MISSION

Rasmussen College is dedicated to serving our communities by recognizing the diverse needs of individuals. We encourage personal and professional development through respect, appreciation, and a commitment to general education as a foundation for lifelong learning.

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

PURPOSES

TO ACCOMPLISH OUR MISSION, RASMUSSEN COLLEGE ESTABLISHED THESE PURPOSES:

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

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

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

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

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

6 Assessment and Planning: Rasmussen College students, both on campus and online, engage in an active assessment program that evaluates student learning, effective teaching, and institutional progress. The information gathered assists Rasmussen College as it formulates long and short-range plans, anticipates challenges, and strives to meet the goals of the institution.
2013-2014 ACADEMIC CALENDAR

• Summer Quarter
  July 8 – September 22
• Early Fall Quarter
  August 12 – September 22
• Fall Quarter
  October 7 – December 22
• Early Winter Quarter
  November 12 – December 22
• Winter Quarter
  January 6 – March 23
• Early Spring Quarter
  February 10 – March 23
• Spring Quarter
  April 7 – June 22
• Early Summer Quarter
  May 12 – June 22
• Summer Quarter
  July 7 – September 21

COLLEGE HOLIDAYS

• New Year’s Day
• Martin Luther King, Jr. Day
• Memorial Day
• Independence Day
• Labor Day
• Veterans Day
• Thanksgiving Day
  and the following Friday
• Christmas Day

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WELCOME TO RASMUSSEN COLLEGE

Congratulations on becoming a college student. I am excited to welcome you to Rasmussen College!

Although earning a credential is a significant investment in your time, it is an invaluable investment that will be with you throughout your life. Since 1900, Rasmussen College has been helping students obtain the education and skills they need to succeed through courses focused on practical, relevant, and hands-on learning experiences. This foundation can be applied when our graduates enter their future careers, and we work to evolve our courses to meet the ever-changing demands from employers. Be confident in knowing that whichever program you have chosen, we will help to prepare you with the necessary resources and support services for your career after graduation.

To help you make the most of your Rasmussen College experience, I encourage you to review your courses, discuss any questions you may have with your program manager, and introduce yourself to your instructors. Together, these individuals, along with others you meet during your academic career, will serve as your SUPPORT+ team and will be instrumental in your future success. You are now a part of the Rasmussen College community, and we want you to feel confident about your educational experience.

Again, congratulations on making the decision to become a college student. I wish you the best of luck in your academic studies, and I look forward to seeing you at graduation.

Sincerely,

Kristi A. Waite
President, Rasmussen College
LEARN WITH SUPPORT

GRADUATE WITH CONFIDENCE

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 there 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**
- Evaluates your transcripts for transfer credit
- Records credentials on your transcript as you achieve them
- Monitors graduation requirements
**ACCOUNTING** • CERTIFICATE • DIPLOMA • AS DEGREE • BS 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

**CERTIFICATE COURSES**

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

**TOTAL CERTIFICATE CREDITS** 39*

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

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam 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
- ENGL 1101 English Composition 4
- MATH 1151 Precalculus 4
- MATH 2241 Business Calculus 4

### MAJOR AND CORE COURSES
- ACG 2580 Financial Investigation 4
- ACC 2930 Accounting Capstone 3
- BUS 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** 61

**TOTAL DIPLOMA CREDITS** 73*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

## ASSOCIATE’S DEGREE

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

**OBJECTIVE:**
Graduates of this degree program learn to manage accounts receivable and accounts payable. They learn to prepare tax returns and financial statements, and use computer applications proficiently. They know financial and managerial accounting concepts as related to the business environment. Graduates value 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
- SOC 1011 Introduction to Sociology 4
- ECO 2013 Macroeconomics 4
- ECO 2023 Microeconomics 4

**Total Associate’s Degree Credits** 61

**TOTAL AS DEGREE CREDITS** 93*

SEE PAGE 35 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 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 either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

**It is recommended students complete their Social Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.**

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**SCHOOL OF BUSINESS MISSION STATEMENT**

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

**Lower Division General Education Credits**
- Total Bachelor's Degree Credits 201

**TOTAL BS DEGREE CREDITS**
- 181

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**PUBLIC ACCOUNTING BACHELOR'S 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 BS DEGREE COURSES**

**CPA 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 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 32
- Upper Division General Education Credits 24
- Lower Division Major and Core Credits 61
- Upper Division Major and Core Credits 114

**TOTAL PUBLIC ACCOUNTING BS DEGREE CREDITS**
- 231

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In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the 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 either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
BUSINESS MANAGEMENT
CERTIFICATE • DIPLOMA • AS DEGREE • BS 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

CERTIFICATE COURSES

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

TOTAL CERTIFICATE CREDITS 37*

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

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
Communication (Select 1 course) 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 12
Major and Core Credits 47

TOTAL DIPLOMA CREDITS 59*

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

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

EARN AS YOU LEARN
Our Credential Ladder guides you to earn increasingly advanced academic credentials.
BUSINESS MANAGEMENT ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Select 1 Math course; College Algebra recommended) 4
- Social Sciences (Select 2 courses)** 8
- ECO 1000 Principles of Economics
- SYG 1000 Introduction to Sociology
- ECO 2013 Macroeconomics
- ECO 2023 Microeconomics

MAJOR AND CORE COURSES
LOWER DIVISION
- ACG 2062C Computer Focused Principles 3
- APA 1500 Payroll Accounting 4
- MNA 1161 Customer Service 4

Total Associate's Degree Credits
- General Education Credits 32
- Major and Core Credits 58

TOTAL AS DEGREE CREDITS 90*

SEE PAGE 35 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 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 either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

**It is recommended students complete their Social Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.

BUSINESS MANAGEMENT BACHELOR’S 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
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 3357 Accounting for Business Managers 4
- BUL 4388 Business Law and Ethics 4
- GEB 3110 Research and Report Writing 4
- GEB 4220 Managing a Diverse Workforce 4
- GEB 4310 Statistics for Business 4
- GEB 4410 Advanced Principles of Marketing 4
- GEB 4505 Organizational Development 4
- ISM 3015 Management of Information Systems 4
- MAN 3175 Applied Management Principles 4
- MAN 3504 Operations Management 4
- MAN 4143 Contemporary Leadership Challenges 4
- MAN 4240 Organizational Behavior Analysis 4
- MAN 4441 Negotiation and Conflict Management 4
- MAN 4602 International Business 4
- MAN 4720 Strategic Management 4
- MAN 4900 Management Capstone 3
- RMI 4020 Risk Management 4

Total Bachelor’s Degree Credits
- Lower Division General Education Credits 32
- Upper Division General Education Credits 24
- Lower Division Major and Core Credits 58
- Upper Division Major and Core Credits 67

TOTAL BS DEGREE CREDITS 181*

SEE PAGE 35 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 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 either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
HEALTHCARE MANAGEMENT BS DEGREE

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

OBJECTIVE:
Graduates of this degree program understand the planning and coordination of health services in a variety of settings, and know the information and processes used to diagnose and treat human injuries and diseases. They acquire critical-thinking skills through a program of general education and are able to apply them to the healthcare setting. Graduates can apply, analyze, synthesize, and evaluate facts and theories pertaining to healthcare management; locate, evaluate, and integrate appropriate primary and secondary sources; effectively communicate ideas through speaking and writing; recognize and address complex ethical situations; and operate effectively within a continually changing environment. 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 4
Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Math/Natural Sciences (Select 2 courses, including at least 1 Math course; College Algebra recommended) 8
Social Sciences (Select 2 courses)** 8
EVE 1000 Principles of Economics 4
SYG 1000 Introduction to Sociology 4
ECO 2023 Microeconomics 4
ECO 2033 Macroeconomics 4

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
COM 1007 Professional Communication 4
E242 Career Development 2
FIN 3000 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
HSC 2641 Medical Law and Ethics 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

Total Bachelor’s Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 61
Upper Division Major and Core Credits 63

TOTAL BS DEGREE CREDITS 180 *

SEE PAGE 35 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 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 either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

**It is recommended students complete their Social Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
**HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP CERTIFICATE • DIPLOMA • AS 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.

**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>
</tbody>
</table>

**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
- COM 1007 Professional Communication 4
- E242 Career Development 2
- GEB 1011 Introduction to Business 4
- MAN 2021 Principles of Management 4
- MAN 2062 Business Ethics 4
- MAR 211 Principles of Marketing 4

**TOTAL CERTIFICATE CREDITS** 37*  

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

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

### 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**

- English Composition (Required course) 4
- ENC 1101 English Composition 4
- Math/Natural Sciences (Select 1 course) 8

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

- LBS 2030 Training and Development 4
- LDR 2439 Introduction to Organizational Leadership 4
- MAN 1300 Introduction to Human Resource Management 4
- PLA 2476 Employment Law 4
- Total Diploma Credits 2
- General Education Credits 8
- Major and Core Credits 53
- **TOTAL DIPLOMA CREDITS** 61*  

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

**CAREER OPPORTUNITIES:**
- Compensation, Benefits, and Job Analysis Specialist
- Training and Development Specialist
- Human Resources, Training, and Labor Relations 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 2 courses) 8
- Math/Natural Sciences (Select 1 course) 4
- Social Sciences (Select 2 courses)** 8
- ECO 1000 Principles of Economics 4
- SYG 1000 Introduction to Sociology 4
- ECO 2013 Macroeconomics 4
- ECO 2023 Microeconomics 4
- **TOTAL AS DEGREE CREDITS** 91*  

SEE PAGE 35 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 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 either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

**It is recommended students complete their Social Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.**

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**SCHOOL OF BUSINESS MISSION STATEMENT**

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

### CAREER OPPORTUNITIES:
- Entry-level Business Assistant

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

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

### CERTIFICATE COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 1022</td>
<td>Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACG 1033</td>
<td>Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>CGS 1240</td>
<td>Computer Applications and Business Systems</td>
<td>3</td>
</tr>
<tr>
<td>COM 1007</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>MAN 2062</td>
<td>Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
</tbody>
</table>

### TOTAL CERTIFICATE CREDITS 37*

* In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Freshman Seminar as part of Certificate course requirements during the quarter in which they are scheduled for the ENTR 2 Career Development course.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

### MAJOR AND CORE COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 2444</td>
<td>Internet Business Models and E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>MAR 2374</td>
<td>Online Multimedia Marketing</td>
<td>4</td>
</tr>
<tr>
<td>MAR 2873</td>
<td>Public Relations and Advertising</td>
<td>4</td>
</tr>
</tbody>
</table>

### Total Diploma Credits
- General Education Credits: 8
- Major and Core Credits: 49
- TOTAL DIPLOMA CREDITS 57*

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

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

EARN AS YOU LEARN

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
MARKETING ASSOCIATE’S DEGREE

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

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

IN ADDITION TO ALL 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
ECO 1000 Principles of Economics
SYG 1000 Introduction to Sociology
ECO 2013 Macroeconomics
ECO 2023 Microeconomics

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 32
Major and Core Credits 59
TOTAL AS DEGREE CREDITS 91*

SEE PAGE 35 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 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 either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

**It is recommended students complete their Social Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.

SCHOOL OF BUSINESS

MISSION STATEMENT

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

DIGITAL DESIGN AND ANIMATION

CAREER OPPORTUNITIES:
• Graphic Designer
• Print and Digital Designer
• 3D Artist

OBJECTIVE:
Graduates of this program know basic theories of visual and interactive media design. They can create multimedia projects involving traditional art techniques, video, and audio assets. 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 4
Communication (Select 1 course) 4
Math/Natural Sciences (Select 1 Math course; College Algebra recommended) 4

MAJOR AND CORE COURSES

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

SPECIALIZATION COURSES
ART 1309C Drawing Design and Art Theory 3
DIG 1302C Introduction to 3D Arts and Animation 3
DIG 1303C 3-Dimensional Animation 3

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

TOTAL DIPLOMA CREDITS 71*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

WEB DESIGN

CAREER OPPORTUNITIES:
• Graphic Designer
• Print and Digital Designer
• Website Designer

OBJECTIVE:
Graduates of this program know basic theories of visual and interactive media design. They can create web-based projects involving video and audio assets. 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 4
Communication (Select 1 course) 4
Math/Natural Sciences (Select 1 Math course; College Algebra recommended) 4

MAJOR AND CORE COURSES

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

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

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

TOTAL DIPLOMA CREDITS 71*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
### Multimedia Technologies Associate's Degree

**Career Opportunities:**
- Graphic Designer
- Art Director
- Website Designer
- Multimedia Artist and Animator

**Objective:**
Graduates of this program know basic theories of visual and interactive media design, project management, and portfolio development. They understand business needs and can apply this understanding to develop complimentary multimedia projects. They can create and enhance multimedia projects involving traditional art techniques, video, and audio assets. 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>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities (“Required course, select 1 additional course”)</td>
<td>8</td>
</tr>
<tr>
<td>ART 1204 Art Appreciation*</td>
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</tr>
<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
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</tr>
<tr>
<td>Social Sciences (Select 2 courses)</td>
<td>8</td>
</tr>
</tbody>
</table>

**Major and Core Courses**

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Design and Animation Specialization DIG 2950 Multimedia Portfolio Development</td>
<td>2</td>
</tr>
<tr>
<td>Web Design Specialization DIG 2950 Multimedia Portfolio Development</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Associate's Degree Credits**
- General Education Credits: 32
- Major and Core Credits: 61
- **Total AS Degree Credits**: 93*

*See page 35 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 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 either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

### Digital Design and Animation Bachelor’s Degree

**Career Opportunities:**
- Graphic Designer
- Senior Art Director
- Website Designer
- Multimedia Artist and Animator
- Visual Media Producer
- 3D Animator

**Objective:**
Graduates of this program know intermediate theories of visual design, object modeling, project management, and portfolio development. They understand business strategies and can apply this understanding to drive multimedia projects. Graduates can develop and guide visual designs and digital projects from concept to final production using techniques from both traditional art and multimedia design, using industry-standard software tools and applications. They can apply, analyze, and evaluate theories and techniques of design and animation. Graduates understand how to enhance business and user needs with value-added elements such as 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 collaborative project development.

**In Addition to All Associate’s Degree Courses**

**General Education Courses**

<table>
<thead>
<tr>
<th>UPPER DIVISION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication (Select 1 course)</td>
<td>4</td>
</tr>
<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 (Select 2 courses)</td>
<td>8</td>
</tr>
</tbody>
</table>

**Major and Core Courses**

<table>
<thead>
<tr>
<th>UPPER DIVISION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 3332 Figure Drawing</td>
<td>4</td>
</tr>
<tr>
<td>DIG 3316 The Study of Animation</td>
<td>4</td>
</tr>
<tr>
<td>DIG 3318 Flash Animation</td>
<td>4</td>
</tr>
<tr>
<td>DIG 3323 Polygon Modeling</td>
<td>4</td>
</tr>
<tr>
<td>DIG 3330 Advanced Methods of Computer Graphics</td>
<td>4</td>
</tr>
<tr>
<td>DIG 3333 Digital Photography</td>
<td>4</td>
</tr>
<tr>
<td>DIG 3512 Advanced HTML Coding with CSS</td>
<td>4</td>
</tr>
<tr>
<td>DIG 3552 Concept Development for Digital Media</td>
<td>4</td>
</tr>
<tr>
<td>DIG 4323 3D Game Character Creation</td>
<td>4</td>
</tr>
<tr>
<td>DIG 4330 Advanced Applications of Digital and Experimental Art</td>
<td>4</td>
</tr>
<tr>
<td>DIG 4335 Digital Effects Creation</td>
<td>4</td>
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<tr>
<td>DIG 4432 Storyboard Development for Digital Media</td>
<td>4</td>
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<tr>
<td>DIG 4933 Digital Video/Audio Project</td>
<td>4</td>
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<tr>
<td>DIG 4934 Web Design Project</td>
<td>4</td>
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<tr>
<td>DIG 4935 Animation Graphics Project</td>
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</tr>
<tr>
<td>GEB 3031 The Business of Digital Media</td>
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</table>

**Total Bachelor’s Degree Credits**
- Lower Division General Education Credits: 32
- Upper Division General Education Credits: 24
- Lower Division Major and Core Credits: 61
- Upper Division Major and Core Credits: 64
- **Total BS Degree Credits**: 181*

*See page 35 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 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 either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
EARLY CHILDHOOD EDUCATION • CERTIFICATE • DIPLOMA • AS 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
EEC 1202  Early Childhood Education Curriculum and Instruction  4
EEC 1700  Foundations of Child Development  4
EEC 1735  Health, Safety, and Nutrition/CDA Application  4
EEC 2613  Observation and Assessment in Early Childhood Education  4

Choose either Track I ** or Track II

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

Track II
EEC1863  Teacher Reflection I: Early Childhood Education as a Profession  6
EEC1864  Teacher Reflection II: Morality and Ethics in Early Childhood Education  6
EEC1865  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 Freshman Seminar as part of Certificate course requirements during the quarter in which they are scheduled for the E242 Career Development course.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam 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.

EARN AS YOU LEARN

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

CAREER OPPORTUNITIES:
• Early Childhood Teacher's Aide

OBJECTIVE:
Graduates of this program know child development and apply best practices to their work in the early childhood field. They understand developmentally appropriate practices, positive guidance, partnering with parents, and observation and assessment of young children. They can plan and implement activities, materials and interactions that promote children's healthy development while supporting a safe environment. 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
Communication (Select 1 course) 4
Math/Natural Sciences (Select 1 course) 4

MAJOR AND CORE COURSES

LOWER DIVISION
CDS 1240 Computer Applications and Business Systems Concepts 3
E170 Introduction to Undergraduate Research 2

Child and Family Studies Specialization
EEC 2225 Guiding Children's Behavior 4
EEC 2329 Parent Education and Support 4
EEC 2404 Child and Family Advocacy 4
SYG 1000 Introduction to Sociology 4

Child Development Specialization
EEC 2217 Emergent Literacy Through Children's Literature 4
EEC 2401 Dynamics of the Family 4
EEC 2500 Infant and Toddler Development 4
EEC 2010 The Exceptional Child 4

English Language Learner Specialization
EEC 2213 Language and Literacy Acquisition 4
EEC 2220 Curriculum and Instruction for English Language Learners 4
EEC 2470 Introduction to English Language Learners 4
EEC 2412 Involving Parents of English Language Learners 4

Child with Special Needs Specialization
EEC 2270 Curriculum and Instruction for Children with Special Needs 4
EEC 2272 The Inclusive Classroom 4
EEC 2403 Advocating for Children with Special Needs 4
EEC 2010 The Exceptional Child 4

Total Diploma Credits
General Education Credits 12
Major and Core Credits 57
TOTAL DIPLOMA CREDITS 69*

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

ASSOCIATE'S DEGREE

CAREER OPPORTUNITIES:
• Early Childhood Teacher
• Teacher's Assistant
• Early Childhood Special Education Assistant
• Preschool Teacher

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

IN ADDITION TO ALL 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

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

MAJOR AND CORE COURSES

LOWER DIVISION
Child and Family Studies Specialization
EEC 2935 Summative Project for Early Childhood Education 2

Child Development Specialization
EEC 2935 Summative Project for Early Childhood Education 2

English Language Learner Specialization
EEC 2935 Summative Project for Early Childhood Education 2

Child with Special Needs Specialization
EEC 2935 Summative Project for Early Childhood Education 2

Total Associate's Degree Credits
General Education Credits 32
Major and Core Credits 59
TOTAL AS DEGREE CREDITS 91*

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

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

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.
HEALTH SCIENCES • CERTIFICATES • AS DEGREE

CERTIFICATES

CAREER OPPORTUNITIES:
• Phlebotomist
• Laboratory Assistant
• EKG Technician
• Patient Care Technician
• Personal Care Aide
• Phlebotomy Services Representative
• Monitor Technician
• Cardiovascular Technician
• Patient Care Assistant
• Healthcare Associate

FOUNDATION COURSES
B080 Reading and Writing Strategies 4
B099 Foundations of 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 1531 Medical Terminology 4
HSC 2641 Medical Law and Ethics 4

PATIENT CARE TECHNICIAN TRACK

OBJECTIVE:
Graduates of the Patient Care Technician Certificate program know how to perform a variety of patient care duties in a number of clinical settings. They have learned to assist physicians and other health care professionals with medical procedures. Graduates value their ability to positively impact the patient experience and provide care in multiple settings.

BMS 1108C Patient Care Skills I 3
BMS 2208C Patient Care Skills II 5
BMS 2990C Patient Care Tech Externship and Capstone 4
CVT 1000C Introduction to Electrocardiograms 4
MLT 1040C Phlebotomy 3

TOTAL CERTIFICATE CREDITS 38*

EKG TECHNICIAN TRACK

OBJECTIVE:
Graduates of the EKG Technician Certificate program know how to effectively operate electrocardiography (EKG) equipment on a diverse patient population. Graduates have learned detailed information about the cardiovascular system and are able to apply their knowledge to obtain accurate testing results. They value their interactions with patients and the health care team in multiple health care settings.

CVT 1000C Introduction to Electrocardiograms 4
CVT 1150 Cardiovascular Anatomy and Pathology 4
CVT 2000C Advanced Electrocardiograms 4
CVT 2990C EKG Externship and Capstone 4
HIM 1035 Introduction to Electronic Health Records 3

TOTAL CERTIFICATE CREDITS 38*

PHLEBOTOMY TRACK

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.

HIM 1035 Introduction to Electronic Health Records 3
MLT 1137C Introduction to Laboratory Processing 4
MLT 1040C Phlebotomy 3
MLT 2140C Phlebotomy II 4
MLT 2990C Phlebotomy Externship and Capstone 5

TOTAL CERTIFICATE CREDITS 38*

SEE PAGE 35 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 a seminar course. Students must complete the Freshman Seminar as part of Certificate course requirements during the quarter in which they are scheduled for the EASC Career Development course.

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

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

This program is only available at the Land O’ Lakes/East Pasco, New Port Richey/West Pasco and Tampa/Brandon campuses.

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

EARN AS YOU LEARN
Our Credential Ladder guides you to earn increasingly advanced academic credentials.
ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:

• Phlebotomist
• Laboratory Assistant
• EKG Technician
• Patient Care Technician
• Personal Care Aide
• Phlebotomy Services Representative
• Monitor Technician
• Cardiovascular Technician
• Patient Care 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 CERTIFICATE COURSES

LOWER DIVISION

English Composition (Required course)
ENC 1101 English Composition 4
Communication (Select 1 course other than COM 1002) 4
Humanities (Select 3 courses) 12
Math/Natural Sciences (Select 2 courses other than PHA 1500) 8
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
General Education Credits 24
Major and Core Credits 19
Track Credits 19

TOTAL AS DEGREE CREDITS 91*

SEE PAGE 35 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 Junior Seminar the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

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

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

This program is only available at the Land O’ Lakes/East Pasco, New Port Richey/West Pasco and Tampa/Brandon campuses.

Lab work for the Certificate tracks is only available at the Land O’ Lakes/East Pasco campus.
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
E242 Career Development 2
HI152 Anatomy and Pharmacology for Coders 3
HIM 112S 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 2940 Medical Coding Practicum 1
HSC 1531 Medical Terminology 4
MEA 2203 Pathophysiology 5
Total Certificate Credits 40*
General Education Credits 4
Major and Core Credits 36

TOTAL DIPLOMA CREDITS 56*

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

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

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

MEDICAL BILLING AND CODING DIPLOMA

CAREER OPPORTUNITIES:
• Medical Coder
• Medical Coder/Biller

OBJECTIVE:
Graduates of this diploma program know how to code healthcare data using ICD and CPT coding 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 importance of effective written and interpersonal communication, critical thinking and problem solving, ethical and professional behavior in the workplace and the confidentiality of patient information.

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
ENG 1101 English Composition 4
Communication (Select 1 course) 4
Math/Natural Sciences (Select 1 course other than PHA 1500) 4

MAJOR AND CORE COURSES
LOWER DIVISION
HIM 2000 Introduction to Health Information Management 4
Total Diploma Credits 16
General Education Credits 40

TOTAL DIPLOMA CREDITS 56*

SEE PAGE 35 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 either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

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

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
HEALTH INFORMATION TECHNICIAN ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Health Information Technician
• Medical Data Analyst
• Medical Coder
• Health Information Workflow Specialist
• Medical Records Coordinator
• Coding Analyst
• Electronic Health Record Specialist

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 2941 Health Information Practicum 2
HSA 2117 US Healthcare Systems 4
Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 58
TOTAL AS DEGREE CREDITS 90*

SEE PAGE 35 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 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 either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam 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

CAREER OPPORTUNITIES:
• Medical Records Manager
• Clinical Data Analyst
• Privacy Officer
• 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 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 4
HIM 4537 Health Information Management Alternative Facility Professional Practice Experience 1
HSA 3383 Quality Improvement in Healthcare 4
HSA 3422 Regulation and Compliance in Healthcare 4
HSA 3751 Healthcare Statistics 4
HSA 4210 Advanced Healthcare Law and Ethics 4
MAN 3210 Advanced Human Resource Management 4
Total Bachelor’s Degree Credits
Lower Division General Education Credits 32
Upper Division General Education Credits 24
Lower Division Major and Core Credits 58
Upper Division Major and Core Credits 66
TOTAL BS DEGREE CREDITS 180*

SEE PAGE 35 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 Senior Seminar during the quarters in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

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

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

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 last 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).
MEDICAL ADMINISTRATION • DIPLOMA • AS DEGREE

DIPLOMA

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

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

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 1100C  Keyboarding I  3
OST 2240  Medical Transcription  3
OST 2465  Medical Administration Capstone  1

Total Diploma Credits
General Education Credits  8
Major and Core Credits  50

TOTAL DIPLOMA CREDITS  58*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

ASSOCIATE’S DEGREE

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
Humanities (Select 2 courses)  8
Math/Natural Sciences (Select 1 course other than PHA 1500)  4
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
General Education Credits  32
Major and Core Credits  58

TOTAL AS DEGREE CREDITS  90*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.
MEDICAL ASSISTING • DIPLOMA • AS DEGREE

DIPLOMA

CAREER OPPORTUNITIES:
• Medical Assistant
• Medical Office Administrative Assistant

OBJECTIVE:
The objectives of the Medical Assisting Diploma program are to prepare students to become valuable members of a healthcare team by supporting and assisting providers in delivering quality healthcare services; and to prepare students who are proficient in cognitive (knowledge), psychomotor (skills), and affective (behavioral) learning behaviors for entry-level medical assistant positions. Graduates value 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 2290 Radiography Skills 3
MEA 2804 Medical Assistant Externship 8
MEA 2820 Medical Assisting Capstone 2

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 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

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

This program requires specific immunizations prior to professional practice experience.

The Medical Assisting Diploma program at the Green Bay, Lake Elmo/woodbury, and Moorhead campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (cahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Mokena/Tinley Park, Rockford, and Romeoville/Joliet campuses in Illinois; the Fort Myers, Boca, 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).

Medical Assisting students must receive the first injection of the Hepatitis B immunization series by the end of week two in the Introduction to Medical Assisting course. Prior to the student beginning their externship, the full three injection series of the Hepatitis B immunization and all other program required immunizations must be completed. Medical Assisting students must successfully complete all Medical Assisting competencies before they will be eligible for graduation.

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

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

ASSOCIATE'S DEGREE

CAREER OPPORTUNITIES:
• Medical Assistant
• Medical Office Administrative Assistant

OBJECTIVE:
The objectives of the Medical Assisting AS Degree program are to prepare students to become valuable members of a healthcare team by supporting and assisting providers in delivering quality healthcare services; and to prepare students who are proficient in cognitive (knowledge), psychomotor (skills), and affective (behavioral) learning behaviors for entry-level medical assistant positions. Graduates will understand and value critical thinking 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 courses) 8
Social Sciences (“Required, Select 1 additional course) 8
PSY 1012 General Psychology 4

MAJOR AND CORE COURSES
LOWER DIVISION
CIS 1240 Computer Applications and Business Systems Concepts 3

Total Associate’s Degree Credits
General Education Credits 36
Major and Core Credits 55

TOTAL AS DEGREE CREDITS 91*

SEE PAGE 35 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 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 either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

This program requires specific immunizations prior to professional practice experience.

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Mokena/Tinley Park, Rockford, and Romeoville/Joliet campuses in Illinois; the Fort Myers, Boca, 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).

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 • AS DEGREE

CERTIFICATE

CAREER OPPORTUNITIES IN:
• Retail Pharmacy
• Clinical Pharmacy

OBJECTIVE:
Graduates of this program know medical terminology, medical law and ethics, and pharmacy math. They understand the theory of pharmacy practice. Graduates can receive, interpret, input, and fill prescriptions, and can use software programs to complete these tasks. They can perform pharmacy tasks in retail and hospital pharmacy settings. Graduates value 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
MEA 2203  Pathophysiology  5
PTN 1001  Introduction to Pharmacy  4
PTN 2017  Pharmacy Math and Dosages  4
PTN 2220  Pharmacy Software/Automation/Insurance Billing  3
PTN 2340  Unit Dose and Medication Preparation  3

Total Certificate Credits
General Education Credits  8
Major and Core Credits  36

TOTAL CERTIFICATE CREDITS  44*

SEE PAGE 35 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 Freshman Seminar as part of Certificate course requirements during the quarter in which they are scheduled for the E242 Career Development course.

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

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

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 the ability to effectively communicate in a variety of situations, 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
Communication (Select 1 course)

MAJOR AND CORE COURSES
LOWER DIVISION
COM 1007  Professional Communication  4
HSA 2117  U.S. Healthcare Systems  4
MNA 1161  Customer Service  4
OST 1100C  Keyboarding I  3
PTN 2050  Pharmacy Technician Capstone  3

Total Diploma Credits
General Education Credits  16
Major and Core Credits  54

TOTAL DIPLOMA CREDITS  70*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

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

ASSOCIATE’S DEGREE

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

OBJECTIVE:
Graduates of this program know medical terminology, medical law and ethics, and pharmacy math. They understand the theory of pharmacy practice. Graduates can receive, interpret, input, and fill prescriptions, and can use software programs to complete these tasks. They can perform pharmacy tasks in retail and hospital pharmacy settings. Graduates value the ability to effectively communicate in a variety of situations, 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
General Education Credits  36
Major and Core Credits  54

TOTAL AS DEGREE CREDITS  90*

SEE PAGE 35 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 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 either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

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

EARN AS YOU LEARN

Our Credential Ladder guides you to earn increasingly advanced academic credentials.
ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES: 
- Corrections Officer
- Peace Officer
- Probation Assistant
- Court Clerk
- Security Professional
- Juvenile Specialist
- Juvenile Justice Assistant
- Probation Assistant
- Probation Support Specialist
- Law Enforcement Officer
- Homeland Security 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 skills and their significance in academic and workplace situations.

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

GENERAL EDUCATION COURSES
- English Composition (Required course) 4
- ENC 1101 English Composition 4
- Communication (Select 1 course) 4
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Select 2 courses, including at least one Math course) 8
- Social Sciences (Required courses) 8
- PSY 1102 Introduction to Sociology 4
- SYG 1000 General Psychology 4

MAJOR AND CORE COURSES
- CCJ 1000 Introduction to Criminal Justice 4
- CCJ 1153 Criminology: Motives for Criminal Deviance 4
- CCJ 1138 Field Communications in Criminal Justice 2
- CCJ 2053 Ethics in Criminal Justice 4
- CCJ 2170 Practical Psychology for the Criminal Justice Professional 4
- CCJ 2345 Critical Thinking and Evidence-Based Practices in Criminal Justice 4
- CCJ 2685 Domestic Violence 4
- CCJ 2930 Contemporary Issues in Criminal Justice Capstone 4
- CDS 1240 Computer Applications and Business Systems Concepts 3
- CJ 1000 Introduction to Corrections 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
- E170 Introduction to Undergraduate Research 2

Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 59
TOTAL AS DEGREE CREDITS 91*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS

BACHELOR’S DEGREE

CAREER OPPORTUNITIES: 
- Detective Investigator
- Probation/Parole Officer
- Crime Victims Advocate
- Juvenile Justice Specialist
- Police Officer
- Homeland Security Agent
- 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
- Physical Education 4
- Civilization 4
- Humanities (Select 2 courses) 8
- Math/Natural Sciences (Select 1 course) 4
- Social Sciences (Select 2 courses) 8

MAJOR AND CORE COURSES
- CCJ 3164 Criminal Behavior: Profiling Violent Offenders 4
- CCJ 3667 Victims in Criminal Justice 4
- CCJ 3678 Cultural Diversity and Justice 4
- CCJ 3700 Research Methods in Criminal Justice 4
- CCJ 3706 Statistics in Criminal Justice 4
- CCJ 4450 Criminal Justice Leadership and Management 4
- CCJ 4931 Critical Issues in Criminal Justice 4
- CJE 4444 Crime Prevention 4
- CJL 3297 Constitutional Law 4
- MMC 3209 Realities of Crime and Justice 4

Choose either Track I or Track II

Track I (not available for National Online students)
- CCJ 4392 Criminal Justice Internship 9

Track II
- CCJ 4542 Criminal Justice Seminar 5
- CCJ 4427 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
- CJ 3415 Diversion and Rehabilitation 4
- CJ 4164 Community Corrections 4
- CJL 3610 Criminal Investigations 4
- CJL 3674 Examination of Forensic Science 4
- CJL 3113 Criminal Evidence 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 49
Upper Division Elective Credits 16

TOTAL BS DEGREE CREDITS 180*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS

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

** Additional training may be required.

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

888-5-RASMUSSEN 23
HUMAN SERVICES • CERTIFICATE • DIPLOMA • AS DEGREE

CERTIFICATE

CAREER OPPORTUNITIES:
• Program Assistant Specialist

OBJECTIVE:
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, and community and service networking, assessment, and documentation. They understand how human services work from an individual, organizational, and community perspective. 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
Social Sciences (Required course) 4
PSY 1012 General Psychology 4

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

TOTAL CERTIFICATE CREDITS
General Education Credits 4
Major and Core Credits 34
TOTAL CERTIFICATE CREDITS 38*

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 Freshman Seminar as part of Certificate course requirements during the quarter in which they are scheduled for the E242 Career Development course.

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

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

DIPLOMA

CAREER OPPORTUNITIES:
• Community Service Specialist
• Human Service Assistant

OBJECTIVE:
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, and 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.

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course) 4
ENG 1101 English Composition 4
Communication (Select 1 course) 4
Math/Natural Sciences (Select 1 course) 4
MAJOR AND CORE COURSES
LOWER DIVISION
CGS 1240 Computer Applications and Business Systems Concepts 3
CJE 1233 Drugs and Crime 4
CJE 2172 Juvenile Justice: Delinquency, Dependency, and Diversion 4
MNA 1161 Customer Service 4

TOTAL DIPLOMA CREDITS
General Education Credits 16
Major and Core Credits 58
TOTAL DIPLOMA CREDITS 74*

See page 35 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 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 either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

** Track I includes an internship, which is 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 this program must successfully complete and pass a criminal background check.

ASSOCIATE’S DEGREE

CAREER OPPORTUNITIES:
• Community Service Specialist
• Community Service Assistant
• Social Service Specialist
• Human Service Assistant
• Program Assistant Specialist
• Social Service Assistant
• Program Assistant

OBJECTIVE:
Graduates of this program know basic concepts of psychology, sociology, counseling, crisis intervention, case management, and 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 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
Humansities (Select 2 courses) 8
Math/Natural Sciences (Select 1 course) 4
Social Sciences (Required course) 4
SYG 1000 Introduction to Sociology 4
Total Associate’s Degree Credits
General Education Credits 32
Major and Core Credits 58
TOTAL AS DEGREE CREDITS 90*

See page 35 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 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 either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

** Track I includes an internship, which is 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 this program must successfully complete and pass a criminal background check.

