to Practical Nursing

PRN 1245 Practical Nursing I
110 hours, 6 credits
This course introduces the student to key concepts of Practical Nursing. The student will be exposed to the practical nursing expectations and scope of practice in diverse healthcare settings. Also included are aspects of patient-centered care based upon evidence and quality. The Concept-based framework for the Practical Nursing Program is introduced, along with the fundamental QSEN Core Competencies. Special emphasis is placed on Teamwork, Communication, and Nursing informatics. Students will delve into the knowledge, skills, and attitudes needed to practice safely in the nursing profession by discovering their own learning styles and personal identities.
Pre-requisite: Admission to the Practical Nursing Program

PRN 1125 Mental Health Nursing
30 hours, 3 credits
This course presents an overview of the underlying principles of behavioral health nursing Content includes therapeutic interventions, pathological psychopharmacology, current therapies, and rehabilitation for the patient experiencing behavioral health alterations. Emphasis is on therapeutic communication, patient-nurse boundaries, and holistic care.
Pre-requisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical Co-requisite: Mental Health Nursing Clinical

PRN 1128LL Mental Health Nursing Clinical
30 hours, 1 credit
This course provides students with experiences needed to provide safe, quality care for behavior health clients. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in the Mental Health Nursing course.
Pre-requisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical Co-requisite: Mental Health Nursing

PRN 1192F Fundamentals of Practical Nursing
112.5 hours, 6 credits
This course is comprised of a theory, lab, and clinical experience. The clinical experience is introduced to the fundamental concepts and nursing abilities required to meet basic health and wellness needs. The theoretical basis for nursing judgment, patient-centered care, growth and development, and basic physiologic concepts are presented. Emphasis is placed on knowledge, skills, and attitudes needed to provide safe, quality care for a diverse set of clients across the lifespan. Special emphasis is placed on teamwork, communication, and nursing informatics as it pertains to the healthcare infrastructure. The student must demonstrate proficiency in a variety of nursing skills in order to successfully complete this course.
Pre-requisite: Admission to the Practical Nursing Program
Pre or Co-requisite: Introduction to Practical Nursing

PRN 1245L Practical Nursing I Lecture (32.5 hours, 3 credits)
PRN 1245L Lab (15 hours, 1 credit)
PRN 1245LL Clinical (67.5 hours, 2 credits)
This course is comprised of a theory, lab, and clinical component where students are introduced to the fundamental concepts and nursing abilities required to meet basic health and wellness needs. Emphasis is placed on concepts such as oxygenation, cardiovascular integrity, tissue integrity, and infection control. Fluid/ Electrolyte and Acid/Base Balance will be introduced within this course. The theoretical bases for Education and Health Promotion, as well as Pain Management, are presented. The student must demonstrate increasing proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan in order to successfully complete this course.
Pre-requisite: Fundamentals of Practical Nursing
Pre or Co-requisites: Basic Pharmacology; Nutritional Principles in Nursing

PRN 1279 Medical Surgical Nursing II Laboratory
20 hours, 1 credit
This course provides students with hands on skills needed to provide nursing care to patients in the health care setting. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health illness continuum consistent with content in the Medical Surgical Nursing I and Medical Surgical Nursing II Laboratory courses.
Pre-requisites: Medical Surgical Nursing I; Medical Surgical Nursing I Clinical Co-requisites: Medical Surgical Nursing II; Medical Surgical Nursing III Laboratory

PRN 1279LL Medical Surgical Nursing II Clinical
90 hours, 3 credits
This course provides students with hands on skills needed to provide nursing care to patients in the health care setting. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health illness continuum consistent with content in the Medical Surgical Nursing I and Medical Surgical Nursing II Laboratory courses.
Pre-requisites: Medical Surgical Nursing I; Medical Surgical Nursing I Clinical Co-requisites: Medical Surgical Nursing II; Medical Surgical Nursing III Laboratory

PRN 1304 Gerontological Nursing Clinical
90 hours, 2 credits
This course explores care for the older adult. 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, physical, spiritual, legal, and ethical aspects related to geriatric nursing care.
Pre-requisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical Co-requisite: Gerontological Nursing Clinical

PRN 1304LL Gerontological Nursing Clinical
90 hours, 2 credits
This course provides students with hands on skills needed to provide nursing care to patients in the health care setting. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health illness continuum consistent with content in the Gerontological Nursing Clinical course.
Pre-requisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical Co-requisite: Gerontological Nursing
PRN 1356 Basic Pharmacology
40 hours, 3 credits
PRN 1356 Lecture (20 hours, 2 credits)
PRN 1356 Lab (20 hours, 1 credit)

This course is comprised of a theory and lab component where students acquire knowledge, skills, and attitudes to safely and effectively provide pharmacologic therapies to patients. Theoretical emphasis is on concepts of Absorption, Distribution, Metabolism, and Excretion (ADME), as well as the current “rights of medication administration,” and basic dosage calculation. Patient education and motivational wellness will be introduced. The course will continue to build upon critical thinking concepts and nursing judgment to ensure basic safety in the administration of medications at a beginning Practical Nurse level. The student must demonstrate proficiency in a variety of clinical skills, related to medication administration within the lab setting, in order to successfully complete this course.

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

PRN 1417 Practical Nursing II
110 hours, 6 credits
PRN 1417 Lecture (32.5 hours, 1 credit)
PRN 1417 Lab (10 hours, 1 credit)
PRN 1417 Lecture (67.5 hours, 2 credits)

This course is comprised of a theory, lab, and clinical component where students are building on the fundamental concepts and nursing abilities developed in PRN 1416. Pharmacology is placed on concepts such as Surgical Integrity, Pain Management, and Glucose Regulation. This course will continue to build on previous concepts with a special emphasis on Fluid/ Electrolyte and Acid/Base Balance, Elimination, Mobility, and Infection Control. The theoretical basis for Nursing Judgment, as it relates to Safe Nursing Practice, Communication and Teamwork in the Clinical Setting, is required for successful completion of this course. The student must also demonstrate increasing proficiency in all knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan.

Prerequisite: Practical Nursing I

PRN 1486 Gerontologic Nursing
30 hours, 3 credits
PRN 1486 Lecture (20 hours, 2 credits)
PRN 1486 Lab (10 hours, 1 credit)

This course is comprised of a theory component where students acquire knowledge, skills, and attitudes safely and effectively support the Functional Ability of the aging adult. Emphasis is placed on concepts such as Emotional and Cognitive Integrity, Neurological Adaptation, and End-of-Life Integrity. This course will continue to build on concepts required to meet basic health and wellness needs that are specific to the aging adult. Communication, as well as the legal bases such as Ethics and Law as it applies to this specific population. Students are expected to apply Nursing Judgment and Critical Thought to principles presented in this course, as it connects to concepts of future Nursing Lab and Clinical Experiences.

Prerequisite: Fundamentals of Practical Nursing Pre or Co-requisites: Basic Pharmacology; Nutritional Principles in Nursing

PRN 1495 Medical Surgical Nursing III
40 hours, 4 credits
PRN 1495 Lecture (20 hours, 2 credits)
PRN 1495 Lab (20 hours, 1 credit)

This course provides the student with a continuation of medical surgical nursing. Emphasis is placed on nursing care along the health illness continuum for patients with disorders of the integumentary, immune, gastrointestinal, and neurological systems. Prerequisites: Medical Surgical Nursing II; Medical Surgical Nursing I Laboratory; Medical Surgical Nursing II Clinical

Co-requisites: Medical Surgical Nursing I Laboratory; Medical Surgical Nursing III Clinical

PRN 1495L Medical Surgical Nursing III Laboratory
20 hours, 1 credit

This course provides students with the skills needed to provide nursing care to the older adult. Emphasis is placed on patient safety and nursing skills related to disorders of the integumentary, immune, gastrointestinal, and neurological systems. Prerequisites: Medical Surgical Nursing II; Medical Surgical Nursing I Laboratory; Medical Surgical Nursing II Clinical

Co-requisites: Medical Surgical Nursing III; Medical Surgical Nursing III Clinical

PRN 1495LL Medical Surgical Nursing III Clinical
90 hours, 3 credits

This course provides students with hands-on skills needed to provide nursing to patients in the healthcare setting. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in the Medical Surgical Nursing III and Medical Surgical Nursing III Laboratory courses.

Prerequisites: Medical Surgical Nursing II; Medical Surgical Nursing I Laboratory; Medical Surgical Nursing II Clinical

Co-requisites: Medical Surgical Nursing III; Medical Surgical Nursing III Laboratory

PRN 1555 Psychosocial Nursing
55 hours, 4 credits
PRN 1555 Lecture (32.5 hours, 3 credits)
PRN 1555LL Clinical (22.5 hours, 1 credit)

This course continues the study of human behavior and clinical component that focuses on the care of clients with mental health and behavioral disorders across the lifespan in a variety of clinical settings. Emphasis is placed on concepts such as Emotional and Cognitive Integrity, Motivational Wellness, Psychosocial Integrity, Addiction, and Violence. Special emphasis will be placed on Nursing Judgment related to Patient-Centered Care, Teamwork, and Communication when approaching this diverse group of clients. The theoretical basis for Complimentary and Alternative Medicine, as it applies to pharmacologic therapies in this setting, will be introduced. The student must achieve proficiency in a variety of nursing skills and attitudes, inclusive of psychomotor skills and affective interactions in the clinical setting, in order to successfully complete this course.

Prerequisite: Practical Nursing I

PRN 1570 Family Nursing
20 hours, 2 credits

This course is designed for students with an introduction to maternal child nursing. Content includes concepts relevant to care of the obstetrical, newborn, and pediatric patient as well as issues. Emphasis is placed on family centered care. This course incorporates nutritional requirements and pharmacological knowledge and skills.

Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical Co-requisites: Family Nursing Clinical

PRN 1570LL Family Nursing Clinical
60 hours, 4 credits
PRN 1570LL Lecture (30 hours, 3 credits)
PRN 1570LL Lab (30 hours, 1 credit)

This course provides students with experiences needed to provide nursing care to patients in the health care setting. The clinical experience requires command of knowledge, skills, and attitudes in providing safe patient centered care along the health continuum consistent with content in PRN 1270.

Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical

Co-requisites: Family Nursing Clinical

PRN 1616 Practical Nursing Seminar
20 hours, 1 credit

This course examines the role of the practical nurse. Content includes the history of nursing, practical nursing scope of practice, legal and ethical issues, and the NCLEX-PN review. Content is designed to facilitate transition from the role of student to the role of graduate practical nurse, and emphasis is placed on assuming personal accountability for nursing actions. The importance of participation in continuing educational activities is emphasized.

Prerequisites: Medical Surgical Nursing II; Medical Surgical Nursing I Laboratory; Medical Surgical Nursing II Clinical

PRN 1648 Practical Nursing III
115 hours, 6 credits
PRN 1648 Lecture (75 hours, 2.5 credits)
PRN 1648L Lecture (75 hours, 2.5 credits)

This course is comprised of a theory, lab, and clinical component where students are completing their development of the fundamental concepts and nursing abilities required for the Practical Nursing Role. Emphasis is placed on concepts such as Neurological Adaptation, Cellular Regulation, Holistic Therapy, and Crisis/Disaster Nursing. This course will continue to build on previous concepts with a special emphasis on Thermoregulation, Cardiovascular Integrity, Tissue Integrity, and Infection Control. The theoretical basis for Nursing Judgment, as it relates to Safe Nursing Practice, Patient-Centered Care, and Leadership in the Clinical Setting is required for successful completion of this course. The student must also demonstrate proficiency in all knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan in order to successfully complete the series.

Prerequisite: Practical Nursing II

PRN 1932 Family Nursing
60 hours, 4 credits
PRN 1932 Lecture (30 hours, 3 credits)
PRN 1932LL Clinical (30 hours, 1 credit)

This course consists of both a theory and clinical component that focus on the Knowledge, Skills, and Attitudes required to function in the appropriate role of the Practical Nurse in a Family Health Clinic, Pediatric Clinical Setting, or similar environment. Emphasis is placed on Reproduction as well as Growth and Development. Special emphasis is placed on Surgical Integrity, Glucose Regulation, Infection Control, and Patient-Centered Care as it applies to this diverse group of clients. The theoretical basis for Complimentary and Alternative Medicine, in conjunction with specific pharmacologic therapies for these clients will be introduced. Students are required to critically apply all previously introduced Health and Wellness Concepts, as well as Metabolism and Nursing Judgment, to content-specific exemplars presented in this course. The student must achieve proficiency in a variety of nursing skills and attitudes, inclusive of psychomotor skills and affective interactions in the clinical setting, in order to successfully complete this course.

Prerequisite: Practical Nursing II Pre or Co-requisite: Psychosocial Nursing

PRN 1971 Practical Nursing Capstone
20 hours, 2 credits

This course reflects on the student’s journey through the Practical Nursing Program, prepares the student for licensure, and mentors the student to transition to practice. The Concept-Based Framework is reviewed, along with the fundamental QSEN Core Competencies with special emphasis on Quality Improvement, Professionalism, and Leadership. Students will delve into patient safety and nursing skills, and attitudes needed to successfully complete the NCLEX-PN and safely transition to a beginning graduate Practical Nurse role.

Prerequisite: Practical 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

PSY 2420 Abnormal Psychology
40 hours, 4 credits

This course teaches students the applied discipline of abnormal psychology. Students will explore abnormal behavior in disparate societies and cultures. Applications include 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 which may affect a person’s ability to adapt and function in a community will be considered, such as genetic makeup, physical condition, reasoning, and socialization.

Prerequisite: General Psychology

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 theories and courses, 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. Students 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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTN 2340</td>
<td>Unit Dose and Medication Preparation</td>
<td>3</td>
<td>In this course, the student will apply knowledge of medication charts and pharmacy math to correctly dispense and chart delivery of patient medications. Emphasis is on correctly filling orders with correct drug, dosage, and frequency. The course will stress aseptic techniques and the maintenance of sterile conditions. The student will learn to read an IV label, select appropriate additives and base solutions, and properly prepare the prescribed IV compound. Prerequisite: Introduction to Pharmacy/Pharmacy Math and Dosages.</td>
</tr>
<tr>
<td>REL 3131</td>
<td>American Religious History</td>
<td>4</td>
<td>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</td>
</tr>
<tr>
<td>RMI 4010</td>
<td>Insurance</td>
<td>4</td>
<td>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</td>
</tr>
<tr>
<td>SCE 3528</td>
<td>Scientific Literacy</td>
<td>4</td>
<td>In this course students will explore the role that science plays in the world. Students will survey different natural sciences such as: biology, health sciences, chemistry, physics, astronomy, and geology; as well as analyze specific case studies from these fields. Throughout the course students will develop their scientific reasoning skills. They will learn about the scientific method as well as how to detect common fallacies and misuses of science. Prerequisite: none</td>
</tr>
<tr>
<td>SPC 2017</td>
<td>Oral Communication</td>
<td>4</td>
<td>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</td>
</tr>
<tr>
<td>SPN 271</td>
<td>Conversational Spanish</td>
<td>4</td>
<td>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</td>
</tr>
<tr>
<td>SYG 1000</td>
<td>Introduction to Sociology</td>
<td>4</td>
<td>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</td>
</tr>
<tr>
<td>SYO 4180</td>
<td>Work and Family</td>
<td>4</td>
<td>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</td>
</tr>
<tr>
<td>TAX 2002</td>
<td>Income Tax</td>
<td>4</td>
<td>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</td>
</tr>
<tr>
<td>TAX 3010</td>
<td>Taxation of Individuals</td>
<td>4</td>
<td>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</td>
</tr>
<tr>
<td>TAX 4011</td>
<td>Advanced Federal Tax Theory</td>
<td>4</td>
<td>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</td>
</tr>
<tr>
<td>WST 4350</td>
<td>Gender in Math and Science</td>
<td>4</td>
<td>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</td>
</tr>
</tbody>
</table>
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 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
- Attestation of high school graduation or equivalency
- Enrollment Agreement
- Rasmussen College entrance placement exam(s)
- Rasmussen College Experience Course (if applicable)
- All college entrance requirements 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 Technician, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
- International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
  - Rasmussen College is an approved Student and Exchange Visitor Program (SEVIS) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20.

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

UNLESS OTHERWISE NOTED, THE POLICIES IN THIS CATALOG REPLACE ALL PREVIOUSLY ISSUED VERSIONS.

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, or herself if he/she is the party to the contract on behalf of the student.

College Acceptance or Rejection of Application for Admission

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

- Completed application form and enrollment agreement
- 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 invalid and any financial aid will have to be repaid.
- Applicants providing a college transcript indicating a grade of C or higher or a grade of Pass in college-level English and/or mathematics are not required to complete College entrance placement examinations in the corresponding subject area and will not require developmental coursework in areas in which they have previously proven this proficiency.
- Applicants without a conferred associate’s degree or higher and who have not completed a college-level English course are required to complete the Reading & Writing sections of the placement examination. Students who have not completed a college-level math course are required to complete the math portion of the placement examination.
- Applicants providing a transcript with a conferred associate’s degree or higher are not required to complete the College entrance placement examinations in Reading and Writing and will not require remedial coursework in this area. Students providing a transcript with a conferred Associate’s degree or higher indicating a passing grade in college-level mathematics are not required to complete the College entrance placement examinations in mathematics and will not require remedial coursework in this area.
- Successful completion of Rasmussen College Experience Course. All prospective students, except as noted below, of Rasmussen College must successfully complete the College Experience Course with a cumulative score of 80% or higher in order to continue the enrollment process. Students who do not successfully pass the College Experience Course with a score of 80% or higher on the first attempt will be allowed an additional opportunity to re-take the College Experience Course 3 months after the start of the first attempt. The student may be allowed to re-take earlier than the three months upon a granted appeal. A third and final attempt may be granted based on two conditions: 1) one year has passed since the original first attempt; 2) written request is submitted by the student. The following students are exempt from the College Experience Course requirement:
  - graduates of Rasmussen College within the last two years, who successfully completed the Child Development Associate preparation program (CDA) within six months of enrolling into a program; students accepted into Surgical Technician, Medical Laboratory Technician, Law Enforcement Skills, Law Enforcement Academic and Law Enforcement AAS, Nursing, Flex Choice or Accelerated ED programs, Early Honors program and Individual Progress and Audit students as well as reentering students who have already successfully completed the College Experience Course.
- Students accepted into Surgical Technician, Medical Laboratory Technician, Law Enforcement Skills, Law Enforcement Academic and Law Enforcement AAS, Nursing, Early Honors program and Individual Progress and Audit students as well as reentering students who have already successfully completed the College Experience Course will be required to successfully complete the Online College Readiness Course.
- All financial arrangements are complete, submitted and verified
- For selected programs, applicants must also pass a criminal background check. See additional information.
- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
- International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
  - TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  - Rasmussen College is an approved Student and Exchange Visitor Program (SEVIS) 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.
- In addition to all other admissions requirements, students must be at least 16 years old to enroll at Rasmussen College. The College reserves the right to reject any applicant on the good faith belief that the applicant is seeking to enroll for any reason other than to obtain an educational degree or credential, or if the College determines that admission of the applicant would create a potential danger or disruption to the College or its existing students, staff and faculty. In the event of rejection, any monies paid will be refunded in full. The date of acceptance by the College shall be presumed to be the date of delivery of the notice of acceptance; and if delivered by mail, the postmarked date of the letter of acceptance.

*Official and unofficial transcripts and grade reports for courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be accepted.
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 common method by which students will complete the seminar course. Following is the most recent quarter in which they finish the seminar the quarter in which they will complete the degree program.

- Students must complete the freshman year in a current program if a space in the program is available and must complete the following:
  - Writing 1
d  - Writing 2
d  - Math 1
d  - Math 2
- Students must complete the sophomore year in a current program if a space in the program is available and must complete the following:
  - Writing 3
  - Writing 4
  - Math 3
  - Math 4
- Students must complete the junior year in a current program if a space in the program is available and must complete the following:
  - Writing 5
  - Writing 6
  - Math 5
  - Math 6
- Students must complete the senior year in a current program if a space in the program is available and must complete the following:
  - Writing 7
  - Writing 8
  - Math 7
  - Math 8
- Students must complete the following:
  - Social Sciences
  - Humanities
  - Arts
  - Science

Rasmussen College follows a pattern of practice in the program. Rasmussen College will re-enroll students in the program. Rasmussen College will review the applicant’s background check results before admission. Note that “passing” a criminal background check is determined by Rasmussen College, in its sole discretion. The criminal 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 following programs require a general background check for admission in all states except Minnesota. In Minnesota, all programs require a Minnesota Department of Human Services background check for admission:
- Health Sciences
- Medical Assisting
- Medical Laboratory Technician
- Practical Nursing
- Professional Nursing
- Surgical Technologist

In Minnesota, the following programs require a Florida Department of Law Enforcement (FDLE) background check in addition to the general background check for admission:
- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills

In Florida, the following programs require a Florida Department of Law Enforcement (FDLE) background check in addition to the general background check for admission:
- Practical Nursing
- Professional Nursing

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

General Criminal and FDLE Background Check Process:
A student enrolling in any of the general criminal or FDLE background check designated programs must complete a Background Check Form, as well as a Background Check Attestation.

Campuses will notify 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.