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

CAREER OPPORTUNITIES:
• Paralegal
• Legal Assistant
• Legal Secretary
• Compliance Specialist

OBJECTIVE:
Graduates of this program know the principles of legal research and writing. They understand criminal, family, corporate, and real estate law. They can provide services in all areas of the legal system, such as courts, law firms, and government agencies, under the supervision of an attorney. Graduates value 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.

FOUNDATION COURSES
B080 Reading and Writing Strategies
B087 Practical Math

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course)
ENC 1101
Communication (Select 1 course)
Humanities (Select 2 courses)
Math/Natural Sciences (Select 2 courses)
Social Sciences (Required courses)
SYG 1000 Introduction to Sociology

MAJOR AND CORE COURSES
LOWER DIVISION
CGS 1240 Computer Applications and Business Systems Concepts 3
CJL 1381 Criminal Law and Procedures: Crime and the Courtroom 4
E242 Career Development 4
PLA 1013 Introduction to Law and the Legal System 4
PLA 1203 Civil Litigation and Procedure I 4
PLA 1223 Civil Litigation and Procedure II 4
PLA 1310 Paralegal Ethics 4
PLA 1573 Contracts: Managing Legal Relationships 4
PLA 2204 Law Office Technology: Cyberspace and the Paralegal Profession 4
PLA 2320 Legal Research 4
PLA 2330 Legal Writing 4
PLA 2435 Corporate Law 4
PLA 2587 Torts: Auto Accidents and Other Legal Injuries 4
PLA 2610 Real Estate Law 4
PLA 2800 Family Law 4

Chose either Track I or Track II
Track I
PLA 2940 Paralegal Internship 5
Track II
PLA 2816 Paralegal Capstone 5

Total Associate's Degree Credits 94*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

PARALEGAL CERTIFICATE

CAREER OPPORTUNITIES:
• Paralegal
• Legal Assistant
• Legal Secretary
• Compliance Officer

OBJECTIVE:
Graduates of this program know the principles of legal research and writing. They understand criminal, family, corporate, and real estate law. They can provide services in all areas of the legal system, such as courts, law firms, and government agencies, under the supervision of an attorney. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities.

FOUNDATION COURSES
B080 Reading and Writing Strategies
B087 Practical Math

GENERAL EDUCATION COURSES
LOWER DIVISION
English Composition (Required course)
ENC 1101
Communication (Select 1 course)
Humanities (Select 2 courses)
Math/Natural Sciences (Select 1 course)

MAJOR AND CORE COURSES
LOWER DIVISION
PLA 1013 Introduction to Law and the Legal System 4
PLA 1203 Civil Litigation and Procedure I 4
PLA 1223 Civil Litigation and Procedure II 4
PLA 1310 Paralegal Ethics 4
PLA 1573 Contracts: Managing Legal Relationships 4
PLA 2204 Law Office Technology: Cyberspace and the Paralegal Profession 4
PLA 2320 Legal Research 4
PLA 2330 Legal Writing 4
PLA 2587 Torts: Auto Accidents and Other Legal Injuries 4
PLA 2800 Family Law 4

Electives (choose 1 course, for 4 credits)
PLA 2435 Corporate Law 4
PLA 2610 Real Estate Law 4

Chose either Track I or Track II
Track I
PLA 2940 Paralegal Internship 5
Track II
PLA 2816 Paralegal Capstone 5

Total Certificate Credits 61*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

* Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam 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.

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

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 (CLACP) examination. In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
SCHOOL OF NURSING

RN TO BSN PROGRAM/NURSING BS DEGREE
ONLINE ONLY

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.

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

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 4
NUR 3655 Transcultural Nursing 4
NUR 3816 Dimensions of Professional Nursing 4
NUR 4165 Nursing Research 4
NUR 4529 Public Health and Community Nursing 4
NUR 4773 Leadership and Management in Nursing 4
NUR 4870 Nursing Informatics 4
NUR 4909 Nursing Capstone 4

Total Bachelor’s Degree Credits
Upper Division General Education Credits 24
Upper Division Major and Core Credits 44

TOTAL BS DEGREE CREDITS 181*

SEE PAGE 35 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 a seminar course. Students must complete the 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 either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.

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

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.

rasmussen.edu
CAREER OPPORTUNITIES IN:
- Hospitals
- Clinics
- Rehabilitation Centers
- Long-Term Care Facilities

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

PROFESSIONAL NURSING AS DEGREE

GENERAL EDUCATION COURSES

LOWER DIVISION
English Composition (Required course) 4
ENC 1101 English Composition Communication (Select 1 course) 4
Humanities (Select 2 courses) 8
Mathematics (Required course) 4
MAT 1031 College Algebra
Natural Sciences (Required courses) 19
BSC 2020C Introduction to Human Biology
BSC 2087C Human Anatomy and Physiology I
BSC 2089C Human Anatomy and Physiology II
MCB 2010C Introduction to Microbiology
Social Sciences (Required courses) 8
DEP 2004 Human Growth and Development
PSY 1012 General Psychology

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 2034C Fundamentals of Professional Nursing 6
NUR 2103C Comprehensive Pharmacology 6
NUR 2239C Professional Nursing I 6
NUR 2371C Mental Health Nursing 4
NUR 2413C Professional Nursing II 6
NUR 2558C Maternal Child Health Nursing 4
NUR 2601C Professional Nursing III 6
NUR 2734C Role, Scope, Quality, and Leadership in Professional Nursing 4
NUR 2944 Professional Nursing Capstone 2
Total Associate’s Degree Credits 47

Major and Core Credits 56

TOTAL AS DEGREE CREDITS 103

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

MOBILITY BRIDGE ENTRANCE OPTION

Students who have successfully completed a practical nursing program and hold a current practical nursing license will receive credit for NUR 1172 Nutritional Principles in Nursing (4 credits) and NUR 2034C Fundamentals of Professional Nursing (6 credits) in the Professional Nursing AS Degree program. 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 ENC 1101 English Composition, MAT 1031 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.
CAREER OPPORTUNITIES IN:
• Hospitals
• Clinics
• Long-Term Care Facilities
• Assisted Living Centers
• 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

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
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<tbody>
<tr>
<td>English Composition (Required course)</td>
<td>4</td>
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<tr>
<td>ENC 1101 English Composition</td>
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<tr>
<td>Communication (Select 1 course)</td>
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<tr>
<td>Math/ Natural Sciences (Required courses)</td>
<td>8</td>
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<tr>
<td>MAT 1031 College Algebra</td>
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<td>PHA 1500 Structure and Function of the Human Body</td>
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<thead>
<tr>
<th>MAJOR AND CORE COURSES</th>
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<tbody>
<tr>
<td>NUR 1172 Nutritional Principles in Nursing</td>
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<tr>
<td>PRN 1060C Fundamental of Practical Nursing</td>
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<td>PRN 1086 Introduction to Practical Nursing</td>
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<tr>
<td>PRN 1147C Practical Nursing I</td>
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<tr>
<td>PRN 1232C Basic Pharmacology</td>
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<tr>
<td>PRN 1486 Gerontologic Nursing</td>
<td>3</td>
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<td>PRN 1532C Practical Nursing II</td>
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<td>PRN 1673C Psychosocial Nursing</td>
<td>4</td>
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<tr>
<td>PRN 1748C Practical Nursing III</td>
<td>6</td>
</tr>
<tr>
<td>PRN 1808C Family Nursing</td>
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<tr>
<td>PRN 1971 Practical Nursing Capstone</td>
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</tbody>
</table>

Total Diploma Credits: 16
Major and Core Credits: 46

TOTAL DIPLOMA CREDITS: 62

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

This program is offered at the Fort Myers, Land O’Lakes, Ocala School of Nursing, and Tampa/Brandon campuses.

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

To graduate in this program, students must complete all required 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.
### 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**

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

**LOWER DIVISION**

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<th>Course Code</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition (Required course)</td>
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<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
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**MAJOR AND CORE COURSES**

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<td>CGS 1240</td>
<td>Computer Applications and Business Systems Concepts</td>
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<td>CGS 1545</td>
<td>Relational Databases</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1820C</td>
<td>Introduction to HTML</td>
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<td>CIS 1308</td>
<td>Logic and Troubleshooting</td>
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<td>COM 1007</td>
<td>Professional Communication</td>
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<td>COP 1125</td>
<td>Programming Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>COP 1176</td>
<td>Introduction to Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>COP 1801</td>
<td>JavaScript</td>
<td>3</td>
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<tr>
<td>COP 2004</td>
<td>PERL/CGI</td>
<td>3</td>
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<td>COP 2250</td>
<td>Java I</td>
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<td>COP 2323</td>
<td>Object-Oriented Programming</td>
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<tr>
<td>COP 2333</td>
<td>Advanced Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>COP 2842</td>
<td>PHP/MySQL</td>
<td>3</td>
</tr>
<tr>
<td>COP 2890</td>
<td>Web Programming Capstone</td>
<td>2</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>4</td>
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<tr>
<td>GRA 1722C</td>
<td>Introduction to Web Design Software</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2062</td>
<td>Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>MNA 1161</td>
<td>Customer Service</td>
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</table>

**Total Diploma Credits**

- General Education Credits: 8
- Major and Core Credits: 60

**TOTAL DIPLOMA CREDITS**: 68*

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

### ASSOCIATE’S DEGREE

**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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>Communication (Select 1 course)</td>
<td>4</td>
<td></td>
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<tr>
<td>Humanities (Select 2 courses)</td>
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<td></td>
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<tr>
<td>Math/Natural Sciences (Select 1 course)</td>
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</tr>
<tr>
<td>Social Sciences (Select 2 courses)</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

**Total Associate’s Degree Credits**

- General Education Credits: 32
- Major and Core Credits: 60

**TOTAL AS DEGREE CREDITS**: 92*

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

### SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

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

---

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SOFTWARE APPLICATION DEVELOPMENT • CERTIFICATE • AS DEGREE
COMPUTER SCIENCE BS 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 1224 Programming Fundamentals 3
COP 1224 Programming I 4
COP 2224 Programming II 4
COP 2250 Java I 3
COP 2532 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 Freshman Seminar as part of Certificate course requirements during the quarter in which they are scheduled for 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

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

LOWER DIVISION
General Education Credits 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 45

General Education Credits 46

TOTAL AS DEGREE CREDITS 91

SEE PAGE 35 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 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

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 BS DEGREE CREDITS  180

SEE PAGE 35 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 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 • AS DEGREE • BS DEGREE
INFORMATION SECURITY BS DEGREE

INFORMATION TECHNOLOGY MANAGEMENT DIPLOMAS

CAREER OPPORTUNITIES:
• Deskside 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 lifelong 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
Math/Natural Sciences (Required Course)  4
MAT 1031  College Algebra  4

MAJOR AND CORE COURSES
LOWER DIVISION
CET 2660C  Networking Security  3
CGS 1240  Computer Applications and Business Systems Concepts  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 244C  Introduction to Networks  3
COM 1007  Professional Communication  4
COP 1129  Programming Fundamentals  3
CTS 2383C  Microsoft Windows Server  3
E242  Career Development  2
GEB 1011  Introduction to Business  4
MNA 1161  Customer Service  4

Choose One Track:
Computer Information Technology Track**
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 Track**
CGS 1820C  Introduction to HTML  3
CTS 1300C  Microsoft Windows Workstation  3
CIS 1317C  Helpdesk Support  3
CTS 2321  Linux Administration  3
CTS 2633C  Microsoft Access  3

Network Administration Track
CET 2522C  Cisco Network Routing and Switching  3
CTS 2321  Linux Administration  3
CTS 2323  Linux Administration  3
CTS 2323  Linux Administration  3
CTS 2323  Linux Administration  3

Network Security Track
CET 2522C  Cisco Network Routing and Switching  3
CIS 2293C  Mobile and Mac OS Security  3
CIS 2315C  Fundamentals of Ethical Hacking  3
CTS 2522C  Microsoft Windows Workstation  3
CTS 2321  Linux Administration  3
CTS 2811C  SQL Server Administration  3

Total Diploma Credits
General Education Credits  8
Major and Core Credits  44
Track Credits  15
TOTAL DIPLOMA CREDITS  67*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

INFORMATION TECHNOLOGY MANAGEMENT AS

CAREER OPPORTUNITIES:
• Deskside 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 lifelong 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 (Select 1 additional course, other than College Algebra)  4
Social Sciences (Select 2 courses)  8

Total Associate's Degree Credits
General Education Credits  32
Major and Core Credits  59
TOTAL AS DEGREE CREDITS  91*

SEE PAGE 35 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 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 either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam 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 4382 – Linux Security Strategies and must complete CET 2522C prior to taking CIS 3140C Advanced Cisco Network Security – CCNA.
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 4
- CIS 4005C IT Operations Management 4
- CIS 4189C Risk Management and Business Continuity 4
- CIS 4264C Storage Management 3
- CIS 4371C 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
- CNT 4437 Service Management 4
- CNT 4520 Systems Monitoring 4
- ISM 3015 Management of Information Systems 4
- ISM 3812 Project Management for IT 3
- MAN 4240 Organizational Behavior Analysis 4

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

**TOTAL BS DEGREE CREDITS** 181*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

Graduation Requirements
- Students in Information Technology Management, Information Security, and Game and Simulation Programs must sit for designated, mandatory industry certifications and, if official scores must be submitted as a condition of graduation. The College will pay for students to sit for the mandatory certification, as well as up to two additional recommended certifications. Payments will be made only once per certification. Students are responsible for paying for any additional attempts.

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 3140C Advanced Cisco Network Security – CCNA 4
- CIS 3209C SSCP Certification Preparation 4
- CIS 3257 Legal and Security Issues 4
- CIS 3375 Wireless, Mobile, and Cloud Security 3
- CIS 3664 Security Strategies for Web Apps and Social Networking 3
- CIS 4039 Auditing Information Technology Infrastructure 4
- CIS 4137 Access Controls, Authentication, and PKI 4
- CIS 4189C Risk Management and Business Continuity 4
- CIS 4215 Windows Security Strategies 4
- CIS 4352 Linux Security Strategies 4
- CIS 4362C Network Security and Cryptography 3
- CIS 4385C Computer Forensics 3
- CIS 4456 Hacker Techniques, Tools, and Applications 4
- CIS 4581 ISS Capstone 3
- CNT 3126 Advanced Networking 4
- CNT 3777 Virtualization 4
- CNT 3849C Scripting - Shell Scripting / Python / Perl 4
- CNT 4016 Cloud Computing 4

Total Bachelor’s Degree Credits 32
- Upper Level General Education Credits 24
- Lower Level Major and Core Credits 59
- Upper Level Major and Core Credits 67

**TOTAL BS DEGREE CREDITS** 182*

SEE PAGE 35 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

Graduation Requirements
- Students in Information Technology Management, Information Security, and Game and Simulation Programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will pay for students to sit for the mandatory certification, as well as up to two additional recommended certifications. Payments will be made only once per certification. Students are responsible for paying for any additional attempts.
## Career Opportunities:
- Game Programmer
- Simulations Programmer
- Video Game Asset Manager
- Interactive Media Technical Director
- Video Game Level Designer

## Objective:
Graduates of this program understand and can apply the technical concepts and knowledge needed to develop games and simulation projects from concept to 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.

## Foundation Courses
- **B080** Reading and Writing Strategies  
- **B087** Practical Math

## General Education Courses

### Lower Division
- **ENC 1101** English Composition (Required course)  
- **MAC 1106** Advanced Algebra* (5 credits)

### Upper Division
- **Communication (Select 1 course)**
- **Humanities (Select 2 courses)**

## Courses

### Lower Division
- **CEN 1400** Mobile Application Development
- **CGS 1240** Computer Applications and Business Systems Concepts
- **COP 1125** Programming Fundamentals
- **COP 1224** Programming I
- **COP 2224** Programming II
- **COP 2323** Object-Oriented Programming
- **COP 2535** Data Structures
- **DIG 111B** Fundamentals of Game Development I
- **DIG 207C** Human-Computer Interaction and Interface Design
- **DIG 217C** Fundamentals of Game Development II
- **DIG 2282C** Physics for Game and Simulation Production
- **DIG 2326C** Web Application Development
- **DIG 2409C** C#
- **DIG 2563** Interactive Storytelling
- **E170** Introduction to Undergraduate Research
- **E242** Career Development
- **MTB 1381** Math for Game and Simulation Production I
- **MTB 2381** Math for Game and Simulation Production II
- **MTB 2563** Mobile Game Development
- **DIG 2446C** Simulation Production Project II
- **DIG 4291C** Software Engineering for Game and Simulation Production
- **DIG 3117C** Principles of Computer Graphics
- **DIG 317A** Fundamentals of Game Development I
- **DIG 3213** Quality Assurance in Game and Simulation Production
- **DIG 3349C** Game Engines and Integrated Game Development Environments
- **DIG 4073C** Networking and Multiplayer Game Development
- **DIG 4188C** Asset Development I
- **DIG 4291C** Asset Development II
- **DIG 4310C** Simulation Production Project I
- **DIG 4446C** Simulation Production Project II
- **DIG 4500C** Game Production Project I
- **DIG 4602C** Game Production Project II
- **E242** Career Development
- **MTB 1381** Math for Game and Simulation Production I
- **MTB 2381** Math for Game and Simulation Production II
- **MTB 2581** Mobile Game Development

### Upper Division
- **CAP 4620** Artificial Intelligence
- **CEN 4090** Software Engineering for Game and Simulation Production
- **CEN 4190** Engineering Virtual Worlds
- **DIG 3088C** Principles of Computer Graphics
- **DIG 3117C** Principles of Shader Programming
- **DIG 3245C** Quality Assurance in Game and Simulation Production
- **DIG 3349C** Game Engines and Integrated Game Development Environments
- **DIG 3438C** Mobile Game Development
- **DIG 3457** Portfolio, Package and Publish
- **DIG 4073C** Networking and Multiplayer Game Development
- **DIG 4188C** Asset Development I
- **DIG 4291C** Asset Development II
- **DIG 4310C** Simulation Production Project I
- **DIG 4446C** Simulation Production Project II
- **DIG 4500C** Game Production Project I
- **DIG 4602C** Game Production Project II
- **Total Bachelor's Degree Credits**
- **Lower Division General Education Credits**  
- **Upper Division General Education Credits**
- **Lower Division Major and Core Credits**
- **Upper Division Major and Core Credits**

### Total BS Degree Credits

**181**

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

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.

Graduation Requirements

Students in Information Technology, Information Security, and Game and Simulation Programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will pay for students to sit for the mandatory certification, as well as up to two additional recommended certifications. Payments will be made only once per certification. Students are responsible for paying for any additional attempts.
GENERAL EDUCATION COURSE SELECTIONS

ALL BS AND AS DEGREE PROGRAMS

(Except Computer Science BS, Software Application Development AS, and Professional Nursing AS Program)

LOWER DIVISION

English Composition
ENC 1101 English Composition 4

Communication
COM 1002 Introduction to Communication 4
ENC 1121 English Composition 2 4
SPC 2017 Oral Communication 4

Humanities
ART 1204 Art Appreciation 4
CRW 2001 Creative Writing 4
FIL 2900 Film Appreciation 4
HUM 2023 Humanities 4
LIT 2000 Introduction to Literature 4
PHI 2103 Introduction to Critical Thinking 4
SPAN 271 Conversational Spanish 4

Math/Natural Sciences
AST 2002 Introduction to Astronomy 4
BSC 2020C Introduction to Human Biology 4
GLY 1000 Introduction to Geology 4
MAT 1031 College Algebra 4
MAT 1402 General Education Mathematics 4
PHA 1500 Structure and Function of the Human Body 4
SCE 1528 Scientific Literacy 4

Social Sciences
AMH 2030 United States History: 1900 to the Present 4
AMH 2070 Florida History 4
ECO 1000 Principles of Economics 4
ECO 2133 Microeconomics 4
ECO 2223 Macroeconomics 4
EVS 1000 Human Geography 4
POS 2020 American/U.S. National Government 4
PSY 1012 General Psychology 4
SSE 1495 Technology and Society 4
SSE 2003 Understanding Cultures 4
SYG 1000 Introduction to Sociology 4

UPPER DIVISION

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

Humanities
AMH 3304 Visions of America Since 1945 4
CPO 4003 Comparative Politics 4
REL 3131 American Religious History 4
SYO 4180 Work and Family 4

Social Sciences
AMH 3304 Visions of America Since 1945 4
CPO 4003 Comparative Politics 4
REL 3131 American Religious History 4
SYO 4180 Work and Family 4

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, 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, Mathematics, Natural Sciences, and Social Sciences. AS degree candidates in the Software Application Development program must successfully complete forty-five (45) credits of general education coursework distributed across the same categories.

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

NURSING PROGRAMS

English Composition
ENC 1101 English Composition 4

Communication
COM 1002 Communication 4
SPC 2017 Oral Communication 4

Humanities
ART 1204 Art Appreciation 4
CRW 2001 Creative Writing 4
FIL 2900 Film Appreciation 4
HUM 2023 Humanities 4
LIT 2000 Introduction to Literature 4
PHI 2103 Introduction to Critical Thinking 4
SPAN 271 Conversational Spanish 4

Math/Natural Sciences
BSC 2020C Introduction to Human Biology 4
BSC 2087C Human Anatomy and Physiology I 5
BSC 2089C Human Anatomy and Physiology II 5
MAT 1031 College Algebra 4
MCB 2010C Introduction to Microbiology 4
PHA 1500 Structure and Function of the Human Body 4

Social Sciences
DEP 2004 Human Growth and Development 4
PSY 1012 General Psychology 4

See specific course requirements on program pages.

GENERAL EDUCATION PHILOSOPHY

The purpose of general education is to promote breadth of knowledge and intellectual inquiry as a central component of a program of study. Through the development of their general skills, students are expected to refine their communication and critical thinking abilities, apply these concepts to their chosen areas of programmatic study, and interact responsibly and constructively with others in a rapidly changing world.

General education concepts and skills are integrated across the curriculum in a number of programmatic courses to prepare students to:
1. Effectively communicate, either orally or in writing, in the workplace, in the community, and interpersonally.
2. Analyze, evaluate, and solve problems that arise in employment and in life.
3. Locate, evaluate, and effectively use information from a variety of sources, print and electronic, meeting common standards for intellectual and academic integrity.
4. Recognize and value the diverse needs and perspectives of individuals.
5. In addition to these cross-curricular general education concepts and skills, the general education coursework that is part of degree and diploma programs is organized into categories, each of which emphasizes a set of general knowledge and content areas.
6. In the areas of English Composition and Communication, students will demonstrate understanding of basic rhetorical strategies including audience, purpose, thesis statements, effective organization, and/or the use of adequate and relevant evidence.
7. In the area of Humanities, students will demonstrate understanding of different forms of art; the difference between creative and critical thinking; the elements associated with various art forms; and/or the function of creative production and expression in society.
8. In the area of Math and Natural Sciences, students will demonstrate understanding of the notation and terminology used in mathematics; the effect that such calculations accomplish; the difference between the valid and invalid use of data and statistics; the fundamental scientific processes, theories, facts, concepts, and principles; the difference between facts and opinions; and/or the steps of the scientific method.
9. In the area of Social Sciences, students will demonstrate understanding of the major concepts, issues, ideas and models in social sciences; 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.
 COURSE DESCRIPTIONS

Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 28 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and advisors can use the Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is available at the SCNS website at scns.fldoe.org.

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

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

Example of Course Identifier

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Level Code</th>
<th>Century Digit</th>
<th>Decade Digit</th>
<th>Unit Digit</th>
<th>Lab Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC</td>
<td>Lower (Freshman)</td>
<td>Composition</td>
<td>Freshman Composition</td>
<td>Freshman Composition Skills</td>
<td>No Laboratory component in this course</td>
</tr>
<tr>
<td></td>
<td>Level at this institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Course Prefix

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

Authority for Acceptance of Equivalent Courses

Section 1007.24(1), Florida Statutes, states: Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses in which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

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

A. Courses not offered by the receiving institution.
B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
C. Courses in the 900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Practica, Study Abroad, Thesis and Dissertations.

D. College preparatory and vocational preparatory courses.
E. Graduate courses.
F. Internships, practica, clinical experiences and study-abroad courses with numbers other than those ranging from 300-999.
G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice are not guaranteed to be transferable.

Questions about the Statewide Course Numbering System and appeals regarding course-transfer decisions should be directed to the Campus Director or the Florida Department of Education, Tallahassee, Florida 32399.

Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427, SunCom 205-0427, or via the Internet at scns.fldoe.org.

Courses at Nonregionally Accredited Institutions

The Statewide Course Numbering System 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 Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Matthew J. Keelan, Assistant Administrator, Statewide Course Numbering System, Office of Articulation, Florida Department of Education 850-245-9549 matthew.keelan@fldoe.org or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, FL 32399. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at 850-245-0427 or 205-0427 or via the Internet at scns.fldoe.org.

Rasmussen College Course Numbering System

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

IMT 151 Introduction to Medical Theories and Techniques

The first three characters of the code are an alphabetic acronym representing the title of the course. In the example, “IMT” represents “Introduction to Medical Theories and Techniques.”

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

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

*2* designates courses generally offered during the student’s second year of study.

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

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

*1* represents Business courses.

*2* represents Accounting courses.

*3* represents Computer Science courses.

*4* represents Management courses.

*5* represents Medical courses.

*6* (not currently used)

*7* represents General Education courses.

*8* (not currently used)

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

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

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

*2*, *3*, etc. indicates additional courses within a series or group of courses, but does not necessarily imply a sequence within the series or group.

That is, these courses may or may not require a prerequisite.

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

E170 Introduction to Undergraduate Research / E242 Career Development

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

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

An instructor is normally present in the laboratory setting, but for coaching and clarification rather than for presentation of new material. Two hours of laboratory have the credit equivalency of one hour of lecture. Internship (also externship or practicum) is program-related work experience with indirect instructor supervision and employer assessment, usually coupled with lecture sessions in which the workplace experience is discussed. Three hours of internship have the credit equivalency of one hour of lecture. To attain 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 Dean or Campus Director.

College Experience Course, 0 credits

The College Experience Course is an instructor led, objective qualification tool to help quantify the commitment of potential students through a one week simulation of the college experience at Rasmussen College. This course must be passed with a score of 80/100 in order to proceed with enrollment. This course is designed 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
**AGC 1022 Financial Accounting I** 40 hours, 4 credits

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

Prerequisite: none

**AGC 1033 Financial Accounting II** 40 hours, 4 credits

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

Prerequisite: Financial Accounting I

**AGC 2062C Computer Focused Principles** 40 hours, 3 credits

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

Prerequisite: Financial Accounting I

**AGC 2680 Financial Investigation** 40 hours, 4 credits

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

Prerequisite: Financial Accounting II

**AGC 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

Co-requisite: Sophomore Seminar

**AGC 3080 Managerial Accounting Theory and Practice** 40 hours, 4 credits

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

Prerequisite: Financial Accounting II

**AGC 3085 Advanced Auditing Concepts and Standards** 40 hours, 4 credits

This course provides a study of auditing standards and procedures and an integration of professional ethics within the accounting discipline. Emphasis is placed on analytical thinking, evaluation of business risks, and internal control practices and a thorough study of Sarbanes Oxley and other relevant laws and regulations as they relate to publicly traded companies.

Prerequisite: Financial Accounting II

**AGC 3110 Intermediate Financial Reporting I** 40 hours, 4 credits

This course covers a review of accounting theory, its conceptual framework, and how to understand and analyze financial reports, including income statements, the statement of cash flows, and the balance sheet.

Prerequisite: Financial Accounting II

**AGC 4022 CPA Exam Preparation** 40 hours, 2 credits

The CPA exam preparation course provides students with a comprehensive review of topics tested on the CPA examination. Students learn through lecture as well as problem solving. Prerequisite: This is the last course students take in the program.

**AGC 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 I

**AGC 4250 International Accounting** 40 hours, 4 credits

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

Prerequisite: Advanced Financial Accounting

**AGC 4303 Advanced Auditing II** 40 hours, 4 credits

This course provides a review of accounting objectives and their relation to business, as well as a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control.

Prerequisite: none

**AGC 3357 Accounting for Business Managers** 40 hours, 4 credits

This course provides a review of accounting objectives and their relation to business, as well as a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control.

Prerequisite: none

**AGC 3501 Governmental and Not-for-Profit Accounting** 40 hours, 4 credits

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

Prerequisite: Financial Accounting II

**AGC 4010 Cost Accounting Principles and Applications** 40 hours, 4 credits

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

Prerequisite: Financial Accounting II

**AGC 4020 Advanced Financial Accounting** 40 hours, 4 credits

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

Prerequisite: Intermediate Financial Reporting II

**AGC 4070 Managerial Accounting** 40 hours, 2 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 I

**AGC 4300 Financial Accounting** 40 hours, 4 credits

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

Prerequisite: Intended for student’s last quarter

**AMH 2030 United States History: 1860 to the Present** 40 hours, 4 credits

This course provides an overview of the history of the United States during the 20th century up until the present day. The political, social, and economic aspects of this time will be explored amid a variety of human cultures, values, and perspectives within the United States.

Prerequisite: none

**AMH 2070 Florida History** 40 hours, 4 credits

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

Prerequisite: none

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

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

Prerequisite: none
ART 1204 Art Appreciation 40 hours, 4 credits

This course introduces students to a variety of texts by American minority authors from the mid-19th century to the present. The central focus of this course will be on literary responses to social marginalization based on race/ethnicity, gender, national origin, and sexuality/sexual orientation, ability, and other factors. Students will study these effects with an emphasis on a global perspective in relation to American fiction, poetry, and drama since 1865, students will analyze literary, aesthetic, and critical developments.

Prerequisites: English Composition
Introduction to Literature

ART 4680 Literature of American Minorities 40 hours, 4 credits

This course introduces students to a variety of texts by American minority authors from the mid-19th century to the present. The central focus of this course will be on literary responses to social marginalization based on race/ethnicity, gender, national origin, and sexuality/sexual orientation, ability, and other factors. Students will study these effects with an emphasis on a global perspective in relation to American fiction, poetry, and drama since 1865, students will analyze literary, aesthetic, and critical developments.

Prerequisites: English Composition
Introduction to Literature

APA 1500 Payroll Accounting 40 hours, 4 credits.

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

Prerequisite Financial Accounting I

ART 1309C Drawing Design and Art Theory 40 hours, 4 credits

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

Prerequisite: none

BMS 2208C Patient Care Skills II 70 hours, 5 credits

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

Prerequisite: Patient Care Skills I

BMS 2999C Patient Care Technician Externship and Capstone 100 hours, 4 credits

This course is designed to provide the student with supervised experience as a patient care technician in a healthcare setting. Students will apply proper health promotion and prevention skills and patient and provider safety techniques. Also included are legal principles, infection control, and behavior techniques. During the practical experience students will participate in a program capstone that is designed to assist students during their externship and prepare students for a certification exam.

Prerequisite: Patient Care Skills II

BSC 2020C Introduction to Human Biology 50 hours, 4 credits

Students will explore fundamental concepts of human biology. They will examine cell structure and function, normal body systems, and biotechnology. They will also learn basic concepts of genetics and evolution. Students will explore the relationships of human populations and the ecosystem.

Prerequisite: none
CCJ 1353 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 are theoretical explanations of what crime is, what causes crime, and the various techniques for measuring the amounts and types of behaviors that constitute 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 and interpretation, 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 the ethical questions arising 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 Classroom

CCJ 2170 Practical Psychology for the Criminal Justice Professional 40 hours, 4 credits

Students will examine how principles of psychology relate to the field of criminal justice. They will explore fundamental concepts from a criminal justice perspective, focusing on the real-world effects these principles produce on police 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 are emphasized. The development 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; Criminal Procedures; and 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 responses; the role of the police; when law enforcement responds; recognizing child abuse; recognizing elder abuse; associated crimes and stalking and domestic homicide.

Prerequisite: Introduction to Criminal Justice

CCJ 2930 Contemporary Issues in Criminal Justice Capstone 40 hours, 4 credits

The capstone class examines the future of the criminal justice system. The current cutting edge techniques for different fields within the criminal justice system is discussed along with insights from accomplished scholars of what the future holds for practice and philosophy that 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.

Prerequisite: Criminology: Motives for Criminal Deviance (except for students enrolled in the Cyber Security Program)

CCJ 3641 Organized Criminal Syndicates 40 hours, 4 credits

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

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

CCJ 3667 Victims in Criminal Justice 40 hours, 4 credits

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

Prerequisite: none

CCJ 3670 Women and Criminal Justice 40 hours, 4 credits

This course examines the role of women as offenders and victims in the criminal justice system. Students will learn about theories that differentiate women in the criminal justice system. Theories and research that have differentiated women in the criminal justice system will be explored. The student will become familiar with criminal and criminal-justice professionals will be examined and will be analyzed.

Prerequisite: Domestic Violence

CCJ 3678 Cultural Diversity and Justice 40 hours, 4 credits

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

Prerequisite: Ethics in Criminal Justice

CCJ 3700 Research Methods in Criminal Justice 40 hours, 4 credits

This course covers the basic steps of conducting research. Students will explore the nature of research and the research techniques specific to criminal justice. Students will become familiar with research methodology and the ethics involved in various research designs. To complete the course, students will design and include ten hours of field 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 practical tools typically used in criminal justice. They will apply statistical analysis using UCR and NVCS 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 should be in their last or second to last quarter

CCJ 4392 Criminal Justice Internship 250 hours, 9 credits

This course provides students with an opportunity to apply their learning through an internship experience involving participant observation in a criminal justice scenario. During the internship experience, students will concurrently participate in discussions, journaling, and related coursework to integrate their experiences.

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

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

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

Prerequisite: Ethics in Criminal Justice

CCJ 4542 Criminal Justice Seminar 50 hours, 5 credits

This course provides students with the opportunity to explore an area of criminal justice that is of specific interest to the student. Students will conduct a thorough review of their topic and present their work in the form of a final project.

Prerequisites: Statistics in Criminal Justice; Research Methods in Criminal Justice

CCJ 4603 Forensic Psychology 40 hours, 4 credits

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

Prerequisites: Criminal Behavior: Profiling Violent Offenders; General Psychology

CCJ 4672 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 motivations, techniques, victim’s rights, interaction techniques, media coverage of crimes, and grief.

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

CCJ 4690 Criminal Justice Internship 250 hours, 9 credits

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

Prerequisite: Introduction to Criminal Justice; students must be enrolled in the Cyber Security Program

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

Students will examine the special populations of offenders in the criminal justice system. The experience of women, minorities, the physically and mentally challenged, the elderly, and the socioeconomically depressed 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 form working initiatives in policing, courts, corrections, juvenile justice, and homeland security.

Prerequisite: Contemporary Issues in Criminal Justice Capstone

CDA 1202 Foundations of Software Design 40 hours, 3 credits

This course introduces students to fundamental aspects of programming as it is related to proper software design concepts. Students will gain an understanding of how computational techniques are applied in solving a variety of problems. Topics will include variables, procedural abstraction utilizing handlers, conditions, 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 is an introduction to the study of software control over the various hardware components of a computer’s architecture – the CPU, RAM, and system bus. Topics include development of C language programs with a pseudo-code foundation, CPU operation at the bus level, comparison of procedural languages to machine language, and the development of machine and assembly language programs using machine 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 run on multiple machines and require deliberately planned design approaches. Students will learn to build systems that are scalable, reliable, and secure when implemented within network infrastructures. Topics include object-oriented programming to networked web services, including database applications deployed on large-scale websites.