A student enrolling in a program that requires a background check will not have his/her admission submitted until the student is determined to be eligible either through a clearable 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 clearable letter. A student whose background check reveals a potential problem may attend class for one quarter while the College examines the student’s background check. After receiving a pre-adverse action letter the student may contact the background check firm directly to resolve the issue. The College will send the student an adverse action letter indicating the action to be taken. The Director of Admissions will contact the student 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 provide an appeal and issue a final decision. A student whose appeal has been denied has the right to request one reconsideration of their appeal, but must provide re-entry requirements orGrow your skills and become who you want to be. Apre-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 student 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 provide an appeal and issue a final decision. A student whose appeal has been denied has the right to request one reconsideration of their appeal, but must provide re-entry requirements or supports to support such a request for reconsideration.

Minnesota Department of Human Services Background Check Process:
A student enrolling in any of the MDHS designated programs must complete a Background Release Form, as well as a Background Check Attestation. A student enrolling in any of the MDHS designated programs must complete a Background Release Form, as well as a Background Check Attestation. 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.

A student enrolling in a program that requires an MDHS background check will not have his/her admission submitted until the student is determined to be eligible either through a clearable 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 clearable letter. A student whose background check reveals a potential problem may attend class for one quarter while the College examines the student’s background check. After receiving a pre-adverse action letter the student may contact the background check firm directly to resolve the issue. The College will send the student an adverse action letter indicating the action to be taken. The Director of Admissions will contact the student 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 provide an appeal and issue a final decision. A student whose appeal has been denied has the right to request one reconsideration of their appeal, but must provide re-entry requirements or supports to support such a request for reconsideration.
Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have achieved Entrance Placement Exam score above the threshold or have a Foundation course or have provided a college transcript indicating a grade of C or higher in college-level English and/or Mathematics are not required to repeat the Entrance Placement test. Once applicants have met the Entrance Placement requirements above, the School of Health Sciences Entrance Exam may be scheduled.

Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. For admission to the Medical Laboratory Technician and Surgical Technologist Programs, applicants must achieve the required College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have either achieved Entrance Exam score above the threshold or have a Foundation course or have provided a college transcript indicating a grade of C or higher in college-level English and/or Mathematics are not required to repeat the Entrance Placement test. Once applicants have met the Entrance Placement requirements above, the School of Health Sciences Entrance Exam may be scheduled.

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Upon completing the application process, the completed files will be reviewed by the acceptance committee. Students accepted into their program will receive a letter from the College in the mail. Applicants must also attend programmatic orientation as well as general orientation or risk being dismissed as an applicant.

Applying for Admission into Software Application Development Certificate and Associate’s, Computer Science Bachelor’s, and Game and Simulation Programming 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 these programs. Alternatively the applicant may be exempt from all or portions of the College entrance placement exam per the terms of the College Acceptance or Rejection of Application for Admission College Entrance Placement Exam requirements.

Applying for Admission into the Paralegal Certificate Program

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 Associate’s Degree, or a Bachelor’s degree or higher.

Applying for Admission into the Health Information Management Bachelor’s Program

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

Rasmussen College Early Honors Program

High school juniors and 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 both on campus and online based on space available.

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:

- Applicants must complete an Early Honors Program Application, which includes a high school attestation indicating expected graduation date.
- Applicants must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).
- Applicants must submit a signed Early Honors High School Approval Form.
- Applicants must be high school juniors or seniors 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.
- Applicants must score at least a 25 on the writing portion of the Rasmussen College entrance placement exam to be accepted to the Early Honors Program.
- The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.
- Enrollment in the Program is limited to 20 students per quarter, per campus.
- Early Honors students may enter the Early Honors Program in the fall quarter of their junior year.
- The Early Honors program ends with the completion of spring quarter of the student’s senior year.
- A maximum of 24 credits per student can be taken in the Early Honors Program.
- Early Honors students may take up to 8 credits per quarter without a tuition charge.
- To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.
- Early Honors students may take one course in their first quarter of enrollment. Upon receiving a grade of B or higher in their first course, students can request to be scheduled for the second quarter.
- Students must maintain a cumulative grade point average of 3.0 in order to take two courses per quarter.
- Early Honors Applicants must meet with the Director of Admissions and Dean before being accepted to the Early Honors Program to ensure they meet all criteria and requirements, and to approve their schedule.
- Early Honors students 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”, “NU” or “NUR” are not available to Early Honors students.
- Early Honors students are responsible for the course resources fee for each course taken. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The College will provide specific technology requirements information for each course.
- Students will receive college credit towards a degree, diploma, or certificate at Rasmussen College for all successfully completed courses.
- Early Honors students will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.
- Early Honors students will receive high school dual enrollment credit for successfully completed Early Honors course at the discretion of the student’s high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.
- Early Honors students may apply to a full program offered by Rasmussen College by completing the Application for Admission.
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.

GIFT AID

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$600 - $5,730</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000, based on availability</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
<tr>
<td>Florida Student Assistant Grant (Florida residents only)</td>
<td>Grant based on financial information provided by the student on the FAFSA.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
</tbody>
</table>

EMPLOYMENT

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

FEDERAL LOAN PROGRAMS

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Subsidized Stafford Loan Program</td>
<td>Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.</td>
<td>1st Year - $3,500, 2nd Year - $4,500, 3rd Year - $5,500</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender and Entrance Counseling</td>
</tr>
<tr>
<td>Federal Unsubsidized Stafford Loan Program</td>
<td>Principal and interest may be deferred until after student leaves college or attends less than half time.</td>
<td>Same as subsidized limits with additional $2,000 for Dependent. Independent: 1st &amp; 2nd Year $6,000, 3rd Year &amp; above $7,000.</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender and Entrance Counseling</td>
</tr>
<tr>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>For credit-worthy parents of dependent undergraduates.</td>
<td>Up to college cost of attendance.</td>
<td>PLUS application and Promissory Note processed through College and Lender</td>
</tr>
</tbody>
</table>

VETERANS’ BENEFITS

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterans’ Benefits</td>
<td>Veterans and dependents of veterans, including Guard and Reserve Component.</td>
<td>Monthly benefit based on service contributions</td>
<td>Veterans Administration or Veterans Service Officer</td>
</tr>
</tbody>
</table>

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

High School Professional Program

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

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

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

ACADEMIC POLICIES

Class Content

The College reserves the right at any time to make changes to improve the quality or content of the programs of study offered. The College reserves the right to cancel any classes or programs with enrollment 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**: 73-123 credits completed
- **Senior**: 124 or more credits completed

These Programs May Also Be Offered Online

- Bachelor's Degrees
  - Accounting
  - Public Accounting
  - Business Management
  - Computer Science
  - Criminal Justice
  - Graphic Design
  - Game Design and Simulation Programming
  - Health Information Management
  - Healthcare Management
  - Information Technology Management
  - Information Security
  - Nursing Bachelor of Science (RN to BSN)

- Associate's Degrees
  - Accounting
  - Business Management
  - Criminal Justice
  - Early Childhood Education

- **Graph Design**
- **Health Information Technician**
- **Human Resources and Organizational Leadership**
- **Human Services**
- **Information Technology Management**
- **Marketing**
- **Medical Administration**
- **Paralegal**
- **Pharmacy Technician**
- **Software Application Development**
- **Web Programming**

Diplomas

- **Accounting**
- **Business**
- **Early Childhood Education**
- **Graphic Design**
- **Human Resources and Organizational Leadership**
- **Human Services**
- **Information Technology Management**
- **Marketing**
- **Medical Administration**
- **Medical Billing and Coding**
- **Paralegal**
- **Pharmacy Technician**
- **Software Application Development**

Certificates

- **Accounting**
- **Business**
- **Early Childhood Education**
- **Human Services**
- **Law Enforcement Academic**
- **Medical Billing and Coding**
- **Paralegal**
- **Pharmacy Technician**
- **Software Application Development**

Individual Progress

Students may enroll in one or more courses at a time, or in subsequent quarters, without enrolling in a program. To be considered for admission, individual progress students must complete the application form and attestation of high school graduation. The Rasmussen College entrance placement exam 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 class requirements (including the entrance placement 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).

Auditing a Course

A student who audits a course does so for the purposes of self-enrichment and academic exploration. Students not enrolled in an eligible program who elect to take courses without earning college credit are considered Audit students. This non-credit option is NOT available for courses beginning with a "CC-" "NM-" "NU-" "NUR-" "PN-" "PT-" "PS-" "ST-" "ML-" and "W". Students who elect to complete courses on a non-credit basis are not guaranteed full tuition access; however, every effort will be made to provide technology resources. Transcripts denote a "ZP" or "Audit" upon completion of the course. Students may choose to convert the Audit grade to a letter grade and earn credit for an academic fee. An audit student is considered a learner and it is expected that the student will participate with reasonable regularity and do assigned work, particularly if the student expects to convert the Audit grade to a letter grade at a future time.

Developmental Education and Rasmussen College Entrance Placement Exam Requirements

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 all students. Students who enroll in a Degree, Diploma, or Certificate program are required to take the Rasmussen College Entrance Placement Exam reading, writing, and math placement tests. Applicants providing a college transcript indicating a grade of C or higher or a grade of Pass in college-level English and/or Mathematics are not required to complete College entrance placement examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not successfully completed the college-level English course required to complete the writing and reading sections of the placement examination, or who elected to take a college-level math course required to complete the math portion of the placement examination. Returning students who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundation courses are prerequisites, or their equivalents, do not need to take the College entrance placement exam. Students who have not successfully completed the Foundation courses, their equivalents, or the courses for which Foundation courses are prerequisites must take the College entrance placement test.

Coursework in Math or English that is numbered below 100 is considered to be developmental. College entrance placement examination scores are used to appropriately place students in English and Math courses according to skill level. See Entrance Assessment Table for placement scores.

These credits are not counted toward graduation, and each must be passed with a grade of "S" in order for the student to proceed to the next course in the sequence. Students who transfer another college and whose transcripts fall within the range of remediation, will be required to complete the Foundation courses. Students who do not meet the entrance requirements of the Foundation courses 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 BO80 Reading and Writing Strategies are not eligible for admission to Rasmussen College or a student who place below the level of BO80 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 College entrance placement examination may not be re-taken for initial placement purposes after the start of a Foundation level course. On occasion, however, a re-test may be allowed prior to the start of a quarter. Such re-tests are only granted if extenuating circumstances exist that lead the College to determine a re-test is needed to accurately determine the student’s ability level. Only one such re-test may be allowed, at the discretion of the Academic Dean.

* These include official and unofficial transcripts and grade reports for coursework taken at a regionally or nationally accredited institution of higher learning, as recognized by the Department of Education, and Rasmussen College on Higher Education Accreditation (CHEA).
Foundation Courses Timeframe
To ensure student success, students requiring foundation coursework must attempt one such course in their first quarter of enrollment. Students requiring two foundation courses must attempt the first course, Reading and Writing Strategies (B069), in their first quarter of enrollment and the second course, Combined Basic and Intermediate Algebra (B095) in Illinois and Practical Math (B097) in other states, in their second quarter of enrollment.

If a student withdraws from or does not pass a Foundation course, the student must successfully complete the course in the subsequent full quarter of enrollment or the student will be dismissed from the College. As such, any required Foundations courses must be completed by the end of the semester of the Student’s third full quarter of enrollment, or the student will be dismissed from the College.