Prerequisite: Java I
CDA 4120 Simulation Analysis and 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. The operating system is responsible for managing the running processes as well as the sharing of system resources such as the processor, memory, and storage over network infrastructures. The course provides an in-depth exploration of the design and implementation of modern operating systems. Topics include the evolution of operating systems, scheduling, paging, input/output devices, virtual memory, files, synchronization, and security.
Prerequisite: Software Systems Principles

CS 1208C Fundamentals of Hardware and Software I 40 hours, 3 credits
This course introduces students to the installation, configuration, maintenance, and troubleshooting of end-user personal 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 direct hands-on projects to be performed in a physical or remote learning setting. This course helps prepare students to take both parts of the A+ certification exams. Each student will assemble a computer using their hands-on project.
Prerequisite: Logic and Troubleshooting

CEN 2810C Microsoft Exchange Server 40 hours, 3 credits
In this course students will learn how to create multi-user virtual worlds. Virtual worlds allow network-connected users to interact in real-time within shared two-dimensional and three-dimensional environments. Students will gain an understanding of how virtual worlds change the concept of “interface” to one of “location.” The course will explore several types of worlds, the technologies and methodologies for building worlds, and ways in which communities are hosted in local and remote configurations.
Prerequisite: Programming II

CEN 4190 Engineering Virtual Worlds 50 hours, 4 credits
In this course, students will learn how to create multi-user virtual worlds. Virtual worlds allow network-connected users to interact in real-time within shared two-dimensional and three-dimensional environments. Students will gain an understanding of how virtual worlds change the concept of “interface” to one of “location.” The course will explore several types of worlds, the technologies and methodologies for building worlds, and ways in which communities are hosted in local and remote configurations.
Prerequisite: Programming II

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

CET 2606C 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, wired and wireless transfer, and wireless data. They will understand the concepts of physical security and disaster recovery. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, this course helps prepare students to take the CompTIA Security+ exam.
Prerequisite: Introduction to Networks

CET 27810C Microsoft Exchange Server 40 hours, 3 credits
In this course students will learn a wide range of Exchange Server from installation, configuration, administration, troubleshooting, and maintenance. It introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course uses a multitude of real world examples of networking and messaging issues. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.
Prerequisite: Windows Active Directory

CGS 1110 Operating Systems Fundamentals 60 hours, 4 credits
Students are introduced to the principles of various types of microcomputer operating systems. Topics include system resources, memory management, processor management, user interface and operating system functions especially as related to database and resource management. Emphasis is placed on how the user, hardware, and software interface with the operating system.
Prerequisite: none

CGS 1175C Fundamentals of Hardware and Software II 40 hours, 3 credits
This course is a continuation of Fundamentals of Hardware and Software I, which prepares students for the CompTIA A+ 901 exam. This course will prepare students for the CompTIA A+ 220-802 exam, focusing on operating systems, security, networking, and troubleshooting. Using the Windows operating system, students will learn how to set up networking, printers, tablets, file sharing, and troubleshoot problems related to the same. Operating system security and methods to prevent intrusion will be discussed. Concepts of virtualization, desktop imaging, and deployment will be introduced.
Prerequisite: Fundamentals of Hardware and Software I

CGS 1208C Fundamentals of Hardware and Software I 40 hours, 3 credits
This course provides 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 student's ability to form reasonable hypotheses for solving problems of a technical nature.
Prerequisite: CGS 1175C

CSG 1317C Helpdesk Support 50 hours, 3 credits
This course covers material used by helpdesk engineers to troubleshoot and solve user problems. Dealing with users identifying the problem, and fixing the problem will be discussed. Software concerning trouble tickets and tracking progress will be discussed.
Prerequisite: Professional Communication

RASMUSSEN COLLEGE FLORIDA
CIS 1428C 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 to integrate a Mac client into a Windows network and connect a Mac Client to services such as Active Directory and Microsoft Exchange. Also covered is 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 like variables, decisions, loops, arguments, and functions. Students will create Microsoft Windows-based scripts using technologies such as VBScript, 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 examine 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 to network security. Students will gain insight into the hacking mindset as well as the methodology 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 student 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 rapidly deploy applications and operating environments. Students will utilize various methods of application deployment through creating automated installs and application and operating system 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 3291 Information Technology Capstone 20 hours, 3 credits

This course summarizes key learning throughout the student’s program. Students apply what they’ve learned by solving a real-world 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 the student’s program.

CIS 3055 Principles of Network Security 40 hours, 3 credits

This course brings to light the concepts needed for network security 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 strategies 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 entry-level CCNA certification. The CCNA 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 countermeasures in the information systems environment. Topics include definition of terms, concepts, elements, and goals incorporating industry standards and practices with a focus on availability, vulnerability, integrity, and confidentiality aspects of information systems.
Prerequisite: CIS 3099C 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 be competent in access control, cryptography, malicious code activity, monitoring, analysis and 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, 3 credits

This course addresses the broad topic of risk management and how risk, threats, and vulnerabilities impact information systems. Areas of study include identifying and evaluating 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 overlooked, leaving many systems vulnerable to attacks. This course will cover techniques necessary to ensure operational integrity and proper 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. It is directed 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 solicitation, deployment strategies, bug reporting 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 spam integration, 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 ways 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 risk associated with web applications and social networking.
Prerequisite: none

CIS 4005C IT Operations Management 40 hours, 4 credits

The purpose of the 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 also cover how to properly 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.
Prerequisite: Project Management for IT, IT Security for Managers

CIS 4010 Senior Computer Science Capstone 30 hours, 3 credits

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

CIS 4039 Auditing Information Technology Infrastructure 40 hours, 4 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 information systems security (ISS).
Prerequisite: none

CIS 4137 Access Controls, Authorization, and PKI 40 hours, 4 credits

This course introduces the concept of access control to information systems and applications. Access, authentication, and accounting for end-users and system administrators 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, 4 credits

This course covers how to properly analyze risks within an IT department. Topics covered are Disaster Recovery Planning, Business Continuity Planning, and how to create Risk Analysis documents for all applications assessing their long-term viability and backup solutions. Students will also perform business impact analysis to analyze key areas that are most vulnerable when a risk-based situation has occurred. Students will develop a disaster recovery plan and learn how to process and implement each phase of the plan they have developed.
Prerequisite: IT Operations Management; Storage Management

CIS 4215 Windows Security Strategies 40 hours, 3 credits

This course discusses security implementations for various Windows platforms and applications. Areas of study include identifying and examining security controls including tokens, biometrics, and available for various Windows platforms and applications.
Prerequisite: none

CIS 4264C Storage Management 40 hours, 3 credits

The goal of the 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 backup libraries, create data backups and creating a backup rotation policy.
Prerequisite: Advanced Networking; Infrastructure Hardware; Cloud Computing

CIS 4352 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 security methods of securing Linux platforms and applications and implementing those methods.
Prerequisite: Linux Administration

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

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

CIS 4383C Computer Forensics 40 hours, 3 credits
This course examines computer literacy and criminal investigation legal issues regarding seizure and chain of custody, and technical issues in acquiring computer evidence. Popular file systems are examined. Reporting issues in the legal system are discussed.
Prerequisite: Computer Applications and Business Systems Concepts

CIS 4456B Human Techniques, Tools, and Applications 40 hours, 3 credits
This course is an introduction to hacking tools and incident handling. Areas of instruction include various tools and vulnerabilities of operating systems, software, and networks used by hackers to access unauthorized information. This course also addresses various incident handling methods used when security information is compromised.
Prerequisite: none

CIS 4581I ISS Capstone 40 hours, 3 credits
This course is an examination of current issues. The course includes an overview of the legal considerations that are involved in operating systems, software, and networks. The course also addresses the various incident handling methods used when security information is compromised.
Prerequisite: none

CJ C 2300 Legal Principles in Corrections 40 hours, 3 credits
Prerequisite: CJC 3415 Diversion and Rehabilitation
This course will introduce to the student the legal principles governing the correctional system. They will explore the various tools and vulnerabilities of operating systems, software, and networks used by hackers to access unauthorized information. This course will also address various incident handling methods used when security information is compromised.
Prerequisite: Criminal Justice

CJE 2172 Juvenile Justice: Delinquency, Dependency, and Diversion 40 hours, 4 credits
An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and family court in identifying and responding to symptoms of criminal behavior and the juvenile justice system. They will discuss the various tools and vulnerabilities of operating systems, software, and networks used by hackers to access unauthorized information. This course will also address various incident handling methods used when security information is compromised.
Prerequisite: Introduction to Criminal Justice

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

CJE 2702 Practical Psychology for Law Enforcement 40 hours, 4 credits
Students will learn how principles of psychology relate to law enforcement work. They will explore fundamental concepts from psychology, 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 psychological and physiological effects of stress, trauma, and occupational experiences unique to the profession.
Prerequisite: Policing in America

CJE 3510 Criminal Investigations 40 hours, 4 credits
Students will learn how to conduct full criminal investigations. They will examine various techniques, methods, and processes for interviewing and interrogating criminal 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 system. They will review historical events in criminalistics, and analyze problems in forensic science in order to formulate recommendations for change. They will also explore best practices and the future of forensic science.
Prerequisite: Constitutional Law

CJE 4176 Crimes Against 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, media, crime prevention, and crime displacement will be explored. The course will examine persons and conditions associated with high rates of victimization.
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. The course will introduce the student to the theories and principles of criminal justice. Students will also explore the role of evidence in the justice system, and will examine the legal principles that regulate the use of evidence.
Prerequisites: 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 crimes, and evidence. 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 or Introduction to Law and the Legal System

CJL 1747 Applied Criminal Procedures 40 hours, 4 credits
This course examines 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. The course will examine the Bill of the Rights and its applicability to the criminal justice process.
Prerequisite: Introduction to Criminal Law

CJL 3133 Criminal Evidence 40 hours, 4 credits
This course will familiarize students with the fundamentals of criminal evidence as it pertains to the legal presentation of evidence in criminal trials, and with the role of legal counsel. Constitutional issues involving evidence are examined. Different varieties of evidence, from hearsay to physical evidence, are examined. Trial procedures such as expert-witness testimony, police testimony, and testimonial privileges are analyzed.
Prerequisite: Criminal Law and Procedures: Crime and the Courtroom (except for students enrolled in the Cyber Security Program)

CJL 3279 Constitutional Law 40 hours, 4 credits
This course challenges students to examine the complexities of the Bill of Rights and the application of those rights to the criminal justice system. The analysis of case studies will allow students to apply criminal law and procedures to the fieldwork examination of criminal justice issues.
Prerequisite: Criminal Law and Procedures: Crime and the Courtroom (except for students enrolled in the Cyber Security Program)

CNT 100C Networking Fundamentals 40 hours, 3 credits
This course has been designed to teach the foundations of networking. The course covers Local Area Networks and Wide Area Networks on how communications is accomplished in those environments. Students will learn the different protocols used in networking. The course will cover the designing networks both cabled and wireless. Students will learn basic troubleshooting of a network and how to maintain it. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting. Further, this course helps prepare students to take the CompTIA Network+ certification exam.
Prerequisites: Fundamentals of PC Hardware and Software

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COURSE DESCRIPTIONS

CNT 124AC Introduction to Networks
40 hours, 4 credits
This course introduces the foundation to understanding computer networks, including structure and function, components, and management of Local Area Networks (LAN), Wide Area Networks (WAN), and the Internet. Students will learn the fundamentals of Ethernet concepts like MAC addresses, 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, CCENT 200-101, continuing in the 2012 Cisco Routing and Switching course.
Prerequisites: Fundamentals of Hardware and Software I

CNT 3003 Advanced Network Security
50 hours, 4 credits
This course provides a detailed examination of concepts and principles surrounding the topic of network defense. Students will learn how to implement strategies for 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 Networking Security

CNT 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 Wi-Fi. Additionally, students will learn about implementing a defined network architecture with basic network security. This course will cover how to configure, maintain, and troubleshoot network devices using appropriate network tools and 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

CNT 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 Planning for IT

CNT 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 (power, 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 fault tolerance and capacity for anticipated growth.
Prerequisite: Introduction to Networks

CNT 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, loops, decisions, arguments, and functions. Students will work with examples of Shell, VB, Perl and TCL scripts and examine use cases involving Linux, Windows and Cisco IOS automation through scripting.

CNT 3569 Support Management
40 hours, 4 credits
This course is designed to introduce students to the Technology Information 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 management. Students will gain knowledge and skills in providing fast, efficient and effective, and trending problems so that solutions can be implemented proactively to prevent problems and increase customer satisfaction.
Prerequisite: Customer Service

CNT 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 gain knowledge and skills in how to write a white paper, and will understand the pros and cons of wikis and other documentation portals.
Prerequisite: English Composition

CNT 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, storage, and applications. Students will include vSwitch, distributed virtual switching (DVS), server-side vs. client-side desktop virtualization (ISC & VDI) and virtual appliances. Students will gain hands-on experience in managing virtual systems and applications.
Prerequisite: Introduction to Networks

CNT 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 examine use cases involving Linux, Windows and Cisco IOS automation through scripting.

Prerequisite: Linux Security Strategies

CNT 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, and software-defined networks (SDN, 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

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

CNT 4152 Disaster Recovery
50 hours, 4 credits
This course is designed to teach students how to perform a risk assessment and design a disaster recovery strategy that aligns with business needs and priorities. Topics include disaster prevention, systems backup and recovery strategies, hardware/warm/cold site strategies, and documentation and testing of recovery procedures.
Prerequisite: Service Management

CNT 4286 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 infrastructure architecture (front-end, middleware, back-end, and client/server), working with application specialists, application performance monitoring, disaster recovery and support management, and disaster recovery.
Prerequisites: Risk Management and Business Continuity

CNT 4361 Information Technology Management on Capstone
20 hours, 2 credits
This course summarizes key learning throughout the student’s program. Students apply what they’ve learned by completing a network operations plan. The plan will include details of hardware, software, infrastructure design, security, disaster recovery and support/service management.
Prerequisite: Complete the student's final quarter

CNT 4437 Service Management
40 hours, 4 credits
This course introduces students to the challenges of supporting complex enterprise applications like E-commerce and ERP systems. Topics include infrastructure architecture (front-end, middleware, back-end, and client/server), working with application specialists, application performance monitoring, disaster recovery and support management, and disaster recovery.
Prerequisite: Complete the student's final quarter

COE 1001 Professional Communication
40 hours, 4 credits
This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse settings. Students will learn how to equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, collaborative situations, and in various electronic environments.
Prerequisite: Passing grade in Foundation coursework or placement determination by Rasmussen College entrance placement exam score

COP 1001 Fundamentals of Programming
40 hours, 3 credits
This course introduces students to the fundamentals of developing well-structured computer programs utilizing a high-level programming language such as C++. Focusing on Object-oriented Programming principles, the course provides an understanding of programming constructs such as handlers, loops, conditionals, and variables. Additionally, the use of pseudo-code examples and exercises will allow students to manipulate these constructs without requiring that they have previous experience with programming languages. A final project is required for the successful completion of this course.
Prerequisite: none

COP 1176 Introduction to Visual Basic
40 hours, 3 credits
This course introduces students to the fundamentals of developing well-structured computer programs utilizing Visual Basic.NET. It covers language basics and program structure.
Prerequisites: graphical interface design and development, object-oriented programming, data structures and algorithms, and basic computer science.

COP 1000 Fundamentals of Programming
40 hours, 3 credits
This course introduces students to the fundamentals of developing well-structured computer programs utilizing a high-level programming language such as C++. It focuses on Object-oriented Programming principles, the course provides an understanding of programming constructs such as handlers, loops, conditionals, and variables. Additionally, the use of pseudo-code examples and exercises will allow students to manipulate these constructs without requiring that they have previous experience with programming languages. A final project is required for the successful completion of this course.
Prerequisite: none

COP 1224 Program Design I
60 hours, 4 credits
This course is designed to teach the student C++ programming utilizing extended terminology. C++ expressions, decisions, and loops within the C++ realm are explored and practiced.
Prerequisite: First course in a two course sequence ends with an analysis of functions and classes and how these elements are used in different programming projects.

Prerequisite: Object-Oriented Programming

COP 1801 JavaScript
40 hours, 3 credits
This course teaches students how to effectively create web pages using the JavaScript programming language. Students will learn how to effectively create and design web pages using JavaScript, and testing web pages created with this language.
This course builds upon HTML principles.
Prerequisites: Introduction to HTML; Fundamentals of Programming

COP 2004 PERL/LCGI
40 hours, 3 credits
This course will cover the PERL scripting language, the development of PERL code for web applications, and client/server socket programming using PERL.
Prerequisite: JavaScript
COP 2224 Programming II 60 hours, 4 credits
This course is a continuation of Programming I. Topics that will be covered in this course include design analysis, inheritance, and the use of templates in programming. A look at input/output issues is done along with a look at advanced topics in C++. programming and a brief look at how a system can be utilized in game programs is covered.
Prerequisite: Programming I

COP 2250 Java I 40 hours, 3 credits
Students will work with the Java programming language to learn about Java bytecode programs and how they are executed within a Java virtual machine. Students will study class libraries and gain an understanding of how they perform important computing tasks, how they interact with computer hardware and operating systems, and how they handle deficiencies encountered on computing platforms. Concepts such as Graphical User Interfaces, multimedia development, and web programming will be explored as well as the use of Java programming in the development of applications for mobile devices.
Prerequisite: Object-Oriented Programming

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

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

COP 2355 Data Structures 60 hours, 4 credits
This course is designed to be an introduction to data structures using C++. Topics to be covered include lists, stacks, and queues. In addition, additional time is spent on templates and algorithmic analysis as it relates to recursion.
Prerequisite: Programming I

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 Web applications. This course 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 course will learn to modify queries, work with constraints, and deal with normalization issues as they learn to program in this environment.
Prerequisite: SQL Server Administration

COP 2942 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 terminology, web page creation, accessing, and manipulating data with the MYSQL database within a PHP program; creating HTML forms; and writing secure PHP programs.
Prerequisite: Java I

COP 2890 Web Programming Capstone 20 hours, 2 credits
This course summarizes key learning throughout the student's program. Students apply what they have learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.
Prerequisites: Java I; PERL/CGI

COP 4222 Computer Graphics Programming 50 hours, 4 credits
This course offers a survey of computer industry-standard graphic hardware, foundation graphic operations and implementations, two-dimensional and three-dimensional transformations utilizing matrix calculations, hidden lines and surface removal, illumination and shading models, curves and surface textures, object modeling, and three-dimensional scene modeling. Students will learn how to convert complex mathematical formulae into operational program 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 include: Sockets, this course offers students the chance to learn more about server cluster architecture, data transfer, and how to prevent cheating in MMOG situations.
Prerequisite: Practical Game Development

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

COT 1438 Technology's Role in the 21st Century 20 hours, 2 credits
This course provides a broad overview of major technology trends and developments in the late 20th and 21st centuries along with their cultural, economic, and societal impact. Topics include the uses of technology tools in science, industry, education, and the arts. Categories such as communications, commerce, and quality of life will be explored as students review the scope and application of technology within the context of everyday life.
Prerequisite: none

CP 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

CTS 1217C Professional Presentations 40 hours, 3 credits
This course is designed to incorporate two Microsoft Office presentation programs into a single, powerful tool that can be used to create professional presentations. Students will learn to use PowerPoint and Publisher as partners in creating multidimensional presentations.
Prerequisite: Computer Applications and Business Systems Concepts

CTS 1300C Microsoft Windows Workstations 40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure a Windows computer. This course gives the student the ability to provide technical support to a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course material. Further, the course helps prepare students to take the Microsoft Certified Technology Specialist exam.
Prerequisites: Fundamentals of PC Hardware & Software II

CTS 1400C Dynamic Content Management 40 hours, 3 credits
This course introduces students to the standards for designing relational databases. Students are introduced to the use of SQL to create tables and design databases. Structures for dynamic content management are built and examined. Further, students will be introduced to Structured Query Language to utilize a dynamic data source for multimedia authoring.
Prerequisites: Fundamentals of Web Authoring and Design

CTS 2211C Fundamentals of PC Hardware and Software 60 hours, 4 credits
This course is designed to introduce the fundamental concepts and principles of computer hardware and software, including the computer system as a whole, computer components, and the interaction of software and hardware. In addition, students are introduced to hands-on troubleshooting, repair, and installation of computer hardware and software. This course is designed to help prepare students for the Access portion of the Microsoft Office Specialist certification exam.
Prerequisites: Computer Applications and Business Systems Concepts

CTS 2238C Microsoft Windows Server 40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure a Windows server and perform post-installation and day-to-day administrative tasks. The course gives the student the necessary knowledge to provide technical support for Windows Servers. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the material covered. Further, the course helps prepare students to take the Microsoft Certified Technology Specialist exam.
Prerequisites: 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.
Prerequisites: 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 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.
Prerequisites: Computer Applications and Business Systems Concepts

CTS 2780C Networking and Internet Technologies 40 hours, 3 credits
This course provides students with a practical understanding of the structure and operation of the Internet, including various communications and data transfer protocols, an overview of programming for the Internet 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 and other computer systems with desired information.
Prerequisite: none
DIG 1109C Introduction to Multimedia Design 40 hours, 3 credits
This course is designed to provide the student an overview and exposure to the basic multimedia concepts and software. Students examine introductory theory and concepts of four tracks in multimedia: Web, Interactive, Video, and 3D. Pre-requisite: Microsoft Windows Server 2008

DIG 1500C Digital Media Assembly 40 hours, 3 credits
In this course, students will develop skills to ensure patient knowledge and safety during monitoring. Students will also learn how to research and evidence based education to monitoring practices.

PREREQUISITE: Introduction to Ecological Diagrams; Structure and Function of the Human Body

DIG 2718 Console Development 40 hours, 4 credits
This course will provide training in a variety of industry-accepted Adobe design software.

DIG 2950 Multimedia Portfolio Development 40 hours, 2 credits
This course will provide training in a variety of industry-accepted Adobe design software.

DIG 2951C Audio/Video Editing 50 hours, 3 credits
This course introduces the non-technical study of games, the game development process, and the game industry. The course establishes a lexicon for discussing games and introduces tools for analyzing and understanding games and game design. The course will also present an overview of core concepts, including game mechanics, game theory, the experience of playing games, and the cultural, technical, and social aspects of games.

DIG 3103C 3-Dimensional Animation 40 hours, 3 credits
This course introduces students to the fundamentals of 3-dimensional computer modeling and how it applies to a multimedia project. Using basic modeling and texture creation techniques utilizing lighting, and environmental effects, students model and render 3-dimensional forms to create surreal and realistic images.

DIG 3171 Game Preproduction 40 hours, 4 credits
This course has been designed to teach you the fundamental philosophies of game design and apply them in a hands-on manner using a step-by-step process that develops problem solving strategies. The techniques taught in this course exist to provide the practical resources and methods to build a firm understanding of game development from a production stand point. In addition, the information this course provides is a grounded study for any application inspired work that must combine with practical knowledge and application to create a marketable product.

PREREQUISITE: Game Design Theory I

DIG 3207C Human-Computer Interaction and Interface Design 40 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 processes that must be followed to ensure a successful interface for the game that is to be played. Various techniques of creating buttons, menus, and other types of interfaces will be explored to give the student a wide exposure to this important element in creating games.

PREREQUISITE: Programming II

DIG 3228C Physics for Game and Simulation Production 40 hours, 4 credits
This course provides a broad overview of the fundamental principles of physics as they apply to game and simulation programming and prepares students in the use of physics engines within a game development environment. Topics include introductions to classical mechanics and dynamics, gravity, magnetism, optics and acoustics.

PREREQUISITE: none

DIG 3230C Game Application Development 60 hours, 4 credits
This course is designed to provide students with an introduction to current web application development techniques. Topics include HTML5 and CSS3 as well as an introduction in scripting using PHP as well as Javascript. In addition, the core principles of social media application development are covered.

PREREQUISITE: Fundamentals of Programming

DIG 2100C Technical Writing 30 hours, 4 credits
This course will teach fundamental principles of games relating to video games and simulations. The focus is on graphics methods used to render realistic images of scenes applied to the OpenGL system. Much of this involves solutions to problems such as how we represent 3D models, describe their position and motion in 3D, project them into 2D images, and then render those images with pixels. We will also consider photometric problems, such as how we represent light, model the way objects reflect light, and the path that light takes as it refracts through the scene.

PREREQUISITE: Programming II

DIG 3117C Principles of Shader Programming 50 hours, 4 credits
This course provides an introduction to 3D programming with an emphasis on real-time 3D shading. The fundamentals of game and simulation lighting are covered along with how to do the shader programming to achieve desirable lighting effects. Students will learn shading, the lighting model and techniques for controlling light. Concepts such as Graphical User Interfaces, multimedia development, and web programming will be explored.

PREREQUISITE: Object-Oriented Programming
DIG 3245C 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 skills and methodologies of quality assurance methods. Topics include strategies for playtesting and including playtesting feedback into the iterative design loop.
Prerequisite: Fundamentals of Game Development II

DIG 3316 The Study of Animation
60 hours, 4 credits
This course is intended for students with an animation/multimedia background, who want to understand how animation works, from basic theory to execution. The students will develop a sense of observation and timing as it relates to animation, and they will study motion through watching actual animation pieces as well as taking part in exercises that demonstrate animation in action. This course also emphasizes artistic and aesthetic creativity through the study of storytelling, acting, character development, and dramatic structure.
Prerequisite: Digital Media Assembly

DIG 3318 Flash Animation
60 hours, 4 credits
This course is an introduction to Macromedia's Flash. The course will cover the basics of Flash: importing, creating & editing vector graphics and creating simple animations, creating interactive elements and incorporating sound and video into Flash movies. Also, students explore the steps in creating Flash productions from start-to-finish, including site map and navigation building, button making and output.
Prerequisite: Multimedia Technologies

DIG 3323 Polygon Modeling
60 hours, 4 credits
This course demonstrates the techniques of modeling objects in a three-dimensional environment. Students will manipulate primitive objects such as cubes, spheres, pyramids, and cylinders to build more complex polygons, and students will utilize techniques to approximate curved surfaces with multiple polygons.
Industry standard software such as 3D Studio Max, ZBrush, and Mudbox will be discussed, and students will have the opportunity within an actual software modeling environment to create a variety of polygon objects.
Prerequisite: The Study of Animation

DIG 3330 Advanced Methods of Computer Graphics
60 hours, 4 credits
This course is for photographers and artists, who wish to go well beyond the basics of Photoshop.
In addition to covering more sophisticated methods of color correction, image manipulation and printing, students will learn scanning, digital camera usage, the mechanics of calibration and other advanced sets of controls in Photoshop, all within a framework of artistically professional sensibility which will allow the student to develop their own professional work.
Prerequisite: Digital Photography

DIG 3333 Digital Photography
60 hours, 4 credits
This course will teach students how to evaluate images for communicative effectiveness and aesthetic appeal. They will also digitize images, adjust and manipulate them in the computer, and output them on-screen and on-film.
Through the course students will gain a firm foundation on the fundamental differences between digital photography and traditional manual film including lighting and print.
Prerequisite: Audio/Video Editing

DIG 3349C Game Engines and Integrated Game Development Environments
60 hours, 4 credits
The goal of this course is to introduce students to the use of game engines and integrated game development tools. Topics will include a general overview of the available game engines as well as an in-depth introduction to the use of Unity.
Students will learn how to use Javascript and C# within Unity and how to utilize external game assets within the Unity development environment.
Prerequisite: Fundamentals of Game Development II

DIG 3438C Mobile Game Development
60 hours, 4 credits
This course will introduce students to mobile application development methods for mobile game development. Students will learn how to utilize HTML5, CSS3, Javascript and PHP to create device independent mobile games.
Prerequisite: Mobile Application Development

DIG 3457 Portfolio, Package, and Publish
40 hours, 4 credits
This course focuses on the processes and tasks necessary for game and simulation-specific employment, including research and resumes, contacts and connections, and the important demes and elevator pitch. Students will learn how to develop an industry-specific resume, how to best present their skills in a portfolio, and how to package themselves as a top candidate for a position. Students will create a polished resume and cover letter and learn networking skills for their area of interest in game or simulation production.
Prerequisite: none

DIG 3512 Advanced HTML Coding with CSS 60 hours, 4 credits
This class covers advanced elements of web-page creation using a text editor and HTML and XML standard tags. This class will focus on web terminology, advanced HTML coding to include hyperlinks, anchors, tables, forms, CSS, frames, design principles and accessibility issues. Emphasis will be placed on understanding values and creation of CSS for business environments.
We will also explore the availability of tools for site management, validation and accessibility checks.
Prerequisite: Fundamentals of Web Authoring and Design

DIG 3552 Concept Development for Digital Media 40 hours, 4 credits
This course is concerned with problem-solving, research, and presentation skills for multimedia projects. Brainstorming, narrative, storyboarding, animatics, pre-visualization, and transitions are all explored. Sketches, source imagery, and audio are developed to effectively communicate ideas for time-based media. Documentation techniques are employed to chart progress with character and scene design, as well as cameras and lighting.
Prerequisite: Storyboard Development for Digital Media

DIG 3790 Practical Game Development 60 hours, 4 credits
This course approaches the study of computer games from several perspectives. First is an example of media that can be analyzed and critiqued for their thematic elements, formal structure, plot and interactive appreciation. The next step is a study of complex software subjects to technology constraints and the product of a professional design and implementation process. This is a study of behaviors and associations comparable to other popular art forms. Students will study the principles of game design and use them to produce exciting new games and to develop their original game ideas.
Prerequisite: Artificial Intelligence

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

DIG 3794 Mobile Platform Development 60 hours, 4 credits
As more devices become smaller and more mobile, the need to have games to entertain users in downtime increases. This course looks at how to create games for mobile platforms using a systematic approach. The Java programming language is utilized in creating these games. How to weave in audio and video is also addressed along with considering factors such as user inputs involved in playing the game.
Prerequisite: Programming II

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

DIG 4188C Asset Development I 60 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 the games developed within this program.
Prerequisite: Fundamentals of Game Development I

DIG 4291C Asset Development II 60 hours, 4 credits
This course provides a brief introduction to development of 3D assets, including the use of 3D modeling, rigging and animation tools. 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 60 hours, 4 credits
This course is designed to equip digital media students with skills in 3D character creation and effects in a game environment. During this course students will explore advanced 3D modeling and animation theory and principles which focus on character animation as it applies to the game 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 60 hours, 4 credits
In this course, students will combine their knowledge of art techniques with the psychology of art reception to develop art projects aimed at producing specific reactions. Students will experiment with different elements of art, including shape, form, light, color, and movement, and use technologies including digital photography and imaging. In addition, students will learn to analyze and present creative digital projects in terms of their intended effects, and to use their analyses to produce experimental art projects. The course builds upon traditional and digital visual languages and previous courses to create imaginative solutions to digital problems.
Prerequisite: Advanced Methods of Computer Graphics

DIG 4355 Digital Effects Creation 60 hours, 4 credits
This course focuses on the use and application of effects in film and video at an advanced, post-production level. Learn professional methods of controlling digital and experimental art representation, and 3D effects. Master the digital workflow by compositing footage, digital imagery and CG. Topics include virtual cinematography, morphing, lighting, rendering, particle effects, dynamics, camera properties, motion tracking, and filters.
Prerequisite: Digital Media Production

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

DIG 4446C Simulation Production Project II 60 hours, 4 credits
This course is a continuation of the Simulation Production Project I course. Students will continue on their project from the prototype to the final release stage.
Prerequisite: Simulation Production Project I

DIG 4500C Game Production Project I 60 hours, 4 credits
This course demonstrates advanced techniques for computer game design and programming. Techniques used in game engines, such as: animation synthesis, autonomous character behaviors, virtual environments, virtual characters, virtual structures for interactive systems, solving multiplayer interface and social issues are covered in the course. Students utilize these skills to produce a game based on their final project.
Prerequisite: Networking and Multiplayer Game Development

DIG 4502C Game Production Project II 60 hours, 4 credits
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
DIG 4791 Game Assets
60 hours, 4 credits
This course focuses on the development of visual elements and programming used in the development of a video game. It covers areas such as performance tuning, debugging, designing for test, pipeline management and distribution, study of software architecture design between platforms, object-oriented practices for game play, asset management and coding best practices. It also covers areas like cross-platform porting and multi-lingual techniques.
Prerequisite: Applied Game and Simulation Theory

DIG 4792 Game Audio Assets
60 hours, 4 credits
In this course, we will cover the fundamentals of audio programming for games. Topics covered include basics such as audio formats and common hardware configurations and loading sounds in ADPCM format. Students will explore play back “one shot” and looping sounds; and stream audio from an external device. They will then use these building blocks to write a low-level sound engine that will be implemented into a game engine.
Prerequisite: Game Audio Programming

DIG 4794 Applications of Physics for Game and Simulation Production
60 hours, 4 credits
An important aspect in a game or simulation is to render what is happening in the game in realistic terms based on standard real physics principles. This course is designed to allow the game or simulation programmer to be able to translate the ideas and sequences of a game into realistic actions. Key components in this class will be the opportunity for students to develop, tools, games, and working games that utilize and follow real physics.
Prerequisite: Programming II

DIG 4931 Industrial Simulation Project
60 hours, 4 credits
This course is designed around a final project in Industrial Simulation. We will focus on design and research issues pertinent to design exploration and presentation through simulations. Throughout the course we will explore concepts in modeling, simulation, and design common to many domains, and investigate specific applications from a variety of fields ranging from weather to ecology to traffic management and architectural interactivity.
Prerequisite: Multiplayer Game Programming

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

DIG 4933 Digital Video/Audio Project
60 hours, 4 credits
This advanced course in audio/video production is for students to create a final product that exemplifies the aesthetic and technical aspects of digital video recording, non-linear editing, special effect generation, and production of video (and associated audio) using After Effects, Premiere, Sound forge and Director. Also considered will be the preparation of digital video for use in interactive media such as CD, DVD and Web casts. Students will enroll in a final project on DVD. Students may work as a team on this project.
Prerequisite: Digital Media Production

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

DSC 4214 Emergency Management 40 hours, 4 credits
This course will examine the role of private and public managers in planning for response to natural or man-made emergencies. Response plans will be detailed and developed with the essential elements and participants. Types of hazards and risks of all involved with managing the response and the public will be explored.
Prerequisites: Introduction to Homeland Security; Security Challenges

E1000 Achieving Academic Excellence 20 hours, 2 credits
Students will be introduced to and explore a variety of topics regarding academic and personal success. Emphasis will be placed on time management, motivation and mindset, learning about learning, information literacy, as well as problem solving and critical thinking. The skills covered in this course will support students through next steps in courses, program, graduation, and future profession.
Prerequisite: Placement determined by Rasmussen College entrance placement exam score.

E170 Introduction to Undergraduate Research 20 hours, 2 credits
This course provides an overview of information literacy concepts by introducing skills for locating, evaluating, and ethically using a variety of resources for a specific purpose. The course begins with the research process, the life cycle, and the production of information, followed by the identification of a topic & research question, and the selection, evaluation and integration of sources into an annotated bibliography.
Prerequisite: none

E1855 Freshman Seminar 0 credits
This seminar course challenges students at the end of their freshman year to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. Students must complete the freshman seminar as part of Certificate course requirements the quarter they are scheduled for the E242 Career Development course.

E242 Career Development 20 hours, 2 credits
This course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job-seeking portfolio including resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview.
Prerequisite: none

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 planning and assessing behavioral objectives, lesson plans, and activity goals. Various curriculum models will be reviewed and 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 examine 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 in communication with children and center. Students will study the function of the family, and the cultural, social, class, and ethnic variations in the family as a social system.
Prerequisite: none
EEC 1735 Health, Safety, and Nutrition/CDA Application
40 hours, 4 credits
This course examines the role of early childhood professionals working in the field via the policies and procedures that support the state. Students will learn guidelines for establishing safe environments. They will also learn strategies for implementing health policies, controlling disease, establishing proper nutrition, and responding to children’s special health concerns. Students will carry out a 2-hour observation in the field of education.
Prerequisite: Early Childhood Education Curriculum and Instruction

EEC 1861 Application: Extremity I
180 hours, 6 credits
Students will review extensibility in an early childhood setting. The focus is on developmentally appropriate practices and leadership.
Prerequisite: Knowledge: Extremity I

EEC 1862 Reflection: Extremity II
180 hours, 6 credits
Students will complete their extensibility experience in an early childhood setting. The focus is on developmentally appropriate practices and leadership.
Prerequisite: Application: Extremity II

EEC 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

EEC 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, ideas, and principles, professional values and teaching styles will be explored.
Prerequisite: Teacher Reflection I: Early Childhood Education as a Profession

EEC1865 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

EEC 2213 Language and Literacy Acquisition
40 hours, 4 credits
Students will examine how infant, toddler, preschool, and school-aged English language learners acquire their 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

EEC 2217 Emerging Literacy Through Children’s Literature
40 hours, 4 credits
This course covers the history, selection, and integration of literature and language in the early childhood education curriculum. Topics include developmentally appropriate children’s literature and the use of books and other materials to enhance language and literacy in the early childhood setting. Strategies for enhancing emerging literacy through techniques such as selecting appropriate books for storytelling, reading aloud, puppetry, and flannel-board use will also be emphasized.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EEC 2220 Curriculum and Instruction for English Language Learners
40 hours, 4 credits
Students will explore practical strategies in curriculum and instruction for English Language Learners. They will apply principles of developmentally appropriate practice in the context of educating dual language learners.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EEC 2225 Guiding Children’s Behavior
40 hours, 4 credits
Students will explore how to use guidance in the early childhood setting, with an emphasis on understanding why young children exhibit certain behaviors and how we can meet the child’s needs effectively and with support. Students will learn how to provide positive guidance to young children with challenging behavior.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EEC 2270 Introduction to English Language Learners
40 hours, 4 credits
Students will explore effective ways to adapt English language instruction to teach learners in our increasingly diverse population of young children and families. They will examine a range of communication styles, learning styles, and behaviors that affect English language teaching and learning. They will analyze the development of English language skills in all domains through social and cultural lenses.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EEC 2271 Curriculum and Instruction for Children with Special Needs
40 hours, 4 credits
Students will explore how to adapt developmentally appropriate curriculum to support the development of children with special needs. They will learn strategies for effective partnering with other professionals and parents to enhance achievement of developmental goals.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EEC 2272 The Inclusive Classroom
40 hours, 4 credits
Students will learn strategies for promoting and supporting an inclusive classroom. They will work with environmental restrictions and explore how to support young children with special needs in the early childhood setting.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EEC 2299 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 conflict through various problem solving methods.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EEC 2401 Dynamics of the Family
40 hours, 4 credits
This course will focus on the dynamics of the family and the family’s influence on the growth and development of children. The history of family systems, child rearing, and parenting styles will be discussed. The course will explore issues that families of today face.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EEC 2403 Advocating for Children with Special Needs
40 hours, 4 credits
Students will explore current trends, resources and advocacy on behalf of young children with special needs. They will examine their role in supporting and advocating for young children with special needs and their families.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EEC 2404 Child and Family Advocacy
40 hours, 4 credits
Students will explore and develop skills to advocate for children and families. They will review legislation, social policy, and advocacy techniques. Students will also investigate several current and controversial issues within the early childhood profession, and explore current research on early childhood education issues.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EEC 2412 Involving Parents of English Language Learners
40 hours, 4 credits
Students will explore how to engage and support family involvement for English Language Learners. They will examine methods for maintaining effective communication and developing strong relationships with the families of English Language Learners.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EEC 2500 Infant and Toddler Development
40 hours, 4 credits
This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. This course will introduce the philosophy and theory behind primary care, continuity of care, and respectful care as it relates to brain and attachment research. Explores ways of creating environments for infant/toddler group care which foster optimal social/emotional, physical, and cognitive development.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

EEC 2503 Observation and Assessment in Early Childhood Education
40 hours, 4 credits
Students will explore effective strategies for observation and assessment in early childhood education. They will understand the observation, assessment, planning cycle and its impact on promoting children’s development.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

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

EEC 2935 Summative Project for Early Childhood Education
20 hours, 2 credits
The course will include student reflection upon cumulative learning from the early childhood education program. Students will critically analyze, reflect and problem solve experiences in the field of early childhood. Students will identify specialization-specific knowledge to inform best practices. Students will compile research and select their best application(s) to improve care and education for young children.
Prerequisite: none

EEC 2930 The Exceptional Child
40 hours, 4 credits
This course is designed to explore the benefits of inclusion in the early childhood setting. Students will develop an understanding of exceptional students and the roles they play related to exceptional development and their roles as resources in support of the child and their families.
Prerequisites: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application

ENC 1101 English Composition
40 hours, 4 credits
This course is designed to guide students in understanding the writing process and developing their ability to write and express ideas in an organized, coherent, effective and unified manner. Students will be able to choose college-level writing that reflects awareness of rhetorical strategies, writing purpose, student voice, and appropriate grammar, punctuation, and usage skills. Through reading, classroom discussion, research, and collaboration, students will learn practice effective writing and apply course concepts.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

ENC 1121 English Composition 2
40 hours, 4 credits
This course builds on students’ understanding of the writing process through an exploration of various writing strategies and research. Students will analyze readings and apply critical reading and writing skills. This course will develop argumentative writing and application of research.
Prerequisite: English Composition ENC 3311 Advanced Composition
40 hours, 4 credits
This advanced writing course is intended to help students further develop and refine their writing, researching, and analytical skills, through the application of these skills to various rhetorical situations. To achieve these goals, students will be expected to develop their ability to present their views in an organized, unified, and coherent manner to diverse audiences.
Prerequisite: English Composition
EVR 3410 Human Uses of the Environment 40 hours, 4 credits
This course provides an in-depth exploration of the integrated relationship between human life and the surrounding environment, beginning with a study of the fundamental concepts and principles of ecology. Topics that are interwoven throughout the course include: climate, pollution, and natural resource use as seen in the structure and function of the ecosystem; pollution of air, soil, and water resources; population explosion and the relationship of people, disease, and food production; and environmental controls necessary for survival.
Prerequisite: none

FIN 2000 Film Appreciation 40 hours, 4 credits
This course studies different elements, forms, techniques and styles of film and will learn a critical approach to film and the motion picture industry. Students will critique films and filmmakers through various approaches and assessments that demonstrate analysis, interpretation, and evaluation skills as well as fostering a deeper appreciation and understanding of film as an art form.
Prerequisite: none

FIN 1000 Principles of Finance 40 hours, 4 credits
This course is a study of financial institutions, investment techniques, and financial management. Students will examine acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure.
Prerequisite: Financial Accounting I

FIN 1202 Financial Markets and Institutions 40 hours, 4 credits
This course is the standard introduction to the banking profession, financial markets, and financial institutions. It touches on nearly every aspect of financial services, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.
Prerequisite: none

GEA 1000 Human Geography 40 hours, 4 credits
This course will introduce students to the systematic study of patterns and processes that have shaped human understanding, use, and alteration of Earth’s surface. Students will employ spatial concepts and landscape analysis to examine human social organization and its environmental consequences.
Prerequisite: none

GEB 1101 Introduction to Business 40 hours, 4 credits
This course is a study of the characteristics and functions of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, analysis and other activities related to general ownership and operation.
Prerequisite: none

GEB 1014 Project Planning and Documentation 40 hours, 4 credits
This course encompasses timelines, deadlines, team-building, communication issues and beginning with a study of the fundamental defined scenarios to assist with the definition of project roles and phases. The students will work through real world scenarios to produce a resolution in a well written format.
Prerequisite: none

GEB 2444 Internet Business Models and Operations 40 hours, 4 credits
This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the implementation of e-Commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of e-Business.
Prerequisite: none

GEB 2930 Business Capstone 20 hours, 2 credits
This course will continue to allow students to integrate the knowledge and skills gained in the Business Management Associate’s degree program. Through course analysis, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core business concepts via the completion of a Capstone Project.
Prerequisite: Intended of last quarter of student’s program

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

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

GEB 4220 Managing a Diverse Workforce 40 hours, 4 credits
Students will learn research and report writing for academic settings. Topics will include qualitative and quantitative research methodology, literature reviews, information literacy, and academic report writing.
Prerequisite: English Composition or Professional Writing

Gebra 4220 Managing a Diverse Workforce 40 hours, 4 credits
This seminar course examines diversity from a personal, group, organizational, national, and global perspective. Students will explore stereotypes of individuals within organizations, and they will study how these stereotypes affect people within the workplace. Students will also examine issues in conducting business and managing people within a global setting.
Prerequisite: none

GEB 4305 Statistics for Managers 40 hours, 4 credits
In this course, students will utilize a statistical computer package, and examine applied statistics and 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 tools. Students will learn to organize and present quantitative data by means of graphical and numerical methods. Topics include: descriptive statistics, basic probability theory, discrete and continuous probability distributions, sampling distributions, estimation, hypothesis testing, analysis of variance, and simple linear regression.
Prerequisite: none

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

GEB 4505 Organizational Development 40 hours, 4 credits
This seminar course builds upon the theories introduced in Organizational Behavior Analysis. In this course, students examine how qualitative approaches, quantitative approaches, and process-based approaches to organizational development through the stories of professionals involved in organizational change. Students will critically examine the design, management, and control of organizational development programs. Prerequisites include this course, or one of its equivalents.
Prerequisite: none

GEB 4520 Legal and Ethical Environment of Business 40 hours, 4 credits
This course presents an overview of the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

GEO 3372 Conservation of Resources 30 hours, 3 credits
Prerequisites: students must demonstrate knowledge of beginning statistics sufficient to understand concepts.

GRA 1206C Typography 40 hours, 4 credits
This course focuses on the fundamentals of typography and introduces the students to aspects of type for display and text design. Students become familiar with font characteristics and a variety of font families. They also become proficient at choosing fonts to match a specific message. This course will provide training in a variety of industry-accepted Adobe design software.
Prerequisite: Introduction to Computer Graphics

GTR 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

GTR 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 graphics 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 utilize a variety of color software packages.
Prerequisite: Introduction to Computer Graphics

HIM 1035 Introduction to Electronic Health Records 30 hours, 3 credits
This course is designed to familiarize students with the clinical patient encounter, as well as electronically supporting other care-related, and outcomes reporting.
Prerequisite: none

HIM 1110 Anatomy and Pharmacology for Coders 40 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, genitourinary, circulatory, digestive, reproductive, endocrine, exocrine, lymphatic, immune, and endocrine systems of the body; most commonly prescribed drugs; and laboratory tests.

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 grader software will be introduced as well as the use of registries and Indexes.
Prerequisite: Anatomy and Pharmacology for Coders; Pathophysiology

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HIM 1126 ICD-PCS Coding 40 hours, 4 credits This course provides in-depth study of the International Classification of Diseases-Procedutre Code System (ICD-PCS) using sample exercises and medical records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-PCS coding guidelines appropriate to the 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 1222R 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 patient records. Students will apply official coding guidelines and knowledge of commonly accepted payment methodologies to medical record coding. Use of coding and grouper software will be introduced as well as the use of registries and indices. Prerequisite: Basic ICD-9-CM Coding

HIM 1256C 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 health care 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 will explore the organization of healthcare facilities, the members of the healthcare team who contribute to and use health information, and trends in the management of healthcare records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information. Prerequisite: none

HIM 2272C Medical Insurance and Billing 40 hours, 3 credits In this course students will receive an introduction to third-party payers, the health-care situation and 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 services departments in various healthcare settings. Students will learn how to manage and productively 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 This study of the impact of the United States legal system and various healthcare regulations and ethics on the health information management environment. Fraud and compliance, 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 settings, and the quality issues of health information services. This course includes data collection and compilation 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 explore core technologies 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 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 2941 Health Information Practicum 60 hours, 2 credits A simulated practical experience exploring a virtual hospital clinic and using and software and practical simulation assignments to experience real-world situations within HIM and other health care departments. The practicum allows students to gain experience as a health information technican 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 available to manage all aspects of health information and communication, including hardware and software to ensure data collection, storage, analysis and reporting of information. Students will explore the development of networks, including internet and internet applications to facilitate the electronic health record. Interpretation of the derivation and use of standards to achieve interoperability of healthcare information systems will be explored. Prerequisite: Program Admission

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. Students will explore the use of applications systems development concepts and interprets the systems development life cycle. Existence of management health information systems applications will also be explored. Prerequisite: Program Admission

HIM 3202 Data, Information, and File Structures 60 hours, 4 credits A lab-based environment 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: none

HIM 3304 Financial Management of Health Information Services 40 hours, 4 credits This exploration of healthcare finance principles required to manage a health information management department or project. Accounting, cost accounting, budgeting, financial reports, financial management, cost benefit analysis, and cost containment techniques are introduced. Prerequisite: Program Admission

HIM 3412 Project Management 40 hours, 4 credits An exploration of the application of general principles of project management in the administration of health information services. Students will learn to implement process engineering and project management techniques to ensure efficient work flow and appropriate outcomes. Prerequisite: Program Admission

HIM 3522 Electronic Health Record Application 70 hours, 4 credits A lab-based course focusing on the use and application of electronic health records. Projects will be completed to simulate real-world activities that occur in the health information department and healthcare facility that will require critical thinking and problem solving. Prerequisite: Program Admission

HIM 3644 Reimbursement Methodologies 40 hours, 4 credits A study on managing the use of clinical data required in prospective payment systems and other reimbursement systems in healthcare. Topics will include compliance strategies and reporting, charge master management, case management, the audit process, and the National Correct Coding Initiative. Students will explore payment systems such as DRG, APC, DRGs, and RBRVS. Prerequisite: Program Admission

HIM 4003 Electronic Data Security 40 hours, 3 credits A study of data protection methods and monitoring including physical, technical, and managerial safeguards. Risk assessment, audit and control programs, contingency planning, and data recovery is included. Internet, web-based, and e-Health security is explored. Students will learn to enforce confidentiality and security measures to protect electronic health information and protect data integrity and validity. Prerequisite: 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 accordance to Institutional Review Board processes and policies, research design and methods, knowledge-based research techniques, research protocol data management, and national policies and regulations regarding human subject's research. Prerequisite: Healthcare Statistics

HIM 4276 Health Information Management Professional Practice Experience 120 hours, 4 credits A 120-hour practical experience that focuses on the management of an HIM Department. This field experience will take place in a hospital or medical center setting supervised by an HIM director or supervisor. The 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 20 hours, 1 credit This exploration of the principles of developing strategic and operational plans for facility-wide systems and how to assess organization-wide information needs. Students will demonstrate and apply principles of organization behavior to facilitate team building, negotiation and change management. Strategic leadership, entrepreneurship, and benchmarking will be explored. Prerequisite: Management of Health Information Services

HIM 4360 Health Data Management 20 hours, 1 credit 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 tracking. Secondary records such as indexes, registers, registers 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, URDQS, OASIS including the history, purpose, and uses of each. Prerequisite: Program Admission

HIM 4537 Health Information Management Alternative Facility Professional Practice Experience 30 hours, 1 credit This course is a 30-hour practical experience in a non-hospital setting of the student’s choice. This experience is designed to assist students in exploring the diversity of the health information profession. The experience will include health information-related shadowing, observation, and/or performance of tasks and must be approved by the instructor. 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 quarter

HSA 1050 Customer Service in Healthcare 10 hours, 1 credit This will prepare students to deliver outstanding customer service in a healthcare setting by providing them with an understanding of the factors that influence the perceptions of external and internal customers. Topics covered in this course include: the psychology of the patient, customer service in a diverse world, listening skills and effective communication techniques. Prerequisite: none
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 governance in healthcare organizations. Common methods and trends in quality improvement will be explored.
Prerequisite: Introduction to Healthcare Administration and Health Information Management.

HSA 4322 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 and Health Information Management.

HSA 4375 Healthcare Statistics 40 hours, 4 credits
Students will discuss and apply the common terms and principles of statistics, and concepts of data, including the use of statistical techniques in the analysis and presentation of data. This course covers the basic statistical skills needed to analyze and interpret data from healthcare settings.
Prerequisite: Introduction to Healthcare Administration or Introduction to Health Information Management.

HSA 4110 Healthcare Operations Management 40 hours, 4 credits
In this course, students examine the operations function of managing people, information technology, materials, facilities, and other resources in the healthcare industry.
Prerequisites: Principles of Management, Introduction to Healthcare Administration.

HSA 4124 International Healthcare 40 hours, 4 credits
In this course, students will compare and contrast foreign healthcare services and systems, focusing on cultural, geographic, socioeconomic, environmental, and political factors. The course will cover the historical, political, and economic landscapes of healthcare in international settings.
Prerequisite: Introduction to Healthcare Administration.

HSA 4150 Healthcare Planning and Policy Management 40 hours, 4 credits
This course provides a study of current healthcare-policymaking issues affecting the U.S. healthcare system and the political and policy-making process in healthcare. 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 systems and solutions to assist in the diagnosis of diseases and the documentation of patient records and other data. It also addresses the strategies and techniques healthcare business professionals can use to help increase the quality of healthcare services and the efficiency with which the services are delivered.
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 issues in healthcare settings. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Medical Law and Ethics or Health Information Law and Ethics.

HSA 4922 Healthcare Management Capstone 30 hours, 3 credits
This online course is designed to allow students to integrate the knowledge and skills gained in the Healthcare Management BS program. Through case analysis, class discussion, and a research project, students will synthesize and demonstrate their understanding of core healthcare-management concepts via completion of a Capstone project approved by the instructor. 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 1510 Medical Writing, Style and Grammar 30 hours, 3 credits
A focused look at English grammar, punctuation and sentence structure that will lend to accurate and appropriate medical documents being transcribed or edited. Common English language needs in medical transcription are explored, as well as correct use of number formatting, capitalization, and abbreviations. All topics are studied in depth and grappled with in 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. Emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek roots, and anatomic roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation.
Prerequisite: none

HSC 2641 Medical Law and Ethics 40 hours, 4 credits
A study of the United States legal system and court processes, with emphasis on legal and ethical issues within the healthcare environment. Fraud and abuse, patient privacy and confidentiality, and professional practice will be covered. The course will include a project that is specific to the student’s program of study.
Prerequisite: none

HSC 4500 Epidemiology 40 hours, 4 credits
This course examines the patterns and causes of disease in populations, how diseases are documented, and how to analyze the data to understand disease causes.
Prerequisite: none

HUM 2023 Humanities 40 hours, 4 credits
This course investigates human creative achievements. It is designed to increase the student's understanding and appreciation of cultural literacy and the pursuit of humanist goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.
Prerequisite: none

HUM 2202 Human Nutrition 40 hours, 4 credits
This course introduces the student to principles of nutrition, while appreciating 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 1320 Introductory Strategies to Crisis Intervention 40 hours, 4 credits
This course sets the foundation for students to develop the moral, ethical, and legal issues necessary to strategically help those in crisis situations. The values and ethics intrinsic to the human services profession will be explored, as well as developing interpersonal communication skills. Students will explore how human services professionals function as change agents and must therefore attain and develop a core of intervention knowledge, theory, and skills to effectively deal with people in crisis. The ability to create and maintain empathetic relationships with others is central to those entering the human services field. Intervention strategies are also explored.
Prerequisite: Introduction to Human Services

HUS 1551 Cultural Diversity in Human Services 40 hours, 4 credits
This course will examine diversity in many communities and the cross-cultural service delivery available in those communities. Specific client populations will be explored, with an understanding of what cultural, physical, and mental diversity is and why it is important. Special attention will be given to the working with people of both mental and physical disabilities. Those disabilities include, but are not limited to, mental retardation, autism, and Asperger Syndrome.
Prerequisite: Introduction to Human Services

HUS 2520 Abnormal Psychology 40 hours, 4 credits
In this course students will understand the applied discipline of abnormal psychology. In order to understand and change abnormal patterns of functioning humans in their communities, thoughts and behavior will be examined. Students will learn to identify abnormal behavior and what is not in current society and cultures. Numerous applications will be examined, including the effects of mental health disorders, individuals who have difficulty functioning effectively in everyday life, the impact of family dysfunction on the individual, and the influence of mental illness on criminal behavior. Variables that may affect a person's ability to adapt and function in a community will be considered, such as one's genetic makeup, physical condition, learning, reasoning, and socialization.
Prerequisite: General Psychology

HUS 2540 Community Psychology 40 hours, 4 credits
Community Psychology focuses on the four systems which function in a community: the mental health system, the educational system, the criminal justice system, and the social service system. As human service professionals, students will analyze problems in these communities and will evaluate individuals functioning in these systems, offering both answers and proactive solutions to problems of prevention. Community psychology works toward the empowerment of members within a community, while appreciating and understanding human behavior. Social change will be examined as well as understanding that setting or environment is as important as the individual in it.
Prerequisite: General Psychology
HUS 2712 Organization and Leadership in Human Services 40 hours, 4 credits
Working and managing within a human services organization takes high morals, standards, and ethics. Throughout this course, students will consider the complexity of moral and ethical dilemmas in navigating and managing in the human service industry. Students will learn how to build a strong ethical organization through culture, climate, and structure.
Prerequisites: Case Management: Strategies for Rehabilitation; Counseling Clients

HUS 2597 Internship for Human Services 250 hours, 5 credits
Field experience is a key learning experience in a human services delivery organization. It is a part of experiential learning that integrates the knowledge, theory, skills, and professional behaviors that are concurrently being taught within the classroom. It is an integral part of the total educational process.
Prerequisite: Students must be in their last or second-to-last quarter before graduation
Co-requisite: Sophomore Seminar

HUS 2595 Human Services Capstone 50 hours, 8 credits
This course will provide students with an opportunity to integrate learning, skills, and knowledge from the Human Services program in the form of a Capstone Project. Contemporary issues and future trends will also be analyzed.
Prerequisite: Students must be in their last or second-to-last quarter

ISM 2202 Business Intelligence Reporting 40 hours, 4 credits
The goal of this course is to allow students to understand what business intelligence is and how it affects the success or failure of an organization. In particular, this course will focus on business intelligence using industry-standard reporting tools as the basis for deriving this information.
Prerequisite: QL Server Administration

ISM 2321 Managing Information Security 30 hours, 3 credits
Information security is not only an IT, but a management issue. Therefore, this course introduces students to information technology and the examination of the systems-wide perspective of information security. They begin with the strategic importance of information security, which includes an examination of the policies, procedures and staffing functions necessary to organize and administer ongoing security functions in an organization. Course subjects include security practices, security architecture and models, continuity planning and disaster recovery planning.
Prerequisite: Networking Security

ISM 3015 Management of Information Systems 40 hours, 4 credits
Students are introduced to the foundations of management information systems. This includes current trends, fundamental technology concepts, applications for business functions, and management practice. Students will gain exposure to analyzing, utilizing and supervising integrated management information systems.
Prerequisites: none

ISM 3812 Project Management for IT 40 hours, 4 credits
This course covers the project management aspects of the IT department. Students will learn how to properly apply project management principles within the IT department to properly deploy network and software systems. Students will utilize project management software for tracking purposes as well as develop their own method of project tracking. Topics such as ITIL principles on Project Management will also be infused into the content of the course.
Prerequisite: Support Management

LBS 2030 Training and Development 40 hours, 4 credits
This course is a study of training and development fundamentals including how training relates to Human Resource Management and Human Resource Development, how internal and external factors influence employee behavior, and the role of adult learning in training. Students will examine how training needs are determined, best practices in developing and implementing training programs, and how to evaluate training efforts.
Prerequisite: Introduction to Human Resource Management

LDR 2439 Introduction to Organizational Leadership 40 hours 4 credits
This course provides students with an opportunity to learn the fundamental theory and practical application of organizational leadership in the context of diversity. Emphasis is placed on leadership of complex and changing organizations and help them develop the skills to succeed.
Prerequisite: none

LIT 2000 Introduction to Literature 40 hours, 4 credits
This course offers an introduction to the most common literary genre: 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 determine literary meaning, form, and value.
Prerequisite: none (English Composition recommended)

LIT 3191 Contemporary World Literature: 1900 to the Present 40 hours, 4 credits
This course explores how authors from around the world have engaged with important themes and historical events throughout the twentieth century. In studying these texts, students will examine the interplay of fiction and history, the varieties of literary style, and the qualities that link as well as distinguish works from different cultures. Students will respond to texts critically in discussion and essays, as well as research critical evaluations of literary topics, authors, etc.
Prerequisite: English Composition

MAA 3060 Algorithm Analysis 40 hours, 4 credits
This course provides a detailed exploration of algorithm design and analysis, including greedy algorithms, divide and conquer, dynamic programming, and backtracking. Students will gain exposure to 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 I; Probability and Statistics

MAC 1106 Advanced Algebra 50 hours, 5 credits
Students will learn about topics including functions and functional notation, domains and range, relation to functions, graphing functions and relations, and various function operations. Students will be able to solve linear equations and inequalities as well as quadratic equations and higher-order polynomial equations. This course will review algebraic technique as well as polynomials, factoring, exponents, roots, and radicals.
Prerequisite: Satisfactory score on placement exam

MAC 1200 Precalculus 40 hours, 4 credits
In this course, students will understand the application of function theory including the properties and behavior of various function types including polynomial, exponential, rational, polar, and parametric functions. The course emphasizes the comprehension of function behavior through graphs, both manual and through the use of graphing calculators. Students will develop solution sets for equations and inequalities.
Prerequisite: Advanced Algebra

MAC 2100 Calculus I 40 hours, 4 credits
This course takes students into a deeper exploration of functions within the framework of the Fundamental Theorem of Calculus. Topics include limits, derivatives, and methods of integration will be discussed. Students will cover numeric, graphical, and symbolic approaches to problem-solving for real-world scenarios. Technology including graphing calculators and computer applications will be used to solve problems and properly interpret results.
Prerequisite: Precalculus

MAC 2200 Calculus II 40 hours, 4 credits
In this continuation of the topics investigated in Calculus I, students will further explore the method 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.
Prerequisites: Calculus I

MAD 2112 Introduction to Discrete Mathematics 40 hours, 4 credits
This course provides the basis for proper mathematical reasoning in a computer science framework. Topics that students explore include propositional and predicate logic, proof strategies and inductive reasoning, sets, functions, elementary counting techniques, and number systems.
Prerequisites: Calculus I; Discrete Structures for Computer Science

MAD 3113 Applied Discrete Mathematics 40 hours, 4 credits
This course builds on the foundation established in Introduction to Discrete Mathematics with further exploration in logic and mathematical reasoning. Topics include combinatorics and graph theory, Boolean logic, digital logic circuits, ordered sets, functional programming, models of computation, and computational complexity. Students will gain experience formulating mathematical proofs.
Prerequisite: Introduction to Discrete Mathematics; Calculus II

MAN 1300 Introduction to Human Resource Management 40 hours, 4 credits
This course is an introduction to the management and leadership of an organization’s human resources. It explores the importance of establishing or administering the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guidelines. This course includes educational resources from Harvard Business Publishing.
Prerequisites: none

MAN 2021 Principles of Management 40 hours, 4 credits
Students enrolled in this course will develop managerial skills and insights by studying managerial practices. In addition, they will develop an understanding of the manager/employee relationship and the legal and ethical issues that impact these relationships. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

MAN 2602 Business Ethics 40 hours, 4 credits
This course presents an examination of current moral and ethical issues that arise in the world of business, as well as an analysis of the moral obligations, right and wrong action, and good and bad values.
Prerequisite: none

MAN 3040 Principles of Management II 40 hours, 4 credits
Through theory, self-analysis, and analysis of others, this course provides students with the knowledge, skills, and attitudes needed to become an effective manager. Specific topics include managing stress; solving problems; coaching, influencing, and motivating others; team-building; and leading change. This course includes educational resources from Harvard Business Publishing.
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: none

MAN 3210 Advanced Human Resource Management 40 hours, 4 credits
The purpose of this course is to enable the student to develop a broad exposure to new approaches, techniques, and future trends in the management of personnel. This course will cover the study of the major functions in personnel management including job analysis, manpower planning, selection of personnel, performance evaluation, training and wage and salary administration.
Prerequisites: Principles of Management; Introduction to Human Resource Management; or Management of Health Information Services

MAN 3504 Operations Management 40 hours, 4 credits
In this course students will examine the operations function of managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered will include: designing and managing operations; production methods; systems of organizing and maintaining inventories; and producing goods or services that meet customers’ expectations. Quantitative modeling will be used for solving business problems.
Prerequisite: none

MAN 4143 Contemporary Leadership Challenges 40 hours, 4 credits
This seminar course examines current issues within the management field. This course is highly interactive in that both students and faculty are actively engaged in researching, presenting, and discussing course materials. In addition, by gaining in-depth exposure to a current key topic in the field, students learn to become active and effective members of a professional learning community.
Prerequisite: none

MAN 4240 Organizational Behavior Analysis 40 hours, 4 credits
This course is designed to explore human resource work settings from an interdisciplinary perspective. The following topics will be studied and analyzed from a management perspective: organizational structure, leadership, power, conflict management, individual and group dynamics, motivation, morale, and communication.
Prerequisite: none
MAN 4441 Negotiation and Conflict Management
40 hours, 4 credits
This course will focus on negotiation and conflict management in business and other organizational settings. The emphasis is on gaining a deeper understanding of the negotiation process and developing effective negotiation and conflict management skills.
Prerequisite: Organizational Behavior Analysis

MAN 4602 International Business
40 hours, 4 credits
This course provides management students with an introduction to international economic, political, cultural and business environments. Students will develop a basic understanding and appreciation of the myriad factors involved in managing people within a global workforce.
Prerequisite: Principles of Management

MAN 4720 Strategic Management
40 hours, 4 credits
This course is designed to integrate prior business courses through study, discussion, and creation of strategic management plans. Students will evaluate the key functions of organizations and integration of these functions to understand the best practices used to achieve competitive advantages. Topics will include strategic formulation, implementation, and evaluation.
Prerequisite: Introduction to Business

MAN 4900 Management Capstone
30 hours, 3 credits
In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, contemplating, and applying theoretical concepts studied throughout their degree in creating a solution for an actual management need. This course is designed to be taken during the student’s last quarter.
Prerequisite: Business Bachelor’s student in last or second-to-last quarter

MAP 3010 Probability and Statistics
40 hours, 4 credits
This course explores the concepts of conditional probability, random variables, expectations and distributions, sample spaces, moment-generating functions, and the central-limit theorem. Further topics include an introduction into estimation, confidence intervals, and hypothesis testing. Students will be able to generate random variables through experimentation, and they will understand how to apply statistical concepts to computational applications.
Prerequisite: Introduction to Discrete Mathematics

MAR 2111 Principles of Marketing
40 hours, 4 credits
This course serves as an introduction to the marketing concept, integrating seven key marketing perspectives. Topics include: consumer buying behavior, business-to-business markets and organizational buying behavior, market research techniques, fundamental pricing concepts, marketing channels and logistics, integrated marketing communications, and marketing’s role in electronic commerce.
Prerequisite: none

MAR 2374 Online Multimedia Marketing
40 hours, 4 credits
This course explores emerging and innovative business and marketing technologies and techniques such as weblogs and podcasting. In addition to investigating the newest communication tools, this course will also address creating and evaluating proposals, media purchases, and online public relations.
Prerequisite: Internet Business Models and E-Commerce

MAR 2873 Public Relations and Advertising Strategies
40 hours, 4 credits
Students examine the similarities and differences between public relations, advertising and promotional marketing and how to differentiate between the two as they are designed to achieve a target market. Marketing interactions with associated stakeholders, including current and new customers; shareholders; the media, financial and industry press, will be explored. Other parts of the enterprise, such as senior management and marketing, finance, and human resources departments are studied.
Prerequisite: Principles of Marketing

MAR 3205 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 to help organizations achieve their online sales and marketing objectives. Key areas of focus include email marketing, social media, and online PR.
Prerequisite: Internet Business Models and E-Commerce

MAR 4355 Web Analytics
40 hours, 4 credits
This course explores the fundamentals of how to use web analytics concepts, tools, and techniques to harness the power of an organization’s website to create a measurable business value, increase customer retention, and build customer loyalty.
Prerequisites: Advanced Search Engine Marketing Strategies; Internet Business Models and E-Commerce

MAR 4582 Internet Law
40 hours, 4 credits
This course gives students an in-depth understanding of Internet law and how it applies to online commerce and today’s business transactions.
Prerequisite: Business Law

MAR 4721 Advanced Search Engine Marketing Strategies
40 hours, 4 credits
This course is designed to give students an in-depth understanding of search engine optimization and search engine marketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives.
Prerequisite: Search Engine Marketing

MAT 1031 College Algebra
40 hours, 4 credits
This course provides students with the skills to master algebraic terminology and applications including, but not limited to, real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

MAT 1402 General Education Mathematics
40 hours, 4 credits
This course introduces students to topics from intermediate algebra that are relevant to everyday life and not typically covered in the standard college math sequence. Students will be exposed to a variety of mathematical tools from diverse branches of mathematics. They will utilize these tools to solve interesting real-world problems. Topics may include, but are not limited to, graphing, game theory, the mathematics of growth, applications of geometry, probability, and statistics.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

MCB 2101C Introduction to Microbiology
70 hours, 5 credits
This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism; requirements for and control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminthes; interactions and impact of microbes on humans, including mechanisms of pathogenicity.
Prerequisite: none

MEC 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 in both 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.
Prerequisite: none

MEC 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 emergency procedures, patient and medical record 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.
Prerequisites: Introduction to Medical Assisting; Medical Terminology

MEC 1207 Clinical Skills II
60 hours, 4 credits
Students will continue their study of the essential and basic core of back-office medical-assisting skills. They will master knowledge and skills including patient examination and assessment, performing electrocardiography, performing venipuncture, performing medication administration, minor surgical procedures, procedures for medical emergencies, first aid and CPR, and behaviors influencing health. They will also learn basic skills 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

MEC 1243 Pharmacology for the Allied Health Professional
40 hours, 4 credits
This course is designed for a variety of allied health programs requiring an understanding of pharmacology. It attempts to present a basic rationale for understanding current drug therapy. This course presents drugs according to their therapeutic applications. Pertinent physiology and related diseases are reviewed before the pharmacology of the drug is discussed. The content by body system in this course serves to provide the necessary background information and to refresh the student’s memory of previously learned material with 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

MEC 2201 Pathophysiology
50 hours, 5 credits
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic criteria, and treatment of common diseases of selected human body systems.
Prerequisite: Human Anatomy and Physiology I or Structure and Function of the Human Body

MEC 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 assisting and other healthcare professionals. They will learn about laboratory equipment and safety, and issues of patient confidentiality. They will learn to collect specimens by venipuncture and patient instruction and perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing.
Prerequisite: Clinical Skills

MEC 2270 Radiography Skills
40 hours, 3 credits
A comprehensive study for limited scope of practice in radiography. Skills and processes covered will include: equipment selection, equipment operation and quality control, image production and evaluation, and patient care and education, along with radiographic physics that will cover each anatomic region. The course is designed to prepare students for the examination for Limited Scope of Practice in Radiography and/or job placement in a digital X-ray operator.
Prerequisite: Structure and Function of the Human Body

MEC 2804 Medical Assistant Externship
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/ clinic or medical center. While on the clinical site, the extern will perform medical-assisting job duties in both the front-office administrative and the back-office clinical areas, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked.
Prerequisite: Completed series of Hepatitis B Immunizations; Completion of a 2-Step Mantioux screening test within 6 months of starting externship; Completion of all immunizations or verification of immunity required by program site; Successful completion of background check (clear background check obtained); Successful completion at Rasmussen College Externship meeting held by Program Coordinator; Attendance at externship site orientation (if required); Successful completion of all Medical Assisting core courses except Career Development and Seminar courses; Approval of Medical Assisting Program Coordinator.