Students requiring two foundation courses must attempt Reading and Writing Strategies (B069) and one additional course in their program of enrollment prior to enrolling in the foundation math course. Upon successful completion of the first foundation course, Reading and Writing Strategies, and at least three credits of coursework in their program with a grade of C or higher, the student will be allowed to take a full-time credit load, if desired.

Foundation Course Grading
All Foundation courses are satisfactory/unsatisfactory (SX/UX) courses. The grading scale is then used to determine if students have passed the courses:

- Reading and Writing Strategies
  - SX 73% or higher
  - UX Below 73%
- Practical Math
  - SX 73% or higher
  - UX Below 73%

Seminar Course Grading
1. The E185, E270, E320, and E410 seminar courses are satisfactory/unsatisfactory (SX/UX) courses.
2. Students are to complete and submit the components of their Graduate Achievement Portfolio (GAP), a general education skills assessment, as assigned in the appropriate seminar course designated for each program.
3. If a student does not successfully submit an assigned GAP general education assessment piece in the appropriate seminar course, then he or she will be unable to earn enough points to pass that seminar course.

E185, E270, E320, and E410 Seminars
- SX 73% or higher
- UX Below 73%

Common Grading System Percentage Scale

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>94 to 100%</td>
</tr>
<tr>
<td>A</td>
<td>90 to 93%</td>
</tr>
<tr>
<td>A-</td>
<td>89 to 92%</td>
</tr>
<tr>
<td>B+</td>
<td>89 to 92%</td>
</tr>
<tr>
<td>B-</td>
<td>86 to 89%</td>
</tr>
<tr>
<td>C+</td>
<td>79 to 82%</td>
</tr>
<tr>
<td>C</td>
<td>76 to 79%</td>
</tr>
<tr>
<td>C-</td>
<td>73 to 76%</td>
</tr>
<tr>
<td>D+</td>
<td>69 to 72%</td>
</tr>
<tr>
<td>D</td>
<td>66 to 69%</td>
</tr>
<tr>
<td>D-</td>
<td>63 to 66%</td>
</tr>
<tr>
<td>F</td>
<td>Below 63%</td>
</tr>
</tbody>
</table>

Some General Education courses may contain a lecture component with a co-requisite lab component. If a grade is achieved at or above the threshold of 60% in both components of a course which consists of lecture and lab components, each component will receive the grade earned independently. Failure to earn a grade at or above the threshold of 60% in either the lecture or lab component will result in failure of both components of the course.
Late Assignment Submission Policy

Students may submit assignments up to seven (7) days after the stated deadline. A 10% grade penalty is assessed for work up to twenty-four hours late; an additional 10% penalty 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. Online discussion conclusions at the end of the current week/month. Discussion posts made after the end of the current week/module will not be accepted. Instructors may waive the late penalty or timeframe in the case of extenuating circumstances as determined by the faculty. In some cases, 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 term in the student’s incompletes grade has been requested and granted beforehand.

Incomplete Grade Policy

An “IN” indicates an incomplete grade, and is a temporary grade for a course in which a student is unable to complete due to extenuating circumstances. The student must request an incomplete from the instructor prior to the last day of the term. Incompletes must be granted rarely and instructors will take the following into consideration when granting incompletes:

a. The work to be completed,

b. Qualifications for acceptable work,

c. The deadline for completing the work (within two weeks of the term’s end),

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 records will be maintained in the student’s file.

3. The student’s Dean must be informed of all incompletes granted by instructor. Incompletes will be granted rarely and instructors will take the following into consideration when granting incompletes:

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:

1. The student will learn substantive information by completing the work.

2. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.

3. Allowing the student extra compensates for events or conditions not within the student’s control (i.e., illness, emergencies, etc.).

4. 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 the term. An incomplete grade not completed by the end of this time will be changed to 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 a case-by-case basis, instructors may 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 in 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.

• Mitigation of the final grade by the instructor.

• Situations involving miscommunications, misplaced assignments, or technical difficulties beyond the control of the student.

• A change in the course grading 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 the subsequent term regarding grade changes. Instructors will have one week from the time they are contacted by students to consider any request for grade changes. New 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 by or 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 instructor who retired or no longer teaches at the College), the Academic Dean may determine if a grade change is appropriate.

• The Academic Dean may authorize grade changes in order to settle academic appeals.

School of Nursing Incomplete Grade Policy and Policy for Change of Grade

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

In order for a student to complete and receive a final passing grade in the programmatic coursework delivering two procured NCLLEX Comprehensive Predictor Exam, the student must earn a 95% or higher probability in the Associate Degree in Nursing Program or a 92% or higher probability in the Practical Nursing Program on the ATI Comprehensive Predictor Exam on their second attempt. A student failing to receive a 95% (ADN) or 92% (PN) or higher probability on their second attempt will receive an incomplete grade for the course and be scheduled for remediation through the campus and/or ATI services during the subsequent quarter. Upon completion of remediation, the student will be granted an attempt a third ATI Comprehensive Predictor Exam or its equivalent. Students who achieve a score of 95% (ADN) or higher or 92% (PN) or higher or an equivalent measurement deemed by the College will receive a grade of completion.

Students who score below 95% (ADN) or 92% (PN) on their second attempt, and fail to achieve the required grade or its equivalent measurement, will fail the course and be scheduled to repeat the course required in the following academic quarter and consequently, will not have an academic success plan that includes opportunities for individualized remediation.

Program Changes

A student in good academic standing at the end of the current quarter will be allowed to make program changes 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 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 appeals process and appeal process guidelines are available through the Campus Manager of Student Records. 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 with a current catalog, the assumed 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 a new enrollment agreement.

Indepenent 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 the student to be motivated and self-directed.

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 study conditions:

1. The course is currently offered on-site or online.

2. Completion of the course is necessary for on-time graduation.

3. The need for the course in the quarter in question does not arise from the student’s decision to withdraw from the course in an earlier quarter, the student’s failure to satisfactorily complete the course in an earlier quarter, or the student’s decision to change programs.

4. The student will complete work of a similar quality as would be done 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 two weeks’ notice to the Dean prior to the start of 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 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.

Prerequisites

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

Environment

Rasmussen College strives to maintain its role as an educational leader by incorporating current technology. Rasmussen College provides hardware, software, 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.

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, Medical Laboratory Technician, and Surgical Technologist 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 in the RN to Bachelor of Science Nursing program may not complete more than 67% of their program requirements at Rasmussen College, and no more than 75% of total program credits into the program.

Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the course and are not on the basis of clock hours in attendance. Completion and submission of the components of the emergency degree plan, as assigned in the appropriate seminar courses designated for each program, is a graduation requirement.

Students in the Information Technology Management, Information Security, Graphic Design, and Simulation Programming, and Graphic Design programs must sit for designated, mandatory proctored exams, and official exam results must be submitted as a condition of graduation. The College will reimburse students to sit for the mandatory certification, as well as up to two additional re-certifications at established clock hour milestones. Reimbursements will be made only once per certification. Students are responsible for paying for any additional attempts.

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ACADEMIC INFORMATION AND COLLEGE POLICIES
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/F/WF 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 seventh week of the quarter, students will receive a F/FA/FD on 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.

Drop/add period for five and six week courses:
Students may add courses through the second Saturday of the quarter and may drop a course through the first Friday of the 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 five or six week term, students will receive an F/U/D/UD on 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.
3. Following the third week of the five or six week term, students will receive an F/U/D/UD on 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.

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 in the Rasmussen College bookstore.

Academic Honors
Term Honors and Dean’s List Recognition
Each term, Rasmussen College recognizes outstanding academic achievement by awarding certificates of achievement to students who maintain a grade point average of 3.25-3.749 will receive an Honor Roll certificate. Enrolled, degree-seeking students who earn a term grade point average of 3.75-4.00 will receive a Dean’s List certificate.

Graduation Honors
Rasmussen College recognizes outstanding academic achievement by awarding honors to graduates who meet minimum qualifications. Students who earn an Associate’s or Bachelor’s degree, complete all graduation requirements, and earn a cumulative grade point average of 3.50 or higher will graduate with honors and will receive gold cords for the graduation ceremony as a symbol of this achievement. An honors designation will appear on the diploma of an honors graduate who has completed an Associate’s degree program. Additionally, the following honors will be noted on the diplomas of Bachelor’s degree students:
Cum Laude: Bachelor’s students who earn a cumulative grade point average of 3.50-3.669
Magna Cum Laude: Bachelor’s students who earn a cumulative grade point average of 3.67-3.749
Summa Cum Laude: Bachelor’s students who earn a cumulative grade point average of 3.75-4.00
TRANSFER OF CREDIT, PRIOR LEARNING AND WAIVERS

Transfer of Previously Earned College Credit for 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 and unofficial 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 evaluation 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 requirements 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), or recognized by the American Council on Education, 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, except as noted below.

1. Students in the Medical Assisting, Medical Laboratory Technician, and Surgical Technology programs must complete at least 45% of their program requirements at Rasmussen College, and no more than 55% may be completed via transfer credits, course waivers, credit by examination, or other means.

2. Students in the Professional Nursing Associate’s degree program must complete at least 45% of their program requirements at Rasmussen College, and no more than 55% may be completed via transfer credits, course waivers, credit by examination, or other means.

3. Students eligible and approved for the Surgical Technology Associate’s Degree Completer Block Transfer 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.

4. Students in the Nursing Bachelor’s degree program must complete at least 25% of their program requirements at Rasmussen College, and no more than 75% may be completed via transfer credits, course waivers, credit by examination, or other means.

- Rasmussen College awards quarter credits. In converting to a semester system, one Rasmussen College quarter 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) or by AACRAO International Educational Services (IES) to ensure the student’s credit is equivalent to Rasmussen College course content. The evaluation is the student’s responsibility.
- Transfer credit is evaluated based on the program in which the student is applying for or is currently enrolled.
- Credits earned at Rasmussen College will be transferred directly to 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 recorded in the Rasmussen College grade point average, but will be counted as credits attempted and earned for determining Satisfaction 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 in process 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.
  2. Supplemental information such as a syllabus, course description, or text may be required.
  3. The information will be reviewed by the Associate College Registrars.
  4. The student will receive written notice of the decision.