MEC 2920 Medical Assisting Capstone
20 hours, 2 credits
In conjunction with the Medical Assisting Externship (MA265), students will complete an online Medical Assisting Capstone course. In this course, students will learn job-search techniques and skills for entry-level medical assistants as well as share and learn from their externship experiences with the clinical site. 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
Co-requisite: Medical Assisting Externship

MLT 1040C Phlebotomy
40 hours, 3 credits
In this course, students will learn the skills to perform a variety of blood collection methods using proper techniques and universal precautions. This course will emphasize proper patient identification and application of principles of safety and infection control. The student laboratory setting will provide an opportunity to perform basic phlebotomy procedures.
Prerequisite: none
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COURSE DESCRIPTIONS

MLT 1137C Introduction to Laboratory Processing 50 hours, 4 credits
This course will introduce the role of the phlebotomist in a clinical laboratory setting. Students will be taught to adhere to safety and compliance regulations related to specimen collection and processing. This course also offers an overview of the pre-analytic factors of the sample or patient as they relate to influence laboratory procedures.
Prerequisite: none

MLT 2140C Phlebotomy II 50 hours, 4 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 handling and transporting and assuring patient and provider safety in a variety of settings. Students will learn to develop skills to communicate with diverse patients, patient advocates, and healthcare providers.
Prerequisite: Phlebotomy

MLT 2990C Phlebotomy Externship and Capstone 130 hours, 5 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 populations of 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 pre-licensure examination.
Prerequisites: Phlebotomy; Introduction to Laboratory Processing

MMC 3209 Realities of Crime and Justice 40 hours, 4 credits
This course examines how people understand their world through visual images. Students will examine how the media visually gather, process, and interpret information presented through media sources.
Prerequisite: none

MNA 1161 Customer Service 40 hours, 4 credits
This course covers the basic concepts of essential customer service skills needed in business to interact/work effectively with individuals and/or groups. Special areas of emphasis include solving problems, developing a customer service strategy, coping with challenging customers, increasing customer retention and surveying customer satisfaction.
Prerequisite: none

MTB 1381 Math for Game and Simulation Production I 40 hours, 4 credits
This course has been designed to teach concepts in linear algebra. The course covers linear equations and matrices, and how these can be applied in various situations. In addition, topics will include determinants, vectors in the plane, and how to solve systems of equations.
Prerequisite: College Algebra

MTB 2381 Math for Game and Simulation Production II 40 hours, 4 credits
This course covers linear equations introduced in Math for Game and Simulation Production I. These topics include graphing and solving equations; polynomial, exponential, logarithmic, and trigonometric functions; analytic geometry; and determining equations from the shape of a graph.
Prerequisite: Math for Game and Simulation Production I

MTS 2005 Introduction to Medical Transcription 40 hours, 4 credits
An introduction to the profession of medical transcription and medical editing. Topics covered will include the medical transcription process and the skills required for a professional in the field. Students will familiarize themselves with medical terminology, use work scenarios and work stations, employer expectations, salary methods, the job search, and professional associations. The student will explore the lifecycle of the patient record and how electronic health records impact the profession. Speech recognition and other technologies will be presented along with resources that a medical transcriptionist will need to use on the job.
Prerequisite: Medical Terminology

Pre or Co-requisite: Medical Writing, Style and Grammar

NUR 1020C Fundamentals of Nursing 230 hours, 13 credits
This course provides a foundation for the nursing program. It introduces the student to the history and practice of nursing, including the standard of nursing practice. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort, safety, and security, and mobility. Critical thinking as an embedded component is emphasized to develop the roles of the nurse as provider of care, manager of care, and member of the nursing profession is incorporated into the course content. This course integrates community health concepts and prepares entry level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. The role of the nurse as provider of care, communicator, manager, and member of a profession is expanded and provide the framework for clinical applications and evaluation.

This course will introduce the student to key concepts of Professional Nursing. The student will be exposed to the professional expectations and critical thinking practice for the Registered Nurse in diverse healthcare settings. Also included are aspects of patient-centered care based on the NCPA Code of Ethics. The course will provide the framework for the Professional Nursing Program is introduced, along with the fundamental Nursing Core Competencies. Special emphasis is placed on critical thinking, and professional Nursing. Students will gain the knowledge, skills, and attitudes needed to practice safely in the nursing profession in the role of the Registered Nurse by discovering their own learning styles and personal identities.

Prerequisite: Admission to the Professional Nursing Program or entry into the

Mobility Bridge Option

NUR 1327 Transitions in Nursing 30 hours, 3 credits
This course prepares the transition between practical and professional nursing. It introduces and examines issues of scope of practice, assessment, and care planning, and ethical and legal issues that meet the needs of professional nurse level.
Prerequisite: Florida LPN licensure

NUR 1381 Introduction to Critical Thinking, Informatics, and Ethical Concepts in Professional Nursing 40 hours, 4 credits
This course introduces students to critical thinking as a professional nurse by providing the theoretical basis for problem-solving embedded in Clinical Judgment. Building upon these critical thinking skills, ethical concepts are crucially examined and nursing informatics is introduced within the healthcare infrastructure. Special emphasis is placed on Nursing Ethics and Law, Clinical Judgment, Evidence-Based Practice, Nursing Informatics, and Quality Improvement. Students are challenged to explore evidence- based solutions to key issues and trends that are relevant to the Professional Nurse’s role based on evidence-based practice.

Prerequisite: Admission to the Professional Nursing Program or entry into the

Mobility Bridge Option

NUR 1460C Maternal-Child Nursing 2310 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 by working collaboratively across the lifespan with unmedicated complex surgical alterations in health. Pathophysiological mechanisms of disease are covered as well as assessment and nursing management with a special emphasis on the chronically ill client. The course curriculum includes concepts that are socially diverse, cultural, and ethnic in nature with regard to the care of clients across the lifespan to include both adult and geriatric clients. This course integrates community health concepts and prepares entry level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. The role of the nurse as a provider of care, communicator, teacher, and manager of a profession provides the framework for data collection, application and evaluation in pediatric and childbearing settings.
Prerequisite: Adult Nursing I

NUR 2034C Fundamentals of Professional Nursing 107.5 hours, 6 credits
This course is comprised of a theory, lab, and clinical component where professional nursing students are introduced to the fundamental concepts and nursing abilities required to meet basic health and wellness needs. The theoretical basis for patient-centered care, functional ability, and basic physiologic concepts are presented. Emphasis is placed on disease processes, infection, gas exchange, inflammation, infection, tissue integrity, glucose regulation, thermoregulation, and pain. This course will continue to build upon the student’s knowledge and skills needed to provide safe, quality care for a diverse set of clients across the lifespan with a special emphasis on attitudes required to master communication, interdisciplinary collaboration, evidence-based practice, critical judgment, professionalism, and nursing informatics. The student must demonstrate proficiency in a variety of nursing skills in order to successfully complete this course.
Pre or Co-requisites: Introduction to Professional Nursing; Introduction to Critical Thinking, Informatics, and Ethical Concepts in Professional Nursing

NUR 2103C Comprehensive Pharmacology 80 hours, 6 credits
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. Emphasis is placed on disease processes, drug kinematics, pharmacodynamics, the current “rights of medication administration”, dosage calculation, patient education, and motivational wellness. The course will continue to build upon critical thinking concepts and clinical judgment to ensure safe, quality care in the administration of prescription, over-the-counter, and: non-pharmacologic and alternative medication at a beginning Professional Registered Nurse skill 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-requisites: Human Anatomy and Physiology II; Introduction to Microbiology; College Algebra

NUR 2239C Professional Nursing I 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 skills acquired in the basic nursing courses. Students are required to meet basic health and wellness needs. Emphasis is placed on Surgical Integrity, Pain Management, Gas Exchange, Immunology, and Infection Control, and non-pharmacologic and non-alternative medication. Students are challenged to explore evidence- based solutions to key issues and trends that are relevant to the Professional Nurse’s role based on evidence-based practice.

Prerequisite: Admission to the Professional Nursing Program or entry into the

Mobility Bridge Option

NUR 1172 Nutritional Principles in Nursing 40 hours, 2 credits
This course introduces the student to the chemical processes that occur on a cellular level related to nutrient intake and digestion. Emphasis is placed on the concept of Metabolism and the body’s ability to meet basic health and wellness needs as it pertains to a diverse set of clients across the life span. Students will be introduced to basic physiological concepts and will be encouraged to explore Clinical and Nursing Judgment, Education and Health Promotion, and Motivational Wellness. This course 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 2371C Mental Health Nursing 50 hours, 6 credits
This course is comprised of a theory and clinical component where students acquire 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 clinical skills and attitudes, inclusive of therapeutic communication, appropriate affective interactions, pharmacotherapeutic education, and patient-centered, holistic care in order to successfully complete this course.
Prerequisite: Fundamentals of Professional Nursing

NUR 2413C Professional Nursing II 110 hours, 6 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 for the Professional Registered Nurse Role. Emphasis is placed on concepts such as Cellular Regulation, Endocrine Function, Complementary and Alternative Therapies, and Crisis/Disaster Nursing. This course will continue to build on previous concepts with a special emphasis on mobility, elimination, cardiovascular/coagulation integrity, perfusion, fluid/electrolyte and acid/base balance, and Tissue integrity. The theoretical basis for care is presented to the Patient-Centered Care, Evidence-Based Practice, and Nursing Informatics in the Clinical Setting is required for successful completion of this course. The student must demonstrate increasing proficiency in knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan.
Prerequisite: Professional Nursing I

NUR 2558C Maternal Child Health Nursing 60 hours, 4 credits
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 beginning Professional Registered Nurse in an acute care Obstetrics/Maternity Setting, Pediatric Setting, or similar environment. Emphasis is placed on the development of critical thinking in the areas of pathophysiology, pharmacokinetics, physiology, and clinical reasoning. The student will demonstrate knowledge in the areas of maternal, fetal, and pediatric health care. The student will be able to perform and execute tasks in the areas of maternal, fetal, and pediatric health care. The student will be able to perform and execute tasks in the areas of maternal, fetal, and pediatric health care. The student will be able to perform and execute tasks in the areas of maternal, fetal, and pediatric health care. The student will be able to perform and execute tasks in the areas of maternal, fetal, and pediatric health care. The student will be able to perform and execute tasks in the areas of maternal, fetal, and pediatric health care. The student will be able to perform and execute tasks in the areas of maternal, fetal, and pediatric health care.
Prerequisites: Fundamentals of Nursing; Coursed Required: Pathophysiology; Adult Nursing I

NUR 2712C Adult Nursing I 90 hours, 3 credits
This is the third of three adult-health nursing courses. This course is comprised of the care of adults with altered health status in acute care and psychiatric settings. This course focuses on the development of the role of the nurse as a professional leader in the care of patients with complex medical-surgical and psychiatric settings. The course curriculum includes concepts that are socially diverse, cultural, and ethnic in nature with regard to the care of clients across the lifespan to include both adult and geriatric clients. 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 role of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and abilities required for the theoretical knowledge and principles are applied in the skills laboratory and clinical setting.
Prerequisites: Fundamentals of Nursing; Coursed Required: Pathophysiology; Adult Nursing I

NUR 2721C Adult Nursing II 230 hours, 13 credits
This is the second of three adult-health nursing courses. This course is comprised of the care of adults with altered health status in acute care and psychiatric settings. In this course, students continue to develop their role as a member of the profession of nursing as a nursing single clients to clients with more complex medical-surgical alterations in health. Emphasis is placed on knowledge and skills relating to advanced adult health care, medical-surgical and psychiatric settings. The course curriculum includes concepts that are socially diverse, cultural, and ethnic in nature with regard to the care of clients across the lifespan to include both adult and geriatric clients. This course integrates community health concepts and prepares entry level nurses to work effectively in multiple roles, with individuals, families, and communities; addressing the varied clients and different settings in which nurses practice. The role of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and abilities required for the theoretical knowledge and principles are applied in the skills laboratory and clinical setting.
Prerequisites: Fundamentals of Nursing; Coursed Required: Pathophysiology; Adult Nursing I

NUR 2723C Role, Scope, Quality, and Leadership in Professional Nursing 80 hours, 4 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 Community Organization, Interdisciplinary Collaboration, Advocacy, Patient-Centered Care, Evidence-Based Practice, Education, Health Promotion, and Professional 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.
Prerequisite: Professional Nursing III

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

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 on transition to practice. The Concept-Based Framework is reviewed, along with the foundational QSEN Core Competencies with an emphasis on Professionalism, Individual Functional Ability, and Leadership. Students will delve into the knowledge, skills, and attitudes needed to successfully complete the NCLEX-RN and safely transition to a beginning Graduate Professional Registered Nurse role.
Prereqs or Co-requisites: Professional Nursing III; Role, Scope, Quality, and Leadership in Professional Nursing

NUR 3177 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. Assignments designed to develop knowledge and skills for obtaining and recording a physical assessment of health history and physical examinations of the adult client are integrated within the course. Opportunities will be presented to provide for the collaboration and integration of physiological, psychological, sociocultural issues and theories as they apply to the findings obtained in the comprehensive health assessments. Collaborating with interprofessional teams, utilizing evidence-based practice guidelines, and additional updated information needed to provide safe clinical practice in the nursing setting will be utilized to gather and analyze data relevant to common health problems.
Prerequisite: Quality and Safety in Nursing Practice Co-requisite: Pathophysiology

NUR 3205 Applied Pathophysiology 40 hours, 4 credits
This course is designed to enhance the student’s knowledge and understanding of pathophysiologic concepts and their relation to human health and disease. A patient centered systems approach is used to explore the pathophysiology, etiologies, risk factors, clinical presentation, and diagnostic and therapeutic management of selected illness and disease. This course will aid in the student’s ability to develop sound nursing practice, critical reasoning abilities, and foster skills that provide safe, quality patient care.
Prerequisite: Quality and Safety in Nursing Practice Co-requisite: Health Assessment

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. This course provides an exploration of knowledge and experience of mind-body self-healing skills, multi-cultural alternative medicine theories, healing arts, and therapeutic 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 explored through the development of critical thinking and the scientific evidence body of knowledge.
Prerequisite: Advanced Pathophysiology Co-requisite: Transcultural Nursing

NUR 3505 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, patient safety standards, and quality initiatives in the healthcare setting. Emphasized within this course are QSEN, The QSEN O企lcome, Quality & Safety Education for Nurses (QSEN) Competencies. This course examines QSEN as a conceptual framework which can lead to improvement of patient safety outcomes through the development of quality improvement strategies and systems design.
Prerequisite or Co-requisite: Dimensions of Professional Nursing

NUR 3655 Transcultural Nursing 40 hours, 4 credits
This course focuses on the importance of providing and incorporating cultural beliefs and experiences of patients, families, and their health care professionals within the care setting. Topics include: comparative analysis of communication style, opening 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 Co-requisite: Transcultural Nursing

NUR 3816 Dimensions of Professional Nursing 40 hours, 4 credits
This course examines the evolution of nursing with an emphasis on professional values, standards and ethics. Students will explore how social and economic factors influence the nursing practice. This course includes an overview of major contemporary issues in nursing with a critical-thinking approach to exercising clinical judgment. Critical thinking principles will be presented that provide for strengthening critical thinking skills and the development of a personal philosophy of practice.
Prerequisites: Current, unencumbered RN license to practice in the state of New York, and completion of all college pre course work, including a minimum of 32 credit hours of transferable general education courses as required by the program. Co-requisite: Quality and Safety in Nursing Practice

NUR 4165 Nursing Research 40 hours, 4 credits
This course is designed to develop the skills required for research participation related to human health and disease. A patient centered systems approach is used to explore the pathophysiology, etiologies, risk factors, clinical presentation, and diagnostic and therapeutic management of selected illness and disease. This course will aid in the student’s ability to develop sound nursing practice, critical reasoning abilities, and foster skills that provide safe, quality patient care.
Prerequisite: Quality and Safety in Nursing Practice Co-requisite: Research Informatics
OST 1100C Keyboarding I
40 hours, 2 credits
This course introduces students to the keyboard and basic formatting for business documents. An objective of 25 wpm on five-minute timed writings with five or fewer errors is the course goal.
Prerequisite: none

PLA 2240 Law Office Technology
40 hours, 4 credits
This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law-oriented computer software applications. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time, and docket management and computer-based legal research and document movement. This course can be used to demonstrate proficiency in legal research and writing.

PLA 2476 Employment Law
40 hours, 4 credits
This course will provide students with an overview of the formation, operation, and dissolution of the corporate entity. Students will develop the skills and strategies that will be used to address 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 laboratory research, students will develop an overview of causes of actions in torts and their relevance to the paralegal.
Prerequisite: Introduction to Law and the Legal System

PLA 2610 Real Estate Law
40 hours, 4 credits
This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with perorations and other real estate related documents. The student will have a working knowledge of title searches and a thorough understanding of closing procedures. The student will also become familiar with mortgage foreclosures, landlord/tenant law, and zoning regulations.
Prerequisite: Introduction to Law and the Legal System
PLA 2816 Paralegal Capstone 50 hours, 5 credits This course provides 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 “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, 9 credits This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship. Prerequisite: Students must be enrolled in their last or second-to-last quarter

PSS 2020 American/U.S. National Government 40 hours, 4 credits This course presents the development and evolution of the American national government with emphasis on the structures and processes of our representative democracy, including its ties to culture, politics and policies, political parties, and state and local governments. Prerequisite: none

POT 4001 Political Thought 40 hours, 4 credits The aim of this course is to understand and appreciate some important authors and traditions of political thought. The course will cover such topics as authority, consent, freedom and obligation. Prerequisite: none

PRN 1011 Fundamentals of Practical Nursing 60 hours, 6 credits This course provides students with a foundation in understanding the healthcare setting. 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 identification of nursing strategies to meet the global and diverse patient and community. Co-requisites: Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical

PRN 1011LL Fundamentals of Practical Nursing Laboratory 40 hours, 2 credits This course provides students with the skills needed to provide introductory nursing care to the patient. Emphasis is placed on safety, aseptic techniques, therapeutic nursing treatments, and psychomotor skills. The student will learn concepts related to drug classification, dosage and calculation, and medication management. Co-requisites: Fundamentals of Practical Nursing; 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 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 I and Medical Surgical Nursing I Laboratory courses. Prerequisites: Structure and Function of the Human Body; Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Clinical Co-requisites: Medical Surgical Nursing I; Medical Surgical Nursing I Laboratory

PRN 1015C Introduction to Practical Nursing 20 hours, 4 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 a variety of healthcare settings. The clinical experience will include aspects of patient-centered care based upon evidence and quality. The Concept-based framework in 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 learn the theoretical, skills, and attitudes needed to practice safely in the nursing profession by discovering their own learning styles and personal identities. Prerequisite: Admission to the Practical Nursing Program

PRN 1128 Mental Health Nursing 30 hours, 3 credits This course presents an overview of the underlying principles of behavioral health nursing Content includes therapeutic interventions, pathophysiology, psychopharmacology, current therapeutic and rehabilitation for the patient experiencing behavioral health alterations. Emphasis is on therapeutic communication, patient-nurse boundaries, and holistic health. Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing II Laboratory; Fundamentals of Practical Nursing Clinical

PRN 1147C Practical Nursing I 20 hours, 1 credit 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. The theoretical basis for nursing judgment, patient-centered care, growth and development, and basic physiological 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 preceptorship as they pertain to the healthcare infrastructure. The student must demonstrate proficiency in a variety of nursing skills in order to successfully complete this course. Prerequisite: Admission to the Practical Nursing Program Pre or Co-requisite: Introduction to Practical Nursing

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. Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical Co-requisites: Structure and Function of the Human Body; Medical Surgical Nursing I Laboratory; Medical Surgical Nursing I Clinical

PRN 1075LL Medical Surgical Nursing I Laboratory 20 hours, 1 credit This course provides students with the skills needed to provide nursing care 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 illness continuum consistent with disorders of the immune, cardiovascular, hematologic, and respiratory systems. Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical Co-requisites: Medical Surgical Nursing I; Medical Surgical Nursing I Laboratory

PRN 1075L Medical Surgical Nursing I Clinical 90 hours, 3 credits This course provides students with hands-on skills needed to provide nursing care 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 illness continuum consistent with content in the Medical Surgical Nursing I and Medical Surgical Nursing I Laboratory courses. Prerequisites: Structure and Function of the Human Body; Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Clinical Co-requisites: Medical Surgical Nursing I; Medical Surgical Nursing I Laboratory

PRN 1085C Introduction to Practical Nursing 20 hours, 4 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 a variety of healthcare settings. The clinical experience will include aspects of patient-centered care based upon evidence and quality. The Concept-based framework in 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 learn the theoretical, skills, and attitudes needed to practice safely in the nursing profession by discovering their own learning styles and personal identities. Prerequisite: Admission to the Practical Nursing Program

PRN 1128 Mental Health Nursing 30 hours, 3 credits This course presents an overview of the underlying principles of behavioral health nursing Content includes therapeutic interventions, pathophysiology, psychopharmacology, current therapeutic and rehabilitation for the patient experiencing behavioral health alterations. Emphasis is on therapeutic communication, patient-nurse boundaries, and holistic health. Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing II Laboratory; Fundamentals of Practical Nursing Clinical

PRN 1147C Practical Nursing I 20 hours, 1 credit 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. The theoretical basis for nursing judgment, patient-centered care, growth and development, and basic physiological 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 preceptorship as they pertain to the healthcare infrastructure. The student must demonstrate proficiency in a variety of nursing skills in order to successfully complete this course. Prerequisite: Admission to the Practical Nursing Program Pre or Co-requisite: Introduction to Practical Nursing

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. Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical Co-requisites: Structure and Function of the Human Body; Medical Surgical Nursing I Laboratory; Medical Surgical Nursing I Clinical

PRN 1075LL Medical Surgical Nursing I Laboratory 20 hours, 1 credit This course provides students with the skills needed to provide nursing care 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 illness continuum consistent with disorders of the immune, cardiovascular, hematologic, and respiratory systems. Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical Co-requisites: Medical Surgical Nursing I; Medical Surgical Nursing I Laboratory

PRN 1128 Mental Health Nursing 30 hours, 3 credits This course presents an overview of the underlying principles of behavioral health nursing Content includes therapeutic interventions, pathophysiology, psychopharmacology, current therapeutic and rehabilitation for the patient experiencing behavioral health alterations. Emphasis is on therapeutic communication, patient-nurse boundaries, and holistic health. Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing II Laboratory; Fundamentals of Practical Nursing Clinical

PRN 1147C Practical Nursing I 20 hours, 1 credit 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. The theoretical basis for nursing judgment, patient-centered care, growth and development, and basic physiological 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 preceptorship as they pertain to the healthcare infrastructure. The student must demonstrate proficiency in a variety of nursing skills in order to successfully complete this course. Prerequisite: Admission to the Practical Nursing Program Pre or Co-requisite: Introduction to Practical Nursing

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. Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical Co-requisites: Structure and Function of the Human Body; Medical Surgical Nursing I Laboratory; Medical Surgical Nursing I Clinical

PRN 1075LL Medical Surgical Nursing I Laboratory 20 hours, 1 credit This course provides students with the skills needed to provide nursing care 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 illness continuum consistent with content in the Medical Surgical Nursing I and Medical Surgical Nursing I Laboratory courses. Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical Co-requisites: Gerontological Nursing Clinical

PRN 11304 Gerontological Nursing 30 hours, 4 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, cultural, spiritual, legal, and ethical aspects related to geriatric nursing care. Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical Co-requisites: Gerontological Nursing Clinical

PRN 13044LL Gerontological Nursing Clinical 90 hours, 2 credits This course provides students with hands on skills needed to provide nursing care 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 illness continuum consistent with content in the Gerontological Nursing Clinical course. Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical Co-requisites: Gerontological Nursing Clinical

PRN 1486 Gerontological Nursing 30 hours, 3 credits This course is comprised of a theory component where students acquire knowledge, skills, and attitudes to safely and effectively provide pharmacologic therapies to patients. Theoretical Emphasis is placed on Absorption, Distribution, Metabolism, and Excretion (ADME), as well as the current “rights of medication administration,” and basic dosage calculation. Patient education and motivational wellness counseling will be introduced. The course will develop critical thinking and judgment based upon evidence to safe and effective administration of medications at a beginning Practical Nursing skill 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 1495L Medical Surgical Nursing III 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 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 II Laboratory; Medical Surgical Nursing II Clinical Co-requisites: Medical Surgical Nursing III; Medical Surgical Nursing III Clinical
PRN 1532C Practical Nursing II 110 hours, 6 credits
This course is comprised of a theory, lab, and clinical components. Students are building on the fundamental concepts and nursing abilities developed in Practical Nursing I. Emphasis 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 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 1570 Family Nursing 20 hours, 2 credits
This course provides 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: Medical Surgical Nursing III Clinical
PRN 1570L Family Nursing Laboratory 60 hours, 2 credits
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 1570. Prerequisites: Fundamentals of Practical Nursing; Fundamentals of Practical Nursing Laboratory; Fundamentals of Practical Nursing Clinical Co-requisites: Medical Surgical Nursing III Clinical
PRN 1574C Practical Nursing III 119 hours, 6 credits
This course is comprised of a theory, lab, and clinical component where students are completing their development of the fundamental concepts and mental health and behavioral disorders. 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 Quality Improvement, 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 1808C Family Nursing 60 hours, 4 credits
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 Practitioner in a Family Health Clinic, Pediatric Clinical Setting, or similar environment. Emphasis is placed on Respiration as Growth and Development. Special Emphasis is placed on Nursing, Obesity, Geriatric Nursing, Intensive Care, and Patient-Centered Care as it applies to this diverse group of clients. The theoretical basis for Complementary 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 all Pharmacology 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
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 the CRPR. 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 2020 Pharmacy Technician Capstone 30 hours, 3 credits
This course is an overview of all pharmacy technician program courses and concepts, with an emphasis on the reviewing and preparation of materials which comprise the Pharmacy Technician Certification Board examination. Prerequisite: Pharmacy Technician student in last or second-to-last quarter.
PTN 2220 Pharmacy Software/ Automation/Insurance Billing 40 hours, 3 credits
Hands-on experience using pharmacy software will be gained via entering patient profiles and prescriptions. The student will learn how to process prescriptions, understand common insurance rejection codes, and gain knowledge of how to solve rejections. Automated ordering, receiving, and maintenance of inventory will be addressed. 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
RMI 3011 Insurance
40 hours, 4 credits
This course examines the characteristics of those areas of risk and uncertainty where the mechanisms of insurance are effective alternatives. Insurable risks of both business and individuals are covered. The concepts, contracts, and institutions involved in insurance are covered, as well as governmental regulations that impact the industry.
Prerequisite: Introduction to Business

RMI 4020 Risk Management
40 hours, 4 credits
This upper-level business course explores the elements of risk management and insurance essential to the business environment. This course will develop the rationale for risk-management systems and examine the environments in which they operate. Students will learn, analyze, and evaluate approaches to measuring and managing risks in various business environments.
Prerequisite: none

SCE 1528 Scientific Literacy
40 hours, 4 credits
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

SPC 2017 Oral Communication
40 hours, 4 credits
This course will present students with a broad understanding of communication in a variety of contexts. Students will learn the processes and strategies of oral communication by exploring speech anxiety, audience analysis, and organizational speech patterns. Students will research, use supporting materials, and use effective language to develop and present a narrative, informative and persuasive speech.
Prerequisite: none

SPN 271 Conversational Spanish
40 hours, 4 credits
This course focuses on common words and phrases students need to develop a working vocabulary which will enable them to communicate with Spanish-speaking individuals in their personal and professional lives. Although oral communication is stressed, included is an overview of Spanish grammar, phonetic pronunciation, and Hispanic culture.
Prerequisite: none

SSE 1495 Technology and Society
40 hours, 4 credits
Students will examine the relationships, benefits, historical significance, and effects technology has on society. This course will investigate the local, national and global impact of technology on both individual and global cultures. This course introduces students to basic diversity and technology terms and concepts. Students will examine the influences that emerging technologies have on diversity awareness, the digital divide, and intercultural knowledge.
Prerequisite: none

SSE 2003 Understanding Cultures
40 hours, 4 credits
This course is a comparative study of societies and cultures around the world and the cultures within the United States, focusing on the effects of ethnicity and race on African Americans, Latinos, Asian Americans and Native Americans living in the United States. Topics include family, marriage, power, religion, values, inequality, social organization, language, social stratification, economic processes, conflicts and cultural and social change over time. Examples will be drawn from Africa, South America, North America, Asia and the Pacific Islands.
Prerequisite: none

SYG 1000 Introduction to Sociology
40 hours, 4 credits
This course introduces students to basic sociology terms and concepts. Students will understand how to apply sociological concepts and theories and analyze the structure and relationships of social institutions and the process of social change. Students will explore a variety of topics of sociological interest, including socialization, social inequality, social movements, and the impact of technology and social change on society.
Prerequisite: none

SYO 4180 Work and Family
40 hours, 4 credits
This course focuses on the overlapping worlds of work and family. It examines both the nature of the links that exist between the two major social institutions as well as the issues and problems that result from the combination of individuals’ work and family responsibilities. An emphasis is placed on female labor force participation.
Prerequisite: none

TAX 2002 Income Tax
40 hours, 4 credits
This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business.
Prerequisite: Financial Accounting II

TAX 3010 Taxation of Individuals
40 hours, 4 credits
This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business. Focus is on income, exclusions, deductions, exemptions, credits, property, gift, estate tax and depreciation.
Prerequisite: Financial Accounting II

TAX 4011 Advanced Federal Tax Theory
40 hours, 4 credits
This course provides advanced instruction in the tax laws as implemented by the Internal Revenue Service, addressing individuals, corporations, and partnerships.
Prerequisite: Taxation of Individuals

WST 4350 Gender in Math and Science
40 hours, 4 credits
This course examines the personal and collective educational experiences, career paths, and discoveries of female researchers, teachers, and practitioners in the fields of mathematics and science.
Prerequisite: none
The information below details our student completion rate, our College-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

Our on-time completion and placement rates exceed the national averages of 22% and 74%, respectively. With our SUPPORT+ team members working one-on-one with you, including our student advisors and career services advisors, we help support your success. Contact a program manager to learn more about how you can become a Rasmussen College graduate.

LOANS AND FINANCIAL AID
Our SUPPORT+ team can help you complete your financial aid application and review your financial aid award letter. Contact a student financial services advisor to discuss your individual needs and goals.

TUITION AND FEES
The tuition shown is the full tuition cost and does not reflect scholarships, grants, loans, or any credit transfers—all of which can lower your tuition cost. Contact a program manager to discuss your unique situation and tuition costs for your degree.

<table>
<thead>
<tr>
<th>SCHOOL OF BUSINESS</th>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)2</th>
<th>Federal Student Loans3</th>
<th>Private Loans4</th>
<th>Institutional Loans5</th>
<th>Florida Tuition and Fees6</th>
<th>Florida Books and Supplies7</th>
<th>Room and Board8</th>
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1 The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)
2 Internal placement rate methodology can be found at rasmussen.edu/SID
3 Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans)
4 Median loan debt for completers from private educational loans
5 Median amount that completers owe to Rasmussen College upon graduation
6 Tuition and fees charged for completing the program in normal time
7 Total cost of books and supplies when completing the program in normal time
8 Total cost of room and board is not applicable at Rasmussen College

*Information about median loan amounts, on-time completion rates, and placement rates are unavailable for new programs.
**Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.
### SCHOOL OF DESIGN

<table>
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<tr>
<th>Degree Level</th>
<th>SOC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Florida Tuition and Fees</th>
<th>Florida Books and Supplies</th>
<th>Room and Board</th>
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<td>$19,339</td>
<td>$0</td>
<td>$0</td>
<td>$21,229</td>
<td>$3,300</td>
</tr>
<tr>
<td>Multimedia Technologies–Web Design</td>
<td>Associate's</td>
<td>27-1024, 27-1014</td>
<td>23%</td>
<td>72%</td>
<td>$24,877</td>
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<td>$0</td>
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<td>$4,200</td>
</tr>
<tr>
<td>Multimedia Technologies–Web Design</td>
<td>Diploma</td>
<td>27-1024, 27-1014</td>
<td>30%</td>
<td>NA</td>
<td>$19,339</td>
<td>$0</td>
<td>$0</td>
<td>$21,229</td>
<td>$3,300</td>
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</table>

### SCHOOL OF EDUCATION

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Florida Tuition and Fees</th>
<th>Florida Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Education–Child and Family Studies</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>44%</td>
<td>98%</td>
<td>$19,464</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,450</td>
</tr>
<tr>
<td>Early Childhood Education–Child Development</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>44%</td>
<td>98%</td>
<td>$19,464</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,450</td>
</tr>
<tr>
<td>Early Childhood Education–Child with Special Needs</td>
<td>Associate's</td>
<td>25-2011, 25-9041</td>
<td>44%</td>
<td>98%</td>
<td>$19,464</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,450</td>
</tr>
<tr>
<td>Early Childhood Education–English Language Learner Specialization</td>
<td>Associate’s</td>
<td>25-2011, 25-9041</td>
<td>44%</td>
<td>98%</td>
<td>$19,464</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,450</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Certificate</td>
<td>25-9041, 25-2011</td>
<td>57%</td>
<td>80%</td>
<td>$10,107</td>
<td>$0</td>
<td>$0</td>
<td>$10,764</td>
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</tr>
<tr>
<td>Early Childhood Education–Child and Family Studies</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>100%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,631</td>
<td>$2,550</td>
</tr>
<tr>
<td>Early Childhood Education–Child Development</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>100%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,631</td>
<td>$2,550</td>
</tr>
<tr>
<td>Early Childhood Education–Child with Special Needs</td>
<td>Diploma</td>
<td>25-9041, 25-2011</td>
<td>NA*</td>
<td>100%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,631</td>
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</table>

### SCHOOL OF HEALTH SCIENCES

<table>
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<th>Degree Level</th>
<th>SOC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans</th>
<th>Private Loans</th>
<th>Institutional Loans</th>
<th>Florida Tuition and Fees</th>
<th>Florida Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>EKG Technician</td>
<td>Certificate</td>
<td>29-2031</td>
<td>NA*</td>
<td>0%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$11,362</td>
<td>$1,650</td>
</tr>
<tr>
<td>Health Information Management</td>
<td>Bachelor’s</td>
<td>29-2071</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$53,820</td>
<td>$7,350</td>
</tr>
<tr>
<td>Health Information Technician</td>
<td>Associate’s</td>
<td>29-2071</td>
<td>42%</td>
<td>81%</td>
<td>$23,919</td>
<td>$0</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,750</td>
</tr>
<tr>
<td>Health Science</td>
<td>Associate’s</td>
<td>31-9099</td>
<td>NA*</td>
<td>0%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$27,209</td>
<td>$3,600</td>
</tr>
<tr>
<td>Medical Administration</td>
<td>Associate’s</td>
<td>43-6013</td>
<td>23%</td>
<td>82%</td>
<td>$25,871</td>
<td>$0</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,900</td>
</tr>
<tr>
<td>Medical Administration</td>
<td>Diploma</td>
<td>43-6013</td>
<td>10%</td>
<td>NA*</td>
<td>$16,882</td>
<td>$0</td>
<td>$0</td>
<td>$17,342</td>
<td>$2,550</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>Associate’s</td>
<td>31-9092</td>
<td>49%</td>
<td>83%</td>
<td>$21,045</td>
<td>$0</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>Diploma</td>
<td>31-9092</td>
<td>44%</td>
<td>67%</td>
<td>$14,417</td>
<td>$0</td>
<td>$0</td>
<td>$17,940</td>
<td>$2,400</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>Certificate</td>
<td>29-2071</td>
<td>39%</td>
<td>NA*</td>
<td>$13,052</td>
<td>$0</td>
<td>$0</td>
<td>$11,960</td>
<td>$1,800</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>Diploma</td>
<td>29-2071</td>
<td>39%</td>
<td>NA*</td>
<td>$13,052</td>
<td>$0</td>
<td>$0</td>
<td>$11,960</td>
<td>$1,800</td>
</tr>
<tr>
<td>Patient Care Technician</td>
<td>Certificate</td>
<td>39-9021</td>
<td>NA*</td>
<td>0%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$11,362</td>
<td>$1,650</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Associate’s</td>
<td>29-2052, 31-9095</td>
<td>45%</td>
<td>75%</td>
<td>$21,550</td>
<td>$0</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,600</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Certificate</td>
<td>29-2052, 31-9095</td>
<td>31%</td>
<td>90%</td>
<td>$12,595</td>
<td>$0</td>
<td>$0</td>
<td>$13,156</td>
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<tr>
<td>Pharmacy Technician</td>
<td>Diploma</td>
<td>29-2052, 31-9095</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$20,930</td>
<td>$2,850</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>Certificate</td>
<td>31-9097, 31-9099</td>
<td>NA*</td>
<td>0%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$11,362</td>
<td>$1,650</td>
</tr>
</tbody>
</table>
The information below details our student completion rate, our College-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

Our on-time completion and placement rates exceed the national averages of 22% and 74%, respectively. With our SUPPORT+ team members working one-on-one with you, including our student advisors and career services advisors, we help support your success. Contact a program manager to learn more about how you can become a Rasmussen College graduate.