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, or a grade of Pass (in a Pass/Fail grading system), 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 Major and Core Courses in the School of Design must be earned within the previous three (3) years of the assessment date. Prefixes included in Florida and Kansas: CAP, CODA, CEN, CET, CHT, CRN, COP, COT, CTS, DAS, DPA, ISM, MAA, and MBB. Prefixes included in Illinois, Minnesota, North Dakota, Wisconsin: N, SD, and W. This excludes the following courses, which do not have exemptions:
- Credits in Major and Core Courses in the School of Design must be earned within the previous five (5) years and specialization courses within the previous three (3) years of the assessment date. Including排除了从Observation and Figure Drawing courses, which do not expire.
- Nursing Programs will not accept any core course transfers (prefixes NUR/ PN/PR) from another institution (NUR in Illinois, Minnesota and Wisconsin).
- Health Sciences core courses as designated by course prefix (except for the Medical Terminology course) have a five year transfer limit.
- The following courses in the Medical Assisting Program are not transferable: MEA 1102 Intro to Medical Assisting, MEA 1206 Clinical Skills I, MEA 1207 Clinical Skills II, MEA 2267 Laboratory Skills, MEA 2810 Medical Assisting Externship, and MEA 2820 Medical Assisting Capstone.
- Transfer of credit for Medical Laboratory Technician and Surgical Technologist core courses (ML and ST prefixes) has a one (1) year limit.
- Students who have completed similar work that exceeds the one (1) year limit can test-out of the course. With a 75% or greater score on a course assessment. All transfers or test-outs into the Medical Laboratory Technician and Surgical Technology programs are based on program space availability.
- Extremity, Internship, Practicum and Reflection Courses cannot be transferred in from another institution of higher learning.
- Seminar Courses cannot be transferred in from another institution of higher learning.
- Students in MEA who enroll in the Law Enforcement Associate’s, Law Enforcement Academic Certificate, or Law Enforcement Certification programs, transfer credits for law enforcement specific classes (J Or L prefixes) can only be accepted if the incoming course is from a regionally accredited college that is POST Board approved. Students who have credits that are not transferable are eligible to demonstrate competency by completing the course specific test out, if available.

Competency Course Transfer Policy
- Credit for successfully completed competency courses for a Rasmussen College program will be accepted as a credit by examination (TO) grade on a transcript. Competency credits awarded through credit by examination (TO) may not be transferable to another institution.
- Credit for successfully completed competency courses that have been approved by the American Council on Education (ACE) will appear as a transfer of credit (TR) on a transcript.
- The decision to accept transfer credits is always at the discretion of the receiving institution.
- Credits earned through competency courses cannot exceed the transfer maximum.
- Credits earned through a competency courses will count toward earned credits.
- 2-2 Matriculation for Baccalaureate Candidates

For students who have completed an Associate’s or Bachelor’s degree in a similar program area (i.e., business degrees are required for business, accounting for accounting, criminal justice/paralegal for criminal justice/paralegal), they may 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 up to 91 quarter credits for graduates from outside institutions will be accepted.
- If a student has more than 95 credits as the enrollment 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. This applies only to the Business Management BS degree.
- 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 unregistered 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 two year degree must be in an equivalent computer science field and have a programming course completion in a programming language, 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 five years. If the degree was obtained over five years ago, the student needs to have work experience in the health information industry within the last five years as approved by the Program Coordinator. The student may also enroll if he/she has an RHIT credential and an earn Associate degree in any field. If 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 (including Medical Assisting AAS/AS, Health Information Technician AAS/AS, Medical Administrative AAS/AS, Pharmacy Technician AAS/AS) – Transfer 45 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 73 credits (75 in Illinois). 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 (34 in Illinois) for a total of 81 credits (83 in Illinois). In addition, these students will need to take Medical Terminology, Electronic Health Records and Medical Office Procedures.
    b) Accounting AAS/AS – Transfer 44 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 76 credits (78 in Illinois). In addition, these students will need to take Introduction to Human Resource Management, Medical Terminology, Electronic Health Records and Medical Office Procedures.
    c) The remaining core content necessary for the Healthcare Management degree will be provided in the 300 and 400 level core courses.
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.

* All required general education courses must be met due to accreditation requirements.
* Conferred Associate’s degrees may be posted as a block of up to 40-credits (up to 42-credits in Illinois), depending upon the Program
* Conferred Baccalaureate degrees may be posted as a block of up to 64-credit block (up to 66-credit block in Illinois), depending upon the program

For those students without an earned degree, successfully completed general education credits will be applied.

Medical Assisting Associate's Degree Complete Block Transfer Policy
A block transfer of 51 core credits may be allowed into the Medical Assistant’s Associate’s Degree program if one of the following criteria is met:

1. Graduated over 3 years ago from a CAAHEP or ABHES accredited MA diploma or certificate program within the state of Illinois and holds a current CMA (AAMA)/ RMA (AMT) 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 the state of Illinois for the past 3 years and holds a current CMA (AAMA)/RMA (AMT) certification.

Students may seek a course-by-course transfer credits or course waiver for MA250/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 (Careers in Health) unless transferred in. When applying this policy, the transfer maximum is 67%.

Rasmussen College Medical Assisting Diploma graduates will receive actual credits earned in their program up to a maximum. The maximum equals the credit value of the current Diploma program.

Block Transfer for Health Sciences Associate's Degree
For students who have completed a healthcare program or Diploma in the last five years and enroll into the Health Sciences Associate’s Degree program, transfer credits for a current CMA (AAMA)/ RMA (AMT) 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 the state of Illinois for the past 3 years and holds a current CMA (AAMA)/RMA (AMT) certification.

Students may seek a course-by-course transfer credits or course waiver for MA250/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 (Careers in Health) unless transferred in. When applying this policy, the transfer maximum is 67%.

Rasmussen College Medical Assisting Diploma graduates will receive actual credits earned in their program up to a maximum. The maximum equals the credit value of the current Diploma program.

Block Transfer for Health Sciences Associate's Degree
For students who have completed a healthcare certificate or Diploma in the last five years and enroll into the Health Sciences Associate’s Degree program, transfer credits for a current CMA (AAMA)/ RMA (AMT) 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 the state of Illinois for the past 3 years and holds a current CMA (AAMA)/RMA (AMT) certification.

Students may seek a course-by-course transfer credits or course waiver for MA250/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 (Careers in Health) unless transferred in. When applying this policy, the transfer maximum is 67%.

Rasmussen College Medical Assisting Diploma graduates will receive actual credits earned in their program up to a maximum. The maximum equals the credit value of the current Diploma program.

Block Transfer for Health Sciences Associate's Degree
For students who have completed a healthcare certificate or Diploma in the last five years and enroll into the Health Sciences Associate’s Degree program, transfer credits for a current CMA (AAMA)/ RMA (AMT) 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 the state of Illinois for the past 3 years and holds a current CMA (AAMA)/RMA (AMT) certification.

Students may seek a course-by-course transfer credits or course waiver for MA250/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 (Careers in Health) unless transferred in. When applying this policy, the transfer maximum is 67%.

Rasmussen College Medical Assisting Diploma graduates will receive actual credits earned in their program up to a maximum. The maximum equals the credit value of the current Diploma program.

Block Transfer for Health Sciences Associate's Degree
For students who have completed a healthcare certificate or Diploma in the last five years and enroll into the Health Sciences Associate’s Degree program, transfer credits for a current CMA (AAMA)/ RMA (AMT) 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 the state of Illinois for the past 3 years and holds a current CMA (AAMA)/RMA (AMT) certification.

Students may seek a course-by-course transfer credits or course waiver for MA250/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 (Careers in Health) unless transferred in. When applying this policy, the transfer maximum is 67%.

Rasmussen College Medical Assisting Diploma graduates will receive actual credits earned in their program up to a maximum. The maximum equals the credit value of the current Diploma program.

Block Transfer for Health Sciences Associate's Degree
For students who have completed a healthcare certificate or Diploma in the last five years and enroll into the Health Sciences Associate’s Degree program, transfer credits for a current CMA (AAMA)/ RMA (AMT) 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 the state of Illinois for the past 3 years and holds a current CMA (AAMA)/RMA (AMT) certification.

Students may seek a course-by-course transfer credits or course waiver for MA250/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 (Careers in Health) unless transferred in. When applying this policy, the transfer maximum is 67%.

Rasmussen College Medical Assisting Diploma graduates will receive actual credits earned in their program up to a maximum. The maximum equals the credit value of the current Diploma program.

Block Transfer for Health Sciences Associate's Degree
For students who have completed a healthcare certificate or Diploma in the last five years and enroll into the Health Sciences Associate’s Degree program, transfer credits for a current CMA (AAMA)/ RMA (AMT) 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 the state of Illinois for the past 3 years and holds a current CMA (AAMA)/RMA (AMT) certification.

Students may seek a course-by-course transfer credits or course waiver for MA250/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 (Careers in Health) unless transferred in. When applying this policy, the transfer maximum is 67%.

Rasmussen College Medical Assisting Diploma graduates will receive actual credits earned in their program up to a maximum. The maximum equals the credit value of the current Diploma program.
School of Nursing Waivers  
Students who enroll in the Professional Nursing, BSN program and have a practical nursing license that is current and unencumbered on the date their program starts at Rasmussen College, must request a waiver from NUN117/NUR1172 Nutritional Principles in Nursing and NU203/NUR2034C Fundamentals of Professional Nursing.

The student’s license status, as recorded on the state’s licensing website 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 Course Waiver (CW) once the course waiver request form is signed.

This does not apply to the Illinois Professional Nursing AAS program.

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 recorded to the student’s 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.

• College-Level Examination Program (CLEP) examinations administered by The College Board. A score of 50 or higher required for computer-based testing since 2/15/2003. For paper-based exams taken prior to 2/15/2003, the CLEP ACE recommended score would be used.

• DSST, DANTES, Excelsior College Exams. Passing scores are determined by the individual test requirements.

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 Associate Dean of Registrar.

Military Experience Equivalency Credit  
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 typically 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 (GGI) transcript, Army American Council on Education Registry Transcript System (AARTS) transcript and/or Community College of the Air Force (CCAF) transcript. ACE military credits recommendations, which have been accepted for transfer will be listed on the student’s transcript with a Transfer (TR) designation.

Transfer to Other Colleges  
Rasmussen College does not imply or guarantee that credits completed at Rasmussen College will be accepted or transferable to any other college, university, or institution. 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 Manager of Student Records with questions about transfer to other colleges.

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.

EXTERNSHIPS, PRACTICUMS, AND CLINICALS  
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.

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 conducted in a professional and nature. The student may not receive any monetary remuneration during this educational experience, nor will he/she be substituted for hostile, anti-personnel 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 participation occur for time associated with the practicum requirement, the student may be dismissed from the program and forfeit any accumulated hours.

POLICIES AND GRIEVANCES  
Accommodations Policy  
The Rasmussen College in disability services is to create an accessible college community where students with disabilities have an equal opportunity to participate fully in all aspects of the educational experience. Rasmussen College recognizes its obligation 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 disability and requiring reasonable accommodations to qualified disabled students in all programs and activities.

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

Attendance  
A basic requirement for employment in any organization is the ability to attend class. Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Workplace ethics 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 for any reason. It is the student’s responsibility to contact the instructor to get missed information, class work, and assignments.

Attendance requirements are met by (a) attending a face-to-face course session with students under certain circumstances such as having an outstanding financial obligation to the College.