## LOANS AND FINANCIAL AID

Our SUPPORT+ team can help you complete your financial aid application and review your financial aid award letter. Contact a student financial services advisor to discuss your individual needs and goals.

## TUITION AND FEES

The tuition shown is the full tuition cost and does not reflect scholarships, grants, loans, or any credit transfers—all of which can lower your tuition cost. Contact a program manager to discuss your unique situation and tuition costs for your degree.

---

### SCHOOL OF JUSTICE STUDIES

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code*</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans $</th>
<th>Private Loans $</th>
<th>Institutional Loans $</th>
<th>Florida Tuition and Fees $</th>
<th>Florida Books and Supplies $</th>
<th>Room and Board $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice</td>
<td>Associate’s 33-3051</td>
<td>31%</td>
<td>74%</td>
<td>$25,751</td>
<td>$0</td>
<td>$27,209</td>
<td>$3,600</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Bachelor’s 33-3051</td>
<td>66%</td>
<td>77%</td>
<td>$32,956</td>
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<td>$53,820</td>
<td>$6,750</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Human Services</td>
<td>Associate’s 21-1093, 21-1094, 21-1099</td>
<td>40%</td>
<td>85%</td>
<td>$25,402</td>
<td>$0</td>
<td>$26,910</td>
<td>$3,450</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Human Services</td>
<td>Certificate 21-1093, 21-1094, 21-1099</td>
<td>28%</td>
<td>NA*</td>
<td>$15,730</td>
<td>$0</td>
<td>$11,362</td>
<td>$1,500</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Human Services</td>
<td>Diploma 21-1093, 21-1094, 21-1099</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$22,126</td>
<td>$2,850</td>
</tr>
<tr>
<td>Paralegal</td>
<td>Associate’s 23-2011, 23-2099</td>
<td>41%</td>
<td>78%</td>
<td>$24,539</td>
<td>$0</td>
<td>$28,106</td>
<td>$3,600</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Paralegal</td>
<td>Certificate 23-2011, 23-2099</td>
<td>NA*</td>
<td>75%</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$18,239</td>
<td>$2,250</td>
<td>$0</td>
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</tbody>
</table>

1. The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)
2. Internal placement rate methodology can be found at rasmussen.edu/SID
3. Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans)
4. Median loan debt for completers from private educational loans
5. Median amount that completers owe to Rasmussen College upon graduation
6. Tuition and fees charged for completing the program in normal time
7. Total cost of books and supplies when completing the program in normal time
8. Total cost of room and board is not applicable at Rasmussen College
9. RN to Bachelor of Science Nursing (RN to BSN) Policy

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

*Information about median loan amounts, on-time completion rates, and placement rates are unavailable for new programs.

**Standard Occupational Classification (SOC) provides a representation of occupations for which graduates typically find employment.
### SCHOOL OF NURSING

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans $</th>
<th>Private Loans $</th>
<th>Institutional Loans $</th>
<th>Florida Tuition and Fees $</th>
<th>Books and Supplies $</th>
<th>Room and Board $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing RN to BSN¹</td>
<td>29-1141</td>
<td>79%</td>
<td>NA*</td>
<td>$18,263</td>
<td>$0</td>
<td>$20,332</td>
<td>$2,550</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Practical Nursing</td>
<td>29-2061</td>
<td>94%</td>
<td>0%</td>
<td>$13,650</td>
<td>$0</td>
<td>$20,150</td>
<td>$2,250</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Professional Nursing</td>
<td>29-1141</td>
<td>90%</td>
<td>0%</td>
<td>$19,910</td>
<td>$0</td>
<td>$40,685</td>
<td>$3,450</td>
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### SCHOOL OF TECHNOLOGY

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<th>SOC Code**</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loans $</th>
<th>Private Loans $</th>
<th>Institutional Loans $</th>
<th>Florida Tuition and Fees $</th>
<th>Books and Supplies $</th>
<th>Room and Board $</th>
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<tbody>
<tr>
<td>Computer Science</td>
<td>15-1133</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>$7,200</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Game and Simulation Programming</td>
<td>15-1131</td>
<td>64%</td>
<td>67%</td>
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<td>$0</td>
<td>$54,119</td>
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<tr>
<td>Information Security</td>
<td>15-1122</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>$0</td>
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<tr>
<td>Information Technology Management</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$54,119</td>
<td>$7,650</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management–Computer Information Technology</td>
<td>15-1150</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$27,209</td>
<td>$4,350</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management–Computer Information Technology</td>
<td>15-1150</td>
<td>29%</td>
<td>NA*</td>
<td>$20,183</td>
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<td>$0</td>
</tr>
<tr>
<td>Information Technology Management–General</td>
<td>15-1150</td>
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<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$27,209</td>
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<td>$0</td>
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<tr>
<td>Information Technology Management–General</td>
<td>15-1150</td>
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<td>NA*</td>
<td>NA*</td>
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<td>$20,033</td>
<td>$3,450</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management–Network Administration</td>
<td>15-1150</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$27,209</td>
<td>$4,350</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management–Network Administration</td>
<td>15-1150</td>
<td>29%</td>
<td>NA*</td>
<td>$20,183</td>
<td>$0</td>
<td>$20,033</td>
<td>$3,450</td>
<td>$0</td>
<td>$0</td>
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<td>Information Technology Management–Network Security</td>
<td>15-1150</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$27,209</td>
<td>$4,350</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Information Technology Management–Network Security</td>
<td>15-1150</td>
<td>29%</td>
<td>NA*</td>
<td>$20,183</td>
<td>$0</td>
<td>$20,033</td>
<td>$3,450</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Software Application Development</td>
<td>15-1132</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
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<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Software Application Development</td>
<td>15-1131</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$11,960</td>
<td>$1,800</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Web Programming</td>
<td>15-1134</td>
<td>29%</td>
<td>NA*</td>
<td>$20,183</td>
<td>$0</td>
<td>$20,332</td>
<td>$3,150</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Web Programming</td>
<td>15-1134</td>
<td>37%</td>
<td>83%</td>
<td>$22,891</td>
<td>$0</td>
<td>$27,508</td>
<td>$4,050</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
ADMISSIONS AND ENROLLMENT PROCEDURES

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

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

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

- Application Form (apply early for best scholarship opportunities)
- Attestation of high school graduation or equivalency
- Enrollment Agreement
- Rasmussen College entrance placement exam(s)
- Rasmussen College Experience Course (if applicable)
- All financial arrangements are complete, submitted, and verified
- Criminal Background Check, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.
- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
- International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - TOEFL test score of 500 paper-based or 173 computer-based 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 (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20. Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that 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.

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, religious creed, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status to all the rights, privileges, programs, and other activities generally accorded or made available to students at Rasmussen College. Rasmussen College does not discriminate against individuals on the basis of race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status, in the administration of its educational policies, admissions policies, scholarship and loan programs, and other Rasmussen College administered programs and activities. Otherwise qualified persons are not subject to discrimination on the basis of disability.

Student Definition

The word “student” means the student himself or herself if he/she is the party to the contract, or his/her parents or guardian or another person if the parent, guardian, or other person is party to the contract on behalf of the student.

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 invalidated and any financial aid will have to be repaid.
- Completed College entrance placement examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College. Alternatively, applicants providing a college transcript indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete Entrance Placement Examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level Math course are required to complete the Math portion of the placement examination.
- 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 one additional opportunity to re-take the course three months after the start of the first attempt. The following students are exempt from the College Experience Course requirement: graduates of Rasmussen College within the last two years; students accepted into an AcceleratedED program; Early Honors program and Individual Progress students and re-entry students who have already successfully completed the College Experience Course. Early Honors program and Individual Progress students will be required to successfully complete the Online College Readiness Course.

* Official and unofficial transcripts and grade reports for courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be accepted.
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 consistent cycle of incoming, ongoing, and outcome assessment. The College has an academic assessment plan that it uses to evaluate and improve the quality of learning and teaching. The academic assessment programs measure incoming student skills through a placement test to determine students’ reading, writing, and numeracy skills; ongoing skills in a formative in fashion in individual courses; and end of program skills through a series of assessments used to measure incoming student requirements, adapt the College’s academic program, and end of program skills through assessments used to measure incoming student requirements, adapt the College’s academic program, and determine program effectiveness. For the calculation of Student Success Academic Progress, re-entering students are treated as continuing students and must meet progress requirements. For the calculation of Student Success Academic Progress, re-entering students are treated as continuing students and must meet progress requirements. All reentering students, regardless of time away from the College, must successfully complete the College Experience Course or have a record of successfully completing the College Experience Course as part of the acceptance process for returning to the College. All re-entering students must meet and pass all other college student criteria as outlined in the current catalog before being accepted into the College as a re-enterer. Determination of whether a student is eligible to re-enroll is based on the criteria below. A student will be allowed to start the enrollment process and re-enter if the student meets the following criteria: any required Foundations Writing courses or placed into Reading and Writing Strategies previously or currently and re-test, and has a previous clear background check.

A re-entry process will be initiated for a student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of the most recent withdrawal; the student has no outstanding balance owed to the College, and the student has successfully completed all required Foundations Writing courses or placed into Reading and Writing Strategies previously or currently and re-test, and has a previous clear background check. As part of the re-entry process the student will be required to participate in Project Rally following the re-entry Process Guidelines. The re-entry request will either be approved or denied based on a review of the student’s current academic standing at the time of withdrawal, financial status and completion of online learning tools within Project Rally. A complete description and the requirements of the re-entry application process are available through the Campus Registrar.

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

A student enrolling in any of the general criminal or FDLIE background check 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 a FDLIE background check will not have his/her aid submitted until the student is determined to be eligible either through a clear or possible letter or successfully pass the process. This process may delay a student’s funding until the background check process is complete.

The College will send either a possible issue letter or a pre-adverse action letter to all applicants whose background check results are not clear or possible. A possible issue letter informs applicants that a potential problem revealed in their background check may affect the student’s ability to complete practicum activities, field trip experiences, and/or finding employment in-field after graduation. Applicants who receive a possible issue letter should initiate the issue resolution process. The student must inform the College of their decision to continue with the program, or they may choose to change programs.

A pre-adverse action letter informs the student that a pre-adverse action letter is sent to the student by either not allowing the applicant to enroll in a certain program, or removing a student from a certain program, based on the background check. After receiving a pre-adverse action letter the student may contact the background check firm directly to dispute the information contained in the background check results of the program. A pre-adverse action letter has not been finalized to give the student the option of withdrawing from the program. The student must return the full pre-adverse action letter the College will send the student an adverse action letter indicating the action to be taken. The Director of Admissions will contact the student to review the options available.

If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The College will review the appeal and issue a final decision. If the student receives a final decision that the appeal has been denied has the right to request to file one request for reconsideration of their appeal, but must provide supplemental or additional information to support 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. 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 MDHS background check will not have his/her aid submitted until the student is determined to be eligible either through a clear or possible letter or successfully pass the process. This process may delay a student’s funding until the background check process is complete.

A student who receives a MDHS yellow letter may attend class for one quarter while the MDHS finalizes its decision. If the MDHS has not finalized its decision by the end of the student’s first quarter of enrollment, the student will be withdrawn from the College and the student will pay for the class for that quarter. If the MDHS finalizes its decision with a blue clearance letter after the withdrawal, the student will be eligible for re-enrollment for the next subsequent start date.

A student who receives a MDHS yellow letter may enroll in a program that requires a criminal background check after the student receives a possible issue letter or a pre-adverse action letter. A student who receives a possible issue letter or a pre-adverse action letter must not re-enroll in a program that requires a criminal background check until the student has received a clearance letter. A student who receives a clearance letter may not re-enroll in a program that requires a criminal background check.

A student who receives a MDHS yellow letter may enroll in a program that requires a criminal background check after the student receives a possible issue letter or a pre-adverse action letter. A student who receives a possible issue letter or a pre-adverse action letter must not re-enroll in a program that requires a criminal background check until the student has received a clearance letter. A student who receives a clearance letter may not re-enroll in a program that requires a criminal background check.
Applying for Admission to the Medical Laboratory Technician or Surgical Technology Programs

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 Mathematics. Former or current students who have either achieved Entry Placement score above that requiring a Foundation course or have provided a college transcript indicating a grade of C or higher in college-level English and Mathematics are not required to repeat the Entrance Placement test. Once applicants have met the Entrance Placement requirements above, the College will schedule the Evolve A2 entrance exam.

Applicants must pay a $75 non-refundable testing fee (covering the exam, and the study guide to be issued to the student) at time of scheduling. Applicants will take the Evolve A2 at a Rasmussen College campus. To be considered for admissions, applicants must achieve a score of 70% in the areas of Math, Vocabulary, Reading, and Grammar. Applicants who achieve a score of 70% or higher on Evolve A2 score will be contacted by the College to complete the following:

- Application
- Background screening
- Any additional program-specific requirements as specified at the time of enrollment. A Health Physical may be required and completed within the six months prior to Internship/Practicum as specified by the clinical facility. Applicants who wish to reapply for the Evolve A2 to increase their score must submit a $30 non-refundable re-test fee. Current students in other programs who wish to reconsider their study requiring the admissions standards outlined above will be required to take or re-take the Evolve A2.

Once the applicant file is complete, the College will schedule an interview between the applicant and Program Coordinator/Director. Students accepted into their program will receive a letter from the College in the mail.

The College may choose two additional applicants as alternates to join the program if another applicant is deemed ineligible or decides not to begin class. These two alternates must complete all the necessary steps for admission. Alternates will be guaranteed the opportunity for enrollment into the next cohort provided they remain eligible for admission. Students must attend programmatic orientation as well as general orientation or risk being dismissed from the cohort.

Applying for Admission to the School of Health Science Programs

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 Mathematics. Former or current students who have either achieved Entry Placement score above that requiring a Foundation course or have provided a college transcript indicating a grade of C or higher in college-level English and Mathematics are not required to repeat the Entrance Placement test. Once applicants have met the Entrance Placement requirements above, the School of Nursing Entrance Exam may be scheduled. 2. School of Nursing Entrance Exam: Applicants who have successfully completed College entrance placement requirements will be given access to the admissions to the online application process for the School of Nursing Entrance Exam. Here the applicant may register and pay associated fees for the study materials as outlined. Based on exam scores, applicants may apply for a nursing program of study for which they qualify. Applicants not meeting the exam score requirement determined by Rasmussen College at its sole discretion upon first attempt may register for one additional attempt. Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing. Applicants who have previously taken the entrance exam within the past twelve months for admission to another institution may, at their own expense, have the results transferred to Rasmussen College. Transferred scores will be verified by the Dean of Nursing and will count as one of the two attempts allowed in a 12 month period. Any nursing entrance exam results dated more than 12 months prior to application to Rasmussen College will not be considered.

- TEAS Score for admissions eligibility for Associate Degree Nursing (ADN) program and Bachelor of Science Bridge Option: 65% or higher composite score
- TEAS Score for admissions eligibility for Practical Nursing Diploma program: 55%-64.9% composite score

3. Complete Application Requirements:

Applicants successful in completing the College entrance placement exam requirements and the School of Nursing Entrance Exam must complete the following prior to being deemed eligible for consideration for admission:

- Rasmussen College Application
- Health Physical and proof of vaccinations
- The student will be required to have current Basic Life Support and/or Defibrillator Certificate or plug-in certificate. Each certificate program must complete the following prior to being deemed eligible for admission: The student will be required to have current Basic Life Support and/or Defibrillator Certificate or plug-in certificate. Each certificate program must complete the following prior to being deemed eligible for admission:

- Criminal Background Screening
- Any additional program-specific requirements as specified at the time of enrollment. Applicants with prior college credits will receive a transcript evaluation during the admissions process. Applicants will receive a letter from the College in the mail confirming acceptance. Once all admissions requirements have been met, including attendance at programmatic orientation. Accepted applicants must attend the Rasmussen College General Orientation and the School of Nursing Orientation. Failure to attend both orientation sessions will result in dismissal from the program. Former nursing students in good standing with the School of Nursing who have not been enrolled for more than 12 months must successfully repeat the School of Nursing Entrance Exam or ATI Exam. Successful completion of reenrollment into the nursing program through a consultation with the Dean of Nursing. 4. Applying for Admission to Law Enforcement Programs 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. Applicants with lower than admissible scores may choose to repeat the application process once an English Composition or Math course has been successfully completed. Applicants should understand that admission to the program is based on scores with College entrance placement examination scores being the most significant. Therefore it must be assumed or implied that successful completion of an English Composition and/or Math course will guarantee admission into the program.

Former or current students who have taken the STEP and scored above that requiring a Foundation course are not required to take the College entrance placement examination. Applicants who achieve the required minimum scores or who have proven a grade of C or higher in college-level English and/or Mathematics will be contacted by their Program Manager to complete the following:

- Information session
- Certified driving record documentation
- Criminal history record documentation
- Two-page written autobiography
- Health physical
- Psychological evaluation

Once the applicant file is complete, the Program Manager will schedule a face-to-face interview between the applicant and Program Coordinator/Director. Following this interview, applicants can continue with the necessary steps to proceed, which include:

- Application
- Provide official high school and college transcripts
- Rasmussen College background check
- Any additional program-specific requirements as specified at the time of enrollment

Upon completing the application process, the completed file will be reviewed by an admission 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.
• To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.
• Seniors may take up to 4 credits per quarter without a tuition charge. The student must meet with the Director of Admissions and Dean before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule. After receiving a grade of B or higher in his/her first class, the student can request a second class for the second quarter. A maximum of 24 credits per student can be taken in the Early Honors Program.
• Applicants will be accepted on a space available basis for each course selected.
• Early Honors students must meet all course prerequisites as listed in the catalog. Nursing courses designated with a “PN”, “PRN”, “NU” or “NUR” are not available to Early Honors students.
• Students must consider the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The College will provide specific information on each course, including textbook prices and technology requirements.
• Students will receive college credit towards a degree, diploma, or certificate at Rasmussen College for all successfully completed courses. Students who elect to pursue their education at another academic institution will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.
• Students will receive high school dual enrollment credit for successfully completing 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.
• Students may apply to a full program of study by completing an 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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GIFT AID</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$600 - $5,645</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</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**                   |                                    |                 |                                  |
| Federal Work Study              | Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available. | Varies | Free Application for Federal Student Aid (FAFSA) — Awarded by the College |

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

| **VETERANS’ BENEFITS**          |                                    |                 |                                  |
| Veterans’ Benefits              | Veterans and dependents of veterans, including Guard and Reserve Component. | Monthly benefit based on service contributions | Veterans Administration or Veterans Service Officer |
SCHOLARSHIP AND GRANT PROGRAMS

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

Achieve Scholarship

New prospective students enrolling at Rasmussen College for the October 7, 2013 academic start and taking 12 or more credits per quarter may be eligible for the Achieve Scholarship. The Achieve Scholarship awards recipients up to $8,000 (U.S.) in quarterly increments (of $500 per quarter) while attending Rasmussen College. Students in the Nursing Programs (Practical Nursing and Professional Nursing) and AcceleratedED programs are not eligible for the scholarship. For a complete list of terms and conditions, visit rasmussen.edu/achieve or talk to a Program Manager.

Early Honors Program

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

Military Discount

All current and retired military personnel, as well as veterans, enrolling in a Degree, Diploma, or Certificate program may be eligible for a tuition discount. In addition, the College will extend the discount to the spouse and dependents, age 18-23, of any service member on active duty as outlined above.

Corporate Discount

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

Restrictions

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

- Early Honors Program
- Military Discount
- Corporate Discount
- AcceleratedED Partner Success Grant
- Achieve Scholarship

Employer Tuition Reimbursement

Many employers today offer tuition reimbursement to their employees earning a degree. Whether it’s full reimbursement or partial, we want to make sure that your tuition reimbursement plan is seamless as possible so you can reduce the cost of your education, as well as potentially reduce the amount of loans required to fund your degree.

To take advantage of tuition reimbursement, check with your employer about what tuition reimbursement options may be available to you. Then, contact your Program Manager 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 professional’s first course. Offer is limited to one course, per quarter, per high school professional. A maximum of 50 seats in online courses will be made available to high school teachers and counselors each quarter. There is no maximum on cumulative number of classes that may be taken. Tuition free courses for high school professionals are offered on a space-available basis, with priority given to other enrolled Rasmussen students who must complete the course as part of their degree program at Rasmussen College. Participants are responsible for purchasing books or supplies needed for the course. Books may be purchased through the online bookstore. Grades will be recorded as audit grades with the student classified as an audit student.

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 where enrollment is under 12 students.

Class Standing

Rasmussen College determines class standing by the number of credit hours a student has completed. The College assigns class standings according to the following criteria:

- Freshman 0-36 credits completed
- Sophomore 37-72 credits completed
- Junior 73-129 credits completed
- Senior 130 or more credits completed

These Programs May Also Be Offered Online

Bachelor’s Degrees

- Accounting
- Business Management
- Criminal Justice
- Digital Design and Animation
- Game and Simulation Programming
- Health Information Management
- Healthcare Management
- Nursing Bachelor of Science (RN to BSN)

Associate’s Degrees

- Accounting
- Business Management
- Criminal Justice
- Early Childhood Education (all specializations)
- Health Information Technician
- Human Services
- Information Technology Management (all specializations)
- Medical Administration
- Multimedia Technologies (all specializations)
- Paralegal
- Pharmacy Technician
- Web Programming

Diplomas

- Accounting
- Business
- Early Childhood Education (all specializations)
- Human Services
- Information Technology Management (all specializations)
- Medical Administration
- Medical Billing and Coding
- Multimedia Technologies (all specializations)
- Pharmacy Technician
- Web Programming

Certificates

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

Individual Progress

Students must enroll in one or more courses at a time, or in succeeding quarters, without enrolling in a program of study. To be considered for admission, individual progress students must complete the application form and attestation of high school graduation. The 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 application 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).

Developmental Education and Rasmussen College Entrance Placement Exam Re-test Policy

The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into Foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students, and to providing educational opportunities to those who enroll. All new students who enroll in a Degree, Diploma, or Certificate program are required to take the Rasmussen College Entrance Placement Exam reading, writing, and math placement tests. Applicants providing a college transcript indicating a grade of C or higher 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 completed a college-level English course are required to complete the reading and writing sections of the placement examination. Students who have not completed a college-level math course are required to complete the math portion of the placement examination.

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 examination. Rasmussen 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 examination.

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 from other colleges, and whose test scores fall within the range of remediation, will be required to complete the Foundation courses. Students who test at remediation level, and who wish to transfer courses that have Foundation courses as prerequisites, must first successfully complete the Foundation courses. Students enrolled in Foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program.

Students who place below the level of B080 Reading and Writing Strategies are not eligible for admission to Rasmussen College. Student who place below the level of B080 Reading and Writing Strategies and are not admitted to Rasmussen College may, after three months, have the option to re-take the assessment test.
The 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 in the College’s determination 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 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).

**Foundation Courses Timeframe**
To help ensure student success, students requiring a Foundation course must complete one such course in their first full quarter of enrollment. Additionally, all required foundation courses must be taken in the student’s first two full quarters of enrollment. If a student withdraws from or does not pass a Foundation course, the student must successfully complete that course in the subsequent full quarter of enrollment or the student will be dismissed from the College. Foundation courses are B80 and B807. A “full quarter” excludes the mid-quarter start.

**Foundation Course Grading**
1. All foundation courses are satisfactory/unsatisfactory (SX/UX) courses.
2. Students pass B80 Reading and Writing Strategies if they achieve a final grade percentage of 75% or higher.
3. Students pass B807 Practical Math if they achieve a final grade percentage of 75% or higher.

**Seminar Course Grading**
The following grading scale is then used to determine if students have passed the courses:

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     Seminar Course Grading

  a. Students repeating a course for a second time may count the repeated course or that course in a financial aid award calculation only if the original grade earned is an “F/FX.” If a student elects to repeat a course for which a grade above “FX/FX” was earned, the credits are included in the financial aid award calculation only if the program requires a higher grade to be considered “passing” than the grade which has previously been passed. In this case the student fails the previously passed course all future eligibility to receive financial aid for that course is discontinued.

  b. The credits for all repeated courses, along with the credits from prior attempts, will be included in credits attempted for the purposes of determining Satisfactory Academic Progress. The highest grade earned from a repeated course will be used in the calculation of the student’s cumulative GPA. The student’s GPA will be recalculated to reflect the highest letter grade. If more than one attempt results in the same letter grade, only the most recent one will be used in the calculation of GPA.

  c. Students who fail a required course three times and have a cumulative grade point average of 2.0 or greater may be able to switch to another program that does not include the course as a required part of the program curriculum without going through the program appeal process. Students who fail a course three times, and who cannot switch to another program as determined by the program change appeal process, will be terminated from the College. Those students cannot return to the College until they successfully complete an equivalent course to the course elsewhere by earning a grade of C or higher and transferring it back in to Rasmussen College, in accordance with the transfer of credit requirements. In the case of credit transfer, an “FX/FX” grade will remain for purposes of GPA calculation. However, all of the course credits both failed and transferred, count in the student’s Cumulative Completion Rate (CCR).

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

  e. The School of Nursing allows students to fail one Nursing course within the core Nursing curriculum (NU, NUR, PN, PRN, HUN coursework) and complete the course again the following quarter without penalty. However, a second failure, whether it be the same Nursing course or any other Nursing course, will result in removal from the Nursing program.
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**Late Assignment Submission Policy**
Students may submit an assignment 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 past the due date (such as late discussion postings) students may be asked to complete an alternate assignment for equivalent points value, minus any applicable penalty. Online discussions conclude at the end of the current week/module. 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 assignments, such as labs and exams, must be completed at the designated time and therefore cannot be made up. The instructor should apprise students beforehand of any such activities. In no circumstances may students submit work after the last day of the academic term unless an incomplete grade has been requested and granted beforehand.

**Incomplete Grade Policy**
A “WX” indicates an incomplete grade, and is a temporary grade for a course which a student is unable to complete due to extenuating circumstances. The student must request an incomplete from the instructor by the end of the last day of the term. An incomplete may be granted to a student at the end of a quarter at the discretion of the instructor under the following conditions:

1. An incomplete form is completed by the instructor which identifies:
   a. The work to be completed,
   b. Qualifications for acceptable work,
   c. The deadline for completing the work (within two weeks of the end of the term),
   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 by, in some cases, and the Dean and instructors will take the following into consideration when granting an incomplete:
   a. The work to be completed must be regularly assigned work, identified in the course syllabus.
   b. The student can reasonably be expected to complete the work by the deadline.
   c. The student’s grade will be substantially improved.
   d. The student has demonstrated a commitment to completing work in a timely fashion.
   e. Granting the incomplete is truly in the best interest of the student.

4. By completing the work, one of the following will apply:
   i. The student will learn substantive information by completing the work.
   ii. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.

5. Allowing the student extra time compensates for events or conditions not within the student’s control (i.e., illness, emergencies, etc.).

6. 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 that is not completed by the deadline 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 occasion it is appropriate to change a final grade submitted by an instructor at the end of a quarter. Except for situations outlined below, only the instructor who issued the original grade may authorize its change. Instructors may change grades at their discretion, with the following guidelines:

Circumstances that may warrant a change of grade include:
- Emergencies that prevent a student from submitting a petition to receive a new grade by the close of business.
- Examples of such emergencies are hospitalization, car accident, death of a close family member, or a mandatory service.
- Miscalculation of the final grade by the instructor.
- Situations involving misunderstandings, misplaced assignments, or technical difficulties beyond the control of the student.
- Accommodation for special circumstances such as short-term disability or family leave.

Grade changes must be consistent with course policies as outlined on the syllabus. In particular, stated policies regarding the acceptance of late work and how points are apportioned must be followed.

Students must contact their instructors within one week of the start of a subsequent term regarding grade changes. Instructors will have one week from the time they are contacted by students to consider any requests for grade changes. No grade changes may be made after the end of the second week of the subsequent quarter. Grade disputes which cannot be resolved between instructors and students should be directed to the appropriate Dean. Circumstances where a grade change may be authorized later by or on someone other than the original instructor include:
- Administrative errors regarding grades will be corrected only 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 transfers or no longer works at the College), the Academic Dean may determine if a grade change is appropriate.
- The Dean may authorize grade changes in order to settle academic appeals.

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:
- Students taking the Nursing Role and Scope or Leadership in Nursing course who do not earn a score of 90% or higher on the ATI Comprehensive Predictor Exam either on the first, second, or third attempt, will receive an incomplete grade for the course and be scheduled for remediation through the campus and ATI services during the subsequent quarter. Upon completion of remediation, the student will retake the ATI Comprehensive Predictor Exam. Students who achieve a score of 90% or higher on the ATI Comprehensive Predictor Exam will fail the course and be scheduled to repeat Nursing Role and Scope or Leadership in Nursing (as applicable) in the following academic quarter.

This policy applies to the following courses:
- NUR 2280 Nursing Role & Scope (FL)
- NUR 2323 Nursing Role & Scope (IL)
- NUR 260 Leadership in Nursing (WI)
- NUR 260 Leadership in Nursing (MN)

Program Changes
A student in good academic standing at the end of the current quarter will be allowed to change programs at the start of the next quarter as long as the selected program has been approved prior to Friday of the first week of a quarter break.

A student who is not meeting SATiety Academic Progress as defined in the Standards of SATiety Academic Progress guidelines in this catalog who is changing to a lower criterion 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 program same at the time of the request will be allowed to make the changes no later than Friday of the first week of program changes. No appeal process is required. The request for the program change must be received prior to Friday of the first week of a quarter break.

A student who is not meeting SATiety Academic Progress as defined in the Standards of SATiety Academic Progress guidelines in this catalog at the end of the current quarter and who is not meeting the criteria of the criteria the student 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 be either approved or denied based on a review of academic standing and progress to date with Rasmussen College and the information provided in the appeal letter.

A complete description and requirements of the program change appeal process is available in the catalog. 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's curriculum requirements. On occasion, a student may remain in his/her original catalog, assuming the desired program is still offered. A student who chooses to change programs must provide written authorization in the form of a completed change of status form and a new enrollment agreement.

Independent Study Policy
Independent study applies when a student contracts to meet regularly with a qualified instructor to fulfill the assignments, tests, projects, and/or other tasks necessary to achieve the performance objectives of a given course. Independent study requires a student to be motivated and organized. Because an independent study does not provide the student with the classroom interaction normally expected in higher education, it is to be offered only when there is no alternative and as infrequently as possible. Students may take, and the College may offer, a course through independent study under the following conditions:
- The course is not currently offered on a regular basis.
- Completion of the course is necessary for on-time graduation.
- 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.
- The student will complete work of a similar quantity and quality as required in a regularly scheduled class and will meet all of the agreed-upon performance objectives for the class.
- The Academic Dean approves the plan for completing the course work.
- 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. At least twice and at regular intervals during the quarter, the Dean will evaluate the student’s progress by reviewing work completed.

Independent studies must meet the following guidelines:
- Prior to the beginning of the independent study, it is a requirement that a 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 outlined by the syllabus for an earlier quarter.
  3. Progress checks to be reviewed by the Dean.
- Standards of academic quality for the work to be completed.
- Deadline for all work to be completed by the student of the quarter.

Prerequisites
In order to take a course listing a prerequisite, the student must have received a passing grade in the prerequisite.

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

Graduation Requirements
Degrees, Diplomas, and Certificates are awarded solely on the merit and completion of requirements listed on the basis of clock hour 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.

Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.0 to receive a Degree, Diploma, or Certificate with a passing grade in each area. Completion and submission of the components of the Graduation Achievement Portfolio (GAP), as assigned in the appropriate seminar courses designated for each program, is a graduation requirement.

Students in Information Technology Management, Information Security, and Game and Simulation Programming must be designated, maintain industry certifications, and official scores must be submitted as a condition of graduation. The College reserves the right to require students to sit for the mandatory certification, as well as up to two additional recommended certifications. Payments will be made only once per certification. Students are responsible for paying for any additional attempts. Certificates or transcripts of credits may be given to those students taking individual subjects.

Academic Overload Policy
An academic or credit overload occurs when a student registers for more than 20 credits per quarter. Students wishing to schedule an overload must obtain the signature of the Student Advisor as a part of the signature of the Academic Dean of the campus in which they are enrolled. In order to apply for an overload, the student must have a cumulative grade point average of at least 2.75 to qualify for an overload. Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 24 total credits in the approved quarter. The student must apply for approval no later than two weeks prior to the start date of the session in which the overload is desired. The Academic Overload Approval Form is available through a Student Advisor.

Academic Overload Policy for Five and Six Week Courses
An academic or credit overload occurs when a student registers for more than 10 credits per six week session. Students wishing to schedule an overload must obtain the signature of the Student Advisor as a part of the signature of the Academic Dean of the campus in which they are enrolled. In order to apply for an overload, the student must have completed a minimum of 32 credits at Rasmussen College. The student must also be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) with a cumulative grade point average of at least 2.75 to apply for an overload. Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 24 total credits in the approved quarter. For students who are newly transferring to the College, a minimum of 24 credits must be transferred to the College and the most recent GPA on a transcript must be 2.75 or higher. The student must apply for approval no later than two weeks prior to the start date of the session in which the overload is desired. Any future overload requests for transfer students must follow the Academic Overload Policy for the full term. The Academic Overload Approval Form is available through a Student Advisor.

Drop/Add Class Policy
Course registration practices ensure that the College is able to provide quality instruction through obtaining a minimum class size in each 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:
- 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.
- Following the first week of the quarter and on or before the sixth Friday of the quarter, students will receive a W/D 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.
- Following the sixth week of the quarter, students will receive an F/FA for any classes dropped. The student’s grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period. Students who fail to notify the College that they wish to withdraw from a class are still scheduled in the class. Credits earned in the class will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
**RASMUSSEN COLLEGE STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe.

Cumulative grade point averages and successful completion of credits attempted are monitored quarterly, and students not meeting the standards are notified. Students who do not meet the standard will be expected to participate in Project Rally, which includes online learning tools and consultations with a member of the Student Services. The student is expected to complete the online learning tool in Project Rally by the first Friday of the quarter. Failure to complete this tool may result in an administrative withdrawal from the College.

**SAP Components:** All students must meet all three of the components that are used to measure a student’s Satisfactory Academic Progress (SAP) towards the completion of a degree or certificate.

1. **GPA.** Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00.

2. **Pace/Cumulative Completion Rate (CCR).** This is the pace at which a student progresses through a program. CCR is calculated by dividing cumulative credits earned by cumulative credits attempted within a program (e.g., 6 credits earned ÷ 12 credits attempted = 50%). Minimum standards are listed in the chart below.