Attendance requirements are met by (b) attending a face-to-face course session with students under certain circumstances such as having an outstanding financial obligation to the College.

iii. Using or attempting to use unauthorized materials, cheat on tests, quizzes, papers, labs, etc.

iv. Cheating: Misleading, attempting, assisting to cheat, or providing assistance to another student or students to commit academic misconduct, or conspiring with any other person to aid, abet, or cause any one of the College to commit misconduct.

v. Destruction, Theft, Obstruction, Interference: Seeking to gain unfair academic advantage by destroying, stealing, or interfering with the use of books, equipment, or any other device or property or of any academic exercise; or obstructing or interfering with an instructor’s materials or another student’s academic work.

vii. 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.

viii. Plagiarism is the act of representing an individual’s, organization’s, or Group’s thoughts, ideas or as one’s own. Examples include:  

• Using a paraphrase or quotation, in whole or in part, from a source without attributing credit to the author or contributor.

• Using charts, illustrations, images, figures, equations, etc., without citing the source.

• Using an academic exercise (in whole or in part) purchased or copied from a ghostwriter or paper/essay mill.

• Copyright infringement or piracy, including the use, alteration, or duplication of media, software, code, or information when expressly prohibited and for which copyright exists or is implied.

• 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.

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 retake the course.

b) Second Offense. The student will be expelled from the course, and the final grade assigned for the course will be an ‘FD’. The student may re-take the course, but the ‘FD’ will remain on the transcript even if the student re-takes the course and earns a passing grade.

The College reserves the right to dismiss a student from the College if there are more than two offenses. A student may be dismissed from the College because of Academic Misconduct may not re-enroll.

Students who commit Academic Misconduct also run the risk of having full educational and employment opportunities, Reference forms sent by prospective employers and other educational institutions often ask for judgment or evidence of a student’s ethical behavior. As the form is sent at the behest of the student, the student waives any rights he may have under Family Educational Rights and Privacy Act to keep Academic Integrity violations confidential.

888-5-RASMUSSEN
Conduct/Dismissal

Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an all-encompassing policy regarding student conduct. The College reserves the right to suspend or terminate any student whose conduct is detrimental to the educational environment.

Conduct/dismissal guidelines for School of Nursing students, or School of Health Sciences students existing in the Medical Assisting, Health Information Technician/Management, Medical Laboratory Technician and Surgical Technologist programs can be found in each programmatic handbook provided at programmatic orientation. This includes, but is not limited to, conducting:

- By students, faculty, or staff that is detrimental within the classroom environment;
- That interferes with the well-being of the fellow students and/or faculty and staff members;
- That causes damage to the appearance or structure of the College facility and/or its equipment;
- By students who copy or otherwise plagiarize the assignments/projects of other students or professionals;
- By students that otherwise conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.

Students, employees and guests using Rasmussen networks to access the Internet are prohibited from viewing inappropriate material or visiting sites which have been identified as facilitating the violation of copyright/intellectual property protections or other suspicious/illegal activity. Prohibited material could include pornographic images, illegal file sharing programs (such as the illegal downloading and sharing of music), or other violations of the Rasmussen College Acceptable Use Policy. Violations will result in the loss of network use privileges and possibly other penalties, up to and including dismissal.

Anti-Hazing Policy

It shall be the policy of the College to strictly prohibit any action or solicitation that may recklessly or intentionally endanger the mental, physical health or safety of its students for the purpose of initiation into a student organization 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

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

Several programs, including those in our School of Nursing and our School of Health Sciences, have stringent dress code and professional appearance requirements. Standards are specified in the applicable program handbooks. In some cases, failure to meet the required standards may impact a student’s ability to participate in an externship or clinical experience, and may ultimately impact the student’s grade. Please consult the handbook specific to your program or see your Program Coordinator/Dean for details.

Rasmussen College Minimum Technical Requirements

In order to be successful in online courses, you must use a computer system that meets or exceeds the minimum technical requirements specified in the course. If you do not meet these requirements, you may need to attend a campus to complete some assignments.

Due to frequent changes in technology, technical requirements change periodically. Technical requirements necessary for online courses to run properly are located on the following website: student.learntoday.info/course_files/techinfo/techinfo_ols.html, which is updated regularly to reflect current requirements.

Technical current requirements are as follows:

1. Web Browser Requirements
   The following web browsers are formally supported and tested:
   - With PCs running Windows OS: Google Chrome
   - Firefox
   - Internet Explorer version 8, 9, or 10;
   - With Macs running OS X: Google Chrome
   - Firefox
   - Safari 5 or 6.x

   Please note, there is currently no support for Firefox, Internet Explorer, Safari or Chrome on mobile devices.

2. Cookies Must Be Enabled on your Browser
   A cookie is a small file that is placed on your computer by the server. Cookies are a very common Internet technology used by many websites, such as Amazon or eBay. Your browser has a setting that allows you to control whether you allow cookies or not. Since cookies are so common, your browser probably already has cookies enabled. If you are unsure whether your browser is set up properly, please call the Personal Support Center.

3. Required Plug-ins
   Flash
   Your courses may include images or animations that require the Flash plug-in. If you do not have Flash installed, or have difficulty viewing the animations, you may load the most current version of the Flash plug-in here: get.adobe.com/flashplayer.

   Shockwave
   Your courses may include images or animations that require the Shockwave plug-in. If you do not have Shockwave installed, or have difficulty viewing the animations, you may load the most current version of the Shockwave plug-in here: get.adobe.com/shockwave.

   Acrobat Reader
   Your courses may include .pdf files, which require the Adobe Acrobat Reader. If Acrobat is not installed on your computer, please download the free Adobe Acrobat Reader: get.adobe.com/reader/.

   Microsoft PowerPoint
   Your courses may include Microsoft PowerPoint presentations. If you do not have PowerPoint installed on your computer, you may use the free PowerPoint viewer to view the course materials. Download the free PowerPoint viewer here: microsoft.com/en-us/download/details.aspx?id=13.

   Microsoft Word
   Your courses require the use of Microsoft Word to turn in written assignments. If you do not have Word, please contact your instructor.

   Microsoft Excel
   Your courses may require Microsoft Excel spreadsheet software. If you do not have Excel, please contact your instructor.

   ZIP File Compression Utility
   Your courses may require the use of a compression utility, like 7-Zip, to create a "zipped" file (i.e. filename.zip). If you do not have a compression utility installed on your computer, you may download a free copy of 7-Zip here: 7-za.org.

   If your computer is running Windows XP, or newer, there is a compression utility already built in. For help “zipping” and “unzipping” files using the Windows compression tools, please view the demonstrations at content.learntoday.info/course_files/techinfo/techinfo_ols.html.

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 on 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 Dean or Campus Director or Student Adviser, and then the Student Financial Services Office. Academic and financial aid files are not complete until exit interviews have been completed. If you are graduating or withdrawing (that have financial aid) are required to attend a mandatory exit interview. During this interview, students receive information regarding the most current address and telephone numbers of lenders, deferment requests, a list of qualifications, a sample repayment guide, loan consolidation information, and review of loan options.

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 enrollment records, pending settlement of any amount due to the College.

Circulation Policy

Library Mission & Introduction

Rasmussen College Library System, in accordance with the mission of the College, promotes life-long learning, develops information literacy skills, and fosters educational achievement. The library is dedicated to supporting the diverse education and information needs of our on-line and residence students.

In support of this mission, we:
   - Extend our resources and personalized services to all students and employees of the College;
   - Empower students to access information in the changing world of technology;
   - Support faculty by providing professional development and instructional partnerships;
   - Engage in responsive collection development and resource sharing; and
   - Collaborate with faculty to select resources in a variety of formats.

This circulation policy supports the library mission by ensuring that library materials and services are accessible to Rasmussen College community and other library users on an equitable basis. Exceptions to this policy may be granted by the Campus Librarian on a case-by-case or one-time basis if need demonstrated.

Borrowing Materials: General

The following persons are permitted to check out materials owned by our campus libraries:

- Rasmussen College students and alumni in good financial standing with the College
- Rasmussen College faculty and staff in good financial standing with the College
- Community, consortia, and interlibrary loan patrons in good standing with the library

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

Loan Periods

Circulating materials are loaned for 21 calendar days and may be renewed up to two times if there are no outstanding loans on the material. Special materials are loaned for 3 hours or 3 days, depending on the material type. Restricted materials may not be renewed. Library materials must be returned to the library on or before the end of the loan period. Returned materials are accepted at any campus library and may be delivered in person or mailed to the campus.

Non-circulating materials are not loaned but may be used in the library.

Fees and Restriction of Borrower Privileges

Users will receive a reminder 2 days in advance of an item’s due date.

Following the grace period 5 days for circulating items (10 hours for special materials), items are considered overdue and borrower privileges will be restricted until items are returned or fees are paid for lost materials. After 30 days past the end of the grace 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 fee will charge $55.00, or the cost of replacing the item plus a $5.00 processing fee.

In the event that a library material is returned damaged, the borrower will be assessed a fee to repair or replace the damaged item. In the event that an irreplaceable item is damaged, the library will assess a $55.00 fee.
3. 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.

4. A complaint may be filed 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 the extent possible. 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 bringing the complaint and the person accused of the investigation.

5. It is Rasmussen College’s policy and responsibility to provide our employees and students and all the College community with a work and educational environment that is free from sexual harassment. It is a violation of policy for any member of the 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.

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

Involuntary Sexual Advancements

1. Sexual harassment can occur in situations where one person has power over another, or it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or subtle as a touch. Sexual harassment under the third part of the definition often consists of calls to the experience of others.

2. Sexual harassment of a student or employee, including men and women, that is acceptable to non-coercive interactions between employees, and advocate for any party in any such complaint. It is Rasmussen College’s policy and responsibility to provide our employees and students and all the College community with a work and educational environment that is free from sexual harassment. It is a violation of policy for any member of the 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.

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ACADEMIC INFORMATION AND COLLEGE POLICIES

3. The College’s first priority will be to attempt to resolve problems 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 findings available within 60 days from the time the formal investigation is initiated.

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

7. After an investigation of the complaint the College will:
   1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that an assault 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 complaint resolution to an Executive Vice President or President; or
   3. Report to an Executive Vice President or President its finding that there is insufficient information to support the complaint.

Victims’ Rights Under Sexual Assault Policy
If the assault is alleged to have been committed by a member of our college community on property owned by the College the following additional policies apply:

1. The victim is aware that criminal charges can be brought against the alleged assailant.
2. A sexual assault victim’s participation in the investigation of the assault is voluntary.
3. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and make its findings available within 60 days from the time the formal investigation is initiated.

For purposes of this policy, “tobacco use” means the personal use of a tobacco product, whether lit or not, including the use and display of an electronic cigarette or other device intended to simulate smoking. Prohibited tobacco products include cigarettes, chewing tobacco, smokeless tobacco, smokeless pouches, or any other form of loose-leaf, smokeless tobacco; and the use ofunit cigarettes, cigars, cigarettes, pipe tobacco, and any other tobacco products.

3. 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.

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3. Report to an Executive Vice President or President its finding that there is insufficient information to support the complaint.
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 occurs when school officials have a legitimate educational interest in the information in the student’s file. 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 an education record in order to comply with a standard court order or subpoena. As used in this section, “personal information” means information which is personally identifiable to a student and is maintained by the College in a student education record. The College will notify the student in writing of record requests for information under this section. All requests for information under this section must be in writing and include the name of the student to whom the request pertains. The College will respond to record requests under this section within a reasonable time after receipt of the request.

5. The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from an education record 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 entities or persons designated in a Federal Grand Jury Subpoena. In addition, the court may order the institution not to disclose the existence of the contents of the subpoena or the institution’s response. Notification requirements may not be applied.
b. Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in a law enforcement 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 may not be applied.
c. All Other Subpoenas – The institution may disclose information pursuant to any record 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, or if required by law. If the knowledge of the student’s education records is necessary to protect the health and safety of the student or other individuals, “imminent danger of student or other persons must be present.”

7. The right to file a complaint with the U.S. Department of Education or a court of competent jurisdiction if the College has failed or refused to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education to have the college’s compliance with FERPA reviewed by the institution to comply with the requirements of FERPA. The name and address of the office that administers this provision is as follows: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20220-4605.

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.

Directory Information Directory information is 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 records that such requests be honored promptly. The Campus Director of Admission is responsible for maintaining a current list of students who have not requested that their information not be released. The list may be used by the College to promote itself to potential students.

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 all student complaints in a timely and fair manner. The College will acknowledge or receive a complaint within fifteen (15) days after receipt of the complaint. The College will notify the student in writing, to the extent possible, of the College’s response. The College will maintain all records related to grievances for a period of time that is determined by the College’s policies.

The College will not take action on a complaint within thirty (30) days of receipt of the complaint. The College will not take action on a complaint that has been resolved by the College in writing.

A student has the right to review the complaint and to appeal a decision in writing. The College will notify the student in writing of the appeal and of the right to appeal the decision in writing.

Appeal Procedure Rasmussen College provides 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. Students who feel they have been unfairly treated may request the College to resolve the complaint.

Any controversy or claim arising out of, or relating to, the College’s Grievance Policy published in the then current Rasmussen College catalog may be resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the College and the student agree in writing to an arbitration, the student will take place in Minneapolis, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act shall apply. The student may request to arbitrate the complaint at the College’s expense.

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 College and the student agree in writing to an arbitration, the student will take place in Minneapolis, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act shall apply.

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<table>
<thead>
<tr>
<th>State</th>
<th>Address</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td><strong>ARKANSAS</strong></td>
<td>State Board of Private Career Education</td>
<td>501 Woodlane, Suite 3125 Little Rock, AR 72201 <a href="mailto:sbpe@arkansas.gov">sbpe@arkansas.gov</a> sbpe.arkansas.gov/students/ Pages/complaintProcess.aspx</td>
</tr>
<tr>
<td><strong>CALIFORNIA</strong></td>
<td>California Board of Private Postsecondary Education</td>
<td>P.O. Box 060818, West Sacramento, CA 95798 <a href="mailto:bope@cdca.ca.gov">bope@cdca.ca.gov</a> bppe.ca.gov/public/complaint.pdf</td>
</tr>
<tr>
<td><strong>COLORADO</strong></td>
<td>Colorado Department of Higher Education</td>
<td>61 Woodland Street Hartford, CT 06105 860-447-1900 <a href="mailto:info@cthe.org">info@cthe.org</a> Non-degree institutions: cthe.org/ PGSA/pdf/ComplaintForm.pdf</td>
</tr>
<tr>
<td><strong>CONNECTICUT</strong></td>
<td>Connecticut Office of Financial and Academic Affairs for Higher Education</td>
<td>165 Capitol Avenue, Room 110 Hartford, CT 06106 trade.practicelaw.ct.gov ctg/ptdc/dbc/Consumer_Statement_CFFR.pdf</td>
</tr>
<tr>
<td><strong>DELAWARE</strong></td>
<td>Delaware Higher Education Office</td>
<td>603 East 12th Street, 5th Floor Dover, DE 19901 <a href="mailto:info@owc.edu">info@owc.edu</a> Delaware Attorney General Consumer Protection Division</td>
</tr>
<tr>
<td><strong>DISTRICT OF COLUMBIA</strong></td>
<td>District of Columbia Office of the State Superintendent of Education</td>
<td>810 First Street, NE, 9th Floor Washington, DC 20002 osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/complaint_form_4_11.pdf</td>
</tr>
<tr>
<td><strong>FLORIDA</strong></td>
<td>Florida Department of Education</td>
<td>335 West Gaines Street, Suite 1414 Tallahassee, FL 32399 fdeoe.org/c/e/complaint.asp</td>
</tr>
<tr>
<td><strong>IDAHO</strong></td>
<td>Idaho State Board of Education</td>
<td>Attn: State Coordinator for Private Colleges and Proprietary Schools 650 West State Street P.O. Box 83720 Boise, ID 83720-0037</td>
</tr>
<tr>
<td><strong>ILLINOIS</strong></td>
<td>Illinois Board of Higher Education</td>
<td>Office of the Attorney General Consumer Protection Division</td>
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<tr>
<td><strong>INDIANA</strong></td>
<td>Indiana Board for Proprietary Education</td>
<td>1024 Capitol Drive #320 Frankfort, KY 40601 <a href="mailto:sarah.levy@ky.gov">sarah.levy@ky.gov</a> Kentucky Commission on Proprietary Education 911 Leawood Drive Frankfort, KY 40601 bpe.ky.gov/Consumer%20Protection%20Forms/ Form%209%20%20Consumer%20Complaint.pdf</td>
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<tr>
<td><strong>KANSAS</strong></td>
<td>Kansas Board of Regents</td>
<td>1000 SW Jackson Street, Suite 520 Topeka, KS 66612 kansasregents.org/resources/PDF/524-ComplaintProcedureAndForm.pdf</td>
</tr>
<tr>
<td><strong>KENTUCKY</strong></td>
<td>Kentucky Council on Postsecondary Education</td>
<td>1024 Capitol Drive #320 Frankfort, KY 40601 <a href="mailto:sarah.levy@ky.gov">sarah.levy@ky.gov</a> Kentucky Commission on Proprietary Education 911 Leawood Drive Frankfort, KY 40601 bpe.ky.gov/Consumer%20Protection%20Forms/ Form%209%20%20Consumer%20Complaint.pdf</td>
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<tr>
<td><strong>LOUISIANA</strong></td>
<td>Louisiana Attorney General Office</td>
<td>810 First Street, NE, 9th Floor Washington, DC 20002 osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/complaint_form_4_11.pdf</td>
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<tr>
<td><strong>MAINE</strong></td>
<td>Maine Department of Education</td>
<td>23 State House Station Augusta, ME 04333 <a href="mailto:harry.osgood@maine.gov">harry.osgood@maine.gov</a> Maine Attorney General Consumer Protection Division 6 State House Station Augusta, ME 04333 maine.gov/ag/consumer/complaints/complaint_form.shtml</td>
</tr>
<tr>
<td><strong>MARYLAND</strong></td>
<td>Maryland Higher Education Commission</td>
<td>501 West Liberty Street, 10th Floor Baltimore, MD 21201 410-767-3386 mhec.state.md.us/higherEducation/ MHECSStudentComplaintProcess.pdf</td>
</tr>
<tr>
<td><strong>MASSACHUSETTS</strong></td>
<td>Massachusetts Board of Higher Education</td>
<td>1 Ashburnham Place Room 1401 Boston, MA 02108 mass.edu/frs/forstudents/complaints/complaintProcess.asp</td>
</tr>
<tr>
<td><strong>MICHIGAN</strong></td>
<td>Michigan Department of Licensing and Regulatory Affairs</td>
<td>10908 Westland Drive Westland, MI 48185 michigan.gov/licensing/complaints/form.aspx</td>
</tr>
<tr>
<td><strong>MINNESOTA</strong></td>
<td>Minnesota Office of Higher Education</td>
<td>1450 Energy Park Drive, Suite 350 St. Paul, MN 55108 ohe.state.mn.us/mgf/cmpld/page=1078</td>
</tr>
<tr>
<td><strong>MISSISSIPPI</strong></td>
<td>Mississippi Commission on College Accreditation</td>
<td>935 Ridgeway Road Jackson, MS 39211-6435 mscc.cc.ms.us/pdfs/js/PCPSComplaintForm.pdf</td>
</tr>
<tr>
<td><strong>MISSOURI</strong></td>
<td>Missouri Department of Higher Education</td>
<td>205 Jefferson Street P.O. Box 1469 Jefferson City, MO 65102-1469 phone: (573) 751-2961 <a href="http://dpte.mo.gov/">http://dpte.mo.gov/</a></td>
</tr>
<tr>
<td><strong>MONTANA</strong></td>
<td>Montana Board of Regents</td>
<td>Office of the Attorney General 2225 11th Avenue P.O. Box 200151 Helena, MT 59620-0151 <a href="mailto:contactocp@mt.gov">contactocp@mt.gov</a> office of the consumer protection division of the attorney general. 800-727-6432</td>
</tr>
<tr>
<td><strong>NEBRASKA</strong></td>
<td>Nebraska Coordinating Commission for Postsecondary Education</td>
<td>2225 11th Avenue P.O. Box 200151 Helena, MT 59620-0151 <a href="mailto:contactocp@mt.gov">contactocp@mt.gov</a> office of the consumer protection division of the attorney general. 800-727-6432</td>
</tr>
<tr>
<td><strong>NEW HAMPSHIRE</strong></td>
<td>New Hampshire Board of Education</td>
<td>Stephen Berwick, Coordinator, Dispute Resolution, and Constent Complaints 101 Pleasant St. Concord, NH 03301 603-271-2299 <a href="mailto:stephen.berwick@doe.nh.gov">stephen.berwick@doe.nh.gov</a></td>
</tr>
<tr>
<td><strong>NEW JERSEY</strong></td>
<td>Secretary of Higher Education</td>
<td>New Jersey Higher Education P.O. Box 542 Trenton, NJ 08625 <a href="mailto:nj_chea@state.nj.us">nj_chea@state.nj.us</a> New Jersey Division of Consumer Affairs 1 John Fitch Plaza, P.O. Box 110 Trenton, NJ 08625 statebopec/ocej@state.nj.us</td>
</tr>
<tr>
<td><strong>NEW MEXICO</strong></td>
<td>New Mexico Higher Education Department</td>
<td>2048 Galisteo Street Santa Fe, NM 87505 hsd.state.nm.us/Complaint_3.aspx</td>
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<tr>
<td><strong>NORTH CAROLINA</strong></td>
<td>Board of Governors for the University of North Carolina</td>
<td>Postsecondary Education Complaints c/o Assistant Director of Licensure and Workplace University of North Carolina General Administration 910 Raleigh Road p/o Box 1375 North Carolina Coordinating Commission Office of the Office of the Consumer Protection Division of the Attorney General 800-727-6432</td>
</tr>
<tr>
<td><strong>OREGON</strong></td>
<td>Oregon Department of Education</td>
<td>1800 S. Macadam Ave., Suite 210 Portland, OR 97201 oregondoe.org/sites/default/files/506715451917/Complaint-Form.pdf</td>
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<tr>
<td><strong>RHODE ISLAND</strong></td>
<td>Rhode Island Office of Postsecondary Education</td>
<td>2000 Post Road Warwick, RI 02889 ri.edu/reports/Complain.pdf</td>
</tr>
<tr>
<td><strong>SOUTH CAROLINA</strong></td>
<td>South Carolina Department of Education</td>
<td>12000 Fairview Blvd. Suite 100 Columbia, SC 29063 803-734-0240 <a href="mailto:studentconsumer@state.sc.us">studentconsumer@state.sc.us</a></td>
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<tr>
<td><strong>TENNESSEE</strong></td>
<td>Tennessee Board of Regents</td>
<td>1000 McClenahan Avenue, Nashville, TN 37203 <a href="mailto:TBR@TennesseeBoardofRegents.com">TBR@TennesseeBoardofRegents.com</a></td>
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<tr>
<td><strong>TEXAS</strong></td>
<td>Texas Higher Education Coordinating Board</td>
<td>1800 Research Forest Drive #200 The Woodlands, TX 77380 281-803-9375 <a href="mailto:complaints@thecb.state.tx.us">complaints@thecb.state.tx.us</a></td>
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<tr>
<td><strong>UTAH</strong></td>
<td>Utah Board of Higher Education</td>
<td>120 North Temple, 22nd Floor Salt Lake City, UT 84133 utah.gov/oeapub/Complaints/ComplaintForm.pdf</td>
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<td><strong>VERMONT</strong></td>
<td>Vermont Higher Education Commission</td>
<td>2000 Post Road Warwick, RI 02889 ri.edu/reports/Complain.pdf</td>
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<tr>
<td><strong>WASHINGTON</strong></td>
<td>Washington State Board of Community Colleges</td>
<td>2200 11th Avenue S. Seattle, WA 98144 206-715-0036 <a href="mailto:complaint@wcccs.com">complaint@wcccs.com</a></td>
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<tr>
<td><strong>WEST VIRGINIA</strong></td>
<td>West Virginia Higher Education Authority</td>
<td>1400 Capitol Street Charleston, WV 25301 <a href="mailto:wvheaa@wv.gov">wvheaa@wv.gov</a> wvheaa.wv.gov/Compliance/ComplaintProcess.asp</td>
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| **WYOMING** | Wyoming Board of Postsecondary Education | P.O. Box 900000 Cheyenne, WY 82001 wyoedwtech@wyoed.state.wy.us wyoedwtech@wyoed.state.wy.us wyoedwtech@wyoed.state.wy.us wyoedwtech@wyoed.state.wy.us wyoedwtech@wyoed.state.wy.us wyoedwtech@wyoed.state.wy.us wyoedwtech@wyoed.state.wy.us wyoedwtech@wyoed.state.wy.us wyoedwtech@wyoed.state.wy.us wyoedwtech@wyoed.state.wy.us wyoedwtech@wyoed.state.wy.us
This list includes contact information for all 50 states, the District of Columbia, Puerto Rico and should not be construed as informative of what agencies regulate the institution or in what state the institution is licensed or required to be licensed. States, through the relevant agencies or Attorney General's Offices, will accept complaints regardless of whether the institution is required to be licensed in that state.