<table>
<thead>
<tr>
<th>Percentage of Credits Attempted Toward Maximum Time Frame</th>
<th>Minimum Successful Completion of Cumulative Credit Hours Attempted</th>
</tr>
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<tbody>
<tr>
<td>Up to 25%</td>
<td>25%</td>
</tr>
<tr>
<td>Greater than 25%, up to 50%</td>
<td>50%</td>
</tr>
<tr>
<td>Greater than 50%</td>
<td>67%</td>
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</tbody>
</table>

3. **Duration of Eligibility.** This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program (e.g., maximum time frame for a 90-credit program = 90 X 1.500, or 135 credits). Total credits are indicated for each program listing in the catalog. A student who exceeds 150% of the maximum time frame is no longer eligible for financial aid.

In calculating Pace/CCR and Duration of Eligibility, the following grades will be considered attempted, but not be considered as credits successfully completed or earned: F, FA, U, UN, W, WD, UN. In addition, Foundations courses are not included in the number of credits attempted or successfully completed when assessing satisfactory progress.

**Financial Aid Warning:** If a student’s CGPA falls below 2.00, or if Pace/CCR standards or Duration of Eligibility requirements are not met, the student will be placed on Financial Aid Warning for the subsequent quarter. A student is eligible for financial aid during the Financial Aid Warning period. A student who fails to meet any one of the components of SAP at the end of the Financial Aid Warning period is not eligible for financial aid.

**Not Eligible for Financial Aid:** A student who fails to meet the minimum Satisfactory Academic Progress requirements at the end of either the Financial Aid Warning or Financial Aid Probation period, and who does not successfully appeal, is not eligible for further financial aid funding.

**Appeals:** A student may appeal his/her assigned status of Not Eligible for Financial Aid to the Academic Review Committee, which will determine whether mitigating circumstances exist, and, if so, will forward the appeal to the Vice President of Compliance and Financial Services. All appeals must be in writing and must address the nature of the circumstances that the student believes warrant exception to the policy stated above. All appeals will be reviewed and ruled on within ten business days, and students will be notified in writing regarding the outcome of the appeal. The ruling of the Vice President of Compliance and Financial Services is final and cannot be appealed.

**Financial Aid Probation:** A student who fails to make Satisfactory Academic Progress, but submits a successful appeal and has his/her eligibility for aid reinstated, he/she will be placed on Financial Aid Probation. A student is eligible for financial aid during the Financial Aid Probation period. At the end of the Financial Aid Probation period, the student must meet minimum SAP requirements to be eligible for further financial aid funding. A student who fails to meet either the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Probation period is not eligible for financial aid.

Students must regain Satisfactory Academic Progress within two quarters or they will be terminated from the College. The decision to terminate may be appealed through the Academic Review Committee process.

Students who withdraw from the College and later re-enter are treated as continuing students and must meet progress requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Academic Progress calculations for a re-entering student who changes programs will include only the grades and credits attempted and earned for courses that are part of the student’s new program; standard CCR requirements will be followed from the re-entry point and for each quarter thereafter. If other courses have been taken at another institution and can be transferred in, the courses will be included in SAP calculations as described elsewhere in this section. A student terminated due to SAP may not re-enter the College unless he/she has completed coursework elsewhere that is acceptable for transfer into the College and will bring the student back into good standing.
TRANSFER OF CREDIT, PRIOR LEARNING AND WAIVERS

Transfer of Previously Earned College Credit and Prior Learning Assessment

General Transfer Credit Policy
- Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.
- Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.
- Students must request that official transcripts containing coursework for review be sent directly to Rasmussen College. It is the student's responsibility to ensure that all official transcripts have been received by Rasmussen College.

• As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.

• A student may send copies of transcripts or documents during the initial admissions process for examination purposes only. Any transfer credit conditionally awarded through the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College prior to the completion of the student's first quarter, after which the student will be required to complete the necessary credits in order to receive the degree.

• College-level courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be considered for college transfer.

• Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.

• Students in the Medical Assisting, Medical Laboratory Technician, and 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, with the exception of "block transfer" candidates, the Surgical Technologist, and Medical Assisting Associate's degree programs.

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.

• Students eligible and approved for the Surgical Technologist AAS/CAHIIM Credential Block Transfer must complete only 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means.

• Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.5 quarter credits. The calculated number is rounded down. Transfer credits based on a different unit of credit than quarters will be subject to conversion prior to being transferred.

• International students (transcripts must be reviewed by a NACES approved organization (National Association of Credential Evaluation Services) to ensure the student's credit transfer is equivalent to Rasmussen must first complete. The evaluation is the student's responsibility.

• Transfer credit is evaluated based on the program in which the student is enrolled.

• Credits earned at Rasmussen College will be transferred directly from Rasmussen College campus to another. Only the classes that are applicable to the current program will be posted or calculated.

• Credit hours from institutions outside Rasmussen College will not be computed in the Rasmussen College grade point average, but will be counted as credits attempted and used for determining Satisfactory Academic Progress. All credits considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are also credits attempted.

• Courses which have been accepted for transfer will be listed on the student's transcript with a Transfer (TR) designation. Transfer credits which have been conditionally accepted pending the receipt of an official transcript will be listed with a Pending Transfer (PT) designation. Any pending transfer credits still remaining at the end of the student's program will be removed and the student will be required to complete the program requirements in order to graduate.

• For students who enter Rasmussen College and are required to take the Rasmussen College entrance placement exam the following will apply: If a student tests at a level of remediation in English or Math, the College will not accept transfer courses with prerequisites that require completion of the Foundations courses or passing the entrance placement exam.

• If a student successfully completes the necessary Foundations courses prior to the placement exams, the College will then post the transfer credit pertaining to the specific course.

• The following Early Childhood Education externship courses cannot be transferred into the program from another program: EEC 1560 Knowledge: Externship I, EEC 1561 Application: Externship II, EEC 1562 Reflection: Externship III.

• Course by Course Transfer

- Course by course transfer credits from regionally or nationally accredited institutions of higher learning will be evaluated on course content. Most courses that are comparable in content will be accepted.

- Course must have the minimum number of credits to that of the Rasmussen College course.

- Only courses completed with a grade of C or higher will be eligible for transfer credit.

- Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average. Grade-point and grades from courses taken at any of the Rasmussen College campuses, which pertain to the current program, will be computed in the student’s final grade-point average.

- General education credits may be considered for transfer regardless of completion date.

- Credits in information technology or computer science/computer applications must have been earned within the previous three (3) years of the assessment date.

- Associate Nursing Program will not accept any national course transfers (prefixes PH/PR/PH/PR in Florida; prefixes PN/NUR/NUR in Illinois, Minnesota and Wisconsin).

- Health Sciences core courses as designated by course prefix, have a five (5) year transfer limit.

- The following courses in the Medical Assisting Program are not transferable: MA102 Introduction to Medical Assisting, MA110 Clinical Skills I, MA145 Clinical Skills II, MA225 Laboratory Skills, MA226 Medical Assisting Externship, and MA228 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 course 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 Technologist programs are based on program space availability.

- Seminar Courses cannot be transferred in from another institution of higher learning.

- For students in an Associate degree or a certificate in Health Services Skills, the Credit Assessment (COVID-19) will be completed for students who have earned a certificate by test-out, including Metro Evangelical Seminary. For students who have completed a bachelor’s degree, the credit assessment will be completed through test-out, including the following institutions: Colorado Technical University, Philadelphia University, and Culver-Stockton.

- For the Bachelor in Health Information Management and Bachelor of Arts in Business Administration degree, Associate degrees must 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 and be approved by the Program Coordinator. The student may also enroll if he/she has an RHT credential and an earned Associate degree in any field. If so, the student needs to submit his/her ANHI 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 Administration 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 77 credits (79 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, and Medical Law and Ethics in the core.

  b) Accounting AAS/AS – Transfer 44 lower level core credits in a block transfer and 32 lower level General Education credits (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, and Medical Law and Ethics in the core.

  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.

- Confirmed Associate’s degrees may be posted as a 2-credit (2-credit in Illinois) general education block.

- Confirmed Baccalaureate degrees may be posted as a 5-credit block (5-credit block in Illinois) comprised of 32 lower-level and 24 upper-level credits (34 lower-level and 24 upper-level credits in Illinois).

- All required general education courses must be met due to accreditation requirements.

- For those students without an earned degree, successfully completed general education credits will be applied.
Medical Assisting Associate's Degree Comprehensive Plan
Practical Nurse General Education Transfer Plan

A block transfer of 45 core credits may be allowed into the Medical Assisting program if the following criteria are met:
1. Graduated from a CAHEP or AHCHE accredited MA or Certificate program within the past 3 years and holds a current CMA (AMA)/RMA (AMT) certification.
2. Graduated 3 years ago from a CAAHEP or AHCHE accredited MA or Certificate program, but has been an MA within for the past 3 years and holds a current CMA (AMA)/RMA (AMT) certification.

Students may only transfer in up to 45 credits in successfully completed applicable general education coursework.

Graduates of Rasmussen College’s Practical Nursing program will receive credit for G124/ENC1101 English Composition, G233/MAT1031 College Algebra, and the Communication course the student completed in the Practical Nursing program or a total of 12 additional general education credits. Rasmussen graduates should contact the campus in which they intend to enroll to determine whether they have completed additional coursework that is eligible for transfer. Students must successfully complete all remaining coursework in the Professional Nursing AS degree program to earn this degree. Surgical Technologist AAS Comprehensive Plan
Students who have graduated from a CAAHEP or AHCHE accredited surgical technology diploma or certificate program and hold the CST (NBSTSA) certificate will receive a total block transfer of 60 credits. Students will receive a block of 4 natural sciences general education courses. In addition, Healthcare Information Technologies, Pharmacy Software/Automation/Insurance Billing, Career Development, practicum, or designated capstone courses are not available for credit by examination.

Medical Coding Practicum Waiver
Students with a minimum cumulative GPA of 2.0 or higher may request a waiver for the Medical Coding Practicum. Students must complete and submit the required paperwork to the Program Coordinator before the start of the quarter of the practicum. Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student’s employer. The Program Coordinator/Director will inform the Campus Registrar of the result of the evaluation. The student is required to be enrolled in the practicum to receive the credit. If the waiver is granted, the grade will be posted on the student transcript as a Course Waiver (CW).

Foundations of Child Development; Early Childhood Curriculum and Instruction; and Health, Safety, and Nutrition/CDA Application Waivers
Students who meet the following criteria met may transfer in up to 12 credits.

• Prior Learning Assessment (PLA) credits may be considered when the PLA process as evaluated through the PLAs form as established through The Council for Adult Experiential Learning (CAEL).
• Other types of college-equivalence courses and credits may be evaluated for eligibility by the Campus Registrar.

Transcripts
Graduates and students who wish to transfer must submit an official transcript to Rasmussen College. Transcripts are evaluated on a course-by-course basis.

EXTERNSHIPS, PRACTICUMS, AND CLINICALS
Health Sciences Externships, Practicums, and Clinicals
Exterships, clinicals and practicums for Health Sciences programs are approved for documentation of professional experience, which may support the student’s completion of the practicum requirement as per other academic institutions. The institution reserves the right to withhold academic transcripts from students who are unable to complete the practicum requirement as a result of an outstanding financial obligation to the College.

POLICIES AND GRIEVANCES
Accommodations Policy
The mission of Rasmussen College in disability services is to accommodate all students. Rasmussen College recognizes its obligation under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and the institution is committed to providing reasonable accommodations for students with disabilities. Rasmussen College provides assistance to the students with disabilities who require reasonable accommodations. These accommodations are designed to provide students with disabilities the opportunity to participate equally in all aspects of the educational experience. Accommodations include, but are not limited to, the following:

• Students must contact the Office of Accommodations to arrange an interview to discuss the suspected disability. The Office of Accommodations is located at the main campus in the Lower Lobby, Suite 210.

ACADEMIC INFORMATION AND COLLEGE POLICIES
ACADEMIC INFORMATION AND COLLEGE POLICIES
Definitions

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

b) Cheating: Distributing or receiving answers or any form of academic exchange from another student in which the student’s academic work is not his or her own.

c) Impersonation: Assuming another student’s identity or allowing another person to complete an academic exercise on one’s own behalf.

vi. Plagiarism is the act of representing an individual’s or organization’s words, thoughts, or ideas as one’s own. Examples include:

i. Using information, ideas, facts, or other work obtained from another source without attributing credit to the author of that source.

ii. Using charts, illustrations, figures, equations, etc., without citation.

iii. Using an academic exercise (in whole or in part) purchased from a ghostwriter or paper/essay mill.

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

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

vi. Violations

a) 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 are cumulative for all quarters in which the student is enrolled. Upon conclusion of the course, the student’s Dean and the student’s Director of Academic Support will determine the following penalties will be applied:

i. First Offense. The student will be given no credit on the assignment in question and will not be allowed to redo the work.

ii. Second Offense. The student will be required to redo the course from the course schedule, and the final grade assigned for the course will be an ‘FFA’. The student may re-take the course, but the ‘FFA’ will remain on the transcript. 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 dismissed from the College because of Academic Misconduct may not re-enroll.

b) Students who commit Academic Misconduct also run the risk of harming future educational and employment opportunities. Reference forms sent by prospective employers and other educational institutions often ask for appeal of the Assistant Vice President’s decision. As the form is sent at the request of the student, the student waives any right he or she may have under the Family Educational Rights and Privacy Act to keep Academic Integrity violations confidential.

IV. Concurrent Offenses: A concurrent offense is an instance of Academic Misconduct that occurs at the same time as another instance (i.e., two or more assignments submitted at the same time in the same or different courses), or instances of misconduct that occur prior to the student receiving notice of the immediate prior offense. Concurrent offenses will be treated as a single offense, and the appropriate penalty will be applied for all concurrent violations.

v. Appeal: A student who disagrees with a ruling of Academic Misconduct has one week to appeal the ruling to his or her Dean. All appeals are reviewed by the Academic Integrity Committee, which has one week from the time that they receive the appeal to thoroughly investigate and rule on the appeal. If the issue remains unresolved, the student may submit a written statement to the Academic Integrity Committee for Institutional Research and Assessment. Response will be given within 30 days.

Conduct/Dismissal

Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community. Consequently, the following is an all-inclusive list of policy regarding student conduct. The College reserves the right to suspend or terminate any students whose conduct is detrimental to the educational environment.

Conduct/Dismissal guidelines for School of Health Sciences students enrolled in the Medical Assisting, Health Information Technician/Management, Medical Laboratory Technician, and Surgical Technologist programs can be found in each programmatic handbook provided at programmatic orientation. This includes, but is not limited to, conduct:

• By students, faculty, or staff that is detrimental within the classroom environment.

• That interferes with the well-being of the fellow students and/or faculty and staff members.

• That causes damage to the appearance or structure of the College facility and/or its equipment.

• By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.

• By students who otherwise display conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.

Students, employees and guests using Rasmussen College facilities are prohibited from viewing inappropriate material or viewing sites which have been identified as facilitating the violation of copyright or intellectual property, including but not limited to, copying, downloading or sharing of music, or other violations of the Rasmussen College Copyright Act policy. Violations will result in the loss of privileges, including participating in only other penalties, up to and including dismissal.

Anti-Hazing Policy

Rasmussen College strictly prohibits any action or situation which may recklessly or intentionally endanger the mental, physical health or safety of its students for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College. This policy applies to any student or other person who may be associated with any student organization. Violation of this policy may result in disciplinary action including but not limited to suspension and/or termination from school or employment. The President of the College shall be responsible for the administration of this policy.

Minimum Technical Requirements

In order to successfully complete in online courses, you must use a computer system that meets or exceeds minimum technology requirements specified in this course. You must complete all technology requirements to successfully complete all program assignments. Technical requirements necessary for online courses to run properly are located on the following websites:

Visit http://www.rasmussen.edu/academics/technical_requirements to view the technology requirements for your program. Some courses may require the use of software that is not Mac compatible. If you use a Mac, you may need to attend a campus, use a PC, or have software in a virtual environment mode in order to complete some required course activities and assignments.

Student Senate

The Student Senate assists the College in providing a successful, positive, and rewarding atmosphere by organizing campus events. The Student Senate meets on a regular basis. Students are encouraged to participate in the open forum discussions or may petition to be one of the board representatives. The representatives includes: 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 the Director of Student Affairs. At the exit interview, the Student Financial Services Office. Academic and financial aid files are not complete until both exit interviews have been completed. All students graduating or withdrawing that have financial aid or financial aid requests, a list of qualifications, a sample repayment guide, loan consolidation information, and review of loan terms. Students with disabilities do not have to self-disclose or register as accommodations. 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 regular, on-time attendance.

Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Workplace etiquette also requires a call be made if an absence is necessary. Rasmussen College students are expected to attend and call the College and to indicate if they will be absent or tardy. It is the student’s responsibility to contact the instructor to get missed attendance, information, class work, and assignments.

Attendance requirements are met by:

a) attending a face-to-face course session at the campus or other class location, or

b) substantive online activity, including commentary in the discussion section of the online classroom, posting of required assignments and course quizzes and papers. In a timely manner, discussion posts in the student lounge area of the classroom are encouraged but do not count as attendance activities. Attendance is not equivalent to participation. Student grades are impacted by the frequency and quality of participation in class, whether face-to-face or online, consistent with the requirements of the particular course and as outlined in the course syllabus.

Rasmussen College uses a standard grading scale for its courses (although some programs may be required to follow additional standards). Faculty are required to keep accurate attendance records which are submitted to the Business Office. Rasmussen College makes attendance records available to supporting agencies and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

First Week Attendance: Students are expected to meet attendance requirements in their courses on or before the seventh (7th) day of the start of a term. Students who have not met the attendance requirements by at least one quarter of a course within seven days of the start of a term may be administratively withdrawn from the College.

Course Attendance: If a student has not been in attendance within 14 days of the last day of attendance, he or she may be administratively withdrawn from the course. If the student has not been in attendance in any courses within 14 days of the last day of attendance, he or she may be administratively withdrawn from the College. Upon withdrawal a student’s financial aid eligibility will be adjusted according to the Institution’s refund policy as described in the catalog and will be assigned grades according to the Rasmussen College Drop/Add Class Policy.

Practicums/Externships in Nursing and Health Sciences programs have attendance requirements that are more stringent than the attendance policy above. Attendance policies for programs with additional requirements can be found in program-specific manuals/handbooks.

Rasmussen College Academic Integrity Policy

I. Introduction

As an institution of higher learning, Rasmussen College is committed to preparing students to be active, productive and successful contributors to a global community. In pursuit of this commitment, students, faculty and staff of Rasmussen College are expected to uphold the very highest business and personal ethics. Students of Rasmussen College are committed to holding themselves and their peers to the foremost level of academic integrity, and accept responsibilities in should behaviors and actions fall short of the College’s expectations.
The Student Financial Services Office is available for your assistance for the duration of your student term. Rasmussen College reserves the right to withhold the release of academic information, and other records, pending settlement of any amount due the College.

Circulation Policy

Library Mission & Introduction

Rasmussen College Library System, in accordance with the mission of the College, promotes lifelong learning, develops information literacy skills, and fosters educational achievement. The library is dedicated to supporting the diverse education and information needs of our online and residential communities.

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 independently in the changing world of technology;
- Support faculty by providing professional development and individual partnerships;
- Engage in responsive collection development and resource sharing;
- Collaborate with faculty to select resources in a variety of formats.

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

Borrowing Materials: General

The following persons are permitted to check out materials owned by our campus libraries:

- Rasmussen College students and alumni in good financial standing with the College
- Rasmussen College faculty and staff in good standing with the library
- 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 fees toward damaged or lost items.

A library user is responsible for any items checked out in his or her name. Rasmussen College retains the right to deny borrowing privileges to any person in violation of this or any other library policy.

Loan Periods

Circulating materials are loaned for 21 calendar days and may be renewed up to two times if there are no outstanding holds 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 college address.

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 offered for circulable 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 fines and materials.

After 30 days past 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 library 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 charged a fee to repair or replace the damaged item. In the event that an irreparable item is damaged, the library will assess a $55.00 fee.

Rasmussen College cannot override fines incurred at other libraries, including fines for Interlibrary Loan items lost or returned late. Library fees are assessed through the Department of Student Financial Services. Rasmussen College reserves the right to withhold the release of academic information, and other records, pending settlement of any amount due to the College.

Non-Discrimination Policy

Rasmussen is strongly committed to providing equal employment opportunity for all employees and all applicants for employment. For us, this is the directive action will be taken. An Executive Rasmussen employment practices conform both with the letter and spirit of federal, state, and local laws and regulations regarding non-discrimination in employment, compensation, and benefits.

Anti-Harassment and Sexual Violence Policy

Rasmussen College’s policy and responsibility to protect our employees and students an environment that is free from harassment. Rasmussen College expressly prohibits harassment of employees or students on the basis of gender. Harassment undermines our College community morale and our commitment to treat each other with dignity and respect. This policy is related to and is in conformity with the Equal Opportunity Policy of Rasmussen College to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance.

Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate course of action. For all complaints, the College President or President will be notified of all allegations. This will ensure a prompt, consistent, and appropriate investigation.

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

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

Informal and Formal Complaints

Members of this College community who believe they have been sexually harassed or have been the victim of sexual assault may properly turn for assistance to the Campus Director, Regional President, Executive Vice President or President and/or any other person not a consultant with a school official, he/she has the option of making an informal or formal complaint according to the procedures outlined below.

No retaliatory actions may be taken against any person because he/she makes such a complaint or against any member of the College community who serves as an advisor or advocate for any party in any such complaint. No retaliatory actions may be taken against any member of the College community merely because he/she is or has been the subject of such a complaint.

Informal Resolution

Early efforts to control a potentially harassing situation are very important.

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

2. Writing a letter to the person or talking to the person may be proactive. The borrower will been charged a fee to repair or replace the damaged item. In the event that an irreparable 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 Campus Director or contact a person who may have been subjected to sexual harassment will give advice and guidance on both informal and formal procedures for solving the problem. During the informal process inquiry, all information will be kept confidential to the great a degree as legally possible.

5. No specific circumstances, including the names of the people involved, will be reported to anyone else, except the President, Executive Vice President and the Human Resources Director and Corporate Counsel, without the written permission of the person making the complaint. However, in the course of the inquiry, Rasmussen College finds that the circumstances warrant a formal investigation, it will be necessary to inform the person complaining and incident should be reported within 30 days.

6. At any time during the procedures, both the person bringing a complaint and the person against whom the complaint is made have a representative present in discussions with the Campus Director.

Resolutions and Informal Complaints

Anyone in the Rasmussen College community may discuss an informal complaint with the Campus Director, Regional Vice President, Executive Vice President or President.

1. If the person discusses an informal complaint with an advisor is willing to be identified to others but it can be made on a confidential basis to ascertain the reliability of complaints and appropriate course of action against whom the informal complaint is made, the College will make record of the circumstances and provide guidance on various ways to resolve the problem or avoid future occurrences.

2. While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, they will be strictly maintained by the College.

3. The wishes expressed of the complaining person for confidentiality will be considered in the context of the College’s obligation to act upon the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the College and those involved in the investigation.

2. If the person bringing the complaint is willing to be identified to the person against whom the complaint is made and wishes to attempt resolution of the problem, the College will make a confidential record of the circumstances (signed by the complainant) and allow and consider and understand any other discussions with the persons involved.

3. When a number of people report incidents of sexual harassment that have occurred in a public context (for instance, offensive sexual remarks in a classroom lecture) or when the College receives repeated complaints from different people that an individual has engaged in other forms of sexual harassment, the College may inform the person complained against without revealing the identity of the complainants.

Definitions

1. Sexual harassment: Unbecoming sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when:

(a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement;

(b) submission to or rejection of such conduct by an individual’s work or academic performance or creating an intimidating, hostile, or otherwise creating an intimidating, hostile, or otherwise working or academic environment.

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

1. Unwanted sexual advances;

2. Offering employment benefits in exchange for sexual favors;

3. Making or threatening reprisals after a negative action by the person;

4. Verbal sexual advances or propositions;

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

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

7. Physical conduct, such as, touching, assault, or impeding or blocking movements.

Sexual harassment can occur in situations where one person has power over another, but it also can occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or as subtle as a touch. Harassment under the third part of the definition often consists of calls ofinsiensitivetotheexperienceofothers.

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

There are basically two types of sexual harassment:

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

2. "Hostile work environment," where the harassment creates an intimidating, hostile, or otherwise unpleasant working environment.

Hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or customers. Hostile environment can consist of any behavior, acts or comments, which create an uncomfortable work environment.

Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling fall all into this category.

For further information please refer to the EEOC’s website at eeoc.gov, or call the EEOC Publications Distribution Center at 800-669-3362 (voice), 800-800-3302 (TTY).
Sexual orientation harassment: Sexual harassment includes harassment based on sexual orientation. Sexual orientation harassment is verbal or physical conduct that is directed at an individual because of his/her sexual orientation, that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work environment. Romantic/ssexual relationships between superior and subordinate: Substantial risks are involved even in seemingly consensual romantic/sexual relationships. Differences in power, status, credentials or other characteristics contribute to the perceptions that a power differential exists between the involved parties, which limits the real or perceived ability to make informed choices about the relationship. Similarly, the authority of the supervisor to hire, fire, evaluate performance, reward, make recommendations, assign and overwork the work activities of employees may interfere with the employee’s ability to choose freely in the relationship. Furthermore, it is inherently risky where age, race, gender, sexual orientation, marital status, employment status, or another characteristic is involved.

Claims of consensual romantic/sexual relationships will not protect individuals from sexual harassment charges if a formal/informal investigation shows that the relationship was not consensual. Having a previous relationship of any nature, including prior sexual contact with the victim/survivor is not a defense for sexual assault. The victim/survivor does not need to prove that she/he resisted and another witness is not needed to prosecute the case. The relative age of the persons involved, the victim/survivor’s fear of bodily harm to self or another, the use of threat to use a weapon by the perpetrator, and the infliction of either physical or emotional anguish upon the victim/survivor are among the criteria taken into account by state laws on Criminal Sexual Conduct and under the Crime Victims Bill of Rights. Formal Complaints by Students and Employees

a. A formal complaint of sexual harassment must include a written statement, signed by the complainant, specifying the alleged incident of sexual harassment. The statement may be prepared by the complainant or by an advisor as a record of the complaint. The complaint must be addressed to the Campus Director of the College. The Campus Director of the College will immediately report such complaint to an Executive Vice President or President and Human Resource Director or Corporate Counsel. The Human Resource Director or Corporate Counsel, with the assistance of the Campus Director or other manager will formally investigate the complaint and present the findings and recommendations to an Executive Vice President or President.

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

1. The person who is first contacted, after initiating contact with the victim/survivor, will inform the College specifying the individuals involved. Rasmussen will determine whether the circumstances reported in the complaint warrant a formal investigation, which is necessary to determine if it is necessary for the College to speak to any other people other than those involved in the complaint, they will do so only after informing the complaining person and the person complained against.

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

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 necessary for the College to speak to any person other than those involved in the complaint, they will do so only after informing the complaining person and the person complained against.

4. If a formal complaint has been preceded by a verbal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.

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

Victims’ Rights Under Sexual Assault Policy

If the assault is alleged to have been committed by a member of our college community the College is required by the College the following additional policy applies: 1. The victim is aware that criminal charges can be made with local law enforcement officials; 2. The prompt assistance of campus administration, or Rasmussen management at the request of the victim, in notifying the appropriate law enforcement officials of a sexual assault incident; 3. A sexual assault victim’s participation in and the presence of the victim’s attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint; 4. Notice to a sexual assault victim of the outcome of any campus or college facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices; 5. The complete and prompt assistance of campus administration, or Rasmussen management at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault investigation; 6. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding; 7. The assistance of campus and/or other Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim’s request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes, and 8. Further information can be obtained from the following source: Florida Commission on Human Relations 2000 South Apalachee Parkway, Suite 100 Tallahassee, FL 32301 Phone: 850-488-7062 Toll free: 1-800-342-6170 Fax: 850-488-5291 Website: fchr.state.fl.us E-Mail: fchrinfo@fchr.state.fl.us For Those with Communication Impairments: The Florida Relay Service Voice (statewide) 711 TDD ASCII 800-955-1339 TDD Baudot 800-955 - 8771 9. The campus administration will inform victims of their rights under the Crime Victims Bill of Rights, including the right to assistance from the Office of the Crime Victim Ombudsman and the Crime Victims Reparations Board. For further information on the Crime Victim Ombudsman website at ojp.state.me.us 651-284-7000 or the Crime Victims Reparations Board website at ojp.state.me.us/MCDVS/ 651-282-6256.

Nothing in this policy shall prevent the complainant or the respondent from pursuing formal legal remedies or resolution through state or federal agencies or the courts.

Drug-Free School and Workplace

In accordance with the Drug-Free Schools and Communities Act (34 CFR Part 85), Rasmussen College campuses are hereby declared a drug-free college and workplace. For more information, visit the U.S. Department of Education’s Higher Education Center for Alcohol and Other Drug Prevention website at www.ed.gov. Students are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to the College including, but not limited to, grounds, parking lots, buildings, and residence halls, and any other area on or near property the College owns, operates, uses, rents, or leases. General rules and regulations are applied equally to all students on campus.

Students are responsible for knowing such regulations and the penalties for violation of the regulations. The College may take reasonable steps to ensure the College’s right to be free from federal, state, and local laws and regulations relating to substance abuse, including those that may regulate the use of alcohol and other drugs.

The College will take appropriate disciplinary action against any student who participates in a substance abuse rehabilitation program approved for such purposes by a federal, state, local, health law, or other appropriate agency.

In compliance with the law, the College will make a good faith effort to maintain a drug-free workplace environment by implementing the procedures described in this policy and enacting additional and maintaining a drug-free, alcohol-awareness program. Upon enrollment and on an annual basis, students will receive a copy of the Rasmussen College Drug-Free School and Workplace policy, list of applicable sanctions under federal, state, or local, laws, description of health risks, list of drug and alcohol programs that are available, and list of imposed disciplinary sanctions for students.

The Federal Government has taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws affect several areas of our lives. For instance, the Department of Housing and Urban Development, which provides public housing funds, has said that universities and other federal beneficiaries must be involved in drug related crimes or on near the public housing premises. Businesses with federal contracts are subject to a loss of those contracts if they do not promote a drug-free environment. In our particular situation, students involved with drugs could lose their eligibility for financial aid. Furthermore, they could also face serious federal benefits, disability, retirement, health, welfare, and Social Security. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.

Drugs and alcohol are highly addictive and in junior and can cause harmful effects to virtually every aspect of a person’s life, i.e., relationships, family, job, school, physical, and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, ineffective, anxious, or experience sexual indifference, loss of physical coordination and appetite, go into a coma, experience convulsions, or even death.

Persons who use drugs and alcohol face not only health risks but also possible community action due to their personal and professional lives can be impaired as well. Some examples of this are a hangover, or a feeling of not “getting high” or “high” and sometimes they can be dangerous while driving.

There are danger signals that can indicate when someone is in trouble with drugs or alcohol:

- inability to get along with family or friends
- uncharacteristic temper flare-ups
- increased “secret” type behavior
- abrupt changes in mood or attitude
- resistance to discipline at home or school
- getting into a “slump” at work or school
- increased borrowing of money
- a complete set of new friends

We recommend that you recognize any of the above changes in any student of Rasmussen College immediately, and report it to the Academic Dean or Campus Director.

Drug Abuse Policy

Rasmussen College is committed to providing a safe, drug-free workplace and learning environment for students and employees, based on our concern for the safety, health and welfare of our students and their families, as well as our employees and the community. The organization does not wish to promote or encourage the use of any substance that could negatively impact the ability to function in their work or educational environment. The organization does wish to protect its business from unnecessary financial loss due to drug or other intoxicant use among its students and employees.

Consistent with this commitment, Rasmussen College strictly prohibits:

1. The presence of students or employees on campus or off campus at activities sponsored by the College, while under the influence of intoxicants, drugs or any other controlled substances.
2. The use, manufacturing, furnishing, possession, transfer, or trafficking of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time on Rasmussen College campuses or off campus at activities sponsored and controlled by the College.

Rasmussen College has the right to:

1. Discipline students, including dismissal, for felony convictions regarding illegal use, possession or trafficking of drugs.
2. Take disciplinary action against students who violate this policy.

The College is also authorized to suspend or to terminate any student or employ any other disciplinary action against any employee who is convicted of or who is under an order of a judicial or administrative tribunal for a crime which has as an element the possession or use of controlled substances.
ACADEMIC INFORMATION AND POLICY COLLEGES

**Weapons Policy**

Rasmussen College prohibits the possession of weapons of any kind inside campus buildings. Prohibited items include but are not limited to firearms, BB/pellet guns, slingshots, paint guns, arrows, swords, knives, and other objects carrying utensils and utility/pocket knives with a blade length of 3 inches or less. Prohibited items include weapons that are loaded or unloaded, functioning or non-functioning, and anything that could be perceived as a weapon, including toys and weapons used for decorative, display and/or simulation purposes. This policy applies to all staff, faculty, students and visitors with the exception of licensed police officers and law enforcement/security agents as allowed by applicable statute. The approved storage and use of weapons for training purposes as part of a School of Justice Studies program is permitted. This policy includes both campus buildings and offsite events sponsored and controlled by the College including graduation ceremonies, internships, and clinical sites. This policy does not include Rasmussen College parking lots, where weapons are allowed to be stored in private vehicles unless prohibited by a separate parking facility owner or operator. Rasmussen policy defers to the local law enforcement regarding School of Justice Studies training facilities.

**Family Educational Rights and Privacy Act (FERPA)** Amended 10/01 to include the USA Patriot Act

The Family Educational Rights and Privacy Act (FERPA) allows students to have the right with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the institution receives a request for access. Students shall submit to the registrar, business office, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend the record by writing to the Registrar, Director of Institutional Research, or designee that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, research or support staff position (including law enforcement unit personnel and health staff); a person or organization with whom the institution has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information in a student’s education records to the Attorney General of the United States or to his/her designee in response to a good faith request in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(15) and 2331 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of information to the student’s file. Further, if the institution has provided this information in good faith in response to a good faith request with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.

5. The right to disclose – without the written consent or knowledge of the student or parent – information from a student’s education records in order to comply with a “lawfully issued subpoena or court order” in three contexts:

   a. Grand Jury Subpoenas – The institution may disclose education records to the grand jury to which a subpoena is issued if the records are related to an investigation of an offense or crimes.
   b. Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in a Federal Grand Jury Subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution’s response.
   c. Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in a Federal Grand Jury Subpoena. As with Federal Grand Jury Subpoenas, the issuing court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution’s response.

6. All Other Subpoenas – The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent of student may seek protective action. The institution will record all requests for information for court records for subpoena or court order as required by law.

7. The right to disclose – without the written consent or knowledge of the student or parent – information in education records to “appropriate parties in connection with an emergency, if the knowledge of the information is necessary to protect the health and safety of the student or other individuals.” “Appropriate parties” in connection with an emergency may be included in the definition of emergency as for purposes of recording grades, attendance, advising, and determining financial aid eligibility.

**Directory Information**

Directory information is that information which may be released without the consent of the student unless the student has specifically requested that the information not be released.

The school requires that such requests be made in writing to the Campus Director within fifteen (15) days after the student starts classes.

Directory Information includes: Student’s name, date of birth, addresses; course of study; extracurricular activities; degrees and/or awards received; and school attended, (for part-time equivalent; attendance status (full-time, part-time) and dates of attendance (the period of time a student was enrolled in Rasmussen College not to include specific daily records of attendance). Students may restrict the release of Directory Information except to school officials with legitimate educational interests and others as authorized by law. To do so, a student must make the request in writing to the Business Office. Once filed this becomes a permanent part of the student’s record until the student instructs the institution, in writing, to have the request removed.

**Grievance Policy**

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

An appropriate grievance is defined as a student’s expressed feeling of dissatisfaction regarding any interpretation or application of school-related policies or of the College’s written or unwritten policy. Students should notify the College in a timely fashion of any grievance considered appropriate for handling under this policy. As used in this policy, “timely” means within “reasonable time,” and “promptly” means within 30 days. Students are assured that no adverse action will be taken by the College or any of its representatives for reporting a grievance.