CONSORTIUM AGREEMENT
Consortium Agreement
Rasmussen College has signed consortium agreements among all Rasmussen College campuses.
Course requirements for programs may be completed at any of the campus locations, as the schools have common ownership and common courses, and students will have the flexibility to take courses from all locations as they choose. Students who attend a class at a location other than their home campus (primary attendance location) will have their total tuition and fees charged by their home campus. All financial aid will be awarded and disbursed from the home campus. The home campus monitors satisfaction progress.
A copy of the consortium agreement is kept on file at each campus. Students have the right to review and acknowledge the agreement prior to taking courses at other campuses.

REFUNDS
Florida and Kansas Cancellation, Termination, Refund Policy
If a student is cancelled or terminated, for whatever reason, the following apply:

a. Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges shall be made in the following manner:
   i. If cancellation occurs after seventy-two (72) hours of enrollment date, all money paid, except the registration fee, will be refunded for students who are
      a. Notwithstanding the paragraph above, the following refund tuition policy shall apply:
         i. If a student terminates a program due to the student's physical incapacity or, for a program that requires the student to attend physical classroom instruction due to the nature of the student's spouse's employment to another city, the terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.
   ii. In this case a terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.
   iii. If a student has been accepted by the College and the College has not earned the full percentage of the Instruction for which they have been charged, but with written 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 the total length. After the completion of 60% of the Period of Instruction, no refund will be made.
   iv. If a student terminates a program due to the student's physical incapacity or, for a program that requires the student to attend physical classroom instruction due to the nature of the student's spouse's employment to another city, the terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.
The student must commit to returning on the mid-quarter of the next quarter or the student will be withdrawn from Rasmussen College. The student must meet with his or her Student Advisor in order to obtain a Stop Out Request Form. The Student Advisor will advise the student with the necessary information to make an informed decision. Stop Out Request Forms must be signed prior to the first day of quarter for which the Stop Out is being requested. Students will remain continuously enrolled and will not be eligible to receive financial aid or any other institution during this period. The student’s academic status will change to Stop Out if a Stop Out is eligible to receive aid only on the mid-start dates of the term the student returns. A Stop Out is not permitted as a consecutive term. 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 financial aid programs and allocation or refund as required under those programs. The student will receive an official letter of “WX”. Any tuition and fees calculated according to federal guidelines, and any remaining balance will be returned in accordance with the student’s Excess Funds Form (completed upon agreement). 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 determination 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 on the 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 did attend classes 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 apply for a tuition balance. Students should see the Student Financial Services Office to determine the impact of a Medical Leave or Withdrawal. Apply for a Leave or Withdrawal: To apply for a Medical Leave or Medical Withdrawal the student must obtain the application form from the Campus Accommodations Coordinator, if self-signing is the appropriate action, and return the completed form to the Campus Accommodations Coordinator. When a Student Wants to Return After a Medical Leave or Medical Withdrawal: To return from Medical Leave, the student must contact the Campus Accommodations Coordinator prior to the first day of classes and provide a re-admission application. Additionally, the Campus Accommodations Coordinator must receive a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the professional therapist/physician believes the student is able to return to Rasmussen College. Policy Regarding Grades in the Event of a Medical Leave of Absence or Medical Withdrawal 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. Tuition will not be charged to the student. 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. 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 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 limit set forth 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 of all of the following the 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 will be required 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 required to reduce the student’s Federal Pell Grant award. • Any remaining refund monies will then be required to reduce the student’s Federal SEOG award. • Other Federal SFA Programs authorized by Title IV Higher Education Act. Non Federal Refund Distribution Policy For Florida Campuses If the disbursement is made of the Florida State Assistance Grant (FSAG) while the student is enrolled, no refund will be due. If the disbursement is made after the student is no longer in attendance, a full refund to the FSAG program is due. A student must be attempting a minimum of six credits per quarter to be eligible to receive Bright Futures Scholarship funds. If a student receiving Bright Futures scholarship funds withdraws from course(s) after the drop/add period, the student will be required to repay the institution the amount of scholarship for those course(s) withdrawn from. For Minnesota Campuses Refunds for state aid programs are calculated based on a proportional basis. To calculate the minimum refund due to the Minnesota State Grant Program, the SELF Loan Program, and other Minnesota State Aid Programs (with the exception of the State Work Study Programs), 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 state aid) Amount of institutional charges that the student can retain per 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). 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 funds would be included 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 the student’s Minnesota State Grant award and/or Minnesota SELF Loan. • Any remaining refund monies will then be applied to any other sources. For North Dakota Campuses If the disbursement is made of the North Dakota State Grant while the student is enrolled full-time, no refund is due. If the disbursement is made while the student is no longer in attendance, a full refund to the North Dakota State Grant program is due. For Illinois, Kansas and Wisconsin Campuses Please note that Illinois, Kansas, and Wisconsin do not have state grant programs, so the Non-Federal Refund Distribution Policy does not apply to students attending campuses in Illinois, Kansas, or Wisconsin. Veterans Refund In the event a veteran discontinues training for any reason, any supplies or textbooks issued to and paid for by the veteran become property of the veteran. Electronic resources, access to which the veteran paid for as part of the course resource fee, shall remain accessible to the veteran as long as the license provided by the content owner allows. Licenses for electronic resources, which are utilized in most courses at Rasmussen College, are typically active for a length of 180 days to two years, dependent on the publisher. The remaining amount of the prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance of training.


TUITION

Pricing will be effective for new students as of July 2014

<table>
<thead>
<tr>
<th>All Programs:</th>
<th>Part Time</th>
<th>Full Time</th>
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<tbody>
<tr>
<td>School of Business</td>
<td>$310 per credit</td>
<td>$299 per credit</td>
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<tr>
<td>School of Education</td>
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<tr>
<td>School of Health Sciences</td>
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<tr>
<td>School of Technology</td>
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<tr>
<th>School of Nursing:</th>
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</thead>
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<td>$395 per credit</td>
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<tr>
<td>Practical Nursing Diploma</td>
<td>$325 per credit</td>
<td>$325 per credit</td>
</tr>
<tr>
<td>RN to BSN</td>
<td>$310 per credit</td>
<td>$299 per credit</td>
</tr>
</tbody>
</table>

- Full-time students are defined as taking 12 or more credits per quarter. Students taking less than 12 credits are part-time students. For tuition purposes only, students taking 8 or more credits during the Mid Quarter term are considered full time.
- There is a required course resources fee of $150 per course. Courses with course numbers ending with “L” or “LL” will not be charged a course resources fee.
- FAST TRACK: Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course resources fee of $150 for every course over four courses.
- Tuition rate is locked in for continuously enrolled students. A change in the number of credits taken during enrollment in any quarter may lead to different prices if a student moves from part-time to full-time or vice versa.
- Individual Progress students will be charged at the School of Business rate, plus a $150 course resources fee for each class.
- Audit Students who elect to take courses without earning college credit are charged $275 per credit hour plus a $150 course resources fee for each course. Students who wish to convert the Audit grade to a letter grade will be charged an additional fee of $75 per credit hour.
- No additional discount or reduction can be applied to full-time tuition rates with the exception of the School of Nursing, whose students remain eligible for corporate partner discounts, military member/family discounts and articulation discounts.

Course Resources Fee

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

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

For information on our graduation rates, median graduate debt levels, and other student investment disclosure information, visit rasmussen.edu/SID.
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