**Grievance Procedure**

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

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

2. If the matter is not resolved to the person’s satisfaction, he/she has the option to file an appeal as appropriate steps:

   a. Requests for further action on educational issues should be made to the Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   b. Students who feel they have an appropriate non-academic grievance should see the Campus Director for their campus. The Campus Director will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   c. If the grievance is still not resolved, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.

**Arbitration**

Any controversy or claim arising out of, or relating to a current or former student’s enrollment in, or education at Rasmussen College (“Controversy or Claim”), shall be resolved first in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. If, following completion of the Grievance Policy procedures, any current or former student (the “Student”) or Rasmussen College remains dissatisfied, then the Controversy or Claim, in accordance with the Enrollment Agreement, shall be resolved by binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect.

Arbitration shall be the sole remedy for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party’s actual damages. The arbitrator shall not award any attorney’s fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly situated Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator’s fees and administrative costs of arbitration incurred by the American Arbitration Association but otherwise the Student and Rasmussen College shall bear their own costs and expenses of the arbitration, including attorneys fees. Except as may be required by law, no party to the arbitration nor an arbitrator may disclose the existence, content, or results of any arbitration hereinafter without the prior written consent of both the Student and Rasmussen College.
STATE CONTACT INFORMATION FOR STUDENT COMPLAINTS*

ALABAMA
Alabama Commission on Higher Education
P.O. Box 302000
Montgomery, AL 36102
ach.e.state.al.us/federal-reg.pdf

Alaska Department of Postsecondary Education
P.O. Box 302130
Anchorage, AK 99501
accs.complaintform.asp

ARIZONA
Arizona State Board for Private Postsecondary Education
1400 West Washington Street, Room 260
Phoenix, AZ 85007
azpspe.student.info/complaint.asp

ARKANSAS
Arkansas Higher Education Coordinating Board
Arkansas Department of Higher Education
114 East Capitol Ave.
Little Rock, AR 72201
adhe.info@adhe.edu
adhe.edu/SiteCollectionDocuments/AcademicAffairs/Division/Deletions/APPENDIX%20D%20Student%20Complaint%20Process%2020new.pdf
Arkansas State Board of Private Career Education
501 Woodlane, Suite 312
Little Rock, AR 72201
sbpcearkansas.gov
sbpce.arkansas.gov/students/Pages/complaintProcess.aspx

CALIFORNIA
Approved Institutions: California Board of Private Postsecondary Education
P.O. Box 980188, West Sacramento, CA 95698
bbpe@ca.gsa.gov
bbpe.ca.gov/forms_public/complaint.pdf
Exempt Institutions:
Attorney General's Office
California Department of Justice
Attn: Public Inquiry Unit
P.O. Box 904425
Sacramento, CA 94244
ag.ca.gov/contact/complaint_form.php

COLORADO
Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, CO 80202
highered.colorado.gov/Academics/Complaints/default.html
highered.colorado.gov/DPOSTS/Students.html

CONNECTICUT
Connecticut Office of Financial and Academic Affairs for Higher Education
61 Woodland Street
Hartford, CT 06105
860-947-1800,
info@ctdohe.org
Non-degree institutions: ctdehe.org/
P_OAP/ctdcp/ComplaintForm.pdf
Connecticut Department of Consumer Protection
165 Capitol Avenue, Room 110
Hartford, CT 06106
trade.practices@ct.gov
cg/ct/dcp/docs/consumer_statement_cfp-r-2.pdf
Consumer Complaint Hotline: 800-842-2649

DELWARE
Delaware Higher Education Office
Carter, GA 30204
cheo@doe.k12.de.us
Delaware Attorney General
Consumer Protection Delaware
800 North French Street
Wilmington, DE 19801
delaware.complaints@state.de.us

DISTRICT OF COLUMBIA
District of Columbia Office of the State Superintendent of Education
Licensing and Consumer Services
810 First Street, NE, 9th Floor
Washington, DC 20002
osse.dcs/doa/sites/default/files/dc/osse/sites/osse/publication/attachments/complaint_form_4_11.pdf

FLORIDA
Florida Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399
fdoe.org/cid/complaint.asp

GEORGIA
Georgia Nonpublic Postsecondary Education Commission
2024 Easy Exchange Pl.
Tucker, GA 30084
rules.sos.state.ga.us/docs/395/506.pdf

HAWAII
Hawaii State Board of Education
P.O. Box 2360
Honolulu, HI 96804
cp.o.dca.hawaii.gov
hawaii.gov/dcp/oc/complaint_consumer_complaint
dolement.html

IDAHO
Idaho State Board of Education
Attn: State Coordinator for Private Colleges and Proprietary Schools
620 West State Street
P.O. Box 83720
Boise, ID 83720-0037

ILLINOIS
Board of Higher Education
Illinois Board of Higher Education
431 East Adams, 2nd Floor
Springfield, IL 62701
info@ihoe.org
Institutional Complaint Hotline: 217-557-7359

INDIANA
Indiana Board for Proprietary Education
Attn: Director of Regulatory Compliance
302 West Washington Street, Room E201
Indianapolis IN 46204
in.gov/dfe/2274.htm
Department of Workforce Development, Office of Career and Technical Schools
Complaint Adjudicator
520 West Washington Street, Suite 100
Indianapolis, IN 46204
in.gov/dwd/files/StudenComplaintForm.pdf

IOWA
Iowa Student Aid Commission
603 East 12th Street, 5th Floor
Des Moines, IA 50319
info@iowacollegeaid.org
apps.iowacollegeaid.gov/marketing/
docs/constituentrequestform.pdf

KANSAS
Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612
kansasregents.org/resources/PDF/524-
ComplaintProcedureandForm.pdf

KENTUCKY
Kentucky Council on Postsecondary Education
1002 Capitol Center Dr. #320
Frankfort, KY 40601
kypey.y.us/ag/ky/professional_complaints/KCP/Complaints/ComplaintForm.pdf
Office of the Attorney General
Consumer Protection Kentucky
1110 Wilderness Drive
Frankfort, KY 40601
bpey.us/ag/ky/professional_complaints/KCP/Complaints/ComplaintForm.pdf
Office of the Attorney General
Consumer Protection
118, 710 Capitol Avenue
Frankfort, KY 40601
kypey.y.us/ag/ky/professional_complaints/KCP/Complaints/ComplaintForm.pdf

LOUISIANA
Louisiana Attorney General Office
Consumer Protection Division
P.O. Box 94005
Baton Rouge, LA 70804
Consumerinfo@ag.state.la.us
1-800-351-4889, 225-326-6445
Article 16, &16A
Secondarily, complaints may also be sent to: Louisiana Board of Regents
Att: Nancy Beall or Dr. Larry Trembly
P.O. Box 3677
Baton Rouge, LA 70821

MAINE
Maine Department of Education
H. Ogden - Complaints
23 State House Station
Augusta, ME 04333
harry.osgood@maine.gov
Maine Attorney General, Consumer Protection Division
6 State Tower Station
Augusta, ME 04333
maine.gov/ag/consumer/complaints/complaint_form.shtml

MARYLAND
Maryland Higher Education Commission
6 North Liberty Street, 10th Floor
Baltimore, MD 21201
410-767-3388
mhec.state.md.us/Complain/410-528-8662
consumer@oag.state.md.us

MASSACHUSETTS
Massachusetts Board of Higher Education
One Armenia Place
Room 4101
Boston, MA 02108
mass.edu/students/complaints/complaint_process.asp

MICHIGAN
Michigan Department of Licensing and Regulatory Affairs, Bureau of Commercial Services, Licensing Division
200 North Michigan Building
Lansing, MI 48901

MINNESOTA
Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108
ohe.state.mn.us/mfg/cm/PageID=1078

MISSISSIPPI
Mississippi Commission on College Accreditation
3825 Ridgewood Road
Jackson, MS 39211-6453

MISSOURI
Missouri Department of Higher Education
205 Jefferson Street
P.O. Box 1469
Jefferson City, MO 65102-1469
info@dce.mo.gov
Policy: dce.mo.gov/documents/ POLICYONCOMPLAINTRESOLUTION-reviseddraft.pdf

MONTANA
Montana Board of Regents
Office of Commissioner of Higher Education
Montana University System
2500 Broadway Street
P.O. Box 23201
Helena, MT 59620-3201
Montana Office of Consumer Protection
2225 11th Avenue
P.O. Box 20115
Helena, MT 59620-0151
contactopc@mt.gov

NEBRASKA
Nebraska Coordinating Commission for Postsecondary Education
P.O. Box 90005
Lincoln, NE 68509-5005

NEVADA
Nevada Commission on Postsecondary Education
3663 East Sunset Road, Suite 202
Las Vegas, NV 89120
cpe.state.nv.us/CPE%20Complaint%20Info.htm

NEW HAMPSHIRE
New Hampshire Department of Education
Stephen Berwick, Coordinator, Dispute Resolution, and Constituent Complaints 101 Pleasant Street Concord, NH 03301
603-271-2299
stephen.berwick@doe.nh.gov

NEW JERSEY
Office of the Secretary of Higher Education
New Jersey Higher Education Office
P.O. Box 542
Newark, NJ 07102
nj_streatche.state.nj.us

NEW MEXICO
New Mexico Department of Education
1200 Blake Street, Suite 200
Albuquerque, NM 87102
nm.doe@state.nm.us

NEW YORK
New York Department of Higher Education
Office of the Secretary of Education 500 Broadway New York, NY 10012
new-york.gov

RHODE ISLAND
Rhode Island Department of Higher Education
1 South Main Street, Room 220
Providence, RI 02903
complications@riae.edu
## Tuition

### Full Time Pricing will be effective for all students as of October 2013:

<table>
<thead>
<tr>
<th>Program</th>
<th>Part Time</th>
<th>Full Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Programs:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School of Business</td>
<td>$350 per credit for Foundation courses and all 1000-2000 level courses</td>
<td>$299 per credit for Foundation courses and all 1000-2000 level courses</td>
</tr>
<tr>
<td>School of Health Sciences</td>
<td>$130 per credit for all 3000-4000 level courses</td>
<td>$299 per credit for all 3000-4000 level courses</td>
</tr>
<tr>
<td>School of Technology</td>
<td>$350 per credit</td>
<td>$299 per credit</td>
</tr>
<tr>
<td>School of Health Sciences:</td>
<td></td>
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</tr>
<tr>
<td>Early Childhood Education</td>
<td>$310 per credit</td>
<td>$299 per credit</td>
</tr>
<tr>
<td>School of Health Sciences:</td>
<td></td>
<td></td>
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<tr>
<td>Medical Assisting</td>
<td>$310 per credit</td>
<td>$299 per credit</td>
</tr>
<tr>
<td>Patient Care Technician</td>
<td></td>
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<tr>
<td>ENG Technician</td>
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<tr>
<td>Phlebotomy</td>
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<tr>
<td>Health Sciences</td>
<td></td>
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<tr>
<td>Health Information</td>
<td>$350 per credit ($395 per credit for non-Florida residents)</td>
<td>$299 per credit ($299 per credit for non-Florida residents)</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 materials fee of $150 per course. Course numbers ending with “L” or “LL” will not be charged a course material 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 materials 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 the cost of books and other fees.**
- **Students not enrolled in an eligible program who elect to take courses without earning college credit are charged $275 per credit hour, plus the cost of books and other fees. This non-credit option is NOT available for courses beginning with a “ART” “CAP” “CET” “CGS” “CIS” “CMT” “CTS” “DIG” “ECC” “MFT” “GMA” “GRM” “ISM” “KRN” “PRN” “PTN” and “W”. Students who elect to complete courses on a non-credit basis are not guaranteed full technology access; however, effort will be made to provide technology resources. Transcripts denote a “ZP” upon completion of the course. Students may choose to convert the “ZP” to a letter grade and earn credit for an additional cost of $75 per credit hour.**

For information on our graduation rates, median graduate debt levels, and other student investment disclosure information, visit rasmussen.edu/SID.
The complete FSA aid is awarded and disbursed from the home campus.

The college will award in writing any notice of withdrawal within 10 business days after the receipt of request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the case where the notice is hand-carried, it shall occur on the date the notice is delivered to the College.

Rasmussen College has common ownership and common campuses. In the event a student is rejected, all tuition, fees, and other charges will be refunded. A student in any term who withdraws from the College, regardless of the reason, will be entitled to a refund of tuition, fees, and other charges for the completed portion of the period of instruction for which they have been charged, but before completion of 60% of the Period of Instruction, the amount charged for tuition, fees, and other charges for the completed portion of the Period of Instruction shall not exceed the pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the Period of Instruction bears to its total length. After the completion of 60% of the Period of Instruction, no refund will be made.

If a student has been accepted by the College and gives written notice of cancellation or termination after the start of the Period of Instruction for which they have been charged, but before completion of 60% of the Period of Instruction, the amount charged for tuition, fees, and 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 other charges that the length of the completed portion of the Period of Instruction bears to its total length. After the completion of 60% of the Period of Instruction, no refund will be made.

If a student withdraws earned more aid than the school reported. If a student who withdraws earned more aid than the school reported.

If a student withdraws earned more aid than the school reported.

The percentage of Title IV aid to be returned is determined by dividing the number of calendar days remaining in the quarter by the number of total calendar days in the quarter. Scheduled breaks of five or more consecutive days are excluded. If funds are released to a student because of a credit balance on the student’s account, the student may be required to repay some or all of the federal grants if they withdraw.

The federal return of Title IV funds formula calls for a second calculation, similar to the one outlined above, where the school determines the percentage and amount of Title IV aid that was unearned. The school compares the unearned tuition with the unearned Title IV aid, and returns the lesser of these two amounts. A student withdrawing from school may be eligible for post-withdrawal disbursements according to federal regulations.

A post-withdrawal disbursement occurs when a student who withdrew earned more aid than had been disbursed prior to the withdrawal. Post-withdrawal disbursements are made first from available grant funds before available loan funds and must be done within 45 days of the school’s determination that the student withdrew.

In addition, loan post-withdrawal disbursements must be done within 180 days of the school’s determination that the student withdrew. Rasmussen College credits the student’s account for any outstanding current period charges. If there is any remaining post-withdrawal disbursement to be made to the student, an offer is made to the withdrawn student to continue writing (letter sent to student) within 30 days of the school’s determination that the student withdrew. The letter explains the type and amount of funds that will be reimbursed and explains the student’s option to accept or decline all or part of the monies. A 14-day response time is given to the student for their decision.

If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled.

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

Extended Quarter Break Stop Out Policy

Rasmussen College encourages students to remain continuously enrolled in their program through to graduation. Rasmussen College recognizes that on occasion a student may experience an extraordinary personal situation for which the student may need an extended break between quarters. A student with an extenuating circumstance may apply for the Extended Quarter Break Stop Out. Students who are enrolled and meeting the standards of Satisfactory Academic Progress at the end of one term may apply for an extended break for the following term. The student must successfully complete the term immediately prior to the Stop Out term.
The student must commit to returning on the mid-quarter start (week 6) of the subsequent 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 provide the student with the necessary information to make an informed decision. Stop Out Request Forms must be signed on 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 at any other institution during this break. Students who are approved to take a Stop Out are eligible to receive aid only on the mid-start courses of the term the student returns. A Stop Out is not permitted in consecutive terms.

Military Leave and Refund
Rasmussen College supports its students who are also members of the armed forces. Military service members who are given official orders to deploy for state or federal needs, as well as their spouses, who cannot complete the academic quarter due to the deployment may withdraw without penalty from any or all classes in which they are enrolled, even if the established deadline for withdrawal has passed. These students are entitled to a full refund of tuition and mandatory fees for the term, subject to applicable laws governing federal or state financial aid programs and allocation or refund as required under those programs. The student will receive a grade of WX. Any tuition refund will be calculated according to federal guidelines, and any remaining balance will be returned in accordance with the student’s Excess Funds Form (completed upon enrollment). Students in good standing who withdraw under this policy may be readmitted and re-enroll under the catalog that is current at the time of re-enrollment, without penalty or redetermination of admission eligibility, within one year following their release from military service. Programs with specialized admissions requirements are excluded from this policy; students must meet those additional requirements at the time of re-enrollment.

Medical Leave of Absence and Medical Withdrawal Policy
Medical Leave. Each leave will be for one quarter and can be extended through the following quarter. No leave may extend for more than two consecutive quarters, although there is no limit to the total number of quarters that a student may accumulate. Medical leave is intended for students who need to take time away from Rasmussen College for health reasons. Medical withdrawals may be on the following:

1. Medical Withdrawal: intended for students who do not plan to return to Rasmussen College.
2. Involuntary Medical Withdrawal: Initiated by campus Administration for students who are suspended or are dismissed due to conduct policy violations, or who pose a direct threat to themselves or others. Students are treated as a drop/withdrawal for Financial Aid purposes and may end up owing a tuition balance. Students should see the Student Financial Services Office to determine the impact of a Medical Leave or Withdrawal.

Applying for a Leave or Withdrawal:
To apply for a Medical Leave or Medical Withdrawal the student must obtain the application form from the Campus Accommodations Coordinator, have it signed by the appropriate personnel and submit the completed form to the Campus Accommodations Coordinator.

When a Student Wants to Return After a Medical Leave of Absence or Medical Withdrawal on or before the close of the drop/add period the course(s) will be dropped without being recorded on the student’s transcript and tuition will not be charged.

A grade of “WX” will be recorded for each course for which a student was registered if the student takes Medical Leave or Medical Withdrawal from the College at any time following the first week of the quarter.

NOTE: Official transcripts will not be released by Rasmussen College until all outstanding financial obligations have been met.

The usual rules for transferring credit to Rasmussen College for courses taken elsewhere while on leave will apply to any academic work done by the student while on Medical Leave or while on Medical Withdrawal from the College.

All academic probations, warnings and dismissals take precedence over any Medical Leaves or Medical Withdrawals. If a student is already on probation or is placed on probation while on leave, the conditions of his or her probation are continued to the quarter in which he or she returns to the College.

Involuntary Medical Withdrawal Appeal Process
A student who is placed on an Involuntary Medical Withdrawal may appeal the decision to the College President within three (3) business days (excluding weekends and federal and state holidays) of the decision. The appeal should be made in writing and should set forth the basis for the appeal. The College President (or their designee) has three (3) business days from receipt of the appeal (excluding weekends and federal and state holidays) to affirm or reverse the decision, which is then considered final.

The College President (or their designee) may extend the time limits set forth above as necessary. While the appeal is pending, the original decision of Campus Administration will stand.

When a Student Wants to Return After an Involuntary Medical Withdrawal
Re-enrollment will require a completed re-admission application from the student along with a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the professional therapist/physician believes the student is able to return to Rasmussen College. Students must be cleared by all of the following once the re-admission application is received: Dean, Student Financial Services Office and Campus Director.

Federal Distribution of Funds Policy
Once the refund liability for a particular student has been determined, the federal portion of the refund shall be distributed back to the various programs in the following manner:

• All refund monies shall first be applied to reduce the student’s Federal Direct Unsubsidized Stafford, Federal Direct Subsidized Stafford, and Federal Direct PLUS loans received on behalf of the student.
• Any remaining refund monies will then be applied to reduce the student’s Federal Pell Grant award.
• Any remaining refund monies will then be applied to reduce the student’s Federal SEOG award.
• Other Federal Work 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 while the student is no longer in attendance, a full refund to the FSAG program is due. A student must be attempting a minimum of one quarter to be eligible to receive Bright Futures scholarship funding. 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 for the amount of the scholarship for those course(s) withdrawn from.

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

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

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

Amount of Institutional Share of the Title IV Refund

= Remaining refund due to the State Aid Programs

Ratio’s 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 refunds would be calculated in the same manner.

Note that for purposes of calculating institutional charges in the State Refund Calculation, the definition for Title IV programs is used.

= Any remaining refund monies will then be applied to reduce the student’s Minnesota State Grant award and/or Minnesota SELF Loan.

= Any remaining refund monies will then be applied to any other sources.

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 the property of the veteran. The remaining amount of the prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance of training.

CAMPUS SECURITY

CRIME STATISTICS

Jeanne Clery Disclosure of Campus Security

Policy and Campus Crime Statistics Act

Rasmussen College provides prospective and enrolled students and employees with its current Crime Awareness and Campus Security Act statistics. This policy contains information pertaining to the reporting procedure of criminal activities, security and access to campus facilities, campus law enforcement and criminal offenses reported to the campus or local police. As part of our campus crime prevention plan, Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.
ACADEMIC INFORMATION AND COLLEGE POLICIES

ACCREDITATION, LICENSING, APPROVALS AND OWNERSHIP

Accreditation
Rasmussen College is accredited by the Higher Learning Commission and a member of the North Central Association.

230 South 1st Street, Suite 7-500
Chicago, IL 60604
800-621-7440 or 312-283-0456

The Health Information Technician Associate Degree Program offered at the Brook Park/Maple Grove, Bloomington, Eagan, Lake Elmo/Woodbury, Mankato, and St. Cloud campuses in Minnesota
– the Aurora/Naperville and Rockford Allied Health 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).

• Commission on Accreditation for Health Informatics and Information Management Education
233 North Michigan Avenue, 21st Floor
Chicago, IL 60601
312-233-1100

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).

The Medical Assisting Diploma program at the Green Bay, Lake Elmo/Woodbury, and Moorhead campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (cahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

• Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Mokena/Tinley Park, Rockford, and Romeoville/Joliet campuses in Illinois; the Fort Myers, Ocala, New Port Richey/West Pasco, and Tampa/Brandon campuses in Florida; the Appleton 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).

• Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314
North Falls Church, VA 22043
703-917-9563

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

• Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL
727-210-2350
cacheap.org

The Medical Laboratory Technician program at the Green Bay, Lake Elmo/Woodbury, Mankato, Moorhead, and St. Cloud campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 North River Road, Rosemont, IL 60018. 713-714-8880.

• National Accrediting Agency for Clinical Laboratory Sciences
5600 North River Road
Rosemont, IL 60018
Phone: 773-714-8880
Fax: 773-714-8886

The Professional Nursing AS Degree program at the Ocala School of Nursing campus is a candidate for accreditation by the Accreditation Commission for Education in Nursing. Programs or campuses not listed above are not academically accredited.

Registration
Rasmussen College is registered as a private institute with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

• Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108
651-642-0533

Licensing
Rasmussen College is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this Institution may be obtained by contacting the Commission at:

• Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399
888-224-6684

Rasmussen College is licensed as a private career school with the State of Wisconsin Educational Approval Board. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. The education programs may not meet the needs of every student or employer.

• State of Wisconsin Educational Approval Board
201 West Washington Avenue, 3rd Floor
Madison, WI 53703
608-266-2112

The State of Wisconsin Educational Approval Board has approved all of Rasmussen College’s programs except the Law Enforcement AAS degree and certificatoes.

• Wisconsin Department of Regulation & Licensing
P.O. Box 8935
Madison, WI 53708
608-266-2112

Rasmussen College is registered with the Iowa College Student Aid Commission.

• Iowa College Student Aid Commission
603 East 12th Street, 5th Floor
Des Moines, IA 50319
877-727-4456


Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required by the rules and regulations implementing institutional and program certification as defined in Arkansas Code 6-63-301. Approved For:

• Veterans’ Benefits by the Florida State Approving Agency. Veterans’ benefits for all National Online students are certified through Bloomington, Minnesota.

• Florida Board of Nursing

Statement of Ownership
Rasmussen College, Inc. is a private corporation under the laws of the State of Delaware. Rasmussen, Inc. is the parent company of Rasmussen College, Inc., with campuses located in the States of Florida, Illinois, Kansas, Minnesota, North Dakota, and Wisconsin.

Corporate Officers:
• Robert E. King, Executive Chairman
• J. Michael Locke, Vice Chairman, Secretary
• Thomas M. Slagle, President

Limitations
This catalog was prepared using information current at the time of publishing, however all information contained herein is subject to change without notice at the discretion of the College. This includes but is not limited to the following: admission and graduation requirements, academic calendar, course descriptions and content, courses offered, online courses and programs, and statement of tuition and fees. For current calendars, students should refer to a copy of the schedule of classes for the term in which they enroll. The courses listed in this catalog are intended as a general indication of Rasmussen College’s curricula. Courses and programs are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary. Students who maintain continuous enrollment will be able to complete their program at Rasmussen College even if the program is discontinued. Rasmussen College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty and to add or to delete certain courses, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and book prices. Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impair one’s eligibility to sit for these exams to secure employment in one’s chosen career field.

Pharmacist Technician students convicted of non-drug-related felonies may not be eligible to sit for the Pharmacy Technician Certification Board (PTCB) exam. Pharmacy Technician students convicted of drug- or pharmacy-related felonies ARE NOT eligible to sit for the PTCB exam.
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Fort Myers

Kim Myers
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B.S., Indiana University/Purdue University
Fort Myers

Kimberly Azbart
Chicago
B.S., University of Central Florida
Land O’ Lakes/East Pasco

Tommy Jackson
Twin Cities
B.S., Southwest State University
New Port Richey/West Pasco

Beverley Glass
Orlando
A.A., Crafton Hills College
New Port Richey/West Pasco

Pete Beasley
Chicago
B.A., Thomas Edison State College
Ocala

Staceyann Sinclair
Twin Cities
B.A., University of Phoenix
Tampa/Brandon

Tampa/Brandon

Chris Phillips
National Director of Online Admissions
B.A., University of Wisconsin – Madison
Online

Jessica Jacobs
Twin Cities
B.A., Benedictine University
B.S., Rasmussen College

Online

Sharon Richardson
Twin Cities
M.S., Troy State University
B.S., University of Louisville

Online

Kevin Roberts
Orlando
M.B.A., University of Scranton
B.S., University of South Dakota
Online

Tampa/Brandon

B.A., Jefferson Community College

Ocala
### ACADEMIC ADMINISTRATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Institution</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>Matthew Segaard</td>
<td>Assistant Vice President of Institutional Research and Assessment</td>
<td>M.S., B.S., University of Minnesota – Twin Cities Online</td>
</tr>
<tr>
<td>Ph.D., University of Minnesota</td>
<td>M.A., Ohio University</td>
<td>Twin Cities</td>
</tr>
<tr>
<td>M.A., B.A., Bowling Green State University</td>
<td>Twin Cities</td>
<td></td>
</tr>
<tr>
<td>Matthew Petz</td>
<td>Assistant Vice President of Academic Affairs</td>
<td>M.S., B.S., St. Cloud State University Twin Cities</td>
</tr>
<tr>
<td>M.A., St. Mary’s University of Minnesota</td>
<td>Twin Cities</td>
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<tr>
<td>B.A.S., St. Cloud State University</td>
<td>Twin Cities</td>
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</tr>
<tr>
<td>Kathe Kacheroski</td>
<td>Dean of Curriculum and Instruction</td>
<td>M.A., University of St. Thomas Online</td>
</tr>
<tr>
<td>B.A., University of Illinois – Urbana-Champaign</td>
<td>Twin Cities</td>
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<tr>
<td>Carrie Daninhirsch</td>
<td>Regional Dean</td>
<td>M.S., B.S., University of Central Florida – Orlando</td>
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<tr>
<td>Regional Dean</td>
<td>M.S., B.S., Kansas State University</td>
<td>Tampa/Brandon</td>
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<tr>
<td>Karen Meyer</td>
<td>Regional Dean</td>
<td>M.S., Fort Hays State Twin Cities</td>
</tr>
<tr>
<td>Linda Edington</td>
<td>Academic Dean</td>
<td>M.A., University of North Florida Florida</td>
</tr>
<tr>
<td>Ed.D., Ball State University</td>
<td>B.A., College of St. Benedict New Port Richey/West Pasco</td>
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</tr>
<tr>
<td>Heather A. Haffner</td>
<td>Dean of Academics</td>
<td>M.A., Indiana University – Bloomington Orlando</td>
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<tr>
<td>B.A., Eastern Illinois University</td>
<td>Orlando</td>
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<tr>
<td>Lynette Barciewicz</td>
<td>Academic Dean</td>
<td>M.Ed., Framingham State University Florida</td>
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<tr>
<td>B.A., University of California – Santa Barbara</td>
<td>Tampa/Brandon</td>
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<tr>
<td>Ann Morgan</td>
<td>Director of Online Academic Management</td>
<td>M.A., University of Wisconsin – Eau Claire Online</td>
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<td>B.A., University of Wisconsin – Eau Claire</td>
<td>Twin Cities</td>
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<tr>
<td>David Lungen</td>
<td>Director of Campus Academic Management</td>
<td>M.S., Full Sail University Florida</td>
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<td>B.A., University of Chicago</td>
<td>B.A., Columbia College Florida</td>
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<tr>
<td>Michelle Carlin</td>
<td>Online Dean</td>
<td>M.A., University of Hartford Florida</td>
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<tr>
<td>B.A., Wells College</td>
<td>B.A., University of Wisconsin – River Falls Online</td>
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<tr>
<td>Lynne Croteau</td>
<td>Online Dean</td>
<td>M.B.A., M.H.R.M., Keller Graduate School of Management of DeVry University Tampa/Brandon</td>
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<tr>
<td>Online Dean</td>
<td>M.B.A., B.S., University of Central Florida – Orlando Online</td>
<td>Twin Cities</td>
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<tr>
<td>Carie Daninhirsch</td>
<td>Online Dean</td>
<td>M.S., Lesley College Florida</td>
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<tr>
<td>B.S., Northeastern University</td>
<td>Online</td>
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<tr>
<td>Sabrina Ely</td>
<td>Faculty Manager</td>
<td>M.A., Bethel University Online</td>
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<tr>
<td>B.S., University of Wisconsin – River Falls</td>
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<tr>
<td>Jennifer Moorhead</td>
<td>Faculty Manager</td>
<td>M.B.A., B.S., University of Central Florida Online</td>
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<tr>
<td>Elle O’Keeffe</td>
<td>Faculty Manager</td>
<td>M.B.A., Keller Graduate School of Management of DeVry University Online</td>
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<tr>
<td>M.A., B.A., University of Central Florida</td>
<td>Twin Cities</td>
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<tr>
<td>Nicole Shopbell</td>
<td>Faculty Manager</td>
<td>M.Ed., B.S., University of Minnesota – Twin Cities Online</td>
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### SCHOOL OF BUSINESS

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<thead>
<tr>
<th>Name</th>
<th>Title and Institution</th>
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<tbody>
<tr>
<td>Shawn Uwelling</td>
<td>Online Dean</td>
<td>M.S., B.S., University of Minnesota – Twin Cities Online</td>
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<tr>
<td>Deidre Walker</td>
<td>Faculty Manager</td>
<td>M.A., Trinity International University Online</td>
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<tr>
<td>Faculty Manager</td>
<td>B.A., Loyola University</td>
<td>University of Missouri – Columbia Twin Cities</td>
</tr>
<tr>
<td>Heather Zink</td>
<td>Hybrid Classroom Manager</td>
<td>B.S., Ohio Northern University Florida</td>
</tr>
<tr>
<td>Clinical Lab Science Certificate – Wright State University Online</td>
<td>Twin Cities</td>
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<tr>
<td>Morris Gartenberg</td>
<td>M.B.A., Long Island University</td>
<td>Business Program Coordinator of DeVry University Online</td>
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<tr>
<td>Juan Ginarte</td>
<td>Ph.D., American University</td>
<td>M.S., Troy University Online</td>
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<tr>
<td>Jillian Atfield</td>
<td>M.B.A., Long Island University</td>
<td>M.S., George Washington University Online</td>
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<td>B.A., Florida International University</td>
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<tr>
<td>Phillip Post</td>
<td>M.S., Michigan State University</td>
<td>B.A., Spring Arbor University Twin Cities</td>
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<tr>
<td>Christa Reyes</td>
<td>Business Program Coordinator</td>
<td>B.S., Illinois State University Twin Cities</td>
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<tr>
<td>Steve Corsetti</td>
<td>M.B.A., Florida Metropolitan University</td>
<td>Program Coordinator – School of Business Online</td>
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<tr>
<td>B.S., Bentley College</td>
<td>New Port Richey/West Pasco Florida</td>
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<tr>
<td>Dr. Jennifer Trout</td>
<td>Program Coordinator – School of Business Online</td>
<td>Florida</td>
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<tr>
<td>Donna Carignan</td>
<td>M.A., Webster University</td>
<td>B.S., University of South Florida Florida</td>
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<td>M.S., B.S., University of Central Florida – Orlando</td>
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<tr>
<td>David Savage</td>
<td>M.B.A., Saint Leo University</td>
<td>M.B.A., D.B.A. Argosy University Florida</td>
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<tr>
<td>Edward Wilson III</td>
<td>J.D., B.A., University of Florida</td>
<td>M.S., University of North Carolina Florida</td>
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<tr>
<td>B.S., Thomas Edison State College</td>
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<td>Edward Wilson III</td>
<td>J.D., B.A., University of Florida</td>
<td>B.S., University of North Carolina Florida</td>
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<tr>
<td>Mari Ziogler</td>
<td>M.Acc., Southeastern University</td>
<td>M.A., Pace University Florida</td>
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<tr>
<td>David Coons</td>
<td>M.B.A., Northeastern University</td>
<td>M.B.A., State University of New York Twin Cities</td>
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<tr>
<td>derek porter</td>
<td>M.B.A., B.S., Colorado Technical University</td>
<td>B.S., State University of New York Twin Cities</td>
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<tr>
<td>latricia roundtree</td>
<td>M.B.A., Webster University Florida</td>
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<tr>
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### SCHOOL OF DESIGN

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Jennifer Aytote</td>
<td>Dean of School of Design</td>
<td>M.S., St. Joseph’s University Fort Myers</td>
</tr>
<tr>
<td>M.S., St. Joseph’s University</td>
<td>B.A., University of Missouri – Columbia Florida</td>
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<tr>
<td>Chris Bright</td>
<td>B.A., St. Ambrose University</td>
<td>Fort Myers Florida</td>
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<tr>
<td>Shelly Castle</td>
<td>M.A., Kaplan University</td>
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<tr>
<td>Clint DiClemente</td>
<td>B.A., Institute of Technology</td>
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<tr>
<td>Anthony Sims</td>
<td>M.A., Institute of Technology</td>
<td>M.A., Cambridge University Florida</td>
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<td>B.F.A., Art Institute of Colorado Online</td>
<td>Florida</td>
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<tr>
<td>Russ Merritt</td>
<td>M.Ed., Grand Canyon University</td>
<td>B.A., Ohio Christian University Florida</td>
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<tr>
<td>William Sattelmeyer</td>
<td>M.S., Western Governors University Online</td>
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<tr>
<td>Letith Taylor</td>
<td>M.S., Nova Southeastern University</td>
<td>M.S., St. Leo University Florida</td>
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<tr>
<td>Adam Vezzie</td>
<td>B.A., University of Phoenix</td>
<td>A.A., Central Florida Community College Florida</td>
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<td>Daniel Moore</td>
<td>M.F.A., University of South Florida</td>
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### SCHOOL OF EDUCATION

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Cecelia Westby</td>
<td>Dean, Early Childhood Education</td>
<td>Ed.D., University of Minnesota, M.S., Concordia University</td>
</tr>
<tr>
<td>Deidra Boodoo</td>
<td>B.A., B.S., Brooklyn College</td>
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<tr>
<td>Deidra Boodoo</td>
<td>M.S., Nova Southeastern University</td>
<td>B.A., City College, New Port Richey/West Pasco</td>
</tr>
<tr>
<td>Joni Kuhn</td>
<td>M.A., City University of Seattle</td>
<td>B.A., Western Washington University</td>
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### SCHOOL OF HEALTH SCIENCES

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Christian Wright</td>
<td>Dean, School of Health Sciences</td>
<td>D.C., B.S., National University of Health Sciences, M.A.C., Argosy University</td>
</tr>
<tr>
<td>Tammy Renner, MS, MT (ASCP)</td>
<td>Medical Laboratory Technician Program Director</td>
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